



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 14, 2023 @ 7:00 PM

Location: Uxbridge Public Library

1. Call to order - Dave

- First Nations Land Acknowledgement - Dave

2. Guest speakers / Announcements

- Accessibility training – Emily Elliott, Deputy Clerk (20 – 30 minutes)
- Round table

3. Disclosure of Pecuniary Interest and the General Nature thereof.

4. Approval of Agenda

5. Approval of March Minutes

6. Committees:

6.1 Governance and HR Committee

- Policies for review at our October meeting
 - Photography in the Library

6.2 Finance – Amanda / Corrinne

- June, July accounts
- Q2 report
- Volumes of Giving Donation

6.3 Community Committee – Corrinne

- Strategic Planning updates
- Census
- Success of summer programs
- New students hired for school year.

7. New Business

- Zephyr Library options
- Carillon replacement

8. Ongoing Business / Action items

- Facility updates – Amanda



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 14, 2023 @ 7:00 PM

Location: Uxbridge Public Library

- Shelving / flooring updates
- December closure

9. Correspondence

10. Date of Next Board Meeting: Oct. 26th

11. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 22, 2023 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Christine Peter, Zed Pickering, Gord Shreeve, Kate Devine, Corrinne Morrison, Amanda Ferraro

Regrets: Sheldon Wolfson, Cathy Peters, Dwight Clements

1. Dave called the meeting to Order at 6:57 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements

- No staff updates.
- Library gardens looks great!
- The Township Committee Open House last night was great!

3. Disclosure of Pecuniary interest and the General Nature thereof.

✓ *No disclosures*

4. Approval of Agenda

✓ *Moved by Agnes, seconded by Christine; carried.*

5. Approval of February Minutes

✓ *Moved by Gord, seconded by Zed; carried.*

6. Committees:

6.1 Governance and HR Committee

- Expect to see a few HR policies to come through the board in the next few months. These policies will match the Corporation of the Township of Uxbridge. The policies are currently being reviewed through our Township legal consultant.

6.2 Finance – Amanda / Corrinne

- May accounts and May summary
- ✓ Moved by Christine, seconded by Zed; carried.
- Report LB 1 – 23 – Zephyr Hall
 - RECOMMENDATION



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 22, 2023 @ 7:00 PM

Location: Uxbridge Public Library

- THAT Report LB-01/23 be received from Amanda Ferraro, Library CEO for information. Christine and Zed
- ✓ Moved by Christine, seconded by Zed; carried.
- AND THAT the Library Board approve the proposed fee of \$4,900.00 + HST for Dave Saunders OAA, of Section Architects to complete a concept drawing of the potential future build in Zephyr Community Hall. Agnes and Kate
- ✓ Moved by Agnes, seconded by Kate; carried.
- AND THAT the concept drawing be funded out of the Library Reserve Fund. Gord Christine
- ✓ Moved by Gord, seconded by Christine; carried.
- Township approved Capital projects:

1. RFT #U23-14

	Company Name	Compliant Bid	Score or Bid Price
1.	Ven-Rez Products Ltd	Yes	\$112,625.46 HST incl.
2.	Spacesaver Mobile Storage Systems	Yes	\$135,396.16 HST not incl.

- Awarded to: Ven-Rez Products Ltd as per procurement By-law 2022-154
- Suggested colours: Westwind Grey for the shelving and Fresh Mist for the front panels

2. Flooring / Carpet Tile (supply and instal)

	Company Name	Compliant Bid	Bid Price
1.	End of the Roll Flooring Centres	Yes	\$22,165.10 HST not incl.
2.	Oshawa Carpet One Floor and Home	Yes	\$22,879.10 HST not incl.
3.	Patti-Lynn Interiors	Yes	\$21,981.88 HST not incl.

- Awarded to: Patty-Lynn interior as per procurement By-law 2022-154
- Colours were presented to the Board and suggestions were discussed after the meeting



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 22, 2023 @ 7:00 PM

Location: Uxbridge Public Library

6.3 Community Committee – Corrinne

- Summer programs underway,
 - TD summer reading program
 - babysitting course
 - Summer Camps full!
- DQST went very well in Durham.
- Farmers market requested story time at the July 2nd market and we are sending two staff for this “Library on the go” program.

7. New Business

- Question on the Multi-use room rentals and its use. Corrinne indicated that rentals are up, and we are happy with the children’s programming that is coming in.

8. Ongoing Business / Action items

- Facility updates – Amanda
 - Masonry completed.
- Strat Plan – working group over the summer.
- Library policies – review over the summer

9. Correspondence

<https://www.theglobeandmail.com/life/first-person/article-librarians-have-always-been-my-superheros/>

[Have You Been to the Library Lately? | The Walrus](#)

10. Date of Next Board Meeting: September 14th, 2023

11. Adjournment 7:47 pm

✓ Moved by Christine, seconded by Zed; carried.



**TOWNSHIP OF
UXBRIDGE**

Trail Capital of Canada

Accessibility Training for Council and Committee Members

Township of Uxbridge

2023



Today's Agenda...

- ▶ Definitions
- ▶ Legislation:
 - ▶ *Ontario Human Rights Code*
 - ▶ *Ontarians with Disabilities Act, 2001*
 - ▶ *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- ▶ 5 Accessibility Standards
- ▶ Accessibility at the Township Level



Definitions:

What is “Accessibility” and What are “Barriers”?

“**Accessibility** refers to the design of products, devices, services, or environments for people who experience disabilities.”

“A **barrier** is a circumstance or obstacle that keeps people apart. For people with disabilities, barriers can take many forms including attitudinal, communication, physical, policy, programmatic, social, and transportation.”

- Accessibility Services Canada



Definitions:

What are “Disabilities”?

“**disability**” means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”)



Legislation:

Ontario Human Rights Code (OHRC)

- ▶ Enacted in 1962.
- ▶ Prohibits actions that discriminate against people based on a protected ground in a protected social area.
- ▶ “**Disability**” is a protected ground under the *Code*.
- ▶ Protected social areas are:
 - ▶ Accommodation (housing)
 - ▶ Contracts
 - ▶ Employment
 - ▶ Goods, services and facilities
 - ▶ Membership in unions, trade or professional associations.



Legislation:

Ontarians with Disabilities Act, 2001 (ODA)

- ▶ Purpose: to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.
- ▶ Applies to the public sector
 - ▶ Provincial and Municipal Governments
 - ▶ School Boards
 - ▶ Hospitals
- ▶ Requirements:
 - ▶ Every Municipality with a population of 10,000 or more is required to establish an **Accessibility Advisory Committee**.
 - ▶ Every Municipality is required to prepare an **accessibility plan** each year.



Legislation:

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

- ▶ Applies to public, non-profit and private sectors
- ▶ Purpose: to create standards that improve accessibility in Ontario.
- ▶ Goal: to have a completely accessible Ontario by 2025.
- ▶ Works together with the OHRC to promote equal rights without discrimination.
- ▶ Compliance deadlines set in Regulation.
- ▶ Training requirements must be completed.
- ▶ Annual Accessibility Reports must be submitted.
- ▶ Inspectors to be appointed.
- ▶ Penalties for non-compliance.
- ▶ Appeal Tribunals established.



Legislation:

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

► Five Standards:

1. Accessible Customer Service
2. Information and Communication
3. Transportation
4. Employment
5. Built Environment or Design of Public Spaces



Accessibility Standard 1: Accessible Customer Service

- ▶ Providing goods or services in a manner that respects the dignity and independence of persons with disabilities, and the integration and equal opportunity to obtain the same services, in the same or similar way as other customers.
- ▶ The Township is committed to removing the following barriers;
 - Physical Barriers
 - Communication Barriers
 - Systemic Barriers
 - Attitudinal Barriers
- ▶ Township of Uxbridge **Accessible Customer Service Policy & Accessible Customer Service Procedure**
- ▶ Township of Uxbridge **Service Animals and Support Persons Procedure**



Accessibility Standard 2: Information and Communication

- ▶ Accessible processes for creating, providing and receiving information and communications.
- ▶ Consult with the person making a request to determine their needs.
- ▶ Provide accessible formats, for example:
 - ▶ Reading written information to a person directly
 - ▶ Large print
 - ▶ Text transcripts of audio or visual information
 - ▶ Handwritten notes instead of spoken word
 - ▶ Information written in plain language
 - ▶ An electronic document formatted for use with a screen reader.
- ▶ Township of Uxbridge **Alternate Formats Policy**



Accessibility Standard 3: Transportation

- ▶ Requirements to prevent and remove barriers to public transportation in Ontario.
- ▶ By-law 2006-227, as amended, adopted the **Taxi By-law**:
 - ▶ Owners and operators of taxicabs are prohibited from charging higher fares or additional fees to a person with a disability.
 - ▶ Vehicle registration and identification must be placed on the rear bumper of the taxi and must be available in an accessible format.
 - ▶ Taxi companies licensed within the Township must comply with the legislative requirements of the Integrated Accessibility Standard Regulations.



Accessibility Standard 4: Employment

- ▶ Employers must provide accommodations during recruitment and employment.
- ▶ Written, individual accommodation plans can include:
 - ▶ Emergency response assistance
 - ▶ A return-to-work plan
 - ▶ Performance management, career development or redeployment



Accessibility Standard 5: Built Environment / Design of Public Spaces

- ▶ Requirements for newly constructed or redeveloped public spaces in Ontario.
- ▶ Contracts before December 31, 2012 not required to meet standards.
- ▶ By-law 2012-149 – Facility Accessible Design Standard

Accessibility requirements for:

- The design and construction of new facilities; and
- The retrofit, alteration or addition to existing facilities.

- ▶ Standards applicable to:

- Trails
- Beach Access Routes
- Boardwalks
- Ramps
- Outdoor Public Eating Areas
- Outdoor Play Spaces

- Exterior Paths of Travel
- Parking Spaces
- Service Counters
- Fixed Queuing Guides
- Waiting Areas



Accessibility at the Township Level: Multi-Year Accessibility Plan (2020-2025)

- ▶ Identify barriers and create strategies for removing obstacles that those with a disability may encounter.
- ▶ Proactive approach to ensuring Township is compliant with Provincial regulations before 2025.
- ▶ Describes measures municipality has taken during the previous year respecting barrier prevention, identification and removal.
- ▶ Sets out commitments the Township has made toward improving accessibility over the next 5 years in the following areas:

Leadership
Web Platforms
Mental Health
Local Business

Policies and Practice
Digital Services
Infrastructure

Training
Accessible Employment
Procurement



Accessibility at the Township Level: Accessibility Advisory Committee (AAC)

- ▶ The AAC was formed in 2002.
- ▶ Purpose: to help prepare and implement the annual Accessibility Plan for the Township, as mandated by Ontario Accessibility Legislation.
- ▶ Key Responsibilities:
 - ▶ Identifying barriers;
 - ▶ Providing Council and Staff with recommendations for remediation of barriers;
 - ▶ Providing recommendations to the Township concerning public education with respect to municipal accessibility;
 - ▶ Reviewing site plans and drawings for municipal offices, subdivisions, community centres and recreational centres; and
 - ▶ Providing advice on accessibility on buildings that municipal council constructs, purchases, significantly renovates or declares a municipal capital facility.



Accessibility – Staff Contact

- ▶ The Township of Uxbridge's Accessibility Coordinator is Deputy Clerk, Emily Elliott

51 Toronto St. South
P.O. Box 190
Uxbridge, ON
L9P 1T1
Office: 905-852-9181 x:209
eelliott@uxbridge.ca

Date	Vendor ID	Vendor Cheque Name	Invoice Number	Invoice Description	Amount \$
2023-06-01	FIB003	FIBERNETICS CORPORATIO	604452	TELEPHONE-DEC1 TO JAN 1	\$135.54
2023-06-01	VER001	ELEXICON ENERGY	51001548-02/MAY2023	HYDRO-APR 8 TO MAY 8	\$701.05
2023-06-06	CIB003	CIBC VISA	APR25 TO MAY24/23	EXPENSES-APR 25 TO MAY 24/23	\$2,200.36
2023-06-07	CWB001	CWB NATIONAL LEASING	18620586	EQUIPMENT LEASE-JULY	\$353.92
2023-06-07	NET001	NETAGEN	112931-LIBRARY	SERVICES-JUNE-LIBRARY	\$2,041.91
2023-06-07	FIB003	FIBERNETICS CORPORATIO	640652	TELEPHONE-JUNE 1 TO JULY 1	\$135.54
2023-06-07	CET001	C.E.T. PROPERTY MAINTENA	1831-LIBRARY	GRASS CUTTING-MAY 1 & 8-LIB	\$119.78
2023-06-07	CET001	C.E.T. PROPERTY MAINTENA	1833-LIBRARY	GRASS CUTTING-MAY 15 & 22-LIB	\$119.78
2023-06-07	LAW001	LAWNSCAPE	45170-LIBRARY	GRASS CUTTING-MAY 15 & 22-LIB	\$56.50
2023-06-20	LIB001	LIBRARY SERVICES CENTRE	640295	BOOK	\$12.38
2023-06-20	LIB001	LIBRARY SERVICES CENTRE	640295	BOOK	\$4.95
2023-06-20	LIB001	LIBRARY SERVICES CENTRE	640295	BOOK	\$38.63
2023-06-20	LIB001	LIBRARY SERVICES CENTRE	640295	BOOK	\$15.48
2023-06-21	WHI007	WHITEHOTS INC	3490300	BOOKS	\$110.05
2023-06-21	WHI007	WHITEHOTS INC	3492690	BOOKS	\$236.54
2023-06-21	BEL001	BELL CANADA	9058529748/JUNE2023	TELEPHONE-JUNE	\$76.88
2023-06-21	CAT001	CATHY REESOR	MAY 31 2023	EXPENSES	\$107.79
2023-06-21	PEG001	PEGGY KENNEDY	JUNE 7 2023	PETTY CASH	\$299.31
2023-06-21	LIB001	LIBRARY SERVICES CENTRE	639599	BOOKS	\$500.72
2023-06-21	LIB001	LIBRARY SERVICES CENTRE	640069	BOOKS	\$805.35
2023-06-21	LIB001	LIBRARY SERVICES CENTRE	640294	BOOKS	\$150.52
2023-06-21	LIB001	LIBRARY SERVICES CENTRE	640295	BOOK	\$19.56
2023-06-21	LAW001	LAWNSCAPE	45204-LIBRARY	GRASS CUTTING-MAY 27, JUN 5-LB	\$56.50
2023-06-21	CET001	C.E.T. PROPERTY MAINTENA	1834-LIBRARY	GRASS CUTTING-MAY29&JUNE5-LIB	\$119.78

2023-06-21	BLU001	BLUE HERON BOOKS	369761	BOOKS	\$46.18
2023-06-21	BLU001	BLUE HERON BOOKS	371047	BOOKS	\$132.58
2023-06-21	BLU001	BLUE HERON BOOKS	357726	BOOKS	\$11.72
2023-06-21	DAT004	DATA AXLE inc.	10004109136	SUBSCRIPTION	\$1,168.42
2023-06-21	ENB001	ENBRIDGE	113542251003/JUN2023	ACTUAL-MAY 18 TO JUNE 15	\$132.50
2023-06-21	WHI007	WHITEHOTS INC	3491954	BOOKS	\$263.17
2023-06-21	BEL001	BELL CANADA	9054732375/JUNE2023	TELEPHONE-JUNE	\$129.76
2023-06-21	ROG002	ROGERS	234-577581309/MAY23	INTERNET-MAY 22 TO JUNE 21	\$135.49
2023-06-21	LIB001	LIBRARY SERVICES CENTRE	639600	BOOK	\$34.89
2023-06-21	LIB001	LIBRARY SERVICES CENTRE	639861	BOOKS	\$114.30
2023-06-21	DUR045	DURHAM FIRST AID INC.	19247	STAY SAFE COURSE	\$741.28
2023-06-21	BLU001	BLUE HERON BOOKS	367224	BOOKS	\$71.83
2023-06-21	BLU001	BLUE HERON BOOKS	369892	BOOKS	\$104.06
2023-06-21	BLU001	BLUE HERON BOOKS	357726	BOOKS	\$150.37
2023-06-21	HYD005	HYDRO ONE NETWORKS IN	200072033278/JUN2023	HYDRO-MAY 5 TO JUNE 6	\$173.38
2023-06-26	MIN003	MINISTER OF FINANCE	JUNE 2023-EHT	EHT-JUNE 2023	\$780.93
2023-06-28	VER001	ELEXICON ENERGY	51001548-02/JUNE2023	HYDRO-MAY 8 TO JUNE 8	\$922.34
2023-06-28	LAW001	LAWNSCAPE	45424-LIBRARY	GRASS CUTTING-JUNE 13&19-LIB	\$56.50
2023-06-28	CET001	C.E.T. PROPERTY MAINTENA	1835-LIBRARY	GRASS CUTTING-JUNE 13&20-LIB	\$119.78
					<u><u>\$13,708.30</u></u>

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2023-07-05	FIB003	FIBERNETICS CORPORATION	644902	TELEPHONE-JULY 1 TO AUG 1	\$135.54
2023-07-05	CIB003	CIBC VISA	MAY 25 TO JUNE 24/23	EXPENSES-MAY 25 TO JUNE 24/23	\$1,984.26
2023-07-05	ROG002	ROGERS	234-577581309/JUN23	INTERNET-JUNE 22 TO JULY 21	\$135.59
2023-07-20	LIB001	LIBRARY SERVICES CENTRE	640746	BOOKS	\$117.27
2023-07-20	DLF001	D & L FIRE PROTECTION LIMITED	57942	ANNUAL INSPECTION	\$622.97
2023-07-20	HEA002	HEAT-AIR MECHANICAL LTD.	38818	SERVICE	\$2,119.68
2023-07-20	LAW001	LAWNSCAPE	45437-LIBRARY	GRASS CUTTING-JUNE 26&JULY3-LB	\$56.50
2023-07-20	LIB001	LIBRARY SERVICES CENTRE	640463	BOOKS	\$150.55
2023-07-20	WHI007	WHITEHOTS INC	3494233	BOOKS	\$265.31
2023-07-20	BEL001	BELL CANADA	9054732375/JULY2023	TELEPHONE - JULY	\$125.80
2023-07-20	BRU008	BRUCE CLARK & SON PLUMBING &	14888	REPAIRS	\$269.05
2023-07-20	BRU008	BRUCE CLARK & SON PLUMBING &	14887	REPAIRS	\$101.70
2023-07-20	COR001	CORRINNE MORRISON	EXPENSES-APR-JUN/23	EXPENSES-APR TO JUNE/23	\$324.96
2023-07-20	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JULY2023	WATER & SEWER APR 26 - JUN 28	\$593.10
2023-07-20	IAN002	I.R. KERSHAW	UXLIB-001	3D SESSIONS	\$262.50
2023-07-20	PRE005	PRESSE COMMERCE	722 241-7/RENEW/23	MAGAZINE RENEWALS	\$327.11
2023-07-20	UXB027	UXBRIDGE HORTICULTURAL SOCIETY	JULY 2/2023	FLOWERS	\$429.12
2023-07-20	XER001	XEROX CANADA LTD.	85716893	COPIES-JUNE	\$108.89
2023-07-20	LIB001	LIBRARY SERVICES CENTRE	640907	BOOKS	\$245.87
2023-07-20	HEA002	HEAT-AIR MECHANICAL LTD.	38870	SERVICE	\$629.64
2023-07-20	LIB001	LIBRARY SERVICES CENTRE	640464	BOOKS	\$72.53
2023-07-20	CET001	C.E.T. PROPERTY MAINTENANCE INC.	1836-LIBRARY	GRASS CUTTING-JUNE27 & JUL3-LB	\$119.78
2023-07-20	BLU001	BLUE HERON BOOKS	372003	BOOKS	\$51.17
2023-07-20	WHI007	WHITEHOTS INC	3493600	BOOKS	\$98.77

2023-07-20 BRU008	BRUCE CLARK & SON PLUMBING &	14894	REPAIRS	\$994.97
2023-07-20 JAP001	J.APPLESEED	ART0191606	BOOKS	\$404.75
2023-07-20 MAR004	MARTY S WINDOW CLEANING	01	WINDOW CLEANING-BOTTOM EXT.	\$124.30
2023-07-20 RON001	RONA INC.	33220-13694191	SUPPLIES	\$30.57
2023-07-20 NET001	NETAGEN	115289-LIBRARY	SERVICES-JULY	\$2,041.91
2023-07-20 XER001	XEROX CANADA LTD.	85727980	COPIES-JULY	\$395.70
2023-07-21 MIN003	MINISTER OF FINANCE	EHT-JULY/2023	EHT-JULY-LIBRARY	\$805.47
2023-07-31 BLU001	BLUE HERON BOOKS	373075	BOOKS	\$10.91
				<u>\$14,156.24</u>

Library Quarterly Report Revised
Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

<u>Current</u> Quarter Actual	<u>Current</u> Quarter Budget	YTD Actual	YTD Variance	<u>2023</u> Budget
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Operating Expenses:

Library Collection:

Uxbridge - Adult - DVD/Videos	\$1,744	\$0	\$2,316	(\$2,234)	\$4,550
Uxbridge - Adult - Fiction Hardcover	3,601	0	6,568	-6,057	12,625
Uxbridge - Adult - Non Fiction	1,076	0	1,781	-3,019	4,800
Uxbridge - Adult - Large Print	364	0	450	-770	1,220
Uxbridge - Adult - Young Adult	503	0	523	-1,227	1,750
Uxbridge - Adult - Magazines	373	0	947	-453	1,400
Uxbridge - Adult - Reference	0	0	5,025	-1,475	6,500
Uxbridge - Adult - Fiction CD	488	0	918	-1,882	2,800
Uxbridge - Adult - Non Fiction CD	29	0	68	-332	400
Uxbridge - Adult - OverDrive	0	0	5,775	-975	6,750
Uxbridge - Adult - Adult Department	153	0	153	-2,547	2,700
Uxbridge - Chidrens - Music CD	0	0	0	-75	75
Uxbridge - Chidrens - DVD/Videos	185	0	254	-246	500
Uxbridge - Chidrens - Fiction Hardcover	931	0	1,512	-1,538	3,050
Uxbridge - Chidrens - Non Fiction	558	0	897	-1,103	2,000
Uxbridge - Chidrens - French	0	0	0	-200	200
Uxbridge - Chidrens - Picture Book	661	0	1,291	-1,709	3,000
Uxbridge - Chidrens - Easy Readers	91	0	226	-524	750
Uxbridge - Chidrens - Talking Books	14	0	14	-236	250
Uxbridge - Chidrens - Magazines	64	0	221	-129	350
Uxbridge - Chidrens - Reference	0	0	1,439	-2,561	4,000
Uxbridge - Chidrens - Parenting	44	0	44	-76	120
Uxbridge - Chidrens - Adult Department	122	0	122	-1,878	2,000
Uxbridge - Geneology - Non Fiction	0	0	0	-75	75
Uxbridge - Geneology Department, Magazines	0	0	0	-50	50
Uxbridge - Geneology - Reference	1,191	0	1,866	-134	2,000
Zephyr - Adult - DVD/Videos	227	0	551	-449	1,000
Zephyr - Adult - Fiction Hardcover	1,030	0	1,860	-540	2,400
Zephyr - Adult - Non Fiction	67	0	211	-139	350
Zephyr - Adult - Young Adult	0	0	12	-188	200
Zephyr - Adult - Magazines	110	0	110	-265	375
Zephyr - Adult - Fiction CD	0	0	122	122	0
Zephyr - Adult - Adult Department	31	0	31	-469	500
Zephyr - Childrens - DVD/Videos	20	0	47	-203	250
Zephyr - Childrens - Fiction Hardcover	69	0	149	-251	400

Library Quarterly Report Revised
Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Zephyr - Childrens - Non Fiction	0	0	127	-123	250
Zephyr - Childrens - Picture Book	55	0	254	-96	350
Zephyr - Childrens - Easy Readers	67	0	162	-88	250
Uxbridge - Adult Department - Freight	145	0	255	-345	600
Library Collection	14,013	0	36,301	-34,542	70,840

Programming:

Uxbridge - Programs - Miscellaneous	903	0	1,107	-1,143	2,250
Uxbridge - Programs - Food	316	0	539	-211	750
Uxbridge - Programs - Professional Services	2,287	0	2,287	287	2,000
Zephyr - Programs - Program Supplies	0	0	0	-200	200
Uxbridge - Promotion - Displays	0	0	0	-100	100
Uxbridge - Promotion - Brochures	0	0	0	-50	50
Uxbridge - Promotion - Advertising	0	0	0	-200	200
Uxbridge - Promotion - Promotion	0	0	0	-350	350
Total Promotion	3,506	0	3,933	-1,967	5,900

Administration:

Uxbridge - Administration - Postage	281	0	-329	-1,529	1,200
Uxbridge - Administration - Office Supplies	724	0	826	-1,174	2,000
Uxbridge - Administration - Library Supplies	92	0	860	-2,140	3,000
Uxbridge - Administration - Meeting Expenses	209	0	348	-352	700
Uxbridge - Administration - Furnishings	0	0	1,164	-1,336	2,500
Uxbridge - Administration - Audit Services	1,119	0	0	-3,900	3,900
Uxbridge - Administration - Memberships	100	0	350	-850	1,200
Uxbridge - Administration - Insurance	5,206	0	5,223	29	5,194
Uxbridge Administrative - Bank Charges	144	0	284	-367	650
Total Administration	7,875	0	8,726	-11,618	20,344

Fundraising Expenses:

Uxbridge - Fundraising costs	0	0	20	20	0
Total Fundraising	0	0	20	20	0

Repairs & Maintenance:

Uxbridge - Building Mtce - Janitorial Supplies	1,566	0	1,829	-171	2,000
Uxbridge - Building Mtce - Contr Mtce Electrical	0	0	1,380	-1,620	3,000
Uxbridge - Building Mtce - Contr Mtce Heating	2,255	0	4,444	-5,456	9,900
Uxbridge - Building Mtce - Grounds Upkeep	204	0	204	-1,796	2,000
Uxbridge - Building Mtce - Repairs & Maintenance Other	5,263	0	9,827	-35,173	45,000

Library Quarterly Report Revised
Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Building Mtce - Janitorial Services	6	0	4,809	-19,191	24,000
Uxbridge - Building Mtce - Security Services	799	0	2,160	610	1,550
Zephyr - Building Mtce - Grounds Upkeep	3,423	0	8,808	-11,192	20,000
Zephyr - Building Mtce - Repairs & Maintenance Other	681	0	702	-1,298	2,000
Zephyr - Building Mtce - Security Services	0	0	944	-106	1,050
Total Maintenance	14,197	0	35,107	-75,393	110,500

Utilities:

Uxbridge - Building Mtce - Water	369	0	713	-2,787	3,500
Uxbridge - Building Mtce - Hydro	2,207	0	3,835	-8,165	12,000
Uxbridge - Building Mtce - Natural Gas	1,485	0	5,011	-2,490	7,500
Uxbridge - Building Mtce - Telephone	1,654	0	3,503	-2,697	6,200
Zephyr - Building Mtce - Hydro	711	0	1,605	-1,195	2,800
Zephyr - Building Mtce - Telephone	369	0	747	-653	1,400
Total Utilities	6,795	0	15,414	-17,985	33,400

New Computer Room:

Equipment & Maintenance

Uxbridge - Equipment - Printing	449	0	861	-339	1,200
Uxbridge - Equipment - Photocopy	273	0	273	-227	500
Zephyr - Equipment - Photocopy	0	0	0	-55	55
Uxbridge - Equipment - Contr Mtce Office Equip	500	0	1,139	-1,561	2,700
Uxbridge - Equipment - Computers	0	0	0	-8,000	8,000
Uxbridge - Equipment - Software	891	0	2,687	487	2,200
Uxbridge - Equipment - Printers	0	0	0	-500	500
Uxbridge - Equipment - Contr Mtce Software	2,748	0	2,748	-252	3,000
Uxbridge - Equipment - Contr Mtce Computer Hardware	5,516	0	11,033	-14,467	25,500
Uxbridge - Equipment - ISPN Fees	488	0	733	-867	1,600
Zephyr - Equipment - ISPN Fees	471	0	563	-787	1,350
Total Equipment & Maintenance	11,336	0	20,037	-26,570	46,605

Salaries and benefits:

Uxbridge - Full Time Staff - Salaries	39,707	0	79,800	-101,897	181,697
Uxbridge - Full Time Staff - Salaries Overtime	0	0	12	12	0

Library Quarterly Report Revised
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For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Full Time Staff - Benefits	13,619	0	27,859	-39,369	67,228
Uxbridge - Part Time Staff - Salaries	55,730	0	109,488	-117,083	226,571
Uxbridge - Part Time Staff - Salaries Overtime	164	0	487	487	0
Uxbridge - Part Time Staff - Salaries Vacation Pay	2,598	0	5,036	-8,558	13,594
Uxbridge - Part Time Staff - Benefits	10,937	0	21,897	-15,423	37,320
Uxbridge - Students - Salaries	6,989	0	14,437	-16,139	30,576
Uxbridge - Students - Salaries Vacation Pay	339	0	648	-575	1,223
Uxbridge - Students - Benefits	665	0	1,316	-2,500	3,816
Uxbridge - Summer Students Grants - Salaries	3,309	0	3,309	-13,081	16,390
Uxbridge - Summer Students Grants - Salaries Vacation Pay	132	0	132	-524	656
Summer Students Benefits	338	0	338	-1,708	2,046
Zephyr - Part Time Staff - Salaries	6,089	0	11,432	-18,885	30,317
Zephyr - Part Time Staff - Benefits	2,314	0	4,508	-6,709	11,217
Total Salaries & Benefits	142,930	0	280,699	-341,952	622,651

Professional Development:

Uxbridge - PD - Conventions & Conferences	0	0	1,105	-1,895	3,000
Uxbridge - PD - Workshops	655	0	3,197	197	3,000
Total Professional Development	655	0	4,302	-1,699	6,000

Health & Safety:

Uxbridge - Health & Safety - Training Supplies	0	0	0	-400	400
Uxbridge - Health & Safety - Workshops	254	0	254	-1,246	1,500
Total Health & Safety	254	0	254	-1,646	1,900

Mileage:

Uxbridge - PD - Mileage	96	0	187	-513	700
Uxbridge - Other - Mileage	44	0	44	-456	500
Total Mileage	140	0	231	-969	1,200

Other Items:

Tangible Capital Assets - Amortization	20,713	0	41,426	-41,574	83,000
Tangible Capital Assets - Balance Transfers	-12,330	0	-34,617	-34,617	0
Uxbridge - Amortization - Other	0	0	0	-12,000	12,000
	8,383	0	6,809	-88,191	95,000

**Library Quarterly Report Revised
Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023**

	<u>Current</u> Quarter Actual	<u>Current</u> Quarter Budget	YTD Actual	YTD Variance	<u>2023</u> Budget
Total Expenses	210,084	0	411,833	-602,511	1,014,340

Library Quarterly Report Revised
Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	<u>Current</u> Quarter Actual	<u>Current</u> Quarter Budget	YTD Actual	YTD Variance	<u>2023</u> Budget
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Operating Revenues

Grants:

Uxbridge - Other - Provincial Grant	0	0	0	24,176	24,176
Uxbridge - Other - Township Grant	215,086	0	430,173	430,173	860,345
Uxbridge - Other - Township - Development Charges	4,500	0	9,000	9,000	18,000
Uxbridge - Programming Grant Other	0	0	0	10,500	10,500
Uxbridge - Summer Students Grants - Federal	0	0	0	6,300	6,300
Total Grants	219,586	0	439,173	-480,149	919,321

Donations:

Uxbridge Genealogy Donations	0	0	20	480	500
Uxbridge - Donations Specified - Donations	330	0	450	1,050	1,500
Uxbridge - Donations Materials - Donations	0	0	0	4,500	4,500
Uxbridge Programs Donations	108	0	123	-123	0
Total Donations	438	0	573	-5,427	6,000

Fundraising:

Uxbridge - Volumes of Giving - Donations	0	0	0	500	500
Uxbridge - Fundraising - General - Fundraising	5	0	15	-15	0
Zephyr Library, Fundraising-General-Zephyr, Fundraising	0	0	650	-650	0
Total Fundraising	5	0	665	165	500

Other Revenues:

Uxbridge - Service Revenue - Discard Books	45	0	76	-1	75
Uxbridge - Programming - Service Charges	9,826	0	13,577	-3,577	10,000
Uxbridge - Service Revenue - Rent Rooms	504	0	757	-257	500
Uxbridge - Service Revenue - Fines	1,296	0	2,769	3,231	6,000
Zephyr - Service Revenue - Fines	3	0	34	66	100
Uxbridge - Genealogy - Service Charges	100	0	200	0	200
Uxbridge - Service Revenue - Photocopy Fees	440	0	856	144	1,000
Uxbridge - Other - Interest Investments	0	0	0	400	400
Uxbridge - Other Revenue - Sales	121	0	269	31	300
Uxbridge - Other Revenue - Lost Books	297	0	651	-151	500
Uxbridge - Other, Sundry Revenue	0	0	-452	452	0
Total Other Revenue	12,632	0	18,737	-340	19,075

Other Items:

**Library Quarterly Report Revised
Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023**

	<u>Current</u> Quarter Actual	<u>Current</u> Quarter Budget	YTD Actual	YTD Variance	<u>2023</u> Budget
Total Revenues	232,661	0	459,148	-485,750	944,896
Net Expenditures	-22,577	0	-47,315	-116,760	69,444

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
<u>Operating Expenses:</u>					
<u>Library Collection:</u>					
Uxbridge - Adult - DVD/Videos: Uxbridge Adult Department DVD/Videos	1,744	0	2,316	-2,234	4,550
Total Uxbridge - Adult - DVD/Videos	1,744	0	2,316	-2,234	4,550
Uxbridge - Adult - Fiction Hardcover: Uxbridge Adult Department Fiction Hardcover	3,601	0	6,568	-6,057	12,625
Total Uxbridge - Adult - Fiction Hardcover	3,601	0	6,568	-6,057	12,625
Uxbridge - Adult - Non Fiction: Uxbridge Adult Department Non-Fiction	1,076	0	1,781	-3,019	4,800
Total Uxbridge - Adult - Non Fiction	1,076	0	1,781	-3,019	4,800
Uxbridge - Adult - Large Print: Uxbridge Adult Department Large Print	364	0	450	-770	1,220
Total Uxbridge - Adult - Large Print	364	0	450	-770	1,220
Uxbridge - Adult - Young Adult: Uxbridge Adult Department Young Adult	503	0	523	-1,227	1,750
Total Uxbridge - Adult - Young Adult	503	0	523	-1,227	1,750
Uxbridge - Adult - Magazines: Uxbridge Adult Department Magazines	373	0	947	-453	1,400
Total Uxbridge - Adult - Magazines	373	0	947	-453	1,400
Uxbridge - Adult - Reference: Uxbridge Adult Department Reference	0	0	5,025	-1,475	6,500
Total Uxbridge - Adult - Reference	0	0	5,025	-1,475	6,500

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Adult - Fiction CD: Uxbridge Adult Department Fiction CD	488	0	918	-1,882	2,800
Total Uxbridge - Adult - Fiction CD	488	0	918	-1,882	2,800
Uxbridge - Adult - Non Fiction CD: Uxbridge Adult Department Non-Fiction CD	29	0	68	-332	400
Total Uxbridge - Adult - Non Fiction CD	29	0	68	-332	400
Uxbridge - Adult - OverDrive: Uxbridge Adult Department OverDrive	0	0	5,775	-975	6,750
Total Uxbridge - Adult - OverDrive	0	0	5,775	-975	6,750
Uxbridge - Adult - Adult Department: Uxbridge Adult Department Processing Fee	153	0	153	-2,547	2,700
Total Uxbridge - Adult - Adult Department	153	0	153	-2,547	2,700
Uxbridge - Chidrens - Music CD: Uxbridge Childrens Department Music CD	0	0	0	-75	75
Total Uxbridge - Chidrens - Music CD	0	0	0	-75	75
Uxbridge - Chidrens - DVD/Videos: Uxbridge Childrens Department DVD/Videos	185	0	254	-246	500
Total Uxbridge - Chidrens - DVD/Videos	185	0	254	-246	500
Uxbridge - Chidrens - Fiction Hardcover: Uxbridge Childrens Department Fiction Hardcover	931	0	1,512	-1,538	3,050
Total Uxbridge - Chidrens - Fiction Hardcover	931	0	1,512	-1,538	3,050
Uxbridge - Chidrens - Non Fiction: Uxbridge Childrens Department Non-Fiction	558	0	897	-1,103	2,000

**Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Uxbridge - Chidrens - Non Fiction	558	0	897	-1,103	2,000
Uxbridge - Chidrens - French: Uxbridge Childrens Department French	0	0	0	-200	200
Total Uxbridge - Chidrens - French	0	0	0	-200	200
Uxbridge - Chidrens - Picture Book: Uxbridge Childrens Department Picture Book	661	0	1,291	-1,709	3,000
Total Uxbridge - Chidrens - Picture Book	661	0	1,291	-1,709	3,000
Uxbridge - Chidrens - Easy Readers: Uxbridge Childrens Department Easy Readers	91	0	226	-524	750
Total Uxbridge - Chidrens - Easy Readers	91	0	226	-524	750
Uxbridge - Chidrens - Talking Books: Uxbridge Childrens Department Talking Book	14	0	14	-236	250
Total Uxbridge - Chidrens - Talking Books	14	0	14	-236	250
Uxbridge - Chidrens - Magazines: Uxbridge Childrens Department Magazines	64	0	221	-129	350
Total Uxbridge - Chidrens - Magazines	64	0	221	-129	350
Uxbridge - Chidrens - Reference: Uxbridge Childrens Department Reference	0	0	1,439	-2,561	4,000
Total Uxbridge - Chidrens - Reference	0	0	1,439	-2,561	4,000
Uxbridge - Chidrens - Parenting: Uxbridge Childrens Department Parenting	44	0	44	-76	120
Total Uxbridge - Chidrens - Parenting	44	0	44	-76	120
Uxbridge - Chidrens - Adult Department: Uxbridge Childrens Department Processing Fee	122	0	122	-1,878	2,000

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Uxbridge - Chidrens - Adult Department	122	0	122	-1,878	2,000
Uxbridge - Geneology - Non Fiction: Uxbridge Geneology Department Non Fiction	0	0	0	-75	75
Total Uxbridge - Geneology - Non Fiction	0	0	0	-75	75
Uxbridge - Geneology Department, Magazines: Uxbridge Geneology department Magazines	0	0	0	-50	50
Total Uxbridge - Geneology Department, Magazines	0	0	0	-50	50
Uxbridge - Geneology - Reference: Uxbridge Geneology Department Reference	1,191	0	1,866	-134	2,000
Total Uxbridge - Geneology - Reference	1,191	0	1,866	-134	2,000
Zephyr - Adult - DVD/Videos: Zephyr Adult Department DVD/Videos	227	0	551	-449	1,000
Total Zephyr - Adult - DVD/Videos	227	0	551	-449	1,000
Zephyr - Adult - Fiction Hardcover: Zephyr Adult Department Fiction Hardcover	1,030	0	1,860	-540	2,400
Total Zephyr - Adult - Fiction Hardcover	1,030	0	1,860	-540	2,400
Zephyr - Adult - Non Fiction: Zephyr Adult Department Non-Fiction	67	0	211	-139	350
Total Zephyr - Adult - Non Fiction	67	0	211	-139	350
Zephyr - Adult - Young Adult: Zephyr Adult Department Young Adult	0	0	12	-188	200
Total Zephyr - Adult - Young Adult	0	0	12	-188	200
Zephyr - Adult - Magazines:					

Library Quarterly Report : Income Statement - Actual vs. Budget For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Zephyr Adult Department Magazines	110	0	110	-265	375
Total Zephyr - Adult - Magazines	110	0	110	-265	375
Zephyr - Adult - Fiction CD: Zephyr Adult Department Fiction CD	0	0	122	122	0
Total Zephyr - Adult - Fiction CD	0	0	122	122	0
Zephyr - Adult - Adult Department: Zephyr Adult Department Processing Fee	31	0	31	-469	500
Total Zephyr - Adult - Adult Department	31	0	31	-469	500
Zephyr - Childrens - DVD/Videos: Zephyr Childrens Department DVD/Videos	20	0	47	-203	250
Total Zephyr - Childrens - DVD/Videos	20	0	47	-203	250
Zephyr - Childrens - Fiction Hardcover: Zephyr Childrens Department Fiction Hardcover	69	0	149	-251	400
Total Zephyr - Childrens - Fiction Hardcover	69	0	149	-251	400
Zephyr - Childrens - Non Fiction: Zephyr Childrens Department Non-Fiction	0	0	127	-123	250
Total Zephyr - Childrens - Non Fiction	0	0	127	-123	250
Zephyr - Childrens - Picture Book: Zephyr Childrens Department Picture Book	55	0	254	-96	350
Total Zephyr - Childrens - Picture Book	55	0	254	-96	350
Zephyr - Childrens - Easy Readers: Zephyr Childrens Department Easy Readers	67	0	162	-88	250
Total Zephyr - Childrens - Easy Readers	67	0	162	-88	250

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Adult Department - Freight:					
Uxbridge Adult Department Freight	145	0	255	-345	600
Total Uxbridge - Adult Department - Freight	145	0	255	-345	600
Library Collection	14,012	0	36,298	-34,542	70,840

Programming:

Uxbridge - Programs - Miscellaneous:					
Uxbridge Programs miscellaneous	903	0	1,107	-1,143	2,250
Total Uxbridge - Programs - Miscellaneous	903	0	1,107	-1,143	2,250
Uxbridge - Programs - Food:					
Uxbridge Programs food	316	0	539	-211	750
Total Uxbridge - Programs - Food	316	0	539	-211	750
Uxbridge - Programs - Professional Services:					
Uxbridge Programs professional services	2,287	0	2,287	287	2,000
Total Uxbridge - Programs - Professional Services	2,287	0	2,287	287	2,000
Zephyr - Programs - Program Supplies:					
Zephyr Programming Program Supplies	0	0	0	-200	200
Total Zephyr - Programs - Program Supplies	0	0	0	-200	200
Uxbridge - Promotion - Displays:					
Uxbridge Promotion Displays	0	0	0	-100	100
Total Uxbridge - Promotion - Displays	0	0	0	-100	100
Uxbridge - Promotion - Brochures:					
Uxbridge Promotion brochures	0	0	0	-50	50
Total Uxbridge - Promotion - Brochures	0	0	0	-50	50
Uxbridge - Promotion - Advertising:					

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge Promotion advertising	0	0	0	-200	200
Total Uxbridge - Promotion - Advertising	0	0	0	-200	200
Uxbridge - Promotion - Promotion: Uxbridge Promotion promotion	0	0	0	-350	350
Total Uxbridge - Promotion - Promotion	0	0	0	-350	350
Total Promotion	3,506	0	3,933	-1,967	5,900

Administration:

Uxbridge - Administration - Postage: Uxbridge Administration Postage	281	0	-329	-1,529	1,200
Total Uxbridge - Administration - Postage	281	0	-329	-1,529	1,200
Uxbridge - Administration - Office Supplies: Uxbridge Administration Office Supplies	724	0	826	-1,174	2,000
Total Uxbridge - Administration - Office Supplies	724	0	826	-1,174	2,000
Uxbridge - Administration - Library Supplies: Uxbridge Administration Library Supplies	92	0	860	-2,140	3,000
Total Uxbridge - Administration - Library Supplies	92	0	860	-2,140	3,000
Uxbridge - Administration - Meeting Expenses: Uxbridge Administration Meeting Expenses	209	0	348	-352	700
Total Uxbridge - Administration - Meeting Expenses	209	0	348	-352	700
Uxbridge - Administration - Furnishings: Uxbridge Administration Furnishings	0	0	1,164	-1,336	2,500
Total Uxbridge - Administration - Furnishings	0	0	1,164	-1,336	2,500
Uxbridge - Administration - Audit Services: Uxbridge Administration Audit Services	1,119	0	0	-3,900	3,900

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Uxbridge - Administration - Audit Services	1,119	0	0	-3,900	3,900
Uxbridge - Administration - Memberships: Uxbridge Administration Memberships	100	0	350	-850	1,200
Total Uxbridge - Administration - Memberships	100	0	350	-850	1,200
Uxbridge - Administration - Insurance: Uxbridge Administration Insurance	5,206	0	5,223	29	5,194
Total Uxbridge - Administration - Insurance	5,206	0	5,223	29	5,194
Uxbridge Administrative - Bank Charges: Uxbridge Administration Bank Charges	144	0	284	-367	650
Total Uxbridge Administrative - Bank Charges	144	0	284	-367	650
Total Administration	7,876	0	8,726	-11,618	20,344

Fundraising Expenses:

Uxbridge - Fundraising costs: Uxbridge Fundraising Miscellaneous	0	0	20	20	0
Total Uxbridge - Fundraising costs	0	0	20	20	0
Total Fundraising	0	0	20	20	0

Repairs & Maintenance:

Uxbridge - Building Mtce - Janitorial Supplies: Uxbridge Building Mtce Janitorial Supplies	1,566	0	1,829	-171	2,000
Total Uxbridge - Building Mtce - Janitorial Supplies	1,566	0	1,829	-171	2,000
Uxbridge - Building Mtce - Contr Mtce Electrical: Uxbridge Building Mtce Contr Mtce Electrical	0	0	1,380	-1,620	3,000
Total Uxbridge - Building Mtce - Contr Mtce Electrical	0	0	1,380	-1,620	3,000

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Building Mtce - Contr Mtce Heating:					
Uxbridge Building Mtce Contr Mtce Heating	2,255	0	4,444	-5,456	9,900
Total Uxbridge - Building Mtce - Contr Mtce Heating	2,255	0	4,444	-5,456	9,900
Uxbridge - Building Mtce - Grounds Upkeep:					
Uxbridge Building Mtce Grounds Upkeep	204	0	204	-1,796	2,000
Total Uxbridge - Building Mtce - Grounds Upkeep	204	0	204	-1,796	2,000
Uxbridge - Building Mtce - Repairs & Maintenance Other:					
Uxbridge Building Mtce Repairs & Maintenance Oth	5,263	0	9,827	-35,173	45,000
Total Uxbridge - Building Mtce - Repairs & Maintenance Other	5,263	0	9,827	-35,173	45,000
Uxbridge - Building Mtce - Janitorial Services:					
Uxbridge Building Mtce Janitorial Services	6	0	4,809	-19,191	24,000
Total Uxbridge - Building Mtce - Janitorial Services	6	0	4,809	-19,191	24,000
Uxbridge - Building Mtce - Security Services:					
Uxbridge Building Mtce Security Services	799	0	2,160	610	1,550
Total Uxbridge - Building Mtce - Security Services	799	0	2,160	610	1,550
Zephyr - Building Mtce - Grounds Upkeep:					
Zephyr Building Mtce Grounds Upkeep	3,423	0	8,808	-11,192	20,000
Total Zephyr - Building Mtce - Grounds Upkeep	3,423	0	8,808	-11,192	20,000
Zephyr - Building Mtce - Repairs & Maintenance Other:					
Zephyr Building Mtce Repairs & Maintenance Other	681	0	702	-1,298	2,000
Total Zephyr - Building Mtce - Repairs & Maintenance Other	681	0	702	-1,298	2,000
Zephyr - Building Mtce - Security Services:					
Zephyr Building Mtce Security Services	0	0	944	-106	1,050
Total Zephyr - Building Mtce - Security Services	0	0	944	-106	1,050

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Maintenance	14,197	0	35,107	-75,393	110,500
Utilities:					
Uxbridge - Building Mtce - Water: Uxbridge Building Mtce Water	369	0	713	-2,787	3,500
Total Uxbridge - Building Mtce - Water	369	0	713	-2,787	3,500
Uxbridge - Building Mtce - Hydro: Uxbridge Building Mtce Hydro	2,207	0	3,835	-8,165	12,000
Total Uxbridge - Building Mtce - Hydro	2,207	0	3,835	-8,165	12,000
Uxbridge - Building Mtce - Natural Gas: Uxbridge Building Mtce Natural Gas	1,485	0	5,011	-2,490	7,500
Total Uxbridge - Building Mtce - Natural Gas	1,485	0	5,011	-2,490	7,500
Uxbridge - Building Mtce - Telephone: Uxbridge Building Mtce Telephone	1,654	0	3,503	-2,697	6,200
Total Uxbridge - Building Mtce - Telephone	1,654	0	3,503	-2,697	6,200
Zephyr - Building Mtce - Hydro: Zephyr Building Mtce Hydro	711	0	1,605	-1,195	2,800
Total Zephyr - Building Mtce - Hydro	711	0	1,605	-1,195	2,800
Zephyr - Building Mtce - Telephone: Zephyr Building Mtce Telephone	369	0	747	-653	1,400
Total Zephyr - Building Mtce - Telephone	369	0	747	-653	1,400
Total Utilities	6,796	0	15,415	-17,985	33,400

New Computer Room:

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
<u>Equipment & Maintenance</u>					
Uxbridge - Equipment - Printing: Uxbridge Equipment Printing	449	0	861	-339	1,200
Total Uxbridge - Equipment - Printing	449	0	861	-339	1,200
Uxbridge - Equipment - Photocopy: Uxbridge Equipment Photocopy	273	0	273	-227	500
Total Uxbridge - Equipment - Photocopy	273	0	273	-227	500
Zephyr - Equipment - Photocopy: Zephyr Equipment Photocopy	0	0	0	-55	55
Total Zephyr - Equipment - Photocopy	0	0	0	-55	55
Uxbridge - Equipment - Contr Mtce Office Equip: Uxbridge Equipment Contr Mtce Office Equip	500	0	1,139	-1,561	2,700
Total Uxbridge - Equipment - Contr Mtce Office Equip	500	0	1,139	-1,561	2,700
Uxbridge - Equipment - Computers: Uxbridge Equipment Computers	0	0	0	-8,000	8,000
Total Uxbridge - Equipment - Computers	0	0	0	-8,000	8,000
Uxbridge - Equipment - Software: Uxbridge Equipment Software	891	0	2,687	487	2,200
Total Uxbridge - Equipment - Software	891	0	2,687	487	2,200
Uxbridge - Equipment - Printers: Uxbridge Equipment Printers	0	0	0	-500	500
Total Uxbridge - Equipment - Printers	0	0	0	-500	500
Uxbridge - Equipment - Contr Mtce Software:					

**Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge Equipment Contr Mtce Software	2,748	0	2,748	-252	3,000
Total Uxbridge - Equipment - Contr Mtce Software	2,748	0	2,748	-252	3,000
Uxbridge - Equipment - Contr Mtce Computer Hardware: Uxbridge Equipment Contr Mtce Computer Hdwe	5,516	0	11,033	-14,467	25,500
Total Uxbridge - Equipment - Contr Mtce Computer Hardware	5,516	0	11,033	-14,467	25,500
Uxbridge - Equipment - ISPN Fees: Uxbridge Equipment ISPN Fees	488	0	733	-867	1,600
Total Uxbridge - Equipment - ISPN Fees	488	0	733	-867	1,600
Zephyr - Equipment - ISPN Fees: Zephyr Equipment ISPN Fess	471	0	563	-787	1,350
Total Zephyr - Equipment - ISPN Fees	471	0	563	-787	1,350
Total Equipment & Maintenance	11,336	0	20,035	-26,570	46,605

Salaries and benefits:

Uxbridge - Full Time Staff - Salaries: Uxbridge Full Time Staff Salaries	39,707	0	79,800	-101,897	181,697
Total Uxbridge - Full Time Staff - Salaries	39,707	0	79,800	-101,897	181,697
Uxbridge - Full Time Staff - Salaries Overtime: Uxbridge Full Time Staff Salaries Overtime	0	0	12	12	0
Total Uxbridge - Full Time Staff - Salaries Overtime	0	0	12	12	0
Uxbridge - Full Time Staff - Benefits: Uxbridge Full Time Staff Benefits	13,619	0	27,859	-39,369	67,228
Total Uxbridge - Full Time Staff - Benefits	13,619	0	27,859	-39,369	67,228

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Part Time Staff - Salaries:					
Uxbridge Part Time Staff Salaries	55,730	0	109,488	-117,083	226,571
Total Uxbridge - Part Time Staff - Salaries	55,730	0	109,488	-117,083	226,571
Uxbridge - Part Time Staff - Salaries Overtime:					
Uxbridge Part Time Staff Salaries Overtime	164	0	487	487	0
Total Uxbridge - Part Time Staff - Salaries Overtime	164	0	487	487	0
Uxbridge - Part Time Staff - Salaries Vacation Pay:					
Uxbridge Part Time Staff Salaries Vacation Pay	2,598	0	5,036	-8,558	13,594
Total Uxbridge - Part Time Staff - Salaries Vacation Pay	2,598	0	5,036	-8,558	13,594
Uxbridge - Part Time Staff - Benefits:					
Uxbridge Part Time Staff Benefits	10,937	0	21,897	-15,423	37,320
Total Uxbridge - Part Time Staff - Benefits	10,937	0	21,897	-15,423	37,320
Uxbridge - Students - Salaries:					
Uxbridge Students Salaries	6,989	0	14,437	-16,139	30,576
Total Uxbridge - Students - Salaries	6,989	0	14,437	-16,139	30,576
Uxbridge - Students - Salaries Vacation Pay:					
Uxbridge Students Salaries Vacation Pay	339	0	648	-575	1,223
Total Uxbridge - Students - Salaries Vacation Pay	339	0	648	-575	1,223
Uxbridge - Students - Benefits:					
Uxbridge Students Benefits	665	0	1,316	-2,500	3,816
Total Uxbridge - Students - Benefits	665	0	1,316	-2,500	3,816
Uxbridge - Summer Students Grants - Salaries:					
Summer Students Grants Salaries	3,309	0	3,309	-13,081	16,390
Total Uxbridge - Summer Students Grants - Salaries	3,309	0	3,309	-13,081	16,390

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Summer Students Grants - Salaries Vacation Pay: Summer Students Grants Salaries Vacation Pay	132	0	132	-524	656
Total Uxbridge - Summer Students Grants - Salaries Vacation Pay	132	0	132	-524	656
Summer Students Benefits: Uxbridge Library Summer Student Benefits	338	0	338	-1,708	2,046
Total Summer Students Benefits	338	0	338	-1,708	2,046
Zephyr - Part Time Staff - Salaries: Zephyr Part Time Staff Salaries	6,089	0	11,432	-18,885	30,317
Total Zephyr - Part Time Staff - Salaries	6,089	0	11,432	-18,885	30,317
Zephyr - Part Time Staff - Benefits: Zephyr Part Time Staff Benefits	2,314	0	4,508	-6,709	11,217
Total Zephyr - Part Time Staff - Benefits	2,314	0	4,508	-6,709	11,217
Total Salaries & Benefits	142,930	0	280,698	-341,952	622,651

Professional Development:

Uxbridge - PD - Conventions & Conferences: Uxbridge Professional Devel Conferences	0	0	1,105	-1,895	3,000
Total Uxbridge - PD - Conventions & Conferences	0	0	1,105	-1,895	3,000
Uxbridge - PD - Workshops: Uxbridge Professional Devel Workshops	655	0	3,197	197	3,000
Total Uxbridge - PD - Workshops	655	0	3,197	197	3,000
Total Professional Development	655	0	4,301	-1,699	6,000

Health & Safety:

Uxbridge - Health & Safety - Training Supplies: Uxbridge Health & Safety Training Supplies	0	0	0	-400	400
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Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Uxbridge - Health & Safety - Training Supplies	0	0	0	-400	400
Uxbridge - Health & Safety - Workshops:					
Uxbridge Health & Safety Workshops	254	0	254	-1,246	1,500
Total Uxbridge - Health & Safety - Workshops	254	0	254	-1,246	1,500
Total Health & Safety	254	0	254	-1,646	1,900

Mileage:

Uxbridge - PD - Mileage:					
Uxbridge Professional Devel Mileage	96	0	187	-513	700
Total Uxbridge - PD - Mileage	96	0	187	-513	700
Uxbridge - Other - Mileage:					
Uxbridge Other Mileage	44	0	44	-456	500
Total Uxbridge - Other - Mileage	44	0	44	-456	500
Total Mileage	140	0	231	-969	1,200

Other Items:

Tangible Capital Assets - Amortization:					
Tangible Capital Assets Library--Depreciation	20,713	0	41,426	-41,574	83,000
Total Tangible Capital Assets - Amortization	20,713	0	41,426	-41,574	83,000
Tangible Capital Assets - Balance Transfers:					
Tangible Capital Assets Library-Transfer to TCA	-12,330	0	-34,617	-34,617	0
Total Tangible Capital Assets - Balance Transfers	-12,330	0	-34,617	-34,617	0

Uxbridge - Amortization - Other:

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge Amortization Other Amortization	0	0	0	-12,000	12,000
Total Uxbridge - Amortization - Other	0	0	0	-12,000	12,000
	8,383	0	6,809	-88,191	95,000
Total Expenses	210,085	0	411,829	-602,511	1,014,340

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
<u>Operating Revenues</u>					
<u>Grants:</u>					
Uxbridge - Other - Provincial Grant: Uxbridge Other Provincial Grants	0	0	0	24,176	24,176
Total Uxbridge - Other - Provincial Grant	0	0	0	24,176	24,176
Uxbridge - Other - Township Grant: Uxbridge Other Township Grant	215,086	0	430,173	430,173	860,345
Total Uxbridge - Other - Township Grant	215,086	0	430,173	430,173	860,345
Uxbridge - Other - Township - Development Charges: Uxbridge Other Township Grant-Devel Char	4,500	0	9,000	9,000	18,000
Total Uxbridge - Other - Township - Development Charges	4,500	0	9,000	9,000	18,000
Uxbridge - Programming Grant Other: Uxbridge Programming Revenues Grant Other	0	0	0	10,500	10,500
Total Uxbridge - Programming Grant Other	0	0	0	10,500	10,500
Uxbridge - Summer Students Grants - Federal: Summer Students Grants Student Grant Federal	0	0	0	6,300	6,300
Total Uxbridge - Summer Students Grants - Federal	0	0	0	6,300	6,300
Total Grants	219,586	0	439,173	-480,149	919,321
<u>Donations:</u>					
Uxbridge Genealogy Donations: Uxbridge Genealogy Donations	0	0	20	480	500
Total Uxbridge Genealogy Donations	0	0	20	480	500

Library Quarterly Report : Income Statement - Actual vs. Budget For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Uxbridge - Donations Specified - Donations:					
Uxbridge Donations Specified Donations	330	0	450	1,050	1,500
Total Uxbridge - Donations Specified - Donations	330	0	450	1,050	1,500
Uxbridge - Donations Materials - Donations:					
Uxbridge Donations Materials Donations	0	0	0	4,500	4,500
Total Uxbridge - Donations Materials - Donations	0	0	0	4,500	4,500
Uxbridge Programs Donations:					
Uxbridge Programs Donations	108	0	123	-123	0
Total Uxbridge Programs Donations	108	0	123	-123	0
Total Donations	438	0	573	-5,427	6,000

Fundraising:

Uxbridge - Volumes of Giving - Donations:					
Uxbridge Volumes of Giving Donations	0	0	0	500	500
Total Uxbridge - Volumes of Giving - Donations	0	0	0	500	500
Uxbridge - Fundraising - General - Fundraising:					
Uxbridge Fundraising General Fundraising	5	0	15	-15	0
Total Uxbridge - Fundraising - General - Fundraising	5	0	15	-15	0
Zephyr Library, Fundraising-General-Zephyr, Fundraising:					
Zephyr Fundraising General Fundraising	0	0	650	-650	0
Total Zephyr Library, Fundraising-General-Zephyr, Fundraising	0	0	650	-650	0
Total Fundraising	5	0	665	165	500

Other Revenues:

Uxbridge - Service Revenue - Discard Books:					
Uxbridge Service Revenues Discard Books	45	0	76	-1	75

Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Uxbridge - Service Revenue - Discard Books	45	0	76	-1	75
Uxbridge - Programming - Service Charges: Uxbridge Programming Revenue Service Charges	9,826	0	13,577	-3,577	10,000
Total Uxbridge - Programming - Service Charges	9,826	0	13,577	-3,577	10,000
Uxbridge - Service Revenue - Rent Rooms: Uxbridge Service Revenues Rent Rooms	504	0	757	-257	500
Total Uxbridge - Service Revenue - Rent Rooms	504	0	757	-257	500
Uxbridge - Service Revenue - Fines: Uxbridge Service Revenues Fines	1,296	0	2,769	3,231	6,000
Total Uxbridge - Service Revenue - Fines	1,296	0	2,769	3,231	6,000
Zephyr - Service Revenue - Fines: Zephyr Service Revenues Fines	3	0	34	66	100
Total Zephyr - Service Revenue - Fines	3	0	34	66	100
Uxbridge - Genealogy - Service Charges: Uxbridge Genealogy Service Charges	100	0	200	0	200
Total Uxbridge - Genealogy - Service Charges	100	0	200	0	200
Uxbridge - Service Revenue - Photocopy Fees: Uxbridge Service Revenues Photocopy Fees	440	0	856	144	1,000
Total Uxbridge - Service Revenue - Photocopy Fees	440	0	856	144	1,000
Uxbridge - Other - Interest Investments: Uxbridge Other Investment Interest	0	0	0	400	400
Total Uxbridge - Other - Interest Investments	0	0	0	400	400
Uxbridge - Other Revenue - Sales: Uxbridge Other Revenue Sales	121	0	269	31	300

**Library Quarterly Report : Income Statement - Actual vs. Budget
For the Six Months Ending June 30, 2023**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Variance	2023 Budget
Total Uxbridge - Other Revenue - Sales	121	0	269	31	300
Uxbridge - Other Revenue - Lost Books: Uxbridge Other Revenue Lost Books	297	0	651	-151	500
Total Uxbridge - Other Revenue - Lost Books	297	0	651	-151	500
Uxbridge - Other, Sundry Revenue: Uxbridge Other Sundry Revenue	0	0	-452	452	0
Total Uxbridge - Other, Sundry Revenue	0	0	-452	452	0
Total Other Revenue	12,631	0	18,735	-340	19,075
<u>Other Items:</u>					
Total Revenues	232,661	0	459,146	-485,750	944,896
Net Expenditures	-22,576	0	-47,317	-116,760	69,444

Summary of Census Population Data

	2006	2011	2016	2021
Total Population	19,169	20,623	21,176	21,556
Age Groups				
0 to 4 yrs	950 ↓	900 ↓	875	965
5 to 9	1,290 ↓	1,160 ↓	1,105 ↓	1,095
10 to 14	1,595 ↓	1,480 ↓	1,340 ↓	1,205
15 to 19	1,545	1,700 ↓	1,550 ↓	1,350
20 to 24	1,075	1,270	1,370 ↓	1,285
25 to 29	690	815	955	995
30 to 34	835 ↓	755	895	1,100
35 to 39	1,295 ↓	1,045 ↓	940	1,155
40 to 44	1,840 ↓	1,450 ↓	1,250 ↓	1,075
45 to 49	1,870	2,050 ↓	1,595 ↓	1,350
50 to 54	1,480	2,010	2,050 ↓	1,580
55 to 59	1,195	1,565	1,965 ↓	1,940
60 to 64	930	1,265	1,535	1,850
65 to 69	750	925	1,215	1,415
70 to 74	635	745	840	1,160
75 to 79	550	620	695	810
80 to 84	375	470	505	605
85 to 89	260	395	335	370
90 to 94	n/a	n/a	130	205
95 to 99	n/a	n/a	25	45
100 +	n/a	n/a	5	5
	19160	20620	21175	21560