

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**September 13, 2022**

**Date:** Tuesday, September 13, 2022  
**Time:** 4:00 p.m.  
**Place:** Library's Meeting Room

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**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 (l) would like to acknowledge the history of the traditional territory on which the Library stands. We (l) 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 (l) 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 June 14, 2022**

**Recommendation:**

That the Board approves the Minutes of the meeting of June 14, 2022, as circulated (or following corrections)

**6. Business Arising from the Minutes**

a) **Legacy Document – Final Draft**

**7. Delegations/Presentations**

None

**8. Board Education**

a) **Article: “*Book Banner Don’t Know What a Book Ban Is*” by Danika Ellis, [Bookriot](#) (3 August 2022)**

## 9. Consideration of Correspondence

- a) **Canadian Federation of Library Associations (CFLA) – Notice of Liability Memo 7-05**
- b) **Centre For Free Expression (CFE) – Notices of Personal Liability 2022.06.30**
- c) **CFLA – Challenges Faced by Libraries: Programming and Collections Supporting LGBTQIA2S+ Communities – Guidance from the CFLA-FCAB Intellectual Freedom Committee.**

## 10. Administrative Reports

- a) **Monthly Report**
  - i) Report of the Chief Executive Officer for Summer, 2022
  - ii) Report of the Manager of Public Services for Summer, 2022
- b) **Statistics**
  - i) Library Systems Activities for the months June, July, August, 2022
- c) **Policy Review**
  - i) Board Report – Board Policy Review Progress Update
  - ii) Board Report – Use of Library Computer Systems
    - i. Use of Computer Resources Policy DRAFT  
**Recommendation:**  
That the Board approves the proposed policy as presented or amended.
  - iii) Board Report – Trespass Policy
    - i. Trespass Policy DRAFT  
**Recommendation:**  
That the Board approves the proposed policy as presented or amended.
  - iv) Board Report – Sponsorship Policy
    - i. Sponsorship Policy DRAFT  
**Recommendation:**  
That the Board approves the proposed policy as presented or amended.
  - v) Board Report – CEO Succession Plan Policy
    - i. CEO Succession Plan Policy DRAFT  
**Recommendation:**  
That the Board approves the proposed policy as presented or amended.

## 11. Committee Reports

- a) **Ontario Library Service Trustee Assembly**  
Verbal Update
- b) **Health and Safety**  
Minutes of the Meetings of March 11, 2022

**Recommendation:**

That the Board receives the Minutes of the Joint Health and Safety Committee meetings of March 11, 2022, and June 10, 2022, as information.

**12. Finance**

**a) Treasurer’s Report (as provided by Treasury)**

**Recommendation:**

That the DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2022, and the DRAFT Summary of Trust Account for the period ending August 31, 2022, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending August 31, 2022, be approved as information received.

**b) Board Report – 2023 Library Capital and Revenue Budget**

**c) Board Report – Allocation of 2022 Surplus Funds**

**13. New Business**

**a) Board Report – Post Pandemic Library Services**

**14. Notices of Motion**

None

**15. Attachments**

**a) Zonta Donation**

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**16. Committee of the Whole In-camera**

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**17. Next Meeting**

Tuesday, October 11, 2022, 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 June 14, 2022

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 14, 2022, 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 Connie Lauder

**b) The following Board members were absent:**

Councillor Deb Tait  
Mayor Trevor Birtch

**c) The following persons were also present:**

David Harvie, CEO  
Darlene Pretty, Manager of Public Services  
Lori Peixoto, recorder

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**1. Call to Order/Chairperson's Remarks**

K. Whiteford called the meeting to order at 4:02 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 22-38**

M. Silverthorn asked that an item be added to confirm the previous email vote regarding Development Charges.

MOVED by G. Wade and seconded by M. Silverthorn to amend and subsequently approve the Agenda after adding Development Charges Resolution to item #7, Business Arising from the Minutes.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of May 17, 2022**

**Motion 22-39**

MOVED by B. Crockett and seconded by G. Wade to approve the Minutes of the Meeting of May 17, 2022.

**Motion carried.**

**6. Delegations/Presentations**

None.

**7. Business Arising from the Minutes**

**a) Motion 22-40**

MOVED by C. Lauder and seconded by M. Silverthorn to approve the amount of \$6 million for GSF of 12,500 for potential Library expansion to be included in the Development Charges report to go to City Council.

**Motion carried.**

**b) Board Legacy Document – Draft Update**

K. Whiteford noted that the Board Legacy Document was forwarded to everyone in draft form, and asked the CEO to explain what would be expected of the Board today.

The CEO noted that he had compiled the comments received from Board members that submitted them, and included them in the draft Document. Discussion was had, and Board members noted the considerable amount of work that had been done, and agreed the Document was well done to this point.

M. Silverthorn asked if there could be a concluding statement after the 'In Memorium' section, thanking the late R. Gerrie and Friends Chair M. Turkington for their service.

C. Lauder entered the meeting at 4:11 pm.

Further discussion was had that included commentary about adding the Board appointment process and job description to the Document as well as on the website.

**8. Board Education**

None.

**9. Consideration of Correspondence**

None.

**10. Administrative Reports**

**a) Monthly Report**

**i. Report of the Chief Executive Officer for June, 2022**

The CEO stated that the new security gates that were ordered a year ago had finally shipped on the day of this meeting.

The CEO provided further details on the new panic buttons that had been installed as well as the personal alarms worn by staff out working on the floors.

**ii. Report of the Manager of Public Services for June, 2022**

K. Whiteford asked the Manager of Public Services to speak on her report.

The Manager of Public Services reported that registration was open for summer programs, and Children's staff had commenced school visits. Although still short-staffed in Public Services at the time of this meeting, staff were doing a fantastic job and embracing the challenge.

**b) Statistics: Library Systems Activities for the Month of May, 2022**

The CEO noted that the Library was continuing to experience the impact of COVID-19 with library usage.

The trend of slowly declining active patron accounts stopped in May with an increase of 85 new/renewed patrons, indicative that patrons are coming back to the Library.

Visits had plateaued for the past 3 months, likely attributed to the lack of visits from high school students at lunchtime. In-person programming would start with children's summer programs.

Digital collection circulation represented 14-15% of overall library materials circulated prior to the pandemic. Circulation of digital items peaked in 2020 at 29%, and at the time of this meeting, was at 22% for the year. This may represent the following trends:

- The continuing impact of the pandemic on patron library use.
- A growing trend in the use of patron preference for digital materials.
- The introduction of new digital collections that patrons find attractive.

**c) Policy Review**

**i. Board Report – Programming Policy**

The CEO noted that this policy had not been reviewed since November, 2010. Programming is created to promote collection usage, and is extremely important to library functions.

**ii. Programming Policy DRAFT**

**Motion 22-41**

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

**Motion carried.**

**11. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

None.

**12. Finance**

**a) Treasurer's Report**

The CEO noted that the statements were not ready by Treasury in time for the meeting, so the Library section of the City's departmental Operations Report was provided. The information does not include the Summary of Trust Account or the Jessie McDougall Trust Fund.

**Motion 22-42**

MOVED by M. Silverthorn and seconded by C. Lauder that the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2022, be approved.

**Motion carried.**

**13. New Business**

**a) Change to Board Procedural By-law – Grievance Committee**

**i. Board Report – Change to Board Procedural By-law**

**Motion 22-43**

MOVED by C. Lauder and seconded by M. Silverthorn that the Board removes Section 8.2.2 Grievance Committee of the Board's Procedural By-law.

**Motion carried.**

**b) CEO Performance Evaluation**

K. Whiteford stated that he would initiate the process in the next couple of weeks.

**14. Notices of Motion**

None.

**15. Attachments**

None.

**16. Committee of the Whole In-camera**

**Motion 22-44**

MOVED by M. Silverthorn and seconded by B. Crockett that the Board moves into Committee of the Whole In-camera at 4:45 pm.

**Motion carried.**

**Motion 22-45**

MOVED by B. Crockett and seconded by C. Lauder that the Board moves out of Committee of the Whole In-camera at 5:20 pm.

**Motion carried.**

**Motion 22-46**

MOVED by C. Lauder and seconded by G. Wade that the Board approves the Minutes of the Committee of the Whole In-camera for May 17, 2022.

**Motion carried.**

**Motion 22-47**

MOVED by M. Silverthorn and seconded by B. Crockett that the Woodstock Public Library Board authorize the City of Woodstock H.R. Department to do a management practices review of the Library with the cost to be borne by the Board.

**Motion Carried.**

**17. Next Meeting**

Tuesday, September 13, 2022, 4:00 pm.

**18. Adjournment**

MOVED by C. Lauder that the meeting adjourn at 5:25 pm.

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.

SEPTEMBER 2022

WOODSTOCK PUBLIC LIBRARY BOARD

# LEGACY DOCUMENT



## PREAMBLE

This legacy document is designed to detail the activities and achievements of the Woodstock Public Library Board during its 4-year tenure (2019-2022). It identifies major governance issues and challenges that the Board faced, and the challenges and opportunities awaiting the next Board.

A smooth board transition is important in any organization. While returning board members and staff will assist in this process, this legacy document will provide another tool for ensuring the continuity from one board to the next.

This document will also act to inform potential candidates wishing to serve on the Library Board about the Library and what they could expect if appointed.

## FOREWORD BY THE LIBRARY BOARD CHAIR

**T**his legacy document has been created by the current Board (2019 - 2022) to assist the incoming Library Board (2023-2026). It is a record of what has been accomplished over our term and our assessment of the challenges and tasks that will occupy our successors.

Our board's work was largely guided by the Library's Strategic Plan and shaped by the City of Woodstock's cyber incident, the COVID-19 pandemic, and the growing need to recognize and address issues surrounding diversity and inclusion in our community.

In 2021, we mourned the death of Ross Gerrie, the Board's Vice Chair, and the passing of Marlene Turkington, President of the Friends and a past library board Trustee and Chair.

Despite these challenges the Board was able to guide the Library through uncertain times, while laying a strong foundation for future Boards.

We wish the incoming Board all the best as they take up their responsibilities to provide a library service that best serves the unique needs of our community.

Ken Whiteford  
Chair  
Woodstock Public Library Board



Ken Whiteford, Chair



## **WOODSTOCK PUBLIC LIBRARY BOARD 2019-2022**

### **LIBRARY BOARD TRUSTEES**

Ken Whiteford, Chair (2019-2022)  
Ross Gerrie, Vice Chair (2019-2021)  
Mary Anne Silverthorn (2019-2021), Vice Chair (2021-2022)  
Dr. Vanessa Vogwill (2019-2020)  
Mayor Trevor Birtch (2019-2022)  
Councillor Deb Tait (2019-2022)  
Councillor Connie Lauder (2019-2022)  
Gary Wade (2021-2022)  
Brian Crockett (2021-2022)

### **EX-OFFICIO**

David I. Harvie, Chief Executive Officer & Board Secretary  
Patrice Hilderley, Board Treasurer (2019-2021)  
Diane Campbell, Board Treasurer (2021-2022)  
Lori Peixoto, Recording Secretary

## IN MEMORIAM



### **Ross Gerrie**

March 25, 1952 ~ March 16, 2021

Library Board Vice Chair (2019-2021)

### **Marlene Turkington**

September 5, 1946 ~ November 14, 2021

Library Board Member (1992-1998)  
Library Board Chair (1999-2003)  
Chair of the Friends of the Woodstock  
Public Library (2018-2021)



The Woodstock Public Library Board would like to thank Ross and Marlene for their dedicated service to the Woodstock Public Library and our community.

## STRATEGIC DIRECTIONS

The Library Board was guided in its work by the Library's *Strategic Plan 2018-2023* as it sought to create "a welcoming place to create, connect and explore".

The following strategic priorities directed the Board's work over the last 4 years:

- Contributing to Vibrant Spaces
- Strengthening our Community
- Reinforcing our Capabilities

## 2019-2022 LIBRARY BOARD ACHIEVEMENTS

### 2019

- Recruited a new Library Chief Executive Officer.
- Guided the Library through the cyber-incident at the City of Woodstock.
- Released an Economic Impact Study of Library Services that demonstrated a Return on Investment (ROI) of \$7.20 for every \$1 invested in the Library.

### 2020

- Oversaw the Library's response in providing library service to the community during the COVID-19 pandemic.
- Instituted an indigenous land acknowledgement statement at the beginning of all Board meetings.
- Created, reviewed, and updated a number of Library Board policies.

## 2021

- Implemented fine free library service through the elimination of overdue library fines.
- Created and approved a Diversity and Inclusion Policy for the Library.
- Conducted a Building Expansion Feasibility Study to determine the present and future space needs of the Library.
- Initiated a pay equity review of library employees.
- Held a Staff Appreciation Lunch Event with Todd's Dogs.

## 2022

- Secured funding to upgrade a part-time librarian to a full-time position.
- Agreed to terms of reference for a joint job evaluation committee with the Union.
- Successfully negotiated a 3-year collective bargaining agreement (2021-2023) with the Library's unionized employees (CUPE, Local 1146 – Library Unit).
- Developed and signed a pay equity review terms of reference with the Library's unionized staff.



Todd's Dogs Staff Appreciation  
Event 2021

## LIBRARY ACTIVITY HIGHLIGHTS

### DIVERSITY AND INCLUSION

- Hosted Drag Queens' & Kings' Story Times with Oxford Pride and Rainbow Optimists (2019-2022).
- Installed an adult change station in the family washroom (2020).
- Provided Ryan Dowd's Homelessness Training Course for Library Staff (2020).
- Provided Truth & Reconciliation Training for Library Staff (2020).
- Initiated Fine Free Library Service (2021).
- Added Decodable books purchased through a \$500 grant from the International Dyslexia Association (2021).
- Read Woke Reading Challenge Program (2022).
- Added an additional automatic opener to the front door (2022).
- Co-ordinated with the Oxford County Community Health Centre's Mobile Bus for marginalized people (2022).
- Initiated updates to the library catalogue to incorporate respectful subject headings (2022).

### COLLECTIONS & PROGRAMS

- Provided curb-side pick-up service and online programming during the pandemic (2020-2022).
- Developed a Library Services Delivery Model (2021).
- Introduced the Beanstack Reading Club Software (2020).
- Migrated the Library's digital collections from the Overdrive digital platform to the cloudLibrary platform (2020).
- Introduced CreativeBug, a collection of online arts and crafts video classes (2021).
- Introduced Flipster e-magazine collection (2021).

- Implemented the BiblioCore Discovery Online Catalogue Interface (2022).
- Introduced Comics Plus, online graphic novel collection (2022).

## **BUILDING**

- Installation of a new boiler by the City (2020).
- Installation of MERV-13 air filters to improve building air quality (2021).
- Brick & stone repair work on the Carnegie portion of the building by the City (2021-2022).

## **STAFF**

- Recognized the retirement of Ms. Chris Losee after 32 years of service (2020).
- Recognized the retirement of Mrs. Barbara Waud after 27 years of service (2021).
- Added a full-time Community Outreach Librarian position (2022).

## **INFRASTRUCTURE**

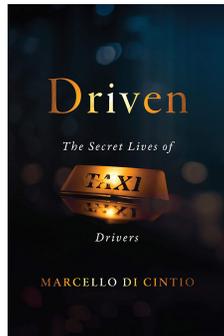
- Replaced two self-service check-out kiosks (2019).
- Introduced Microsoft Office 365 for Library staff (2021).
- Upgraded the Library's phone system to VOIP phones (2021).
- Migrated the Library's bibliographic records to the Ontario Library Consortium's union catalogue database (2021).
- Upgraded the video surveillance system with the addition of more cameras (2022).
- Replacement of library security gates (2022).

## **PARTNERSHIPS**

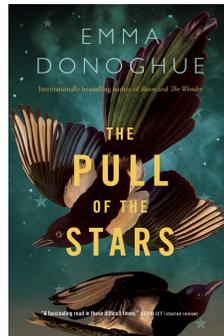
- Signed a Memorandum of Understanding for joint programming and collaboration with the Woodstock Art Galley (2019).

- Conducted outreach visits at City Parks and Recreation & YMCA Summer camps (2019,2021-2022).
- Hosted COVID-19 vaccination clinics in the Library with Southwestern Public Health (2022).
- Partnered with Fanshawe College for teen programming (2019).
- Conducted school visits and virtual visits with the Thames Valley District School Board (TVDSB) and London District Catholic School Board (LDCSB) (2019-2022).
- Held joint community events with Wellkin for teens (2019-2020).
- Ran Storywalks in partnership with Woodstock Business Improvement Association (BIA) (2021-2022).
- Partnered with Children’s Aid Society (CAS) to conduct outreach programs at the James St. Community Centre (2019).
- Conducted Brain Boosters Programming with the Alzheimer Society (2019).
- Held “*Bringing Up Baby*” programs with Ontario Early Years (2019).
- Loaned park day passes in partnership with Ontario Parks (2021-2022).
- The Library hosted the Oxford Winds Community Concert Band on May 30<sup>th</sup> 2019 in the green space next to the building.
- The Friends of the Woodstock Public Library held their Annual Spring and Fall Books Sales at the Library (2019).
- Lit On Tour Woodstock was held in partnership with the Toronto International Festival of Authors, featuring Roselle Lim, Susan Swan and Drew Hayden Taylor as guest authors (2019).
- The Woodstock Art Gallery in conjunction with the Library’s 2019 Lit On Tour event displayed an art exhibit featuring the works of John Hartman.
- The Library in partnership with the Oxford County Library presented the Oxford Reads: One Community One Book Event:
  - Oxford Reads 2019 – Moon of the Crusted Snow by Waubgeshig Rice at the Market Center Theatre with an author reading and Q&A Session.

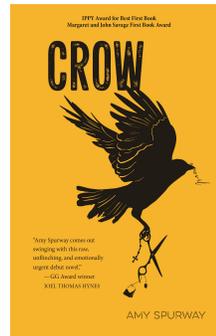
- Oxford Reads 2020 – Crow by Amy Spurway via ZOOM.
- Oxford Reads 2021 – The Pull of the Stars by Emma Donoghue via ZOOM.
- Oxford Reads 2022 – Driven: The Secret Lives of Taxi Drivers by Marcello Di Cintio.



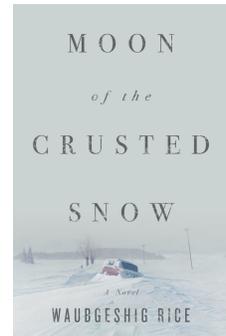
2022



2021



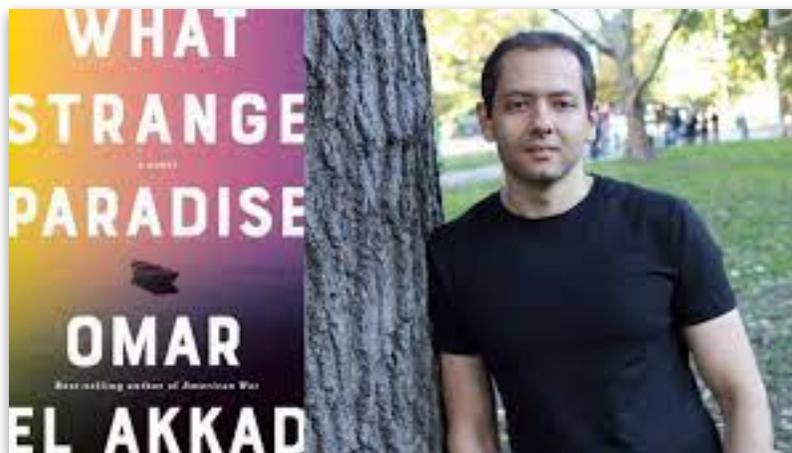
2020



2019

## SPECIAL EVENTS

- The Library was used for filming of an episode of the Netflix Series Locke & Key Season 3 (2021).
- Author Omar El Akkad, Scotiabank Giller Prize winner, was the very special guest of the Library's Wednesday night Book Club on January 12<sup>th</sup>, 2021, and read passages from his book What Strange Paradise.



## **BOARD SELF ANALYSIS**

### **OBSERVATIONS AND RECOMMENDATIONS FOR THE NEXT LIBRARY BOARD'S CONSIDERATION**

#### ***We believe that our Board is a strong community leader because ...***

- City Council has appointed 3 elected officials to sit on the Board.
- We are open to learning about and incorporating the principles of diversity, equity and inclusion in our policies and services to better serve our community.

#### ***We see that the Board could be even stronger in its leadership if ...***

- Board membership better reflected the growing diversity of our community.

#### ***Major issues faced during the Board's four-year term were ...***

- A Cyber Incident at the City of Woodstock in August 2019 which impacted the use of the Library's computer network, library automation software, and access to library digital collections and services.
- The COVID-19 pandemic that required the Library to close, lay-off staff, and to continue to provide library services to the community while protecting our patrons and staff.
- Responding to the findings of the Truth & Reconciliation Commission and becoming more aware of the need for diversity, equity and inclusion in our collections and services.
- The continuing issue of homelessness and opioid drug use in our community and the impact on the Library.

***We were able to accomplish ...***

- Recruited a new Chief Executive Officer in 2019 and 2022.
- Oversaw the Library's response and recovery to the cyber-incident at the City in 2019 and the COVID-19 pandemic.
- Implemented a Land Acknowledgement Statement at the beginning of all Library Board meetings.
- Created and reviewed a number of Library Board policies, including a Diversity and Inclusion policy.
- Implemented fine free library service.
- Conducted a Building Expansion Feasibility Study to determine present and future space needs of the Library.
- Successfully negotiated a three-year collective bargaining agreement with the Library's unionized employees.
- Recognized the Library Staff by holding a Library Staff Appreciation Lunch in 2021 & 2022.
- Creation of a Joint Job Evaluation Committee for Pay Equity Review.

***We were NOT able to accomplish ...***

- A completed pay equity review for library staff.
- Various interior library projects were left undone due to the COVID-19 pandemic, such as a dedicated Teen Area and carpeting of the Children's Area.
- Promote Library services and programs to the community through speaking engagements.
- Establish reciprocal borrowing agreements with neighbouring library boards.

***We can foresee these opportunities to address issues that remain outstanding ...***

- Identifying the space needs of the Library to support library services for a growing community.
- Continuing to build a more resilient and stronger staffing structure.
- Increasing outreach activities and marketing of library services to the community.

***We see the following future trends for the library and the Board to be...***

- A growing polarization of our society resulting in more challenges to intellectual freedom in terms of library materials and programs.
- More frequent collisions between intellectual freedom and the principles of diversity, equity and inclusion.
- A need to expand library outreach services to the community (e.g. retirement and nursing homes, self-service book pick-up lockers, pop-up story-times) to overcome building space limitations.
- Identify new trends due to the aftermaths of the COVID-19 pandemic.

***We suggest that these issues are major challenges for the new board to tackle as a priority ...***

- Continuing to be our community's flag bearer for intellectual freedom.
- Act as an example to other organizations in regard to diversity, inclusion and equity.
- Identifying and discussing the Library's building expansion needs with the community and City Council.
- Continuing to support a staffing structure that sustains library activities both within and outside the library's walls.
- Continuing to support both physical and digital library collections.
- The creation of a new strategic plan, mission and vision statement for the Library in 2024.
- CEO Succession Planning.

***We recommend the following board development activities for the new board to be...***

- A strong Board orientation program and Board education sessions.
- A tour of the Library building.
- Holding a Library Board Open House to meet Library staff and the community.
- Training in intellectual freedom and issues surrounding public libraries.
- Participating in provincial public library organizations that promote public libraries.

***Our wishes for the new board's success are ...***

- That the Woodstock Public Library continues to be a key component in the cultural and recreation landscape of the City.
- That the Library continues to act as a downtown anchor for local business and economic driver for the local economy.
- That the Library continues to provide outstanding programming.
- That the Library continues to be relevant to our community by investing in staffing, collections and infrastructure.



## HOW TO BECOME A LIBRARY BOARD MEMBER

### APPOINTMENT TO THE LIBRARY BOARD

Public libraries in Ontario operate under the authority of the *Ontario Public Libraries Act, R.S.O. 1990, c. P44*. Municipal governments create public library boards and municipal councils appoint board members for a 4-year term that is concurrent with Council's elected term of office. Applications are sought by the City Clerk's Department and appointments are made shortly after Council holds its first official meeting after the municipal election.

The Woodstock Public Library Board is a seven (7) member board composed of four (4) citizen representatives and three (3) members of Council.

Under the *Public Libraries Act*, a person is qualified to be appointed as a member of the board who is:

- At least 18 years old.
- A Canadian citizen or permanent resident of Canada.
- A resident of the City of Woodstock.
- Cannot be an employee of the Library or the Municipality.

### COMPETENCIES FOR PROSPECTIVE BOARD MEMBERS ARE:

- Belief in the value of the library in the community.
- Commitment to the community.
- Community development and engagement.
- Community representation.
- Creativity.
- Ethics and integrity.
- Experience serving on volunteer boards or advisory committees.

- Good communication skills.
- Good decision-making skills.
- Interested in advocating on behalf of the library.
- Interpersonal skills.
- Knowledge of the community's social and economic conditions.
- Leadership abilities.
- Open to continuous learning.
- Organizational skills.
- Policy development.
- Strategic thinking and planning.
- Time and energy.
- Knowledge about or having experience with diversity and inclusion.

Additional skills and knowledge for prospective board members include:

- Business
- Education and literacy
- Financial planning and management
- Human resources
- Information technology
- Labour relations
- Legal expertise
- Management experience
- Marketing and public relations
- Risk management
- Stakeholder engagement
- Succession planning

## LIBRARY BOARD MEMBER JOB DESCRIPTION

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

Today's libraries need strong leadership. Governance must include ongoing budget oversight and a focus on future thinking to plan for a library that delivers on its vision and mission for the community.

### RESPONSIBILITIES

- To provide a comprehensive and effective public library service that reflects the community's needs.
- To make policies to govern library operations within the framework of government legislation and regulations and establish a regular review cycle.
- To define the Library's vision, mission and strategic direction and to secure adequate funding to achieve these goals.
- To hire and evaluate a competent and qualified Chief Executive Officer (CEO) who manages the daily operations of the library in accordance with library policy and established best practices.
- To work with the CEO to prepare a budget to meet the library's goals and objectives, and to present this budget to the municipal council.
- To delegate authority and resources to the staff to run the library.
- To practice due diligence.
- To be aware of local and other laws that affect library services.
- To be able to demonstrate the accountability and integrity of the board through its planning documents, budgets, policies and practices.
- To monitor and report regularly on the library's effectiveness to governing officials and the community.
- To act as a bridge between City Council, the library, and the community.
- To participate in professional development.

- To develop a succession plan and policy.
- To assess the board performance regularly.

Only the board has the authority to act or speak on behalf of the Library. Individual board members have no authority to act on their own.

## DESIRABLE QUALIFICATIONS

- Commitment, belief in the community and in the public library as an essential community service.
- Knowledge of the community's social and economic conditions.
- Aptitude for planning, organizational skills and creativity.
- A commitment to diversity, equity, and inclusion.
- Good communication skills. Willingness to discuss issues fully, listen to opposing viewpoints, and make reasoned decisions.
- Willingness to seek and listen to input from community members and community organizations.
- Ability to advocate on behalf of the library.
- Willingness to build knowledge and understanding of the broader library community.
- Willingness to devote time and energy.
- Be open to continuous learning.
- Have Internet access for emails, reports and video conferencing.

## RELEVANT EXPERIENCE

- Experience serving on volunteer boards or advisory committees.
- Demonstrated leadership abilities.

## TIME COMMITMENT

- Members are appointed to the Board for a term of four (4) years by City Council.
- The positions of board chair and vice chair are elected at the board's first meeting.
- Members are expected to prepare for and attend regular and special meetings of the library board. The Board typically holds ten regular meetings a year: January to June and September to December. The time and date of board meetings are scheduled subject to trustee availability.
- The time commitment includes preparation time to read and carefully consider reports and other information in the meeting package and monthly meetings of approximately two (2) hours.
- Board members may be expected to participate on board committees which are established to deal with specific issues such as planning, policy review, or hiring of the CEO.
- Board members may be asked to represent the library at public meetings, library events, and community events.
- Board members may be expected to participate in professional development including workshops, webinars, and conferences which may be offered virtually, locally, or provincially.

## COMPENSATION

- Library board members are volunteers and do not receive pay for their attendance at board meetings, training, or events.
- Library board members may be compensated for registration, mileage, accommodations, and meals while attending library conferences.

30 August 2022

<https://bookriot.com/book-banners-dont-know-what-a-book-ban-is/>

**CENSORSHIP**

# BOOK BANNERS DON'T KNOW WHAT A BOOK BAN IS

Danika Ellis Aug 3, 2022

If you open up any one of hundreds of news stories of right wing “parents’ rights” groups trying to have book removed from schools for having queer characters or mentioning the existence of sex, you might notice a common refrain: “We aren’t banning books. Anyone can buy it on Amazon if they want.” There are so many problems with this sentiment, but the first one is that it has become abundantly clear that book banners don’t actually know what a book ban is.

It seems like everyone wants to ban a book, and no one wants to be a book banner.

But the truth is that a book ban isn’t the same as making it illegal to buy or sell that book in the entire country. It’s not putting a book title in the same category as selling heroin or looking for elephant tusks on the black market. It’s absurd to shift the goal posts by trying to say that book banning is an on/off switch, where as long as someone, somewhere, somehow can access the book, it’s never been banned.

So what actually is a book ban? According to the [American Library Association](#), “A challenge is an attempt to remove or restrict materials, based upon the objections of a person or group. A banning is the

removal of those materials.” A book does not have to be removed *everywhere* to be banned. Usually, book bans happen on a local level: a book is banned from a school, a district, or — in circumstances that are unfortunately becoming less rare — a state.

This definition makes sense intuitively. After all, if someone is banned from a business, they don't immediately have to leave the country. We can ban things on a numbers of levels: it just requires someone of some authority to enforce it, whether that's a school principal or a politician. There are different degrees of book bans: a teacher may ban an author's books from being allowed in their classroom because of their personal distaste for their work, or a state representative could try to have whole categories of books (queer books, antiracist books, sex education books) banned from all schools in their state.

In some ways, it's encouraging that this wave of book banners is so uncomfortable having their action labelled accurately. It shows that even in that extreme corner that thinks that *Heather Has Two Mommies* is a kind of pornography and that being taught about Ruby Bridges is “reverse racism” — even they know that the people banning books are not generally the good guys.

It's important that we not let them sidestep this reality, though. If it was about parental choice, then they wouldn't be calling for these books to be removed from school and public libraries, which prevents families from making their own choices. Instead, they want to impose their

worldview — which is overwhelmingly white, cis, and straight — on everyone. This is why it's censorship and it's why it's a book ban.

Parents have always had the ability to control the media their child consumes, but they can't expect schools and libraries to mirror that and enforce it for them. That responsibility lies with the parent, especially because each family has their own definition of what is age appropriate. Libraries and public schools have a different mission: to represent and serve their entire community, including people of color, queer people, and trans people.

Building a book bonfire is not the only way to ban a book, and neither is making it illegal on a federal level — which would be a first. Book bans can be subtle and quiet, occurring in a single classroom, or they can be contentious affairs yelled over during a [library board](#) meeting, or they can be handed down by state representatives and enforced with lawsuits.

It's also disingenuous for this group to claim they're not trying to make these books illegal, considering the rise in lawsuits against anyone involved in carrying them, including [suing a bookstore for carrying \*Gender Queer\* and \*A Court of Mist and Fury\*](#). It's not necessary to make a book illegal in order to ban a book, but this wave of book banners is certainly not above exerting legal pressure in order to try to remove books from schools, libraries — and even bookstores.

To the book banners who are busy scouring books for one scandalous line in hundreds of pages, or printing out comic panels to wave at school

board meetings, or otherwise lobbying to remove books from readers' hands, I wish I could show you the beauty, hope, and life-saving effects of those books. I wish you could understand that the world offers so many incredible ways to be a person, and that these books help kids feel less alone. I wish you valued trans kids' lives over your own comfort. I wish you saw the necessity of tearing down injustice to build a better world. I wish you would use all that anger and energy to help make things better instead of painting over the problems that exist. I hope you embrace the whole abundant spectrum of people your kids may grow up to be. I wish you saw that the diversity shown in these books is what makes communities stronger and a better place to live. I hope you see that some day.

In the meantime, though, I have a request: own the book ban label. And if it makes you uncomfortable to call what you're doing book banning, explore that feeling a little longer, and see if that leads you somewhere different.

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If you want to fight book bans and censorship, check out Book Riot's [anti-censorship tool kit](#). To stay up to date with censorship news, subscribe to our [Literary Activism newsletter](#).

## **Memo to CFLA-FCAB Members**

### **From the CFLA-FCAB Intellectual Freedom Committee**

Re: Notices of Personal Liability

#### **Background**

Recently, several Canadian libraries have been served with a document titled: *Notice of Personal Liability Facilitating in Exposure of Minors to Sexually Explicit Materials, Performers, Activities and/or Event*. It is a form letter produced by [Action4Canada](https://action4canada.com) and can be found on their website at <https://action4canada.com/political-lgbtq-activism/>.

The *Notice* poses as a legal document, citing excerpts from the Criminal Code of Canada and accusing the recipient of contravening the law. It demands the removal of all the books found at a link on Action4Canada's website, plus any other books written by the authors on the list. Finally, the Notice alludes to Freedom of Information (FOI), demanding the library surrender any written communications or records associated with the selection and purchasing of those titles.

Libraries need to know that the Notice of Personal Liability...

- has no legal value with regards to its claims of the recipient breaking the law, and
- does not replace processes that the library already has in place to facilitate challenges to library materials, such as a Request for Reconsideration form.

Freedom of Information requirements and procedures vary across Canada. Recipients should consult their provincial or territorial legislation (see Appendix B).

#### **Recommended Response**

The *Notice* is flawed and misleading. Apart from the inaccuracies noted above, it refers to schools throughout yet has been sent to public libraries, and references SOGI 123 which is restricted to the British Columbia and Alberta curricula. The *Notice* appears to be an intimidation tactic created for widespread use in an organized campaign but may also be viewed as an individual library patron expressing their disapproval. Libraries may wish to inform the patron of existing policies and procedures by which patrons can request a formal review of a specific item in the collection, noting that a separate form must be completed for each item. (See Appendix A for a sample response.)

#### **Reporting**

The CFLA-FCAB Intellectual Freedom Committee is tracking this issue and encourages libraries receiving such a notice to report it to the CFLA-FCAB Challenges survey. Subsequent requests for reconsideration of individual titles or FOI requests should also be reported to the Survey in [English](#) or [French](#).

Additionally, the Centre for Free Expression (CFE) at Toronto Metropolitan University and the Book and Periodical Council (BPC) are interested in this development. For more information on these efforts, see their web pages. [CFE](#) [BPC](#)

Questions related to the Challenges Survey should be directed to the Intellectual Freedom Committee at [IFCchair@cfla-fcab.ca](mailto:IFCchair@cfla-fcab.ca).

## Appendix A

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_, \_\_\_\_\_ Public Library  
Re: "Notice of Personal Liability" from Action4Canada.com

Dear \_\_\_\_\_,

We have received your form letter\*, dated \_\_\_\_\_, found on the website <https://action4canada.com/>.

The \_\_\_\_\_ Public Library has a process in place for our patrons to express objections to a particular item in the Library's collection. Enclosed are sections of our policy manual relating to the selection of items, intellectual freedom, and challenges to materials. Also enclosed is a copy of the Request for Reconsideration of Library Materials form. Please note that a separate form must be completed in detail for each item before the Library will review a patron's request.

Kind regards,

\_\_\_\_\_

Enclosure:

Request for Reconsideration of Library Materials; Challenges to Library Materials; Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries; British Columbia Library Association Statement on Intellectual Freedom; Selection Policy; Parental Responsibility.

\* <https://action4canada.com/wp-content/uploads/liability-notice-pornographic-books-sogi-resources.pdf>

## Appendix B

### Freedom of Information Request

Legislation relating to freedom of information and protection of privacy exists at both federal and provincial levels in Canada. Federally supported libraries in prisons and federal departments are covered by federal [legislation](#) and the Government of Canada has published a [guide](#) that can be referred to.

Schools, public libraries, and other public bodies established by provincial legislation are subject to provincial or territorial acts. A list of such acts is included at the end of this memorandum.

CFLA-FCAB encourages all provincial, regional, and territorial library associations to review the legislation applicable to them and issue such specific guidance as is appropriate.

#### Canadian Provincial and Territorial Legislation

British Columbia

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00)

Alberta

[https://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg\\_type=Acts&isbncln=9780779762071](https://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg_type=Acts&isbncln=9780779762071)

Saskatchewan

<https://www.canlii.org/en/sk/laws/stat/ss-1990-91-c-f-22.01/latest/ss-1990-91-c-f-22.01.html>

Manitoba

<https://www.gov.mb.ca/fippa/index.html>

Ontario

<https://www.canlii.org/en/on/laws/stat/rso-1990-c-f31/latest/rso-1990-c-f31.html>

Quebec

<https://www.quebec.ca/en/access-information/>

New Brunswick

<https://www.canlii.org/en/nb/laws/stat/snb-2009-c-r-10.6/latest/snb-2009-c-r-10.6.html>

Nova Scotia

<https://www.canlii.org/en/ns/laws/stat/sns-1993-c-5/latest/sns-1993-c-5.html>

Prince Edward Island

<https://www.princeedwardisland.ca/en/legislation/freedom-of-information-and-protection-of-privacy-act>

Newfoundland and Labrador

<https://www.princeedwardisland.ca/en/legislation/freedom-of-information-and-protection-of-privacy-act>

Yukon

[https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2018/2018-0009/2018-0009\\_1.pdf](https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2018/2018-0009/2018-0009_1.pdf)

Northwest Territories

<https://www.justice.gov.nt.ca/en/access-to-information-held-by-public-bodies/>

Nunavut

<https://www.gov.nu.ca/sites/default/files/consolidation-of-access-to-informationand-protection-of-privacy-act.pdf>

June 30, 2022

## Memo

### Re: Notices of Personal Liability

Recently, public library CEOs and directors, teacher librarians, and school board officials have begun receiving a “Notice of Personal Liability” regarding books that are or may be in their library’s collection. The “Notice” claims that [62 books](#), part of the [SOGI \(Sexual Orientation and Gender Identity\) 1 2 3](#) resources, “have become an avenue to expose minors to sexually explicit, pornographic, and inappropriate teachings, materials, and activities.”

Prepared by a group named [Action4Canada](#) to oppose the British Columbia Ministry of Education’s use of these materials in the BC school curriculum, the “Notice of Personal Liability” is now being sent to public library heads to demand the removal of these 62 books from the library’s collection. The “Notice” threateningly says that, “According to Section 163.1 of the Criminal Code, it is an indictable offense liable to imprisonment, to exploit or expose minors to any form of pornography or sexually explicit material or activities.”

The “Notice” adds: “I further demand a Freedom of Information providing all the details (to include emails, attachments, and any other correspondence) of who approved these books, as well as the grounds for this approval, any instructions given from anyone else in relation to this approval, and minutes of all meetings in relation to all such approvals.”

*The “Notice” has no legal standing.* It is simply the signatory’s way of saying in a dramatic and intimidating manner that they dislike the 62 books and want the library to get rid of them. If any of the books contravened the *Criminal Code*, the sender of the “Notice” would not be sending a notice but would be taking legal action. Further, if they want to make an access-to-information request for library records, they must do that through their province’s access to information legislation, not by demanding it of the recipient of the “Notice.”

The response for anyone receiving a “Notice” is to simply file it. We recommend, however, that the library advise the person who sent the “Notice” that, should they wish to challenge an item in the library’s collection, they are free to complete the library’s “Request for Reconsideration of Materials” form to which you are providing them a link or a copy. Should they file the form, you can deal with it as you would any other challenge.

Finally, please share this letter with colleagues. As the soon to be released CFE Library Challenges Database is being built to keep a record of all challenges faced by libraries in Canada (public, school, academic, government), please let us know of any such notices or other challenges your library receives.

Regards,



James L. Turk  
Director

Centre for Free Expression  
Toronto Metropolitan University (formerly Ryerson University)

e: [cfe@ryerson.ca](mailto:cfe@ryerson.ca)

t: (437) 995-7396

w: [cfe.ryerson.ca](http://cfe.ryerson.ca)

## **Challenges Faced by Libraries: Programming and Collections Supporting LGBTQIA2S+ Communities – Guidance from the CFLA-FCAB Intellectual Freedom Committee.**

Libraries across Canada are experiencing increased pressure to remove library materials and [cancel programs](#) that feature LGBTQIA2S+ topics and presenters. The Canadian Federation of Library Associations – *Fédération canadienne des associations de bibliothèques (CFLA-FCAB)* Intellectual Freedom Committee – supports the decision of Canadian libraries to uphold Intellectual Freedom and champion Diversity and Inclusion through their collections and programming.

The Library is a place for people of all ages to access information and learn more about themselves and others—including the topics of gender and sexuality. Libraries offer a wide array of materials and services, reflecting the diversity of the communities we serve and providing a window to the wider world. While some people may feel specific content, speakers, authors, or topics are inappropriate, others will find them engaging, enjoyable and educational.

Libraries resist censorship, in accordance with the Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries, which states:

*It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.*<sup>1</sup>

Additionally, Canadian libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities or income.<sup>2</sup>

Featuring content and presenters from LGBTQIA2S+ communities during Pride month is consistent with the library's longstanding role in fostering understanding between community members throughout the year. Not everyone will support all of the services, content, topics, authors or speakers available through the library and we respect each person's right to choose what is best for them. Reflecting a wide range of viewpoints, ideas and perspectives through programming and collections creates opportunities for those who are interested to learn more about themselves and their neighbours.

Questions or comments related to this brief or Intellectual Freedom issues in general can be sent to [IFCchair@cfla-fcab.ca](mailto:IFCchair@cfla-fcab.ca).

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<sup>1</sup> CFLA-FCAB Statement on Intellectual Freedom and Libraries

<http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/> 2UN Universal D

<sup>2</sup> CFLA-FCAB Position Statement on Diversity and Inclusion

<http://cfla-fcab.ca/en/guidelines-and-position-papers/position-statement-on-diversity-and-inclusion/>



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**Subject: CEO Report for Summer 2022**

**Action: For Information**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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## **Pandemic Library Services Update**

There have been no changes to our pandemic posture over the Summer. In-person programming increased with the TD Summer Reading program. Surprisingly, we have recently been experiencing pressure on staffing levels due to COVID. We are reminded that the pandemic still has not ended.

After careful consideration, the Library will return to Sunday hours as of October 16, 2022, a month later than usual. This later start time will avoid a potential wave of COVID-19 with the return to school and provide library staff more time to recharge after a busy summer.

## **Contribute Vibrant Spaces**

Ms. Lindsay Harris, Manager of Operations, in consultation with OLC, SirsiDynix and Bibliotheca was able to fix a long-standing and highly technical problem with the Library's self-check kiosk machines. Self-check is now available for public use.

We received the following patron comment concerning our BiblioCore Discovery Layer of our catalogue:

*The search function is very well designed to maximize accuracy of searches. The simplicity of the search also improves access to the Woodstock collection making discovery of new materials possible. Honestly, it's the closest platform to emulate browsing the stacks in person.*

The Library also received the following comment via our website:

**Comment:** *always a joy to be able to go to the library. The knowledgeable, attentive, customer friendly staff always come through no matter what the query. The selection and choices offered to us the public are a richly varied and plentiful array of materials that quench that need to read. Thank you for all the efforts made,*

*Gratefully, Gina Kiellerman*

Restoration of the gardens impacted by the stone and brick repair work on the Carnegie section of the building was completed in late June.

The large pendant lantern hanging in the main entrance vestibule was repaired and a brighter LED bulb installed.

The installation of the new Bibliotheca security gates and patron traffic counter remains pending as we await an installation date from the vendor.

Author and journalist Gwynne Dyer is scheduled to present his lecture entitled “War, Close-Up and Big Picture” on November 1<sup>st</sup> at the Marketplace Theatre. This will be a joint event with the Oxford County Library. More details to come.

## **Strengthen Our Community**

The Southwestern Public Health Unit held pop-up COVID-19 immunization clinics at the Library on Fridays during June and July. 412 individuals received vaccinations at 7 clinics. With the announced changes in eligibility for 2<sup>nd</sup> booster shots for adults and immunization for children, the clinic outgrew the space and it was moved to a larger venue in early August.

## **Reinforcing Our Capabilities**

The Library CEO attended the Social Planning Council of Oxford’s (SPCO) Leading in Uncertain Times: Workshop, Networking and AGM on June 21<sup>st</sup> at the Ingersoll Seniors Centre and made contacts with a number of attendees.

The Library Staff attended the United Way Oxford’s Lemonade Block Party on June 17<sup>th</sup> on the green space next to the Library.

The Library applied to the Province for the annual Public Library Operating Grant (PLOG) on August 31<sup>st</sup>. The grant is valued at \$60,170 and should arrive via electronic transfer sometime in October.

Respectfully Submitted,

David I. Harvie  
Chief Executive Officer



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**Subject: Public Services Report for July and August**

**Action: For Information**

**Prepared by: Darlene Pretty, Manager of Public Services**

**Meeting of: September 13, 2022**

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### **Contribute Vibrant Spaces**

It was a vibrant and busy library this summer with the return to in-person programming for children, teens, and adults. The Children's department was busy with families playing Bingo as part of the TD Summer Reading Program and joining in on the weekly scavenger hunt. While the online component of the reading program allowed children to participate from home during the past two years of COVID-19, it is wonderful to have the children back in the library interacting with the staff and choosing their books. Summer Reading engagement was up 204% from 2021. Our children's storytimes and craft programs were also very well attended, and we saw an increase in attendance of 74% over last year's virtual programs. Our weekly teen drop-in on Tuesday evenings was very well attended, and many adults participated in the adult summer Beanstack book club.

There is still a place for good virtual programming in the new age of hybrid library programming. The Virtual Trail Guide program created by librarian, Liam Gillis, was a great success, with links to our Library YouTube channel that highlighted all the hiking trails, walkways, and bike paths in and around Woodstock. We had a total of 156 views over the summer, which is fantastic! This helpful resource will continue to be viewed long after the summer is over.

### **Strengthen Our Community**

This week we welcome our new Community Outreach Librarian, Ailish Farrelly. Ailish has excellent programming and outreach experience working for Mississauga Public Library and Brantford Public Library where she had daily contact with marginalized populations and provided excellent programming for culturally diverse communities.

Ailish's priorities will be to reach out to current community partnerships and then to begin developing new connections with our community.

The Library will be participating in the Alzheimer's Society Southwest Partners Finding Your Way Scavenger Hunt on Saturday, September 24. This program will provide a fun way for people to get out into their community, raise awareness, and learn about dementia and living safely in the community. The Library will be one of the stops for the Oxford leg of the hunt, and participants will have a question they need to ask our staff for the correct answer before moving on to their next destination.

## **Reinforcing Our Capabilities**

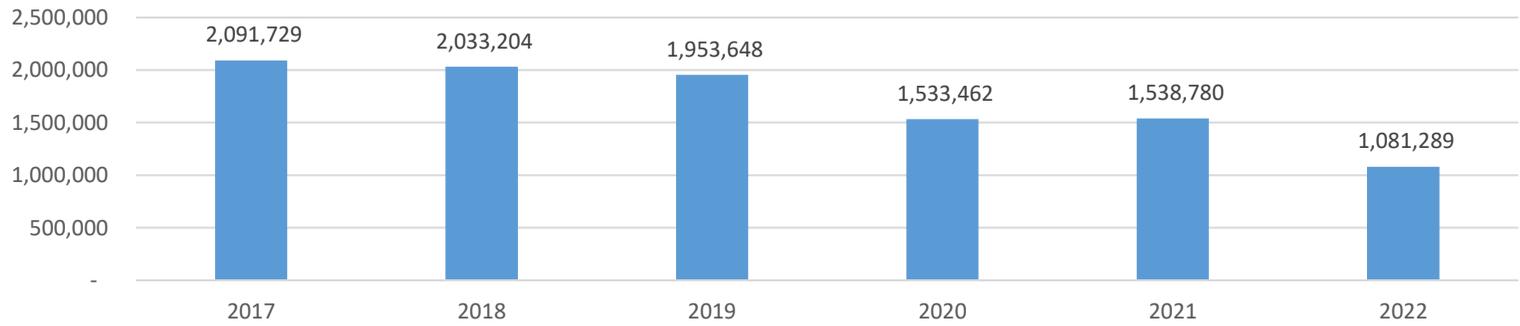
Planning is underway for this year's staff training day to be held November 3. All staff will be receiving Customer Service and De-escalation training through CAMH. This workshop will provide our staff with the skills and confidence to support people during challenging interactions and is rooted in the foundations of a trauma-informed, customer-centered approach.



# Woodstock Public Library

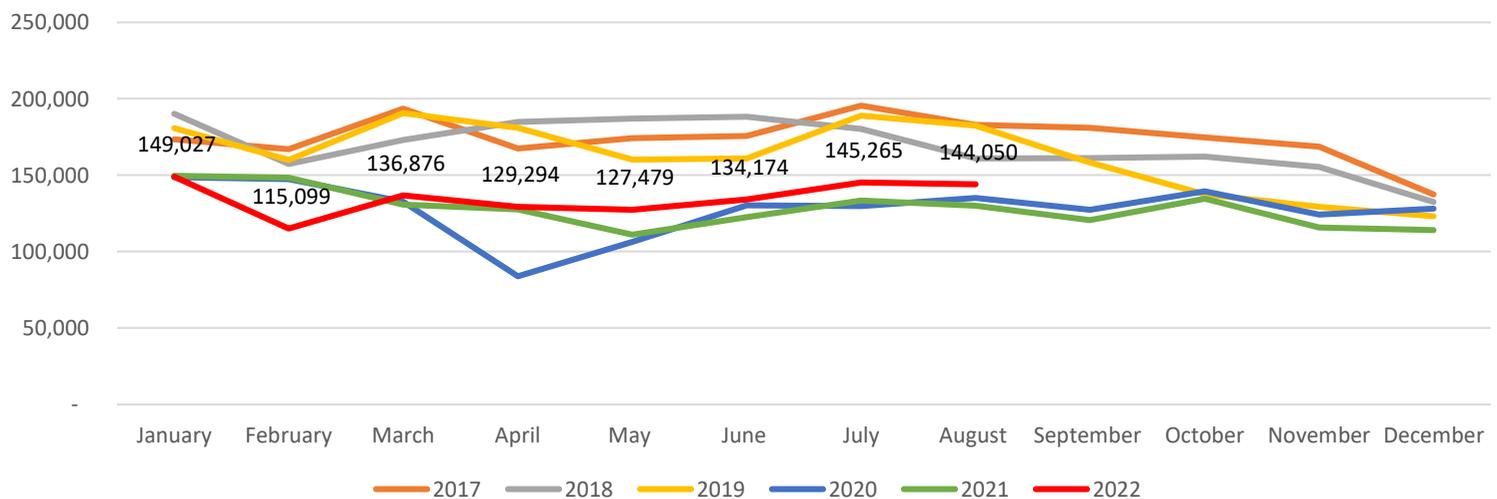
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

## Total Library Uses 2017 - Present

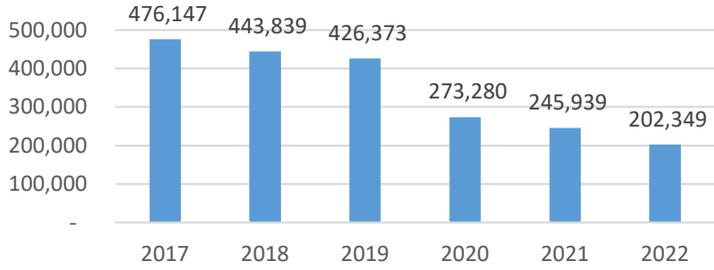


2022	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	18,350	3,018	96,293	26,551	827	46	668	3,299	<b>149,052</b>
February	20,032	7,086	66,083	17,026	652	241	672	3,307	<b>115,099</b>
March	26,531	12,599	72,960	19,802	1,126	611	1,007	2,240	<b>136,876</b>
April	25,638	12,230	65,093	20,849	1,057	829	1,047	2,551	<b>129,294</b>
May	25,176	12,400	64,441	20,577	1,122	762	1,235	1,766	<b>127,479</b>
June	25,747	14,412	68,708	17,676	3,876	845	1,303	1,607	<b>134,174</b>
July	30,287	17,928	71,927	17,718	3,337	1,240	1,188	1,640	<b>145,265</b>
August	30,588	16,688	78,798	11,564	2,062	1,245	1,088	2,017	<b>144,050</b>
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>202,349</b>	<b>96,361</b>	<b>584,303</b>	<b>151,763</b>	<b>14,059</b>	<b>5,819</b>	<b>8,208</b>	<b>18,427</b>	<b>1,081,289</b>

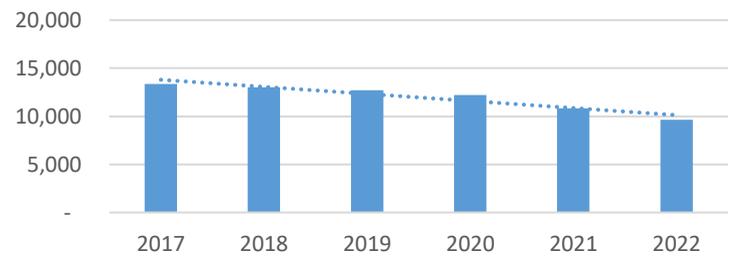
## Total Library Uses by Month 2017 - Present



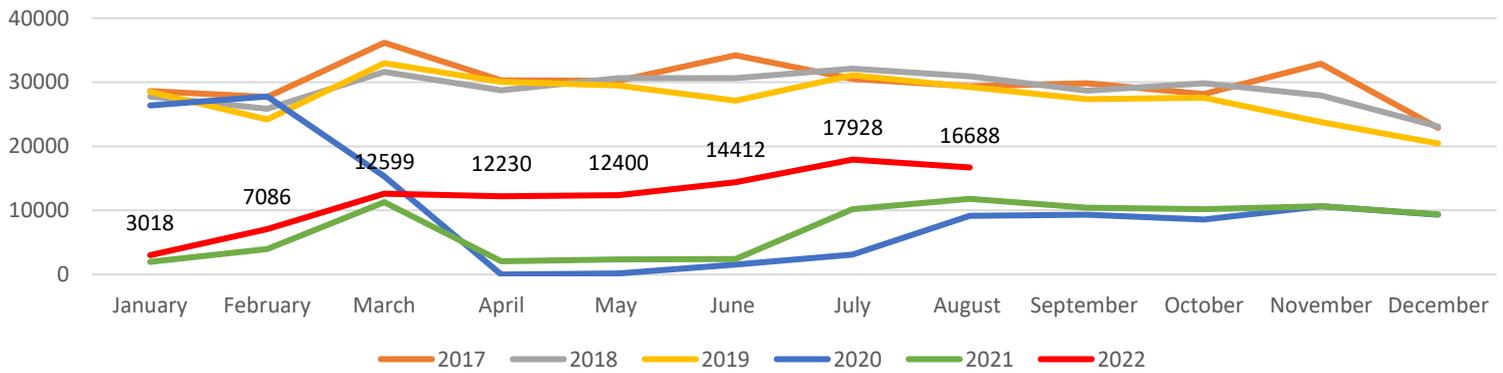
### Annual Library Circulation Total 2017-2022



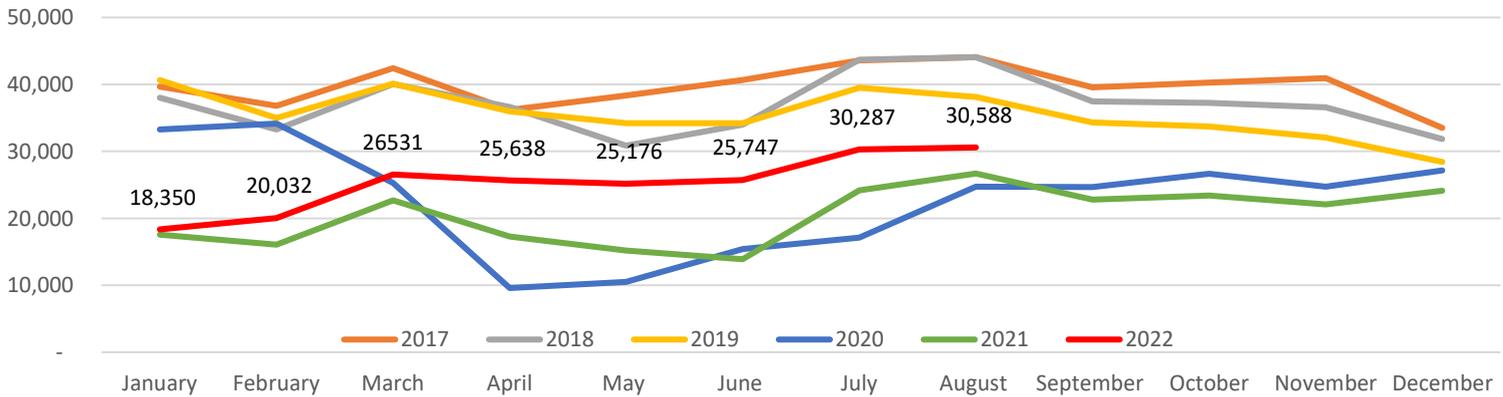
### Monthly Average Active Users Count 2017-2022 YTD



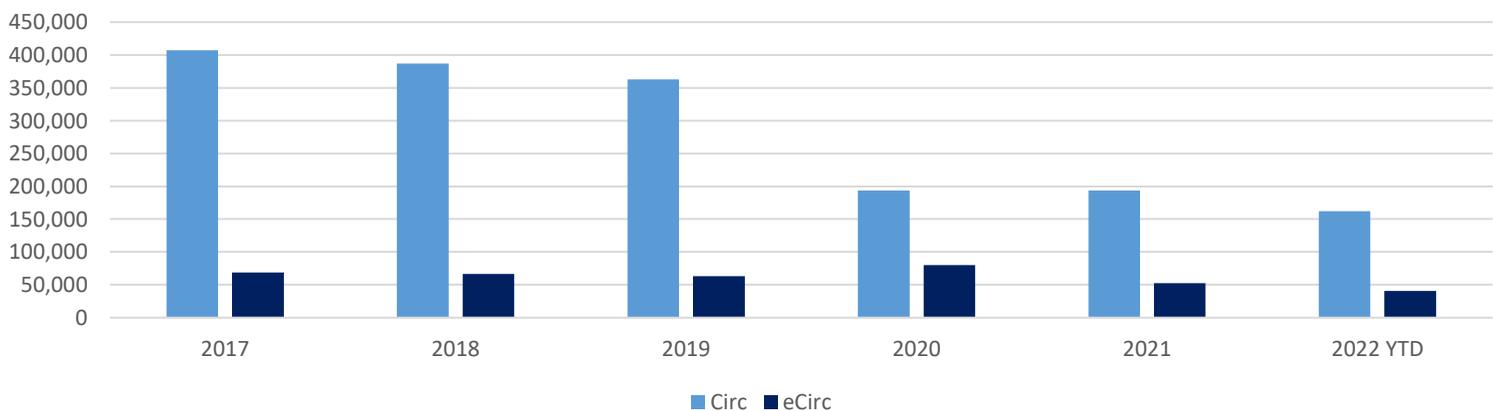
### In Person Visits - 2017-2022



### Total Circulation by Month - 2017-Present (Physical & Digital)



### Annual Circulation by Type 2017-Present





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**Subject: Board Policy Review Progress Update**

**Action: For Information**

**Prepared by: David. I. Harvie**

**Meeting of: September 13, 2022**

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## **Recommendation**

That the Woodstock Public Library Board receives this report as information.

## **Background**

At the June, 2022 Library Board Meeting, the question was asked about how many policies the Board has reviewed and approved during its tenure to date, and what other policy development work is required.

## **Discussion**

The list below identifies the 21 policies approved by the Board as of June, 2022.

### **Policies Approved by Board (Date of Review/Approval)**

- Board Procedural Bylaw – December 2019
- Collection Development – January 2020
- Library Board Code of Conduct – January 2020
- Library CEO Job Description – January 2020
- CEO Performance Evaluation – January 2020
- Proctoring Policy – February 2020
- Public Use of Library Facilities – June 2020
- Library Board Member Recognition Policy – October 2020
- Bulletin Boards and Distribution of Free Materials – June 2020
- Public Use of Library Facilities – June 2020
- Safety and Conduct of Children in the Library – September 2020
- Prevention of Workplace Violence & Harassment – January 2021

- Access to Information and Protection of Privacy – January 2021
- Video Surveillance Policy – January 2021
- Use of Library During Elections Policy – February 2021
- Health & Safety Policy – March 2021
- Circulation Policy – June 2021
- Inclusion and Diversity Policy – September 2021
- Purchasing and Disposal Policy – March 2022
- Disconnect from Work Policy – April 2022
- Programming Policy – June 2022

### **Policies Pending Review or Development**

The following lists policies still requiring review by the Board. Some should be merged with other policies and others rescinded.

#### **Library Services – (Date of Review/Approval)**

- Deposit Collections – November 2010
- Hours of Operation – November 2010
- Trespass Notices – November 2010
- Accessibility – December 2012
- Public Code of Conduct – November 2018
- Public Internet Services Policy - November 2018

#### **Personnel Policies – (Date of Review/Approval)**

- Gifts and Gratuities – November 2010
- Expressions of Sympathy – November 2010
- Benefits – November 2010
- Overtime – April 2002
- Vacation Carry-over – November 2010
- Staff Privileges – Exemption from Fines/Fees – November 2010
- Nepotism – May 2004
- Use of Computer Systems – November 2010
- Use of Internet and e-mail – November 2010
- Volunteer Privileges – June 1994

#### **Financial Policies**

- Signing Authorities – November 2010
- Variance Policy – November 2010
- Monetary Donations – November 2010
- Corporate Sponsorships – November 2010
- Approval of Expenses – November 2010
- Mileage Allowance – June 1994

### **Administration Policies**

- Retention of Records – November 2010

### **Recommended New Policies**

- Electronic Monitoring Policy
- Staff Appreciation & Recognition Policy
- CEO Succession Policy
- Social Media Policy

Respectfully submitted,

David I. Harvie  
Library CEO



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**Subject: Policy – Use of Library Computer Systems**

**Action: For Review and Approval**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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## **Recommendation**

That the Woodstock Public Library Board rescind the Use of Internet and Email Policy and the Use of Computer Systems Policy.

That the Woodstock Public Library Board approves the proposed Use of Library Computer Systems Policy as presented.

## **Background**

The Library's policies concerning use of the library's computer network, Internet and email were last reviewed by the Board on November 15, 2010.

Recent changes to the *Employment Standards Act (ESA)* made by the *Working for Workers Act, 2022*, now requires employers with 25 or more employees to have a written policy on electronic monitoring in place by October 11, 2022.

The ESA now requires a policy that states whether or not the employer electronically monitors employees. If the employer does, the policy must include:

- a description of how and in what circumstances the employer may electronically monitor employees,
- the purpose for which the information obtained through electronic monitoring may be used by the employer, and
- the date the policy was prepared and any revision dates.

The employer is also required to provide a copy of their policy to all employees.

More details about the requirements were provided on July 13, 2022 in a revision of the *Employment Standards Act 2000 Guide*.

While the ESA does not define “electronic monitoring”, the guide clarifies that electronic monitoring includes “all forms of employee and assignment employee monitoring that is done electronically.” It provides the following examples of electronic monitoring:

- Use of GPS to track the movement of an employee’s delivery vehicle.
- Use of an electronic sensor to track how quickly employees scan items at a grocery store check-out.
- Tracking the websites that employees visit during working hours.

Among other things, the ESA Guide:

- Confirms that the ESA requirements:
  - *“do not establish a right for employees not to be electronically monitored by their employer”,*
  - *“do not create any new privacy rights for employees”,*
  - *“do not affect or limit an employer’s ability to use information obtained through the electronic monitoring of its employees in any way it sees fit”.*
- States that the ESA does not limit an employer’s use of information obtained through electronic monitoring to the purposes stated in the policy.
- Clarifies that the policy may be a stand-alone document or part of a comprehensive workplace policy document.

## Discussion

The proposed new policy combines the previous Board policies on computer systems use and Internet and email use by Library employees with the new requirements concerning electronic monitoring.

The Library monitors staff as follows:

- a) **Staff Safety:** Staff who work alone at night in the building are monitored to ensure their safety. Staff are monitored for sudden falls or periods of lengthy inactivity that might be an indication of a medical emergency.
- b) **Systems Performance and Statistics Collection:** Staff activity may be monitored to compile metrics in order to analyze and improve library operations and workflow, or to report statistics to the Board and Ministry.

- c) Investigations: The Library may access and monitor system data in order to investigate patron misbehavior and staff performance.
- d) Building Security: The Library may access and monitor data concerning the access to the building to ensure the security of the library building

Respectfully submitted,

David I. Harvie  
Library CEO



# Woodstock Public Library Policy

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**Policy Name:** Computer and Technology Acceptable Use Policy

**Category:** Personnel

**Version:** 5 August 2022

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## **POLICY STATEMENT AND RATIONALE**

The purpose of this policy is to outline the Board's expectations regarding the use of the Library's information technology resources for staff and volunteers, ensure the integrity of the Library's computer infrastructure and data, and identify the purposes, methods and circumstances under which the Library may electronically monitor its employees.

This policy does not cover the use of the Library's video surveillance system, which is a separate policy.

## **SCOPE**

This policy applies to all staff and volunteers of the Woodstock Public Library and external organizations that may directly or indirectly require access to Library computer IT resources.

## **DEFINITIONS**

*"Board"* means the Woodstock Public Library Board.

*"CEO"* means the Chief Executive Officer of the Woodstock Public Library.

*"Computer IT Resources"* means all library information technology systems, or applications that store, process or transmit information. All network infrastructure and computer hardware, storage, software and applications, mobile devices and telecommunications systems.

*"Data"* means all information residing on Library networks, external storage, and devices that include but are not limited to files, voicemail, databases, transactional streams, and logfiles.

*"Electronic Monitoring"* means all forms of employee and assignment employee monitoring that is done electronically.

“*Library*” means the Woodstock Public Library.

“*Staff*” means an employee of the City of Woodstock Public Library.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Statement of Authority**

1.1 This policy is in accordance with the *Public Libraries Act, 1990*, and the *Employment Standards Act, 2000*.

### **2.0 Responsibility**

2.1 The Library CEO is responsible for implementing the appropriate procedures in accordance with this policy.

2.2 Under the authority of the CEO, responsibility for the administration, monitoring and security of the Library’s computer resources and data rests with the Manager of Operations.

### **3.0 Guiding Principles**

3.1 Use of the Library’s computer IT resources and Internet access are provided to staff as business tools to assist them in performing their work-related duties.

3.2 While carrying out library business, staff and volunteers are provided access to the library’s computer network and data based on the following principles:

**Need to Know:** Staff and volunteers will be granted access to systems and data that are necessary to fulfil their roles and responsibilities.

**Least Privilege:** Staff and volunteers will be provided the minimum privileges necessary to fulfill their roles and responsibilities.

3.3 Computer equipment, devices and electronic records are the property of the Board. The Board has the right to access and monitor all equipment, devices and electronic records.

3.4 The use of the Internet and email systems shall comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, the *Public Libraries Act* and other applicable laws.

### **4.0 Staff Responsibilities**

4.1 Staff are expected to use their best judgement and demonstrate a sense of responsibility when using Library computer IT resources.

- 4.2 All work undertaken shall be performed in an ethical and lawful manner, demonstrating integrity and professionalism.
- 4.3 Staff will abide by the limits set out in the "Unacceptable Computer Resources Use" section of this policy.
- 4.2 Staff are responsible for safeguarding their passwords and for all transactions made using their passwords. Individual passwords, logon ID, internal network configurations, addresses and system names must not be transmitted in email messages, printed, stored online, or shared with others. Staff suspecting that their access passwords have been compromised, should take steps immediately to change their password, and notify the Manager of Operations.
- 4.3 Abuse of this policy will be subject to appropriate discipline, which may include dismissal of an employee or termination of a contractor's contract.

## **5.0 Cyber Training**

- 5.1 All staff are required to take mandatory cyber security training on the use of library systems during their orientation period.

## **6.0 Authorized Licenced Software**

- 6.1 Only licenced software and registered shareware acquired by, and paid for by the Library, is to be operated on the Library's computer network. In order to protect the integrity of licences and network security, staff are expected to adhere to the following guidelines:
- a) Only licenced software authorized by the Manager of Operations is to be installed on library computers.
  - b) Board licenced software is not to be copied or transferred to home computers without the consent of the Manager of Operations.
  - c) No software of a personal nature is to be maintained on the Board's computer network.

## **7.0 Personal Use of Computer IT Resources by Staff**

- 7.1 Limited and occasional personal use of the Library's computer IT resources are permitted within these general guidelines:
- a) Personal use will be on an employee's own time.
  - b) Staff will not use Library IT computer resources for private business purposes.
  - c) Personal use will not interfere with any work-related activity or impact network operations.

- d) Employees will supply their own expendable materials.
- e) Staff acknowledge that the Board retains the right to access and monitor their activities as deemed necessary by the Board.

## **8.0 Unacceptable Computer Resources Use**

8.1 These restrictions apply to all internal and external use of all computer resources and data by all users, regardless of geographical location. The following practices are improper and unacceptable:

- a) Transmitting or releasing sensitive, confidential, proprietary or privileged information to anyone not authorized by the CEO or their delegate to receive it.
- b) Sending, storing or soliciting communications containing material which is fraudulent, harassing, pornographic, profane, obscene, vulgar, intimidating or unlawful;
- c) Participating in controversial or inappropriate Internet discussion groups such as pornographic, hate-based or terrorist discussion groups.
- d) Downloading copyrighted content from the Internet, except for research purposes or non-commercial use.
- e) Interfering with, removing or bypassing any security features or devices designed to protect data, whether Library data or not, from viruses, unauthorized external access or other security risks.
- f) Intentionally broadcasting messages or participating by propagating non-business documents/messages such as chain letters or knowingly transmitting destructive programs (viruses and or self-replicating code).
- g) Sending mass mailings that have not been authorized by an appropriate Library manager.
- h) Disrupting the Library's ability to perform its mission.
- i) Engaging in any activity intended to cause congestion or disruption of networks and systems.
- j) Attempting to send anonymous transmissions or to falsify information regarding the originator by any means including use of another user's identification or login ID.
- k) Downloading and installing software from the Internet, CD-ROMs, thumb drives or elsewhere onto computer resources without the Manager of Operations' written permission to do so.

- l) Using any software without a valid license.
- m) Distributing or copying software without prior written permission from the Manager of Operations.
- n) Sending or soliciting transmissions of commercial or personal advertisements, solicitations, promotions, political material or other material for unauthorized or personal use.
- o) Storing personal data.
- p) Conducting any personal business venture or money-making activity.
- q) Connecting unauthorized devices to the Library's network without obtaining prior approval from the Manager of Operations.

## **9.0 Electronic Monitoring of Employees**

9.1 The Library has the capability to monitor library staff, but will only access data in the following cases:

- a) **Staff Safety:** Staff who work alone at night in the building are monitored to ensure their safety. Staff are monitored for sudden falls or periods of lengthy inactivity that might be an indication of a medical emergency.
- b) **Systems Performance and Statistics Collection:** Staff activity may be monitored to compile metrics in order to analyze and improve library operations and workflow, or to report statistics to the Board and Ministry.
- c) **Investigations:** The Library may access and monitor system data in order to investigate patron misbehavior and staff performance.
- d) **Building Security:** The Library may access and monitor data concerning access to the building to ensure the security of the library building.

## **10.0 Disclaimer**

10.1 This policy may be amended or revised at any time by the Board.

10.2 This policy supersedes all other Board policies with regard to the use of the Library's computer IT resources and data by staff and volunteers.

10.3 This policy is not meant to be exhaustive; additional rules, procedures and guidelines regarding the use of the Library's computer IT resources and data, may be introduced at any time, as deemed necessary by the CEO.

10.4 The Manager of Operations may change, bypass or disable an employee's password or other security mechanisms at any time without permission or advance notice to the employee.

## **RELATED DOCUMENTS AND POLICIES**

*Woodstock Public Library - Video Surveillance Policy*

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

*Employment Standards Act, 2000, S.O. 2000, c.41*

*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

## **DOCUMENT REVISION RECORD**

Developed By: D. Harvie  
Date: 5 August 2022  
Adoption Date:  
Effective:  
Resolution No.: 22\_\_  
Review Cycle: Once per Term  
Last Reviewed: 13 September 2022



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**Subject:            Trespass Policy**

**Action:            For Review and Approval**

**Prepared by:     David I. Harvie**

**Meeting of:       September 13, 2022**

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## **Recommendation**

That the Woodstock Public Library Board approves the draft Trespass Policy as presented.

## **Background**

The Board last reviewed its Trespass Notices policy November 15, 2010.

## **Discussion**

The revised draft policy includes the following:

- General guidelines.
- The ability to suspend rather than exclude individuals from the Library.
- Exclusions now extend to virtual programs and services.
- The option of lifetime bans under extreme circumstance.
- An expanded appeals process section and criteria for appeals.
- Reinstatement requirements.
- Accessible policy document format.
- Definitions.

Respectfully submitted,

David I. Harvie  
Library CEO



# Woodstock Public Library Policy

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**Policy Name:** Trespass Policy

**Category:** Library Services

**Version:** 4 July 2022

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## POLICY STATEMENT AND RATIONALE

The Woodstock Public Library is committed to creating and maintaining a safe and welcoming environment for everyone in our community. We ask that all patrons do their part in making the library an enjoyable space for all, by following the Library's Patron Code of Conduct.

This policy outlines the approach to handling situations in which a person's disregard for appropriate conduct at the Library requires action that may in some cases include the issuing of a Trespass Notice under the *Ontario Trespass to Property Act*. It also identifies the appeals process for people who are excluded as a result of misconduct.

## SCOPE

This policy shall apply to all patrons of the Woodstock Public Library, across physical and virtual locations.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

"CEO" means the Chief Executive Officer of the Woodstock Public Library.

"Exclusion" means when a member of the public loses access to all library services and is not allowed to enter the Library or be on Library property at any time, for any reason, during a specified period of time.

"*Library privileges*" means all library services, as well as contacting the Library in person, by phone, email or using digital services for which a Library card is required.

"*Library*" means the Woodstock Public Library.

"*Library Board*" means the City of Woodstock Public Library Board.

*“Library property”* means all library buildings and property of the Woodstock Public Library, whether leased or owned.

*“Mitigating factors”* means factors that impact the severity of the exclusion or the culpability of the act and may influence the length of exclusion, including, but not limited to, the individual’s age, mental or physical ability, or the circumstances of the incident.

*“Reinstatement”* means the end of an exclusion and restoration of all library privileges.

*“Staff”* means an employee of the City of Woodstock Public Library.

*“Suspension”* means when a member of the public is not allowed to enter the Library premise or property for a specified amount of time, but still retains the use of their library privileges.

*“Violence”* for the purposes of this policy, includes, but is not limited to physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault) and any verbal threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property, even in the absence of fear of immediate bodily harm.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Authority**

- 1.1 The Library Board has legal authority under Section 23(4)c of the *Ontario Public Libraries Act, R.S.O. 1990, c. P.44*, to make rules *“for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property.”*
- 1.2 The Library Board may exclude individuals from library property under the *Ontario Trespass to Property Act, R.S.O, c. T.21*.
- 1.3 The Board authorizes the CEO to exclude persons from the Library and issue Notices of Trespass, as deemed necessary by the CEO and designated staff.
- 1.4 The CEO is accountable for the overall administration of this policy.

### **2.0 General Guidelines**

- 2.1 Staff will apply this policy in a fair and equitable manner, both substantively and procedurally.
- 2.2 The severity of the penalty imposed will reflect the nature of the offence.
- 2.3 When possible and appropriate, staff will inform the person of how they violated the Library’s Patron Code of Conduct, and ask the offending individual to change

their behaviour to conform to the Code. If such a change is not evident or forthcoming, that individual will be asked to leave the premises.

- 2.4 Any violation of the Patron Code of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library, and prosecution.
- 2.5 Staff are instructed to call police immediately if they consider that a member of the public is breaking the law, or poses a real or potential threat to the safety and well-being of other patrons and/or library staff.
- 2.6 During virtual programs and events, participants are bound by all applicable library policies, including the Library's Patron Code of Conduct, and will be removed from the Library's virtual environment as deemed necessary by staff.

### **3.0 Suspensions**

- 3.1 A suspension of one day from the library may be applied when a minor transgression of the Patron Code of Conduct occurs, that may include, but not limited to, disruptive, intrusive, threatening, abusive or discriminatory language or behavior, attempted theft and minor vandalism.
- 3.2 Suspensions may be issued by a manager, supervisor, staff person in-charge (PIC), or a librarian.
- 3.3 Some or all of the following actions may be taken by the staff depending on the nature of the situation:
  - a) Staff will inform the person of how they have violated the Library's Patron Code of Conduct.
  - b) An immediate verbal warning will be given to the person by the staff member.
  - c) The person will be expelled from the Library.
  - d) In every case, staff will complete an incident report recording the name of the person responsible for the breach in the Rules of Conduct.

### **4.0 Exclusions**

- 4.1 An exclusion for a period of one (1) month to three (3) years from the Library may be applied when a major transgression of the Patron Code of Conduct occurs, that may include, but not limited to, violence, threat of violence, vandalism, theft or persistent disregard for the Code.
- 4.2 In extreme circumstances, a life-time ban may be imposed on an individual at the discretion of the CEO.

- 4.3 Some or all of the following actions may be taken by the staff depending on the severity of the situation:
- a) Staff will inform the person of how they violated the Library's rules.
  - b) The person will be expelled from the Library and property.
  - c) A Notice of Trespass letter will be issued by the CEO or designated staff to the person, informing them that they have been excluded from the Library building, property and services. The letter of notice will include:
    - i. The period of exclusion.
    - ii. The reason for the exclusion.
    - iii. A notification that the person has the right to appeal the exclusion and the information on the appeals process.
    - iv. The date of reinstatement of Library privileges.
- 4.4 Extensions to exclusion periods may be added by the CEO, if the individual ignores the conditions for their exclusion. The length and reason for the additional time will be communicated by letter to the excluded individual, along with a new date of reinstatement.
- 4.5 At the discretion of the CEO, excluded individuals may be allowed access to the Library's digital collections and resources, while denied in-person onsite library services during the period of their exclusion.

## **5.0 Appeals**

- 5.1 A patron has a right to appeal an exclusion or extension of exclusion, in writing to the CEO.
- 5.2 Appeals must include the following information:
- a) Name, address and phone number.
  - b) Library card number.
  - c) Email address.
  - d) Date of exclusion.
  - e) Reasons that demonstrate why the individual should be reinstated and what has changed since the exclusion was implemented.

## **6.0 Criteria for Appeals**

- 6.1 The Library will use the following criteria when determining whether to grant an appeal or reinstatement of Library privileges:
- a) The circumstances surrounding the exclusion.
  - b) The safety of the public and staff.
  - c) The past behaviour of the person making the application with regard to the Patron Code of Conduct.
  - d) The person's reasons for appealing their exclusion or seeking reinstatement, as well as other mitigating factors.
  - e) Where applicable, whether the person has reimbursed the Library for all expenses incurred as a result of the person's actions.
  - f) Whether the exclusion procedures were applied in accordance with the provisions of this policy.
- 6.2 Decisions made by the CEO on appeals are final.

## **7.0 Reinstatement**

- 7.1 For exclusions of one (1) to twelve (12) months, a reinstatement occurs automatically when the exclusion period ends.
- 7.2 For exclusions of more than one (1) year, the person must apply for reinstatement to the CEO in writing after the period has ended.

## **RELATED DOCUMENTS AND POLICIES**

*Public Libraries Act, R.S.O. 1990, c. P.44*

*Trespass to Property Act, R.S.O, c. T.21.*

*Woodstock Public Library – Code of Conduct (Public) Policy*

## **DOCUMENT REVISION RECORD**

Developed By: D. Harvie  
Date: 28 June 2022  
Adoption Date:  
Effective:  
Resolution No.: 22\_\_  
Review Cycle: Once per Term  
Last Reviewed: 13 September 2022



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**Subject: Sponsorship Policy**

**Action: For Review and Approval**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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## **Recommendation**

That the Woodstock Public Library Board approves the proposed Sponsorship Policy as presented.

## **Background**

The Sponsorship Policy was approved by the Library Board in November, 2010, and has not been reviewed by the Board since that time.

## **Discussion**

The proposed policy revises the existing one and incorporates best practices from other public libraries. It includes the following additions:

- Improved general guidelines and criteria.
- Sponsorship solicitation.
- A process for sponsorship approvals.
- The requirement for written agreements.
- Accessible policy document format.
- Additional definitions.

Respectfully submitted,

David I. Harvie  
Library CEO



# Woodstock Public Library Policy

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**Policy Name:** Corporate Sponsorship Policy

**Category:** Finance

**Version:** 5 July 2022

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## POLICY STATEMENT AND RATIONALE

The Woodstock Public Library welcomes and encourages the business community and other organizations to support the Library through the establishment of sponsorships that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance events, program activities and services to the community.

This policy outlines the rules and guidelines to govern the solicitation and acceptance of corporate sponsorships.

## SCOPE

This policy applies to all arrangements when an external organization sponsors or contributes to Library programs, events, activities, and services.

This policy does not apply to:

- philanthropic gifts or donations.
- grants or funds obtained from any other levels of government.
- arrangements where the Library sponsors or contributes to external projects or other organizations.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

*“Advertising”* means a business arrangement where an external organization purchases, buys or leases space, or time, on Library property or in publications for the purpose of communicating with the public. Advertising does not generally imply an association between the advertiser and the Library as is the case with a sponsorship.

*“CEO”* means the Chief Executive Officer of the Woodstock Public Library.

“*Donation*” means a philanthropic gift when a donor contributes cash and/or in-kind goods or services to the Library without expectation or requirement of a reciprocal benefit. While most donors expect some form of recognition as a result of their gift, the recognition is marginal in value relative to the value of the gift as defined by the Canada Revenue Agency.

“*Library*” means the Woodstock Public Library.

“*Library Board*” means the City of Woodstock Public Library Board.

“*Sponsorship*” means a mutually beneficial exchange between the Library and an external organization whereby the sponsor receives a benefit of reciprocal value, such as recognition, acknowledgement, or other promotional considerations, in return for providing cash, products and/or in-kind services to the Library. A sponsorship is designed to benefit both parties; it is not a philanthropic gift.

“*Staff*” means an employee of the City of Woodstock Public Library.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Authority**

1.1 The CEO is accountable for the overall administration of this policy.

### **2.0 General Guidelines**

2.1 The Library endorses the Canadian Library Association’s *Position Statement on Corporate Sponsorship Agreement in Libraries (1997)*.

2.2 Sponsorship does not imply endorsement of products or services by the Library.

2.3 Sponsorships cannot be made conditional on Library performance outcomes.

2.4 The Library will ensure the confidentiality of patron records by not selling or providing access to library records.

### **3.0 Sponsorship Solicitation**

3.1 The Library is committed to an open, competitive, transparent and accountable sponsorship process as possible, while being sensitive to the need for confidentiality with respect to the potential sponsor’s business interests, particularly during the negotiation phase.

3.2 As a general principle:

- a) All suitable and potentially interested external organizations will be given access to information about sponsorship opportunities available with the Library and should have full opportunity to participate.

- b) In soliciting sponsors, reasonable effort will be made to identify and approach a number of potentially interested and suitable sponsors for each available sponsorship opportunity.
- c) Single sourcing of sponsorship opportunities will be avoided where possible, but may be considered under the following circumstances:
  - i. Severe time constraints that preclude the normal process.
  - ii. Only one interested and suitable potential sponsor can be identified.
  - iii. When the Library is approached by an external organization with an unsolicited sponsorship proposition, and it is considered inappropriate to seek competing proposals from other organizations based on the same concept.

#### **4.0 Approval of Sponsorships**

- 4.1 Prior to the solicitation of sponsors for a Library project or event, the sponsorship component of the project must receive concept approval from the CEO or their designate.
- 4.2 Formal proposals of sponsorship will be brought forward by the CEO to the Board for its review and approval.
- 4.3 The Board reserves the right to refuse any sponsorship it deems inappropriate or unsuitable to the Library's mission, goals, policies, reputation and best interests.
- 4.4 Once negotiations are complete, and appropriate approvals have been received from all parties, the general terms of the sponsorship will be included in a Board report and will be made available as public information at the appropriate time.

#### **5.0 Sponsorship Agreement Criteria**

- 5.1 In developing sponsorship arrangements the Library will:
  - a) Not undermine the integrity of the non-commercial public space that the Library provides.
  - b) Not compromise the public service objectives and practices of the Library or of the sponsored event, service, program or activity.
  - c) Protect the principle of intellectual freedom and equity of access to its programs, services and collections.
  - d) Not permit sponsors to have any undue impact on the policies and practices of the Library or the information provided by the library, or to influence or alter the basic goals and objectives of Library programs.

- e) Not seek or accept sponsorships for programs, events, services or activities involving or targeted to children from companies whose products cannot legally be sold or distributed to children or from companies whose products are inappropriate for use by children.
- f) Not accept direct marketing of products to children, except where relevant educational materials are promoted in conjunction with programs.
- g) Not enter into an alliance or partnership with any corporation or organization where the association with the prospective partner would jeopardize the financial, legal or moral integrity of the Library or adversely impact upon the Library's standing and reputation in the community.
- h) Not entertain sponsorship opportunities with companies or organizations whose products or activities are detrimental to human health or that discriminate, discredit or demean any group or groups of people.
- i) Where a sponsorship agreement limits the Library's ability to enter into other sponsorships, the agreement shall clearly define the nature and extent of the exclusivity, and the timeframe over which the exclusivity is to be granted.

## **6.0 Written Agreement**

- 6.1 Acceptance will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the Board.
- 6.2 The agreement will define the terms of the sponsorship, roles and responsibilities of each party, fees, insurance, the duration of any promotion and advertising, and the recognition to be provided to the sponsor.

## **7.0 Sponsor Recognition**

- 7.1 Sponsors shall be provided with a level of recognition commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs or services which are supported with the agreement.
- 7.2 Within the general conditions of this policy, a wide range of sponsor recognition may be negotiated including, but not limited to, naming rights, supplier arrangements, public recognition, advertising and/or placement of the sponsor's name or logo on library property (e.g., library cards, buildings, rooms, collections) and/or printed materials (e.g., date due slips, posters, bookmarks, flyers, banners, brochures).
- 7.3 Any public use of the Library's name and logo must be approved by the CEO.
- 7.4 Sponsors have marketing rights to promote their involvement with the Library subject to these provisions.

7.5 Sponsors' corporate names and/or logos will not have prominence over the Library's name and/or logo.

## **8.0 Charitable Tax Receipts**

8.1 The Canada Revenue Agency (CRA) establishes rules governing the issuance of charitable tax receipts. Charitable tax receipts cannot be issued for funds, products, or in-kind services given to the Library as part of a sponsorship agreement. The CRA should be consulted prior to any sponsorship agreements, to ensure compliance with the *Income Tax Act*.

## **9.0 Sponsorship Termination**

9.1 The Board reserves the right to terminate an existing sponsorship agreement in whole or in part, at its sole discretion, should conditions arise during the life of the agreement that, in the opinion of the Board, results in conflict with this policy or no longer supports the best interest of the Library.

## **RELATED DOCUMENTS AND POLICIES**

*Income Tax Act, RSC 1985, c1 (5<sup>th</sup> Supp)*

*Canadian Library Association – Position Statement on Corporate Sponsorship Agreement in Library (June 21, 1997)*

## **DOCUMENT REVISION RECORD**

Developed By: D. Harvie  
Date: 5 July 2022  
Adoption Date:  
Effective:  
Resolution No.: 22\_\_  
Review Cycle: Once per Term  
Last Reviewed: 13 September 2022

## **Canadian Library Association / Association canadienne des bibliothèques Position Statement on Corporate Sponsorship Agreement in Libraries**

***Approved by Executive Council ~ June 21, 1997***

Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship -- public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries.

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service.

To ensure that partnerships enhance the library's image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.
2. safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. protect the principle of intellectual freedom and not permit sponsors to influence the selection of collections, or staff advice and recommendations about library materials, nor require endorsement of products or services.
4. ensure the confidentiality of user records by not selling or providing access to library records.

5. be sensitive to the local political and social climate and select partners who will enhance the library's image in the community.



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**Subject: Policy – CEO Succession Planning**

**Action: For Review and Approval**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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## **Recommendation**

That the Woodstock Public Library Board approves the proposed CEO Succession Planning Policy as presented.

## **Background**

The Board currently has no mechanism in place in the event of an absence of the Chief Executive Officer. In accordance with the Public Libraries Act, the Library must always have a CEO, either on a permanent or interim basis.

## **Discussion**

Leadership plays an essential part in the success of any organization. Planning for transition in leadership, as well as any unexpected interruption, is considered a governance best practice.

The proposed policy establishes guidelines for the Board to follow in the case of short or prolonged absences, emergency succession or planned departure of the CEO.

Respectfully submitted,

David I. Harvie  
Library CEO



# Woodstock Public Library Policy

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**Policy Name:** CEO Succession Planning

**Category:** Governance

**Version:** 17 June 2022

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish a plan in order to ensure the continued smooth operations of the Woodstock Public Library during any period of CEO turnover or absence.

Leadership plays an essential part in the success of any organization. Planning for transition in leadership, as well as any unexpected interruption, is considered a governance best practice.

## SCOPE

This policy applies to the Library Board, Library Chief Executive Officer and those Management-level employees who may, from time to time, be authorized to exercise the authority of the Chief Executive Officer.

## DEFINITIONS

“*Board*” means the Woodstock Public Library Board.

“*CEO*” means the Chief Executive Officer of the Woodstock Public Library.

“*Library*” means the Woodstock Public Library.

“*Management-level Employee*” means an employee who holds the position of Manager within the Woodstock Public Library.

## POLICY, PROCEDURE AND IMPLEMENTATION

### 1.0 Statement of Authority

1.1 Under the authority of the *Public Libraries Act, R.S.O. 1990, Chapter P. 44, (15)2*, the Board has the sole right to appoint a Chief Executive Officer.

## **2.0 Responsibility**

- 2.1 It is the responsibility of the Board to assess the leadership needs of the Library and to ensure the selection of a qualified and capable CEO. The Board has the authority to determine the selection process.
- 2.2 Given the level of authority and responsibilities of the CEO, established by the *Public Libraries Act*, other legislation, and by Board bylaws and policies, the Board recognizes the importance of having a plan in the eventuality of a CEO succession requirement arising either from a leave of absence, emergency, retirement, or resignation.
- 2.3 The Board directs the CEO to ensure succession-ready Management-level employees are able to take on CEO responsibilities on an interim basis.

## **3.0 Short-term Planned Succession**

- 3.1 Short-term planned succession is used for planned situations when the CEO is not available to perform the duties of the job for a period not expected to exceed three (3) months. It is used most frequently for periods when the CEO is on vacation and not immediately available (e.g., out of the country). It may also be used when the CEO is on approved leave (e.g., a planned short-term medical leave).
  - 3.1.1. The CEO will appoint a Management-level employee into the role of Acting CEO and will advise the Library Board Chair.
  - 3.1.2. Duties of the CEO may be temporarily split among the designated Management-level employees.
  - 3.1.3. When the CEO is on vacation, contact information will be made available to the Library Board Chair and Acting CEO in the event of a crisis. For the most part, the CEO will be available by cell phone to the Acting CEO and Library Administrative Assistant.

## **4.0 Emergency Succession**

- 4.1 Emergency succession is required when an unplanned circumstance, such as an illness, accident, or other unforeseen circumstance, renders the CEO unable to perform the duties of the position.
- 4.2 The Library Board, in consultation with the CEO when circumstances allow, will appoint a Management-level employee into the role of Acting CEO. Duties of the CEO may be temporarily split among designated Management-level employees.

## **5.0 Planned Departure**

- 5.1 A voluntary departure may arise from circumstances such as the expiry of a CEO employment contract term, resignation, or retirement. The CEO will provide a period of reasonable notice before voluntary departure. The Board will formally

accept the notice at the soonest possible Board Meeting (regular or special, as required).

The Board may be required to appoint an Acting CEO depending on the timing of the end of the CEO's employment and the expected appointment of a successor.

- 5.2 In the event of an involuntary departure of the CEO by the Board, the Board will plan for the appointment of an Acting CEO.
- 5.3 Whether voluntary or involuntary, the Board will strike an ad hoc CEO Search Committee and approve terms of reference for the Committee in accordance with the Board's Procedural Bylaw.

## **6.0 Authority of the Acting CEO**

- 6.1 The person appointed as Acting CEO shall have the full authority for decision-making and independent action as the regular CEO, subject to the policies of the Board.

## **7.0 Library Board Oversight**

- 7.1 The Library Board Chair is responsible for monitoring the work of the Acting CEO and will be sensitive to the special support needs of the Acting CEO in their temporary leadership role.

## **RELATED DOCUMENTS AND POLICIES**

*Public Libraries Act, R.S.O. 1990, Chapter P. 44*

## **DOCUMENT REVISION RECORD**

Developed By:	D. Harvie
Date:	17 June 2022
Adoption Date:	
Effective:	
Resolution No.:	22-__
Review Cycle:	Once Per Term
Last Reviewed:	13 September 2022

**DRAFT Minutes**  
**Woodstock Public Library**  
**Joint Occupational Health & Safety Committee**  
**March 11, 2022**

**Employer Representative:** Darlene Pretty, Manager of Public Services

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

**Recorder:** Lindsay Harris, Manager of Operations

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The meeting of the Joint Health & Safety Committee was called to order on March 11, 2022, at 10:00 am.

**1. Minutes of the Meeting of December 21, 2021**

The Minutes of the Joint Health & Safety Committee meeting of December 21, 2021, were not available at the time of this meeting. The Minutes will be circulated to Committee members via email for review and electronic approval.

All were in agreement.

**2. Workplace Inspections**

**a) Inspection of December 29, 2021**

No hazards reported.

**b) Inspection of January 27, 2022**

No hazards reported.

**c) Inspection of February 25, 2022**

No hazards reported.

**3. Branch Concerns**

**a) Email to Library Employees, dated January 5, 2022**

Re: Return to Curbside Pick-up – 5 January 2022

**b) Email to Library Employees, dated January 7, 2022**

Re: Library Update – Daily COVID-19 Self-Assessment

- c) Email to Library Employees, dated January 10, 2022**  
Re: Library Administration Office Rotation – Jan 2022
- d) Email to Library Employees, dated January 12, 2022**  
Re: Library Update – Masks
- e) Email to Library Employees, dated February 1, 2022**  
Re: Re-opening to the Public – Feb 7
- f) Email to Library Employees, dated February 18, 2022**  
Re: Elevator Out of Order
- g) Email to Library Employees, dated February 18, 2022**  
Re: Elevator Back In Service
- h) Email to Library Employees, dated February 28, 2022**  
Re: COVID-19 Health Restrictions as of March 1, 2022
- i) Email to Library Employees, dated March 9, 2022**  
Re: COVID-19 Update – 9 March 2022

The Manager of Public Services noted that she and the Building Maintenance Supervisor would be looking to add more individual study spaces in the Library later in the day.

#### **4. Injuries/Lost Time Report**

No injuries or lost time reported during this period.

#### **5. COVID-19 Protocols**

Discussion was had regarding various COVID-19 protocols. As of March 1, 2022, the Library re-opened fully to the public. Further lifting of restrictions, according to the Province, would occur March 21, 2022. The Library would align with the City, following the guidance and direction of Southwestern Public Health.

#### **6. Plexiglass Enclosure at the Circulation Check-out Desk**

Discussion was had regarding the plexiglass at both Check-in and Check-out desks. Ms. Smith asked about plexiglass being installed around the other half of the Check-out desk. The Manager of Public Services noted that the plexiglass at

Check-out and Reference desks would be removed, eventually, but there was no definite timeline to offer yet. The plexiglass at Check-in would remain. The Building Maintenance Supervisor noted that prior to the pandemic, it was discussed to have plexiglass installed at Check-in as part of a safe space in addition to the lock on the Check-in door.

## **7. Sunlight Filters for the Front Doors**

Staff had brought forward an issue with the glass doors at the main entrance of the building being a trigger for those suffering from migraines. Discussion was had regarding possible short-term solutions. The issue would be discussed further at the weekly Management Team meeting. The Building Maintenance Supervisor would research options for blinds or window tint.

## **8. Fire and Emergency Evacuation Draft Procedure**

The Manager of Public Services noted that the Evacuation Procedure, taken from the Fire Safety Plan, warranted being a stand-alone procedure. The previous version was not intuitive to follow, so it was reformatted to the current accessible state.

Updates to the Procedure include the new definition of 'In-Charge Person' – the person directing the fire evacuation, and item #4.5 – the responsibility of the In-Charge Person or designate to pull the current posted schedules from the Admin bulletin board prior to exiting the building.

All members agreed to the changes, and approved the Procedure to move forward.

## **9. Disconnect From Work Draft Policy**

The Manager of Public Services provided DRAFT copies of the new Disconnect From Work Policy. The Province had introduced new legislation, requiring organizations to have such a policy. Discussion was had. There was question regarding staff purchasing items for the Library on their own time and what the expectation was. The Manager of Public Services noted that staff should be making purchases for the Library on work time, however, there are times when an employee is at a store on personal time, and may find it appropriate to make a Library purchase while there. That is acceptable, but not expected.

The Manager of Public Services noted that the next procedure to come before the JHSC would be for 'Person In Charge'.

## **10. New Business**

Discussion was had regarding incidents of possible drug use and destruction of materials, and thefts that are happening in the Library now that we are fully open to the public again. Ms. Smith provided details on several occurrences the evening prior to the JHSC meeting. The Manager of Public Services stated that she reviewed the Code of Conduct at a recent Public Services meeting,

emphasizing the PIC (Person In Charge) is to offer one warning to anyone in breach of the Code, and if behaviour continues, the patron would be asked to leave. Trespass bans are built on incident reports, and Public Services staff have been asked to consistently apply the process when it comes to the Code of Conduct.

#### **11. Next Meeting**

The next meeting of the Joint Health & Safety Committee is scheduled for Friday, June 10, 2022.

The meeting of the Joint Health & Safety Committee adjourned at 11:07 am.

**WOODSTOCK PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES  
MAY-AUG 2022**

<b>REVENUES</b>	<b>2022 BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>MAY-AUG</b>	<b>YEAR TO DATE</b>	<b>BALANCE TO BE RAISED</b>	<b>% RAISED</b>
1000-63069-0000 Southern Ontario Library Service	\$ -	\$ 4,088.00	\$ -	\$ 4,088.00	\$ (4,088.00)	
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	\$ 10,000.00	1,237.42	5,001.42	6,238.84	3,761.16	62.39%
1000-69702-0000 Photocopying	\$ 1,000.00	585.45	1,103.50	1,688.95	(688.95)	168.90%
1000-69703-0000 Fines, Fees	\$ 100.00	119.00	162.00	281.00	(181.00)	281.00%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 500.00	134.00	184.50	318.50	181.50	63.70%
1000-69706-0000 Interest Earned	\$ 600.00	107.46	373.48	480.94	119.06	80.16%
1000-69707-0000 Non-resident fee	\$ 5,000.00	2,497.40	2,300.00	4,797.40	202.60	95.95%
1000-69708-0000 Miscellaneous	\$ 1,000.00	0.03	1,530.66	1,530.69	(530.69)	153.07%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	-	-	-	500.00	0.00%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 4,000.00	1,002.11	1,075.30	2,077.41	1,922.59	51.94%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 63,280.00	-	-	-	63,280.00	0.00%
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 40,000.00	-	-	-	40,000.00	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!
	\$ 2,638,950.00	-	-	-	2,638,950.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$2,881,900.00</b>	<b>\$ 9,770.87</b>	<b>\$ 11,730.86</b>	<b>\$ 21,501.73</b>	<b>\$ 2,860,398.27</b>	<b>0.75%</b>

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>MAY-AUG</b>	<b>YEAR TO DATE</b>	<b>BALANCE TO BE SPENT</b>	<b>% SPENT</b>
1000-83610-0101 Salaries & Wages, Regular	\$ 1,125,830.00	\$ 269,125.67	\$ 328,757.40	\$ 597,883.07	\$ 527,946.93	53.11%
1000-83610-0102 Salaries & Wages, Overtime	\$ 2,150.00	219.00	219.93	438.93	1,711.07	20.42%
1000-83610-0103 Salaries & Wages, Part Time	\$ 513,000.00	176,416.75	226,861.90	403,278.65	109,721.35	78.61%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,150.00	2,467.29	3,536.45	6,003.74	5,146.26	53.85%
1000-83610-0105 Vacation Pay	\$ 84,700.00	23,489.55	20,301.07	43,790.62	40,909.38	51.70%
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.	\$ 121,210.00	35,735.57	45,822.98	81,558.55	39,651.45	67.29%
1000-83610-0151 C.P.P.	\$ 82,890.00	24,222.11	28,049.16	52,271.27	30,618.73	63.06%
1000-83610-0152 E.I.	\$ 29,230.00	9,646.80	11,121.12	20,767.92	8,462.08	71.05%
1000-83610-0154 Employers Health Tax	\$ 34,080.00	9,365.14	11,767.13	21,132.27	12,947.73	62.01%
1000-83610-0158 Insurance, EHC, LTD	\$ 135,630.00	32,662.74	53,003.96	85,666.70	49,963.30	63.16%
1000-83610-0171 Workers' Compensation Insurance	\$ 4,420.00	1,392.67	1,749.90	3,142.57	1,277.43	71.10%
1000-83610-0172 Travel & Mileage	\$ 1,000.00	-	7.77	7.77	992.23	0.78%
1000-83610-0198 Pay in Lieu of Benefits	\$ 27,860.00	7,398.29	9,773.22	17,171.51	10,688.49	61.63%
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	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 35,000.00	20,704.77	21,127.63	41,832.40	(6,832.40)	119.52%
1000-83610-0309 Caretaking Supplies	\$ 8,500.00	2,460.81	2,120.55	4,581.36	3,918.64	53.90%
1000-83610-0310 New Equipment	\$ 5,500.00	1,481.29	3,183.88	4,665.17	834.83	84.82%
1000-83610-0311 Equipment Repairs & Service	\$ 3,000.00	-	-	-	3,000.00	0.00%
1000-83610-0312 Printing & Office Supplies	\$ 8,000.00	3,561.03	2,472.91	6,033.94	1,966.06	75.42%
1000-83610-0313 Subscriptions & Memberships	\$ 3,000.00	1,758.75	-	1,758.75	1,241.25	58.63%
1000-83610-0314 Postage and Express	\$ 3,500.00	536.84	764.92	1,301.76	2,198.24	37.19%
1000-83610-0315 Advertising	\$ 21,450.00	4,114.00	3,545.70	7,659.70	13,790.30	35.71%
1000-83610-0318 Board Development	\$ 2,000.00	-	395.68	395.68	1,604.32	19.78%
1000-83610-0321 Cost of Photocopying	\$ 3,000.00	1,024.70	1,899.58	2,924.28	75.72	97.48%
1000-83610-0322 Unallocated Visa	\$ -	54.04	-	54.04	(54.04)	#DIV/0!
1000-83610-0331 Staff Development	\$ 13,000.00	2,976.48	444.24	3,420.72	9,579.28	26.31%
1000-83610-0350 Telephone	\$ 8,400.00	1,252.98	2,784.84	4,037.82	4,362.18	48.07%
1000-83610-0351 Electricity	\$ 31,500.00	2,861.03	8,396.73	11,257.76	20,242.24	35.74%
1000-83610-0352 Heat	\$ 14,500.00	4,515.83	2,338.48	6,854.31	7,645.69	47.27%
1000-83610-0353 Water	\$ 2,000.00	341.78	564.79	906.57	1,093.43	45.33%
1000-83610-0370 Software & Liscensing	\$ 68,000.00	54,222.98	10,849.94	65,072.92	2,927.08	95.70%
1000-83610-0383 Consultant Services	\$ 40,000.00	-	427.39	427.39	39,572.61	1.07%
1000-83610-0393 Purchased Services	\$ 3,000.00	51.20	345.60	396.80	2,603.20	13.23%
1000-83610-0399 Miscellaneous	\$ 1,000.00	98.84	127.35	226.19	773.81	22.62%
1000-83610-0429 Computer Maintenance & Supplies	\$ 95,000.00	7,901.33	10,697.07	18,598.40	76,401.60	19.58%
1000-83610-0613 Library Materials	\$ 248,000.00	53,057.80	80,876.63	133,934.43	114,065.57	54.01%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	650.71	7,165.50	7,816.21	2,683.79	74.44%
1000-83610-0625 Covers and Repairs	\$ 10,000.00	763.99	2,957.81	3,721.80	6,278.20	37.22%
1000-83610-0626 Cataloguing/Processing	\$ 40,000.00	5,085.32	15,770.78	20,856.10	19,143.90	52.14%
1000-83610-0627 Programmes	\$ 7,000.00	906.74	4,711.29	5,618.03	1,381.97	80.26%
1000-83610-0634 Standing Orders	\$ 10,000.00	2,520.70	2,099.40	4,620.10	5,379.90	46.20%
1000-83610-0635 Inter-Library Loans	\$ 3,500.00	447.10	531.45	978.55	2,521.45	27.96%
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!
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,881,900.00</b>	<b>\$ 765,492.62</b>	<b>\$ 927,572.13</b>	<b>\$ 1,693,064.75</b>	<b>\$ 1,188,835.25</b>	<b>58.75%</b>

**WOODSTOCK PUBLIC LIBRARY**  
**SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000**  
**AUGUST 31, 2022**

Balance - May 1, 2022	(\$755,721.75)
Add: Revenue	\$11,730.86
Less: Expenses	(\$239,611.87)
Payroll	(\$687,960.26)
Balance - August 31, 2022	<u>(\$1,671,563.02)</u>
Levy to be applied	\$2,638,950.00
Levy Adjusted Balance	<u>\$967,386.98</u>

**SUMMARY OF JESSIE MCDOUGALL**  
**TRUST FUND - # 0180-53014-0000**  
**Year to Date**  
**AUGUST 31, 2022**

Balance - May 1, 2022	\$12,663.74
Add: Bank Interest	\$89.12
Balance - August 31, 2022	<u>\$12,752.86</u>



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**Subject: 2023 Capital and Revenue Budgets**

**Action: For Review and Approval of the Board**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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## Recommendations

That the already approved and funded Children's Area Carpeting Project and Teen Space Renovation Project be the Library's focus for capital projects in 2023.

That the Board seeks a status quo revenue budget that returns the Library to pre-pandemic levels.

That the Board continues to request resources to strengthen staffing and support library activities that will promote its services to the community.

## Background

On August 8<sup>th</sup>, the City Director of Administrative Services issued a memorandum of timelines for the City's 2023 Budgets. The City refers to its annual operating budget as the "Revenue Fund" and organizes its capital budgets into 4-year blocks.

The deadline for submission of capital budgets by City departments to City Treasury is **Friday, October 7, 2022**. This requires the Library Board to approve its capital budget submission at its September 13<sup>th</sup> Board meeting.

The City defines capital projects as *"those that have a life exceeding one year, cost at least \$5,000 and result in the acquisition of a capital asset such as new equipment or extend the life of an existing asset."*

The 2023-2027 Forecast Capital Budget will be distributed to City Council with an overview presentation made by the CAO & Treasurer, on November 17, 2022. City Council will review the 2023-2027 Capital Budget on November 22 and November 24, with approval on December 15, 2022.

The deadline for 2023 Revenue Fund (operating) Budget submissions from City departments to City Treasury has been set for **Monday, November 14, 2022**. The Library Board will need to approve its 2023 revenue fund budget submission at its **November 8<sup>th</sup> Board Meeting**. The 2023 Revenue Fund Budget will be distributed to City Council on February 16, 2023. City Council will review City department budgets on February 21 and 23. The Library's 2023 Revenue Fund Budget will be reviewed on **Thursday, March 2, 2023**.

## **Discussion**

### **2024-2027 Library Capital Budget**

The COVID-19 pandemic has made the implementation of various capital projects extremely difficult. Library Management have been largely engaged in responding to provincial pandemic restrictions in an effort to keep staff and patrons safe. The implementation of approved and funded capital projects was deemed either impossible or ill-advised in 2022, and not started.

The recommended carry-over capital projects for 2023 are:

- Teen Space Project (Project #1413 – 0100-13907-0412) at \$50,000 drawn from Library reserves.
- Children's Area Carpeting Project (Project #1414 – 0100-11086-0412) at \$27,000 drawn from Municipal Building Reserves.

Since these are already approved and funded capital projects, there is no need for budget approval from City Council.

### **2023 Library Revenue Fund (Operating) Budget**

The 2023 Draft Library Revenue Fund Budget will be presented at the November 8<sup>th</sup> Library Board Meeting by the new CEO or acting-CEO. A status quo budget that returns the Library to pre-pandemic levels should be the focus. The Library should also strive to promote and market its services to the community.

### **Additional Staffing Request**

Given the instability of staffing over the last 3 years, it's recommended that an additional staffing request to convert a part-time librarian position into a full-time position be made as a new addition to the base budget.

Respectfully submitted,

David Harvie, Library CEO



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**Subject: Allocation of 2022 Surplus Funds**

**Action: For Review and Approval**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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### **Recommendation**

That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2022 Revenue Fund (Operating) Budget at the end of the current fiscal year; and that the surplus be directed to the Salaries Reserves of the Board.

### **Discussion**

At present, the Library is forecasting a surplus in the Library's Revenue Fund (Operating) Budget. With the retirement and appointment of a new CEO, it would be prudent to have the Board's permission to gain City Council's approval to direct any surplus at the end of the 2022 fiscal year into the Library's Salaries Reserve, in order to prevent the request from being lost during the CEO transition.

Once approved by the Board, a letter to City Council will be prepared and submitted for Council's consideration at the appropriate time by the acting-CEO or newly appointed CEO.

Respectfully Submitted,

David I. Harvie  
Chief Executive Officer



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**Subject: Post Pandemic Library Services**

**Action: For Information**

**Prepared by: David I. Harvie**

**Meeting of: September 13, 2022**

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## **Recommendation**

That the Woodstock Public Library Board supports initiatives within the 2023 Library Budget to attract new and old patrons back to the Library.

## **Background**

### **Review of Library Activity Statistics**

A linear projection based on year-to-date numbers as of the end of July, 2022, and an improving pandemic situation suggests that the Library can expect a minimum of a 20% increase in materials circulation in 2022 over the previous year. Circulation numbers are traditionally strong in the Fall and taper off in December. In-person visits also continue to rise, with a projected increase of 58% over the previous year.

The possibility of an eighth COVID-19 wave with the return to school still poses a risk to library services in the Fall but should be countered with the increased numbers of vaccinations in school aged children. Nevertheless, the Library should be prepared for staffing shortages, like those experienced in the early Summer during the 7<sup>th</sup> wave, that threatened library operations.

The ratio of physical to digital circulation continues to be 4:1 in favour of physical materials. While there was a 14% increase of digital circulation during the first year of the pandemic resulting in a 5:2 ratio, digital usage during the second year of the pandemic decreased, and returned to slightly higher than pre-pandemic levels.

A comparison of projections based on 2022 year-to-date numbers with those of pre-pandemic annual statistics suggests a loss of about 30% of library circulation and a 50% reduction in in-person visits from pre-pandemic numbers in 2019.

## Discussion

### Circulation and Patron Engagement

While circulation seems to be slowly returning to normal, and will exceed previous pandemic year numbers, there is some concern whether usage will return to pre-pandemic numbers without a determined effort on the part of the Library to market and promote itself.

While the Library did experience an increase in the use of digital resources, especially the first year of the pandemic (14% increase), usage has plateaued at about 21% of total circulation. The pandemic proved not to be the pivotal moment in time when digital use would overtake traditional materials. Screen fatigue seems to have been a factor in the drop in use of the library's digital collection during the second year of the pandemic, as work and schooling went online for many of our patrons.

### Resumption of Sunday Hours

The Library reduced hours of operation during the pandemic and closed on Sundays. Sunday hours are scheduled to resume after Thanksgiving and should increase our in-person visits count. The later resumption of Sunday hours is an attempt to reduce the impact of a possible 8<sup>th</sup> wave of the pandemic.

### Programming

While in-person visits are down, this could largely be due to lower visits from high school students from Woodstock Collegiate Institute, and the Library's gradual return to in-person programming. A major concern is that the Library has lost a two-year audience of children and parents/caregivers that would have normally attended the Library's baby story-time. Programming will be critically important as a driver of circulation in the years to come.

## Conclusions & Strategies

It is clear that while digital resources are an important part of the library's collection, e-books will not save the library. While digital resources will continue to reflect about a quarter of the library's circulation, it's evident that patrons still prefer and use physical items, and that this preference is not about to change in the near future.

The need to attract both new and old patrons back to the library will need to be a central focus and will be met by resuming in-person programming, providing new and innovative events, and marketing library services to new and old patrons. Given the lack of programming space, the Library will need to partner with City departments and local agencies to conduct programming off-site. Currently, the Woodstock Art Gallery has a grant submission for the renovation of their building's 4<sup>th</sup> floor. This would make an ideal off-site programming space for library events, in partnership with the Gallery.

Assuming that the grant is awarded, renovation of the Gallery's 4<sup>th</sup> floor would begin in May, 2023, and finish by March, 2024.

An Outreach Librarian is currently being recruited, who will promote library services to all residents of our community.

Our new Emerging Technologies Librarian, Michael Cruickshank, was recently hired and will develop and provide new and innovative technology programming at the Library.

In conjunction with the Ontario Library Consortium (OLC), the Library is investigating various automated marketing tools and event registration software that would integrate with the library's automation systems (ILS). OLC is looking at Patron Point, which is described as "a marketing automation platform that helps libraries attract, onboard, inform, engage and retain library customers through targeted marketing and automated engagement". OLC is also looking at BiblioEvents, a patron registration and event promotion software package that integrates with our BiblioCommons online catalogue. Purchasing software thru the consortium allows the Library to acquire capabilities and services that would normally be cost prohibitive alone. Either or both of these software platforms will appear on the Library's 2023 operating budget for the Library Board's approval later this year.

It is hoped that these measures will stop the slow decline of library use and membership experienced prior to the pandemic, as patrons rediscover what the Library has to offer.

Respectfully submitted,

David I. Harvie  
Library CEO

# The Woodstock Library Receives a Donation for New Books

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Monday, July 11th, 2022 3:16pm



**The Woodstock Public Library has received a donation from Zonta Club of Woodstock to help purchase new books.**

WOODSTOCK - The [Zonta Club of Woodstock](#) has made a donation to the Woodstock Community.

The donation is to help purchase books for the Woodstock Library looking to make their shelves more diverse.

Manager of Public Services, Darlene Pretty, says the generous donation has allowed them to purchase a variety of beautiful picture books by Indigenous authors for children, as well as adult fiction and nonfiction books. These new books are currently on display in the Library

The new books focus on a wide range of literature, from immigration into Canada, to books by Indigenous authors, and books on pregnancy and parenting.



Photo Credit Woodstock Public Library