

DRAFT Agenda
Woodstock Public Library Board
Tuesday, May 9, 2023

Date: Tuesday, May 9, 2023
Time: 4:15 p.m.
Place: Library Meeting Room

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 April 11, 2023

Recommendation:

That the Board approves the Minutes of the meeting of April 11, 2023, as circulated (or following corrections).

6. Delegations/Presentations

a) 2022 Woodstock Public Library Audit

i) Verbal Report – Christene Scrimgeour, CPA, CA, BA, Scrimgeour & Company

ii) DRAFT Audited Statements

Recommendation:

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.

7. Business Arising from the Minutes

None

8. Chairperson's Remarks

9. Board Education

- a) Circulation Supervisor – N. Carr Rivard**
Verbal Report
- b) Social Challenges in Library Facilities – L. Harris**
Verbal Report

10. Consideration of Correspondence
None

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 April, 2023
- c) Policy Review**
 - i) Report – Staff Recognition Policy
 - ii) Staff Recognition Policy
Recommendation:
That the Woodstock Public Library Board approves the Staff Recognition Policy as presented (or amended); and that the following 2010 policies be rescinded upon approval of the new Staff Recognition Policy – Gifts and Gratuities, and Expressions of Sympathy.

12. Committee Reports

- a) Ontario Library Service Trustee Assembly**
 - i) Assembly Meeting Summary – L. Wareing
 - ii) OLS Trustee Assembly Slide Deck – April 20, 2023
- 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 April 30, 2023, and the DRAFT Summary of Trust Account for the period ending April 30, 2023, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending April 30, 2023, be approved as information received.

14. New Business

a) OLS Conference (Virtual) for Board Trustees
Thursday, September 28, 2023

b) Leadership Continuity

For Information

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

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

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, June 27, 2023, 4:15 p.m.

19. Adjournment

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Woodstock Public Library Board

DRAFT Meeting Minutes April 11, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, April 11, 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
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait (via ZOOM technology)
Councillor Bernia Wheaton

b) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Manager of Public Services
Michael Cruickshank, Manager of Operations
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:15 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 23-26

MOVED by B. Wheaton and seconded by D. Barry to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of March 14, 2023

Motion 23-27

K. Whiteford suggested a minor wording change in Item #7 on the second page, referring to the budget presentation to City Council.

MOVED by K. Leatherbarrow and seconded by K. Whiteford to approve the amended Minutes of the meeting of March 14, 2023.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

M.A. Silverthorn presented, and read the sentiments from, a thank-you card from previous Trustee Connie Lauder.

8. Delegations/Presentations

None.

9. Board Education

a) Manager of Operations – M. Cruickshank

M.A. Silverthorn introduced Michael Cruickshank as the Library's Manager of Operations, and invited him to speak on his role and achievements since being hired.

M. Cruickshank spoke of previous positions prior to being hired at Woodstock Public Library, as well as roles and direct reports to his current position, and projects being worked on.

There were no questions from the Board, and M.A. Silverthorn thanked M. Cruickshank for his presentation.

b) Board Orientation – L. Harris.

L. Harris provided a PowerPoint presentation on legislative framework for public libraries.

Discussion was had on the Board's function of governance, and the CEO's role with library operations.

Clarification was provided on the previous services of the Southern Ontario Library Service (SOLS) prior to amalgamation with the Northern Ontario Library Service which saw budget cuts that affected the courier for Inter-library Loans.

There were no further questions or comments from the Board.

10. Consideration of Correspondence

a) Email – Library patron

Drag Storytime

There were no comments or questions from the Board.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported on the City's strategic plan process, after having attended an information session at City Hall.

L. Harris reported that she and the Manager of Public Services attended the annual Mayor's Breakfast at Southgate Centre.

There were no comments or questions from the Board.

ii. Report of the Manager of Public Services

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

M. Cook discussed the success of the Library's March Break programming as well as the positive functionality of Biblioevents. There was discussion regarding the utilization of other areas of the Library as well as outside for programming. M. Cook also spoke on community partnership and prioritizing staff training.

The Board thanked M. Cook for the information provided.

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

L. Harris spoke on the increase in numbers for March, 2023. March Break attendance was very high, pointing to pre-pandemic numbers. Visits to the website, in-person visits, and program attendance have all increased substantially.

There were positive comments from the Board regarding increased numbers, especially with programming.

c) Policy Review

i. Report – Computer Technology Acceptable Use

L. Harris noted very minor changes, keeping in line with the City's policy.

ii. Policy Computer and Technology Acceptable Use DRAFT

Motion 23-28

MOVED by K. Leatherbarrow and seconded by B. Wheaton that the Board approves the Computer and Technology Acceptable Use Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing noted that the meeting for the Trustee Assembly is scheduled for April 20, 2023, and will bring a report to the Board at the next regular meeting.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

L. Harris noted that the financials were received just prior to the meeting, and were now before the Board in hard copy. The expense account 1000-83610-0300 is incorrectly noted in the report, and should be 1000-83610-

0308. This correction would be passed along to Treasury and corrected on the report.

Motion 23-29

MOVED by L. Wareing and seconded by D. Barry
that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2023, and
the DRAFT Summary of Trust Account for the period ending March 31, 2023, and
the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending March 31, 2023, be received as information.

Motion carried.

14. New Business

a) Staff Recognition
For Information

i. Report – Staff Recognition

L. Harris stated that any time there would be a new policy, or a major revamp of an existing policy, it would be brought to the Board in advance for review prior to considering approval the following month.

The previous policy to recognize staff did so at the time an employee either retired or resigned, and was very outdated. The updated policy would recognize employees every five years during their career at the Library.

Discussion was had regarding some language in the policy. Direction was provided to L. Harris to make some minor changes, and bring back to the Board at the next regular meeting.

ii. Policy Staff Recognition DRAFT

The policy would come back for further discussion and approval in May, 2023.

b) Report – Drag Storytime Event
For Information

K. Leatherbarrow asked for the procedure of adding an item to the Library Board Agenda.

M.A. Silverthorn clarified that Agenda items be forwarded to the CEO and Board Chair.

15. Notices of Motion

None.

16. Attachments

- a) **Appointed to the Library Board? What you need to know as a municipal councillor.** Ontario Library Service; 2022
- b) **Libraries ask for Ontario-wide digital system to ensure equal access to materials.** The Canadian Press; March 14, 2023
- c) **Drag Storytime Returns to Woodstock Public Library.** Heart FM; March 16, 2023
- d) **Supporters outnumber protesters at drag queen storytime in Woodstock, Ont.** CBC; March 17, 2023
- e) **Woodstock Public Library celebrates return of Drag Storytime.** Woodstock Sentinel Review; March 17, 2023

17. Committee of the Whole In-camera

Personal matters about an identifiable individual

Motion 23-30

MOVED by K. Whiteford and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:30 pm.

Motion carried.

In closed session, the Board reviewed the report presented by the Board Chair.

Motion 23-31

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:55 pm.

Motion carried.

Motion 23-32

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

18. Next Meeting

Tuesday, May 9, 2023, 4:15 pm.

19. Adjournment

MOVED by K. Leatherbarrow that the meeting adjourn at 6:00 pm.

Vision

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WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

**WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Change in Net Financial Assets
-7-	Notes to the Financial Statements
-10-	Schedule 1 - Schedule of Tangible Capital Assets

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Woodstock

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board (the "Board"), which comprise the Statement of Financial Position as at December 31, 2022, and Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board as at December 31, 2022 and its financial performance and its cash flows and change in net assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

May 9, 2023
London, Canada

LICENSED PUBLIC ACCOUNTANT

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash	\$ 41,038	\$ 35,391
Due from City of Woodstock	1,596,344	1,413,881
Accounts receivable	3,352	-
	1,640,734	1,449,272
LIABILITIES		
Accounts payable and accrued liabilities	209,496	53,120
Deferred revenue	4,222	4,806
	213,718	57,926
NET FINANCIAL ASSETS	1,427,016	1,391,346
NON-FINANCIAL ASSETS		
Tangible capital assets (note 2.d), (Schedule 1)	2,795,335	2,327,305
Capital work in progress	-	434,419
	2,795,335	2,761,724
ACCUMULATED SURPLUS (page 4) (note 4)	\$ 4,222,351	\$ 4,153,070

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget 2022	Actual 2022	Actual 2021
REVENUES			
City of Woodstock	\$ 2,668,950	\$ 2,806,997	\$ 3,014,688
Government grants - operating grants	54,860	54,860	54,860
Government grants - pay equity	5,310	5,308	5,308
Government grants	-	7,440	-
Non-resident fees	5,000	7,682	6,075
Fines, fees, rentals and donations	17,700	22,335	28,434
Development charges	63,280	63,280	130,633
	2,815,100	2,967,902	3,239,998
EXPENDITURES			
Amortization	-	311,109	308,405
Automation	95,000	53,660	65,290
Book covers, repairs and binding	10,000	4,322	1,899
Building and equipment maintenance	53,500	77,784	39,384
Consulting	40,000	10,873	99,016
Library materials	309,500	64,850	47,278
Other	4,000	2,200	204
Photocopier	3,000	5,220	4,488
Postage	3,500	2,132	1,952
Professional fees	5,500	1,500	1,500
Promotion	28,450	21,613	18,694
Salaries and benefits	2,204,550	2,186,768	1,994,952
Software and licensing	68,000	82,773	68,508
Stationery and supplies	8,000	9,321	6,652
Travel, conventions, training and memberships	22,500	21,533	10,454
Utilities	56,400	42,963	39,582
	2,911,900	2,898,621	2,708,258
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	(96,800)	69,281	531,740
ACCUMULATED SURPLUS, BEGINNING OF YEAR	4,153,070	4,153,070	3,621,330
ACCUMULATED SURPLUS, END OF YEAR	\$ 4,056,270	\$ 4,222,351	\$ 4,153,070

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess revenue over expenditures (page 4)	\$ 69,281	\$ 531,740
Non-cash charges to operations		
Amortization	311,109	308,405
Net change in working capital other than cash (A)	(30,023)	(192,884)
	350,367	647,261
INVESTING ACTIVITIES		
Disposal (acquisition) of tangible capital assets	(779,139)	(226,159)
Decrease (increase) in work in progress	434,419	(412,941)
	(344,720)	(639,100)
Increase in cash during the year	5,647	8,161
Cash, beginning of year	35,391	27,230
CASH, END OF YEAR	\$ 41,038	\$ 35,391

(A) Net change in working capital other than cash includes the net change in Due from the City of Woodstock, accounts receivable, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget 2022	Actual 2022	Actual 2021
Excess of expenditures over revenue (page 4)	\$ (96,800)	\$ 69,281	\$ 531,740
Amortization of tangible capital assets	-	311,109	308,405
Disposal (acquisition) of tangible capital assets	-	(779,139)	(226,159)
Decrease (increase) in work in progress	-	434,419	(412,941)
Increase in net financial assets	(96,800)	35,670	201,045
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,391,346	1,391,346	1,190,301
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,294,546	\$ 1,427,016	\$ 1,391,346

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

1. Description of the Board

The Woodstock Public Library Board (the "Board") is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

2. Significant accounting policies

The financial statements of the Woodstock Public Library Board have been prepared by management in accordance with Canadian public sector accounting standards. The significant accounting policies are summarized as follows:

a. Reporting entity

The financial statements reflect the assets, liabilities, revenue and expenditures, and accumulated surplus of the Board.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Designated revenue received in advance of the related expenditures is deferred and recognized in the year that the expenditures are made.

c. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the change in net financial assets for the year.

d. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 years
Buildings	50 years
Building components	15 to 30 years
Shelving	25 to 50 years
Computer hardware	3 to 6 years
Computer software	7 years
Equipment	6 to 15 years
Collection	7 years

Amortization is charged on a monthly basis in the year of acquisition and in the year of disposal. The Board has a capitalization threshold of \$2,500 (Computer hardware - \$1,000). Individual assets of lesser value are expensed unless they are pooled because collectively they have significant value.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

2. Significant accounting policies continued

d. Tangible capital assets continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as revenue. Tangible capital assets are detailed on the accompanying Schedule 1.

e. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

f. Financial instruments

Financial instruments of the Board consist mainly of cash and due from the City of Woodstock. Unless otherwise noted, it is the Board's opinion that it is not exposed to significant interest, currency or credit risk arising from these financial instruments.

g. Government grants

Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

h. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. Actual results could differ from management's best estimates, as additional information becomes available in the future.

i. Budget

The operating budget approved by the Board, for 2022, is reflected on the Statement of Operations and Accumulated Surplus. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Board does not budget activity within reserves, with the exception being those transactions which affect either operations or capital investments.

j. Trust funds

Trust funds and their related operations are not consolidated with these financial statements but are reported separately.

WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

3. Pension agreement

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

4. Accumulated Surplus

Accumulated surplus consists of the following:

	2022	2021
Reserve fund		
Marg Toon	\$ 2,299	\$ 2,247
Reserves		
Automation	328,726	385,526
Salary	686,243	582,951
Consulting services	409,748	420,622
	1,424,717	1,389,099
Tangible capital assets	2,795,335	2,327,305
Capital work in progress	-	434,419
	2,795,335	2,761,724
ACCUMULATED SURPLUS	\$ 4,222,351	\$ 4,153,070

5. Significant event

In March of 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Board has followed Provincial orders regarding closures as required. The Board and management continue to monitor the situation.

**WOODSTOCK PUBLIC LIBRARY BOARD
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022**

		Land	Land Improvements	Buildings	Computer Hardware	Equipment	Collection	2022 Total	2021 Total
COST									
Balance, beginning of year	\$	9,104	\$ 6,348	\$ 3,561,290	\$ 93,921	\$ 377,577	\$ 1,456,879	\$ 5,505,119	\$ 5,522,150
Add:									
Additions during the year		-	-	558,585	7,327	-	213,227	779,139	226,159
Less:									
Disposals during the year		-	-	-	(11,786)	-	(236,727)	(248,513)	(243,190)
Balance, end of year		9,104	6,348	4,119,875	89,462	377,577	1,433,379	6,035,745	5,505,119
ACCUMULATED AMORTIZATION									
Balance, beginning of year		-	6,348	2,166,729	58,811	196,498	749,428	3,177,814	3,112,599
Add:									
Amortization during the year		-	-	80,253	7,541	16,868	206,447	311,109	308,405
Less:									
Disposals during the year		-	-	-	(11,786)	-	(236,727)	(248,513)	(243,190)
Balance, end of year		-	6,348	2,246,982	54,566	213,366	719,148	3,240,410	3,177,814
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$	9,104	\$ -	\$ 1,872,893	\$ 34,896	\$ 164,211	\$ 714,231	\$ 2,795,335	\$ 2,327,305

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Changes in Net Financial Assets
-7-	Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Woodstock

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board Trust Fund (the "Trust Fund"), which comprise the Statement of Financial Position as at December 31, 2022, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board Trust Fund as at December 31, 2022 and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Fund in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Fund's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Fund or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Fund's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

May 9, 2023
London, Canada

LICENSED PUBLIC ACCOUNTANT

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	2022		2021	
FINANCIAL ASSETS				
Cash	\$	12,917	\$	12,628
		12,917		12,628
LIABILITIES				
Due to City of Woodstock		-		-
NET FINANCIAL ASSETS				
		12,917		12,628
ACCUMULATED SURPLUS (page 4)	\$	12,917	\$	12,628

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
REVENUES		
Interest earned	\$ 289	\$ 100
	289	100
EXPENDITURES		
Contribution to City of Woodstock - capital	-	-
Excess revenues over expenditures	289	100
ACCUMULATED SURPLUS, BEGINNING OF YEAR	12,628	12,528
ACCUMULATED SURPLUS, END OF YEAR	\$ 12,917	\$ 12,628

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenues over expenditures (page 4)	\$ 289	\$ 100
Increase in cash during the year	289	100
Cash, beginning of year	12,628	12,528
CASH, END OF YEAR	\$ 12,917	\$ 12,628

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022		2021	
Excess of revenues over expenditures (page 4)	\$	289	\$	100
Increase in net financial assets during the year		289		100
NET FINANCIAL ASSETS, BEGINNING OF YEAR		12,628		12,528
NET FINANCIAL ASSETS, END OF YEAR	\$	12,917	\$	12,628

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

1. Description of the Trust Fund

The Woodstock Public Library Board Trust Fund (the Trust Fund) is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

2. Accounting policies

The financial statements of the Trust Fund of the Woodstock Public Library Board are prepared by management in accordance with Canadian public sector accounting standards.

a. Basis of accounting

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

b. Financial instruments

The financial instruments of the Trust Fund consists of cash and accounts receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

c. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates as additional information becomes available in the future.

d. Capital assets

The Trust Fund does not own any capital assets.

e. Budget

The Trust Fund does not set a budget.

3. Significant event

In March of 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. Management is continuing to monitor the situation.



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: May 9, 2023

Strengthen our Community

I was invited to speak at the spring SWOLA (Southwestern Ontario Library Administrators) meeting in late April regarding the Library's recent experiences with inclusive programming. The Library administrators (including Fanshawe and Western Libraries) had an excellent discussion after my talk about diversity and inclusion, freedom of information, and best practices moving forward.

Libraries in our area are experiencing similar challenges to us in terms of programming and space use challenges, and the meeting was also an excellent opportunity to learn what others are doing at their libraries to address these issues.

Reinforce Capabilities

Thanks to the diligent work of Senior Team and the City Treasury department, the Annual Ministry Survey was successfully submitted before the April 30th deadline. As this was my first submission of this document to the Ministry, I enlisted assistance from OLS (Ontario Library Service) staff to review the document to check for any errors or inconsistencies. OLS staff made a few suggestions regarding the content of the financial reporting, which have been forwarded to Treasury for future years.

Submitting the Annual Survey is a prerequisite to receiving the Public Libraries Operating Grant (PLOG) each year, and, although there will be no increases to the PLOG again this year, we look forward to receiving the funding later this year.

Planning is well underway for the June 2nd staff development day. We are looking forward to learning together as a team. Highlights of the staff development day will be brought forward to the June 27, 2023, Board Meeting in the CEO Monthly Report.



Subject: Public Services Report for April, 2023

Action: For Information

Prepared by: Megan Cook, Manager of Public Services

Meeting of: May 9, 2023

Contribute Vibrant Spaces

- Our Children's Librarians have been focused on planning a vibrant and exciting summer full of engaging programs that support literacy and a love of reading. For the first time, we will host a kick-off launch event for the TD Summer Reading Club, called Get Your Summer Read On! This will take place on Saturday, June 24, and will include activities and entertainment for the entire family.
- The Library plays a vital role over the summer in bridging the gap between school years. Summer reading programs are proven to help maintain literacy skills in school-aged children. TD Summer Reading Club participants have reported that they enjoy reading more and have connected with other kids through participating in related programs at the library [1].
- In April, we continued to branch out of our Meeting Room and program in all spaces of our library, with our All About Trees Earth Day program with the Wild Heart Farm, Forest and Nature School, our Retro Gaming Night in partnership with the Operandi Gaming Community, and our author visit with Adam Shoalts.

Strengthen Our Community

- We have started scheduling visits in June to local schools. Our Children's Librarians will meet with students and get them excited about our summer programs and the TD Summer Reading Club. In May, our Children's Librarians will also be attending several Kindergarten Open Houses.
- Our Outreach Librarian has connected with the City of Woodstock and the Children's Aid Society of Oxford County to schedule ongoing camp visits throughout the summer for school-aged children.
- This summer, we will attend Woodstock's Canada Day Celebration at Southside Park, as well as Cowapolooza. We are working on creating a "pop-up" library where community members can sign up for a library card, check-out a book, and

learn more about the services and programs we have to offer. We hope to strengthen existing relationships and attract new library users through this initiative.

- We have formalized a new partnership with the Canadian Mental Health Association (CMHA). In the Fall, we will host a 6-week Peer Support Group that is open to the community. The goal of this program is to create a safe space for adults to meet new people and engage in positive conversation.

Reinforcing Our Capabilities

- This month we were able to fill both Summer Student – Program Assistant (temporary) positions. Summer Students will start in May and June and will be vital in supporting our outreach and programming this summer.
- We continue to plan for our June 2nd Staff Development Day, exploring training opportunities with Welkin, CMHA, and the Rainbow Optimist Club.

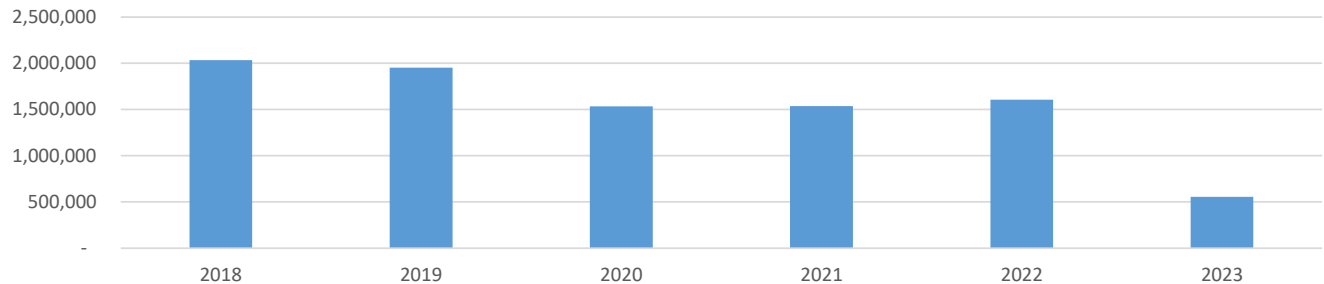
[1] TD SRC, “Why Run a Summer Reading Program” 2023 TD Summer Reading Club, <https://www.tdsummerreadingclub.ca/staff/how-to-run-the-program>



Woodstock Public Library

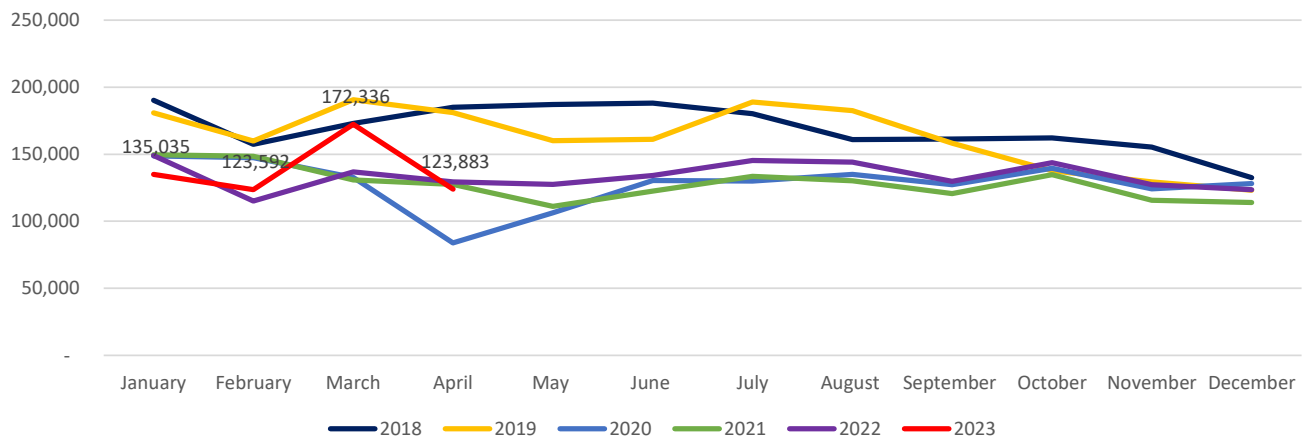
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

Total Library Uses 2018 - Present

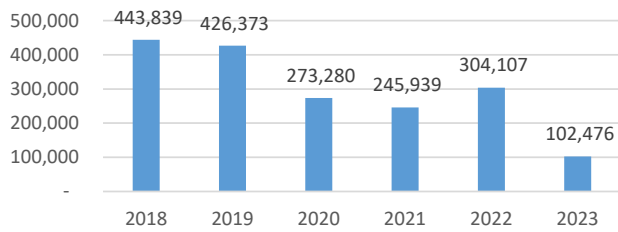


2023	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	28,685	11,049	78,387	10,186	1,527	901	1,712	2,588	135,035
February	24,472	9,861	73,829	9,909	1,126	544	1,549	2,302	123,592
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									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	102,476	44,790	298,964	81,554	8,196	3,436	6,746	8,684	554,846

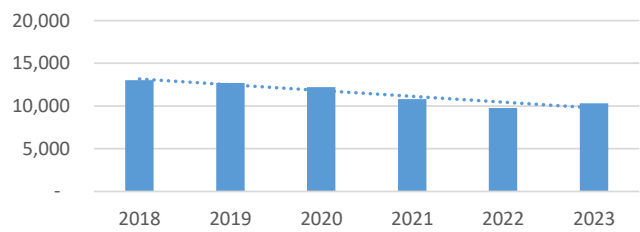
Total Library Uses by Month 2018 - Present



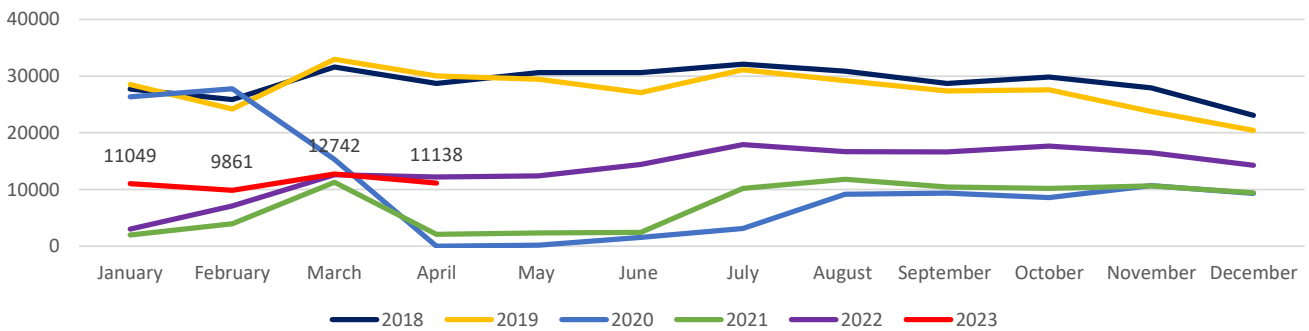
Annual Library Circulation Total 2018-2023



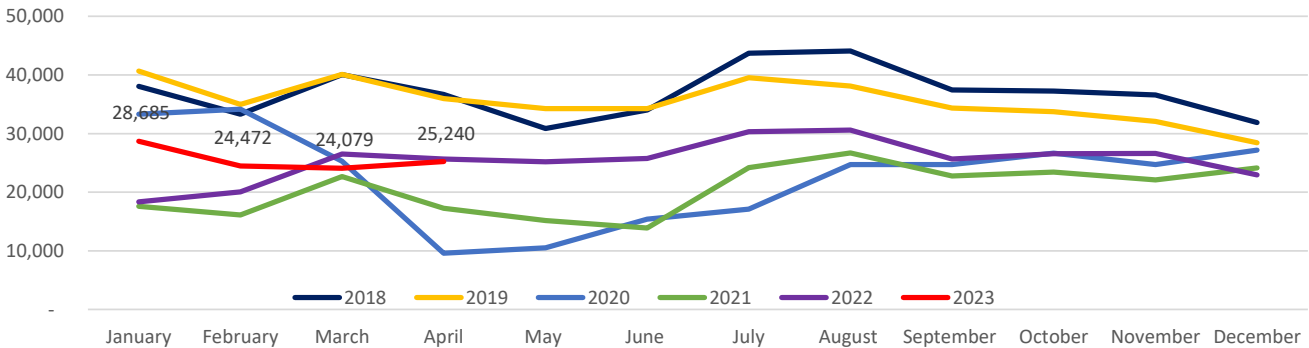
Monthly Average Active Users Count 2018-2023 YTD



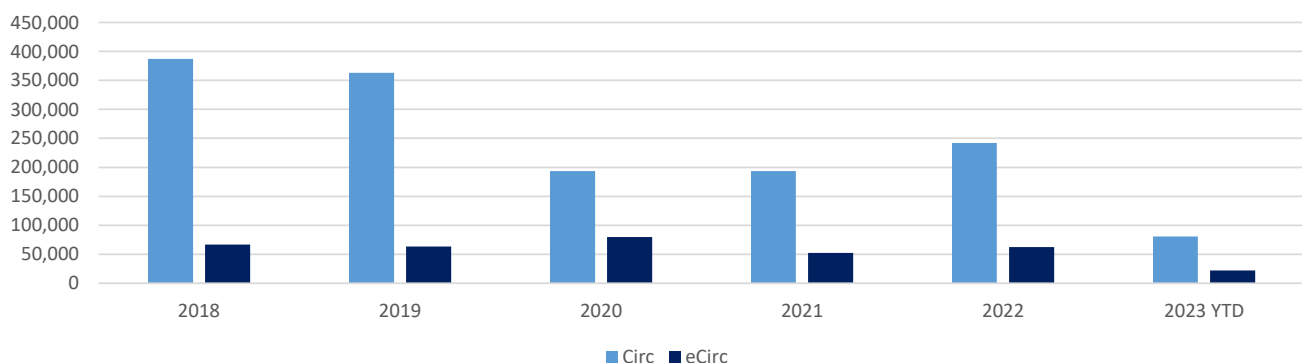
In Person Visits - 2018-2023



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



Annual Circulation by Type 2018-Present





Subject: **Staff Recognition Policy Report**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **May 9, 2023**

Recommendation

That the Woodstock Public Library Board approves the Staff Recognition Policy as presented or amended.

That the following 2010 policies be rescinded upon approval of the new Staff Recognition Policy:

- Gifts and Gratuities
- Expressions of Sympathy

Background

Woodstock Public Library acknowledges that recognition of employees is a daily, ongoing commitment. Furthermore, the Library believes that employee recognition in moments of celebration and moments of loss plays an essential role in both the health and well-being of employees as well as the promotion of a healthy working culture.

Discussion

The Woodstock Public Library has historically recognized employees upon the termination of their employment with the Library (retirement or resignation), or in certain bereavement situations. A provision for a long service award of 25+ years was included; however, the prescribed reward has not been well-received by some recent recipients. No other forms of recognition have been undertaken.

The new Staff Recognition Policy aims to rectify the omission of recognizing current employees as they achieve milestones within the organization, as well as allowing for customizable gifts that are more tailored to the recipient.

The new Staff Recognition Policy covers three sections:

- long-service recognition,
- retirement and resignation, and
- expressions of sympathy.

The long-service recognition section focuses on ongoing recognition of Library staff as they achieve certain milestones in their careers at Woodstock Public Library. This section discusses an annual recognition event where staff will be acknowledged for their service should they reach a prescribed milestone within that calendar year.

It is Management's intent to recognize the most recent milestone of all employees who have been with the Library for five or more years at the first recognition event this fall as a sort of "catch up" for what has not been historically recognized.

The essence of the former Gifts and Gratuities, and Expressions of Sympathy policies (2010) have been maintained in the new policy. A new clause allowing for the recognition of staff outside of the three previous sections has been added to allow for discretionary recognition by the CEO.

Additional changes to the draft policy were undertaken to address the Library Boards' recommended changes regarding breaks in employment, voluntary resignation, and the definition of immediate family.



Woodstock Public Library Policy

Policy Name: **Staff Recognition Policy**

Category: **Personnel**

Version: **09 May 2023**

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide for recognition of current Library employees for years of service, retirement or resignation, and life events.

SCOPE

This policy applies to all permanent Library employees.

DEFINITIONS

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

CEO means the Library's Chief Executive Officer.

Immediate relative is defined as spouse, child, parent, sibling, guardian, step-child, step-parent, parent-in-law, sibling-in-law, grandchild, step-grandchild.

Library means Woodstock Public Library.

Library Board means the Woodstock Public Library Board.

Library Administration means the Administrative Assistant.

Library Management means the CEO and Managers of the Library.

Library employee is defined as all current employees of the Woodstock Public Library.

Years of service is defined as the number of years a Library employee has accumulated at the Library since their date of permanent hire.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Responsibility

- 1.1 The Library CEO has overall responsibility for formal staff recognition in accordance with this policy.
- 1.2 Under the authority of the CEO, responsibility for planning and distribution of recognition materials and events rests with Library Management and Administrative staff.

2.0 Long-service Recognition

- 2.1 It is the policy of the Woodstock Public Library to provide the following recognition of long-service Library employees:
 - a) The Library will provide a gift to an employee who has attained twenty (20) plus years of consecutive service to the organization. Gifts will be provided for each additional five years of consecutive service thereafter to the maximum of a total of forty (40) years of service. In addition, the Library Board will send a letter of appreciation to mark these milestones.
 - b) The Library will invite recognized employees who have had 5, 10, 15, 20, 25, 30, 35, and 40 years of service to an annual employee recognition function, sponsored by the Library. This function may be held as part of a staff development day or held as a separate event at the discretion of the CEO. Members of the Library Board will be invited to attend this celebration.

3.0 Voluntary Retirement or Resignation

- 3.1 Library employees who are retiring or who are voluntarily leaving the Library will receive a letter of appreciation from the Library Board, and will be honored with a gift based on the following years of service:

2 years	\$20.00
3 years	\$30.00
4 years	\$40.00
5-9 years	\$60.00
10-14 years	\$100.00
15+ years	\$10 for each year of service

4.0 Expressions of Sympathy

- 4.1 On the death of a Library employee, volunteer, Library Board member, or an immediate relative of a Library employee, an expression of sympathy in the form of either a \$50 donation to the charity of the deceased family's choice, or flowers to a maximum cost of \$50 will be extended to the family.
- 4.2 Such donation will be accompanied by a printed memorial card, and an expression of sympathy will be extended on behalf of the Library Board and Library employees.
- 4.3 Each supervisor or manager will be responsible for informing Library Management and Administration of such death, and they in turn will arrange for the donation and memorial card.
- 4.4 Expressions of sympathy for persons not listed and for flowers to employees who are hospitalized will be left up to the appropriate staff of the employee's department, Social Club, Union, and/or the Library Board.

5.0 Other Recognition

- 5.1 An employee may receive other small tokens of recognition at the discretion of the CEO.

RELATED DOCUMENTS AND POLICIES

N/A

DOCUMENT REVISION RECORD

Adoption Date:
Review Cycle: Once per Term
Resolution No.: 23__

April 20/23- Summary of Lynn's first OLS meeting.

After a short presentation about the OLS role and resources in supporting Libraries and Library Boards to do their work, there was a robust round table conversation about a variety of topics as chosen by the attendees. It seems most of the Boards were facing similar issues regarding diversity, inclusion and intellectual freedom surrounding Drag Story Time and inclusion of LGBTQ2+ content in the library circulation.

Of interest we also discussed Strategic planning processes and resources and CEO evaluation resources. Links to a variety of resources are linked below.

The roundtable discussion during the meeting was dynamic and broad-reaching on everything including, but not limited to:

- [Strategic Planning resources](#)
- [Board Development resources](#)
- [Library acronyms](#)
- Population growth and municipal development
- Accommodations for patrons with allergies to service animals
- Incidents and issues of safety/security in the library
- Drag storytime protests and challenges
- [Policies](#)
- Budget estimate process
- Board recruitment and building diversity
- Board appointments process
- [CEO evaluation](#)
- [CEO salary survey](#)
- Logo design and rebranding
- Meeting room fees
- Terms of Reference for Committees
- [Friends Groups](#)
- [CEO recruitment](#)
- [OLS Board Assemblies](#)

Additional links that I found helpful regarding acceptable behaviour/protests etc

1. Resources defining Diversity and Inclusion and Intellectual Freedom from a library perspective. Once you open the link below to review the resources you will notice another link to a webinar that discusses censorship and intellectual freedom pertaining to libraries and universities; it is lengthy but worth a listen.

<https://resources.olservice.ca/EDI>

-
2. News article about increasing incidence of harassment directed at Librarians

<https://www.cbc.ca/news/canada/toronto/sexual-harassment-intimidation-violence-on-the-job-worsened-during-pandemic-librarians-report-1.6196576>

-
-
3. From the OLS HQ site – a webinar about Drag Story Time Perspectives and Policies

<https://www.learnhq.ca/#/online-courses/9cfcf35a-6bc8-4737-b263-09f8c38cd728>



Board Assembly Meeting

Spring 2023

Stronger libraries. Stronger communities.

Agenda

- 1. Welcome and Introductions**
- 2. Updates from Ontario Library Service**
- 3. Updates from Partners**
- 4. Roundtable Discussion**
- 5. Adjournment**

Introductions

Updates from Ontario Library Service

Partnership with the Centre for Addiction and Mental Health (CAMH)

Two workshops using library-centric experiences and scenarios that address identified mental health issues facing library workplaces:

- Managing Mental Health in the Workplace for Leaders Workshop (4 hours)
- Customer Service and De-escalation Training Workshop (2.5 hours)

**Over 500 registrations of Ontario
public library staff members**

Partnership with the Centre for Equitable Library Access (CELA)

Accessibility is a crucial consideration for Ontario's public libraries. CELA is proud to partner with OLS to offer free, enhanced accessibility training for libraries to support Ontarians with print disabilities.

The "CELA Service in Ontario Public Libraries" certificate is open to library staff and volunteers at all service levels, and offered in both English and French. The program provides a comprehensive overview of CELA's services in four one hour-long recordings.

**Over 215 registrations of Ontario
public library staff members**

Training Opportunities for Boards

- *Governance 101: Library Board Training*, at select locations and virtually
- Board resources on the Governance Hub at librarygovernance.ca
- [LearnHQ.ca](https://learnhq.ca)
- [Training Bulletin](#)

Where do I find all these resources?

www.LibraryGovernance.ca

Governance 101: Library Board Training

Upcoming sessions this Winter and Spring.

Register Today! 



The Four Year Board Cycle



Upcoming Events



10 Things to Know



Explore Webinars and Podcasts



Frequently Asked Questions

The Four Year Board Cycle

The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario's 4-year board and council terms. Below you will see the theme and some sample topics for each of the 4 years.

By no means prescriptive, the 4-year cycle is designed to offer boards suggestions for developing a work plan. A balanced work plan should consider the board's education needs as well as the scheduling of tasks to meet the

The Four Year Board Cycle

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By no means prescriptive, the 4-year cycle is designed to offer boards suggestions for developing a work plan. A balanced work plan should consider the board's education needs as well as the scheduling of tasks to meet the intended goals of the board.

You can access the resources by clicking on any one of the Year Boxes below.

Resources to assist with board orientation are part of Year 1 and include suggestions for successfully orienting new board members.



Year 1: Governance Roles & Responsibilities

Legislative Context
Public Library Sector
New Board Orientation

Year 2: Community & Municipal Relations

Board/Council Relationships
Linkage to Municipal facilities
Responding to Changing Needs

Year 3: Assessing & Planning for the future

Performance Measures
Risk Management
Board Succession Planning

Year 4: Board Transition & Succession Planning

Relationships Audit
Municipal Election Campaign
Board Appointments

Year 1: Governance Roles & Responsibilities

The Four Year Board Cycle

Search Words | termes

Search | Rechercher

The Governance HUB

[Introduction to the Governance HUB](#)

[Printable Board Orientation Documents](#)

[Additional Resources](#)

[Legislative Context for Governing Public Libraries](#)

[The Public Library Sector in Ontario](#)

[Primary Board Responsibilities](#)

[The Library Board-CEO Relationship](#)

[Board Meetings & Decision Making](#)

[Governance Principles & Best Practices](#)

[Board Orientation & Ongoing Development](#)

[Glossary of Acronyms and Terms](#)

[Governance HUB homepage](#)

Introduction to the Governance HUB

The Governance HUB is managed by [Ontario Library Service](#), with input from [Ontario Library Boards' Association](#) (OLBA) and the [Federation of Ontario Public Libraries](#) (FOPL). Aimed at public library board members and CEOs, the Governance HUB is a central, coordinated gateway into a varied collection of curated governance tools and resources.

The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario's 4-year board and council terms.

Year 1 of the Governance HUB focuses on the roles and responsibilities of a being a public library board member. The content in this guide is intended to direct your board's learning in the first year of its term.

The topics covered in Year 1 are also a great starting point for Board Orientation, as a single training event or covered over several board meetings. Many aspects of this guide can be incorporated into standing education items at monthly board meetings.

In addition to Year 1, which focuses on the core roles and responsibilities of library board members, the Governance HUB also includes information on the following topics:

- [Year 2: Community & Municipal Relations](#)
- [Year 3: Assessing & Planning for the Future](#)
- [Year 4: Board Transition & Succession Planning](#)

Printable Board Orientation Documents

These documents, also found throughout the Year 1 Guide, may be used to form part of an orientation package for newly appointment board members.

10 Things You Need to Know as a New Library Board Member

Understanding Public Library Board Governance in Ontario



Congratulations on being appointed to your local public library board! Over the next four years, you will participate in making many decisions that will shape public library service in your community for years to come.

You may not yet realize the importance or the scope of the role you've taken on, but with each board meeting you attend, you will come away with a better understanding of the library and the work involved in being an active board member. With a keen interest in the community, an open mind, and a willingness to learn, you are on your way to becoming a valuable board member who will contribute to informed decision-making that is in the best interest of the library.

Ontario residents rely on the public library to provide what they need to face the future with the resilience that comes from new knowledge, information, and skills. It is not a stretch to say that your community cannot afford to be without high quality public library service.

Thank you for agreeing to contribute to your community in this important capacity!

Stronger libraries. Stronger communities.

OLSERVICE.CA

1 Public library service is free in the Province of Ontario.

The *Public Libraries Act (PLA)* and Regulation 976 specify that most library services must be offered to residents free of charge. This requirement makes the library different from other community services, which are often expected to generate revenue from user fees. Access to library service must remain free because universal access to information is a fundamental human right and a cornerstone of democracy.

2 The library board is a governing board that gets its authority from the *Public Libraries Act*.

As appointed by municipal council, the library board is a separate, independent corporation with the legal duty to provide "a comprehensive and efficient public library service that reflects the community's unique needs" (*PLA*, 20a).

3 The library board exercises its authority by making informed decisions that focus on matters of governance.

Governance includes the following areas of responsibility:

- ✓ Employer obligations, as mandated by legislation
- ✓ Policy development and maintenance
- ✓ Financial stewardship
- ✓ Planning strategy and oversight
- ✓ Advocacy

Highlights from the Governance Hub

10 Things You Need to Know as a New Library Board Member

ONTARIO LIBRARY SERVICE | GOVERNANCE HUB

[Website](#)

Highlights from the Governance Hub

**Appointed to the Library Board?
What you need to know as a
municipal councillor.**



Appointed to the Library Board?

**What you need to
know as a municipal
councillor.**

Stronger libraries. Stronger communities.

OLSERVICE.CA

ONTARIO
LIBRARY
SERVICE | **GOVERNANCE HUB**

[Web version](#)

Videos and Podcasts from the Governance Hub

- Recorded Webinars
- Governance 101 training videos
- Original podcast from OLS focused on Governance

[Website](#)

Valuing Ontario Public Libraries Toolkit

[Browse](#) the current Valuing Northern Libraries Toolkit

OLS Virtual Conference: Save the Date



ONTARIO LIBRARY SERVICE VIRTUAL CONFERENCE

For Library Staff

September 27

For Board Members

September 28 (evening)

Updates from our Provincial Partners



:. ontario library boards' association

The Ontario Library Boards' Association (OLBA) is a division of the Ontario Library Association (OLA).

- OLBA takes pride in being the centre of excellence in governance for public library boards in Ontario.
- We capitalize on our expertise in governance, advocacy, and community engagement to provide public library boards - just like yours - with up-to-date educational and professional development resources and tools.
- Governance - We offer educational and professional development opportunities to Board members such as webinars and online discussions (ONLib Chats.)
- OLBA's newly revised Cut to the Chase, the essential primer for Ontario's Public Library Boards, is available online and for hard-copy purchase.

OLBA: Education, Resources, Engagement.

- ▶ Advocacy - We advocate on behalf of public libraries along with OLA and Federation of Ontario Public Libraries (FOPL) to different levels of government. We offer resources to help engage with your own municipal government.
- ▶ Community Engagement - OLBA's goal is to ensure public libraries maintain their roles as integral civic institutions in their communities. We are here to help Boards meaningfully connect to community.
- ▶ 2024 OLA Super Conference will be January 24 – 27 (in-person and virtual) and includes the Saturday OLBA Trustee Bootcamp Program.
- ▶ Visit the OLBA Council page to find your representative:
<https://accessola.com/olba-council/>
- ▶ We welcome new members! Contact Melissa at: mmacks@accessola.com



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Advocacy Initiatives

1

Provincial Budget Asks

FOPL and OLA put forward a joint Submission for budget requests to the Ministry of Finance earlier this year. We then met with the Ministry of Tourism, Culture and Sport for stakeholder consultations to discuss our provincial sector priorities, knowing that we are looking ahead to the 2024 provincial budget. We look forward to continuing these discussions with the MTCS as they are committed to investigating ways to modernize their investment in public libraries.

2

Municipal Outreach and Education

FOPL is hitting the road and is attending conferences, possibly in your community! You can see us at:

- Rural Ontario Municipal Association Conference (ROMA) in January
- Federation of Northern Ontario Municipalities (FONOM) in May
- Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in June
- Association of Municipalities of Ontario (AMO) in August

Roundtable Discussion

Topics Submitted by You

- Supporting and protecting drag storytime programs.
- Resisting censorship: is your book challenge policy up to date? What is the role of the board?
- Meeting room policies.
- Board workplan and library policy best practices.
- Value of accreditation for smaller boards in older buildings.
- Fine-free libraries and how to do it for items like hotspots or snowshoes (i.e. expensive items).
- Non-resident school aged patrons and working with school board to allow classes to borrow from public libraries.
- How to form a friends of the library group. And strategies to get people interesting in forming one.
- Tips for writing grants for library expansion.
- How to forge a collaborative relationship with the municipality. Preparing and getting buy-in for the business plan and budget estimate.

**ONTARIO | LIBRARY
SERVICE**

Thank you!

Contact: consulting@olservice.ca

Stronger libraries. Stronger communities.



Subject: Leadership Continuity Policy

Action: For Information

Prepared by: Lindsay Harris

Meeting of: May 9, 2023

Recommendation

That the Woodstock Public Library Board review the draft Leadership Continuity Policy and submit any recommended changes prior to the Board meeting scheduled for June 27, 2023.

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.

As this is a new policy and does not replace any formerly approved policies, it is being brought to this meeting for discussion, reflection, and feedback prior to its consideration for approval in June.

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 advanced 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.

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

Policy Name: Leadership Continuity Policy

Category: Governance

Version: 9 May 2023

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 transition 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: 9 May 2023
Resolution No.: 23-__

World

Libraries are in the political crosshairs as they fight back against U.S. book bans

Canadians should keep an eye on efforts to remove books from libraries south of the border, experts say

Nick Logan · CBC News · Posted: Apr 21, 2023 4:00 AM EDT | Last Updated: 8 hours ago



Residents of Llano County, Texas hold a protests in support of local libraries on April 13, as county leaders held a special meeting to consider shutting their public library system rather than follow a federal judge's

order to return books to the shelves on themes ranging from teen sexuality to bigotry. (Aaron E. Martinez/Austin American-Statesman/The Associated Press)

comments



Libraries in the U.S. are on a new front line in a heated political battle over diversity and inclusion, not only contending with efforts to restrict books but also facing threats to their funding and operations.

State aid for all public libraries in Missouri [remains in limbo](#) amid a legal dispute over a policy that has seen a range of books pulled from school library shelves.

Officials in Llano County, Texas, considered closing public libraries rather than abiding by a court order to return banned books to the shelves, before backing down [last week](#).

And, residents of a township in Michigan [voted against a tax levy](#) last fall to fund one of the community's only public libraries for the next 10 years, over the inclusion of LGBTQ books for young people in its collection.

It's all happening as lawmakers in Republican-led states put forward laws restricting transgender health care, drag performances and school curriculums related to race and LGBTQ issues. Those who monitor censorship see efforts to prohibit what books libraries can display and how they can operate as an assault on both diversity and democratic society.

- [How the parental rights movement resurged in response to trans inclusivity in classrooms](#)
- [Twitter drops policy against misgendering, deadnaming transgender people](#)

Jonathan Friedman, director of free expression programs and education at PEN America, said attempts to "impose a narrow ideological world view" and to create an environment in libraries where certain identities and experiences are censored is "totally inconsistent with the idea of what a public library is supposed to be."

"Everyone should be able to go to a library and find books that represent their own identities that, you know, families want for their children to be able to read," he said.



Several jurisdictions across the U.S. have already placed restrictions on which books can be accessed in school libraries, but some state and local officials are taking steps that could limit content in public libraries and even threatening to curtail funding if librarians don't abide by their rules. (Kevin Dietsch/Getty Images)

Missouri vs. its libraries

Missouri became a flash point when the Republican-controlled House moved to withhold \$4.5 million US for public libraries from the state budget because of an American Civil Liberties Union (ACLU) lawsuit challenging the constitutionality of a bill that prohibited "explicit sexual material" from school libraries. The ACLU said the decision was "retaliation" for the court case.

The Senate Budget Committee voted to return that funding to the budget plan on Wednesday, but it will still have to be approved by both levels of government and it's unclear whether the entire amount of aid will be restored in the end.

Kimberley Moeller, the president-elect of the Missouri Library Association, one of the organizations involved in the ACLU lawsuit, said any cuts to funding will affect all libraries' abilities to purchase books and resources, but rural libraries will suffer more than those in bigger cities with larger tax bases.



Kimberly Moeller, the president-elect of the Missouri Library Association, said there is vague language in a state House rule that could mean a wide interpretation of what is considered 'obscene' or inappropriate for minors. (Submitted by Kimberly Moeller)

Another rule, introduced in the House by Secretary of State Jay Ashcroft last October, was specifically aimed at public libraries, requiring them to certify they have clear policies that limit "obscene" materials from being accessed by minors or they could face cuts to their funding.

Ashcroft, whose office is responsible for distributing library funding, told CBC News parents should have a say in what their children can access in libraries and they should be able to challenge materials they find questionable. He insists it's not an effort to censor or ban books.

"I assume no library is going to say, 'If anybody complains, regardless of how ridiculous the complaint is, we're going to burn the book,'" he said.

He feels that "just like most television" programs" there should be a means to let parents know if there is material they may not want to allow their children to access on their own.

- [Children's book by Quebec author on gender, identity targeted by complaints in U.S. town](#)
- [Trans people already fighting for rights in Tennessee have a new fear in the wake of a tragedy](#)

Moeller said most libraries already have collection development policies in place that would prevent sexually explicit materials from being a part of their collections — especially when it comes to children's sections or school libraries — and there are already ways for the public to challenge books for review.

But she and other librarians question who defines what is "obscene" or inappropriate for children.

While there are some state guidelines in that regard, Moeller said the language of the Senate bill and the House rule are "so vague that it means that someone under 18 couldn't walk into the library without a parent."

In her view, a parent allowing their child to have a library card means that child has permission to access what the library has to offer.

LISTEN / The fight for libraries, 'the heart' of democratic freedom:



Ideas 53:59

The Librarian Who Won't Stay Quiet

Libraries are under literal attack in Ukraine, and ideological attack amid North America's culture wars. Oxford librarian and author Richard Ovenden is not about to stay quiet about it. He argues that libraries defend our democratic freedoms, and deserve our defence in return.

The challenge of book challenges

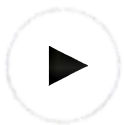
According to Moeller, the demands for book removals are not only increasing, she said, they appear to be part of an organized effort.

She said people are submitting entire lists that are circulating online, sometimes containing more than 160 titles at a time, without being able to fully justify why any one book should be banned because they haven't actually read the works in their entirety.

American groups such as No Left Turn in Education and Moms For Liberty have compiled long lists of literary works that should be challenged because they deem them unsuitable for minors for various reasons. Titles on Moms for Liberty's list, for example, include Toni Morrison's *The Bluest Eyes*, Margaret Atwood's *The Handmaid's Tale*, *Milk and Honey* by Canadian poet Rupi Kaur, and Khaled Hosseini's acclaimed novel *The Kite Runner*.

But generally speaking, Moeller said, the books that are being targeted are most often ones about LGBTQ issues, gender identity and racism. In some cases, it's also books that have some amount of sexual content — including books about sexual education — but not what libraries would consider obscene or pornographic.

LISTEN | How U.S. librarians are fighting back against book bans, threats to funding:



The Current 24:31

American librarians fight calls to defund public libraries

a movement in the United States that started with book bans has shifted to a call to defund public libraries. We discuss how librarians are fighting back with Katie Hill Earnhart, the library director of The Cape Girardeau Public Library in the state of Missouri; Mary Grahame, youth services librarian at Ferndale Area district Library, just north of Detroit; and Jonathan Friedman, the director of free expression and education programs for PEN America.

Censorship by any other name

University of British Columbia associate professor Florian Gassner explained there's a long history of governments censoring books and other content without actually admitting to censorship.

He described it as "regulation by raised eyebrow," in which governments don't outright ban specific materials but put rules in place that allow parents or community members to decide what is or isn't appropriate, with penalties if the library doesn't comply.



Florian Gassner, an associate professor in the University of B.C.'s Department of Central, Eastern and Northern European Studies, has researched censorship in Europe and North America. (UBC)

When it comes to protecting kids from inappropriate content, Gassner said book bans and library restrictions may not be all that practical as children can easily access graphic material by many other means, including smartphones.

He said the situation speaks more to "a rift" in society and how people position themselves on certain issues, but that it's "very dangerous and highly symbolic to start chipping away at our cultural archive" and the trove of information and ideas that libraries hold.

PEN America's Friedman sees it as "inherently repressive." He sees efforts to limit ideas and expression as "trending away from democracy" and the "very principles that have formed the bedrock" of how Americans view their own society.

Meanwhile in Canada

Gassner said Canadians would be wise to be "vigilant" about the attempts to ban books and put restrictions on libraries.

"Much of what happens in Canada is an aftermath of what happens in the United States," he said.

But according to Wendy Wright, chair of the Canadian Federation of Library Associations' Intellectual Freedom Committee and the director of the public library in Smithers, B.C., the political climate in the U.S. is already having an effect on libraries in this country, some of which have been the target of protests over the hosting of family-friendly drag story hour events.



Wendy Wright, a librarian in Smithers, B.C., serves as the chair of the Canadian Federation of Library Associations' Intellectual Freedom Committee. (Submitted by Wendy Wright)

She pointed to recent instances [in Manitoba](#) in which local councils have been approached by protesters demanding public libraries be forced to remove certain books or have their funding taken away.

There was also an incident in Chilliwack, B.C., in February, when the [RCMP](#) was called to investigate an unsubstantiated allegation that books in school libraries contained child pornography.

- **Safety concerns in P.E.I.'s transgender community as anti-trans sentiment surges**
- **Drag Queen Story Time supporters shout down protesters in Coquitlam, B.C.**

Wright believes it signals a "cultural shift" more than anything because libraries aren't doing anything different than they've ever done before in offering a wide range of books, services and programs to a diverse population with different perspectives.

"A truly great library has something in it to offend everyone," she said, adding librarians will defend maintaining collections of books across a spectrum of views – even those of the people currently fighting against libraries.

WATCH | *U.S. divided over transgender rights:*



▶ A country divided: Transgender rights in the U.S.

24 days ago | 23:05

Mar. 28, 2023 | Hundreds of bills targeting transgender people and their rights have been introduced in the United States. Andrew Chang is joined by an activist tracking it all. Then, a mom and her trans son explain why they won't leave their state.

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