



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, January 15, 2026 @ 7:00 PM

Location: Uxbridge Public Library

1. Call to order

- First Nations Land Acknowledgement

2. Announcements and Guest speakers

- Round table

3. Disclosure of Pecuniary Interest and General Nature thereof.

4. Approval of Agenda

5. Approval of December Minutes

6. Committees:

6.1 Governance and HR Committee

- Reminder to complete and sign your related party transactions and balances disclosure and return to Treasury before January 31st, 2026.
-

6.2 Finance

- November accounts
- Final Operating and Capital budgets

6.3 Community Committee

- Door stats summary for 2025

7. New Business

8. Ongoing Business / Action item

9. Correspondence

10. Date of the Next Board Meeting: Feb. 19

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, December 3, 2025 @ 6:00 PM

Location: Wixan's Bridge

Present: Dave Phillips, Agnes Croxford, Cathy Peters, Sheldon Wolfson, Dwight Clements, Christine McKenzie, Amanda Ferraro, Corrinne Morrison, Gord Shreeve, Zed Pickering

Regrets: Tobi Lee

Guests:

1. Dave called the meeting to Order at 6:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- A.I presentation at the library was sold out! Will look forward to book again.

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

- N/A

4. Approval of Agenda

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

5. Approval of November Minutes

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

6. Committees:

6.1 Governance and HR Committee

- Report to Council – Library Board goals and accomplishments. See attached report presented to Council on December 1st. This report was well received by Council with thanks to the Library Board for a successful year.

6.2 Finance

- October accounts

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



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, December 3, 2025 @ 6:00 PM

Location: Wixan's Bridge

- Operating and Capital budgets will be approved by Council at the end of December. No issues with our funding request and our draft budget submission. The plan will be to officially adopt our budget at our January meeting, pending no changes.

6.3 Community Committee

- Genealogy donation YTD \$7,000. Looking good to reach our goal of \$10,000 in the new year.

7. New Business

- Clock hands froze during the recent freezing rain. Ben will return to build a protective box to protect the mechanism from the winter elements.

8. Ongoing Business / Action item

- OLA conference – Dwight, Dave and Corrinne going plus a few staff.
- Andrea (staff) successfully completed the OLA excel course.

9. Correspondence

10. Date of the Next Board Meeting – January 15, 2026

11. Adjournment 6:30 pm

✓ *Approved, moved by Dwight, seconded by Agnes; carried.*

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2025-11-06	RCL002	RCL BR.170 POPPY FUND	DONATION-LIBRARY/25	DONATION-LIBRARY	\$75.00
2025-11-11	FIB003	FIBERNETICS CORPORATION	764907	TELEPHONE-NOV	\$141.13
2025-11-11	LAW001	LAWNSCAPE	51012-LIBRARY	GRASS CUTTING-OCT 20/27-LIB	\$79.10
2025-11-11	STE019	STEVE KING PROPERTY SERVICES	2018002-LIBRARY	GRASS CUTTING-OCT-LIB	\$296.63
2025-11-11	BEL001	BELL CANADA	9054732375/NOV2025	TELEPHONE-NOV	\$146.31
2025-11-11	BEL001	BELL CANADA	9058529748/NOV2025	TELEPHONE-NOV	\$76.86
2025-11-21	MIN003	MINISTER OF FINANCE	EHT-NOV/25-LIBRARY	EHT-LIBRARY-NOVEMBER	\$849.39
2025-11-24	BLU001	BLUE HERON BOOKS	419185	BOOKS	\$66.36
2025-11-24	BLU001	BLUE HERON BOOKS	419402	BOOKS	\$126.36
2025-11-24	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/NOV2025	WATER AND SEWER-SEPT24-OCT27	\$343.93
2025-11-24	HYD005	HYDRO ONE NETWORKS INC.	200072033278/NOV2025	HYDRO-OCT 4 TO NOV 6	\$233.10
2025-11-24	ENB001	ENBRIDGE	113542251003/NOV2025	ESTIMATE-OCT 17 TO NOV 17	\$675.77
2025-11-24	HEA002	HEAT-AIR MECHANICAL LTD.	46083	SERVICE	\$2,656.36
2025-11-24	HEA002	HEAT-AIR MECHANICAL LTD.	46177R	SERVICE	\$361.60
2025-11-24	WHI007	WHITEHOTS INC	3605006	BOOKS	\$334.30
2025-11-24	WHI007	WHITEHOTS INC	3605139	BOOKS	\$313.68
2025-11-24	WHI007	WHITEHOTS INC	3605797	BOOKS	\$613.03
2025-11-24	XER001	XEROX CANADA LTD.	F64851805	COPIES-9/26/25-10/27/25	\$58.82
2025-11-24	WHI007	WHITEHOTS INC	3604041	BOOKS	\$324.47
2025-11-24	WHI007	WHITEHOTS INC	3603438	BOOKS	\$630.44
2025-11-24	VER001	ELEXICON ENERGY INC.	51001548-02/OCT2025	HYDRO-SEPT 8 TO OCT 8	\$1,152.12
2025-11-24	HEY001	HEYES LANDSCAPING	HL-1856	LANDSCAPING	\$7,514.50
2025-11-24	TOD001	TODD BOWEN ENTERPRISES INC.	1004256	BATHROOM FAN	\$818.75
2025-11-24	BRO001	BRODART CANADA COMPANY	101798	SUPPLIES	\$118.25
2025-11-25	FOR002	FOREST RIDGE LANDSCAPING INC.	INV0004421-LIBRARY	SNOW REMOVAL-NOVEMBER-LIB	\$2,053.52
					\$20,059.78

**Township of Uxbridge
2026/2027 Operating Budget
Uxbridge Public Library**

	%	2027 Budget	%	2026 Budget	2025 Actual YTD	2025 Budget	2024 Actual	2024 Budget	2023 Actual
<u>Expenditures</u>									
Library materials	4.1	75,355	0.7	72,372	58,285	71,872	69,057	73,617	66,557
Programs	4.9	6,450	17.1	6,150	5,382	5,250	8,406	5,260	8,029
Program promotion	0.0	650	0.0	650	581	650	207	700	323
Audit fees	0.0	4,580	11.7	4,580	204	4,100	3,969	4,100	7,937
Insurance	0.0	5,565	(0.6)	5,565	5,491	5,600	5,248	5,600	5,782
Office supplies & other	(5.9)	12,050	11.8	12,800	6,380	11,450	7,477	11,450	7,268
Sculpture Costs	(100.0)	0	(100.0)	0	0	0	0	0	0
Memberships	0.0	700	(12.5)	700	20	800	580	1,000	350
Janitor	(100.0)	0	(100.0)	0	0	0	12	0	4,971
Repairs & maintenance	5.0	74,700	12.2	71,175	51,861	63,450	67,914	77,170	69,155
Heat	2.5	8,200	0.0	8,000	6,104	8,000	5,197	7,875	8,199
Hydro	3.0	15,985	2.1	15,524	12,125	15,200	15,053	16,040	13,475
Telephone	6.7	4,800	(43.8)	4,500	3,736	8,000	7,948	7,800	7,891
Water	2.9	3,600	(4.8)	3,500	2,886	3,675	3,018	3,675	3,495
Maintenance office equipment	0.0	2,500	0.0	2,500	1,861	2,500	2,055	2,500	2,283
Computer maintenance	5.0	3,150	(4.8)	3,000	2,748	3,150	2,748	3,150	2,748
Hardware/software purchases	4.2	12,500	0.0	12,000	9,776	12,000	10,000	10,500	11,082
ISPN fees	1.7	3,000	0.0	2,950	1,822	2,950	2,308	2,950	2,370
Salaries & wages	4.5	708,908	9.5	678,124	568,526	619,376	580,093	565,254	498,746
Benefits	3.8	168,876	13.0	162,700	134,830	144,004	132,804	122,570	133,276
Professional Development	0.8	6,600	0.8	6,550	6,538	6,500	4,742	6,700	5,410
Contract technical support	0.0	31,200	3.1	31,200	27,704	30,250	30,223	30,000	23,425
Welcome Centre	(100.0)	0	(100.0)	0	0	0	0	0	0
Workplace safety	0.0	2,300	4.5	2,300	2,390	2,200	3,048	1,900	2,147
COVID-19 Costs	(100.0)	0	(100.0)	0	0	0	0	0	0
Fundraising supplies	(100.0)	0	(100.0)	0	0	0	0	0	20
Mileage	25.0	500	0.0	400	221	400	300	500	77
Total operating expenditures	4.1	1,152,169	8.4	1,107,240	909,471	1,021,377	962,407	960,311	885,016
Repayment to reserve	(100.0)	0	(100.0)	0	0	0	174,320	0	0
Total Expenditures	4.1	1,152,169	8.4	1,107,240	909,471	1,021,377	1,136,727	960,311	885,016
Cost Savings Due to COVID-19	(100.0)	0	(100.0)	0	0	0	0	0	0
Net of COVID-19 Cost Savings	4.1	1,152,169	8.4	1,107,240	909,471	1,021,377	1,136,727	960,311	885,016

**Township of Uxbridge
2026/2027 Operating Budget
Uxbridge Public Library**

	%	2027 Budget	%	2026 Budget	2025 Actual YTD	2025 Budget	2024 Actual	2024 Budget	2023 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	7,121	0	4,637	0	6,335
Grant other	(100.0)	0	(100.0)	0	0	0	0	0	0
Development charges	0.0	18,000	0.0	18,000	18,000	18,000	18,000	18,000	18,000
Late fines	3.1	6,550	3.3	6,350	7,321	6,150	7,501	6,150	6,324
Room rentals	3.7	2,800	8.0	2,700	3,105	2,500	3,425	1,200	1,227
Programming - fees	3.1	16,800	6.5	16,300	22,382	15,300	17,665	14,400	16,978
Programming - grants	(100.0)	0	(100.0)	0	675	0	0	7,000	0
Program - donations	0.0	1,500	0.0	1,500	1,800	1,500	3,013	0	616
Donations	3.7	13,850	(33.3)	13,350	2,633	20,000	14,355	17,500	11,398
Fundraising	(100.0)	0	(100.0)	0	366	0	35	0	1,440
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	4,000	(22.3)	4,000	8,168	5,150	7,385	3,550	4,068
Trust income	11.1	2,000	50.0	1,800	2,380	1,200	3,999	400	3,188
Transfer from Reserves	(100.0)	0	(100.0)	0	0	0	0	0	0
Total Revenues	1.7	89,676	(6.2)	88,176	73,951	93,976	104,191	92,376	93,750
<i>Net operating expenditures</i>	<i>4.3</i>	<i>1,062,493</i>	<i>9.9</i>	<i>1,019,064</i>	<i>835,520</i>	<i>927,401</i>	<i>858,216</i>	<i>867,935</i>	<i>791,266</i>
Net total expenditures before amortization	4.3	1,062,493	9.9	1,019,064	835,520	927,401	1,032,536	867,935	791,266
Amortization - library materials	91.1	-23,878	(121.2)	-12,492	58,905	58,905	71,704	85,555	72,130
Amortization - equipment	4.0	11,491	41.2	11,044	0	7,821	11,321	43,076	-7,142
Amortization - building	3.3	65,706	3.6	63,610	61,414	61,414	58,717	45,000	75,657
Library materials	4.1	-75,355	0.7	-72,372	-58,285	-71,872	-69,057	-73,617	-66,557
Total TCA Adjustments	115.8	-22,036	(118.1)	-10,210	62,034	56,268	72,685	100,014	74,088
Net Expenditures	3.1	1,040,457	2.6	1,008,854	897,554	983,669	1,105,221	967,949	865,354

**Township of Uxbridge
10 Year Capital Investment Plan
Library - Project Summary - Years 2025 to 2035**

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<u>Expenditures (\$)</u>										
Projects	70,000	70,000	575,000	100,000	100,000	300,000	150,000	150,000	120,000	40,000
	70,000	70,000	575,000	100,000	100,000	300,000	150,000	150,000	120,000	40,000
<u>Financing (\$)</u>										
Tax levy	-	-	-	-	-	-	75,000	70,000	60,000	-
Development Charges							-	-	-	-
Grant							-	10,000		
Reserves	70,000	70,000	575,000	100,000	100,000	300,000	75,000	70,000	60,000	40,000
	70,000	70,000	575,000	100,000	100,000	300,000	150,000	150,000	120,000	40,000

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

Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	
70,000	70,000	-	-	-	-	-
70,000	70,000	-	-	-	-	-

2026 Projects (\$)

Energy savings project - feasibility study (year 1 of 2) (1)

(1) Library reserve

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

	Total Project Cost	Financing					Tax Levy
		Reserve Fund	DC's	Debt Financing	Grants	Other	
<u>2027 Projects (\$)</u>							
Energy savings project - feasibility study (year 2 of 2) (1)	70,000	70,000					
	70,000	70,000	-	-	-	-	-

(1) Library reserve

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

	Total Project Cost	Financing					Tax Levy
		Reserve Fund	DC's	Debt Financing	Grants	Other	
<u>2028 Projects (\$)</u>							
Juliet Balcony Replacement (1)	75,000	75,000	-	-	-	-	-
New Roof (1)	500,000	500,000					
	575,000	575,000	-	-	-	-	-

(1) Library reserve

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

Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	
100,000	100,000	-	-	-	-	-
100,000	100,000	-	-	-	-	-

2029 Projects (\$)
 Window and Ledge Replacements (year 1 of 3) (1)

(1) Library reserve

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

Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	
100,000	100,000	-	-	-	-	-
100,000	100,000	-	-	-	-	-

2030 Projects (\$)
 Window and Ledge Replacements (year 2 of 3) (1)

(1) Library reserve

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

Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	
300,000	300,000	-	-	-	-	-
300,000	300,000	-	-	-	-	-

2031 Projects (\$)

Window and Ledge Replacements (year 3 of 3) (1)

(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	
150,000	75,000	-	-	-	-	75,000
150,000	75,000	-	-	-	-	75,000

2032 Projects (\$)

Chiller Replacement (1)

(1) Library reserve

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

	Total Project Cost	Financing					Tax Levy
		Reserve Fund	DC's	Debt Financing	Grants	Other	
<u>2033 Projects (\$)</u>							
Replace flooring in children's department and upstairs (1)	75,000	35,000	-	-	5,000	-	35,000
Replace shelving in children's department (1) (2)	75,000	35,000			5,000		35,000
	150,000	70,000	-	-	10,000	-	70,000

(1) Library reserve

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

Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	
120,000	60,000	-	-	-	-	60,000
120,000	60,000	-	-	-	-	60,000

2034 Projects (\$)

Heating boiler (year 1 of 2) (1)

(1) Library reserve

10 Year Capital Investment Plan
Library - Project Summary - Years 2035

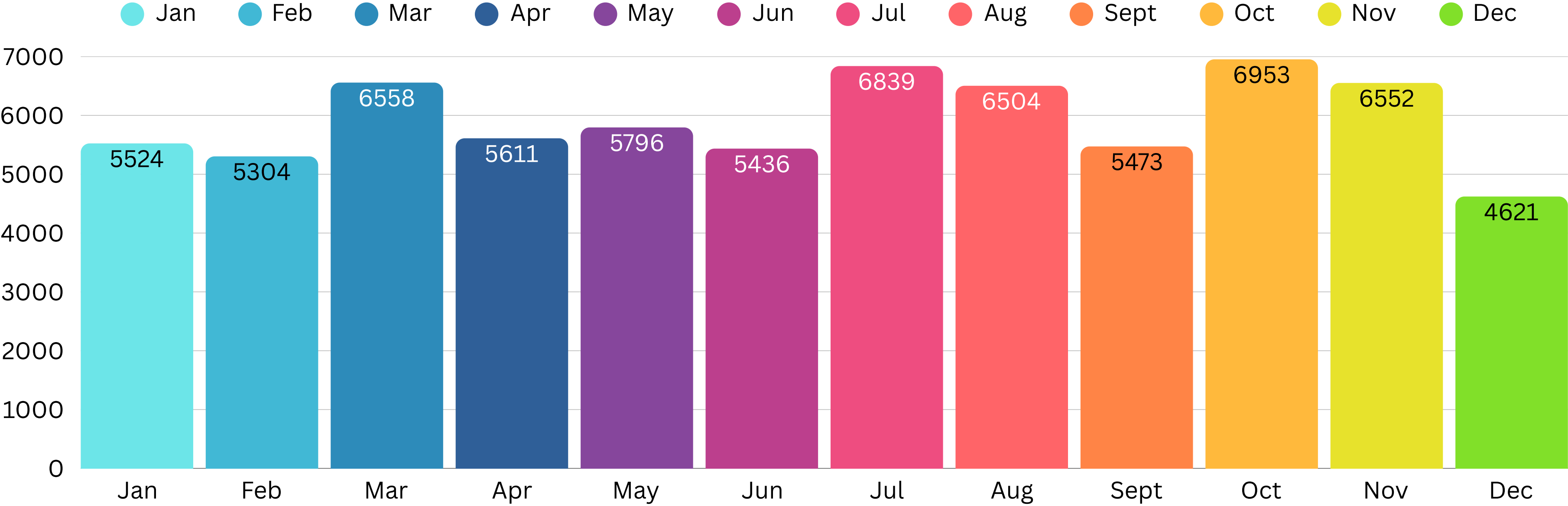
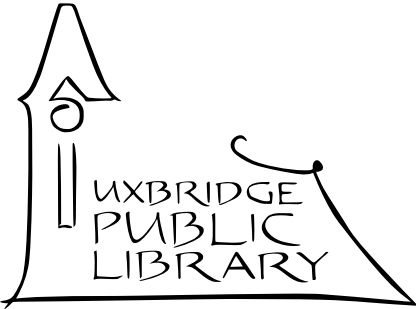
Total Project Cost	Financing					Tax Levy
	Reserve Fund	DC's	Debt Financing	Grants	Other	
40,000	40,000	-	-	-	-	-
40,000	40,000	-	-	-	-	-

2035 Projects (\$)

Heating boiler (year 2 of 2) (1)

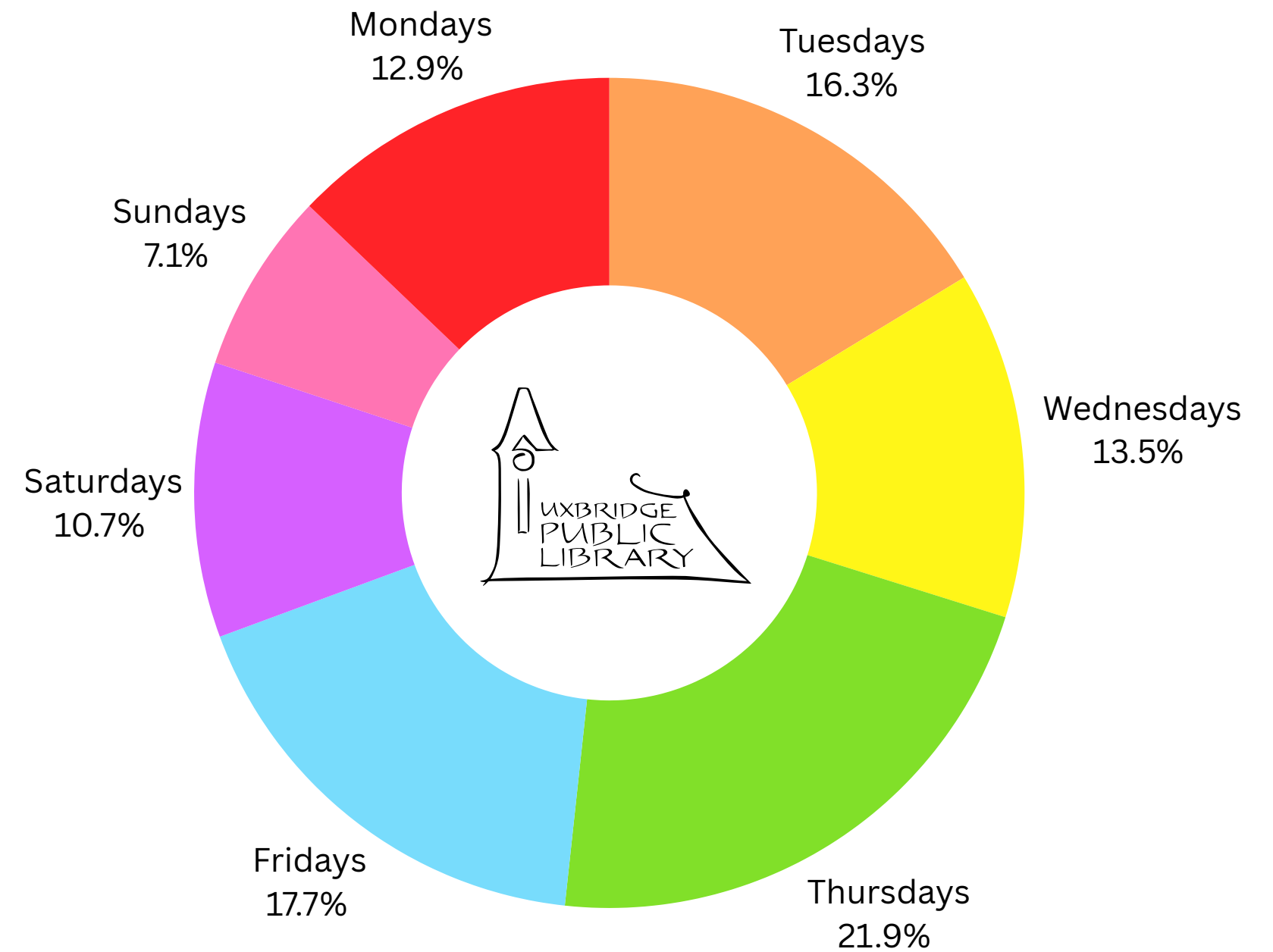
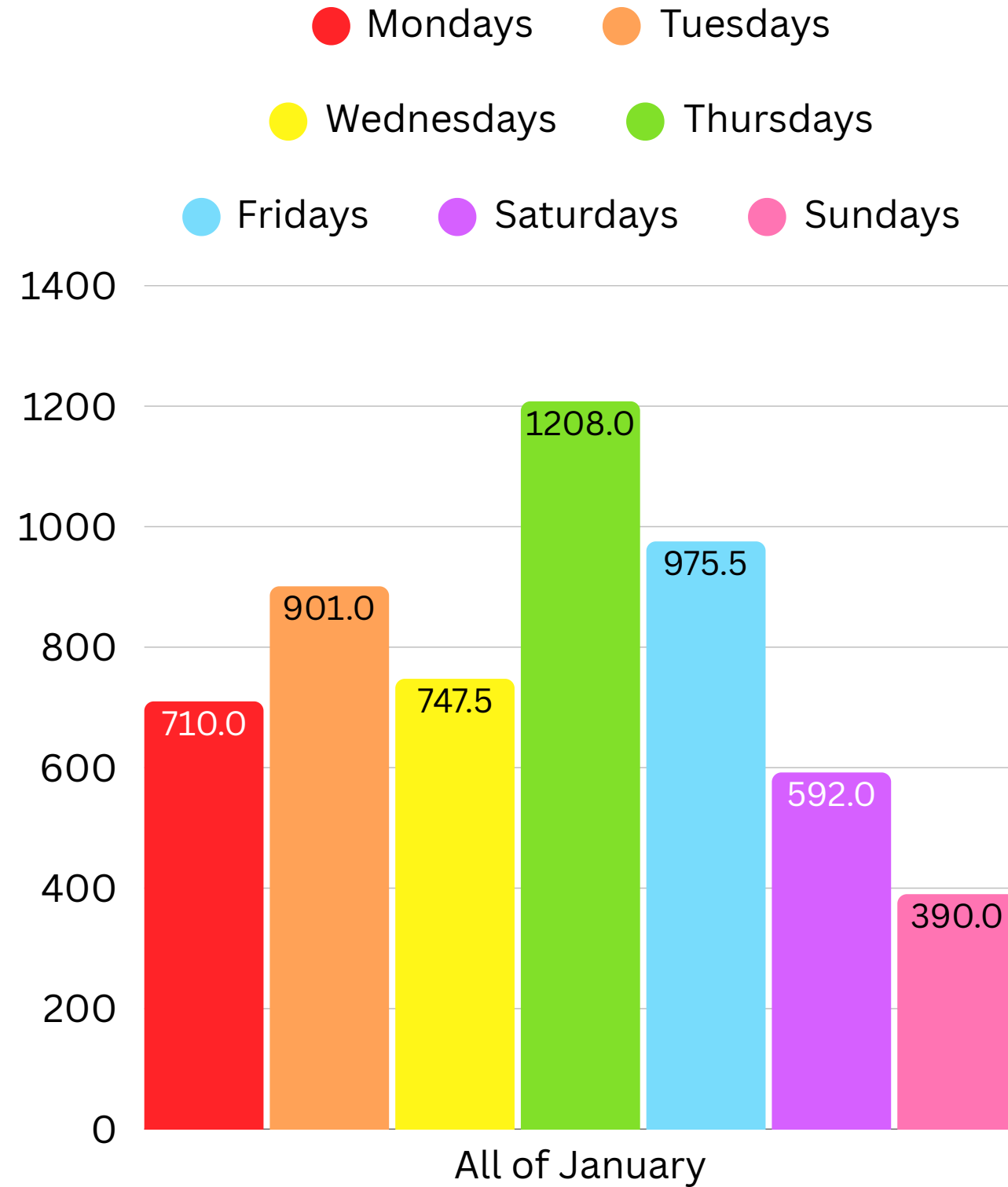
(1) Library reserve

Monthly totals for both floors 2025



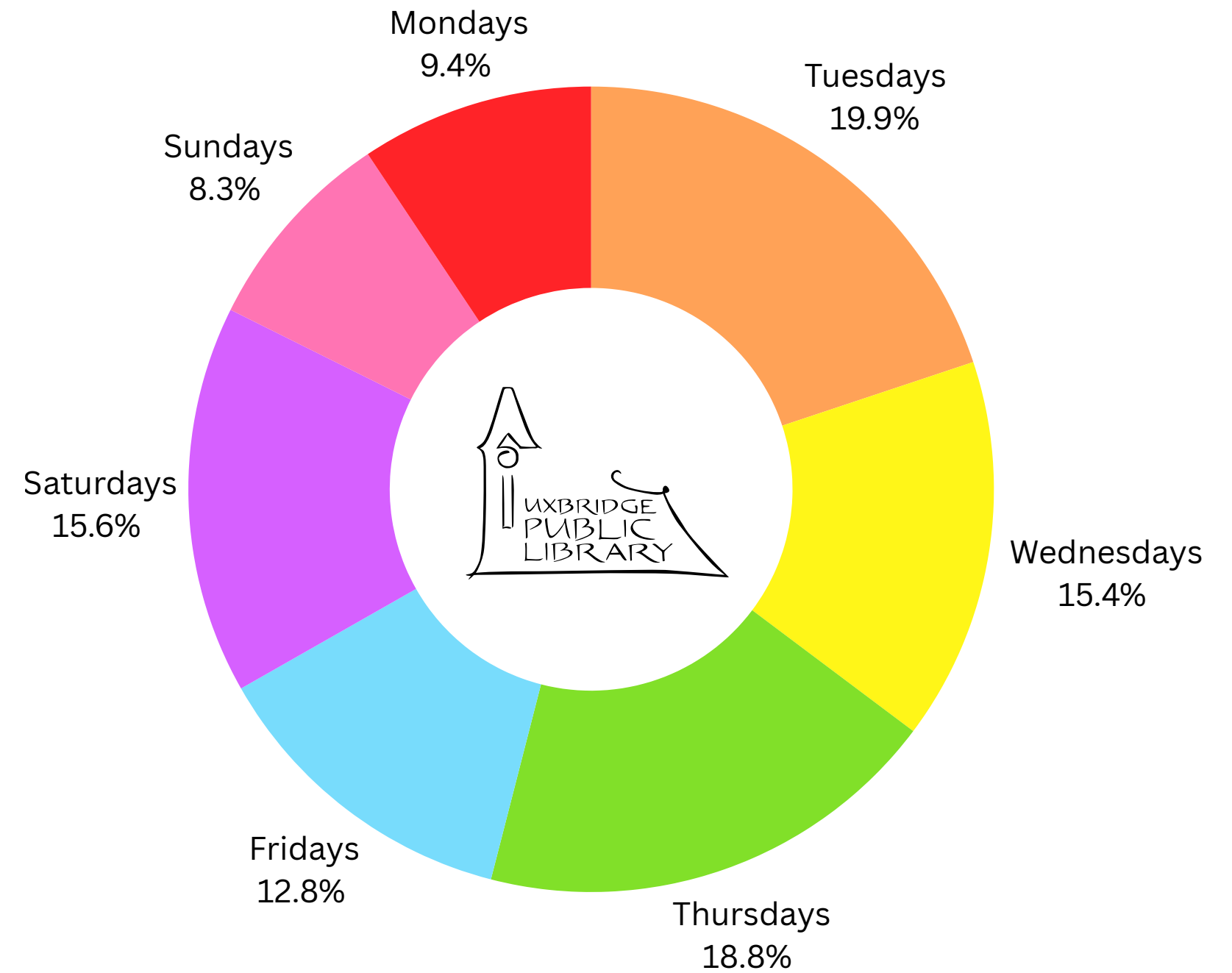
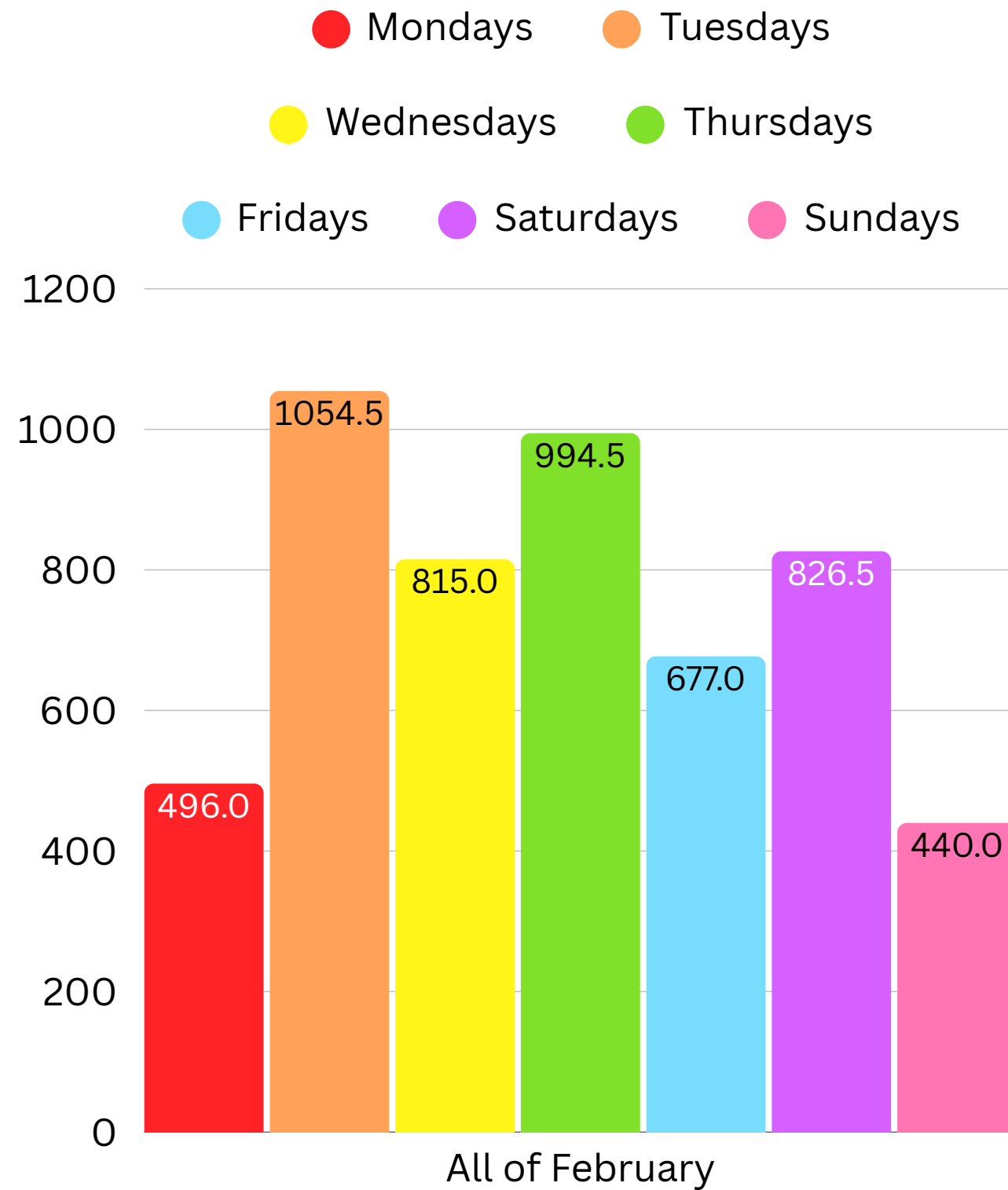
Total cumulative numbers for weekdays in January 2025

(Both floors) Total: 5524



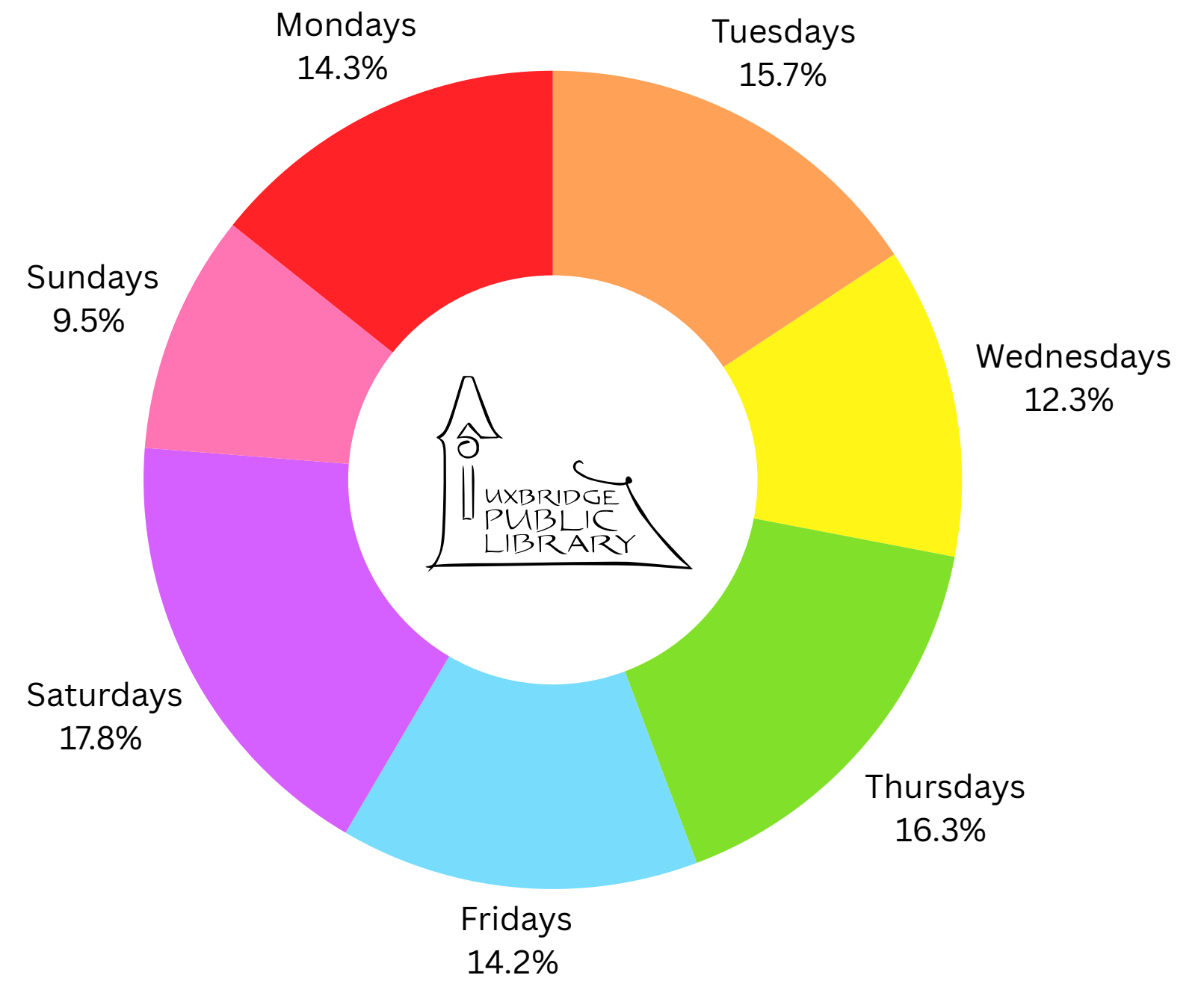
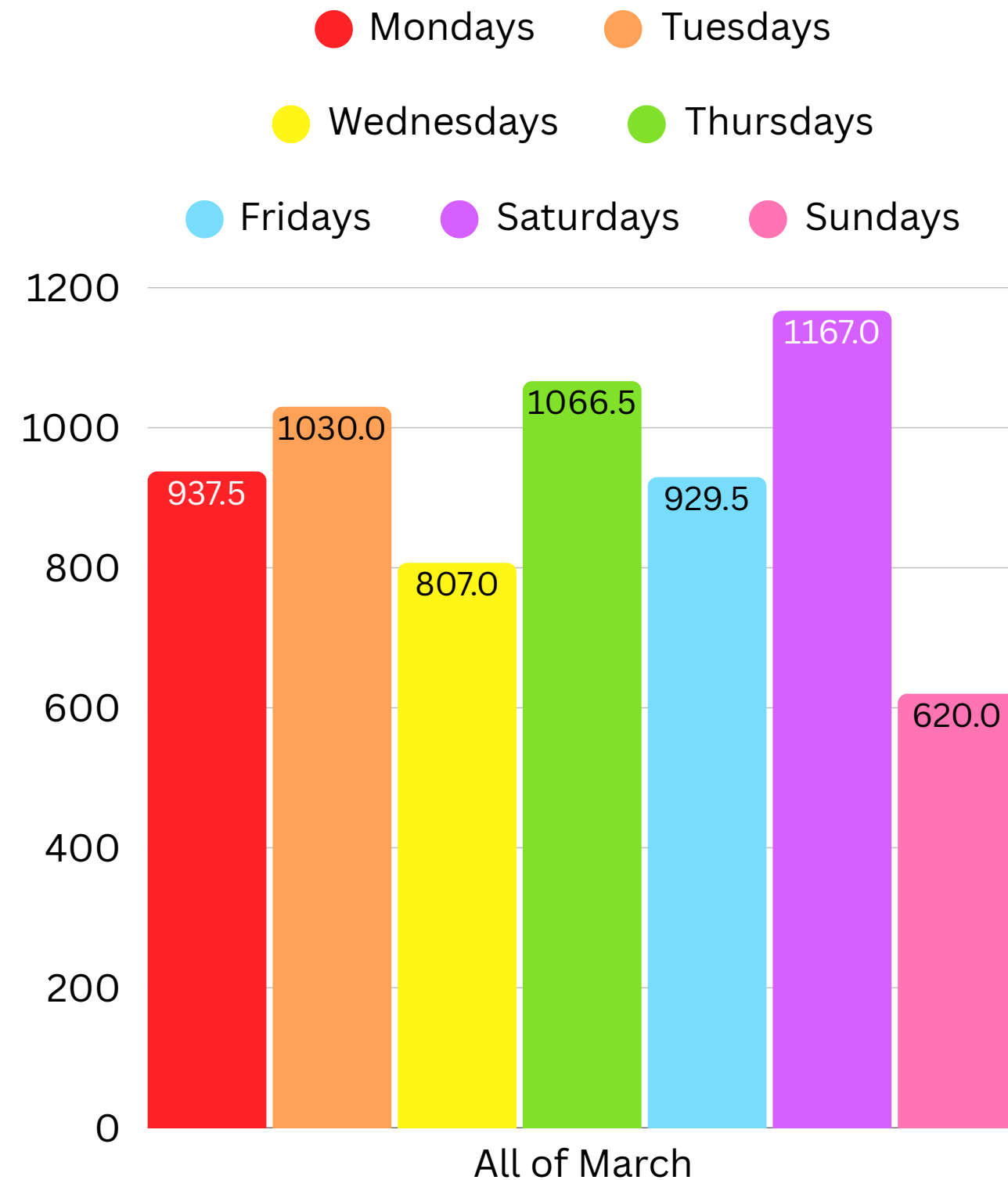
Total cumulative numbers for weekdays in February_2025

(Both floors) Total: 5304



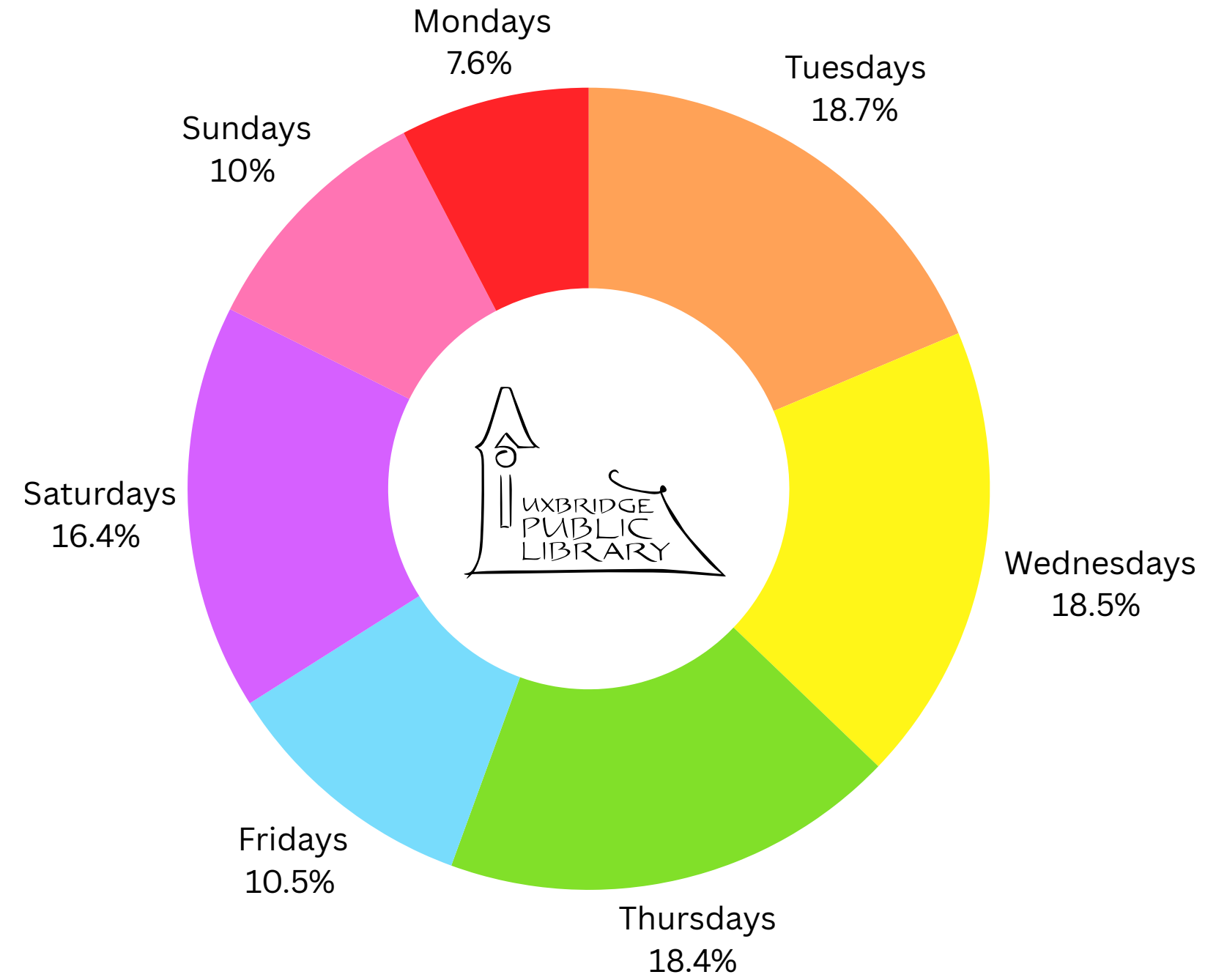
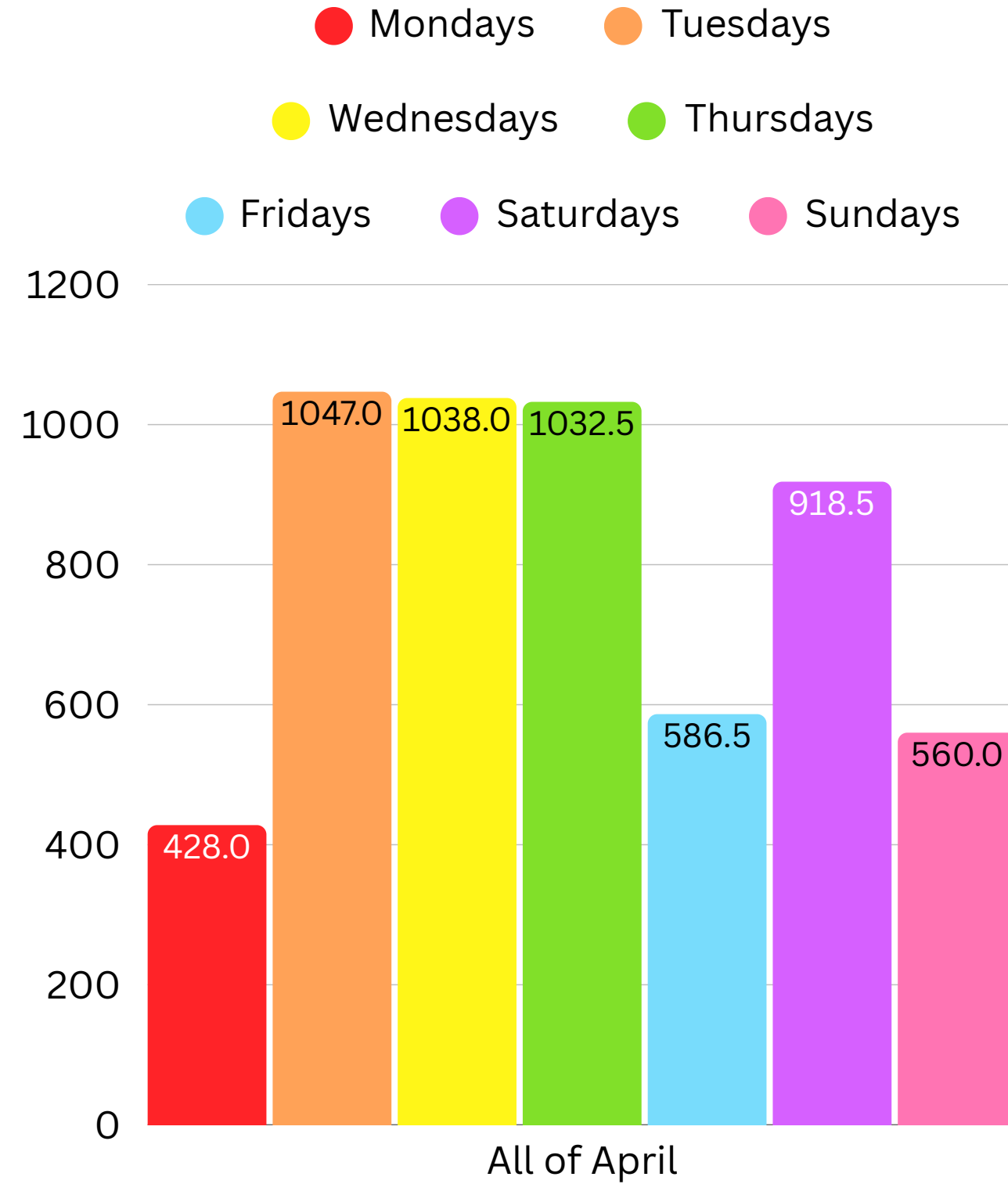
Total cumulative numbers for weekdays in March 2025

(Both floors) Total: 6558



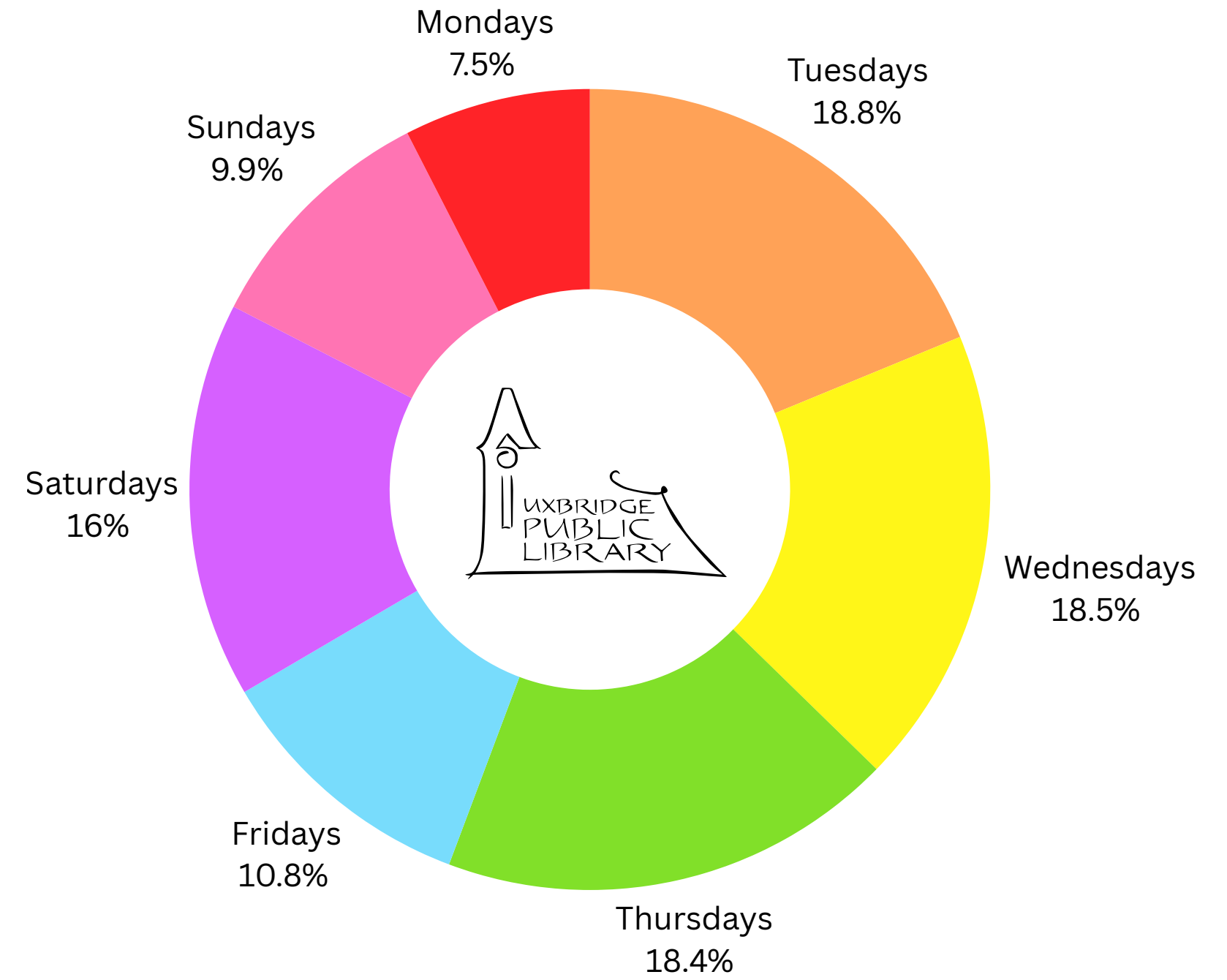
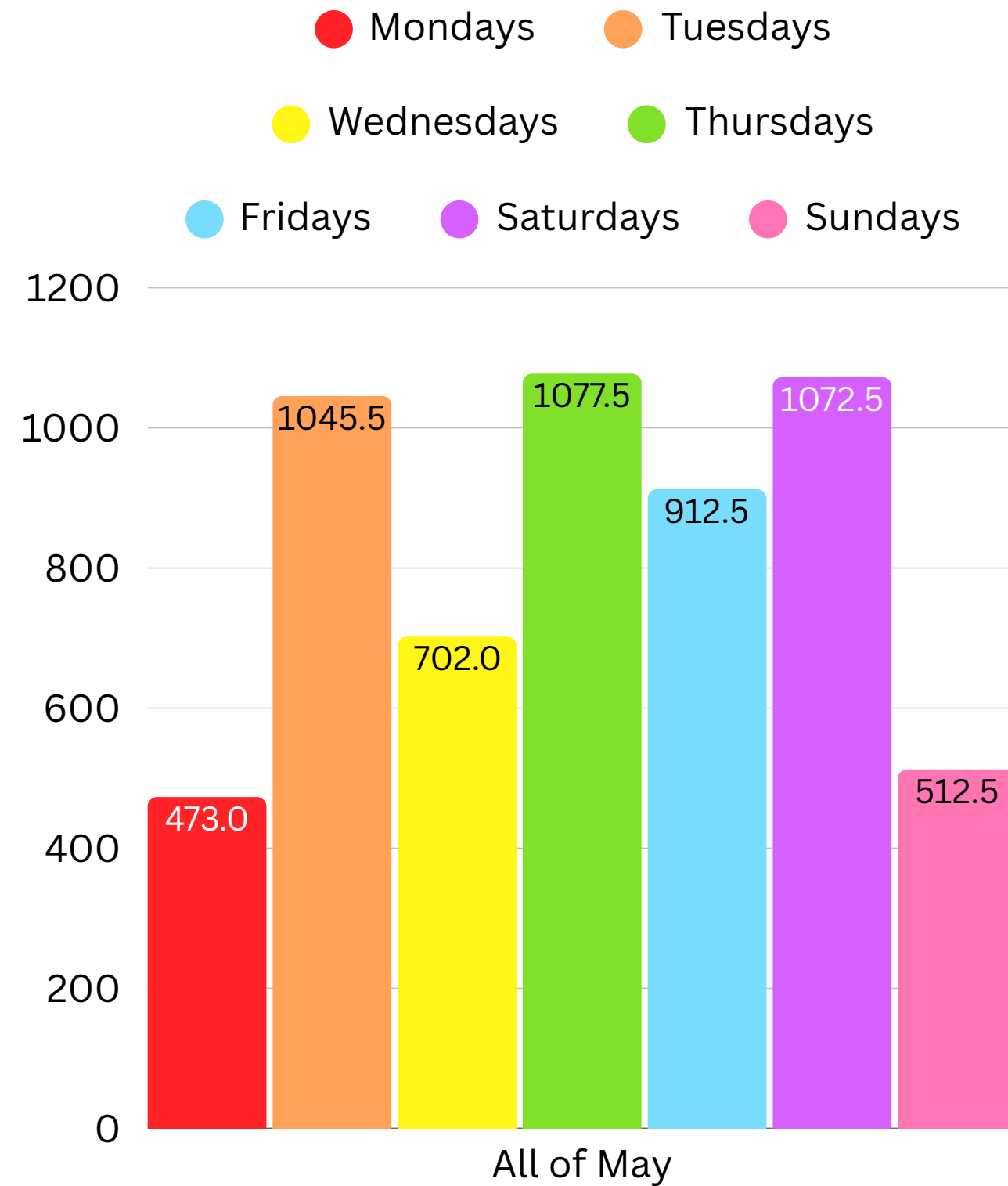
Total cumulative numbers for weekdays in April 2025

(Both floors) Total: 5611



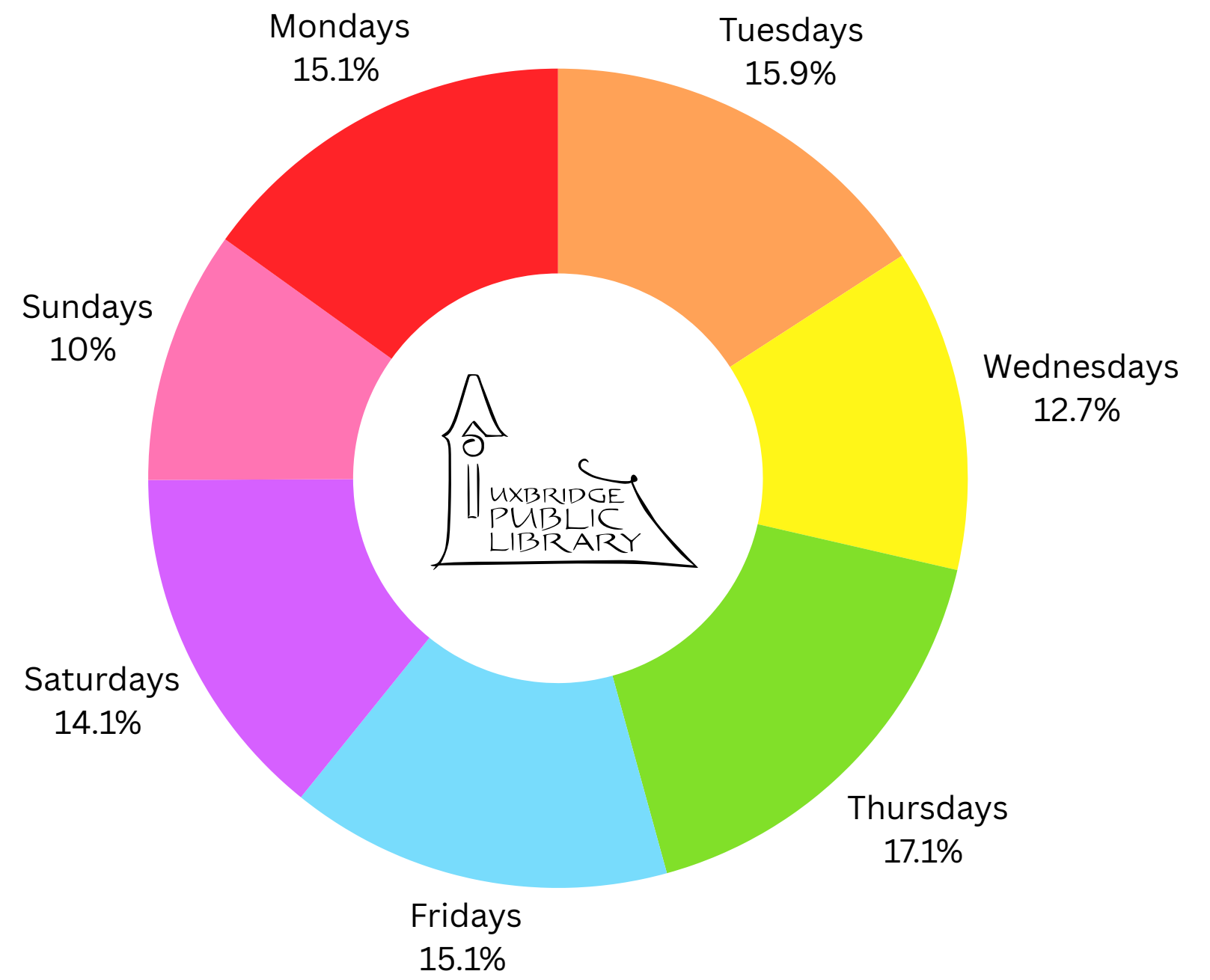
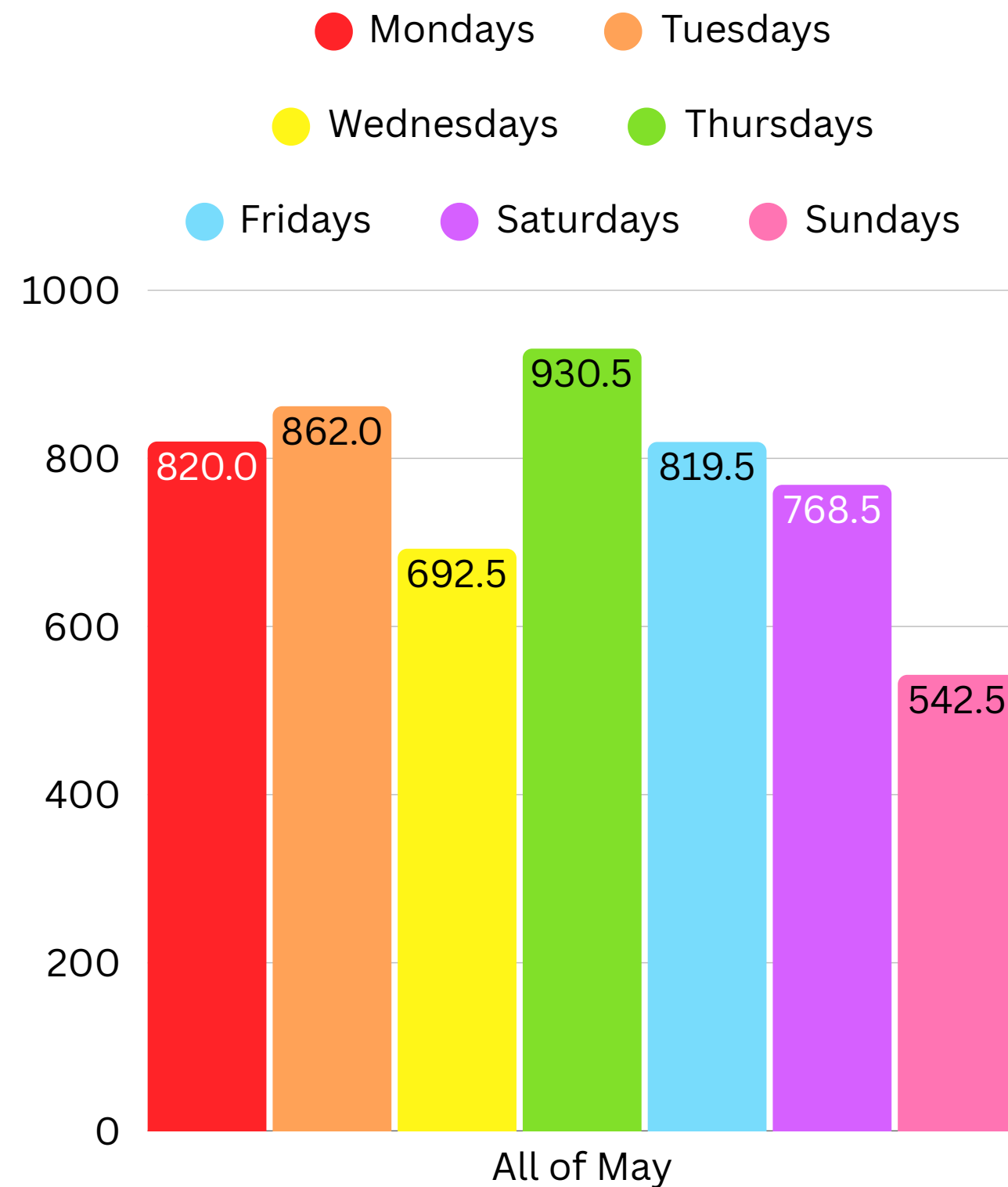
Total cumulative numbers for weekdays in May 2025

(Both floors) Total: 5796



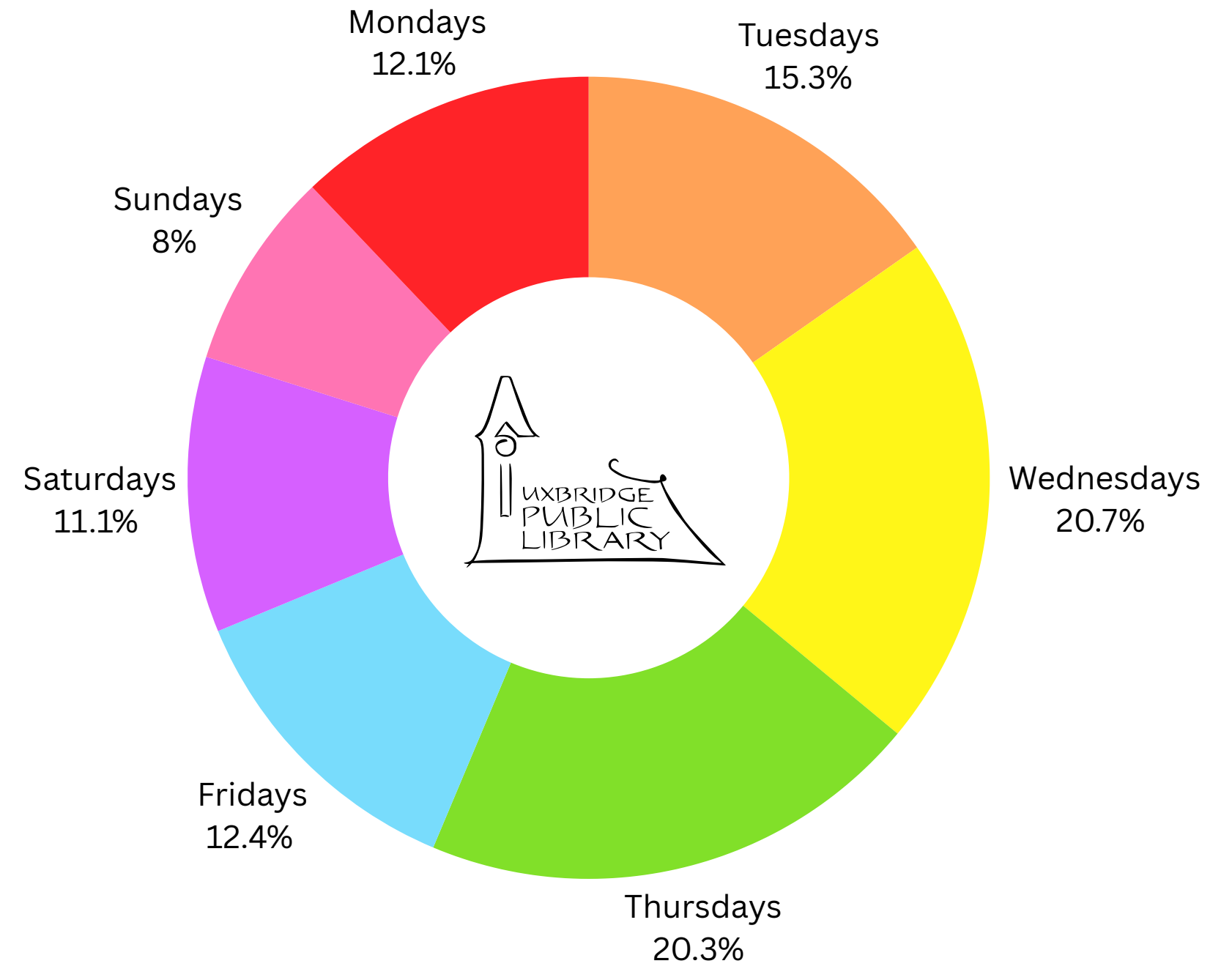
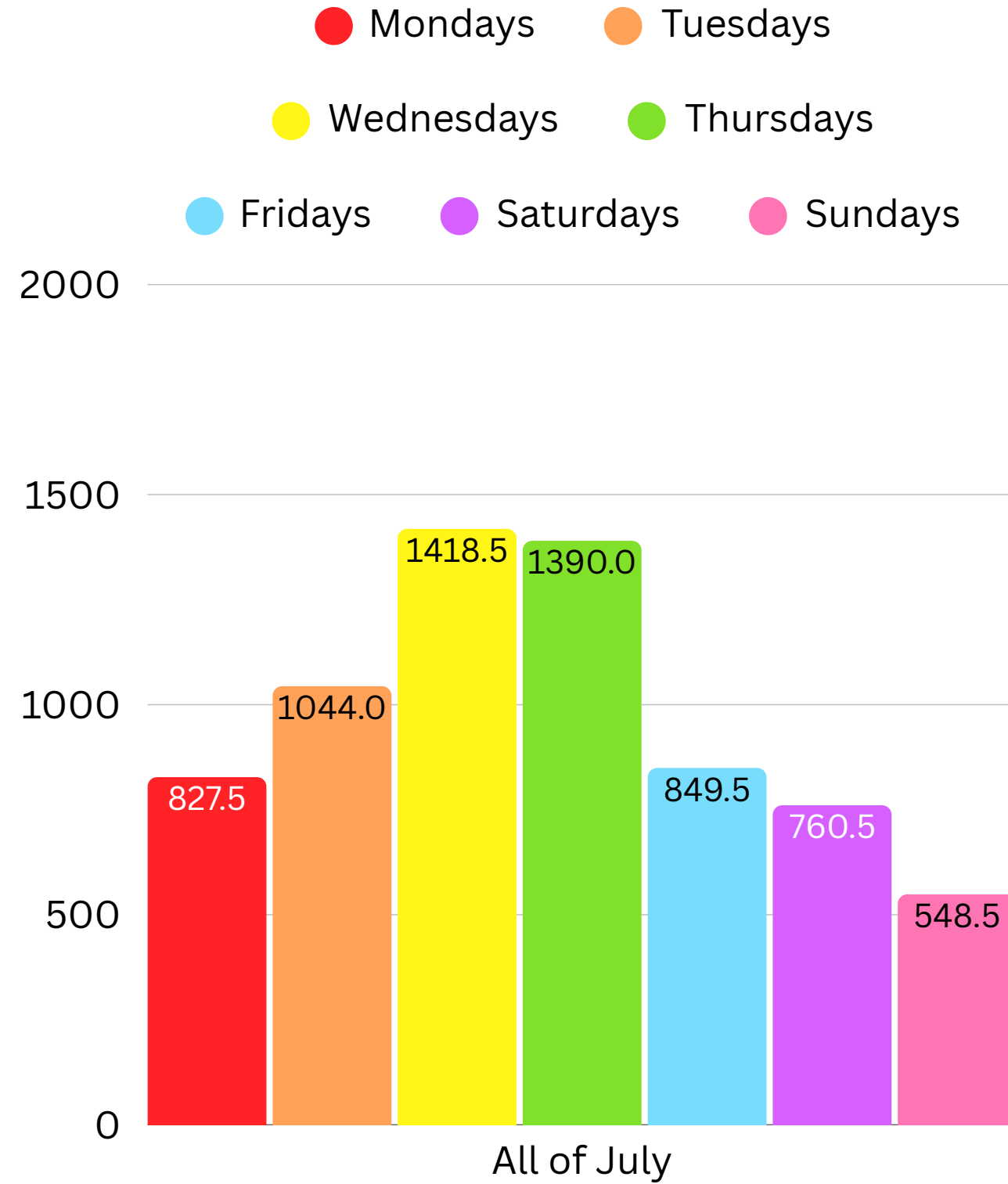
Total cumulative numbers for weekdays in June 2025

(Both floors) Total: 5436



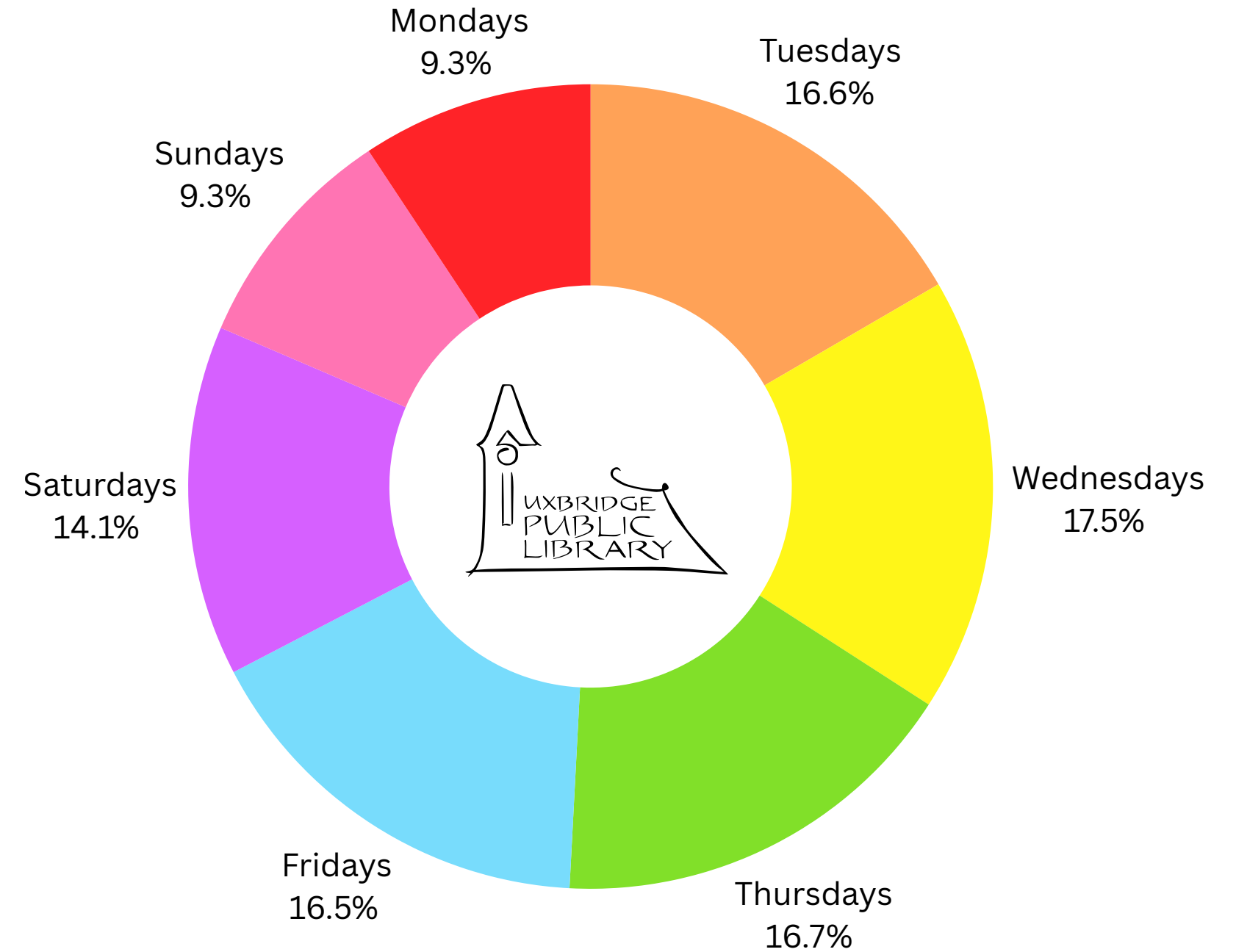
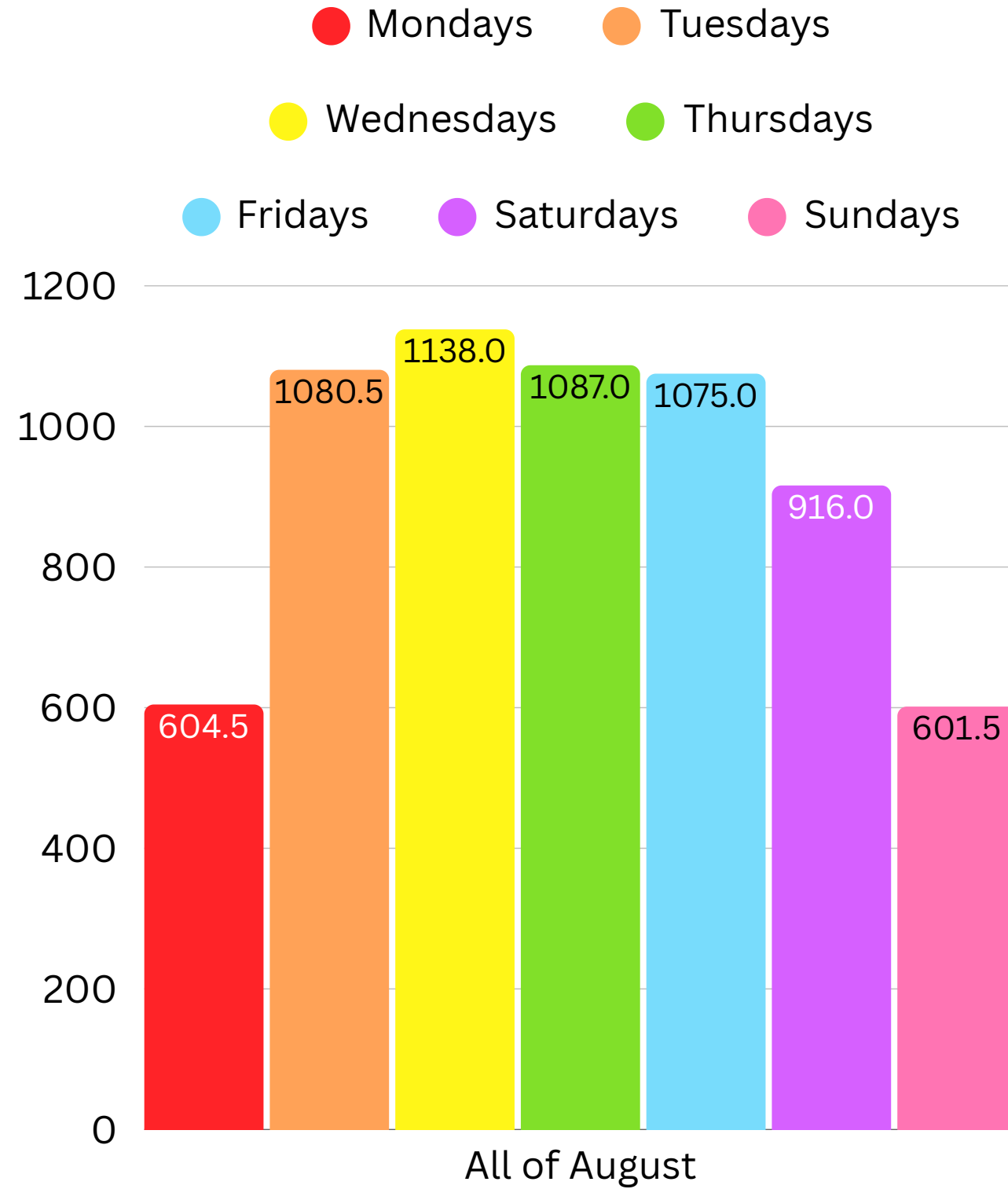
Total cumulative numbers for weekdays in July 2025

(Both floors) Total: 6839



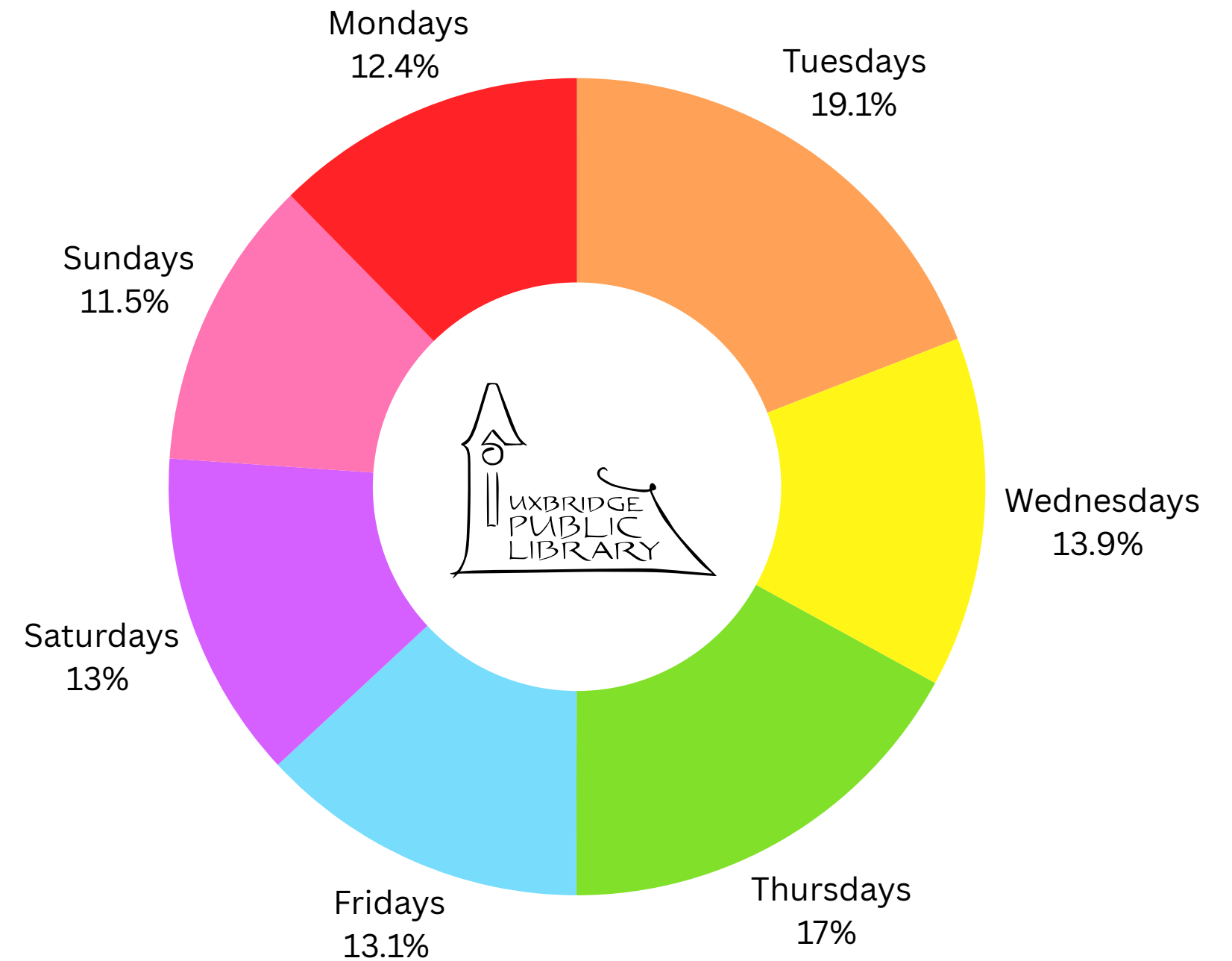
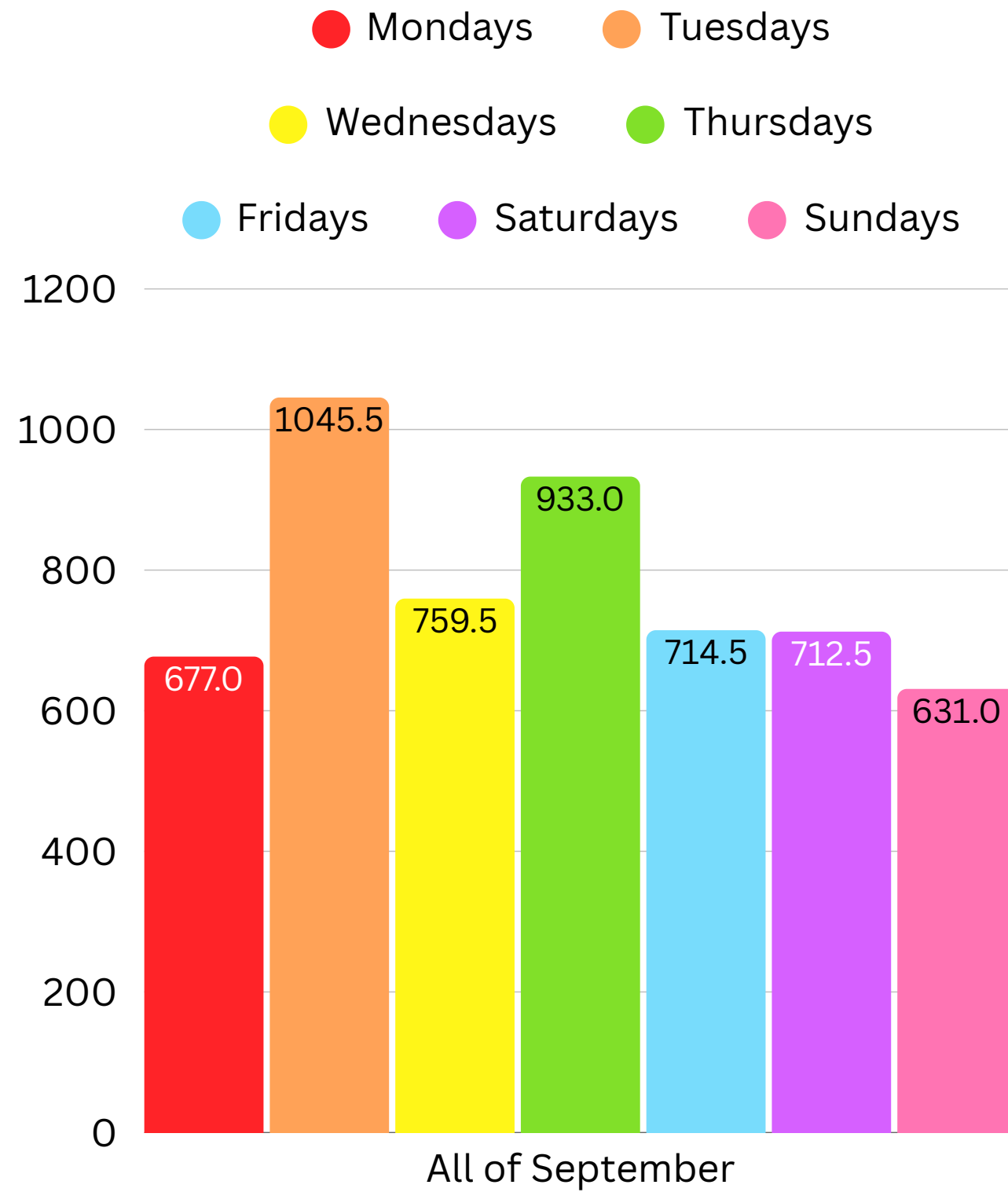
Total cumulative numbers for weekdays in August 2025

(Both floors) Total: 6504



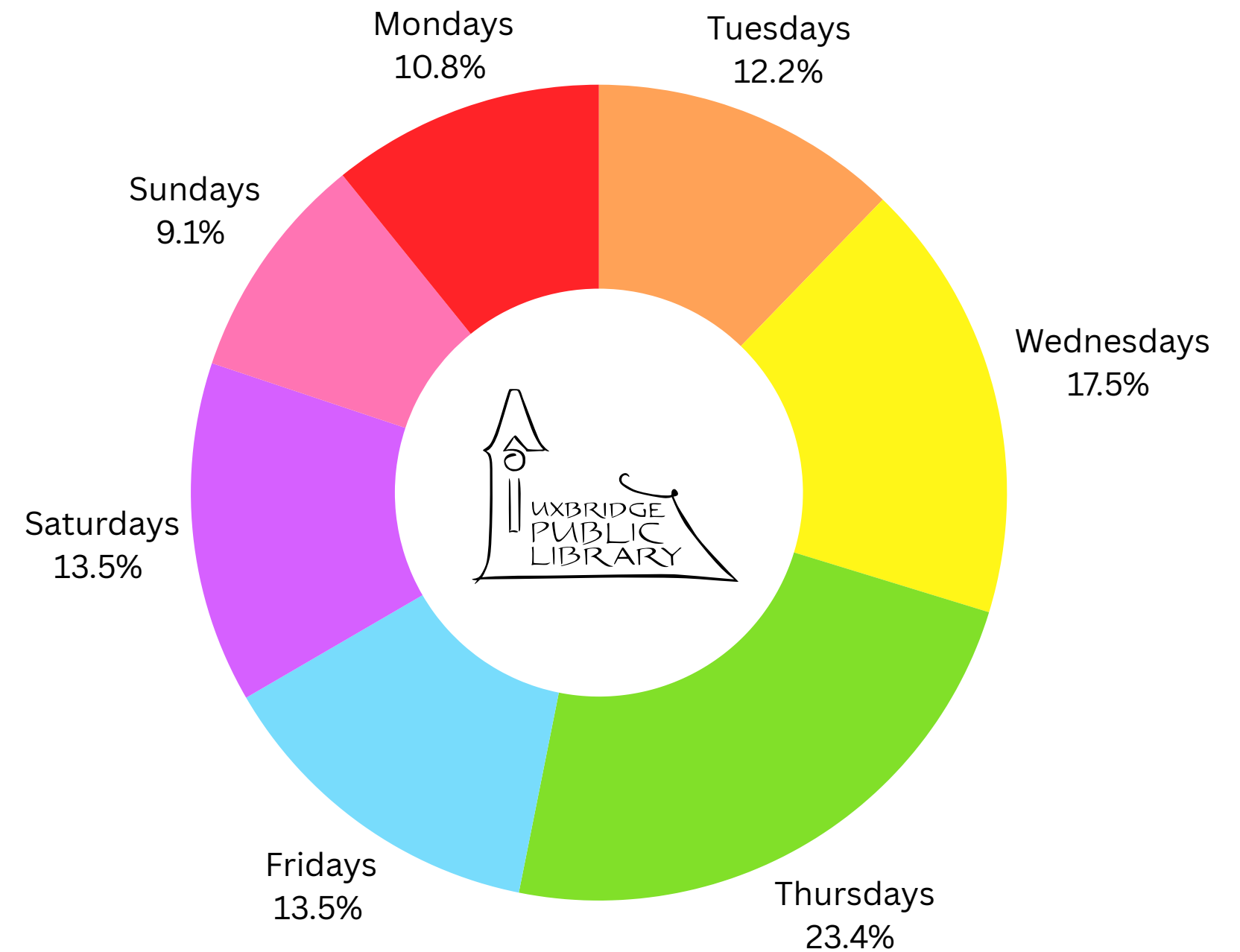
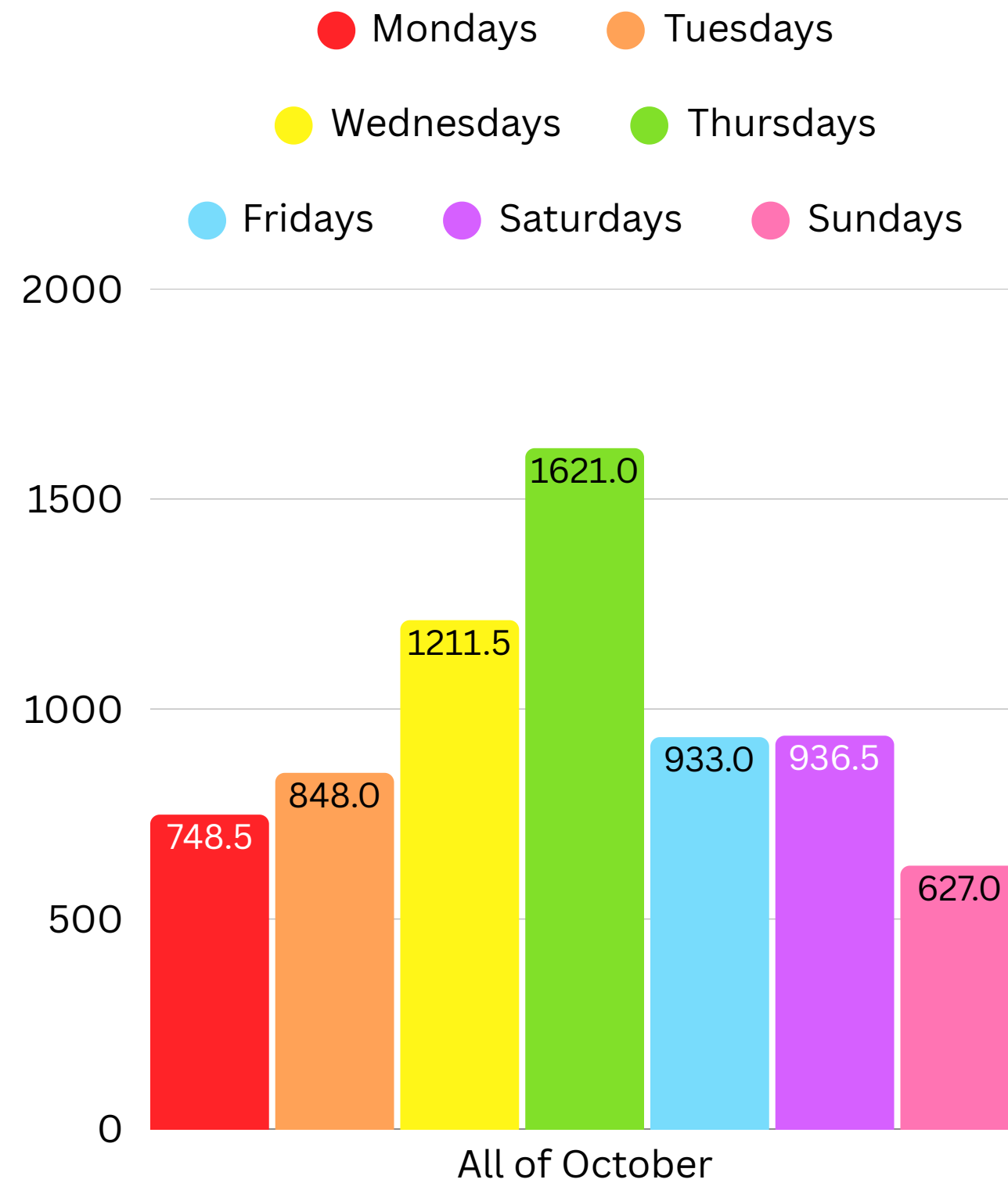
Total cumulative numbers for weekdays in September 2025

(Both floors) Total: 5473



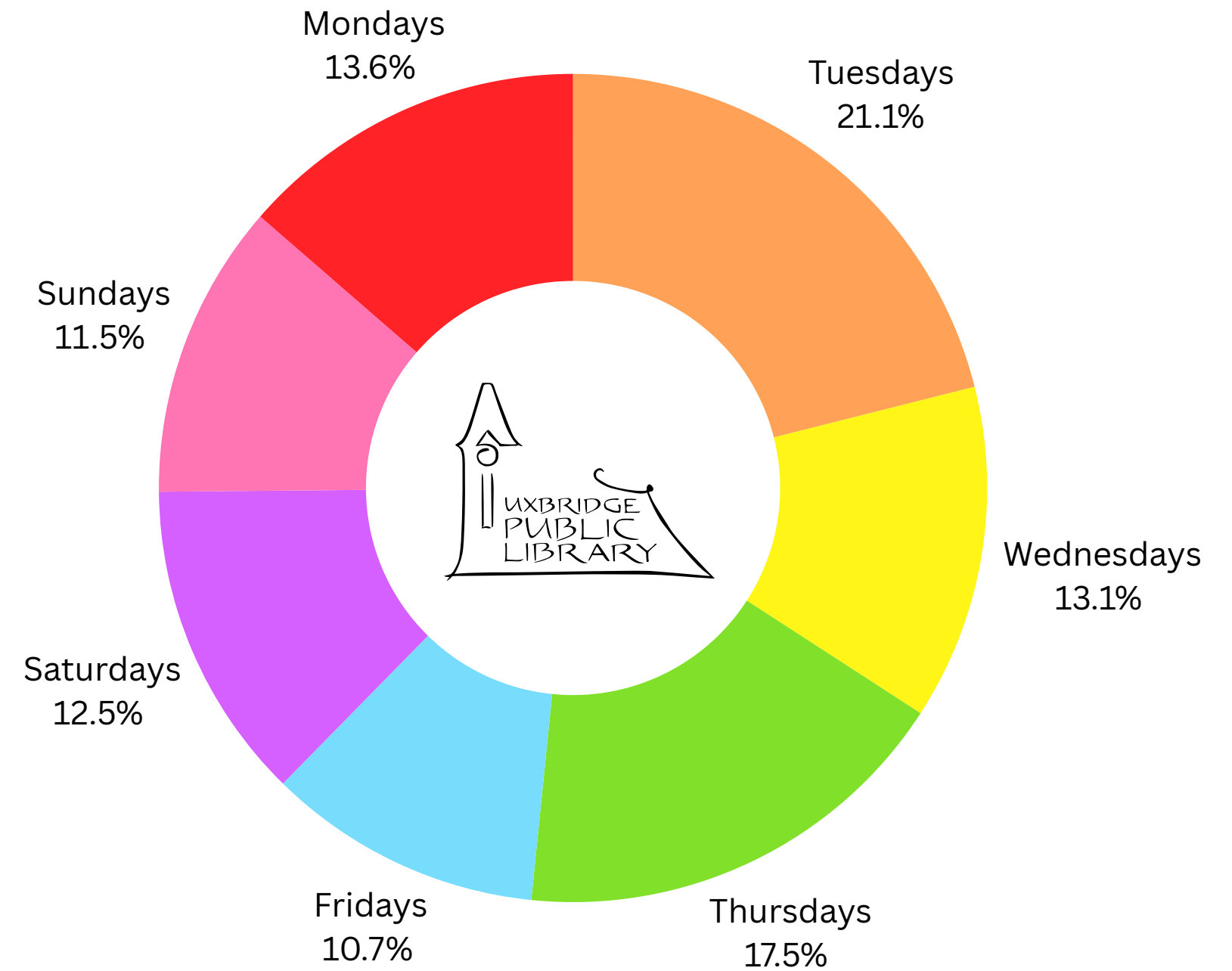
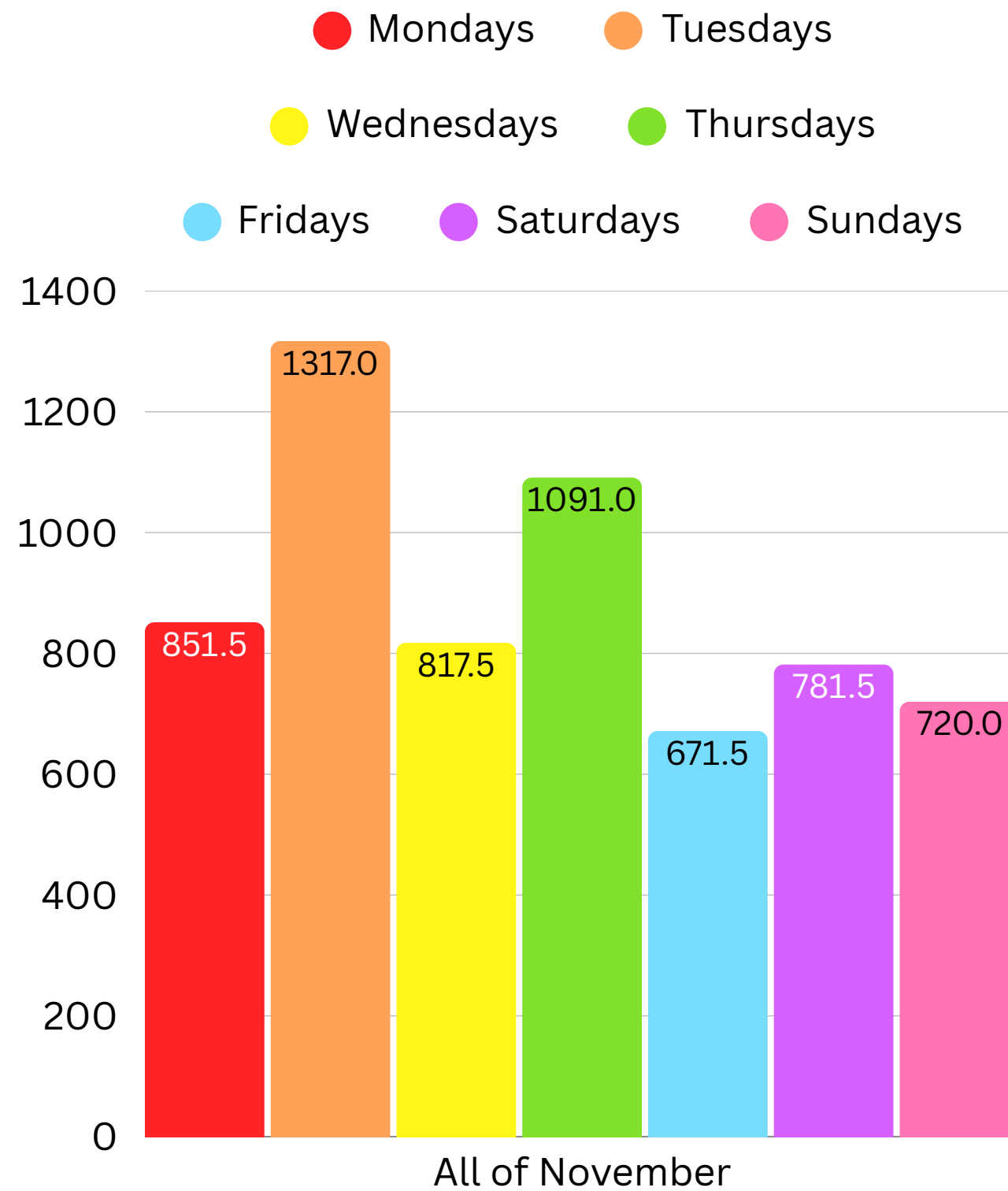
Total cumulative numbers for weekdays in October 2025

(Both floors) Total: 6953



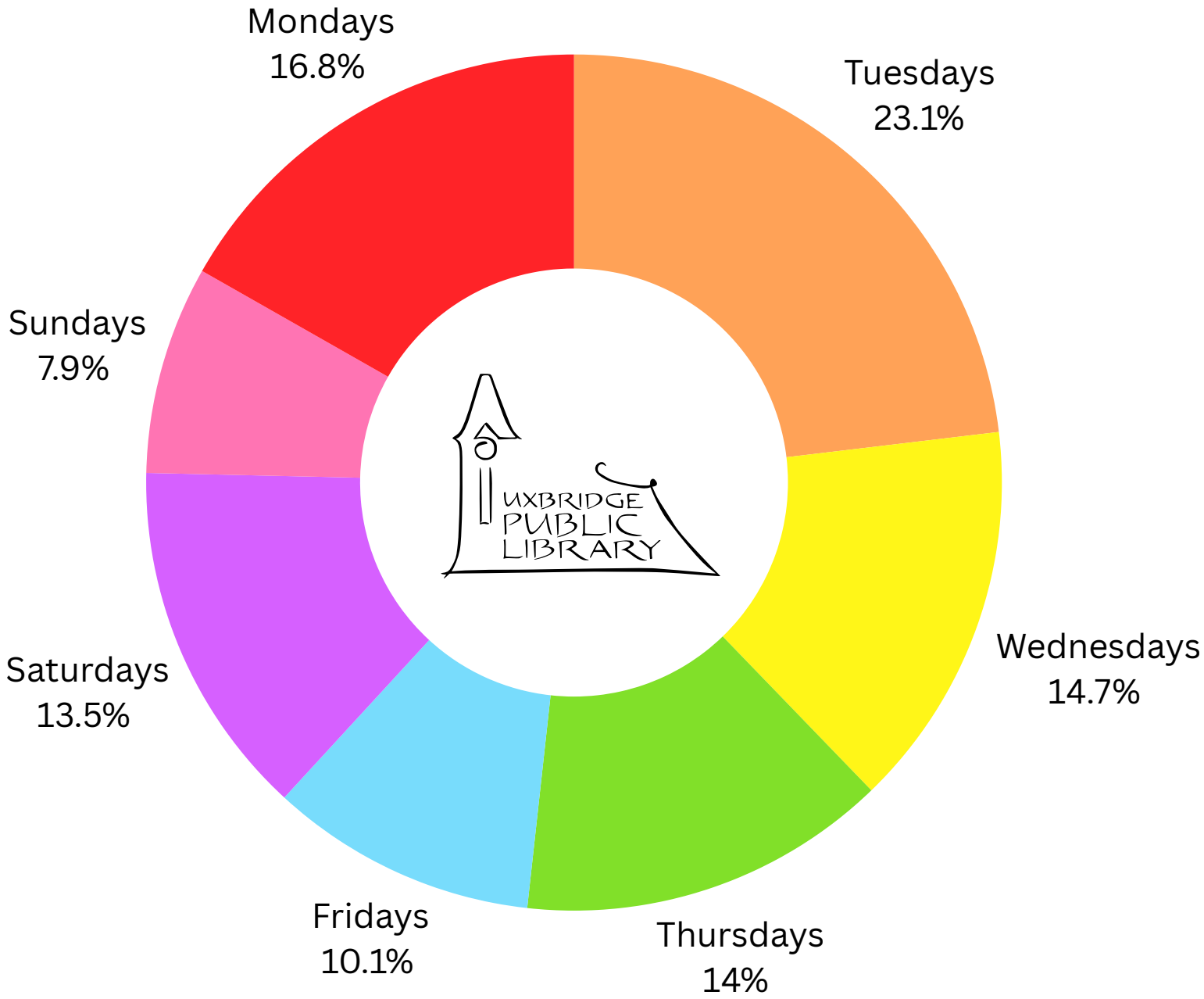
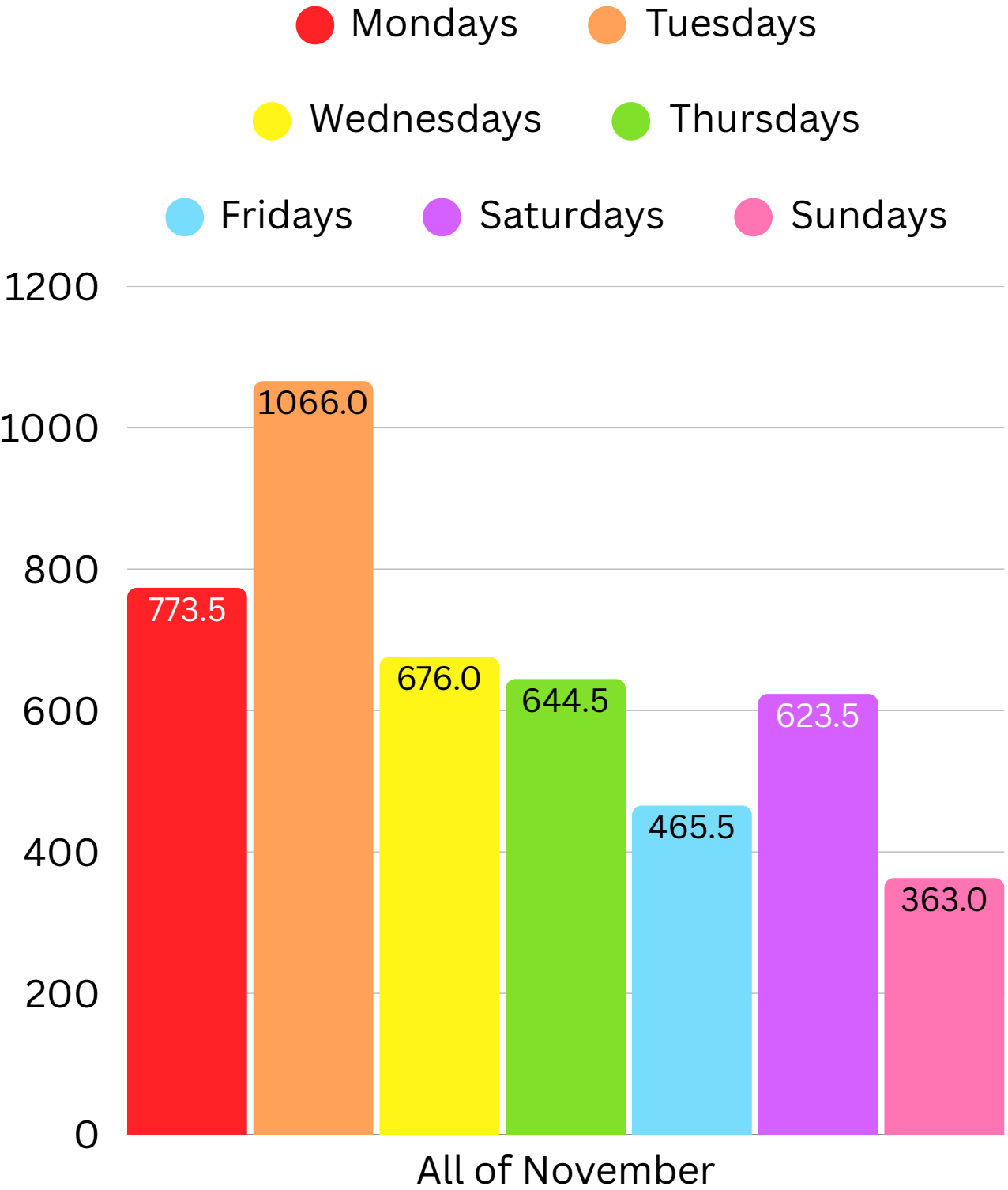
Total cumulative numbers for weekdays in November 2025

(Both floors) Total: 6552



Total cumulative numbers for weekdays in December 2025

(Both floors) Total: 4621



Total for Days of the week in 2025

Total Visitors in 2025: 71,171

