



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, December 11, 2024 @ 5:30 PM

Location: Uxbridge Public Library

1. **Call to order - Dave**
 - First Nations Land Acknowledgement
2. **Announcements and Guest speakers**
 - Round table
3. **Disclosure of Pecuniary Interest and the General Nature thereof.**
4. **Approval of Agenda**
5. **Approval of November Minutes**
6. **Committees:**
 - 6.1 **Governance and HR Committee**
 - 6.2 **Finance**
 - 2025 & 2026 Operating Budget
 - 2025 & 2026 Capital budget
 - **Community Committee**
 - Staff and Board Social following the meeting
7. **New Business**
8. **Ongoing Business / Action item**
9. **Correspondence**
10. **Date of Next Board Meeting:** Thursday, January 16th, 2025, at 7:00 pm
11. **Adjournment**



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, November 21, 2024 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Cathy Peters, Kate Devine, Sheldon Wolfson, Zed Pickering, Amanda Ferraro, Corrinne Morrison, Tobi Lee, Dwight Clements,

Regrets: Christine McKenzie, Gord Shreeve,

Guests: Marlene Riddle, Janet Betts,

1. Dave called the meeting to Order at 7:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- UnHackable is retuning for a presentation on November 26th. This session will provide tips for staying safe online. Location at the Senior Centre but the library is handling registrations etc.
- Heat pump seminar (Durham Region) was a great success. 20 in person and 9 attended virtually.
- Point in time Count – Homelessness survey (needs assessment).
 - North house and Region participating. Being conducted on Friday, November 22 at the Library (and many other locations).

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

✓ *No disclosures*

4. Approval of Agenda

✓ *Approved, moved by Sheldon, seconded by Zed; carried.*

5. Approval of September Minutes

✓ *Approved, moved by Kate, seconded by Cathy; carried.*

6. Committees:

6.1 Governance and HR Committee

- Policy in being reviewed: Resource Sharing Policy (ILLO)

6.2 Finance

- September, October accounts



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, November 21, 2024 @ 7:00 PM

Location: Uxbridge Public Library

- Q3 summary – on track
- ✓ *Approved, moved by Sheldon, seconded by Agnes; carried.*
- Budget update – Budget request will be presented to Council on November 26th, between 1 – 5 pm.
- We were approved for the FCM grant: Studying GHG Reduction Pathways for Three Municipal Buildings (Library, Arena, Pool), for a maximum grant amount up to \$84,000 (80% of eligible costs).
- **Community Committee**
 - Staff and Board Social on December 11th (following Board Meeting)

7. New Business

- Compliments on the outside stonework on the building from an Uxbridge resident.
- OLA conference update requested – Corrinne will send to the Board.

8. Ongoing Business / Action items.

- New Children's Library desk – staff are very happy. Renovation included electrical improvement and flooring replaced. New stand-up desk option.

9. Correspondence

- N/A

Guest – Janet Betts

- Zephyr Library Book sale this Saturday 9 – 1 pm at the Community Hall.

10. Date of Next Board Meeting: Wednesday, December 11, 2024, at 5:30 pm.

11. Adjournment 7:28 pm

- ✓ **Approved, moved by Agnes, seconded by Zed; carried**

**Township of Uxbridge
2025/2026 Operating Budget
Uxbridge Public Library**

	2026		2025	2024	2024	2023	2023	2019	
	%	Budget	%	Budget	Actual YTD	Budget	Actual	Budget	Actual
Expenditures									
Library materials	2.5	73,680	(2.4)	71,872	64,018	73,617	66,557	70,840	64,908
Programs	3.8	5,450	(0.2)	5,250	7,694	5,260	8,029	5,200	10,995
Program promotion	0.0	650	(7.1)	650	207	700	323	700	588
Audit fees	0.0	4,100	0.0	4,100	0	4,100	7,937	3,900	2,849
Insurance	0.0	5,600	0.0	5,600	5,248	5,600	5,782	5,194	4,369
Office supplies & other	2.9	11,780	0.0	11,450	6,990	11,450	7,268	11,805	9,657
Sculpture Costs	(100.0)	0	(100.0)	0	0	0	0	0	6,477
Memberships	0.0	800	(20.0)	800	290	1,000	350	1,200	502
Janitor	(100.0)	0	(100.0)	0	12	0	4,971	24,000	23,557
Repairs & maintenance	7.6	68,250	(17.8)	63,450	59,827	77,170	69,155	86,500	137,703
Heat	5.0	8,400	1.6	8,000	4,312	7,875	8,199	7,500	5,175
Hydro	2.6	15,600	(5.2)	15,200	11,697	16,040	13,475	14,800	17,889
Telephone	3.8	8,300	2.6	8,000	7,451	7,800	7,891	7,600	4,882
Water	3.4	3,800	0.0	3,675	2,564	3,675	3,495	3,500	3,029
Maintenance office equipment	0.0	2,500	0.0	2,500	1,872	2,500	2,283	2,700	3,106
Computer maintenance	1.6	3,200	0.0	3,150	2,748	3,150	2,748	3,000	2,748
Hardware/software purchases	(12.5)	10,500	14.3	12,000	9,023	10,500	11,082	10,700	9,025
ISPN fees	3.4	3,050	0.0	2,950	2,024	2,950	2,370	2,950	4,086
Salaries & wages	2.1	631,270	9.6	618,456	513,925	564,334	498,746	501,024	425,576
Benefits	1.2	145,742	17.5	144,004	119,658	122,570	133,276	121,627	82,838
Professional Development	0.0	6,500	(3.0)	6,500	4,145	6,700	5,410	6,700	3,095
Contract technical support	0.8	30,500	0.8	30,250	27,704	30,000	23,425	25,500	23,924
Welcome Centre	(100.0)	0	(100.0)	0	0	0	0	0	0
Workplace safety	0.0	2,200	15.8	2,200	2,590	1,900	2,147	1,900	1,194
COVID-19 Costs	(100.0)	0	(100.0)	0	0	0	0	0	0
Fundraising supplies	(100.0)	0	(100.0)	0	0	0	20	0	41
Mileage	0.0	400	(20.0)	400	300	500	77	500	309
Total operating expenditures	2.1	1,042,272	6.4	1,020,457	854,299	959,391	885,016	919,340	848,522
Repayment to reserve	(100.0)	0	(100.0)	0	174,320	0	0	0	25,046
Total Expenditures	2.1	1,042,272	6.4	1,020,457	1,028,619	959,391	885,016	919,340	873,568
Cost Savings Due to COVID-19	(100.0)	0	(100.0)	0	0	0	0	0	0
Net of COVID-19 Cost Savings	2.1	1,042,272	6.4	1,020,457	1,028,619	959,391	885,016	919,340	873,568

**Township of Uxbridge
2025/2026 Operating Budget
Uxbridge Public Library**

	2026		2025	2024	2024	2023	2023	2019	
	%	Budget	%	Budget	Actual YTD	Budget	Actual	Budget	Actual
Revenues									
Provincial grant	0.0	24,176	0.0	24,176	0	24,176	24,176	24,176	24,176
Internship grant	(100.0)	0	(100.0)	0	0	0	0	0	0
Student grant	(100.0)	0	(100.0)	0	4,637	0	6,335	6,300	7,368
Grant other	(100.0)	0	(100.0)	0	0	0	0	0	38,186
Development charges	0.0	18,000	0.0	18,000	18,000	18,000	18,000	18,000	11,340
Late fines	0.0	6,150	0.0	6,150	6,467	6,150	6,324	6,100	9,066
Room rentals	(20.0)	2,000	108.3	2,500	3,145	1,200	1,227	500	17,600
Programming - fees	0.0	15,300	6.3	15,300	17,340	14,400	16,978	10,700	15,287
Programming - grants	(100.0)	0	(100.0)	0	0	7,000	0	10,500	3,216
Program - donations	0.0	1,500	(100.0)	1,500	1,701	0	616	0	329
Donations	0.0	20,000	14.3	20,000	2,214	17,500	11,398	6,500	14,448
Fundraising	(100.0)	0	(100.0)	0	30	0	1,440	0	6,804
COVID-19 - revenue cancellation	(100.0)	0	(100.0)	0	0	0	0	0	0
Welcome Centre - Grants	(100.0)	0	(100.0)	0	0	0	0	0	0
Other income	0.0	5,150	45.1	5,150	6,351	3,550	4,068	1,875	6,364
Trust income	0.0	1,200	200.0	1,200	1,641	400	3,188	400	2,984
Transfer from Reserves	(100.0)	0	(100.0)	0	0	0	0	0	0
Total Revenues	(0.5)	93,476	1.7	93,976	61,526	92,376	93,750	85,051	157,168
<i>Net operating expenditures</i>	<i>2.4</i>	<i>948,796</i>	<i>6.9</i>	<i>926,481</i>	<i>792,773</i>	<i>867,015</i>	<i>791,266</i>	<i>834,289</i>	<i>691,354</i>
Net total expenditures before amortization	2.4	948,796	6.9	926,481	967,093	867,015	791,266	834,289	716,400
Amortization - library materials	(15.8)	49,571	(31.1)	58,905	85,555	85,555	72,130	83,000	79,625
Amortization - equipment	4.1	8,142	(81.8)	7,821	0	43,076	-7,142	12,000	13,070
Amortization - building	3.3	63,451	36.5	61,414	43,076	45,000	75,657	45,000	52,855
Library materials	2.5	-73,680	(2.4)	-71,872	-64,018	-73,617	-66,557	-70,840	-64,908
Total TCA Adjustments	(15.6)	47,484	(43.7)	56,268	64,613	100,014	74,088	69,160	80,642
Net Expenditures	1.4	996,280	1.6	982,749	1,031,706	967,029	865,354	903,449	797,042

**Township of Uxbridge
 10 Year Capital Investment Plan
 Library - Project Summary - Years 2025 to 2034**

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<u>Expenditures (\$)</u>										
Projects	57,000	70,000	105,000	65,000	95,000	42,000	105,000	2,887,300	40,000	40,000
	57,000	70,000	105,000	65,000	95,000	42,000	105,000	2,887,300	40,000	40,000
<u>Financing (\$)</u>										
Tax levy	-	-	-	-	-	-	-	-	-	-
Development Charges				-	-	-	-	772,300	-	-
Grant								2,000,000		
Reserves	57,000	70,000	105,000	65,000	95,000	42,000	105,000	115,000	40,000	40,000
	57,000	70,000	105,000	65,000	95,000	42,000	105,000	2,887,300	40,000	40,000

**10 Year Capital Investment Plan
Library - Project Summary - Years 2025**

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2025 Projects (\$)

Emergency doors - replace (1)	22,000	22,000	-	-	-	-	-
Replace clock hands (1)	25,000	25,000					
Concept drawings - Zephyr library (1)	10,000	10,000				-	
	57,000	57,000	-	-	-	-	-

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2026

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2026 Projects (\$)

Energy savings project - feasibility study (1)	70,000	70,000	-	-	-	-	-
	70,000	70,000	-	-	-	-	-

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2027

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2027 Projects (\$)

Chiller water & heating pumps (1)	45,000	45,000	-	-	-	-	-
Chiller (year 1 of 3) (1)	60,000	60,000	-	-	-	-	-
	<u>105,000</u>	<u>105,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2028

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2028 Projects (\$)

Chiller (year 2 of 3) (1)

65,000	65,000	-	-	-	-	-
65,000	65,000	-	-	-	-	-

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2029

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2029 Projects (\$)

Chiller (year 3 of 3) (1)	65,000	65,000	-	-	-	-	-
Expansion of Uxbridge public library	30,000	30,000	-	-	-	-	-
	<u>95,000</u>	<u>95,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2030

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2030 Projects (\$)

Fan coil units	12,000	12,000					
Expansion of library (year 2 of 4) (1)	30,000	30,000					
	<u>42,000</u>	<u>42,000</u>	-	-	-	-	-

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2031

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2031 Projects (\$)

Replace floor & shelving (year 1 of 2) (1)	75,000	75,000	-	-	-	-	-
Expansion of library (year 3 of 4) (1)	30,000	30,000	-	-	-	-	-
	<u>105,000</u>	<u>105,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

(1) Library reserve

**Township of Uxbridge
10 Year Capital Investment Plan
Library - Project Summary - Years 2032**

Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	

2032 Projects (\$)

Replace floor & shelving (year 1 of 2) (1)	75,000	75,000	-	-	-	-
Expansion of library (year 4 of 4) (1) (2)	2,812,300	40,000	772,300	-	2,000,000	-
	<u>2,887,300</u>	<u>115,000</u>	<u>772,300</u>	<u>-</u>	<u>2,000,000</u>	<u>-</u>

(1) Library reserve

(2) Contingent on getting a grant

10 Year Capital Investment Plan
Library - Project Summary - Years 2033

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2033 Projects (\$)

Heating boiler (year 1 of 3) (1)

40,000	40,000	-	-	-	-	-
40,000	40,000	-	-	-	-	-

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2034

Total Project Cost	Financing					
	Reserve Fund	DC's	Debt Financing	Grants	Other	Tax Levy

2034 Projects (\$)

Heating boiler (year 2 of 3) (1)

40,000	40,000	-	-	-	-	-
40,000	40,000	-	-	-	-	-

(1) Library reserve