

**DRAFT Agenda
Woodstock Public Library Board
October 12, 2021**

Date: Tuesday, October 12, 2021

Time: 4:00 p.m.

Place: Via Zoom Video Conferencing

Register in advance for this meeting:

<https://us02web.zoom.us/join/register/tZ0of-CvqDwjH9P8yfbWnCmiPj3Ed5rsIStA>

1. Call to Order/Chairperson's Remarks

2. Indigenous Acknowledgement

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

3. Approval of the Agenda

Recommendation:

That the Board approves the Agenda as circulated (or following corrections or additions).

4. Declaration of Conflict of Interest

5. Minutes of the Meeting of September 14, 2021

Recommendation:

That the Board approves the Minutes of the meeting of September 14, 2021, as circulated (or following corrections).

6. Business Arising from the Minutes

None

7. Delegations/Presentations

None

8. Board Education

None

9. Consideration of Correspondence

None

10. Administrative Reports

a) Monthly Report

- i) Report of the Chief Executive Officer for October, 2021
- ii) Report of the Manager of Public Services for October, 2021
- iii) Report of the Manager of Operations for October, 2021

b) Statistics

- i) Library Systems Activities for the month of September, 2021

c) Policy Review

- i) Report – Health & Safety Statement
- ii) Report – COVID-19 Vaccination Workplace Administration Policy
 - COVID-19 Workplace Vaccination Administration Policy

11. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

Minutes of the Meeting of June 25, 2021

Recommendation: That the Board receives the Minutes of the meeting of the Joint Health and Safety Committee of June 25, 2021, as information.

c) Grievance Committee

None

12. Finance

a) Treasurer's Report (as provided by Treasury)

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2021, and the DRAFT Summary of Trust Account for the period ending September 30, 2021, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2021, be approved as information received.

13. New Business

a) 2021 Christmas Holiday Closures

- i) Report – 2021 Christmas Holiday Closures

14. Notices of Motion

None

15. Attachments

None

16. Committee of the Whole In-camera

Labour relations and employee negotiations

Proposed or pending acquisition or disposition of land

17. Next Meeting

Tuesday, November 9, 2021, 4:00 p.m.

18. 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.

Woodstock Public Library Board

DRAFT Meeting Minutes September 14, 2021

A regular meeting of the Woodstock Public Library Board was held on Tuesday, September 14, 2021, at 4:00 pm, virtually via ZOOM technology (link provided publicly).

a) The following Board members were present:

Ken Whiteford, Chair
Mary Anne Silverthorn, Vice-chair
Brian Crockett, Trustee
Gary Wade, Trustee
Councillor Deb Tait
Councillor Connie Lauder

b) The following Board members were absent:

Mayor Trevor Birch

c) The following persons were also present:

David Harvie, CEO
Lindsay Harris, recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:01 pm.

2. Indigenous Acknowledgement

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

3. Approval of the Agenda

Motion 21-60

MOVED by C. Lauder and seconded by M. Silverthorn to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of June 8, 2021

Motion 21-61

MOVED by B. Crockett and seconded by G. Wade to approve the Minutes of the Meeting of June 8, 2021.

Motion carried.

6. Business Arising from the Minutes

None.

7. Delegations/Presentations

None.

8. Board Education

None.

9. Consideration of Correspondence

None.

10. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer for Summer, 2021

The CEO expanded on the information provided in his monthly report.

There were no questions or comments from the Board.

ii. Report of the Manager of Public Services for Summer, 2021

The CEO discussed current staffing issues with the recent resignations of several part-time librarians, and the need for more full-time positions in order to retain the good people the Library hires.

b) Statistics: Library Systems Activities

The CEO reported that circulation is on the rise and that monthly active users have increased, likely a reflection of the Library's fines-free initiative.

c) Policy Review

i. Report – Diversity and Inclusion Policy

i) Diversity and Inclusion Policy (Draft)

The CEO noted that through the work of the taskforce of Library staff, this policy was developed to provide a framework and structure for diversity and inclusion, going forward.

ii) Diversity and Inclusion Action Plan

The Action Plan was presented to the Board for informational purposes. The CEO discussed the steps the Library would be taking to build the collections to support diversity, inclusion and equity. Programming would also be more reflective of this policy.

Motion 21-62

MOVED by B. Crockett and seconded by G. Wade that the Board approves the draft Diversity and Inclusion Policy as presented.

Motion carried.

11. Committee Reports

a) Southern Ontario Library Service Trustee Council

No Report.

b) Health and Safety

Motion 21-63

MOVED by M. Silverthorn and seconded by C. Lauder that the Board receives the Minutes of the meeting of the Joint Health and Safety Committee of March 26, 2021, as information.

Motion carried.

c) Grievance

None.

12. Finance

a) Treasurer's Report

Motion 21-64

MOVED by C. Lauder and seconded by B. Crockett that the DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2021, and the DRAFT Summary of Trust Account for the period ending August 31, 2021, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending August 31, 2021, be approved.

Motion carried.

b) 2022 Library Capital and Revenue Fund (Operating) Budgets

i. Report – Library 2022 Capital and Revenue Fund Budget

i) Proposed 2022 Library Capital Budget

The CEO reported that timelines for budget submissions have been issued by the City CAO. The capital budget is due October 8, 2021, and requires review and approval from the Board for the period 2022-2026. The Library's unfinished projects – due to COVID – are being carried over to 2022. The Library's current Strategic Plan ends in 2023; therefore, funds in the amount of \$40,000 for consultant fees have been earmarked for 2024. \$50,000 for ILS (library automation) that was slated for 2022, has been removed as it's no longer needed due to the current state of the consortia RFP results.

Discussion was had regarding the Building Expansion Feasibility Study project. Funds that were earmarked in the Capital Budget for 2026 would not be approved in the next Capital Budget submission to City Council.

Motion 21-65

MOVED by C. Lauder and seconded by M. Silverthorn that the Board approves the Library Strategic Plan Development submission of \$40,000 for the year 2024, and the Removal of the Library Automation Software Replacement slated at

\$50,000 for the year 2022 in the Capital Budget to be presented to City Council.

Motion carried.

13. Old Business

a) Library Building Expansion Feasibility Study

i. Report – Library Building Expansion Feasibility Study

The CEO summarized the information in the Consultants' Report, noting that the outcome of the Study recommended additional space equating to 15,000 gross square feet.

ii. Attached Consultants' Report – Part 1

Discussion was had regarding the Building Expansion Feasibility Study. The CEO noted that the architects have completed their portion, and would present their findings at the next meeting of the Board. All that is outstanding at this point is the Costing Report. The Board voiced a lot of questions and concerns, and determined it was best not to move forward on anything at this time.

Motion 21-66

MOVED by B. Crockett and seconded by M. Silverthorn that the recommendations contained within the Library Building Expansion Feasibility Study – Part 1 be deferred.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

Motion 21-67

MOVED by B. Crockett and seconded by C. Lauder that the Board moves into Committee of the Whole In-camera at 5:19 pm.

Motion carried.

Motion 21-68

MOVED by B. Crockett and seconded by C. Lauder that the Board moves out of Committee of the Whole In-camera at 6:07 pm.

Motion carried.

Motion 21-69

MOVED by M. Silverthorn and seconded by the C. Lauder that the Board approves the Minutes of the Committee of the Whole In-camera for June 8, 2021.

Motion carried.

18. Next Meeting

Tuesday, October 12, 2021, 4:00 pm.

19. Adjournment

MOVED by C. Lauder that the meeting adjourn at 6:09 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.



Subject: CEO Report for October 2021

Action: For Information

Prepared by: David I. Harvie

Meeting of: October 12, 2021

Contribute Vibrant Spaces

The brick repair work on the Carnegie portion of the building is scheduled for completion in November, with the scaffolding and hoarding removed by early December.

Due to supply chain issues because of COVID-19, the shipping and scheduled installation of the new security gates has been postponed by the vendor to late Q1-early Q2 of 2022.

Strengthen Our Community

In accordance with provincial regulation and local health unit recommendations, a COVID-19 vaccination policy for the Library was issued on September 28, 2021. The Library's policy mirrors the City of Woodstock's policy. Staff are required to declare their vaccination status (fully vaccinated, partially vaccinated or not vaccinated) by October 8, 2021. Unvaccinated or partially vaccinated staff members will be required to undergo regular rapid antigen testing as of October 25th. Contractors are required to provide written confirmation that all of their employees assigned to work at the Library have been fully vaccinated.

The Library observed National Truth and Reconciliation Day on September 30th with the following activities:

- Staff wore orange lapel ribbons;
- A webpage was created linking to resources on Truth and Reconciliation;
- A book display of First Nation authors was created; and
- A make-and-take art project was made available for pick-up at the Library Children's desk.

Reinforcing Our Capabilities

Work on the Library's pay equity review continues as the Joint Job Evaluation

Committee (JJEC) continues to meet, review and rate submitted job analysis questionnaires.

Ms. Darlene Pretty, Manager of Public Services, celebrated her 20th work anniversary at the Library on September 11th. She was presented flowers and a card by the Board Chair on behalf of the Library on September 10th.

Ms. Heather Mathers, Children and Teen Librarian, celebrated her 10th work anniversary at the Library on October 3rd. She was presented flowers and a card by the Library CEO and Manager of Public Services on behalf of the Library.

The Library CEO attended the Ontario Library Service Virtual Conference on September 21st via ZOOM.

Ms. Patrice Hilderley, Director of Corporate Services and Library Board Treasurer, is retiring from the City of Woodstock after 45 years of service. Her last day on the job will be November 30, 2021. Ms. Diane Campbell has been appointed by the City as her successor, and will become the new Treasurer for the Library Board.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



Subject: Public Services Report for September, 2021

Action: For Information

Prepared by: Darlene Pretty, Manager of Public Services

Meeting of: October 12, 2021

Contribute Vibrant Spaces

In September we adapted our traditional Saturday Family Storytime into an outdoor program. Attendance throughout September and early October has been exceptional, often higher than when the program was offered pre COVID-19. This demonstrates how excited our customers are to attend in-person programs again. The Outdoor Family Storytime runs until October 30.

The Public Services staff have planned a number of innovative programs for October for children, teens and adults including Halloween inspired book clubs, an opportunity for families to post their pumpkin carving creations, a Halloween cooking program for teens and a pumpkin inspired craft for Crafty Adults. Staff are now turning their attention to planning holiday programming for November and December.

Strengthen Our Community

On October 2, the Library partnered with the Woodstock Fire Department to offer the Learn the Sounds of Fire Safety program which was attended by a number of families. The program included a storytime reading and a tour of the fire station and trucks. The Fire Department has indicated that they would love to partner with us again next year.

We, again, are offering our popular Health and Well Being series in October and November. Information Services Librarian, Jackie Thompson, has reached out to community partners such as CMHA and the Alzheimer's Society Southwest Partners to provide helpful and informative information for our customers. These sessions will be taped and promoted on our YouTube channel.

Reinforce Our Capabilities

Children and Teen Librarian, Heather Mathers, has been appointed to the Forest of Reading White Pine selection committee. Throughout the fall she will be reading 40 – 50 Young Adult titles to nominate 10 titles for teens to read across Ontario. Heather brings a wealth of knowledge of Young Adult fiction and will represent us well!



Subject: Report for Database Merger and BiblioCore Launch, 2021

Action: For Information

Prepared by: Lindsay Harris, Manager of Operations

Meeting of: October 12, 2021

Background

Woodstock Public Library is a member in good standing of the Ontario Library Consortia (OLC). Membership with this group provides group purchasing power for library resources, of which the Integrated Library System (ILS) and public catalogue are the most significant. Membership in OLC also gives WPL access to significant technical and training support for these products.

In 2020, OLC ran an RFP process to select the ILS and public catalogue software for the next cycle. The incumbent ILS provider, SirsiDynix, was awarded the contract for the ILS, however, the public catalogue was awarded to a new provider, Bibliocommons, effective January 1, 2022.

Implications

As a member of OLC, WPL will continue to use the SirsiDynix ILS product currently in use, and will be moving to the Bibliocommons product, named BiblioCore for our public catalogue. We are very excited to be adding BiblioCore as a product, as WPL had this product several years ago, and it was greatly enjoyed by both the staff and members of the public.

However, certain changes to our current ILS configuration are required to implement BiblioCore in a cost effective manner. Primarily, our currently separate database (patron and item records) needs to be merged with the OLC database to experience the full benefits and cost savings available to members.

As such, the implementation of the new public catalogue is comprised of two major projects that have been running congruently through the summer and will continue throughout the fall.

Implementation Updates & Next Steps

Project A: WPL and OLC Database Merger

The database merger is a critical project for WPL at this time as it is a prerequisite for launching BiblioCore, the new public catalogue. Throughout the summer, I have been working directly with SirsiDynix and OLC staff to prepare for the merger, scheduled for November 18th. The circulation map, patron profiles, item and location maps, and other key components of the database have been cleaned up, and loaded into a test environment. Library staff will spend the next few weeks testing the data and the new environment to ensure that all of the data and processes will run smoothly once the merger is complete.

The live database merger itself is a two week process, during which some library services will be impacted. *Beginning Monday, November 8, WPL will not be able to process any new library materials or create any new library cards. As of Monday, November 15, WPL will only be able to check out books to patrons and look up the location of the books in the library; no holds will be able to be placed on materials, and no check-ins will occur.* Once we are “live” in the new environment on November 18th, these services will return as before. Every effort will be made to ensure that the public is aware of these service interruptions beforehand, as well as the reason for the merger – our return to the much-loved BiblioCore product.

Project B: BiblioCore Configuration and Launch

Alongside the database merger project, WPL has been preparing for our return to BiblioCore – a public catalogue that will enhance the virtual experience of the library user, and more easily connect them both with the library and the library materials they love. As a member of the OLC Bibliocommons Implementation Team Steering Committee (BIT-SC), I have been working with a small team of libraries representing the consortia on this project. WPL and other member libraries have completed the implementation surveys for this project, and are preparing for the staff testing phase, which will begin shortly after our database merger in late November.

We are excited to announce that there will also be a public testing phase for this product launching in early December. This phase will allow members of the public to “test drive” the new catalogue and compare it to our current product. Patrons will be able to ask library staff questions about how the catalogue works, and most importantly, support will be available for those who wish to learn more about the various features of the product.

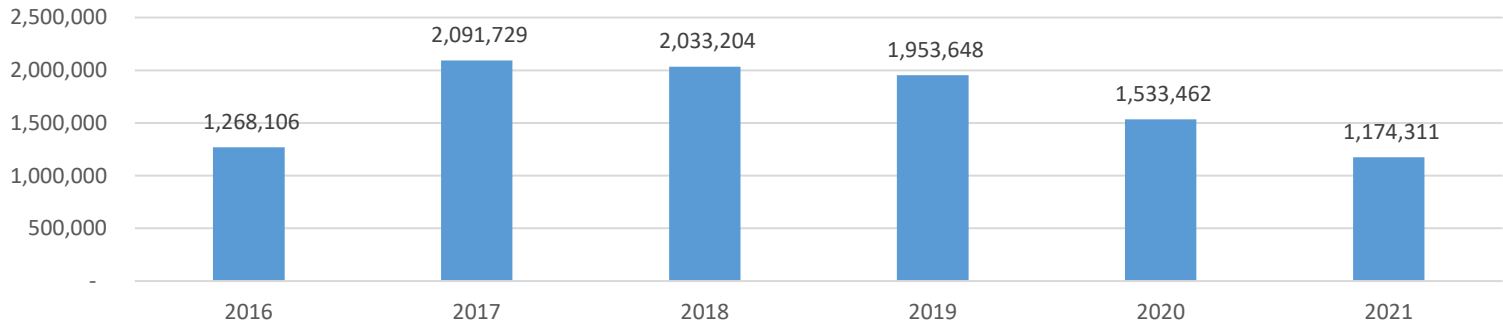
The official launch of BiblioCore as our public catalogue is scheduled for Monday, December 20, 2021. WPL is looking forward to providing these enhanced services to our patrons, as well as future cost and resource savings within the OLC.



Woodstock Public Library

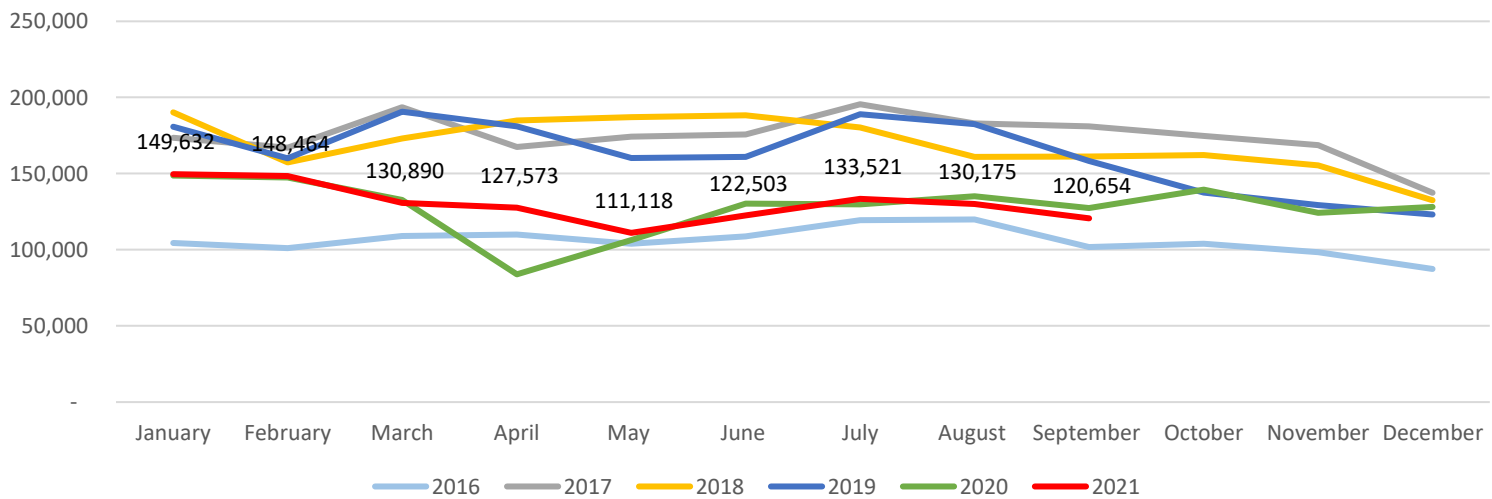
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

Total Library Uses 2016 - present

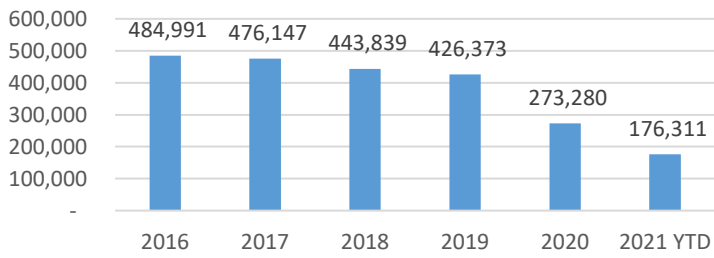


2021	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	17,569	1,977	81,198	42,124	985	-	671	5,108	149,632
February	16,092	3,958	65,596	56,353	1,263	-	582	4,620	148,464
March	22,666	11,261	60,037	27,315	1,286	189	853	7,283	130,890
April	17,264	2,069	68,532	31,897	1,379	12	619	5,801	127,573
May	15,180	2,333	66,279	20,404	1,222	-	530	5,170	111,118
June	13,889	2,444	65,737	33,337	1,411	-	633	5,052	122,503
July	24,176	10,177	61,791	28,511	1,245	139	654	6,609	133,302
August	26,693	11,806	62,930	20,552	1,399	177	739	5,879	130,175
September	22,782	10,440	54,695	24,821	1,028	297	841	5,750	120,654
October									-
November									-
December									-
TOTAL	176,311	56,465	586,795	285,314	11,218	814	6,122	51,272	1,174,311

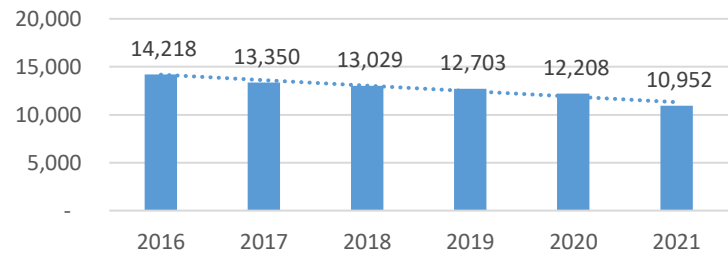
Total Library Uses by Month 2016 - Present



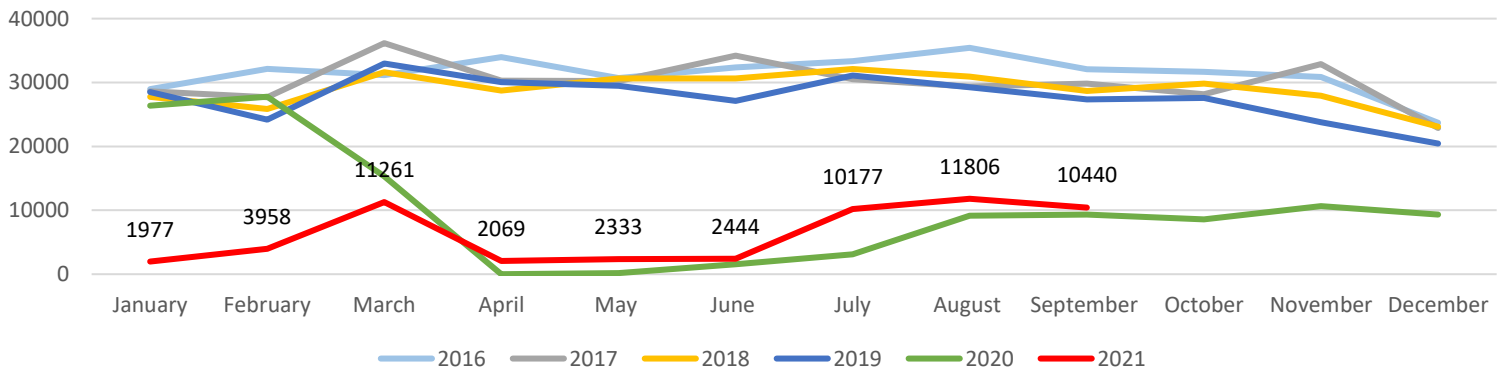
Annual Library Circulation Total 2016-2021



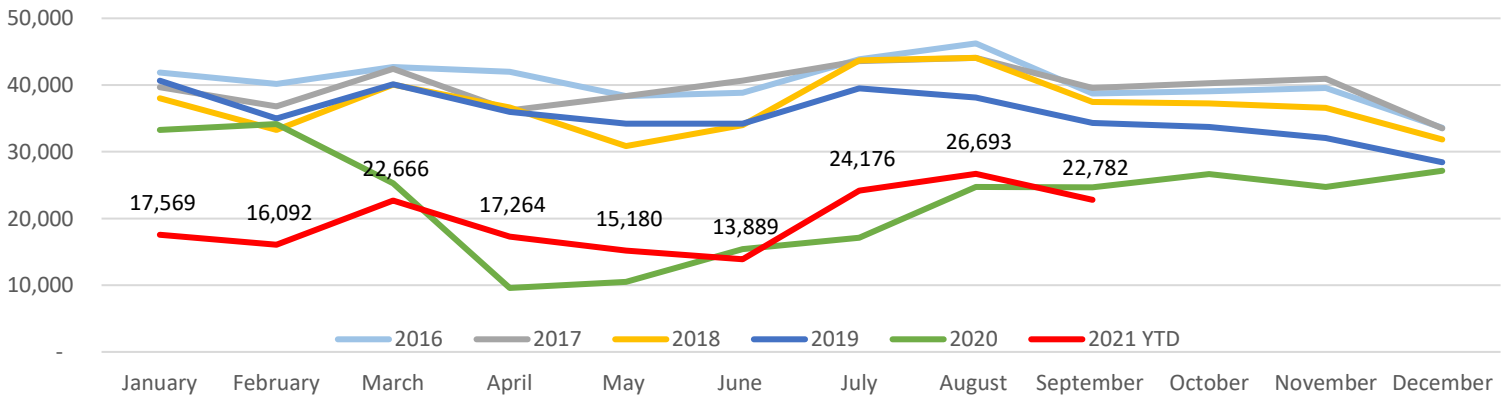
Monthly Average Active Users Count 2016-2021 YTD



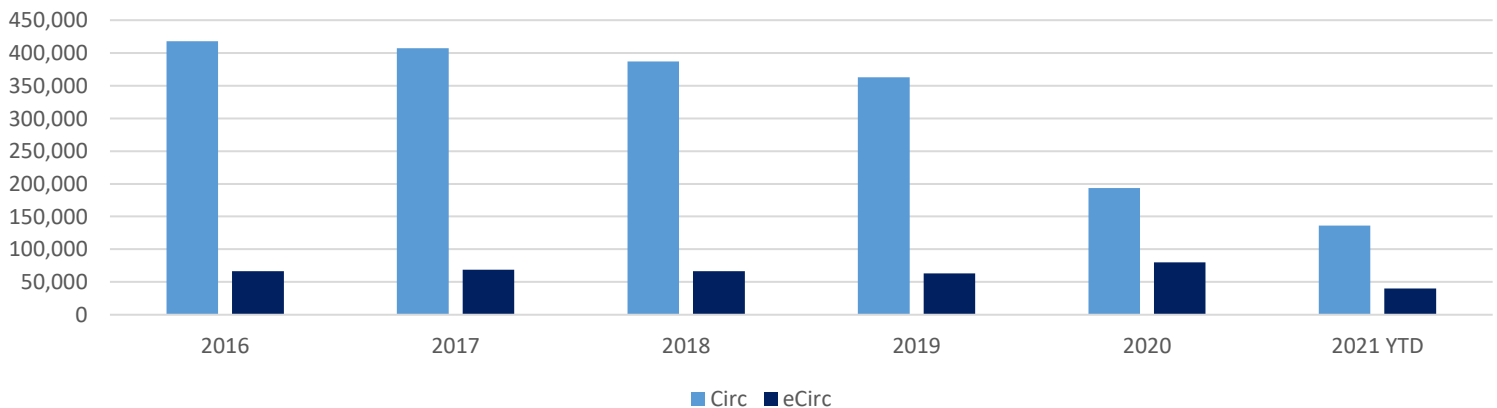
In Person Visits - 2016-2021



Total Circulation by Month - 2016-Present (Physical & Digital)



Annual Circulation by Type 2016-Present





Subject: Review of Health & Safety Statement

Action: For Review and Approval

Prepared by: D. Harvie

Meeting of: October 12, 2021

Recommendation

That the Library Board reviews and approves the Health & Safety Statement as presented.

Summary

The Board's commitment to the health and safety of its employees is formally stated and posted in the Library every year. Both the Board Chair and CEO sign the statement.

Discussion

The Library Board has already reviewed and approved the Library's Health & Safety Policy and the Prevention of Workplace Violence and Harassment Policy in January and March of this year. The Statement now requires update for this year, as it was last signed in November, 2020.

Whenever possible, the Library attempts to copy City HR policies to ensure similar practices, and to take advantage of the City's HR expertise. This Statement mirrors the City's statement on health and safety.

Respectively submitted,

David Harvie
Library CEO

WOODSTOCK PUBLIC LIBRARY BOARD

HEALTH & SAFETY POLICY

The Management of the Woodstock Public Library Board is vitally interested in the health and safety of its employees. Protection of all employees from injury or occupational disease is a major continuing objective. The Woodstock Public Library Board makes every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

As an **Employer**, we are ultimately responsible for worker health and safety. The Board and its management will take all reasonable steps to prevent personal injury and to maintain workplace health and safety. To achieve this, we include health and safety concerns in our organizational activities through ongoing consultation and interaction with our Joint Occupational Health & Safety Committee. We are dedicated to this through ongoing assessments and annual review of our health and safety program.

Supervisors must be accountable for the health and safety of workers under their direct Supervision. Supervisors are responsible to ensure that machinery and equipment are safe and in good working order, and that workers comply with established safe work practices and procedures. Workers are to receive adequate training in their work tasks to protect their health and safety before commencement of the job.

Every **worker** is to protect and is responsible for his or her own health and safety by working in compliance with the legislative requirements and the safe work practices and procedures as established by the Board.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety forms an integral part of this organization.

Responsibility: Board, C.E.O., supervisors and workers

Revision Date	Rev No.	Particulars
17-Jun-2008	00	Issued
17-Nov-2015	07	Reviewed and signed
18-Apr-2017	08	Reviewed and signed
03-Nov-2020	09	Reviewed and signed
12-Oct-2021	09	Reviewed and signed

Ken Whiteford, Chair
Woodstock Public Library Board

David I. Harvie
Chief Executive Officer



Subject: Library Workplace Vaccination Administration Policy

Action: For Information

Prepared by: D. Harvie

Meeting of: October 12, 2021

On September 28th, Library Administration issued the attached COVID-19 Workplace Vaccination Policy to Library employees in accordance with recommendations of Southwestern Public Health and in compliance with Provincial Regulations and Occupational Health and Safety requirements.

The policy implements the recommendations of the Medical Officer of Health, and will apply to all Library staff, volunteers, students, interns and contractors who enter the Library workplace. The City of Woodstock has already issued their own policy in regards to their workplace. The Library's policy, for all intent and purposes, is a slightly modified version of the City's.

The policy requires disclosure of vaccination status by Friday, October 8th. Library employees can report their vaccination status by completing and submitting a form in confidence to their supervisor. On October 25th undeclared or unvaccinated employees will be required to undergo rapid antigen testing on a regular basis.

Library patrons are not subject to this policy and do not require proof of vaccination to enter the library building.

Attachment: COVID-19 Vaccination Policy – 27 Sept 2021



Woodstock Public Library

Administrative Policy

Policy Name: COVID-19 Vaccination Policy

Category: Health & Safety

Version: 27 September 2021

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, and members of the public, from the hazard of COVID-19. A key element to help ensure this protection is by putting in place a program requiring that employees and volunteers are fully immunized against COVID-19 or regularly tested for COVID-19. The Woodstock Public Library has a legal duty under the Occupational Health and Safety Act (OHSA), to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious diseases such as COVID-19 and associated variants.

The Woodstock Public Library considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants. This policy recognizes that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, with significant impact on human health and service continuity. This policy aims to achieve full vaccination amongst Library employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

PURPOSE

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Library has of employees, volunteers and students working on an unpaid placement or internship, with respect to COVID-19 and vaccinations.

SCOPE

This policy applies to all Woodstock Public Library employees, students (including students working on an unpaid placement or internship), temporary employees, volunteers, contractors, with respect to COVID-19 and vaccinations.

All new or rehired Library employees, including returning temporary and student employees, are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the Woodstock Public Library.

The Woodstock Public Library also reserves the right to amend this policy as the Library determines to be appropriate or required and or create other related procedures as required.

DEFINITIONS

“COVID-19” is the infectious disease caused by the SARS-Co V-2, a highly contagious virus.

“Contractor” refers to the employees of service providers, consultants, service contractors who enter the Library or work in close proximity to library employees.

“Employee” means an employee, worker, volunteer, student or contractor of the Woodstock Public Library.

“Vaccine(s)” is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

“Vaccination” refers to administration of a Vaccine(s) to protect individuals from COVID-19. It may include the administration of one or more doses of Vaccine.

“Fully Vaccinated” refers to an individual who has received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines authorized or approved by Health Canada for use in Canada (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); having received the final dose of the COVID-19 vaccine at least 14 days ago; and any subsequent boosters.

“Partially Vaccinated” refers to an individual who has received one dose of a two dose series COVID-19 vaccine; having received the final dose of a single-dose or two-dose series of the COVID-19 vaccine less than 14 days ago; and/or failure to receive subsequent required boosters.

“Unvaccinated” means an individual who has not received any doses of a COVID-19 vaccine authorized or approved by Health Canada.

“Proof of Vaccination” means documentation issued by the Ontario Ministry of Health, other provinces or territory or international equivalent indicating the immunization status against the COVID-19 virus.

“Proof of Medical Exemption” means written proof of a medical reason provided by a physician or nurse practitioner that sets out: (i) the nature of the medical condition that the person cannot be vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

Support for Vaccinations

The Woodstock Public Library supports employees in obtaining their COVID-19 vaccination. With the permission of their immediate supervisor, Library employees may be released on work time to be vaccinated while on-duty, without loss of compensation. If an employee cannot work because of vaccine-related side effects, the lost time will be processed as per the collective agreement or provincial programs in place at the time.

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Woodstock Public Library employees are expected and required to continue with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. pre shift self-assessment), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Library business.

Responsibilities

All levels of management are responsible for the administration of this Policy. Managers and supervisors are expected to:

- Lead by example;
- Declare their COVID-19 vaccination status and meet the requirements outlined in this policy;
- Ensure employees declare their COVID-19 Vaccination status, as outlined in this policy; and,
- Ensure employees complete any required education or training about COVID-19, including vaccinations and safety protocols.

Employees are expected to:

- Follow all health and safety policies and protocols;
- Declare their COVID-19 Vaccination status and meet the requirements outlined in this policy; and
- Complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

All Library employees are required to create and foster a work environment free from harassment and disrespectful behaviour, as outlined in the Library's *Prevention of Workplace Violence and Harassment Policy*.

PROCEDURE

Proof of Vaccination Status - Employees

The Woodstock Public Library requires all employees to disclose their COVID-19 vaccination status through the confidential submission of an **Express Consent Form – COVID-19 Vaccination Information (Attachment A)**.

For those employees who have been vaccinated, the Library requires proof of vaccination to be submitted to their supervisor. The only acceptable proof of vaccination is the receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated.

Employees must disclose their vaccination status to the Library in accordance with the established process by no later than **October 8, 2021**.

After **October 25, 2021**, employees must participate in regular rapid antigen testing until such time as they are considered fully immunized, if any of the following apply:

- The employee has not received two doses of the COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), and it has not been 14 days past their final dose; or
- The employee has not disclosed their vaccination status as required; or
- The employee requires an exemption from receiving the vaccination, subject to limited exceptions in accordance with the Human Rights Code (Ontario), provided that all necessary documentation is submitted and kept updated to substantiate the exemption.

If an employee has chosen not to be vaccinated, without an exemption (as noted above), the Library may require that the employee pay for each rapid antigen test. Testing will be conducted at interval frequency/location and/or by means, as determined appropriate by the Library.

The time required to receive a rapid antigen test may be unpaid time/personal time for the employee, and mileage will not be paid if travel is required to receive the test. The amount the Library may charge or reimburse the employee for each rapid antigen test will be determined by the Library acting reasonably, and using best efforts to minimize overall cost. The cost of the rapid antigen test will be waived for those employees who have submitted proof of Human Rights exemption or the required documentation of proof of medical exemption from receiving the vaccination. Otherwise, any costs passed on to employees will be subject to any applicable laws and reasonable practices.

The Library otherwise reserves the right to require rapid antigen testing of any employee at any time.

In the event of a COVID-19 outbreak in the workplace, unvaccinated and partially vaccinated employees will not be permitted to work in the outbreak area. Employees without vaccination records will be assumed to be unvaccinated.

The Library will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation. This information will be retained by Library Administration and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees also may be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

All new or rehired employees must provide the required proof of vaccination to Library Administration prior to commencing their employment, engagement, assignment, or placement. This policy shall form one of the conditions of employment which new employees accept as part of an offer of employment into such positions.

Volunteers or students working on unpaid placement/internship are to submit proof of vaccination status prior to commencing their engagement, assignment or placement.

Individuals can download copies of their vaccination documentation at: covid19.ontariohealth.ca. If the individual has a red or white health card or no health card, call 1-833-0943-3900.

Proof of Vaccination Status - Contractors

Employers of contractors will provide the Library with written confirmation that all employees assigned to work in the Library have been fully vaccinated.

Medical Exemption for COVID-19 Vaccination

If an employee has a medical reason for not being vaccinated now or in the future, it is the employee's responsibility to provide a letter from their attending physician. Each case will be considered on its own facts, in accordance with any applicable legal obligations under the Human Rights Code. The Library will require written proof of medical exemption that sets out at least the following:

- i) That the person cannot be vaccinated against COVID-19; and

- ii) The general nature of the medical reason why the person cannot be vaccinated, confirmation that this is a genuine medical condition, and not simply the patient's preference or self-evaluation; and
- iii) The effective time period for the medical reason (i.e. permanent or time-limited.)

This medical information received is to be submitted to the employee's supervisor and will be retained by Library Administration in a confidential file.

Personal and/or philosophical objections to the COVID-19 vaccine will not be accepted for granting an exemption from receiving the COVID-19 vaccine or any related boosters.

The Library will work with the employee to determine whether and how the employee may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, such measures may include changes to work assignments, work location, as well as regular rapid antigen testing.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Woodstock Public Library will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace, volunteers, contractors, students, interns and the patrons that they serve. To that end, and in consultation with Southwestern Public Health (SWPH) and occupational health and safety resources, the Library will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Library may decide to deploy new measures (including at an individual level) to protect employees, volunteers, contractors, students working on unpaid placement or internship, and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Consequences of Non-Compliance with Policy

Employees who fail to comply with this policy may be subject to disciplinary action.

Training

All employees to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective date of this policy. All new hires will have the policy shared with them on their first day of employment, or prior to commencement of first day of employment, where possible.

Employees will be required to acknowledge that they have read and understood the policy. Any questions about this policy can be directed to the employee’s supervisor.

Evaluation

This procedure will be reviewed 3 months after implementation and as regulatory or operational changes occur and/or as deemed necessary by the Library.

ATTACHMENTS

Attachment A: Express Consent Form – COVID-19 Vaccination Information

REFERENCES

Letter: Southwestern Public Health. Workplace Vaccination Policies Strongly Recommended from Dr. Joyce Lock, Medical Officer of Health dated 20 September 2021.

O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17.

Occupational Health and Safety Act, Ontario.

[*OHRC Policy statement on COVID-19 vaccine mandates and proof of vaccine certificates.*](#) *Ontario Human Rights Commission, 22 September 2021.*

Municipal Freedom of Information and Protection of Privacy Act.

Woodstock Public Library – Access to Information and Protection of Privacy Policy.

Woodstock Public Library – Prevention of Violence and Harassment in the Workplace.

Woodstock Public Library – Health & Safety Policy.

DOCUMENT REVISION RECORD

Developed By:	D. Harvie CEO	Date:	27 September 2021
		Adoption Date:	28 September 2021
		Effective Date:	28 September 2021
		Revision Date:	

CONFIDENTIAL

Attachment "A"

Express Consent Form – COVID-19 Vaccination Information

This document is an express consent for the collection, use and disclosure of COVID-19 vaccination status information, which includes vaccine type, and the date, time and location for each vaccine dosage in relation to COVID-19.

By agreeing with this Consent, you are giving permission for the Woodstock Public Library to collect, use and disclose your personal information as described above for the following purpose:

- To take all reasonable precautions for the health and safety of our employees, volunteers, students, contractors, patrons and others in the workplace;
- To make decisions about workplace staffing and modifications, particularly where employees must directly interact with co-workers, volunteers, students, contractors, patrons and others; and
- For administrating the Library's *COVID-19 Vaccination Policy*.

Personal information will be kept in a separate file maintained by Library Administration and appropriate safeguards will be taken. It will be accessed only on a need-to-know basis, by supervisors or managers, solely for the purpose outlined above, or to comply with provincial health reporting directives, or with a legal order to disclose the information.

Your information is being collected, used and disclosed pursuant to the Library's *COVID-19 Vaccination Policy* and *Access to Information and Protection of Privacy Policy*. The information will only be retained for the duration necessary.

Express Consent

I hereby agree and consent that the Woodstock Public Library may collect, use and disclose my COVID-19 vaccination status information for the purposes of this Policy described above.

My COVID-19 Vaccination Status is:

Fully Vaccinated Partially Vaccinated Unvaccinated

Signature: _____

Name: _____

Date: _____

Please attach your proof of vaccination to this form, place in an envelope to maintain confidentiality, and submit to your supervisor by the deadline date.

DRAFT Minutes
Woodstock Public Library
Joint Occupational Health & Safety Committee
June 25, 2021

Employer Representative: Darlene Pretty, Manager of Public Services
(recorder)

Employee Representatives: Joe Wachowiak, Building Maintenance Supervisor
Janet Smith, Circulation Clerk

Regrets: Lori Peixoto, Administrative Assistant

The meeting of the Joint Health & Safety Committee was called to order on Friday, June 25, 2021, at 10:00 am.

1. Minutes of the Meeting of March 26, 2021

The Minutes of the Joint Health & Safety Committee meeting of March 26, 2021, were approved.

2. Workplace Inspections

a) Inspection of March 31, 2021

No hazards reported.

b) Inspection of April 28, 2021

No hazards reported.

c) Inspection of May 28, 2021

No hazards reported.

3. Branch Concerns

a) Email to Library Employees, dated March 26, 2021

Re: Ryan Dowd's Burnout Training

b) Email to Library Employees, dated March 26, 2021

Re: New Staff Room Limit

- c) Email to Library Employees, dated April 1, 2021**
Re: Back to Curbside
- d) Email to Library Employees, dated April 7, 2021**
Re: COVID-19 Update
- e) Email to Library Employees, dated April 13, 2021**
Re: COVID-19 Update
- f) Email to Library Employees, dated May 7, 2021**
Re: Library Update
- g) Email to Library Employees, dated May 11, 2021**
Re: COVID-19 Vaccination Booking for Library Staff
- h) Email to Library Employees, dated May 25, 2021**
Re: Provincial COVID-19 Recovery Roadmap
- i) Email to Library Employees, dated June 11, 2021**
Re: Library in Step 1 of Roadmap to Recovery
- j) Email to Library Employees, dated June 15, 2021**
Re: COVID-19 Protective Eyewear
- k) Email to Library Employees, dated June 22, 2021**
Re: Quarantine Period of Returned Library Materials
- l) Email to Library Employees, dated June 24, 2021**
Re: Stage 2 at the Library

All above emails to Library employees were COVID-related updates. There were no questions or concerns from Committee members.

4. Injuries/Lost Time Report

There were no injuries or lost time reported during this period.

5. COVID-19 Update

An update was provided by Ms. Pretty, and discussion was had regarding the current status at the date of this meeting.

Updated information included the re-opening of some workstations in the adult section on Floor II as well as a workstation in the children's area on the lower level. Early literacy stations will be available for use. Library materials will be quarantined for 3 days. Face shields will now be worn by staff in place of goggles, in addition to masks. Staff will be visiting City summer camps with proper protocols in place, and there will be one in-person program resuming in August – Walking Wonders.

6. Working Alone Safety Device

The CEO is looking into the purchase of a safety device for staff working alone in the building – for example, the Cleaner. The device will detect the cessation of any movement or sudden movement such as a fall, and call for help. The device would have two-way communication.

7. Scaffolding at Staff Entrance

An issue was brought forward regarding a support post at the staff entrance, directly in front of the door. The Building Maintenance Supervisor will wrap the post in yellow caution tape to make it more visible. Signage will be posted on the inside of the staff entrance door, reminding staff to be cautious upon exiting.

8. Trees at Parking Lot

The trees at the north side of the building, along the edge of the parking lot, were trimmed in the spring. This has made a positive difference for sight lines, has deterred loitering between the building and trees, and staff feel much safer when leaving the building in the evening.

9. Next Meeting

The next meeting of the Joint Health & Safety Committee is scheduled for Friday, September 24, 2021, at 10:00 am.

The meeting of the Joint Health & Safety Committee adjourned at 10:33 am.

**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
SEPTEMBER 2021**

REVENUES	2021 BUDGET	PREVIOUS PERIOD YTD	SEP	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63076-0000 Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000 Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000 Community Employment Centre	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000 Donations	\$ 16,000.00	1,338.83	0.90	1,339.73	14,660.27	8.37%
1000-69702-0000 Photocopying	\$ 3,500.00	457.55	154.40	611.95	2,888.05	17.48%
1000-69703-0000 Fines, Fees	\$ 10,000.00	1,980.25	38.00	2,018.25	7,981.75	20.18%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 500.00	30.00	55.00	85.00	415.00	17.00%
1000-69706-0000 Interest Earned	\$ 1,000.00	147.18	23.16	170.34	829.66	17.03%
1000-69707-0000 Non-resident fee	\$ 5,000.00	3,285.00	335.00	3,620.00	1,380.00	72.40%
1000-69708-0000 Miscellaneous	\$ 1,000.00	1,960.03	-	1,960.03	(960.03)	196.00%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ -	7,601.34	-	7,601.34	(7,601.34)	#DIV/0!
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	1,234.35	407.13	1,641.48	1,358.52	54.72%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 63,280.00	-	-	-	63,280.00	0.00%
1000-69721-0000 Library - Grants - Miscellaneous	\$ -	500.00	-	500.00	(500.00)	#DIV/0!
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 105,000.00	-	-	-	105,000.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 56,800.00	-	-	-	56,800.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot Levy	\$ -	-	-	-	-	#DIV/0!
	\$ 2,588,410.00	-	-	-	2,588,410.00	0.00%
TOTAL REVENUES	\$2,913,660.00	\$ 18,534.53	\$ 1,013.59	\$ 19,548.12	\$ 2,894,111.88	0.67%
EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	SEP	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 1,009,490.00	\$ 656,068.70	\$ 76,901.32	\$ 732,970.02	\$ 276,519.98	72.61%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,590.00	164.25	-	164.25	1,425.75	10.33%
1000-83610-0103 Salaries & Wages, Part Time	\$ 641,820.00	305,012.30	38,989.15	344,001.45	297,818.55	53.60%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,120.00	4,938.20	565.06	5,503.26	5,616.74	49.49%
1000-83610-0105 Vacation Pay	\$ 90,000.00	36,882.54	4,388.91	41,271.45	48,728.55	45.86%
1000-83610-0108 Lieu Pay	\$ 2,400.00	-	-	-	2,400.00	0.00%
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 138,450.00	87,848.53	9,641.51	97,490.04	40,959.96	70.42%
1000-83610-0151 C.P.P.	\$ 75,830.00	51,054.19	4,651.34	55,705.53	20,124.47	73.46%
1000-83610-0152 E.I.	\$ 28,660.00	20,445.06	1,959.74	22,404.80	6,255.20	78.17%
1000-83610-0154 Employers Health Tax	\$ 34,790.00	21,172.01	2,402.30	23,574.31	11,215.69	67.76%
1000-83610-0158 Insurance, EHC, LTD	\$ 111,750.00	82,489.71	(38.88)	82,450.83	29,299.17	73.78%
1000-83610-0171 Workers' Compensation Insurance	\$ 4,330.00	3,039.87	337.93	3,377.80	952.20	78.01%
1000-83610-0172 Travel & Mileage	\$ 2,500.00	-	-	-	2,500.00	0.00%
1000-83610-0198 Pay in Lieu of Benefits	\$ 26,960.00	13,733.80	1,901.00	15,634.80	11,325.20	57.99%
1000-83610-0300 Materials/Repairs/Maintenance	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 38,000.00	18,824.72	1,009.70	19,834.42	18,165.58	52.20%
1000-83610-0309 Caretaking Supplies	\$ 8,500.00	6,679.42	466.81	7,146.23	1,353.77	84.07%
1000-83610-0310 New Equipment	\$ 5,500.00	178.05	-	178.05	5,321.95	3.24%
1000-83610-0311 Equipment Repairs & Service	\$ 4,000.00	164.38	-	164.38	3,835.62	4.11%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	3,541.08	452.02	3,993.10	6,006.90	39.93%
1000-83610-0313 Subscriptions & Memberships	\$ 3,000.00	1,941.38	-	1,941.38	1,058.62	64.71%
1000-83610-0314 Postage and Express	\$ 4,500.00	888.11	-	888.11	3,611.89	19.74%
1000-83610-0315 Advertising	\$ 21,450.00	9,955.31	1,500.00	11,455.31	9,994.69	53.40%
1000-83610-0318 Board Development	\$ 2,000.00	656.48	272.57	929.05	1,070.95	46.45%
1000-83610-0321 Cost of Photocopying	\$ 6,500.00	2,643.18	-	2,643.18	3,856.82	40.66%
1000-83610-0322 Unallocated Visa	\$ -	-	23.67	23.67	(23.67)	#DIV/0!
1000-83610-0331 Staff Development	\$ 10,000.00	925.89	234.15	1,160.04	8,839.96	11.60%
1000-83610-0350 Telephone	\$ 8,000.00	4,077.24	610.15	4,687.39	3,312.61	58.59%
1000-83610-0351 Electricity	\$ 38,000.00	10,837.57	2,121.26	12,958.83	25,041.17	34.10%
1000-83610-0352 Heat	\$ 12,500.00	7,772.08	25.97	7,798.05	4,701.95	62.38%
1000-83610-0353 Water	\$ 2,500.00	839.80	151.64	991.44	1,508.56	39.66%
1000-83610-0370 Software & Liscensing	\$ 64,110.00	54,891.61	-	54,891.61	9,218.39	85.62%
1000-83610-0383 Consultant Services	\$ 55,000.00	12,354.34	-	12,354.34	42,645.66	22.46%
1000-83610-0393 Purchased Services	\$ 3,000.00	107.27	-	107.27	2,892.73	3.58%
1000-83610-0399 Miscellaneous	\$ 1,000.00	20.29	-	20.29	979.71	2.03%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	24,332.19	-	24,332.19	45,667.81	34.76%
1000-83610-0613 Library Materials	\$ 233,090.00	131,272.59	429.78	131,702.37	101,387.63	56.50%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	5,044.94	-	5,044.94	5,455.06	48.05%
1000-83610-0625 Covers and Repairs	\$ 14,820.00	434.41	111.66	546.07	14,273.93	3.68%
1000-83610-0626 Cataloguing/Processing	\$ 35,000.00	24,965.11	11.97	24,977.08	10,022.92	71.36%
1000-83610-0627 Programmes	\$ 4,000.00	1,897.75	373.97	2,271.72	1,728.28	56.79%
1000-83610-0634 Standing Orders	\$ 10,000.00	8,404.59	-	8,404.59	1,595.41	84.05%
1000-83610-0635 Inter-Library Loans	\$ 5,000.00	1,324.90	189.84	1,514.74	3,485.26	30.29%
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	\$ 2,913,660.00	\$ 1,617,823.84	\$ 149,684.54	\$ 1,767,508.38	\$ 1,146,151.62	60.66%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
SEPTEMBER, 2021

Balance - September 1, 2021	(\$1,599,289.31)
Add: Revenue	\$1,013.59
Less: Expenses	(\$7,946.28)
Payroll	(\$141,738.26)
	<hr/>
Balance - September 30, 2021	<u>(\$1,747,960.26)</u>
Levy to be applied	\$2,588,410.00
Levy Adjusted Balance	<u>\$840,449.74</u>

SUMMARY OF JESSIE MCDUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
SEPTEMBER, 2021

Balance - September 1, 2021	\$12,594.54
Add: Bank Interest	\$8.01
	<hr/>
Balance - September 30, 2021	<u>\$12,602.55</u>



Subject: 2021 Christmas Holiday Closure

Action: For Information

Prepared by: D. Harvie

Meeting of: October 12, 2021

The Woodstock Public Library will be closed the following dates over the Christmas holidays:

- Christmas Eve Day - Friday December 24th, 2021- **Closed**
- Christmas Day – Saturday December 25th, 2021- **Closed**
- Boxing Day – Sunday December 26th, 2021 - **Closed**
- Boxing Day Lieu – Monday December 27th, 2021 – **Closed**
- Tuesday December 28th – Open Regular Hours
- Wednesday December 29th – Open Regular Hours
- Thursday December 30th – Open Regular Hours
- New Year's Eve Day - Friday December 31st, 2021 - **Closed**
- New Year's Day – Saturday January 1st, 2022 – **Closed**
- Sunday, January 2nd, 2022 – **Closed**
- Monday, January 3rd, 2022 – Open Regular Hours