

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**June 27, 2023**

**Date:** Tuesday, June 27, 2023  
**Time:** 4:15 pm  
**Place:** Library Meeting Room

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**1. Call to Order**

**2. Indigenous Acknowledgement**

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

**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 May 9, 2023**

**Recommendation:**

That the Board approves the Minutes of the meeting of May 9, 2023, as circulated (or following corrections).

**6. Business Arising from the Minutes**

**a) Social Challenges in Library Facilities – K. Leatherbarrow**

**7. Chairperson's Remarks**

**8. Delegations/Presentations**

None

**9. Board Education**

None

**10. Consideration of Correspondence**

**a) Friends of the Library**

- i) Minutes of the Meeting of April 12, 2023
- ii) Letter of Appreciation June 9, 2023

## **11. Administrative Reports**

### **a) Monthly Report**

- i) Report of the Chief Executive Officer
- ii) Report of the Manager of Public Services

### **b) Statistics**

- i) Library Systems Activities for the month of May, 2023

### **c) Policy Review**

- i) Report – Leadership Continuity Policy
- ii) Leadership Continuity Policy

#### **Recommendation:**

That the Library Board approves the Leadership Continuity Policy as presented (or amended).

- iii) Report – Health & Safety and Prevention of Workplace Violence and Harassment Policies
- iv) Health & Safety Policy

#### **Recommendation:**

That the Library Board approves the Health & Safety Policy as presented (or amended).

- v) Prevention of Workplace Violence and Harassment Policy

#### **Recommendation:**

That the Library Board approves the Prevention of Workplace Violence and Harassment Policy as presented (or amended).

## **12. Committee Reports**

### **a) Ontario Library Service Trustee Assembly**

Verbal Update

### **b) Health and Safety**

None

## **13. Finance**

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

#### **Recommendation:**

That the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2023, and the DRAFT Summary of Trust Account for the period ending May 31, 2023, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2023, be approved as information received.

## **14. New Business**

### **a) Report – Staff Development Day, Fall 2023**

## **15. Notices of Motion**

None

## 16. Attachments

- a) **WPL Digital Newsletter**
  - b) **Drag storytime promotes ‘inclusivity, equality, for everyone’;**  
Woodstock Sentinel Review; June 19, 2023
- 

## 17. Committee of the Whole In-camera

*Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)*

*A meeting or part of a meeting may be closed to the public if the subject matter being discussed is,*

- (a) the security of the property of the board;*
  - (b) personal matters about an identifiable individual;*
  - (c) a proposed or pending acquisition or disposition of land by the board;*
  - (d) labour relations or employee negotiations*
  - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
  - (f) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;*
  - (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).*
- 

## 18. Next Meeting

Tuesday, September 12, 2023, 4:15 pm.

## 19. Adjournment

### **VISION**

Your Destination for Discovery

### **MISSION**

A welcoming place to create, connect and explore.

# **Woodstock Public Library Board**

## **DRAFT Meeting Minutes Tuesday, May 9, 2023**

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 9, 2023, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

**a) The following Board members were present:**

Mary Anne Silverthorn, Chair  
Danielle Barry, Vice Chair  
Lynn Wareing, Trustee  
Councillor Kate Leatherbarrow  
Councillor Bernia Wheaton

**b) The following Board members sent regrets:**

Ken Whiteford, Trustee  
Councillor Deb Tait

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

Lindsay Harris, CEO  
Megan Cook, Manager of Public Services  
Noelle Carr Rivard, Circulation Supervisor  
Lori Peixoto, recorder

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**1. Call to Order**

M.A. Silverthorn called the meeting to order at 4:16 pm.

**2. Indigenous Acknowledgement**

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

**3. Approval of the Agenda**

**Motion 23-33**

MOVED by K. Leatherbarrow and seconded by L. Wareing to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of April 11, 2023**

**Motion 23-34**

MOVED by B. Wheaton and seconded by D. Barry to approve the Minutes of the meeting of April 11, 2023.

**Motion carried.**

**6. Delegations/Presentations**

**a) 2022 Woodstock Public Library Audit**

**i. Report of Christene Scrimgeour, CPA, CA, BA; Scrimgeour & Company**

C. Scrimgeour described the audit process for the Board, explaining that the Board would need to approve the audited financial statements prior to the statements being finalized. C. Scrimgeour explained that the information before the Board represented a clean audit, and there was nothing of concern.

**ii. DRAFT Audited Statements**

**Motion 23-35**

MOVED by L. Wareing and seconded by D. Barry that the DRAFT 2022 Woodstock Public Library Board Financial Statements for the year ending December 31, 2022, and the DRAFT 2022 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2022, be approved as presented.

**Motion carried.**

**7. Business Arising from the Minutes**

None.

**8. Chairperson's Remarks**

M.A. Silverthorn reminded Trustees about the staff appreciation lunch in the summer, and invited all to attend, if available.

## **9. Board Education**

### **a) Circulation Supervisor – N. Carr Rivard**

M.A. Silverthorn introduced N. Carr Rivard, Circulation Supervisor, to the Board.

N. Carr Rivard presented on her history at Woodstock Public Library, and discussed the roles of Circulation Services and Paging as well as the staff performing those roles.

The Board offered accolades to N. Carr Rivard for a great, informative presentation.

### **b) Social Challenges in Library Facilities – L. Harris**

L. Harris spoke of a Global News video on library challenges as well as details on past and current challenges at Woodstock Public Library. L. Harris noted that libraries are now hiring social workers as part of their staff complement.

Discussion was had regarding social challenges in the community, flowing into libraries. L. Harris noted having spoken to libraries of similar size to Woodstock, and a strategies session would be taking place in the near future with those libraries.

## **10. Consideration of Correspondence**

None.

## **11. Administrative Reports**

### **a) Monthly Report**

#### **i. Report of the Chief Executive Officer**

L. Harris reported that the Ministry Survey had been completed and submitted. Doing so would ensure the Library receives the annual Public Libraries Operating Grant.

M.A. Silverthorn congratulated L. Harris on being invited to speak to libraries on Drag Storytimes and the successes of Woodstock's most recent in-person event.

#### **ii. Report of the Manager of Public Services**

M.A. Silverthorn invited M. Cook to speak about her report.

M. Cook reported on summer program planning, and branching out of the traditional one space in the Library to include the newly designated flex space on the lower level, Floor II, and outdoors. Class visits had been scheduled, ensuring the Library's presence in the community, and the Outreach Librarian was continuing to connect with organizations in the community. M. Cook noted that summer students had been hired, and Staff Development Day plans had been solidified.

There were no questions from the Board.

**b) Statistics: Library Systems Activities for the month of April, 2023**

L. Harris noted that the numbers for in-person visits were better than this time last year. Brand new users had increased largely. The numbers were improving.

**c) Policy Review**

**i. Report – Staff Recognition Policy**

L. Harris reminded the Board that the policy before them had been brought forward at the last meeting, and noted the changes that were being made.

There were no questions or concerns from the Board.

**ii. Staff Recognition Policy**

**Motion 23-36**

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Staff Recognition Policy as presented; and that the following 2010 policies be rescinded upon approval of the new Staff Recognition Policy – Gifts and Gratuities, and Expressions of Sympathy.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

**i. Assembly Meeting Summary – L. Wareing**

The Board thanked Trustee Wareing for attending the meeting, and for the information she shared with Trustees afterward.

**ii. OLS Trustee Assembly Slide Deck – April 20, 2023**

There were no questions from the Board.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

L. Harris noted that the financial report was received end-of-day prior to the date of the Board meeting, and the information showed the Library to be about 30% spent, which was on point for that period.

**Motion 23-37**

MOVED by B. Wheaton and seconded by D. Barry that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2023, be approved as information received.

**Motion carried.**

**14. New Business**

**a) OLS Conference (Virtual) for Board Trustees**

L. Harris informed Trustees that the date had been released for the OLS Conference (Virtual), and it would be the evening of Thursday, September 28, 2023. More information would be forwarded as received.

**b) Leadership Continuity**

**i. Report – Leadership Continuity Policy**

L. Harris noted that the CEO Succession Policy went before the Board with the previous CEO. The Board suggested that it go back for re-thinking and re-writing as appropriate. The policy had been rewritten and was now before the Board to consider for approval at the next meeting.

**ii. Policy – Leadership Continuity**

There were no questions or comments from the Board.

**15. Notices of Motion**

None.



**16. Attachments**

- a) **Libraries are in the political crosshairs as they fight back against U.S. book bans**; CBC online; April 21, 2023

L. Harris spoke about the Library's process if and when patrons had a complaint about library materials. Discussion was had.

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

None.

**18. Next Meeting**

Tuesday, June 27, 2023, 4:15 pm.

**19. Adjournment**

MOVED by K. Leatherbarrow that the meeting adjourn at 5:44 pm.

***Vision***

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***Mission***

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Friends of the Woodstock Public Library  
April 12, 2023

Present: Frances Gottschlich (Acting-Chair)  
Marion Baker (Secretary)  
Rick Cole  
Karen Leslie  
Susan Hamilton  
Sylvia Weiser-Sutherland  
Matthew Lloyd  
Peter Ruehlicke  
Jamina Tieu  
Diana St. Clair

Also Present: Megan Cook, Manager of Public Service, Woodstock Public Library

Regrets: Sharron Skevington, Gerry Wormald, Kathie Richards, Jackie Thompson,  
Laura Schneider

Acting Chair Frances Gottschlich calls the meeting to order at 5:02 p.m. and welcomes those present.

Agenda:

Moved by: Rick Cole  
Seconded by: Matthew Lloyd

That the Agenda of April 12, 2023 be approved. Carried.

Minutes:

Moved by: Karen Leslie  
Seconded by: Sylvia Weiser-Sutherland

That the Minutes of March 8, 2023, be approved. Carried.

Financial Report:

Secretary Marion Baker reads the Financial report in the absence of Treasurer Laura Schneider.

Book Sale:

Acting Chair Frances Gottschlich advises on the availability of local movers to remove unsold boxed books from the Art Gallery and also refers to the Memorandum of Understanding between the Woodstock Art Gallery and Friends of the Library regarding procedures to be followed prior to, during and after the book sale.

The Acting Chair responds to a member's question about where the unsold books will be taken and advises that the Friends of the London Public Library have agreed to receive the books.

She also reports that Megan Cook has stated the library is very supportive of Friends continuing to be a viable group moving forward, following the upcoming book sale and has suggested that Friends might consider holding smaller, more frequent sales to be held in the library's meeting room.

At this point in the proceedings, it is suggested that a motion be passed regarding the removal of books from the Art Gallery after the sale and the following wording is put forward:

"That Friends contact the preferred moving company to remove unsold books from the Art Gallery on Monday, April 24<sup>th</sup>".

Moved by: Matthew Lloyd  
Seconded by: Karen Leslie

That the motion be approved. Carried.

An insert to be placed in the program of College Avenue Secondary School's upcoming musical presentation Grease, is shown to members. The insert, representing a financial donation to CASS to help with funding of the musical, was designed by Friends member and student of CASS, Gurleen Saini. All are very impressed with her art work and appreciative of her talent.

Further discussion continues at this point, regarding the book sale. Matthew Lloyd will arrange the layout of tables and chairs at the sale and water and snacks will be made available to those working at the sale. Hard cover books will be sold for \$1.00 each and paper-back books of any size will be available for .50¢ each. Friends membership forms will also be available to visitors interested in joining Friends of the Library.

Two complimentary tickets provided to Friends in appreciation of our donation to the school are accepted by member Jamina Tieu for the Saturday April 22<sup>nd</sup> performance.

Matthew Lloyd will be interviewed on April 13<sup>th</sup> by local radio station Heart FM regarding the up-coming book sale.

Date of next meeting – May 10, 2023

Adjournment:

Moved by: Frances Gottschlich

That the meeting be adjourned.

The meeting is adjourned at 5:55 p.m.

Frances Gottschlich, Acting Chair \_\_\_\_\_:



## ***FRIENDS OF THE WOODSTOCK PUBLIC LIBRARY***

June 9, 2023

Lindsay Harris, C.E.O.  
Woodstock Public Library,  
445 Hunter Street,  
Woodstock, Ontario.  
N4S 4G7

Dear Lindsay,

After being stored on the fourth floor of the Woodstock Art Gallery for more than three years, it was finally time for several thousands of Friends of the Library boxed books to be taken to the third floor of the Gallery for sale on the 22<sup>nd</sup> of April, 2023.

A few weeks prior to the sale, Acting Chair, Frances Gottschlich, Treasurer Laura Schneider and I had requested that we be able to look through three or four boxes that had been stored at the library just prior to the Covid-19 shutdown. As far as we knew, these boxes contained information about Friends book sales and supplies needed to be used at the sale that Friends former Chair, the late Marlene Turkington had packed away. Library custodian Joe agreed to remove the books from their storage space and put them into the meeting room for us to look through. When we arrived at the library and entered the meeting room, we were overwhelmed with what we saw. Instead of three or four boxes of information, we found the meeting room tables holding more boxes of books than we could count! We had no idea the library was storing these extra boxes and had been under the impression all of our boxes of donated books had been taken by the moving company we had hired to take them to the Art Gallery in early 2020.

In later conversation with Joe, he indicated he was sure he knew of the specific boxes we were interested in seeing and also took them to the meeting room for us to look through returning all of the other boxes back to their storage space. Sure enough, these were the boxes of information and supplies we had been expecting to see. We felt very sorry for the trouble, effort and time Joe had gone to and can't thank him enough for his kind and continuous assistance to Friends needs. He has willingly gone beyond his daily duties at the library to assist us and is always so pleasant and willing to help. At a meeting prior to the sale, it was decided that the boxes of stored books mentioned above, would stay at the library for the time being, until another sale is held in the future.

.../2

c/o Woodstock Public Library 445 Hunter Street Woodstock, Ontario N4S 4G7 519-539-4801

[www.woodstocklibrary.on.ca](http://www.woodstocklibrary.on.ca)

We appreciate Manager of Public Services Megan Cook's attendance at Friends meetings and suggestions/responses she offers to any of our queries. Lori Peixoto has been a wonderful help through many years and always responds to any requests quickly and cheerfully. In fact, all of Woodstock Public Library staff has been friendly and encouraging to our group despite the intrusions we may cause, on occasion, to their daily duties.

On behalf of Frances Gottschlich, Acting Chair, Laura Schneider, Treasurer, and the members of Friends of the Woodstock Public Library, I remain,

Yours truly,

A handwritten signature in cursive script that reads "Marion Baker".

Marion Baker, Secretary  
Friends of the Library



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**Subject: CEO Report**

**Action: For Information**

**Prepared by: L. Harris**

**Meeting of: June 27, 2023**

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### **Strengthen Our Community**

I attended the joint Staff Accessibility Advisory Committee/Woodstock Accessibility Advisory Committee (SAAC/WAAC) annual meeting on May 10 at City Hall. It was a wonderful opportunity to connect with members of our community and learn more about the impact of accessibility on their every day lives. The committee spoke very positively about the Library in general, and did not have any concerns regarding our accessibility at this time.

In early June, the Library successfully launched our new e-newsletter, the first step in a long-term communications initiative that was begun in late 2022. The newsletter has received overwhelmingly positive responses, with several patrons taking the time to send us appreciative feedback for this new service. Next steps for this project include notices for patrons whose library cards are about to expire, updated check-out notices, and digital forms.

### **Reinforce Capabilities**

I have successfully completed term one of the Advancing Public Library Leadership (APLL) program. This term focussed on leadership and learning theories, coaching, and strategic planning. In early June, I attended our first virtual “intensive” where we further refined the skills learned throughout the term, learned about strategic planning projects from current Ontario library CEOs, and attended Managing Mental Health in the Workplace training from the Centre for Addiction and Mental Health (CAMH). Term two commences August 14, 2023, and will focus on staff mobilization and additional coaching skills and resources. I am finding that the content in this program is quite relevant, and oftentimes immediately implementable in the workplace.

## Library Staff Update

The Library held its spring staff development day on Friday, June 2. Staff engaged in various sessions, ranging from a “State of the Library” update from myself, Safer Spaces training created by the Rainbow Optimist Club of Southwestern Ontario, training and orientation to the Summer Reading Club and the Library’s new Preservation Station, and departmental meetings. We also completed the annual fire evacuation review and scheduled in unstructured social time for staff to have informal chats with their peers. We received excellent feedback from staff on the set-up and training opportunities from that day, as well as what they would like to see at a future development day, which will be incorporated into the fall staff development day.

The Library has aligned its practices and responses to the COVID-19 pandemic to the City of Woodstock wherever possible. Following the lead of the City, on June 15, 2023, I officially rescinded the Library’s COVID-19 proof of vaccination requirement for new hires. As this was the final component of the Library’s pandemic recovery policy still in place, the policy is now rescinded in its entirety.

In our physical space, most plexiglass has been removed in the building. However, Management is taking a frontline staff-led approach to determining when these barriers are removed. Additionally, the Library will still be providing masks to staff who wish to wear them for the foreseeable future.



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**Subject:** Public Services Report for June, 2023

**Action:** For Information

**Prepared by:** Megan Cook, Manager of Public Services

**Meeting of:** June 27, 2023

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### Contribute Vibrant Spaces

- Program attendance for the month of May was 2,046, a steady increase from previous months, apart from March where we saw 3,692 program attendees (March Break). Of the 2,046 program attendees in May, 70% of attendees were children and teens, and 30% were adults and older adults.
- In May we offered a total of 90 programs; 57 programs were created for children and teens (63%), and 33 programs were created for adults and older adults (37%).
- We are currently planning two community read programs for the Fall.
  - 1) **Oxford Reads**, a partnered program with Oxford County Library, is a community-wide reading initiative that connects the county and celebrates Canadian authors. In May, the community voted on a short-list of titles created by the Oxford Reads Committee. Voting is now closed, and we are confirming final details before announcing the winning title. An author visit will take place in early November.
  - 2) **Woodstock 2023 – The Transatlantic Reading Meet-Up**, is a program that was brought forward to Woodstock Public Library from another Woodstock Library in Northern Ireland with the goal of connecting Woodstock Libraries across the globe. Reading groups from both sides of the Atlantic will come together to read the book *Things in a Jar* by Jess Kidd and meet virtually with the author to discuss the book. So far, we will be joining other Woodstock Libraries in Belfast, Georgia, Vermont, and England.



- We received feedback from a patron who attended our Book Club program in May. The feedback speaks to how book clubs offer a safe space in our community and can build and strengthen social connections. Our librarian who runs Book Club noted feedback from the patron below:

*This club had many different people, and new people to meet. They had diverse opinions and thoughts on the books, and everyone was free to express those. And when she [the patron] was out in the community and ran into someone from book club, they would often stop to chat, and she said she wanted to convey how vital that connection was for her, as she lives alone.*

## **Strengthen Our Community**

- In June, our team of children's librarians and summer students visited a number of schools in the area to engage with students and promote the TD Summer Reading Club and our upcoming summer programs. In total, our team will have visited 7 different schools, speaking to 102 classes ranging from kindergarten to grade 8.
- In May and June, we attended several community outreach events including GROWgirls+, Cultural Canvas, and the Oxford County Pride Family Day. In total, we reached 637 people through these outreach efforts.
- Our Outreach Librarian has been working on various food access programs, including a partnership with Food Forward. We recognize consistent access to food is an issue in our community. Food Forward provides the library with fresh fruit, pre-packaged snacks, and drinks to leave out in our spaces. We partnered with the Woodstock Environment Advisory Committee (WEAC) to bring back the Seed Library, located on our second floor. Donated seeds are now available for patrons to take. Our Outreach Librarian recorded videos on how to use vegetable scraps to grow fresh produce. This program was called the Scrappy Lil Garden Project. Our Outreach Librarian shared a story about this initiative below:

*A member of the community experiencing homelessness told me how he started a garden in their encampment. I told him about our seed library and that I had started some plants from a virtual program on vegetable scraps. Today he came in and took the plants. This was a beautiful moment that captures the benefits of our holistic and sustainable approach to community outreach.*

## **Reinforcing Our Capabilities**

- Our Emerging Technologies Librarian is solidifying plans and staff training for our Preservation Station. The Preservation Station will give our community the opportunity to convert their analog memories into a digital format. The station will be located on our second floor and will have various equipment available to the

public to preserve their memories, including 8mm, Super 8, and VHS conversion, as well as photo, film, and document scanning. Staff training is scheduled for the first week of July.

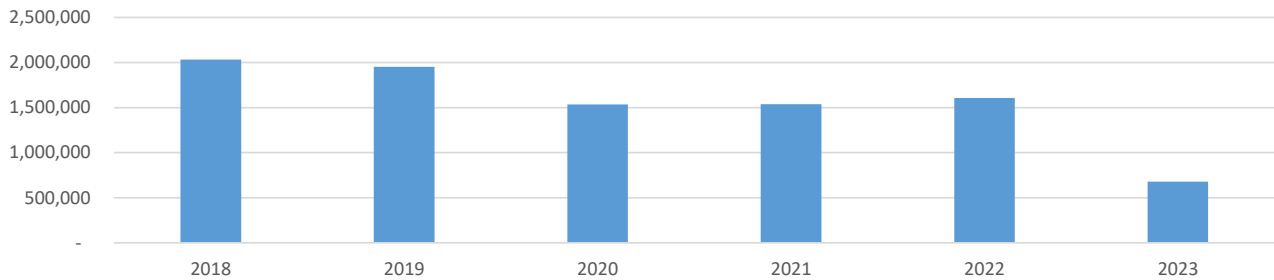
- Our Summer Students this year have been a tremendous support with our class visits, TD Summer Reading Club preparation, and summer program planning so far. We look forward to having them on our team all summer long!



# Woodstock Public Library

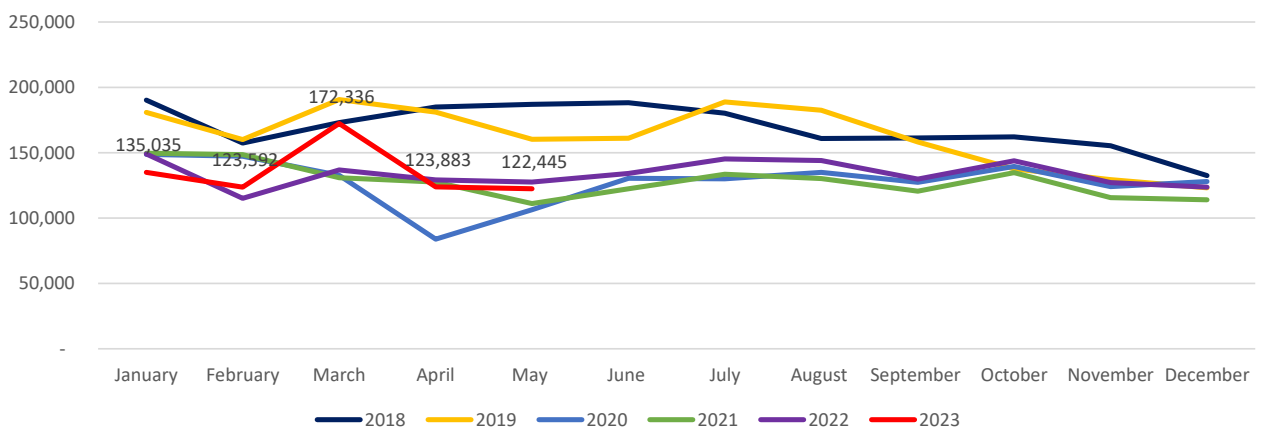
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

### Total Library Uses 2018 - Present

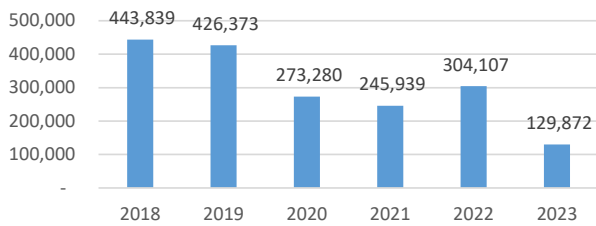


2023	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	28,685	11,049	78,387	10,186	1,527	901	1,712	2,588	135,035
February	24,472	9,861	73,829	9,909	1,126	544	1,549	2,302	123,592
March	24,079	12,742	79,698	46,899	3,692	1,219	1,629	2,378	172,336
April	25,240	11,138	67,050	14,560	1,851	772	1,856	1,416	123,883
May	27,396	10,872	66,409	11,309	2,046	751	2,006	1,656	122,445
June									-
July									-
August									-
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>129,872</b>	<b>55,662</b>	<b>365,373</b>	<b>92,863</b>	<b>10,242</b>	<b>4,187</b>	<b>8,752</b>	<b>10,340</b>	<b>677,291</b>

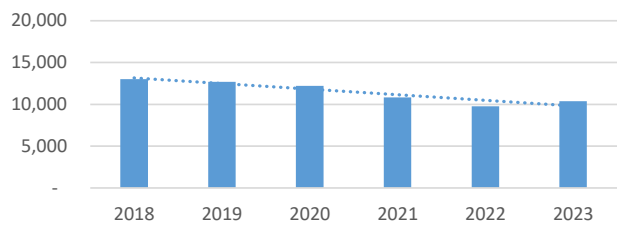
### Total Library Uses by Month 2018 - Present



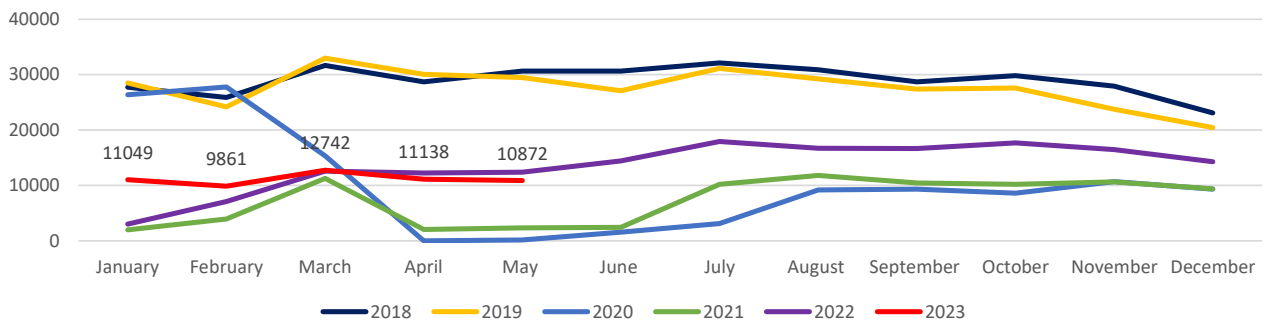
### Annual Library Circulation Total 2018-2023



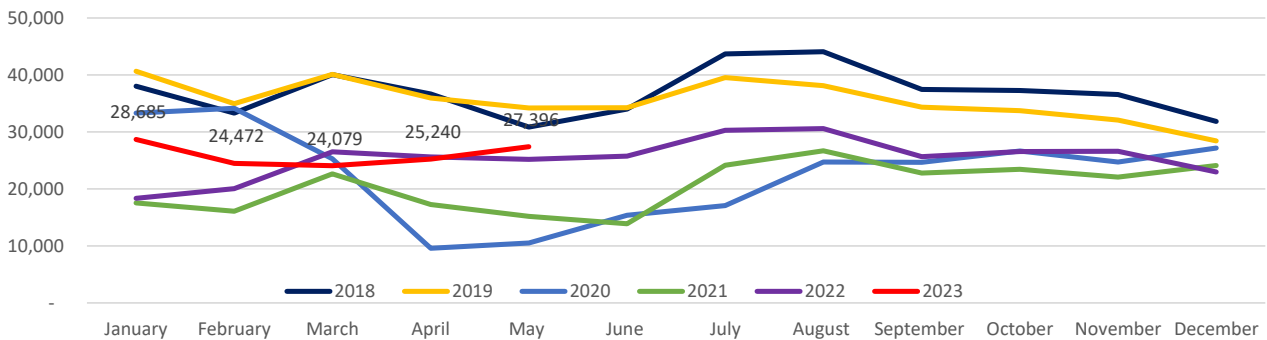
### Monthly Average Active Users Count 2018-2023 YTD



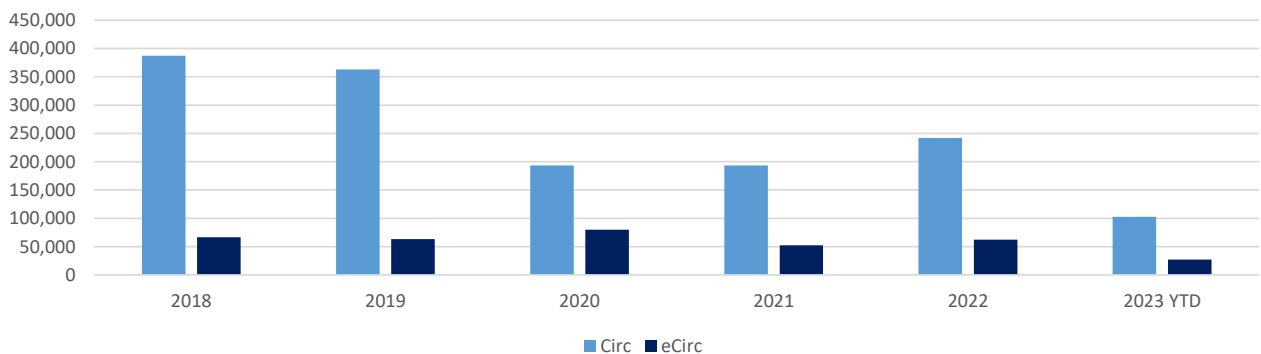
### In Person Visits - 2018-2023



### Total Circulation by Month - 2018-Present (Physical & Digital)



### Annual Circulation by Type 2018-Present





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**Subject:**            **Leadership Continuity Policy**

**Action:**            **For Review and Approval**

**Prepared by:**    **L. Harris**

**Meeting of:**       **June 27, 2023**

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## **Recommendation**

That the Library Board approve the *Leadership Continuity Policy* as presented (or amended).

## **Background**

The previous Library CEO created a draft “CEO Succession Plan” policy before his retirement in September 2022. At the November 2022 Board meeting, the outgoing Library Board requested that the new CEO rewrite this draft policy considering the changes in Management at the Library. The Board recommended bringing the policy back to the June 2023 Board meeting for approval.

The policy was brought to the May 2023 Board meeting for discussion and reflection by the Library Board. No amendments have been made to the draft presented at that meeting.

## **Discussion**

The Leadership Continuity Policy is, in essence, an emergency management policy. The intent of this policy is to plan for eventualities where the CEO may not be available with or without advance notice, as well as for varying lengths of absences. It is more a leadership continuity plan than solely a succession one, and as such, the name of the policy has been changed from the original draft written by the previous Library CEO.

The policy outlines various scenarios for CEO absence, including vacation, illness, injury, and eventual departure from the Library. Many of the practices described in the

policy are already in place within the Management team, however, this policy formalizes the processes, as well as the authority of Management staff acting in the stead of the CEO.

The policy also outlines when and how Board level support will be required to step in and/or support the transition of leadership responsibilities and authority. It also reinforces the Board's responsibility for the selection of the Library CEO.



# Woodstock Public Library Policy

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**Policy Name:** Leadership Continuity Policy

**Category:** Governance

**Version:** 27 June 2023

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish a plan to ensure the continued 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 transitions in leadership, as well as any unexpected interruption, is 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 can take on CEO responsibilities on an interim basis.

## **3.0 Short-term CEO Absence**

- 3.1 Short-term CEO coverage 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. It may also be used when the CEO is on a pre-approved leave, such as a 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 absent under these conditions, 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 CEO Absence**

- 4.1 Emergency CEO coverage 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 where applicable. 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*

*Library Board Procedural Bylaw*

## **DOCUMENT REVISION RECORD**

Adoption Date:  
Review Cycle: Once Per Term  
Last Reviewed: 27 June 2023  
Resolution No.: 23-\_\_



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**Subject:**           **Health & Safety and Prevention of Workplace Violence and Harassment Policies**

**Action:**           **For Review and Approval**

**Prepared by:**   **L. Harris**

**Meeting of:**      **June 27, 2023**

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## **Recommendations**

That the Library Board approve the *Health & Safety Policy* as presented.

That the Library Board approve the *Prevention of Workplace Violence and Harassment Policy* as presented.

## **Introduction**

The Woodstock Public Library Board is committed to providing and promoting a safe working environment for its employees. The Health & Safety and Prevention of Workplace Violence and Harassment Policies act as the cornerstone of the Library's annual health and safety review.

## **Discussion**

The Library's *Health & Safety and Prevention of Workplace Violence and Harassment* policies are required to be reviewed and approved on an annual basis. Minimal grammar changes have been made to these policies since their last review in December of 2022.



# Woodstock Public Library Policy

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**Policy Name:** Health & Safety

**Category:** Personnel

**Version:** 27 June 2023

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## POLICY STATEMENT AND RATIONALE

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

## SCOPE

This policy shall apply to all library staff, including but not limited to, workers, contractors, volunteers and Board members of the Woodstock Public Library Board.

## DEFINITIONS

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

**Employer** means a person who employs one or more workers or contracts for the services of one or more workers, and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

**Library** means the Woodstock Public Library.

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

**Worker** means any of the following: a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program

approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

**Workplace** means any land, premises, location or thing at, upon, in or near which a worker works. For the purpose of this policy, this includes all library facilities, sponsored events and meetings, travel while on Library business, and any other location where Library business is being conducted.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Responsibility**

- 1.1 The *Ontario Occupational Health and Safety Act* (25(2)(J)) requires employers to prepare and review, at least annually, a written occupational health and safety policy, and to develop and maintain a program to implement the policy.
- 1.2 The Woodstock Public Library Board, as Employer, is ultimately responsible for Worker health and safety. The Library Board and its management will take all reasonable steps to prevent injury, and create a safe and healthy workplace.
- 1.3 To achieve this, the Library will include health and safety concerns in our organizational activities through ongoing consultation and interaction with the Joint Health and Safety Committee and Health and Safety Representatives. The Board is dedicated to this through ongoing assessments and annual review of the Library's health and safety program.
- 1.4 Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible to ensure that workers are aware of potential or actual workplace hazards, and follow established safe work practices and procedures. Workers are to receive training in their work tasks to protect their health and safety before commencement of the job.
- 1.5 Every Worker is to protect, and is responsible for, his or her own health and safety by working in compliance with the legislative requirements, safe work practices, procedures, standards, safety rules, and rules of conduct as established by the Library.
- 1.6 It is in the best interest of all levels of the Library to consider health and safety in every activity. Commitment to health and safety is an integral part of this organization, from workers to senior management.

## RELATED DOCUMENTS AND POLICIES

*Ontario Occupational Health and Safety Act*

## DOCUMENT REVISION RECORD

Adoption Date: 12 May 2020  
Review Cycle: Annually  
Last Reviewed: 27 June 2023  
Resolution No.: 23-



# Woodstock Public Library Policy

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**Policy Name:** Prevention of Workplace Violence and Harassment

**Category:** Personnel

**Version:** 27 June 2023

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## POLICY STATEMENT AND RATIONALE

This Policy recognizes that workplace harassment and violence may occur between the following:

- Library co-workers
- Library workers and visitors
- Library workers and clients/contractors
- Library workers and members of the public
- Library workers and family members

This policy applies to all work-related duties and activities which may occur at or away from the workplace.

Every employee of the Woodstock Public Library has the responsibility to ensure a healthy, safe, and respectful work environment.

## SCOPE

This policy shall apply to all library staff, including but not limited to, workers, contractors, volunteers and Board members of the Woodstock Public Library Board.

## DEFINITIONS

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

**Complainant** means a person or persons filing a complaint against another person or persons.

**Domestic Violence** means a pattern of abusive behaviours by one or both partners in an intimate relationship such as marriage, dating, family, cohabitation, or friends.

Domestic violence may include but is not limited to:

- a) Physical aggression (i.e. hitting, kicking, biting, shoving, restraining, throwing objects), or threats thereof,
- b) Sexual abuse, emotional abuse, controlling or domineering behaviour, intimidation,
- c) Stalking (i.e. unwelcome visits to the workplace, threatening phone calls and/or emails), neglect, and economic deprivation.

**Employer** means a person who employs one or more workers or contractors for the services of one or more workers, and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

**HSR** means Health and Safety Representative.

**JHSC** means Joint Health and Safety Committee.

**Library** means the Woodstock Public Library.

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

**MLTSD** means Ministry of Labour, Training, and Skills Development.

**OHRC** means Ontario Human Rights Commission.

**Respondent** means a person or persons who have a complaint filed against them.

**Supervisor** means Department Heads, Directors, Managers, Superintendents, and Supervisors.

**Worker** means a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

**Workplace** means any land, premises, location or thing at, upon, in or near which a worker works. For the purpose of this policy, this includes all library facilities, sponsored events and meetings, travel while on Library business, and any other location where Library business is being conducted.

**Workplace Harassment** means:

- a) Engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome; or
- b) Workplace sexual harassment includes:
  - i. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
  - ii. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; or
- c) Workplace harassment can involve unwelcome words or actions, or a pattern of behaviours that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates, or even discriminates against the targeted individual(s).

Examples of Workplace Harassment may include but aren't limited to:

- i. Making remarks, jokes, or innuendos that ridicule or intimidate.
  - ii. Displaying or circulating offensive pictures or material in print or electronic form.
  - iii. Bullying.
  - iv. Repeated offensive or intimidating phone calls or electronic messages.
  - v. Inappropriate sexual touching, advances, suggestions or requests.
  - vi. Any offensive or harassing conduct based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over, 16 and over in occupancy of accommodation), marital status (including same sex partners), family status, receipt of public assistance (in accommodation only), and record of offences (in employment only).
- d) Not considered to be Workplace Harassment:

Reasonable action or conduct by an employer, manager, or supervisor relating to the management and direction of workers or the workplace would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker.

Examples can include but aren't limited to:



- i. Changes in work assignments, scheduling, job assessment and evaluation, workplace inspection.
- ii. Implementation of dress code, and disciplinary action.
- iii. Differences of opinion or minor disagreements between co-workers would also not generally be considered workplace harassment.
- iv. In addition, any behaviour that would meet the definition of *Workplace Violence* would not be considered to be *Workplace Harassment*.

**Workplace Violence** means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of Workplace Violence may include but aren't limited to:

- i. Verbally threatening to attack a worker.
- ii. Leaving threatening notes at or sending threatening electronic messages to a workplace.
- iii. Shaking a fist in a worker's face.
- iv. Wielding a weapon at work.
- v. Hitting or trying to hit a worker.
- vi. Throwing an object at a worker.
- vii. Sexual violence against a worker.
- viii. Kicking an object a worker is standing on; *i.e.* ladder, step-stool.
- ix. Trying to run down/over a worker using a vehicle or equipment; *i.e.* book cart.

Workplace Violence is NOT an accidental violent situation such as a worker tripping over an object and falling into/pushing a co-worker as a result.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 GENERAL POLICY STATEMENT**

The Woodstock Public Library Board is committed to the principle of equal rights and opportunities for all employees and to providing and promoting a safe work environment. The Library will take all reasonable steps and abide by all applicable legal requirements to ensure that the workplace is free of violence, harassment, sexual harassment, fear of violence or harassment, threatening acts, and bullying conduct.

The Library Board recognizes a positive work environment is built upon mutual respect, inclusion, and a culture committed to health and safety. The Library will include risks of harassment and/or violence in job hazard assessments.

The Library Board is dedicated to this through an annual review of our program in consultation with the Joint Health & Safety Committee and Health & Safety Representatives.

The Library Board has a zero tolerance policy toward harassment of any kind, violence, threatening behavior, and bullying in the workplace. Workers in violation of this policy are accountable for their behaviour and may be subject to disciplinary action up to and including termination. External parties in violation of this policy may have their contract terminated and be refused access to the workplace.

The Library maintains a zero tolerance policy for any verbal, non-verbal or physical behaviour that is threatening or harassing to self, others, property, or physical behaviour that causes or threatens harm to self, others, or property that is initiated by any employee, Library worker family member, client, customer, visitor, contractor, or member of the public.

The Library does not tolerate reprisals or retaliation toward **any person** for complying with this policy. This includes those who report concerns and/or violent incidents, witness violent or inappropriate conduct, and/or cooperate with an investigation. Anyone who initiates reprisals or retaliation will be subject to disciplinary action, up to and including dismissal.

The Library educates and informs all supervisors and workers of their rights and obligations and has developed procedures for reporting and enquiring.

## **2.0 APPLICATION**

### **2.1 Responsibility**

2.1.1 The CEO is responsible for implementing the appropriate procedures in order to ensure that Library staff understand and adhere to the intent of the policy.

### **2.2 Confidentiality**

2.2.1 Information about complaints and incidents shall be kept confidential to the extent possible by all parties. Information obtained about an incident or complaint of workplace harassment and/or workplace violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary:

- a) to protect workers,
- b) to investigate the complaint/incident,

- c) to take corrective action or otherwise as required by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and/or other applicable legislation.
- 2.2.2 All parties involved in the investigation, or who reported or witnessed the alleged behaviour, shall maintain strict confidentiality of all information except for reporting of an investigation, participating in an investigation, and providing information to law enforcement or other governing body as required; both throughout the investigation and afterward.
- 2.2.3 The person(s) conducting the investigation may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation. All records of the investigation will be kept confidential, subject to MFIPPA and the OHRC.

## **2.3 Employer Responsibilities**

- 2.3.1 The responsibilities of the employer include:
- a) Ensure that the working environment is maintained free of violence and harassment for every person.
  - b) Conduct risk assessments as needed to identify actual and/or potential workplace violence and harassment issues.
  - c) Inform workers and/or the Joint Health & Safety Committee (JHSC) and Health & Safety Representatives (HSR) of the results of the hazard assessment.
  - d) Review all applicable legal requirements and take all reasonable precautions to minimize or eliminate violence and harassment-related issues.
  - e) Establish procedures for preventing, reporting, investigating, documenting, and mitigating incidents of violence and harassment.
  - f) Ensure workers are provided with information and instruction that is appropriate for the worker on the contents of the policy and procedure with respect to the prevention of workplace violence and harassment.
  - g) Provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if a worker can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose that worker to physical injury.
  - h) Review the violence and harassment prevention program at minimum annually in consultation with the JHSC and HSRs.

## **2.4 Supervisor Responsibilities**

2.4.1 The responsibilities of supervisors include:

- a) Act respectfully toward others at work and while conducting work-related activities.
- b) Promote and encourage reporting incidents of violence and harassment.
- c) Maintain records of violence and harassment-related complaints, issues, concerns, and investigations.
- d) Assist in investigating claims of violence, harassment, and domestic violence.

## **2.5 Worker Responsibilities**

2.5.1 The responsibilities of workers include:

- a) Report all instances of workplace violence, harassment, or discrimination of which they are aware; immediately or within 24 hours of the incident, to ensure timely response and corrective action.
- b) Act respectfully at work and while conducting work-related activities.
- c) Attend training and education sessions when required.
- d) Immediately report to Supervisor incidents and/or knowledge of workplace violence or harassment.
- e) Cooperate with investigations.
- f) Follow the measures and procedures set out in the Library's violence and harassment prevention program.

## **3.0 REPORTING PROCEDURE**

### **3.1 Self Help**

- a) If you feel that you are being harassed or threatened, and you feel comfortable and confident and it is appropriate, the first step is to tell the person their conduct is unwelcome. Do so as soon as you receive any unwelcome comments or conduct.
- b) Report the incident to the supervisor regardless of the outcome.
- c) If you believe that someone who is not an employee has harassed, discriminated, or threatened to commit a violent act against you (*this may include Domestic Violence*), immediately report the harassment to your

Supervisor. Although the Library has limited control over third parties, it will do its best to address the issue and prevent further problems from arising.

### **3.2 Management Intervention**

- a) Report directly to your supervisor if:
  - Step 3.1 is not appropriate in the situation;
  - You are not comfortable with step 3.1; or
  - You witness an incident and are not directly involved.
- b) The supervisor will address the matter as appropriate to the situation (which may include a documented discussion, investigation, conflict resolution, or other corrective action).
- c) If the Supervisor deems that the situation requires more formal resolution and the decision and expertise of a higher authority or specialist, the Supervisor shall report the incident to Management.
- d) It is important to report your complaint as soon as possible so that the issue can be investigated to prevent escalation or reoccurrence.

### **3.3 Formal Report**

- a) You are directed to file a formal written report:
  - i. If you are not comfortable reporting the incident to your Supervisor;
  - ii. If informal means of resolution are inappropriate or ineffective;
  - iii. If requested by Management; or
  - iv. If the Supervisor is the alleged perpetrator.
- b) Individuals initiating a formal complaint shall use the violence and harassment report, or provide the information in a written letter that includes:
  - The name(s) of the offending person(s) and any witnesses,
  - The location, date and time of the incident, and
  - Details of the incident, behaviour, circumstances.
- c) Submit the report to the Supervisor, or if the supervisor is the alleged perpetrator, to the next highest level of authority in the workplace.

If Management or the Board are the alleged perpetrators, submit your report to the designated independent third party:

- Ward & Uptigrove Human Resources Solutions at:  
HRresults@w-u.on.ca

## **4.0 INVESTIGATION PROTOCOL**

- 4.1.1 Upon receipt of a formal report an investigation will commence.
- 4.1.2 The services of an impartial external investigator who possesses appropriate knowledge, experience, and/or qualifications may be used to conduct the investigation if deemed necessary/appropriate by the Library, or the Ministry of Labour.

- 4.1.3 The investigation may include but is not limited to:

- Interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint,
- Obtain date(s), time(s) and locations of alleged complaint,
- Interview witnesses (if any),
- Review any related documentation, and
- Compile detailed notes of the investigation and maintain them in a confidential manner.

Note: Union representation may be invited to attend during the investigative interview at either side's request.

- 4.1.4 Management shall make all reasonable efforts to complete the investigation as soon as reasonably possible, and attempt to complete the investigation within 45 days, as dependent on the specific circumstances.
- 4.1.5 Upon completion of the investigation, a detailed report of the findings will be prepared and forwarded to the appropriate Management personnel and including the Library CEO and the Board as suitable in the circumstances.
- 4.1.6 The Library will communicate the findings of the investigation with the complainant and the respondent once the investigation is completed.
- 4.1.7 Full-time and Part-time employees affected by an incident will be encouraged to use the free counselling services provided by the Library's *Employee and Family Assistance Program (EFAP)*.

## **5.0 INVESTIGATION RESULTS AND CORRECTIVE ACTIONS**

### **5.1 Substantiated Evidence Following Investigation**

- 5.1.2 The Library will take appropriate corrective measures, regardless of the respondent's seniority or position.
- 5.1.3 The responsible Supervisor, Manager, CEO, or the Board, shall determine the most appropriate actions for resolution, as per the investigation findings.

#### 5.1.4 Corrective measures may include but aren't limited to:

- a) Discipline, such as a verbal warning, written warning, suspension, up to and including termination; as appropriate.
- b) Referral for mandatory counseling (i.e. anger management or sensitivity training).
- c) Updating security measures and protocols.
- d) Training and education for staff.
- e) Removal of a customer or contractor from the premises.

Note: Disciplinary action for violations of this policy and program will be considered by the nature and impact of the violations and be in accordance with the Library's Progressive Discipline policy.

#### 5.1.5 The results of the investigation including corrective action that has been taken (if any) will be furnished in writing to the complainant and the respondent, as appropriate and respecting MFIPPA and other confidentiality obligations.

### 5.2 Unsubstantiated Evidence Following Investigation

5.2.1 In the event the claim(s) is unsubstantiated, Management may implement corrective actions, appropriate to the situation, to maintain a respectful and productive workplace.

5.2.2 Unsubstantiated allegations will not result in negative consequences to the complainant, witnesses, or alleged harasser.

### 5.3 False Allegations

5.3.1 Deliberate false and malicious accusations are serious and will result in disciplinary action up to and including termination. An unsubstantiated claim does not mean that there was a deliberate false allegation.

## 6.0 NOTIFICATIONS

6.1 Notify the Police if there is immediate danger to any person from violent behaviour.

## RELATED DOCUMENTS AND POLICIES

*Occupational Health and Safety Act (OHSA)*

Ministry of Labour Guideline – *Workplace Violence and Harassment: Understanding the law*

*Ontario Human Rights Code*

*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

MLTSD Code of Practice to Address Workplace Harassment under Ontario's Occupational Health and Safety Act

## DOCUMENT REVISION RECORD

Adoption Date:	12 May 2020
Review Cycle:	Annually
Last Reviewed:	27 June 2023
Resolution No.:	23-



**WOODSTOCK PUBLIC LIBRARY**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**APRIL-MAY 2023**

<u>REVENUES</u>	<u>2023 BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>APRIL</u>	<u>YEAR TO DATE</u>	<u>BALANCE TO BE RAISED</u>	<u>% RAISED</u>
1000-63069-0000 Southern Ontario Library Service	\$ -		\$ -	\$ -	\$ -	
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	\$ 5,000.00	937.30	2,560.64	3,497.94	1,502.06	69.96%
1000-69702-0000 Photocopying	\$ 2,800.00	706.40	1,393.65	2,100.05	699.95	75.00%
1000-69703-0000 Fines, Fees	\$ 350.00	57.00	67.00	124.00	226.00	35.43%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 500.00	57.50	35.50	93.00	407.00	18.60%
1000-69706-0000 Interest Earned	\$ 600.00	344.47	418.99	763.46	(163.46)	127.24%
1000-69707-0000 Non-resident fee	\$ 7,000.00	1,480.00	1,730.00	3,210.00	3,790.00	45.86%
1000-69708-0000 Miscellaneous	\$ 1,000.00	0.01	-	0.01	999.99	0.00%
1000-69709-0000 Programmes	\$ -	-	60.00	60.00	(60.00)	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	-	105.00	105.00	395.00	21.00%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	681.51	724.25	1,405.76	1,594.24	46.86%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 80,000.00	-	-	-	80,000.00	0.00%
1000-69722-0000 Tfr from Salaries Reserve	\$ 70,000.00	-	-	-	70,000.00	0.00%
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 130,000.00	-	-	-	130,000.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot	\$ -	-	-	-	-	#DIV/0!
Levy	\$ 2,779,500.00	-	-	-	2,779,500.00	0.00%
TOTAL REVENUES	\$3,190,420.00	\$ 4,264.19	\$ 7,095.03	\$ 11,359.22	\$ 3,179,060.78	0.36%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>APRIL</u>	<u>YEAR TO DATE</u>	<u>BALANCE TO BE SPENT</u>	<u>% SPENT</u>
1000-83610-0101 Salaries & Wages, Regular	\$ 1,194,280.00	\$ 241,406.55	\$ 168,245.08	\$ 409,651.63	\$ 784,628.37	34.30%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	653.86	(57.46)	596.40	603.60	49.70%
1000-83610-0103 Salaries & Wages, Part Time	\$ 580,000.00	118,380.77	75,447.08	193,827.85	386,172.15	33.42%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,300.00	2,855.01	1,943.73	4,798.74	6,501.26	42.47%
1000-83610-0105 Vacation Pay	\$ 111,860.00	21,132.89	268.22	21,401.11	90,458.89	19.13%
1000-83610-0108 Lieu Pay	\$ -	-	-	-	-	#DIV/0!
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 172,440.00	33,546.22	22,702.39	56,248.61	116,191.39	32.62%
1000-83610-0151 C.P.P.	\$ 95,550.00	20,656.75	14,228.69	34,885.44	60,664.56	36.51%
1000-83610-0152 E.I.	\$ 33,790.00	7,897.97	5,321.68	13,219.65	20,570.35	39.12%
1000-83610-0154 Employers Health Tax	\$ 37,360.00	7,551.28	5,138.10	12,689.38	24,670.62	33.97%
1000-83610-0158 Insurance, EHC, LTD	\$ 173,330.00	25,697.32	40,408.11	66,105.43	107,224.57	38.14%
1000-83610-0171 Workers' Compensation Insurance	\$ 5,090.00	1,277.81	869.49	2,147.30	2,942.70	42.19%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	704.46	4.99	709.45	2,290.55	23.65%
1000-83610-0198 Pay in Lieu of Benefits	\$ 29,640.00	2,655.13	2,091.33	4,746.46	24,893.54	16.01%
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	\$ 45,000.00	13,378.77	8,058.50	21,437.27	23,562.73	47.64%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	1,161.10	969.32	2,130.42	4,869.58	30.43%
1000-83610-0310 New Equipment	\$ 5,500.00	212.09	-	212.09	5,287.91	3.86%
1000-83610-0311 Equipment Repairs & Service	\$ 3,000.00	-	28.43	28.43	2,971.57	0.95%
1000-83610-0312 Printing & Office Supplies	\$ 9,000.00	1,872.10	1,753.66	3,625.76	5,374.24	40.29%
1000-83610-0313 Subscriptions & Memberships	\$ 2,500.00	2,233.75	-	2,233.75	266.25	89.35%
1000-83610-0314 Postage and Express	\$ 3,500.00	277.53	601.13	878.66	2,621.34	25.10%
1000-83610-0315 Advertising	\$ 15,000.00	698.76	949.55	1,648.31	13,351.69	10.99%
1000-83610-0318 Board Development	\$ 2,000.00	250.00	414.06	664.06	1,335.94	33.20%
1000-83610-0321 Cost of Photocopying	\$ 4,000.00	940.91	909.90	1,850.81	2,149.19	46.27%
1000-83610-0322 Unallocated Visa		-		-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 18,000.00	6,285.25	6,477.60	12,762.85	5,237.15	70.90%
1000-83610-0350 Telephone	\$ 8,400.00	2,717.85	804.64	3,522.49	4,877.51	41.93%
1000-83610-0351 Electricity	\$ 33,080.00	1,298.21	3,281.98	4,580.19	28,499.81	13.85%
1000-83610-0352 Heat	\$ 14,500.00	3,593.30	941.08	4,534.38	9,965.62	31.27%
1000-83610-0353 Water	\$ 2,100.00	332.93	412.19	745.12	1,354.88	35.48%
1000-83610-0370 Software & Liscensing	\$ 90,000.00	40,868.39	16,375.64	57,244.03	32,755.97	63.60%
1000-83610-0383 Consultant Services	\$ 60,000.00	1,022.69		1,022.69	58,977.31	1.70%
1000-83610-0393 Purchased Services	\$ 2,500.00	115.20	204.80	320.00	2,180.00	12.80%
1000-83610-0399 Miscellaneous	\$ 1,000.00	319.76	61.06	380.82	619.18	38.08%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	7,234.46	4,682.53	11,916.99	58,083.01	17.02%
1000-83610-0613 Library Materials	\$ 248,000.00	46,035.38	36,454.93	82,490.31	165,509.69	33.26%
1000-83610-0620 Professional Aids	\$ 1,000.00	-		-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	364.27	-	364.27	10,135.73	3.47%
1000-83610-0625 Covers and Repairs	\$ 9,000.00	-	-	-	9,000.00	0.00%
1000-83610-0626 Cataloguing/Processing	\$ 42,000.00	4,323.53	8,392.95	12,716.48	29,283.52	30.28%
1000-83610-0627 Programmes	\$ 18,000.00	1,915.97	2,833.22	4,749.19	13,250.81	26.38%
1000-83610-0634 Standing Orders	\$ 8,000.00	1,673.50	666.20	2,339.70	5,660.30	29.25%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	407.23	93.94	501.17	1,498.83	25.06%
1000-83610-0363 Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723 Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728 Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783 Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES	\$ 3,190,420.00	\$ 623,948.95	\$ 431,978.74	\$ 1,055,927.69	\$ 2,134,492.31	33.10%

**WOODSTOCK PUBLIC LIBRARY**  
**SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000**  
**MAY, 31 2023**

Balance - April 1, 2023 (\$619,684.76)

Add: Revenue \$7,095.03

Less: Expenses (\$135,780.41)

Payroll (\$296,198.33)

Balance - May 31, 2023 (\$1,044,568.47)

Levy to be applied \$2,779,500.00

Levy Adjusted Balance \$1,734,931.53

**SUMMARY OF JESSIE MCDOUGALL**  
**TRUST FUND - # 0180-53014-0000**  
**Year to Date**  
**MAY, 31 2023**

Balance - April 1, 2023 \$13,077.63

Add: Bank Interest \$110.60

Balance - May 31, 2023 \$13,188.23



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**Subject:            Fall Staff Development Day Closure**

**Action:            For Review and Approval**

**Prepared by:    L. Harris**

**Meeting of:       June 27, 2023**

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## **Recommendation**

That the Woodstock Public Library close on Friday, December 1, 2023, for a full day of staff development.

## **Background**

The Library held its first successful staff development day in June, 2023. Staff were appreciative of the dedicated time, and have suggested other areas of training and development they would like to see in future sessions.

The Management team remains committed to providing a minimum of two full-day staff development days during each calendar year as part of its ongoing commitment to supporting staff education needs.

## **Discussion**

The Library will provide adequate notice to the public regarding the closure through our various communication channels.

Ongoing learning is important for Woodstock Public Library staff. Dedicating a full day without disruption will enhance our ability to service our customers and support our staff team.

Additionally, this fall staff development day will also include our inaugural annual staff recognition event as outlined in the new Staff Recognition Policy approved in May, 2023.



# WOODSTOCK Public Library



## Welcome to The Woodstock Public Library's Newsletter!

Welcome to our new newsletter, where you will find the latest, greatest and best of what is happening at your library!



### What you can expect...

We know you already get plenty of email and we don't want to clutter up your in-box. We do want to make sure you are in the know about what is happening at your library - and there is ALWAYS something!

You can expect to receive our newsletter once a month, letting you know the latest and greatest happenings at your library. Once in a while you may receive additional information about special events or programs that are targeted specifically to you!

This Wednesday we will send out our first official newsletter, which will cover our summer programs for children, teens, and adults. It is going to be a busy summer and we have something planned for everyone!!

You can unsubscribe from this newsletter at anytime (though we really hope you'll stick around!) by selecting "Click here to unsubscribe" near the bottom of this email. Unsubscribing from this newsletter will not impact any other email communication you may receive from us already, such as due date reminders and holds notices.

We look forward to engaging with you in this new way and hope you will find it helpful and enjoyable.

[Check out our website](#)

[See all of our programs](#)



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Woodstock Public Library  
445 Hunter Street Woodstock, Ontario N4S 4G7  
[Phone: \(519\) 539-4801](tel:5195394801)





News / Local News



# Drag storytime promotes 'inclusivity, equality for everyone'

Chris Abbott

Published Jun 19, 2023 • Last updated 3 days ago • 3 minute read

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Karl Toews of Burgessville, candidate of record for the Ontario Party in the Oxford riding, holding the 'Not for children' sign, was one of about 15 people peacefully protesting the Drag Storytime in Woodstock Saturday morning. Oxford County Family Pride Day supporters gathered in the same area outside the Woodstock Museum to show their support of the Drag Storytime. CHRIS ABBOTT jpg, TN, apsmc

Protesters at the Woodstock's Museum Square on Saturday were restricted from entering the museum for the annual Oxford County Family Pride Day Drag Storytime.

Lined up near the entrance as families entered the museum, about 15 protesters carried 'Not For Children' signs.

"Our goal is peaceful, prayerful protest," said Karl Toews of Burgessville, Oxford's candidate of record for the Ontario Party.

“We believe that in drag culture there is an inherent element of sexuality and for that reason exposing children to drag culture – in a public space – is not acceptable,” said Toews.

“We take no issue with people doing what they want to do in their own homes, or in their own businesses, but when this is done in a public space it’s not acceptable and it breaches the state’s duty of neutrality as articulated by the Supreme Court. I’d encourage everyone to look at that (Saguenay) case, in matters of religion the state is to remain neutral.”



Karl and Roxolana Toews of Burgessville hold 'Not for Children' signs peacefully protesting the Drag Storytime at the Woodstock Museum Saturday, June 17. About 15-20 people protested the storytime event outside the museum. CHRIS ABBOTT jpg, TN, apsmc

Toews said Saturday’s protesters “absolutely condemn” any hate towards any groups.

“If anyone from the Pride community has experienced any form of aggression, we absolutely condemn it,” he said.

The drag storytime has been a tradition at Oxford Family Pride Day celebrations, said Kate Foster, volunteer coordinator and member of the Oxford Pride Committee.

“We run multiple storytimes across all of Oxford County,” said Foster, noting there were storytimes in Tillsonburg and Ingersoll one week earlier, held in partnership with Oxford County Library and the Rainbow Optimist Clubs of Southwestern Ontario.





Oxford Family Pride Day supporters mingled peacefully with Drag Storytime protesters Saturday morning outside the Woodstock Museum. The Drag Storytime was held inside the museum on the second floor. CHRIS ABBOTT jpg, TN, apsmc

“I think it (drag storytime) is important to this festival because it is showing equality for everyone,” said Foster. “It is showing that it’s a diverse, welcoming, accepting place because there is a lot of negative thoughts about it. It’s just for a fun, safe space for a story to happen.”

Foster estimated about 50 children and their families attended Saturday’s storytime, all having fun, with more still coming in after it started.

“Usually everyone loves it, it’s like a beautiful time. Everyone’s really happy. It’s a lot of fun. The kids always love it, there’s always really good input from the parents that attend. So despite what everyone else says, it’s actually very welcoming, warm and happy.”

There were songs, games, then several children’s stories read on Saturday, she added.

“Beautiful, accepting stories that are about inclusivity and equality to everyone. Just love.”

On Saturday, Sloppy Jo, who lives in Norwich, and Lavender Skyes, from London, in drag, read from *Dolls and Trucks Are For Everyone*, *Be Who You Are*, *Can You See It*, and *Red – A Crayon Story*.





Sloppy Jo of Norwich, on the left, and Lavender Skyes from London, read stories to about 50 children and their parents Saturday morning during Oxford County Family Pride Day's Drag Storytime at the Woodstock Museum. CHRIS ABBOTT jpg, TN, apsmc

"I think it went great," said Sloppy Jo.

"It was a lot of fun," said Skyes. "This was my first storytime actually in person. I didn't know what to expect... it was a much larger crowd than I anticipated. It was great."

"There's nothing better than getting to see the kids in person," said Sloppy Jo, "and interacting with them. Also, it was great to see so many parents..."

"And everyone was just so supportive and smiley," said Skyes.

"Everybody just came to have a good time and that's all that we wanted," nodded Sloppy Jo.

Sloppy Jo said it was a different atmosphere at the earlier Tillsonburg and Ingersoll storytimes.

“I was very happy that this one was inside because it kept the protesters away. At the other two, the protesters were there just staring at us (inside the libraries). We were in a room, about this size, and literally surrounded by people holding up signs ‘Not For Children’... staring at you.

“The fact that they weren’t (inside the Woodstock museum) and we just got to be in here and have fun with the kids... I definitely felt a lot more comfortable at this one than I did at the last two.”

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