

DRAFT Agenda
Woodstock Public Library Board
Tuesday, September 10, 2019

Date: Tuesday, September 10, 2019
Place: Library Meeting Room
Time: 4:00 p.m.

- 1. Call to Order/Chairperson's Remarks**
- 2. Approval of the Agenda**
- 3. Declaration of Conflict of Interest**
- 4. Minutes of the Meeting of June 11, 2019**
- 5. Business Arising from the Minutes**
 - a) Report – Lower Floor Replacement Estimates**
- 6. Board Education**
 - a) Report – Library Board Education & Proposed Schedule**
- 7. Consideration of Correspondence**
 - a) Correspondence – Ministry of Tourism, Culture and Sport – Re: ILLO Courier Cuts**
- 8. Administrative Reports**

For Information

 - a) Monthly Report**
 - i) Report of the Chief Executive Officer for Summer, 2019
 - ii) Report of the Manager of Public Services for Summer, 2019
 - b) Statistics**

Library Systems Activities for the months of June, July and August, 2019
 - c) Policy Review**
 - i) Report – Library Board Policy Review & Draft Policy
- 9. Committee Reports**
 - a) Southern Ontario Library Service Trustee Council**
 - b) Health and Safety**

Minutes of the meeting of Joint Health and Safety Committee – 22 March 2019

- c) **Grievance**
No Report

10. Finance - to be distributed

a) **Treasurer's Report**

DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2019;

DRAFT Summary of Trust Account for the period ending August 31, 2019; and

DRAFT Summary of the Jessie McDougall Trust Fund for the period ending August 31, 2019.

Suggested Resolution

“That the DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2019; and

the DRAFT Summary of Trust Account for the period ending August 31, 2019; and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending August 31, 2019

be approved.”

11. New Business

a) **Library Statistics – Proposed New Format**

b) **Other Business For Which Notice Has Not Been Given**

12. Attachments

a) *City Council briefs: City sells land, offers support for Ontario Library Service and look to add sister city; Woodstock Sentinel-Review; June 12th, 2019*

b) *Libraries restart loan program, but cuts to hamper service; Woodstock Sentinel-Review; June 17th, 2019*

13. Committee of the Whole In-camera

14. Next Meeting

Tuesday, October 8th, 2019

15. Adjournment

VISION

Your Destination for Discovery

MISSION

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.

Dates To Remember:

Ontario Public Library Week – October 20th - 26th

Lit on Tour Woodstock – Friday, October 25th at 7:00 pm – Knox Presbyterian Church

SOLS Trustee Council 1 Meeting – Saturday, November 2nd – 10:00 am – St. Thomas Public Library

Oxford Reads Gala Event – Saturday, November 9th at 7:00 pm – Marketplace Theatre

Woodstock Public Library Board

DRAFT Meeting Minutes

June 11, 2019

A regular meeting of the Woodstock Public Library Board was held on June 11, 2019 at 5:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ken Whiteford, Chair
 Ross Gerrie, Vice-chair
 Mary Anne Silverthorn, Trustee
 Vanessa Vogwill, Trustee
 Mayor Trevor Birtch
 Councillor Connie Lauder

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

David Harvie, Chief Executive Officer
 Lori Peixoto, Recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:00 pm.

2. Approval of the Agenda

Motion 19-42

MOVED by Councillor Lauder and seconded by Trustee Vogwill to approve the Agenda with the addition of a letter from MPP Ernie Hardeman, listed under item #7, Consideration of Correspondence.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes from the Meeting of May 14, 2019

Motion 19-43

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to approve the Minutes of the Meeting of May 14, 2019.

Motion carried.

5. Business Arising from the Minutes

a) Lower Floor Quotation

The CEO was given direction to obtain a quote on the flooring project for the lower floor. Sands – the company from the GTA that replaced the flooring on Floor II – visited the Library, and inspected all areas of the lower floor in order to provide a quote. It was determined that it would take approximately seven (7) days to complete the work, and therefore, a satellite location would have to be identified as the current building would have to close to staff and the public.

Due to the scope of the project, the Library would have to go to tender, and the Board would have to authorize the transfer of funds from reserve accounts for the project. The quotes will be presented to the Board.

b) Southern Ontario Library Service ILLO

The CEO attended the AMPLO meeting last week, and noted the Executive Director of SOLS was present to provide an update on the Interlibrary Loan (ILLO) service. The CEO explained the added cost of having to use Canada Post for ILLO deliveries, and the rebate that will be provided by SOLS to help offset these costs, which won't be provided until next year. The CEO stated that ILLO requests would open up again for Woodstock Public Library on July 2, 2019, and restrictions would be put in place. There will be a decline in service levels and an increase in cost for the year that would have to come from the current budget.

6. Board Education

a) The CEO asked the Board what they would like see for Board Education each month. Under current policy, the Board is responsible for its own education. The CEO offered to create an education schedule, with the Board's permission.

The CEO discussed various means of Board education which included attending the annual OLA Super Conference, and perusing LearnHQ which is provided on the SOLS website.

A request will be sent to Treasury to create an expenditure account for Board Education, beginning in 2020.

7. Consideration of Correspondence

Motion 19-44

MOVED by Vice-chair Gerrie and seconded by Trustee Silverthorn that the Board accepts the letter of response from the office MPP Ernie Hardeman regarding SOLS budget cuts.

Motion carried.

8. Administrative Reports

a) Monthly Reports

i) **Report of the Chief Executive Officer for May/June, 2019**

The CEO noted that his monthly report was prepared in the format of the Library's strategic goals of the Strat Plan. The Board was in agreement to this format, in keeping the strategic goals in the forefront.

There was discussion around staff vacancies in the positions of Building Maintenance Assistant/Cleaner and Operations Manager.

ii) **Report of the Manager of Public Services for May/June, 2019**

The Board discussed the positive publicity regarding the programs the Library offers.

b) **Statistics: Library Systems Activities for the month of May, 2019**

Discussion took place regarding the number of statistics presented to the Board each month. The CEO felt that a different format may be of more use to the Board, and offered to work on a different view for the meeting of September, 2019.

c) **Policy Review**

The CEO requested direction from the Board; offered suggestions for striking a sub-committee and tasking the CEO with setting up a schedule in which to review and update policies during the term of the Board.

The Mayor offered that since the City has kept their policies current, other Boards typically keep in line with City policies and procedures.

The Chair stated that this Board can make a decision in the fall after receiving and reviewing the Library's current policies.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

Nothing new to report.

b) Health and Safety

Motion 19-45

MOVED by Mayor Birtch and seconded by Councillor Lauder that the Board receives the Joint Health & Safety Minutes of December 7, 2018.

Motion carried.

c) Grievance

No report.

10. Finance

a) Treasurer's Report

Motion 19-46

MOVED by Trustee Vogwill and seconded by Vice-chair Gerrie

that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2019, and

the DRAFT Summary of Trust Account for the period ending May 31, 2019, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2019, be approved.

Motion carried.

The CEO noted that the Library should be at approximately 41% spent for the year, and the current statements show 36% spent. The Library is in good shape.

11. New Business

a) Orientation Activities to Date

The CEO reported that he has been meeting with Library staff members, individually, and will be going out to meet with City department heads in their own departments.

b) Strategic Plan

Discussion was had, and the CEO asked the Board for direction on priorities for 2019.

The Chair suggested taking initial steps to investigate a feasibility study. The CEO noted that the Library has scored high in comparatives and the services continue to be well used; we need more space. The Board directed the CEO to gather information and bring back to the Board in the fall.

The CEO suggested publishing a page of statistics and accomplishments for the website. The Chair noted that the previous Acting CEO prepared a list of accomplishments for the AGM, and information gathered from that would be appropriate.

c) Toronto International Festival of Authors – Early Closure

Motion 19-47

MOVED by Councillor Lauder and seconded by Trustee Vogwill that the Board approves the early closure of the Library at 5:00 pm on Friday, October 25, 2019, in order to provide sufficient time to set up for the Toronto International Festival of Authors event reception.

Motion carried.

d) Staff Development Day – Remembrance Day Closure

Motion 19-48

MOVED by Trustee Silverthorn and seconded by Mayor Birtch that the Board approves the closure of the Library on Monday, November 11, 2019, in order to hold a staff training day.

Motion carried.

12. Attachments

- a) *Minutes of the Joint Health & Safety Committee Meeting; December 7, 2018*
- b) *Letter to Minister of Tourism, Culture and Sport re: Ontario Library Service – Service Cuts; May 16, 2019*
- c) *One Voice for Ontario Public Libraries; Federation of Ontario Public Libraries; May 6, 2019*

- d) *Joint Statement; Southern Ontario Library Service and Ontario Library Service – North; June 1 2019*
- e) *Reduction in the SOLS 2019-2020 Budget; Southern Ontario Library Service; June 4, 2019*
- f) *Donation; Jill Crosby (Clara Copeland); May 1, 2019*

13. Committee of the Whole In-camera

None.

14. Next Meeting

Tuesday, September 10, 2019, at 4:00 pm.

15. Adjournment

MOVED by Councillor Lauder that the meeting adjourn at 5:14 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.



WOODSTOCK PUBLIC LIBRARY

Subject:	Lower Floor Replacement Estimates
Action:	For Information
Prepared by:	David I. Harvie, Chief Executive Officer
Meeting of:	10 September 2019

Background

The Library Board requested estimates for the replacement of the flooring in the Children's area and the lobby of the Library at the June, 2019, Board Meeting.

Inspection of the Flooring

Flooring in the public areas of the lower floor of the Library consists of linoleum in the Children's area, tile in the lobby and washrooms, and carpet tiles in the programming room.

Upon inspection, the linoleum in the Children's area is worn in places and is rather unattractive. None of the flooring is unsafe, as it doesn't pose a slip or trip hazard to patrons or staff.

The majority of the lobby's tiled flooring is in good shape and shows little wear. The grouting of some tiles in high traffic areas in the lobby area is beginning to fail, and some tiles ring hollow when tapped. This suggests that the subfloor has shifted over time due to moisture, expansion and contraction. These tiles are prone to popping up and cracking.

Flooring Project Estimates

Children's Area

Two commercial flooring companies were contacted to provide estimates on replacing the flooring in the Children's area of the Library. The requirement to keep the Children's section of the Library operational during the project was stressed.

Both companies proposed a "Hot n Heavy" Linoleum panel strip solution, which would be installed over the existing floor and under empty bookshelves. Both provided similar project time frames of 4-5 days, with

work conducted after hours, in phases. All estimates included the replacement of baseboards and transition mouldings. Project Cost Estimates: **\$38,050.86 to \$39,400.00**.

Both companies were asked to provide costing estimates on the installation of carpet tiles in the Children's area. Only one company responded and provided an estimate of **\$26,906.80**.

Lobby Area Tile Repair/Replacement

Three commercial flooring companies were contacted to provide estimates on the repair of the tile in the lower floor of the Library.

The first company declined to submit a proposal noting a number of issues that included: the unknown condition of the subfloor, the lack of availability of the existing tile, and the difficulty in matching the existing tile. Discussions with the flooring company moved from repair to replacing a panel or the entire lobby tile floor. This company has not provided an estimate to date.

The second company proposed an estimate of **\$16,688.26** for the replacement of a portion of the tile flooring with a project duration of 2 weeks.

The third company provided a proposal with two options: Replace the entire lobby and entrance tiled floor at a cost of **\$41,342.93**, or replace a panel of the tiling measuring 12 x 25 at a cost of **\$9,622.33** (HST included). No time estimates were provided, but work was proposed to take place during off hours, and the area would be clean and safe for public access each morning.

Recommendations

- 1) That the Board make available funds from Library Reserves in the 2020 Budget to install carpet tiles in the Children's area of the Library. The amount of the requested funds would be identified after formal tenders have been called, in accordance with the Library's Purchasing Policy. Anticipated project cost would be approximately **\$27,000.00**.
- 2) That the Board make available funds from Library Reserves in the 2020 Budget to replace a portion on the lower floor tiling at an estimated project cost of **\$10,000.00**.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



WOODSTOCK PUBLIC LIBRARY

Subject:	Library Board Education
Action:	As Directed by the Board
Prepared by:	David I. Harvie, Chief Executive Officer
Meeting of:	10 September 2019

Background

At the June, 2019, Library Board Meeting, the Board directed the Library CEO to develop a schedule for the orientation and education of Library Board Trustees.

The following is a preliminary schedule of topics and dates for the Board's consideration. Orientation will allow Board members to speak with knowledge and confidence about Library activities, and act as advocates in the community. Timely education sessions for the Board will ensure informed policy making.

Proposed Board Education Schedule

Note: Schedule is subject to change.

Year 1	
Meeting Date	Topic
October 8, 2019	Board Orientation – Part 1
November 12, 2019	Board Orientation – Part 2
December 10, 2019	Public Libraries Act (PLA)
Year 2	
January 14, 2020	Library Website Orientation
February 11, 2020	Report from the OLA Conference
March 10, 2020	Collection Development
April 14, 2020	Library Electronic Resources
May 12, 2020	Children Programmes
June 9, 2020	Accessibility & CELA
September 8, 2020	Intellectual Freedom & Censorship
October 13, 2020	Advocacy
November 10, 2020	Local History Collection
December 8, 2020	Readers' Advisory

Year 3	
January 12, 2021	Interlibrary Loan Service (ILLO)
February 9, 2021	Report from the OLA Conference
March 9, 2021	Technologies in Libraries
April 13, 2021	Adult Programmes
May 11, 2021	Teen Programmes
June 8, 2021	Technical Services
September 14, 2021	Trends in Public Library - FOPL
October 12, 2021	TBA
November 9, 2021	TBA
December 14, 2021	TBA
Year 4	
January 11, 2022	Strategic Plan Review
February 8, 2022	Report from the OLA Conference
March 8, 2022	Board Succession Planning
April 12, 2022	TBA
May 10, 2022	TBA
June 14, 2022	Board Legacy Document
September 13, 2022	TBA
October 11, 2022	TBA
November 8, 2022	New Library Board Orientation
December 13, 2022	New Library Board Orientation

**Ministry of Tourism,
Culture and Sport****Ministère du Tourisme,
de la Culture et du Sport**

Minister

Ministre

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391-2019-258

June 24, 2019

David Harvie
CEO
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7

Dear David Harvie:

Thank you for writing with your concerns about the funding of library services and the interlibrary loan program in Ontario. As Minister of Tourism, Culture and Sport, I am pleased to respond.

Our government knows that public libraries play a critical role in rural, remote and Indigenous communities across the province. These are the very communities that we want to deliver more services to.

We are committed to working with Ontario's libraries and with our library service organizations to maintain the interlibrary loan program. Both Ontario Library Service–North (OLS-N) and Southern Ontario Library Service (SOLS) will reimburse libraries for delivery costs such as postage, and they will preserve the online system libraries use to coordinate the program.

This solution has been in place exclusively in the north for some time and is similar to models used by other jurisdictions across the country. This structure will work for all parties involved, and I'm pleased to see the program continue.

I value our strong partnerships with OLS-N and SOLS and will continue to work with them to provide modern and sustainable library services to the people of Ontario. Together, we are ensuring that services are delivered in the most efficient and effective ways possible.

Thank you again for writing and for your support of Ontario's public libraries.

Kindest regards,

Lisa MacLeod
Minister of Tourism, Culture and Sport



WOODSTOCK PUBLIC LIBRARY

Subject:	CEO Report – Summer, 2019
Action:	For Information
Prepared by:	David I. Harvie, Chief Executive Officer
Meeting of:	10 September 2019

Contribute Vibrant Spaces

The stone repair and brick re-appointing project of the Carnegie section of the Library is proceeding. A site visit with potential bidders was held on August 15th with the Library CEO; Mr. Craig Wallace, City Manager of Buildings and Facilities; and Mr. Chris Willie, Project Coordinator with POW Peterman Consulting Engineers. Once the project is awarded, work will start in September with duration of approximately 3 months depending on weather. The Carnegie portion of the Library to either side of the main entrance portico will be under scaffolding and boarding during the project. There should be no interruptions to Library operations during the project.

Arrangements have been made to re-upholster a number of worn and ripped chairs in the Carnegie section of the Library.

For those patrons wishing a quieter study environment, the Library now offers disposable ear plugs at the Reference Desk.

Strengthen our Community

Planning is well underway for *Lit on Tour Woodstock* with the Toronto International Festival of Authors on Friday, October 25th at 7:00 p.m. at Knox Presbyterian Church. A wine reception will follow at the Library. Roselle Lim, Susan Swan and Drew Hayden Taylor are the guest authors. Tickets are now on sale for \$15 each at the Library and Merrifield Book Shop.

The Library CEO attended a meeting with the Woodstock Rotary Club on July 22nd to introduce himself and to establish connections with Club members.

The Library CEO met with Ms. Stephanie Ellens-Clark, Executive Director of the Social Planning Council of Oxford on August 19th. Ms. Ellen-Clark was able to provide a briefing on SPCO activities and provided connections and introductions to other social agencies in the community.

The Library CEO met with Ms. Carlyne Alsop, Law Librarian at the Oxford County Court House, on July 25th to discuss possible partnerships. Online legal resource information provided by Ms. Alsop has been included on the Library's website. See: <https://www.mywpl.ca/research/subject/legal-resources>.

Reinforcing our Capabilities

Ms. Lindsay Harris has been hired as the new Manager of Operations (formerly Manager of e-Branch). She brings with her a wealth of knowledge, skills and experience having worked at London Public Library in a number of roles and positions, where she is currently the Coordinator of Innovative Spaces and Services. She will start in her new role on 23 September 2019.

Mr. Don Carter has been hired as the Library's new Cleaner. Mr. Carter began his duties under the supervision of Mr. Joe Wachowiak, Building Maintenance Supervisor, on June 17th. This fills the vacancy left open since February, 2019.

The Library CEO and Manager of Public Services met with the Chair of the Friends of the Woodstock Public Library on August 27, 2019, to discuss how the Library and Friends could work closer together. The Friends are working on their Fall Book Sale and plans for their 20th Anniversary Celebration in 2020.

Ms. Natalie Marlowe, Emerging Technologies Librarian at WPL, has left the Library to become the Library Coordinator at the Elgin County Library. The job vacancy will be posted shortly in order to fill this important position. A letter of appreciation for Natalie's 9 years of service at WPL was sent on behalf of the Board by the Library CEO.

The Library received two new Toshiba e-Studio photocopiers in late August as part of the City's lease agreement. These new multi-functioning photocopiers will enable patrons to print in colour and scan documents once installed and configured.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



WOODSTOCK PUBLIC LIBRARY

Subject:	Summer programming update and upcoming fall highlights
Action:	For information
Prepared by:	Darlene Pretty, Manager of Public Services
Meeting of:	September 10, 2019

Recommendation/Aim

To outline summer programming and upcoming fall highlights.

Background

Another successful summer of children and teen programming can be attributed to the creative and hardworking team of children's programmers Heather Mathers, Gillian Green, Madison Edgar and Laura Bere, as well as our summer students Abby Grass and Olivia Vink. Storytime attendance was up an amazing 63% from 2018. Attendance for children's programs was up 36% from 2018, which I attribute to the types of individual programs we offer on a daily basis and that for the first time, all of our summer programs were free of charge.

This summer we visited weekly all three summer camps offered by the YMCA, and the City camps continued to visit the Library on a weekly basis. As a result, children's outreach was up 16% over 2018. With 6 or more camp visits a week, in addition to regular programming, children's staff deserves to be acknowledged for their enthusiasm and dedication.

We have a number of new adult programs beginning this fall. We will be offering a series of six health and well-being sessions on a variety of topics for seniors on Tuesday afternoons beginning September 17th. These free one-hour afternoon sessions presented by local experts include such topics as pharmaceuticals for seniors, managing a low salt diet, healthy sleep habits, chair yoga, essential oils and coping with the holidays.

After the success of partnering with Oxford Gardens in July and August to offer our afternoon book club at their location, Susan Earle will now offer our monthly afternoon book club for the Oxford Garden residents throughout the year. The residents were thrilled to be able to attend in the summer and are looking forward to the fall. Several residents have made appointments with Book a Librarian to get assistance downloading eBooks. This is a fantastic partnership that continues to grow.

Discussion

Darlene Pretty
Manager of Public Services

LIBRARY SYSTEM ACTIVITIES
FOR THE MONTH OF
June 2019

8b



Woodstock Public Library

445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

CARDHOLDERS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
New Registrations	144	145	0.69%	824	793	-3.76%
Active Residents	11,756	11,499	-2.19%			
Active Non-Residents	650	621	-4.46%			
Active Internet Access Cards	568	569	0.18%			
TOTAL ACTIVE CARDHOLDERS	13,118	12,834	-2.16%			

COLLECTION	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Items Added	765	605	-20.92%	4,569	3,941	-13.74%
Items Removed	3,013	547	-81.85%	7,684	10,256	33.47%
COLLECTION SIZE	3,778	1,152	n/a			

CIRCULATION	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Items borrowed	33,564	28,669	-14.58%	190,373	187,015	-1.76%
eLibrary downloads	5,336	4,702	-11.88%	32,466	32,300	-0.51%
TOTAL CIRCULATION	38,900	33,371	-14.21%	222,839	219,315	-1.58%

HOLDS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Holds placed online	2,166	2,307	6.51%	14,627	14,371	-1.75%
Holds placed by Staff	627	437	-30.30%	3,944	3,293	-16.51%
TOTAL HOLDS	2,793	2,744	-1.75%	18,571	17,664	-4.88%

INTERLIBRARY LOAN TRAFFIC	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Borrowed	70	0	-100.00%	472	353	-25.21%
Loaned	438	0	-100.00%	2,341	1,773	-24.26%
TOTAL INTERLIBRARY LOAN TRAFFIC	508	0	-100.00%	2,813	2,126	-24.42%

INTERLIBRARY LOAN REQUESTS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Requests to other libraries	85	0	-100.00%	568	353	-37.85%
Requests from other libraries	667	10	-98.50%	4,448	2,897	-34.87%
TOTAL INTERLIBRARY LOAN REQUESTS	752	10	-98.67%	5,016	3,250	-35.21%

ELECTRONIC RESOURCES USE	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Public access computer sessions	2,637	2,509	-4.85%	15,312	15,118	-1.27%
Wireless Sessions	1,054	2,610	147.63%	5,103	18,659	265.65%
Electronic Database use	5,450	3,711	-31.91%	30,800	31,119	1.04%

LIBRARY SYSTEM ACTIVITIES
FOR THE MONTH OF
June 2019

8b



Woodstock Public Library
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

NUMBER OF PROGRAMS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Adult learning programs	20	10	-50.00%	120	82	-31.67%
Adult technology programs	17	10	-41.18%	90	85	-5.56%
Adult cultural events	0	0	0.00%	1	1	0.00%
Adult community outreach	1	2	100.00%	5	4	-20.00%
Teen programs	3	5	66.67%	19	26	36.84%
Children's storytimes	16	26	62.50%	138	171	23.91%
Children's programs	16	19	18.75%	93	123	32.26%
Children's community outreach	99	95	-4.04%	137	143	4.38%
Children's Reading Clubs	54	60	0.00%	119	93	-21.85%
TOTAL PROGRAMS	226	227	0.44%	722	728	0.83%

PROGRAM ATTENDANCE	2018			2019		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Adult learning programs	280	151	-46.07%	1,790	1,087	-39.27%
Adult technology programs	69	39	-43.48%	368	311	-15.49%
Adult cultural events	0	0	0.00%	50	36	0.00%
Adult community outreach	3	308	10166.67%	666	1,098	64.86%
Teen programs	24	172	616.67%	182	668	267.03%
Children's storytimes	299	569	90.30%	2,479	3,313	33.64%
Children's programs	356	619	73.88%	4,383	4,294	-2.03%
Children's community outreach	4,067	3,400	-16.40%	5,845	5,233	-10.47%
Children's Reading Clubs	364	378	0.00%	613	434	-29.20%
TOTAL PROGRAM ATTENDANCE	5,462	5,636	3.19%	16,376	16,474	0.60%

LIBRARY VISITS	2018			2019		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Visits in person	30,627	27,105	-11.50%	171,815	172,301	0.28%
Electronic engagements	76,521	65,426	-14.50%	470,860	404,992	-13.99%
Social Media engagements	27,551	19,816	-28.08%	147,741	155,024	4.93%
TOTAL LIBRARY VISITS	134,699	112,347	-16.59%	790,416	732,317	-7.35%

LIBRARY SYSTEM ACTIVITIES
FOR THE MONTH OF
July 2019

8b



Woodstock Public Library

445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

CARDHOLDERS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
New Registrations	215	184	-14.42%	1,039	977	-5.97%
Active Residents	11,880	11,519	-3.04%			
Active Non-Residents	647	620	-4.17%			
Active Internet Access Cards	572	577	0.87%			
TOTAL ACTIVE CARDHOLDERS	13,314	12,900	-3.11%			

COLLECTION	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Items Added	450	355	-21.11%	5,019	4,296	-14.41%
Items Removed	1,331	1,095	-17.73%	9,015	11,351	25.91%
COLLECTION SIZE	116,341	105,728	n/a			

CIRCULATION	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Items borrowed	38,049	34,407	-9.57%	228,422	222,038	-2.79%
eLibrary downloads	5,659	5,117	-9.58%	38,125	37,417	-1.86%
TOTAL CIRCULATION	43,708	39,524	-9.57%	266,547	259,455	-2.66%

HOLDS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Holds placed online	2,740	2,619	-4.42%	17,367	16,990	-2.17%
Holds placed by Staff	586	519	-11.43%	4,530	3,812	-15.85%
TOTAL HOLDS	3,326	3,138	-5.65%	21,897	20,802	-5.00%

INTERLIBRARY LOAN TRAFFIC	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Borrowed	83	26	-68.67%	555	379	-31.71%
Loaned	141	129	-8.51%	2,482	1,902	-23.37%
TOTAL INTERLIBRARY LOAN TRAFFIC	224	155	-30.80%	3,037	2,281	-24.89%

INTERLIBRARY LOAN REQUESTS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Requests to other libraries	91	50	-45.05%	659	403	-38.85%
Requests from other libraries	378	277	-26.72%	4,826	3,174	-34.23%
TOTAL INTERLIBRARY LOAN REQUESTS	469	327	-30.28%	5,485	3,577	-34.79%

ELECTRONIC RESOURCES USE	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Public access computer sessions	2,886	2,860	-0.90%	18,198	17,978	-1.21%
Wireless Sessions	578	2,052	255.02%	5,681	20,711	264.57%
Electronic Database use	4,729	3,537	-25.21%	35,529	34,656	-2.46%

LIBRARY SYSTEM ACTIVITIES
FOR THE MONTH OF
July 2019

8b



Woodstock Public Library

445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

NUMBER OF PROGRAMS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Adult learning programs	14	10	-28.57%	134	94	-29.85%
Adult technology programs	8	10	25.00%	98	96	-2.04%
Adult cultural events	0	0	0.00%	1	1	0.00%
Adult community outreach	0	2	N/A	5	5	0.00%
Teen programs	6	5	-16.67%	25	34	36.00%
Children's storytimes	12	26	116.67%	150	198	32.00%
Children's programs	52	19	-63.46%	145	174	20.00%
Children's community outreach	23	95	313.04%	160	173	8.13%
Children's Reading Clubs	67	60	0.00%	186	163	-12.37%
TOTAL PROGRAMS	182	227	24.73%	904	938	3.76%

PROGRAM ATTENDANCE	2018			2019		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Adult learning programs	178	184	3.37%	1,968	1,271	-35.42%
Adult technology programs	43	23	-46.51%	411	334	-18.73%
Adult cultural events	0	0	0.00%	50	36	0.00%
Adult community outreach	0	95	N/A	666	1,193	79.13%
Teen programs	208	165	-20.67%	390	833	113.59%
Children's storytimes	227	453	99.56%	2,706	3,766	39.17%
Children's programs	1,093	1,334	22.05%	5,476	5,628	2.78%
Children's community outreach	534	678	26.97%	6,379	5,911	-7.34%
Children's Reading Clubs	917	897	0.00%	1,530	1,331	-13.01%
TOTAL PROGRAM ATTENDANCE	3,200	3,829	19.66%	19,576	20,303	3.71%

LIBRARY VISITS	2018			2019		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Visits in person	32,113	31,117	-3.10%	203,928	203,418	-0.25%
Electronic engagements	76,047	84,957	11.72%	546,907	489,949	-10.41%
Social Media engagements	16,934	21,047	24.29%	164,675	176,071	6.92%
TOTAL LIBRARY VISITS	125,094	137,121	9.61%	915,510	869,438	-5.03%

LIBRARY SYSTEM ACTIVITIES
FOR THE MONTH OF
August 2019

8b



Woodstock Public Library

445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

CARDHOLDERS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
New Registrations	153	146	-4.58%	1,192	1,123	-5.79%
Active Residents	11,886	11,489	-3.34%			
Active Non-Residents	644	626	-2.80%			
Active Internet Access Cards	584	585	0.17%			
TOTAL ACTIVE CARDHOLDERS	13,114	12,700	-3.16%			

COLLECTION	2018	2019	% CHANGE	2018	2019	% CHANGE
Items Added	589	1,091	85.23%	5,608	5,637	0.52%
Items Removed	1,954	682	-65.10%	10,969	11,663	6.33%
COLLECTION SIZE	114,935	107,166	n/a			

CIRCULATION	2018	2019	% CHANGE	2018	2019	% CHANGE
Items borrowed	37,721	31,768	-15.78%	266,143	254,057	-4.54%
eLibrary downloads	6,359	5,554	-12.66%	44,484	42,971	-3.40%
TOTAL CIRCULATION	44,080	37,322	-15.33%	310,627	297,028	-4.38%

HOLDS	2018	2019	% CHANGE	2018	2019	% CHANGE
Holds placed online	2,776	2,512	-9.51%	20,143	19,502	-3.18%
Holds placed by Staff	606	521	-14.03%	5,136	4,333	-15.63%
TOTAL HOLDS	3,382	3,033	-10.32%	25,279	23,835	-5.71%

INTERLIBRARY LOANS	2018	2019	% CHANGE	2018	2019	% CHANGE
INTERLIBRARY LOAN TRAFFIC						
Borrowed	99	30	-69.70%	654	409	-37.46%
Loaned	317	27	-91.48%	2,799	1,929	-31.08%
TOTAL INTERLIBRARY LOAN TRAFFIC	416	57	-86.30%	3,453	2,338	-32.29%

INTERLIBRARY LOAN REQUESTS	2018	2019	% CHANGE	2018	2019	% CHANGE
Requests to other libraries	70	34	-51.43%	729	437	-40.05%
Requests from other libraries	740	124	-83.24%	5,566	3,298	-40.75%
TOTAL INTERLIBRARY LOAN REQUESTS	810	158	-80.49%	6,295	3,735	-40.67%

ELECTRONIC RESOURCES USE	2018	2019	% CHANGE	2018	2019	% CHANGE
Public access computer sessions	2,841	2,709	-4.65%	21,039	20,687	-1.67%
Wireless Sessions	187	1,903	917.65%	6,468	22,614	249.63%
Electronic Database use	5,085	3,937	-22.58%	40,614	38,757	-4.57%

LIBRARY SYSTEM ACTIVITIES
FOR THE MONTH OF
August 2019

8b



Woodstock Public Library
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

NUMBER OF PROGRAMS	MONTHLY			CUMULATIVE ANNUAL		
	2018	2019	% CHANGE	2018	2019	% CHANGE
Adult learning programs	13	7	-46.15%	147	101	-31.29%
Adult technology programs	7	9	28.57%	105	105	0.00%
Adult cultural events	1	0	-100.00%	2	1	-50.00%
Adult community outreach	0	0	0.00%	5	5	0.00%
Teen programs	4	6	50.00%	29	40	37.93%
Children's storytimes	12	22	83.33%	162	220	35.80%
Children's programs	41	41	0.00%	186	215	15.59%
Children's community outreach	25	25	0.00%	185	198	7.03%
Children's Reading Clubs	69	68	-1.45%	255	231	-9.41%
TOTAL PROGRAMS	172	178	3.49%	1,076	1,116	3.72%

PROGRAM ATTENDANCE	2018	2019	% CHANGE	2017	2019	% CHANGE
Adult learning programs	133	137	3.01%	2,101	1,408	-32.98%
Adult technology programs	33	19	-42.42%	444	353	-20.50%
Adult cultural events	24	0	-100.00%	74	36	-51.35%
Adult community outreach	0	0	0.00%	666	1,193	79.13%
Teen programs	42	66	57.14%	432	899	108.10%
Children's storytimes	273	365	33.70%	2,979	4,131	38.67%
Children's programs	749	1,177	57.14%	6,225	6,805	9.32%
Children's community outreach	534	558	4.49%	6,913	6,469	-6.42%
Children's Reading Clubs	685	688	0.44%	2,215	2,019	-8.85%
TOTAL PROGRAM ATTENDANCE	2,473	3,010	21.71%	22,049	23,313	5.73%

LIBRARY VISITS	2018	2019	% CHANGE	2018	2019	% CHANGE
Visits in person	30,902	29,230	-5.41%	234,830	232,648	-0.93%
Electronic engagements	71,112	82,413	15.89%	618,019	572,362	-7.39%
Social Media engagements	3,597	21,182	488.88%	168,272	197,253	17.22%
TOTAL LIBRARY VISITS	105,611	132,825	25.77%	1,021,121	1,002,263	-1.85%



WOODSTOCK PUBLIC LIBRARY

Subject:	Library Board Policies Review
Action:	As Directed by the Board
Prepared by:	David I. Harvie, Chief Executive Officer
Meeting of:	10 September 2019

Background

Policy development is one of the Library Board's key tools of governance. Policies are based on the collective values of the Board, staff and community. Policies play an important role in defining the boundaries between governance and management. Staff depend on clear and consistent policies that will guide library operations and service levels.

At the June, 2019, Library Board Meeting, the Board directed the CEO to provide a list of Board policies, review the state of current policies, and provide recommendations.

Current Library Board Policies

Appendix A provides a list of all active Board policies. Policies dated anywhere from 2010 to 2017 in terms of their enactment and revisions dates. The majority of policies date from 2010 or 2015. Sections 2-3 of the Policy Manual seem to have been merged into the Board Procedural By-law (August 21, 2015), without renumbering following policies.

Approach to Policy Development

The following information is provided in order to assist the Board in determining what approach they wished to employ in regard to policy development and review. The Board has two possible approaches:

- Strike an ad hoc committee of the Board to review and update all Board policies.
- Task the CEO with the review and update of policies for the Board's review and approval.

At a minimum the Board should develop and implement a policy on policy development. A draft development policy can be found in Appendix B for the Board's information.

Recommendations

General

- Create and institute a policy on how to develop and review Board policies.
- Standardize the format of Board policies for consistency and ease of use.
- Policies should contain the following sections:
 - a policy statement,
 - scope,
 - definitions,
 - procedures and implementation,
 - responsibility, and
 - related documents and polices.
- Abandon the practice of giving each policy its own policy number.
- Wherever possible, policies should be brought in line with existing City policies (e.g. HR, Finance, and Purchasing).
- The Board should review every policy at least once during their term of office.
- Board Policies should be grouped into the following topics:
 - Governance
 - Personnel
 - Finance
 - Library Services
- Some policies should be melded into one policy document, while others should be broken out as distinct policies on their own.
- All Board Policies should be made available to the Public via the website for transparency.

Specific Recommendations

- **Governance**
 - Update *1.3 Vision* and *1.4 Mission* statements to reflect the new 2018-2023 Strategic Plan.
 - Update *2.1 Size and Composition of Board*.
 - Identify the length of term for the Chair and Vice Chair.
 - Create and institute a Board Member Code of Conduct Policy that includes conflict of interest, complaints, fiduciary responsibilities, acceptance of gifts, and Board staff relations.
 - Review and update *4.5 - Order of Business*.
 - Review and update *4.2 – Location and Time of Meeting*.
 - Review and update *2.3 – Resignation*.
 - Create and approve a policy on Board Self Evaluation.
 - Create and approve a policy on Advocacy.
 - Create policy on CEO Evaluation and add to *4.1.1 Job Description – CEO*.
- **Personnel**
 - Review *4.1.3 – Overtime Non-Union Administrative Staff policy*.
 - Review *4.1.4 – Vacation Carryover – Non-Union Administrative Staff policy*.

- Create and approve a policy on Non-Union staff vacation entitlement.
 - Review *4.1.2 – Benefits* in regard with the current Collective Agreement
 - Remove *4.5.1 – Organizational Chart*
 - Review and update *4.4.2 Mileage Allowance*
 - Review and update as required *4.5.2 Prevention of Workplace Harassment* to ensure alignment with City Policy as required.
 - Rewrite Staff Code of Conduct to define code of conduct & ethics and incorporate existing policies concerning staff (*5.1.1 User of Computer Systems, 5.1.2 Use of Internet and email*)
 - Create a policy on the Use of Social Media and bring into alignment with City policy.
 - Rescind Section *11.1 Volunteers*.
- **Finance**
 - Revise and update *6.3.1 Purchasing Policy* in regard to current best practices.
 - Create and approve a policy on the Appointment of Auditors.
- **Library Services**
 - Create and approve a policy on the Use of Library Resources during Municipal Elections (legal requirement).
 - Create and approve a policy on the Safety and Supervision of Children in the Library.
 - Create and approve a policy on Proctoring.
 - Create and approve a policy on Privacy for Patron Information.
 - Create and approve a policy on Video Surveillance.
 - Create and approve a policy on the rights of Children and Teens in the Library.
 - Update *8.1.5 Public Internet Services Policy* to include WIFI access at the Library.
 - Review and update the *8.1.3 Meeting Room Policy*
 - Create and approve a policy on Inclusion and Diversity based on the *CLA's Statement of Position Statement (May 25, 2008)*
 - Review and update the existing policies on donations (6.4.1) and sponsorships (6.4.2).
- **Collections**
 - Merge this section with Library Services
 - Update and approve the *9.1.1 Selection Policy*.
 - Add to the Selection Policy, a section on how to deal with challenges to materials in the Library's Collection.

Appendix A – Active Library Board Policies

Section #? - Procedural By-laws – August 2015 (New Format)

- | | | | |
|-----|---------------------------------------|------|---------------------------------|
| 1.1 | Name | 4.8 | Meeting Procedures |
| 1.2 | Address | 4.9 | Attendance |
| 1.3 | Vision | 4.10 | Conflict of Interest |
| 1.4 | Mission | 4.11 | Delegations |
| 1.5 | Powers and Duties | 4.12 | Quorum |
| 2 | Board Composition | 4.13 | Voting |
| 2.1 | Size and Composition | 4.14 | Rules of Order |
| 2.2 | Appointments | 4.15 | Chair's Procedures |
| 2.3 | Qualifications | 4.16 | Public Conduct |
| 2.4 | Term | 5. | Motions |
| 2.5 | Resignation | 5.1 | Decisions |
| 2.6 | Disqualification | 5.2 | Moving a Motion |
| 2.7 | Vacancies | 5.3 | Seconding a Motion |
| 2.8 | Nominations to Fill a Vacant Position | 5.4 | Notice of Motion |
| 3 | Board Officers | 5.5 | Amending a Motion |
| 3.1 | Chair | 5.6 | Rescinding Motions |
| 3.2 | Vice-chair | 6 | Minutes and Agenda |
| 3.3 | Chief Executive Officer | 6.1 | Agendas |
| 3.4 | Secretary/Financial Officer | 6.2 | Distribution |
| 3.5 | Treasurer | 6.3 | Minutes |
| 4 | Board Meetings | 7 | Board Committees |
| 4.1 | Open Meetings | 7.1 | Committee Structure |
| 4.2 | Location and Time of Meeting | 7.2 | Appointment to Committees |
| 4.3 | Notification of Meeting | 8 | Review and Amendments to By-law |
| 4.4 | Call First Meeting | 8.1 | Conflict |
| 4.5 | Annual Meeting | 8.2 | Review |
| 4.6 | Order of Business | 8.3 | Amendments |
| 4.7 | Committee of the Whole | 8.4 | Effective Date |

Section 1 – City bylaw – Merged into Procedural Bylaws Section (4.4)

Section 2 – General Policy merged into Procedural Bylaws Section Above

Section 3 – Board – Merged into Procedural Bylaws Section Above

Section 4 – Personnel

- 4.1 Administrative / Management Staff – June 1994
 - 4.1.1 Job Description – CEO – Nov 2010
 - 4.1.2 Benefits – Nov 2010
 - 4.1.3 Overtime – April 2002
 - 4.1.4 Vacation Carryover – Nov 2010
- 4.2 Gifts and Gratuities – Nov 2010
 - 4.2.1 Gift on retirement or resignation – Nov 2010
- 4.3.1 Expressions of sympathy in the event of death or illness – Nov 2010
- 4.4.1 Approval of Expenses – Nov 2010
- 4.4.2 Mileage Allowance – Nov 2010

- 4.5 General
- 4.5.1 Organization Chart – June 1994
- 4.5.2 Prevention of Workplace Violence and Harassment – November 2018
- 4.5.3 Health and Safety Policy – Nov 2010
- 4.5.6 Customer Service Accessibility Standard
- 4.6.1 Exemption from Fines/Fees – Nov 2010
- 4.7.2 Nepotism – May 2004

Section 5 – Employee Code of Conduct

- 5.1 Use of Library Property – Nov 2010
- 5.1.1 Use of Computer Systems – Nov 2010
- 5.1.2 Use of Internet and Email – Nov 2010

Section 6 – Financial Policies

- 6.1 Signing Authorities – Nov 2010
- 6.1.1 Bank Accounts – Nov 2010
- 6.1.2 Signing of Contracts / Purchase Orders - Nov 2010
- 6.2.1 Variance Policy – Nov 2010
- 6.3.1 Purchasing and Procurement – Nov 2010
- 6.3.2 Disposal of Surplus Goods – Nov 2010
- 6.4.1 Monetary Donations – Nov 2010
- 6.4.2 Corporate Sponsorships – Nov 2010

Section 7 – Library Services

- 7.1 Circulation
- 7.1.1 Borrower's Card – April 2017
- 7.1.2 Fines / Fees – April 2017
- 7.1.3 Hours – Nov 2010
- 7.1.4 Retention of Records – Nov 2010
- 7.2 Services for Children
- 7.2.1 Children's Rights in the Public Library – Nov 2009
- 7.3 Library Programmes
- 7.3.1 Programming Policy – Nov 2010
- 7.4.1 Deposits – Nov 2010

Section 8 – Public Services

- 8.1 Public Use of Library Facilities
- 8.1.1 Rules of Conduct – Nov 2018
- 8.1.2 Bulletin Boards and Distribution of Free Materials – Nov 2010
- 8.1.3 Meeting Room – Nov 2010
- 8.1.4 Exhibitions – Nov 2010
- 8.1.5 Public Internet Services Policy – Nov 2018

8.1.6 Trespass Notices – Nov 2010

Section 9 – Materials Selection

9.1.1 Selection Policy – June 1994

Section 11 – Volunteers

11.1 Volunteer Privileges – June 1994

11.1.1 Gifts on resignation and for recognition of service – June 1994

11.1.2 Library Use – June 1994



Woodstock Public Library Policy

Category: Governance
Policy Name: Policy Development

PREAMBLE

The intention of this policy is to guide the development and review of the policies of the Woodstock Public Library to ensure relevance and practicality.

SCOPE

The scope of this policy applies to the method and manner that the Board will use to undertake the development and review of all Board policies.

PROCEDURES AND IMPLEMENTATION

1. The Woodstock Public Library Board is committed to continuous diligence with respect to developing, writing, and reviewing its policies.
2. At a minimum, all policies should be reviewed at least once during the Library Board's term of office.
3. Without limiting the nature of the policies to be developed, generally speaking, the Board shall develop policies in the following areas:
 - a. Governance
 - b. Personnel
 - c. Finance
 - d. Library Services
4. As required by the situation being addressed, the following may be used as guide to the Board in the development of its policies:
 - a. Policies should only be developed, written and implemented in areas that are the specific responsibility of the Board.

- b. Policies should be developed and reviewed in two contexts:
 - i. In anticipation of a need; and
 - ii. In response to a need.
- c. Policy development and writing should be delegated as a responsibility to an individual, working group, sub-committee or staff members, according to the expertise required.
- d. Consideration should be given to items such as:
 - i. Does the Board have any legal responsibilities in the area?
 - ii. Is the Board's understanding of the issue up to date?
 - iii. Have other library boards or similar organizations tackled the same issue?
 - iv. Do existing templates or examples exist that the Board could draw upon in the development of its policy?
 - v. Where should the Board go for guidance?
- e. The Board should strive to ensure the wording, length and clarity of the policy are appropriate to those who will be expected to implement it.
- f. In the course of development, the Board should strongly consider consulting with appropriate stakeholders as policies are most effective if those affected are consulted, are supportive, and have the opportunity to consider and discuss the potential implications of the policy prior to implementation.
- g. The Board should also consider the need for specific procedures to support the policy. In the course of this decision, the Board should consider whether there is a need for clear guidance regarding how the policy will be implemented, and by whom, and take into account answers to the following:
 - i. Who will be responsible for developing these procedures?
 - ii. When will this be done?
 - iii. What will be the processes for consultation, approval and implementation?
- h. With respect to implementation, the Board ought to consider how the policy will be communicated and to whom, and whether or not training will be required to support the implementation among staff and volunteers; also, if the policy is of sufficient importance to compel a public announcement.
- i. The Board should plan for and establish the monitoring and reporting required to ensure that the policy is implemented properly and to access the impacts and feedback from its usage.

5. Policies will be kept current with copies available to all Board members, Library employees and the public.

POLICY HISTORY

Revision Level	Revision Date	Change
1.0	10 Sept 2019	Initial Draft Policy



Minutes
Joint Health and Safety Committee Meeting
Friday, March 22, 2019
10:00 a.m.

Employer Representative: Darlene Pretty, Manager of Public Services

Employee Representative: Joe Wachowiak

Employee Representative: Janet M. Smith (absent)

Recorder: Lori Peixoto, Administrative Assistant

1. Minutes of the Meeting of December 7, 2018

The Admin Assistant reported that the Minutes of the meeting of December 7, 2018, would be forwarded to the Committee for approval at a later time.

2. Workplace Inspections

a) Inspection of December 21, 2018

No hazards reported.

b) Inspection of January 30, 2019

No hazards reported.

c) Inspection of February 28, 2019

No hazards reported.

3. Branch Concerns & Employer Resolutions/Communication

a) Email to Library Employees, dated February 25, 2019

Re: Safety Talk – Slips, trips, falls prevention – winter conditions

b) Email to Library Employees, dated March 6, 2019

Re: Used needle found in large print book

c) Email to Library Employees, dated March 6, 2019

Re: Update re: Used needle found in large print book

There were two used needles found within days of each other. The Building Maintenance Supervisor removed each book from the shelves in the Large Print section, and shook them. He will keep an eye on the section.

d) Email to Library Employees, dated March 13, 2019

Re: Salting walkways in the evening

4. Injuries/Lost Time Report

The Manager of Public Services has received four (4) workplace incident reports during the period since the last Joint Health & Safety Committee meeting, but reported that there had been no lost time.

5. Sharps Procedure and Training

The Manager of Public Services contacted the City's Health & Safety Coordinator, and requested a copy of the City's procedure to revise to be Library-specific, and adopt.

The Committee members reviewed the procedure, and approved.

The Building Maintenance Supervisor will train all employees on the procedure, based on a schedule that the Public Services Manager will provide. Going forward, the Public Services Manager will train new employees as part of the new hire orientation.

6. Tornado Procedure Revision

The Manager of Public Services revised the Tornado Procedure, and presented to the Joint Health & Safety Committee. The Procedure was approved, and the Manager of Public Services noted that she would present at a future Public Services staff meeting, and the Circulation Supervisor would do the same.

7. Code of Conduct

The Code of Conduct was reviewed, revised, and presented to the Woodstock Public Library Board at the meeting of November 20, 2018. The Manager of Public Services reviewed the updated policy with Reference Staff at a Public Services meeting. The Acting CEO will have the Code of Conduct printer poster-size, plaqued, and mounted on Floor I and Floor II so that it is visible to all.

8. Health & Safety Training for Building Maintenance Supervisor

The Manager of Public Services notes that the City's I.T. Manager will be attending offsite health & safety training, and the Library will send the Building Maintenance Supervisor at the same time.

With nothing more added to the Agenda, the Joint Health & Safety Meeting adjourned at 11:00 am.

**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
JUNE-AUGUST 2019**

REVENUES	2019 BUDGET	PREVIOUS PERIOD YTD	JUN-AUG	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63076-0000 Service Ontario Funding	\$ 500.00	-	-	-	500.00	0.00%
1000-63082-0000 Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000 Community Employment Centre	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-69701-0000 Donations	\$ 3,000.00	18,389.95	485.07	18,875.02	(15,875.02)	629.17%
1000-69702-0000 Photocopying	\$ 3,500.00	1,439.40	704.10	2,143.50	1,356.50	61.24%
1000-69703-0000 Fines, Fees	\$ 37,500.00	7,522.86	3,730.83	11,253.69	26,246.31	30.01%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	-
1000-69705-0000 Gift Shop Sales	\$ 1,000.00	101.00	130.50	231.50	768.50	23.15%
1000-69706-0000 Interest Earned	\$ 600.00	376.25	299.63	675.88	(75.88)	112.65%
1000-69707-0000 Non-resident fee	\$ 10,000.00	2,910.00	1,720.40	4,630.40	5,369.60	46.30%
1000-69708-0000 Miscellaneous	\$ 1,000.00	278.98	0.05	279.03	720.97	27.90%
1000-69709-0000 Programmes	\$ 2,000.00	226.00	190.00	416.00	1,584.00	20.80%
1000-69710-0000 Room Rental	\$ 1,000.00	280.00	35.00	315.00	685.00	31.50%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,500.00	2,156.38	865.33	3,021.71	478.29	86.33%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	-
1000-69720-0000 Transfer from Dev Charges	\$ 63,280.00	-	-	-	63,280.00	0.00%
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 97,060.00	-	-	-	97,060.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 28,800.00	-	-	-	28,800.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot	\$ 6,000.00	-	-	-	6,000.00	0.00%
Levy	\$ 2,459,400.00	-	-	-	2,459,400.00	0.00%
TOTAL REVENUES	\$2,779,310.00	\$ 33,680.82	\$ 8,160.91	\$ 41,841.73	\$ 2,737,468.27	1.51%

EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	JUN-AUG	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 976,660.00	\$ 346,962.68	\$ 237,886.31	\$ 584,848.99	\$ 391,811.01	59.88%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,400.00	5,297.75	2,323.49	7,621.24	(6,221.24)	544.37%
1000-83610-0103 Salaries & Wages, Part Time	\$ 587,500.00	206,153.56	155,614.05	361,767.61	225,732.39	61.58%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 10,200.00	4,270.89	2,734.58	7,005.47	3,194.53	68.68%
1000-83610-0105 Vacation Pay	\$ 75,000.00	27,268.96	19,165.61	46,434.57	28,565.43	61.91%
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 140,560.00	50,959.95	31,855.86	82,815.81	57,744.19	58.92%
1000-83610-0151 C.P.P.	\$ 60,500.00	29,734.87	18,638.86	48,373.73	12,126.27	79.96%
1000-83610-0152 E.I.	\$ 34,100.00	13,255.95	8,457.38	21,713.33	12,386.67	63.68%
1000-83610-0154 Employers Health Tax	\$ 31,670.00	12,543.31	8,267.78	20,811.09	10,858.91	65.71%
1000-83610-0158 Insurance, EHC, LTD	\$ 113,880.00	58,204.08	16,686.28	74,890.36	38,989.64	65.76%
1000-83610-0171 Workers' Compensation Insurance	\$ 7,000.00	1,865.44	1,186.62	3,052.06	3,947.94	43.60%
1000-83610-0172 Travel & Mileage	\$ 1,300.00	1,608.75	298.80	1,907.55	(607.55)	146.73%
1000-83610-0198 Pay in Lieu of Benefits	\$ 15,200.00	7,591.86	5,977.39	13,569.25	1,630.75	89.27%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 4,000.00	311.39	-	311.39	3,688.61	7.78%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 35,000.00	12,447.65	9,638.50	22,086.15	12,913.85	63.10%
1000-83610-0309 Caretaking Supplies	\$ 5,500.00	2,851.25	2,419.71	5,270.96	229.04	95.84%
1000-83610-0310 New Equipment	\$ 5,500.00	912.11	2,575.29	3,487.40	2,012.60	63.41%
1000-83610-0311 Equipment Repairs & Service	\$ 4,000.00	883.40	1,102.72	1,986.12	2,013.88	49.65%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	6,260.84	3,359.88	9,620.72	379.28	96.21%
1000-83610-0313 Subscriptions & Memberships	\$ 2,800.00	2,191.18	80.39	2,271.57	528.43	81.13%
1000-83610-0314 Postage and Express	\$ 4,500.00	1,241.14	493.69	1,734.83	2,765.17	38.55%
1000-83610-0315 Advertising	\$ 21,450.00	11,582.31	7,561.85	19,144.16	2,305.84	89.25%
1000-83610-0321 Cost of Photocopying	\$ 6,500.00	975.99	1,265.69	2,241.68	4,258.32	34.49%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 13,000.00	6,849.37	690.15	7,539.52	5,460.48	58.00%
1000-83610-0350 Telephone	\$ 14,800.00	3,273.03	1,773.49	5,046.52	9,753.48	34.10%
1000-83610-0351 Electricity	\$ 37,060.00	5,067.10	8,708.40	13,775.50	23,284.50	37.17%
1000-83610-0352 Heat	\$ 12,500.00	4,898.49	2,279.81	7,178.30	5,321.70	57.43%
1000-83610-0353 Water	\$ 2,000.00	783.92	678.11	1,462.03	537.97	73.10%
1000-83610-0370 Software & Liscensing	\$ 37,700.00	58,020.29	(1,565.87)	56,454.42	(18,754.42)	149.75%
1000-83610-0383 Consultant Services	\$ 97,060.00	-	460.00	460.00	96,600.00	0.47%
1000-83610-0393 Purchased Services	\$ 3,000.00	499.20	294.40	793.60	2,206.40	26.45%
1000-83610-0399 Miscellaneous	\$ 1,000.00	60.55	816.79	877.34	122.66	87.73%
1000-83610-0429 Computer Maintenance & Supplies	\$ 78,900.00	40,218.34	4,451.80	44,670.14	34,229.86	56.62%
1000-83610-0613 Library Materials	\$ 206,660.00	70,163.75	50,726.37	120,890.12	85,769.88	58.50%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	1,550.19	7,682.61	9,232.80	1,267.20	87.93%
1000-83610-0625 Covers and Repairs	\$ 14,820.00	4,462.22	326.32	4,788.54	10,031.46	32.31%
1000-83610-0626 Cataloguing/Processing	\$ 35,040.00	18,384.92	277.25	18,662.17	16,377.83	53.26%
1000-83610-0627 Programmes	\$ 10,000.00	3,808.12	3,102.96	6,911.08	3,088.92	69.11%
1000-83610-0634 Standing Orders	\$ 48,250.00	3,194.66	3,026.53	6,221.19	42,028.81	12.89%
1000-83610-0635 Inter-Library Loans	\$ 300.00	100.50	208.26	308.76	(8.76)	102.92%
1000-83610-0363 Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723 Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728 Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783 Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES	\$ 2,779,310.00	\$ 1,026,709.96	\$ 621,528.11	\$ 1,648,238.07	\$ 1,131,071.93	59.30%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
AUGUST 31, 2019

Balance - June 1, 2019	(\$993,029.14)
Add: Revenue	\$8,160.91
Less: Expenses	(\$129,420.18)
Payroll	(\$492,107.93)
Balance - August 31, 2019	<u>(\$1,606,396.34)</u>
Levy to be applied	\$2,459,400.00
Levy Adjusted Balance	<u>\$853,003.66</u>

SUMMARY OF JESSIE MCDOUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
AUGUST 31, 2019

Balance - June 1, 2019	\$12,215.58
Add: Bank Interest	\$70.18
Balance - August 31, 2019	<u>\$12,285.76</u>

City council briefs: City sells land, offer support for Ontario Library Service and look to add sister city

City council briefs: City sells land, offer support for Ontario Library Service and look to add sister city's



Greg Colgan

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Published on: June 12, 2019 | Last Updated: June 12, 2019 2:34 PM EDT

Council offers support for Ontario Library Service

Council approved a vote of support endorsing the Township of Essa's motion that asks the provincial government to maintain funding levels for the Ontario Library Service's north and south agencies.

The request was sent to all Ontario municipalities in an effort to keep provincial funding at a minimum of its 2017-18 level to help in the day-to-day support of Ontario's public libraries.

The Ontario Library Service offers support for interlibrary loans, staff and board training, bulk purchasing, collaborative programming, technological supports, shared electronic book collections and shared catalogue databases.

Coun. Connie Lauder said she'd talked to Woodstock Public Library CEO David Harvie, who told her some money might be coming forward but it's still unknown.

"They're (the library) not sure how this is going to work, so he wished for me to proceed with this as I requested," said Lauder, who sits on the library board.

Woodstock's support will be sent to the provincial government and local MPP Ernie Hardeman.

Libraries restart loan program, but cuts to hamper service



Kathleen Saylors

[More from Kathleen Saylors \(https://www.woodstocksentinelreview.com/author/ksaylors\)](https://www.woodstocksentinelreview.com/author/ksaylors)

Published on: June 17, 2019 | Last Updated: June 17, 2019 3:16 PM EDT



Libraries in Southwestern Ontario are bringing back the interlibrary loan program – scrapped earlier this year in a round of provincial cutbacks – but the new program comes with a hefty dose of uncertainty for local libraries.

The Southern Ontario Library Service (SOLS) announced earlier this month the agency had worked with the Ministry of Tourism, Culture and Sport to bring back a modified version of the program as of June 1.

In this iteration, the ministry will provide funds through SOLS to reimburse libraries for a percentage of their costs of shipping their materials between libraries with Canada Post.

But for some libraries, the future still isn't certain and, for many, the program won't be as robust as before.

The Woodstock Public Library is reinstating interlibrary loans on July 2, but is placing restrictions on the types of materials people can request – no mass-market paperbacks, for instance – and limiting requests to a maximum of five at a time to help control costs.

“We are currently exploring opportunities to work collaboratively with neighbouring library systems” said Mr. David Harvie, Woodstock Public Library CEO.

In a statement, Harvie noted libraries are not allowed to charge the public under the Public Libraries Act, despite some users saying they would pay for the service.

Other libraries are putting the matter before their boards and city councils, like in St. Thomas and Lambton County, because of the anticipated extra costs and impacts on already-established budgets.

Lisa Miettinen, chief librarian in Oxford County, said the funding allocated to SOLS to fund interlibrary loans will be given out based on the percentage of requests libraries get. To provide consistency across the county, the Oxford and Woodstock libraries are closely aligned in their policies on interlibrary loans.

“We think (our restrictions) are probably reasonable, probably in line with the majority of interlibrary loan patrons, said Miettinen.

In Chatham-Kent, interlibrary loan services resumed on June 1. In 2018, about 1,300 items went through the loan program in 11 branches.

Sarah Hart Coatsworth, manager of marketing for Chatham-Kent Public Library, said their library is taking a “wait-and-see” approach to the budget implications, but right now they’ll absorb it into their existing budget and reassess in the new year.

“We are definitely using the service but we are aware there is going to be a budget implication to that, so we will be looking at our interlibrary loan guidelines, and may have to tighten those up depending on the cost of that service moving forward,” Hart Coatsworth said.

In Lambton County, a report is going before council this week recommending that council approve a modified interlibrary loan program. Andrew Meyer, corporate cultural officer with the library, said they anticipate \$10,000 in extra costs for the library based on last year’s borrowing volume, the costs of postage and the staff time to administer the program.

“Our recommendation is that does remain desirable for Lambton County Library to continue to offer the interlibrary loan service even in its modified form,” Meyer said. “We do value the service and that is why we are doing this report to council – by ‘Borrowing from other libraries it allows us to fulfill the requests without purchasing the item ... there is some value in that, so we will have to find ways to mitigate those costs.’”

Staff at individual libraries will now be responsible for wrapping, labelling and shipping the books, whereas in past materials were placed in a bag and shipped through SOLS’ courier service. Libraries with multiple branches, , such as Chatham-Kent, often maintain their own courier services and, in some cases, will now also courier interlibrary loan materials to the post office as well.

What was clear across the board was the additional cost and staff time anticipated in running even this modified version of the

program. It's creating uncertainty for libraries, which often run on already-tight budgets.

"It is making planning difficult in this particular service, and it means that we have to look to things like our materials budget to pay for interlibrary loan this year. The money have to come from somewhere," said Heather Robinson, CEO of the St. Thomas Public Library. "It makes everything just a little more uncertain."

Several library representatives stressed that reinstatement of interlibrary loan services was subject to the approval of their boards or local councils, so it's far from a done deal.

Elgin County libraries have not yet reinstated their interlibrary loan programming, but are putting a proposal before their council later this month outlining some options – even though the options will be far from the status quo, said director Brian Masschaele.

Elgin County may look at options for different types of users, such as allowing homeschoolers to request more materials than the average borrower because they tend to be heavier users of the system.

"We are trying to provide options that will meet the needs of the specific communities and, at the same time, recognize we are not being reimbursed to where we were previously," Masschaele said.

Many of the area libraries borrowed and received between 1,000 and 5,000 items per year through interlibrary loan. Some were on par between items sent and received. Others, like Elgin, were "net borrowers."

"Interlibrary loan reflects less than two per cent of our overall circulation – 98 per cent is not affected by this – so for most patrons you will continue to get the level for service you are used to," Masschaele said.

But with potentially fewer libraries participating, there might not be the variety many people are used to, affecting how useful the service can truly be.

“The service is the best when as many libraries as possible contribute to the service and then customers have the most variety,” Robinson said. “If there is something that is a niche market, it might mean we have problems finding that.”

TRENDING IN CANADA

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