

**DRAFT Agenda
Woodstock Public Library Board
November 14, 2023**

Date: Tuesday, November 14, 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 October 17, 2023**

Recommendation:
That the Board approves the Minutes of the meeting of October 17, 2023, as circulated (or following corrections)
- 6. Business Arising from the Minutes**

None
- 7. Chairperson's Remarks**
- 8. Delegations/Presentations**

None
- 9. Board Education**

None
- 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 October, 2023
- c) **Policy Review**
 - None

12. Committee Reports

- a) **Ontario Library Service Trustee Assembly**
 - Verbal Update
- b) **Health and Safety**
 - Minutes for October 12, 2023
 - Recommendation:**
That the Board approves the Minutes of the Joint Health and Safety Committee meeting of October 12, 2023.

13. Finance

- a) **Treasurer's Report (as provided by Treasury)**
 - Recommendation:**
That the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2023, and
the DRAFT Summary of Trust Account for the period ending October 31, 2023, and
the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2023, be received as information.
- b) **Budget 2024**
 - i) Budget Report – Revenue Fund (Operating) Budget
 - ii) 2024 Revenue Fund (Operating) Budget
 - Recommendation:**
That the Woodstock Public Library Board approves the proposed 2024 Draft Revenue Fund (Operating) Budget, including additions to the base budget, for the Woodstock Public Library.
- c) **Board Report – Allocation of 2023 Surplus Funds**
 - Recommendation:**
That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2023 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Salaries Reserves of the Board.

14. New Business

- a) **Meeting Dates**
 - Verbal Report

15. Notices of Motion

- None

16. Attachments
None

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

19. Adjournment

VISION

Your Destination for Discovery

MISSION

A welcoming place to create, connect and explore.

Woodstock Public Library Board

DRAFT Meeting Minutes October 17, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 17, 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 Martin

b) The following Board members sent regrets:

Ken Whiteford, Trustee
Councillor Deb Tait

c) The following persons were also present:

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

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

M.A. Silverthorn noted an addition to the Agenda before the Board – Appointment to Joint Health and Safety Committee to be added to New Business, item 14.

Motion 23-60

MOVED by K. Leatherbarrow and seconded by B. Martin to approve the Agenda as amended.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of September 12, 2023

Motion 23-61

MOVED by B. Martin and seconded by D. Barry to approve the Minutes of the meeting of September 12, 2023.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meetings of July 12, 2023, and September 13, 2023

Motion 23-62

MOVED by L. Wareing and seconded by B. Martin that the Board receives the Minutes of the Friends of the Library for July 12, 2023, and September 13, 2023, as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris requested direction from the Board regarding budget proposal. Discussion was had. The proposed budget would be brought before the Board at its next regular meeting in November.

ii. Report of the Manager of Public Services

M.A. Silverthorn invited M. Cook, Manager of Public Services, to provide details on her report.

There were no questions from the Board.

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

L. Harris reported on calculation errors in past statistical reports that had now been corrected. Commentary was provided on various statistics in the report. By year-end, the Library would likely reach 2,000 brand new users for 2023. This statistic would be higher than any previous new user stat in the Library's recent history.
Statistics showed the Library now being at pre-pandemic usage.

c) Policy Review

i. Report – Administrative and Management Staff Privileges Policy

L. Harris noted that three old policies would be amalgamated with the new policy before the Board.

ii. Administrative and Management Staff Privileges Policy

Motion 23-63

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the Administrative and Management Staff Privileges Policy as presented; and
that the Board rescinds the following outdated policies:
Benefits – Administrative Non-union Staff (2010),
Overtime – Administrative Non-union Staff (2002), and
Vacation Carryover – Administrative Non-union Staff (2010).

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing noted that the next meeting of the OLS Trustee Assembly is scheduled for November 15, 2023.

b) Health and Safety

Minutes for August 10, 2023

Motion 23-64

MOVED by L. Wareing and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee of August 10, 2023.

Motion carried.

13. Finance

a) Treasurer's Report

Motion 23-65

MOVED by D. Barry and seconded by B. Martin that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2023, and the DRAFT Summary of Trust Account for the period ending September 30, 2023, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2023, be received as information.

Motion carried.

L. Harris noted that reserve account details would be included with financial reports from Treasury, going forward.

14. New Business

a) Joint Health and Safety Committee Appointment

M.A. Silverthorn reported that there was a vacant position with the Board's representation on the JHSC. Discussion was had, and L. Peixoto was appointed to the position.

Motion 23-66

MOVED by B. Martin and seconded by D. Barry that the Board approves the appointment of Lori Peixoto, Administrative Assistant, to the Joint Health and Safety Committee for the Board.

Motion carried.

15. Notices of Motion

None.

16. Attachments

- a) **Doors Open Woodstock;** Woodstock Sentinel Review; September 21, 2023
- b) **Overdue;** Canadian Urban Institute; September, 2023
- c) **New Chapter for Libraries;** Novae Res Urbis; October 11, 2023

17. Committee of the Whole In-camera

Personal matters about an identifiable individual, and Labour relations or employee negotiations.

Motion 23-67

MOVED by B. Martin and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:07 pm.

Motion carried.

Motion 23-68

MOVED by B. Martin and seconded by D. Barry that the Board moves out of Committee of the Whole In-camera at 5:27 pm.

Motion carried.

Motion 23-69

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 23-70

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for June 27, 2023.

Motion carried.

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

Motion 23-71

MOVED by D. Barry and seconded by B. Martin that the Board receives the In-camera report as presented by M.A. Silverthorn.

Motion carried.

Motion 23-72

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the recommendation noted in the In-camera report as presented by M.A. Silverthorn.

Motion carried.

18. Next Meeting

Tuesday, November 14, 2023, 4:00 pm.

19. Adjournment

MOVED by B. Martin that the meeting adjourn at 5:30 pm.

Vision

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Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: November 14, 2023

Strengthen our Community

October and November have been exceptionally busy months for the Library both from the public facing side and behind the scenes. Management focused on the completion of the 2024 draft Revenue Fund (Operating) Budget, as well as completing the Ministry's typical week survey.

October saw a record number of programs and attendees, and I was fortunate enough to attend the Oxford Reads Gala on November 3rd. The Gala was well received by the community, and both the author and host were engaging and thought-provoking. I anticipate our community is greatly looking forward to future programming with this exceptional partnership between WPL and Oxford County Library.

Reinforce Capabilities

I attended the second of four intensive conferences for the Advancing Public Library Leadership (APLL) program in October. This in-person conference focused on continued growth in coaching and staff development skills, and also devoted a day to focus on building strong relationships with municipalities, and broadening the understanding of the pressures facing elected and municipal staff members alike. It was an excellent opportunity to better understand the inner workings of municipalities outside of the context of public libraries, and reemphasized the need for strong, mutually beneficial partnerships between libraries and municipalities in general.

The Library's Senior Team met with the City's Emergency Management personnel at the beginning of November to discuss the needs and implications of emergency situations on library facilities and services within the greater context of the City. Work on this project continues through November to ensure that a comprehensive emergency management plan is completed alongside the City.

Upcoming Library Board Opportunities

November 24, 2023: 10 am-1 pm, Library Customer Appreciation Day (Andrew Carnegie Day)

January 24-27, 2024: Ontario Library Association SuperConference (Toronto). The Library Trustee Bootcamp is scheduled in-person on Saturday, January 27, 2024.



Subject: Public Services Report for October, 2023

Action: For Information

Prepared by: Megan Cook, Manager of Public Services

Meeting of: November 14, 2023

Contribute Vibrant Spaces

This month the Adult Services Team worked together to create a variety of educational and recreational programs for our community. We offered 50 programs to our adult community – online and in-person – and saw over 500 adults and older adults in attendance. These are the highest numbers we have seen for adult programming since before the pandemic. This includes many new programs the Adult Services Team created, including our Seedy Saturday event, Preservation Station Tutorials, the addition of more Crafty Adult programs, extra book club events associated with Oxford Reads and the Transatlantic Reading Meet-Up, Doors Open, and bringing back the popular, Haunted Jail Tours and weekly Mah-Jongg program.

Strengthen Our Community

We used a \$5,000 donation to purchase new and updated material for our Adult Literacy Collection. This includes fiction and non-fiction material for adult learners, and test preparation materials for IELTS (International English Learning Testing System) and CELPIP (Canadian English Language Proficiency Index Program). These materials will be useful for patrons that need to take the IELTS or CELPIP in order to apply for permanent residency, post-secondary education, and/or Citizenship.

At the end of October, we received a \$1,000 grant from the Oxford Community Foundation to purchase new and updated STEM equipment. With this grant, we will be able to purchase a variety of coding robots to further support the STEM programming we offer to children and youth in our community. These programs help develop critical thinking skills and interpersonal relationships while encouraging creativity.

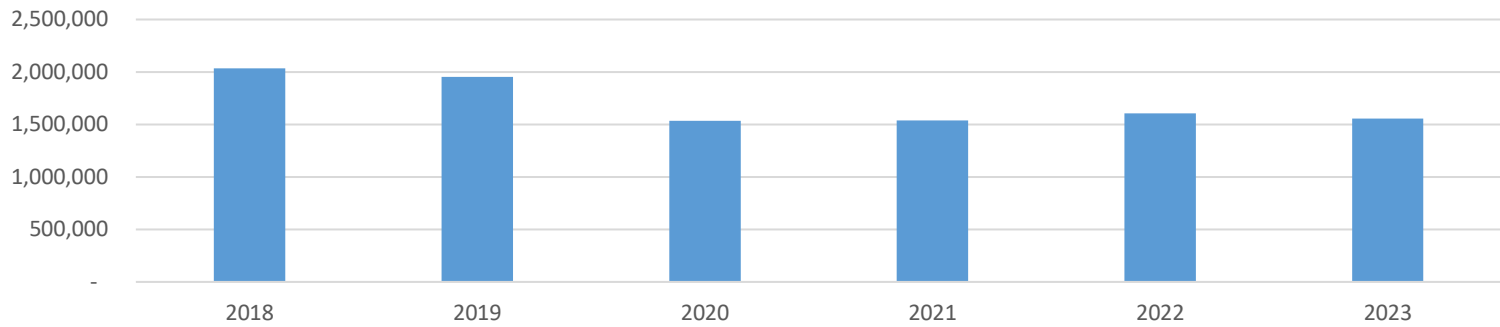
Reinforcing Our Capabilities

This month we welcomed a new Information Services Librarian to our team. This librarian will be focused on children and teen programming, and will oversee all of our graphic novel collections.

The 2024 OLA SuperConference will take place from January 24-27, 2024. The conference is Canada's largest continuing education event in the library profession, and is run by the Ontario Library Association. We look forward to sending some of our staff to this informative and inspiring conference.



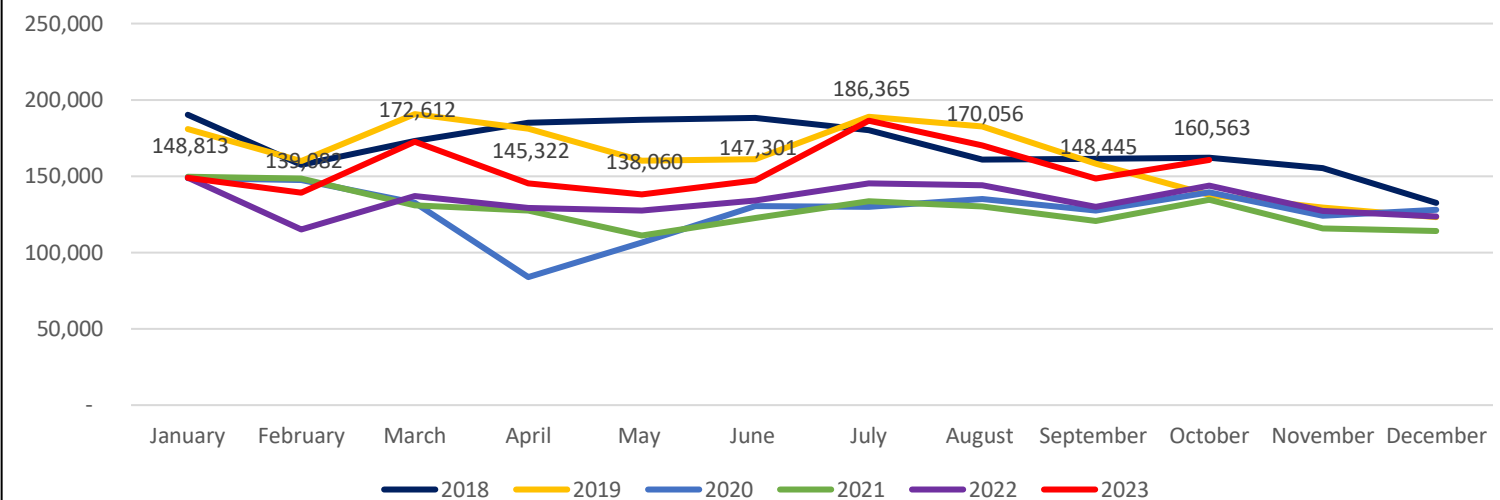
Total Library Uses 2018 - Present



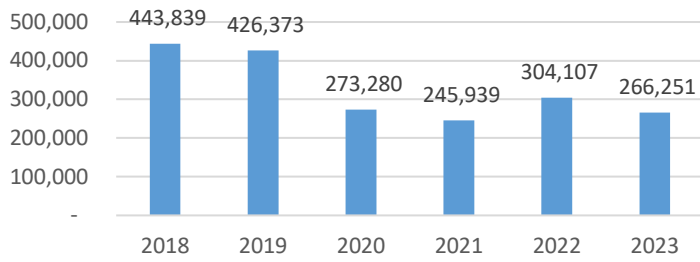
2023	Total Circulation	In Person Visits	Electronic Visits*	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	28,685	11,049	78,387	23,964	1,527	901	1,712	2,588	148,813
February	24,472	9,861	74,734	24,494	1,126	544	1,549	2,302	139,082
March	24,727	12,742	79,698	46,899	3,692	847	1,629	2,378	172,612
April	25,240	11,138	67,050	35,918	1,851	853	1,856	1,416	145,322
May	27,396	10,872	66,409	26,812	2,046	863	2,006	1,656	138,060
June	24,825	10,388	68,699	35,073	4,136	881	1,981	1,318	147,301
July	32,392	12,053	95,721	37,720	4,907	698	1,509	1,365	186,365
August	28,650	11,030	92,508	29,201	4,835	740	1,353	1,739	170,056
September	24,869	11,446	84,563	20,906	1,389	920	1,931	2,421	148,445
October	25,643	12,751	71,228	43,613	1,842	997	2,367	2,122	160,563
November									-
December									-
TOTAL	266,899	113,330	778,997	324,600	27,351	8,244	17,893	19,305	1,556,619

* Data missing from July 5 through August 15, 2023

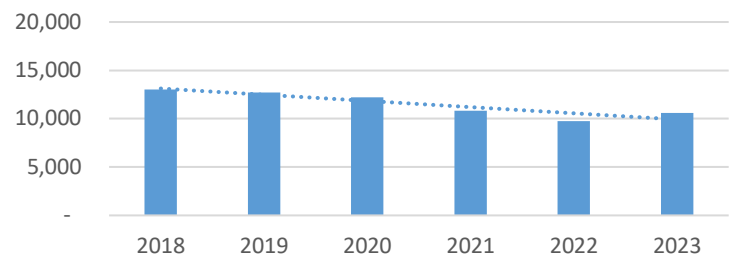
Total Library Uses by Month 2018 - Present



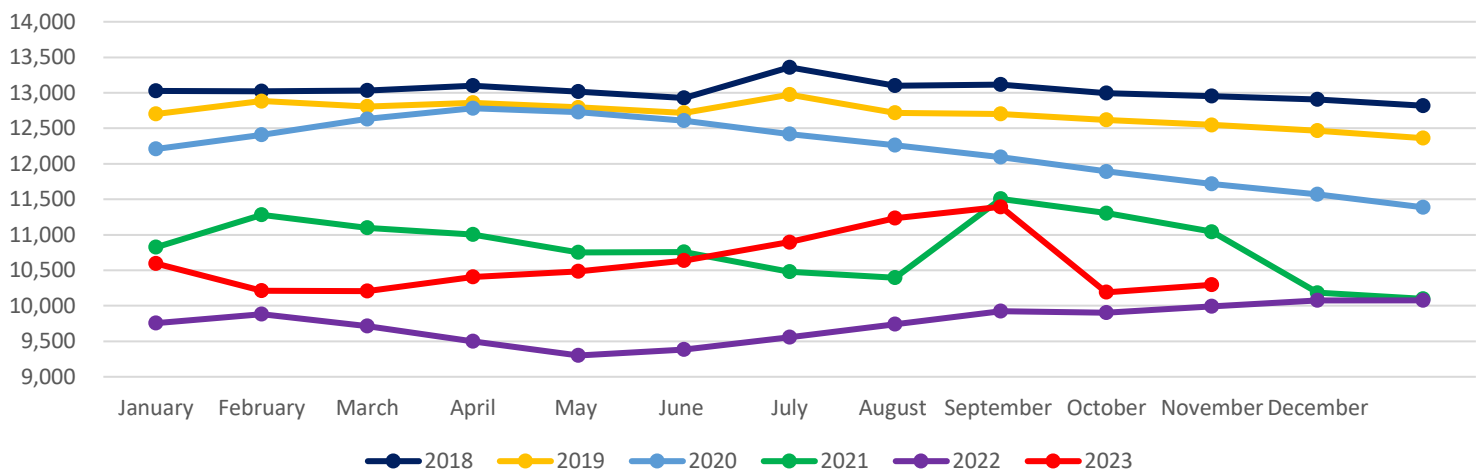
Annual Library Circulation Total 2018-2023



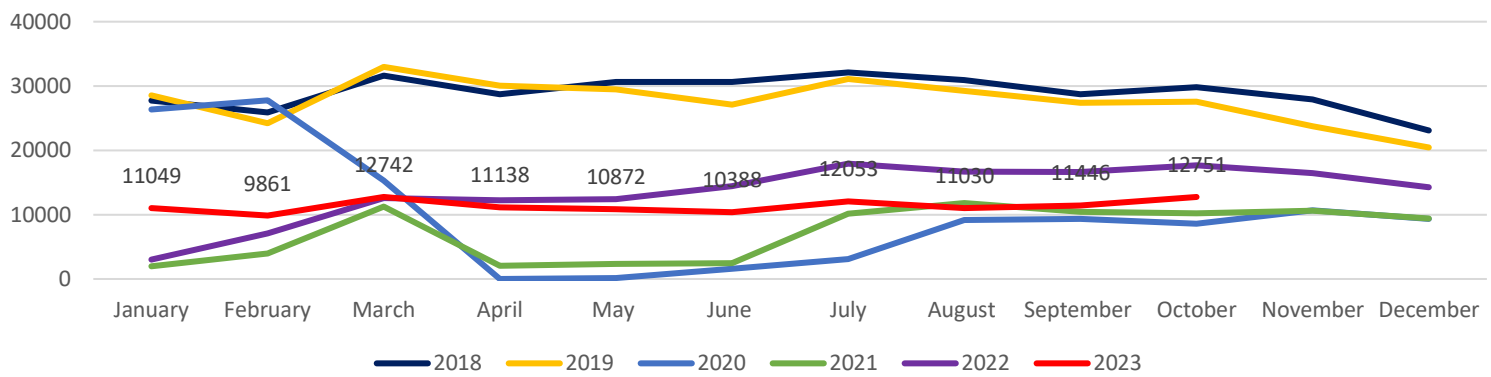
Monthly Average Active Users Count 2018-2023 YTD



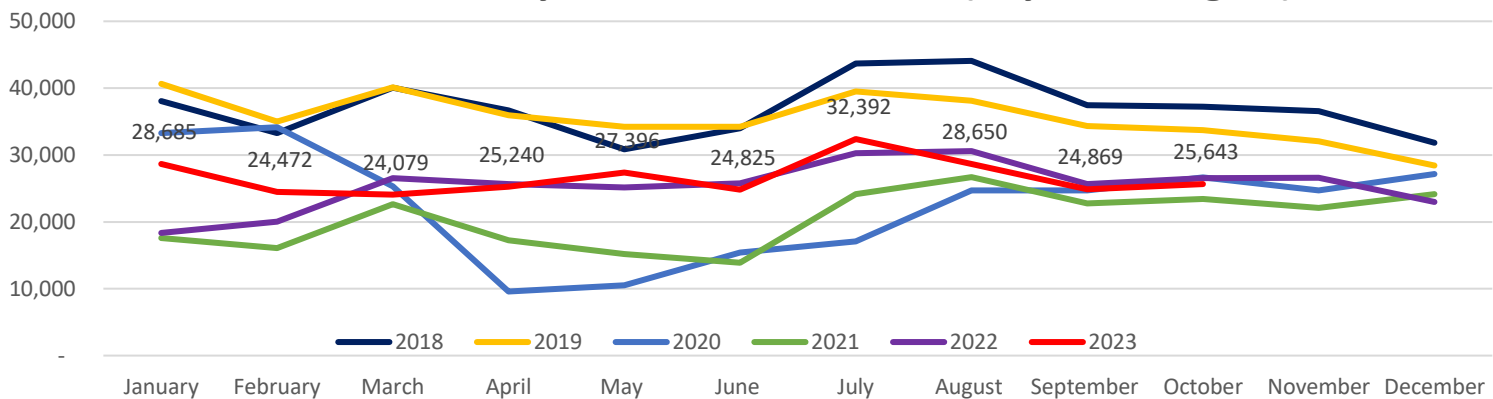
Active Cardholders 2018-2023



In Person Visits - 2018-2023



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



**Minutes
Woodstock Public Library
Joint Health & Safety Committee
October 12, 2023**

Employer Representatives: M. Cook, Manager of Public Services

Employee Representatives: N. Bailey
S. Bean

City Representatives: S. Kovachik
K. Stamenov

Recorder/Minutes: M. Cook
L. Peixoto, Administrative Assistant

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on Thursday, October 12, 2023, at 2:00 pm.

1. Agenda

There were no additions to the Agenda.

2. Minutes of the Meeting of August 10, 2023

The Minutes of the JHSC meeting of August 10, 2023, would be forwarded to the Administrative Assistant for formatting, and would be reviewed and approved at the next meeting of the JHSC.

3. Co-chair Report

M. Cook would replace M. Cruickshank as Co-chair.

4. Training

Naloxone training had been offered to all staff. Several employees in various departments completed the training.

5. Regulatory Information

The results of the Radon Study indicated no concerns.

6. Workplace Inspections

a) September 7, 2023

No hazards reported.

b) October 6, 2023

No hazards reported.

7. Incident Summary (Injuries/Lost Time)

No injuries or lost time reported during this period.

8. Old Business

- a) Extra AED pads were replaced.
- b) Alarm battery for the AED door needs to be replaced.

9. New Business

a) Staff concern – tidiness of stairwell (sandbags, Connect4 bags)

Management to remind staff to ensure walkways in staff areas are kept clear. A visual cue (i.e. a line of tape on the ground) could be added.

b) Staff concern – expired sanitizer on desks and wall stations

Sanitizers at service desks need to be checked and replaced, if needed. Staff are responsible to check and replace sanitizer at their own workstations, in staff workrooms. The custodial staff will ensure the wall-mounted and stand-alone sanitizer stations are filled when needed.

c) Staff concern – security fob use

Management to remind staff to wear security fobs as intended. It was noted that fobs were not being picked up by staff on the floors to wear while working.

City H&S Reps encouraged regular testing of the security fobs and buttons at service desks to ensure they're in working order.

d) Staff concern – Children's NF shelving

There was concern of some staff that the aisles between the Children's Non-fiction shelving units was too narrow. It was suggested by City H&S Reps to direct staff to have patrons enter the area first so that staff have an easy exit.

e) Revamping inspection sheet to include comments and to incorporate City form

Discussion was had, and the JHSC will reintroduce the City's inspection sheet. Further discussion will be had at the next meeting of the JHSC.

f) Committee membership

City H&S Reps recommended an additional Management Rep to the JHSC.

S. Kovachik referenced Safety Talk sheets, and would forward to M. Cook for distribution to staff. S. Kovachik also suggested creating a chart with roles and responsibilities for each JHSC member.

M. Cook discussed the possibility of having JHSC meetings bimonthly rather than monthly. This would be discussed further at the next regular meeting of the JHSC.

10. Next Inspection

First week of November – M. Cook, S. Bean.

11. Next Meeting

The next meeting of the JHSC is scheduled for November 9, 2023, at 2:15 pm in the Conference Room.

With nothing further, the meeting of the JHSC adjourned.

Departmental Operating Statement - October 31, 2023

For All Segment1s

<u>Account</u>	<u>Description</u>	<u>2023 REVENUE</u> <u>BUDGET</u>	<u>ACTUAL</u> <u>Y.T.D.</u>	<u>DIFFERENCE</u>	<u>% SPENT</u>
<u>Revenues</u>					
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	\$54,860.00	\$0.00	\$54,860.00	0.00%
1000-69701-0000	LIBRARY-DONATIONS	5,000.00	4,918.92	81.08	98.38
1000-69702-0000	REVENUE-PHOTOCOPYING-	2,800.00	4,315.90	(1,515.90)	154.14
1000-69703-0000	REVENUE-FINES, FEES-	350.00	350.00	0.00	100.00
1000-69705-0000	LIBRARY-GIFT SHOP SALES	500.00	287.00	213.00	57.40
1000-69706-0000	REVENUE-INTEREST EARNED-	600.00	2,018.82	(1,418.82)	336.47
1000-69707-0000	NON-RESIDENT FEES-	7,000.00	6,001.80	998.20	85.74
1000-69708-0000	MISCELLANEOUS REVENUE-	1,000.00	4.14	995.86	0.41
1000-69709-0000	REVENUE-PROGRAMMES-	0.00	60.00	(60.00)	0.00
1000-69710-0000	LIBRARY-ROOM RENTAL	500.00	105.00	395.00	21.00
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00	0.00	5,310.00	0.00
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	3,000.00	3,815.11	(815.11)	127.17
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	80,000.00	0.00	80,000.00	0.00
1000-69722-0000	CONTRIBUTION FROM SALARY RESERVE	70,000.00	0.00	70,000.00	0.00
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERV	130,000.00	0.00	130,000.00	0.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	50,000.00	0.00	50,000.00	0.00
Total Revenues		\$410,920.00	\$21,876.69	\$389,043.31	5.32%

<u>Expenditures</u>					
1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	\$1,194,280.00	\$871,779.71	\$322,500.29	73.00%
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,200.00	1,799.49	(599.49)	149.96
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	580,000.00	420,777.90	159,222.10	72.55
1000-83610-0104	LIBRARY - SHIFT PAY	11,300.00	9,947.99	1,352.01	88.04
1000-83610-0105	LIBRARY-VACATION PAY	111,860.00	49,644.99	62,215.01	44.38
1000-83610-0150	LIBRARY-O.M.E.R.S.	172,440.00	118,499.37	53,940.63	68.72
1000-83610-0151	LIBRARY-C.P.P.	95,550.00	70,847.20	24,702.80	74.15
1000-83610-0152	LIBRARY-E.I.	33,790.00	26,742.01	7,047.99	79.14
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	37,360.00	26,989.35	10,370.65	72.24
1000-83610-0158	LIBRARY- HEALTH BENEFITS	173,330.00	133,018.23	40,311.77	76.74

Departmental Operating Statement - October 31, 2023

For All Segment1s

<u>Account</u>	<u>Description</u>	<u>2023 REVENUE</u> <u>BUDGET</u>	<u>ACTUAL</u> <u>Y.T.D.</u>	<u>DIFFERENCE</u>	<u>% SPENT</u>
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	5,090.00	4,567.35	522.65	89.73
1000-83610-0172	LIBRARY-MILEAGE	3,000.00	1,120.61	1,879.39	37.35
1000-83610-0198	LIBRARY-PAY IN LIEU OF BENEFITS	29,640.00	10,397.51	19,242.49	35.08
1000-83610-0300	LIBRARY - MATERIALS/REPAIRS/MAINTENANCE	1,500.00	0.00	1,500.00	0.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00	0.00	1,500.00	0.00
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	4,000.00	0.00	4,000.00	0.00
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDI	45,000.00	36,880.27	8,119.73	81.96
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00	5,272.74	1,727.26	75.33
1000-83610-0310	LIBRARY-NEW EQUIPMENT	5,500.00	2,519.42	2,980.58	45.81
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00	28.43	2,971.57	0.95
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	9,000.00	8,304.77	695.23	92.28
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,500.00	2,314.14	185.86	92.57
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00	2,247.71	1,252.29	64.22
1000-83610-0315	LIBRARY-ADVERTISING	15,000.00	2,844.64	12,155.36	18.96
1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,000.00	1,045.99	954.01	52.30
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	4,000.00	1,850.81	2,149.19	46.27
1000-83610-0322	LIBRARY-UNALLOCATED VISA EXPENSES	0.00	440.71	(440.71)	0.00
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	18,000.00	16,670.45	1,329.55	92.61
1000-83610-0350	LIBRARY-TELEPHONE	8,400.00	7,208.92	1,191.08	85.82
1000-83610-0351	LIBRARY-ELECTRICITY	33,080.00	20,238.35	12,841.65	61.18
1000-83610-0352	LIBRARY-HEAT	14,500.00	7,238.52	7,261.48	49.92
1000-83610-0353	LIBRARY-WATER	2,100.00	1,910.44	189.56	90.97
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	90,000.00	64,424.00	25,576.00	71.58
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	60,000.00	1,979.23	58,020.77	3.30
1000-83610-0393	LIBRARY-PURCHASED SERVICES	2,500.00	985.60	1,514.40	39.42
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00	548.20	451.80	54.82
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	70,000.00	20,333.49	49,666.51	29.05
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	248,000.00	157,720.31	90,279.69	63.60
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00	357.68	642.32	35.77
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00	7,496.29	3,003.71	71.39
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	9,000.00	284.90	8,715.10	3.17
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	42,000.00	27,766.83	14,233.17	66.11
1000-83610-0627	LIBRARY-PROGRAMMES	18,000.00	12,137.60	5,862.40	67.43
1000-83610-0634	LIBRARY-STANDING ORDERS	8,000.00	7,128.47	871.53	89.11
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,000.00	1,408.05	591.95	70.40
83610 Total		\$3,190,420.00	\$2,165,718.67	\$1,024,701.33	67.88%

Departmental Operating Statement - October 31, 2023

For All Segment1s

<u>Account</u>	<u>Description</u>	<u>2023 REVENUE</u> <u>BUDGET</u>	<u>ACTUAL</u> <u>Y.T.D.</u>	<u>DIFFERENCE</u>	<u>% SPENT</u>
	Total Expenditures Dept 1000	\$3,190,420.00	\$2,165,718.67	\$1,024,701.33	67.88%
	Total Revenues Dept 1000	(\$410,920.00)	(\$21,876.69)	(\$389,043.31)	5.32%
	Net Expenditures Dept 1000	\$2,779,500.00	\$2,143,841.98	\$635,658.02	77.13%



Subject: 2024 Draft Revenue Fund (Operating) Budget

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 14, 2023

Recommendation

That the Woodstock Public Library Board approves the proposed 2024 Draft Revenue Fund (Operating) Budget, including additions to the base budget, for the Woodstock Public Library.

Background

The proposed 2024 Draft Revenue Fund (Operating) Budget for the Woodstock Public Library is attached. Numbers for both the base budget and the budget including additional asks are attached for reference as per City practices.

The focus of the 2024 budget is to build upon the successes of 2023. It addresses the value and priorities of staff development and recognition, as well as the increasing costs of supplies and services.

The additions to the base budget recognize the Library's need to add 1.5 FTE positions. These positions will address the daily IT needs of the Library, in partnership between the City of Woodstock's IT department, as well as provide opportunity for Library staff to advance within the organization by adding a meaningful and necessary supervisory position to the organization.

Discussion

Base Budget

The main drivers behind the 2024 base budget are as follows:

- Increased costs of supplies and vendor services,

- Changes to CPP and other payroll related obligations,
- Staff training and recognition, and
- Cost saving measures identified through 2023 actuals.

Cost Increases

2023 saw both projected and unanticipated increases to most supplies and vendor services. From photocopier paper to e-resource licenses, costs have quickly increased throughout 2023, and are anticipated to continue to increase in 2024 for the same volume of materials/services. Library vendors, on average, are projecting a 4% increase to goods and services. Accordingly, the library materials, cataloguing & processing, and software & licensing budget lines have been increased.

CPP and Other Payroll Obligations

Changes to CPP co-payments are being enacted in 2024. The new calculations have been designed as a two-tier system, akin to the current OMERS system. Many professional librarian staff will meet the threshold for the second CPP tier, and costs will rise accordingly.

Increases to other benefits, most notably Workplace Safety and Insurance Board premiums, have been included in the base budget calculations.

Staff Training and Recognition

Library staff are the most significant investment in the Library budget. During 2023, the Library has focussed on increasing the training, development, and recognition of our employees. Continuing this work, coupled with the gradual return to in-person training opportunities, necessitates an increase to the staff development budget line.

Cost Saving Measures

Despite the overall increases to goods and services in the Library and related sectors, cost saving measures have been identified in several budget lines based on 2023 actuals. These cost savings have tempered the overall increases in this year's draft budget.

The total overall increase of the projected 2024 base budget from the 2023 budget is \$65 854.00, or 2.4%.

Additions to Base Budget

While the base budget will allow the Library to retain status quo, demands for library services, not to mention the addition of approximately 2 000 new library card holders in 2023 requires the support of additional staffing members. In total, 1.5 FTE (Full Time Equivalent) positions are requested.

0.5 FTE IT Support

The summer of 2023 saw the departure of the Library's long-term IT consultant, resulting in an analysis of our current and projected IT support needs. As a result of that analysis, and in collaboration with the City IT department, the Library would like to request funding for half of a full-time IT position. This position would rest within the City's IT department, however, joint supervision would be held by both the City's IT Manager and the Library CEO. The successful candidate would be positioned within the Library building to assist with the daily and ongoing needs of the Library, as well as continuing to address IT needs throughout the City's infrastructure.

A portion of the cost (\$20 000.00) for this position would be re-allocated from the Library's computer maintenance and supplies budget as funds for an IT consultant, historically funded from this budget line, would no longer be required.

1.0 FTE Supervisory Position

Throughout 2023, Management has been reviewing internal systems and processes to ensure that the Library is staffed in a manner that supports the needs of the growing community, as well as providing a positive, inclusive working environment for Library employees. A gap in opportunities for professional growth has long been identified, and current operational circumstances have provided the opportune moment to allow the Library to undergo a shift in its organizational structure. Once completed, this new structure will further the Library's goals to serve the community, support staff training and development, and increase staff retention. To complete this organizational shift, one additional FTE supervisory position is required, and included in the ask for 2024, with an anticipated start date during mid to late spring, 2024.

The difference between the base budget ask and the additions to the base budget is \$78 786.00, for a total increase of \$144 640.00, or a 5.2% increase over 2023.

Summary: Proposed 2024 Draft Revenue (Operating) Budget

Base Budget: \$2 845 345.00

Additions to Base Budget: \$78 786.00

Total 2024 Budget: \$2 924 131.00

This represents an overall increase of \$144 640.00 (5.2%) over the 2023 Library Budget.

If approved by the Board, this draft budget will be submitted to City Treasury on November 15th. The proposed version of the City's 2024 budget will go to City Council on February 15, 2024. The Library Board is tentatively scheduled to appear before City Council on March 7, 2024.

2024 Library Budget

Base Budget

Draft with Notes

Account	Description	2024 Budget		2023 Budget	% change	Difference
Revenue						
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	No change Expected in Provincial Grant Funding in 2024	54,860.00	0%	-
1000-69701-0000	LIBRARY-DONATIONS	5,000.00	No change	5,000.00	0%	-
1000-69702-0000	REVENUE-PHOTOCOPYING-	4,000.00	Based on 2023 actuals	2,800.00	43%	1,200.00
1000-69703-0000	REVENUE-FINES, FEES-	350.00	No change from 2023	350.00	0%	-
1000-69705-0000	LIBRARY-GIFT SHOP SALES	300.00	Few sales expected. Based on 2023 actuals	500.00	-40%	- 200.00
1000-69706-0000	REVENUE-INTEREST EARNED-	2,000.00	Increase from 2023 based on actuals	600.00	233%	1,400.00
1000-69707-0000	NON-RESIDENT FEES-	7,000.00	No change from 2023	7,000.00	0%	-
1000-69708-0000	MISCELLANEOUS REVENUE-	100.00	None raised in 2023	1,000.00	-90%	- 900.00
1000-69710-0000	LIBRARY-ROOM RENTAL	500.00	Based on 2023 actuals	500.00	0%	-
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00	No change Expected in Provincial Grant Funding in 2024	5,310.00	0%	-
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	3,000.00	No change from 2023	3,000.00	0%	-
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	80,000.00	Library Materials subsidy	80,000.00	0%	-
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	80,000.00	Completion of Pay Equity review & other HR projects (not completed in 2023 as predicted)	130,000.00	-38%	- 50,000.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	50,000.00	Anticipated IT infrastructure needs in 2024	50,000.00	0%	-
1000-69722-0000	TRANS FROM SALARIES	0.00		70,000.00	-100%	-70000.00
Total Revenue		292,420.00		410,920.00	-29%	- 118,500.00
Operating Expenditures						
1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	1,145,553.60		1,194,281.00	-4%	- 48,727.40
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,200.00		1,200.00	0%	-
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	598,000.00		580,000.00	3%	18,000.00
1000-83610-0104	LIBRARY - SHIFT PAY	11,298.00		11,298.00	0%	-
1000-83610-0105	LIBRARY-VACATION PAY	95,956.55		111,862.00	-14%	- 15,905.45
1000-83610-0108	LIBRARY - LIEU PAY	-	Orphan budget line	-		-
1000-83610-0150	LIBRARY-O.M.E.R.S.	146,988.45		172,441.00	-15%	- 25,452.55
1000-83610-0151	LIBRARY-C.P.P.	96,582.00		95,548.00	1%	1,034.00
1000-83610-0152	LIBRARY-E.I.	32,862.00		33,791.00	-3%	- 929.00
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	36,857.00		37,357.00	-1%	- 500.00
1000-83610-0158	LIBRARY- HEALTH BENEFITS	173,329.00		173,329.00	0%	-
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	5,960.00		5,088.00	17%	872.00
1000-83610-0172	LIBRARY-MILEAGE	3,000.00	No change from 2023	3,000.00	0%	-
1000-83610-0198	PAY IN LIEU OF BENEFITS	32,103.00		29,641.00	8%	2,462.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00	Same as previous years	1,500.00	0%	-
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	4,000.00	Mediation/arbitration/negotiation contingency	4,000.00	0%	-
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	45,000.00	No change	45,000.00	0%	-
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00	No change	7,000.00	0%	-
1000-83610-0300	LIBRARY - MATERIALS/REPAIRS/MAINTENANCE	1,500.00	No Change	1,500.00	0%	-
1000-83610-0310	LIBRARY-NEW EQUIPMENT	5,500.00	No Change	5,500.00	0%	-
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00	No Change	3,000.00	0%	-
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	10,000.00	Based on 2023 actuals	9,000.00	11%	1,000.00
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,500.00	No change	2,500.00	0%	-
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00	No change	3,500.00	0%	-
1000-83610-0315	LIBRARY-ADVERTISING	6,000.00	Reduction - WOW cost absorbed by City of Woodstock	15,000.00	-60%	- 9,000.00
1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,500.00	Return of in person OLA Board Bootcamp	2,000.00	25%	500.00
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	4,000.00	No change	4,000.00	0%	-
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	20,000.00	Slight increase due to organizational needs	18,000.00	11%	2,000.00

1000-83610-0350	LIBRARY-TELEPHONE	8,400.00	No change	8,400.00	0%	-
1000-83610-0351	LIBRARY-ELECTRICITY	33,075.00	No change	33,075.00	0%	-
1000-83610-0352	LIBRARY-HEAT	14,500.00	No change	14,500.00	0%	-
1000-83610-0353	LIBRARY-WATER	2,100.00	No change	2,100.00	0%	-
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	92,000.00	Additional software purchases	90,000.00	2%	2,000.00
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	60,000.00	Completion of Pay Equity Review	60,000.00	0%	-
1000-83610-0393	LIBRARY-PURCHASED SERVICES	2,000.00	Based on 2023 actuals	2,500.00	-20%	- 500.00
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00	No change	1,000.00	0%	-
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	70,000.00	No change - funds would be required to hire an IT consultant	70,000.00	0%	-
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	265,000.00	Increase cost/demand on library materials, especially e-products	248,000.00	7%	17,000.00
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00	No change	1,000.00	0%	-
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00	No change	10,500.00	0%	-
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	9,000.00	No change	9,000.00	0%	-
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	43,500.00	4% vendor increase and plus vendor change	42,000.00	4%	1,500.00
1000-83610-0627	LIBRARY-PROGRAMMES	20,000.00	Increase outreach opportunities	18,000.00	11%	2,000.00
1000-83610-0634	LIBRARY-STANDING ORDERS	8,000.00	No change	8,000.00	0%	-
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,000.00	No change	2,000.00	0%	-
Total Expenditures		3,137,764.60		3,190,411.00	-17%	- 52,646.40

2024 Total Revenue	292,420.00
2024 Total Operating Expenditures	3,137,764.60
Net Total	2,845,344.60
2024 Library Budget	2,845,344.60
2023 Library Budget	2,779,491.00
Increase	65,853.60
% Increase	2.4%

410,920.00	2023 Revenue
3,190,411.00	2023 Operating
2,779,491.00	Net Total

2024 Library Budget

Additions to Base Budget

Draft with Notes

Account	Description	2024 Budget		2023 Budget	% change	Difference
Revenue						
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	No change Expected in Provincial Grant Funding in 2024	54,860.00	0%	-
1000-69701-0000	LIBRARY-DONATIONS	5,000.00	No change	5,000.00	0%	-
1000-69702-0000	REVENUE-PHOTOCOPYING-	4,000.00	Based on 2023 actuals	2,800.00	43%	1,200.00
1000-69703-0000	REVENUE-FINES, FEES-	350.00	No change from 2023	350.00	0%	-
1000-69705-0000	LIBRARY-GIFT SHOP SALES	300.00	Few sales expected. Based on 2023 actuals	500.00	-40%	- 200.00
1000-69706-0000	REVENUE-INTEREST EARNED-	2,000.00	Increase from 2023 based on actuals	600.00	233%	1,400.00
1000-69707-0000	NON-RESIDENT FEES-	7,000.00	No change from 2023	7,000.00	0%	-
1000-69708-0000	MISCELLANEOUS REVENUE-	100.00	None raised in 2023	1,000.00	-90%	- 900.00
1000-69710-0000	LIBRARY-ROOM RENTAL	500.00	Based on 2023 actuals	500.00	0%	-
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00	No change Expected in Provincial Grant Funding in 2024	5,310.00	0%	-
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	3,000.00	No change from 2023	3,000.00	0%	-
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	80,000.00	Library Materials subsidy	80,000.00	0%	-
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	80,000.00	Completion of Pay Equity review & other HR projects (not completed in 2023 as predicted)	130,000.00	-38%	- 50,000.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	50,000.00	Anticipated IT infrastructure needs in 2024	50,000.00	0%	-
1000-69722-0000	TRANS FROM SALARIES	0.00	Not required	70,000.00	-100%	-70000.00
Total Revenue		292,420.00		410,920.00	-29%	- 118,500.00
Operating Expenditures						
1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	1,218,978.51		1,194,281.00	2%	24,697.51
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,200.00		1,200.00	0%	-
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	598,000.00		580,000.00	3%	18,000.00
1000-83610-0104	LIBRARY - SHIFT PAY	11,298.00		11,298.00	0%	-
1000-83610-0105	LIBRARY-VACATION PAY	95,956.55		111,862.00	-14%	- 15,905.45
1000-83610-0108	LIBRARY - LIEU PAY	-	Orphan budget line	-		-
1000-83610-0150	LIBRARY-O.M.E.R.S.	153,844.49		172,441.00	-11%	- 18,596.51
1000-83610-0151	LIBRARY-C.P.P.	100,656.00		95,548.00	5%	5,108.00
1000-83610-0152	LIBRARY-E.I.	34,028.00		33,791.00	1%	237.00
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	38,288.00		37,357.00	2%	931.00
1000-83610-0158	LIBRARY- HEALTH BENEFITS	184,884.00		173,329.00	7%	11,555.00
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	6,239.00		5,088.00	23%	1,151.00
1000-83610-0172	LIBRARY-MILEAGE	3,000.00	No change from 2023	3,000.00	0%	-
1000-83610-0198	PAY IN LIEU OF BENEFITS	32,103.00		29,641.00	8%	2,462.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00	Same as previous years	1,500.00	0%	-
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	4,000.00	Mediation/arbitration/negotiation contingency	4,000.00	0%	-
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	45,000.00	No change	45,000.00	0%	-
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00	No change	7,000.00	0%	-
1000-83610-0300	LIBRARY - MATERIALS/REPAIRS/MAINTENANCE	1,500.00	No Change	1,500.00	0%	-
1000-83610-0310	LIBRARY-NEW EQUIPMENT	5,500.00	No Change	5,500.00	0%	-
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00	No Change	3,000.00	0%	-
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	10,000.00	Based on 2023 actuals	9,000.00	11%	1,000.00
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,500.00	No change	2,500.00	0%	-
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00	No change	3,500.00	0%	-
1000-83610-0315	LIBRARY-ADVERTISING	6,000.00	Reduction - WOW cost absorbed by City of Woodstock	15,000.00	-60%	- 9,000.00
1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,500.00	Return of in person OLA Board Bootcamp	2,000.00	25%	500.00
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	4,000.00	No change	4,000.00	0%	-
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	20,000.00	Slight increase due to organizational needs	18,000.00	11%	2,000.00

1000-83610-0350	LIBRARY-TELEPHONE	8,400.00	No change	8,400.00	0%	-
1000-83610-0351	LIBRARY-ELECTRICITY	33,075.00	No change	33,075.00	0%	-
1000-83610-0352	LIBRARY-HEAT	14,500.00	No change	14,500.00	0%	-
1000-83610-0353	LIBRARY-WATER	2,100.00	No change	2,100.00	0%	-
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	92,000.00	Additional software purchases	90,000.00	2%	2,000.00
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	60,000.00	Completion of Pay Equity Review	60,000.00	0%	-
1000-83610-0393	LIBRARY-PURCHASED SERVICES	2,000.00	Based on 2023 actuals	2,500.00	-20%	- 500.00
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00	No change	1,000.00	0%	-
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	50,000.00	Decreased - moved funds to personnel budgets due to City IT staff position	70,000.00	-29%	- 20,000.00
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	265,000.00	Increase cost/demand on library materials, especially e-products	248,000.00	7%	17,000.00
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00	No change	1,000.00	0%	-
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00	No change	10,500.00	0%	-
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	9,000.00	No change	9,000.00	0%	-
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	43,500.00	4% vendor increase plus vendor change	42,000.00	4%	1,500.00
1000-83610-0627	LIBRARY-PROGRAMMES	20,000.00	Increase outreach opportunities	18,000.00	11%	2,000.00
1000-83610-0634	LIBRARY-STANDING ORDERS	8,000.00	No change	8,000.00	0%	-
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,000.00	No change	2,000.00	0%	-
Total Expenditures		3,216,550.55		3,190,411.00	-11%	26,139.55

2024 Total Revenue	292,420.00
2024 Total Operating Expenditures	3,216,550.55
Net Total	2,924,130.55
2024 Library Budget	2,924,130.55
2023 Library Budget	2,779,491.00
Increase	144,639.55
% Increase	5.2%

410,920.00	2023 Revenue
3,190,411.00	2023 Operating
2,779,491.00	Net Total



Subject: Allocation of 2023 Surplus Funds

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 14, 2023

Recommendation

That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2023 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Salaries Reserves of the Board.

Discussion

At present, the Library is forecasting a surplus in the Library's 2023 Revenue Fund (Operating) Budget. Several factors have led to the creation of this surplus, including varying trends in vendor pricing, uncertainties in projected costs for the year, and unanticipated donations supporting library programs and services.

It is recommended that the Board gains City Council's approval to direct any surplus at the end of 2023 into the Library's Salaries Reserve Account.

Once approved by the Board, a letter to City Council will be prepared and submitted for Council's consideration by the Library CEO.