

**DRAFT Agenda  
Woodstock Public Library Board  
October 17, 2023**

**Date:** Tuesday, October 17, 2023  
**Time:** 4:15 p.m.  
**Place:** Library Meeting Room

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**1. Call to Order**

**2. Indigenous Acknowledgement**

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

**3. Approval of the Agenda**

**Recommendation:**

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

**4. Declaration of Conflict of Interest**

**5. Minutes of the Meeting of September 12, 2023**

**Recommendation:**

That the Board approves the Minutes of the meeting of September 12, 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**

**a) Friends of the Library**

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

**Recommendation:**

That the Board receives the Minutes of the meetings of the Friends of the Woodstock Public Library for July 12, 2023, and September 13, 2023, as information.

## **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 September, 2023

### **c) Policy Review**

- i) Report – Administrative and Management Staff Privileges Policy
- ii) Administrative and Management Staff Privileges Policy

#### **Recommendation:**

That the Woodstock Public Library Board approves the Administration and Management Staff Privileges Policy as presented (or amended); and

That the Woodstock Public Library Board rescinds the following outdated policies: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).

## **12. Committee Reports**

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

Verbal Update

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

Minutes for August 10, 2023

#### **Recommendation:**

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of August 10, 2023.

## **13. Finance**

### **a) Treasurer's Report**

#### **Recommendation:**

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.

## **14. New Business**

None

## **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
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## 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).*
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## 18. Next Meeting

Tuesday, November 14, 2023, 4:15 p.m.

## 19. Adjournment

### **VISION**

Your Destination for Discovery

### **MISSION**

A welcoming place to create, connect and explore.

# Woodstock Public Library Board

## DRAFT Meeting Minutes September 12, 2023

A regular meeting of the Woodstock Public Library Board was held on Tuesday, September 12, 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  
Councillor Bernia Wheaton

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

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

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**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 23-50**

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

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of June 27, 2023**

**Motion 23-51**

MOVED by K. Leatherbarrow and seconded by B. Wheaton to approve the Minutes of the meeting of June 27, 2023.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Social Challenges in Library Facilities – CEO Update**

L. Harris recalled the Board requesting a report be brought back to the Board, following consultation with community organizations on the social challenges being experienced in the city.

L. Harris reported that she had been invited to join the Ontario Library Association (OLA) community-led Think Tank which will focus on protests and policies directed at libraries. An event is being held in October with a panel of speakers from across the country, discussing experiences and best practices surrounding current issues. The intent is to be a springboard for actionable items for libraries, and the results would be released at the next SuperConference.

L. Harris sought the Board's permission to defer until after the OLA SuperConference in 2024. All Board members agreed.

**7. Chairperson's Remarks**

M.A. Silverthorn thanked Board members for attending the staff appreciation lunch at the Library in the summer.

**8. Delegations/Presentations**

None.

**9. Board Education**

**a) Scheduling AODA Training**

Discussion was had regarding AODA training. L. Harris will forward potential dates in November via email for those who prefer in-person training.

## **10. Consideration of Correspondence**

### **a) Friends of the Library**

Minutes of the Meeting of June 14, 2023

#### **Motion 23-52**

MOVED by B. Wheaton and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library of June 14, 2023, as information.

**Motion carried.**

## **11. Administrative Reports**

### **a) Monthly Report**

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

In addition to the report before the Board, L. Harris discussed I.T. services for the Library, and working with the City on future staffing.

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

M. Cook reported on summer programming statistics, and read excerpts from exit interviews provided by the summer students. The Board was reminded of the Oxford Reads Gala, and information was given on securing tickets for the event.

### **b) Statistics: Library Systems Activities for the months June, July and August, 2023**

L. Harris provided additional information on statistics for July and August, 2023.

There were no questions or comments from the Board.

### **c) Policy Review**

#### **i. Reports – Proctoring Policy, Bulletin Board and Distribution of Free Materials Policy**

L. Harris reported on the previous proctoring process, noting there was no official procedure. Discussion was had regarding a typical proctoring process in other libraries; dedicating resources to proctoring. A flat fee for the service, paid up front, was typical. Upon approval of the policy, a procedure would be developed, and fees would be determined.

L. Harris provided background information on the amount of display materials received by the Library on a regular basis. With limited library space, restrictions and priorities were specified in the policy. The policy before the Board had not changed from the previous policy.

**ii. Proctoring Policy**

**Motion 23-53**

MOVED by D. Tait and seconded by B. Wheaton that the Board approves the Proctoring Policy as presented.

**Motion carried.**

**iii. Bulletin Board and Distribution of Free Materials Policy**

**Motion 23-54**

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the Bulletin Board and Distribution of Free Materials Policy as presented.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

No update.

**b) Health and Safety**

Minutes for the months April, May, June, and July, 2023

Opportunity was provided for questions and comments for each month prior to seeking approval for all Minutes before the Board.

**Motion 23-55**

MOVED by B. Wheaton and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee meetings of April, May, June, and July, 2023.

**Motion carried.**

### **13. Finance**

#### **a) Treasurer's Report**

##### **Motion 23-56**

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

**Motion carried.**

#### **b) 2024 Capital and Revenue Fund (Operating) Budgets**

Discussion was had regarding already-approved and funded projects, and the request for carrying those projects forward to 2024.

There was further discussion regarding the request for hand dryers as opposed to paper towels in the public washrooms. K. Whiteford suggested consultation with Southwestern Public Health on the benefits of paper towels over hand dryers. L. Harris provided explanation on the preference of hand dryers for the Library.

##### **Motion 23-57**

MOVED by K. Leatherbarrow and seconded by D. Tait that the Board approves the already-approved and funded Children's Area Carpeting Project and Teen Space Renovation Project be carried forward to 2024, to be re-analyzed by Library staff.

**Motion carried.**

##### **Motion 23-58**

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board approves the proposed Electric Hand Dryers Capital Project for submission of \$7,000 to the 2024 City of Woodstock Capital Budget.

Opposed by K. Whiteford; all other Trustees in favour.

**Motion carried.**



L. Harris brought forward new information received from City I.T. Manager, C. Gratton, regarding necessary updates to the Library's I.T. infrastructure. Investment would be required in the new year. The City proposed a temporary solution in the interim. An additional capital project ask may be necessary, but there was no financial information provided by City I.T. at the time of this meeting.

Discussion was had, and a motion was determined to cover costs of the necessary work for the Library's I.T. infrastructure.

**Motion 23-59**

MOVED by D. Tait and seconded by K. Leatherbarrow to seek City Council capital project repair approval for an amount to be determined to do the necessary repairs to the Library's I.T. infrastructure.

**Motion carried.**

K. Whiteford requested the City provide current balances on the Reserve Accounts.

L. Harris would report the information to the Board in October.

**14. New Business**

**a) Administration and Management Staff Privileges Policy**

L. Harris noted that the Library was using three old personnel policies, over twenty years old, for non-union staff. The updated policy to come to the Board would combine the three policies into one, and language would be similar to that of the collective agreement. Approval for the revised policy would be sought at the meeting in October.

There were no questions from the Board.

**15. Notices of Motion**

None.

**16. Attachments**

None.

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

None.

**18. Next Meeting**

Tuesday, October 17, 2023, 4:15 pm.

**19. Important Dates**

- a) **Ontario Library Service Virtual Conference**  
2023 Public Library Boards Program – September 28, 2023
- b) **Oxford Reads Gala**  
November 3, 2023

**20. Adjournment**

MOVED by K. Whiteford that the meeting adjourn at 5:25 pm.

***Vision***

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***Mission***

A welcoming place to create, connect and explore.



Friends of the Woodstock Public Library  
July 12, 2023

Present: Marion Baker (Secretary)  
Laura Schneider (Treasurer)  
Peter Ruehlicke  
Matthew Lloyd  
Rick Cole  
Diana St. Clair  
Kathie Richards  
Gerry Wormald  
Sylvia Weiser-Sutherland  
Frances Gottschlich

Also Present: Mega Cook, Manager of Public Services, Woodstock Public Library

Regrets: Karen Leslie, Susan Hamilton, Christina Crawford, Sharron Skevington

Secretary Marion Baker calls the meeting to order at 5:05 p.m.

Agenda: The Agenda for the July 12, 2023 meeting is approved as read.

Minutes: The attendance of Friends member Matthew Lloyd did not appear in the Minutes of the June 14<sup>th</sup> meeting, when in fact, he was in attendance and the Minutes are herewith amended.

Moved by: Sylvia Weiser-Sutherland  
Seconded by: Peter Ruehlicke

That the Minutes of June 14, 2023, be approved as amended. Carried.:

Reports:

Financial: No report.

Correspondence/Secretary's Report:

Secretary Marion reports that a letter, written on behalf of the Friends Executive and members, was sent to the Executive and members of the London Public Library Friends of the Library in appreciation of their acceptance of 90 boxes of unsold books following our April book sale.

New/Unfinished Business:

Nominations for Executive positions:

1. Chair - No volunteers
2. Vice-Chair - No volunteers
3. Secretary - No volunteers
4. Treasurer - Gerry Wormald expressed his interest in accepting the position

The nomination of Gerry Wormald is accepted and approved by those present.

At this point in the meeting it is suggested by Matthew Lloyd that since we will be having a membership drive, we postpone any further search for Executive members until the new year. All agree to his suggestion.

Frances Gottschlich leads a discussion about the up-coming October book sale. Megan Cook will book the library meeting room for the sale to be held on Saturday, October 21<sup>st</sup> from 10 a.m. - 4:00 p.m. and advises that the Flex Space adjacent to the children's library will also be available for our use that day.

The possibility of a casual meeting at the library in August to view/sort the boxes of books that are in storage at the library, was discussed. A date and time will be arranged and Friends members will be invited to attend to view the condition and suitability of the stored books for the up-coming sale. A notice about the date and time of this informal gathering will be announced when it is determined.

Date of Next Meeting:

Wednesday, September 13, 2023 at 5:00 p.m. in the library meeting room.

The meeting is adjourned at 5:58 p.m.

Marion Baker, Secretary \_\_\_\_\_



Friends of the Woodstock Public Library  
September 13, 2023

Present: Marion Baker (Secretary)  
Gerry Wormald (Treasurer)  
Jackie Thompson  
Peter Ruehlicke  
Matthew Lloyd  
Gurleen Saini  
Jamina Tieu  
Karen Leslie  
Diana St. Clair  
Rick Cole  
Jenny DeHaan  
Laura Schneider  
Sylvia Weiser-Sutherland  
Christina Cullen

Also Present: Lindsay Harris, CEO, Woodstock Public Library  
Megan Cook, Manager of Public Services, Woodstock Public Library

Regrets: Frances Gottschlich, Susan Hamilton, Kathie Richards, Sharron Skevington

In the unexpected absence of the Acting Vice-Chair, Secretary Marion Baker calls the meeting to order at 5:03 p.m. and welcomes those present.

Agenda:

Moved by: Matthew Lloyd  
Seconded by: Sylvia Weiser-Sutherland

That the Agenda for the September 13, 2023 meeting be approved. Carried.

Minutes: It is noted that an amendment in the July 12<sup>th</sup> meeting Minutes is still in error and following further discussion, the error is noted and it is

Moved by: Karen Leslie  
Seconded by: Christina Cullen

That the Minutes of the July 12, 2023 meeting, as further amended, be approved. Carried.

Reports:

Financial: Treasurer Gerry Wormald provides an update on the Friends financial accounts.

Membership: Secretary Marion reports she has been contacted by a prospective new member of Friends. They aren't able to attend today's meeting but are hoping to attend the October meeting and also work at the book sale.

Book Sale:

Due to the absence of Acting Vice-Chair Frances Gottschlich, Secretary Marion asks Matthew Lloyd if he will lead a discussion regarding plans for the organizing of the upcoming book sale.

Matthew begins the discussion noting advertising on Heart FM, and Rogers TV needs to be organized and member Peter Ruehlicke volunteers to contact Heart FM to place an ad on our behalf.

Librarian Megan Scott speaks about the logistics of the sale and that it will be held in the library meeting room as well as the Flex Space adjacent to the children's area. Nearby bookshelves will be cordoned off to prevent library books being mistaken for books for sale while still allowing library patrons access to the children's area book shelves.

Megan also displays a book sale poster she has designed to be used for distribution around the City by Friends members and as well has prepared a smaller version of the poster to be placed in the What's On Woodstock October publication. Both are well received and her work is very much appreciated.

Megan explains the meaning of a "Desensitizing Brick" to members. The "Brick" will be used by cashiers who will quickly "swipe" the spine of each book across the brick at the cashier's desk and if the book is one donated from the library stacks, it will be "desensitized" and not cause the sensor at the exit door of the library to sound its alarm when the patron leaves the lobby area.

Member Jackie Thompson shows an updated Friends membership form she has been working on to encourage new members.

Member Diana St. Clair quickly draws up a chart that is distributed to all present to note their names down during which time of day they can attend at the sale and which area they would like to work in. Also noted is whether members can assist with the setting up the Friday, the 20<sup>th</sup> and the taking down, if still necessary, on Sunday the 22<sup>nd</sup>.

It is decided to continue with the same pricing used at the sale in April. No determination as yet, about books left unsold on the 21<sup>st</sup>.

Date of Next Meeting:

Wednesday, October 11, 2023 at 5:00 p.m. in the library meeting room.

Adjournment:

Moved by Karen Leslie that the meeting be adjourned.

The meeting is adjourned at 5:48 p.m.

Marion Baker, Secretary \_\_\_\_\_



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**Subject: CEO Report**

**Action: For Information**

**Prepared by: Lindsay Harris**

**Meeting of: October 17, 2023**

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### **Strengthen our Community**

I was invited to be a panelist at the Ontario Library Association Community Led Think Tank: Protest Planning and Policy Preparation event on October 12, 2023. The event fostered discussion between CEOs and managers from libraries across the province, including Woodstock, Innisfill, Toronto, Brantford, and others. The discussion focused on the various experiences of libraries over the past year, what factors were involved in planning and addressing large and small protests, and what libraries can do to prepare for them before they happen. Even as a panelist, I found great wisdom in the group, and will take some of the suggestions made by other libraries to heart when examining our related policies, training, and community partnerships moving forward. I am also eager to see what next steps will be taken by the organizing committee in terms of support for libraries moving forward.

### **Reinforce Capabilities**

At the September 2023 Library Board Meeting, a significant IT issue was identified, and the Board provided direction on accessing funding from the City to address this issue. During the investigation phase of this project, City IT managed to secure the equipment needed for the Library at a significantly reduced cost than originally anticipated. This reduced cost can be covered by funds already secured for the 2023 operational budget and as such an additional funding request to City Council is no longer required.

### **Operating Budget 2024 Forecast**

The Library's Draft Operating (Revenue Fund) Budget will be brought to the Library Board for approval to submit to City Council at the November Board Meeting. Given the tight timeline for approval and submission, some direction from the Library Board will be sought at the October meeting to facilitate an efficient process. The major factors that will affect the Library

Budget in 2024 are non-negotiable increases from vendors, contractual and benefit obligations, and adjustments to the Library's organizational structure.

The base budget projection at this point includes the vendor increases, contractual and benefit obligations, and the addition of a supervisory position in the library as well as the promotion of a manager to director role by reallocating a vacant manager position. It also includes cost reductions to some budget lines where savings have been identified in 2023, through resource sharing. While there are some financial factors that have not yet been solidified that may further reduce the base budget, at this time the projected increase is 6.2%, which is the equivalent of \$162,969.00.

To complete the structural reorganization, an additional 1.5 FTE positions are needed. In coordination with City IT, the Library plans to ask for a shared position with the City's IT department (0.5 FTE) – the successful candidate would be stationed at the Library, and report both to myself and to the City's Manager of IT, in a joint venture. With this addition, the Library would no longer be required to outsource our IT support, and some funds would be reallocated from the computer maintenance budget line to corresponding payroll lines.

The second position would be a full-time supervisory position. This addition would complete the structural reorganization, which at its core aims to provide Library staff with opportunities to grow within the organization, gaining valuable experience and providing foundations for them to move into managerial positions in the future. It is a long-identified need in the organization and is one that I believe we are now able to address. Should both positions be added to the Library upon successful approval by City Council (estimated April 2023), the Library Budget is projected to increase to 9.1% (an increase of \$240,038.00). Alternately, staggering the new positions with the IT position being filled in April, and the new full-time position deferred until June of 2024, the increase is projected at 7.4% (an increase of \$195,271.00).

I look forward to hearing the Board's feedback and direction in this matter to prepare us for the November budget approval.





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

**Action: For Information**

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

**Meeting of: October 17, 2023**

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## **Contribute Vibrant Spaces**

We participated in Doors Open this year. We provided a behind the scenes look at the life cycle of a library book. Our librarians captured video footage of what happens after a patron suggests an item for purchase, how the item is ordered from our vendor, the processing and cataloging of the item, and how it lands on the holds shelf in the library. Our librarians also created a scrapbook with photos from the library before the 1996 renovation, and after.

The Friends of the Library Fall Book Sale will take place on Saturday, October 21 in the library from 10:00 am–4:00 pm. Proceeds from the Book Sale are donated to the library to ensure value-added services and programs can continue to be offered to our community. The Friends of the Library has already made several donations this year including, but not limited to, our high-quality scanner for the Preservation Station, our branded tent and tablecloth for outreach programs in the community, and workbooks to support school-aged children in our summer reading programs.

## **Strengthen Our Community**

Our Outreach Librarian has been working closely with the Canadian Mental Health Association (CMHA) to bring a weekly Chit Chat Circle to the library. The program started this month and welcomes all patrons to attend and socialize in a safe space while discussing a variety of wellness topics.

Our Children and Teen Librarian has been working hard to create extension activities to help support our storytime sessions. Extension activities are simple, age-appropriate activities developed to help build early literacy skills, for example vocabulary and letter

knowledge. This month, we started incorporating these extension activities into our storytime programs and the feedback has been positive. Several comments from parents are noted below:

*“My daughter looks forward to Storytime and the activities.”*

*“These centers are fun! It’s great that there are so many for different ages.”*

*“You’ve got great activities here, this one is good for fine motor development.”*

*“This is such a good idea, I can do this at home.”*

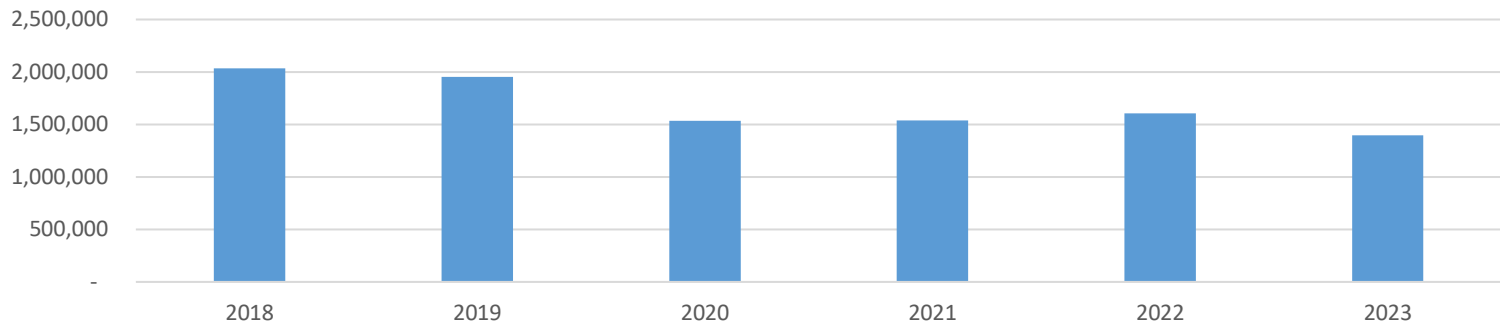
## **Reinforcing Our Capabilities**

The Senior Team is currently planning our second Staff Development Day of the year, scheduled for Friday, December 1.

We will have the new Community Outreach Navigator from Oxford County Human Services attend our upcoming Public Services staff meeting. The role is new to Oxford County and focuses on providing support to clients experiencing homelessness and those at risk for homelessness, while also promoting ongoing housing stability in the region.



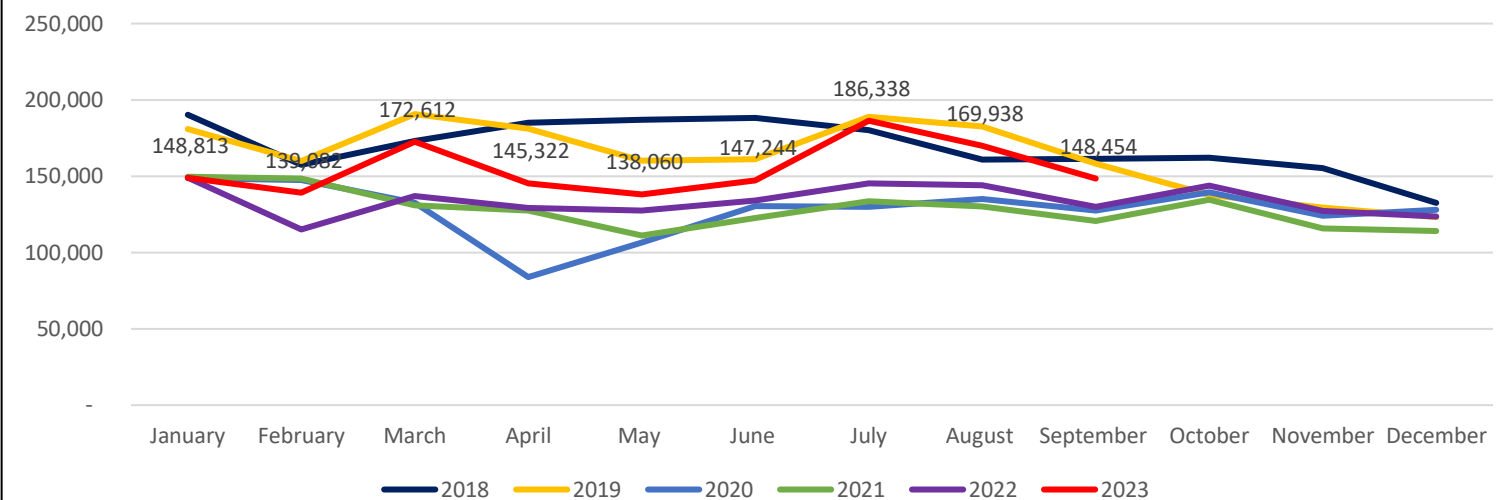
### Total Library Uses 2018 - Present



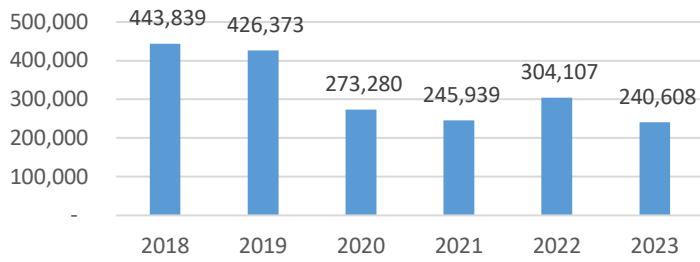
2023	Total Circulation	In Person Visits	Electronic Visits*	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	28,685	11,049	78,387	23,964	1,527	901	1,712	2,588	148,813
February	24,472	9,861	74,734	24,494	1,126	544	1,549	2,302	139,082
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	1,261	147,244
July	32,392	12,053	95,721	37,720	4,907	698	1,509	1,338	186,338
August	28,650	11,030	92,508	29,201	4,835	740	1,353	1,621	169,938
September	24,869	11,446	84,563	20,906	1,389	920	1,931	2,421	148,454
October									-
November									-
December									-
<b>TOTAL</b>	<b>241,256</b>	<b>100,579</b>	<b>707,769</b>	<b>280,987</b>	<b>25,509</b>	<b>7,247</b>	<b>15,526</b>	<b>16,981</b>	<b>1,395,854</b>

\* Data missing from July 5 through August 15, 2023

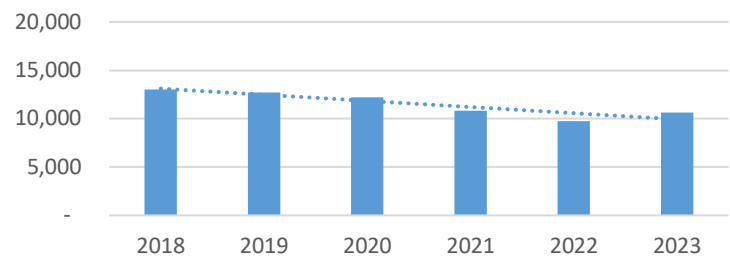
### Total Library Uses by Month 2018 - Present



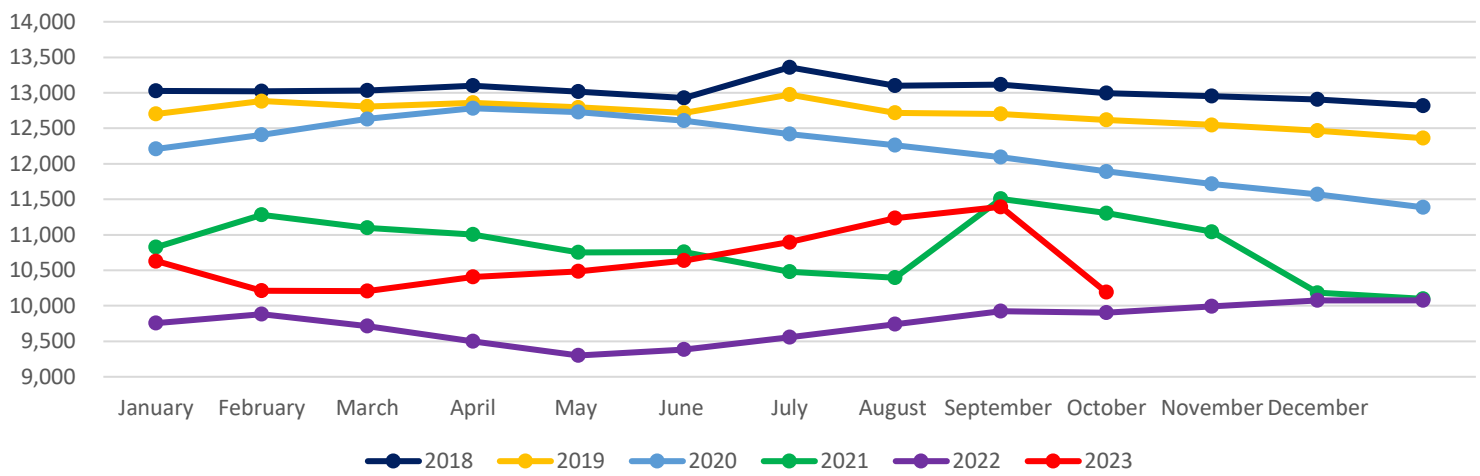
### Annual Library Circulation Total 2018-2023



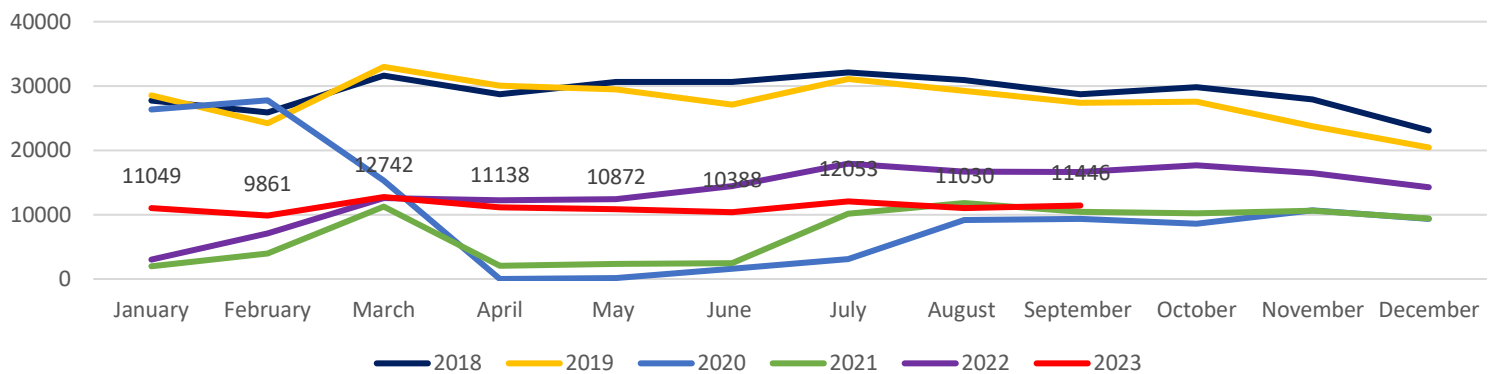
### Monthly Average Active Users Count 2018-2023 YTD



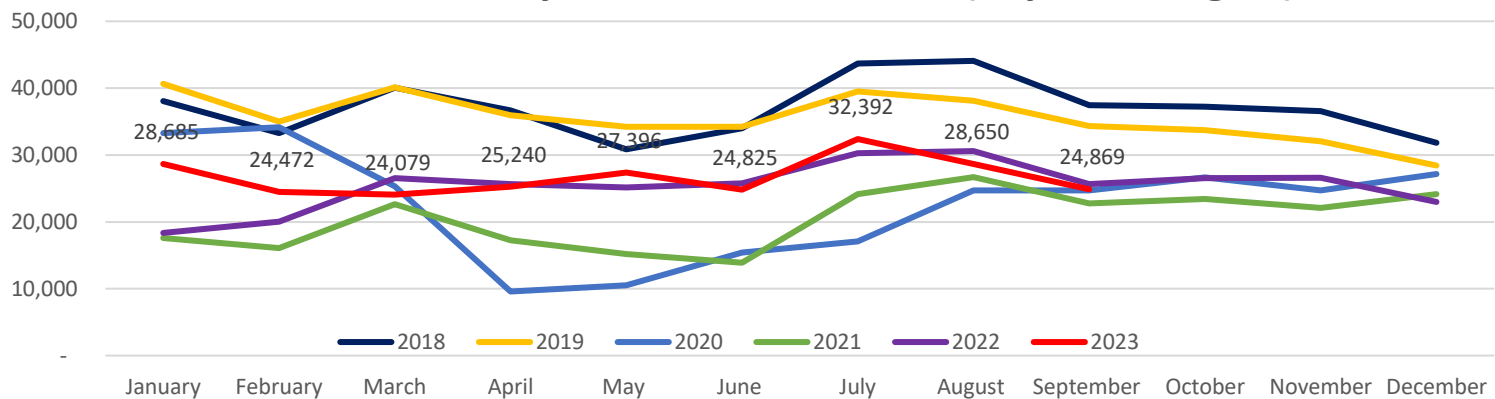
### Active Cardholders 2018-2023



### In Person Visits - 2018-2023



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





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**Subject: Administration and Management Staff Privileges Policy**

**Action: For Information**

**Prepared by: Lindsay Harris**

**Meeting of: October 17, 2023**

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## **Recommendation**

That the Woodstock Public Library Board approves the Administration and Management Staff Privileges Policy.

That the Woodstock Public Library Board rescind the following outdated policies:

- Benefits – Administrative Non-union Staff (2010)
- Overtime – Administrative Non-union Staff (2002)
- Vacation Carryover – Administrative Non-union Staff (2010)

## **Background**

The draft version of the Administration and Management Staff Privileges Policy was brought to the Library Board at the September 10, 2023, regular meeting. At that time, Board members were asked to submit input regarding any changes they wished to make to the draft version of the policy. At this time, no suggestions have been made, and the policy is being presented to the Board for approval.

The Administration and Management Staff Privileges Policy was created to replace three outdated policies:

- Benefits – Administrative Non-union Staff (2010)
- Overtime – Administrative Non-union Staff (2002)
- Vacation Carryover – Administrative Non-union Staff (2010)

Simultaneously, the original content of the policies has been updated to align with current and best practices.

## Discussion

This policy is divided into three subsections, reflecting the themes of the original separate policies.

Benefits for Administrative and Management staff are currently, and have historically, mirrored those outlined in the current collective agreement. Edits to this section include updating the article numbers from the collective agreement as well as the addition of Article 21.02 (Carry-over of Vacation).

Adjustments to the overtime section include clarifying language, as well as a change from one week of overtime accrual to a maximum of 70 hours (two weeks) of overtime accrual. This change reflects the language written into the employment contracts of all current Management staff.

Changes to the vacation carryover section include the alignment with the collective agreement. The additional benefits reflect practices above and beyond those outlined in the collective agreement, along with requirements outlined by the Employment Standards Act.



# Woodstock Public Library Policy

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**Policy Name:** Administrative and Management Staff Privileges

**Category:** Personnel

**Version:** 17 October 2023

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to define and outline the benefits for Administrative and Management (non-union) staff.

As Administrative and Management staff are not included in the benefits and privileges outlined in the Collective Agreement, this policy is intended to align these benefits and practices with the Agreement as well as recognize the additional requirements of Administrative and Management job classes.

## SCOPE

This policy applies to all non-union members of the Administrative team, including but not limited to the Chief Executive Officer, Administrative Assistant, and Managers.

## DEFINITIONS

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

**Administrative and Management Staff** refers to all non-unionized employees of the Woodstock Public Library, regardless of job classification or title.

**CEO** refers to the Chief Executive Officer of the Woodstock Public Library.

**Collective Agreement** refers to the current collective agreement between the Woodstock Public Library Board and the Canadian Union of Public Employees Local 1146 – Library Unit.

**Library** refers to the Woodstock Public Library.

**Lieu** refers to time taken off in compensation for hours worked beyond 35 hours per week.

**Overtime** refers to hours worked beyond the expected 35 hours per week.

## **POLICY, PROCEDURE, AND IMPLEMENTATION**

### **1.0 Benefits**

1.1 The following benefits for non-union Administrative staff shall be defined in accordance with the current Collective Agreement:

- a) Medical Benefits (Article 19.01)
- b) Group Life Insurance (Article 19.03)
- c) Retiree Benefits (Article 19.06)
- d) Paid Holidays (Article 20)
- e) Floating Holiday (Article 20.02)
- f) Vacation Entitlement (Article 21.07)
- g) Short Term Disability (Appendix B)
- h) Long Term Disability (Appendix C)

### **2.0 Overtime**

Non-union Administrative staff shall receive recognition for hours worked beyond the normal work day with the following conditions:

- 2.1 Required and authorized overtime shall be logged to confirm time earned, up to a maximum of 70 hours earned per calendar year. Exceptions to this maximum must be approved, in advance, by the CEO only in the case of extreme circumstances.
- 2.2 Time earned will be at straight time (hour for hour).
- 2.3 The employee shall be entitled to receive compensation for overtime in time off with pay (lieu).
- 2.4 Lieu time accrued in any given year may not be carried over to the following year if not used.
- 2.5 Eligible overtime includes meetings, authorized overtime, or overtime caused by emergency call-in.

### **3.0 Vacation Carryover**

- 3.1 Vacation carryover is defined in accordance with Article 21.02: Carry-over of Vacation outlined in the Collective Agreement.
- 3.2 On application to the Chief Executive Officer, up to one week of carryover vacation may be received in pay.
- 3.3 Application for payout must be received no later than the first working day in December, and shall be paid out in the last pay period of the year.



## **RELATED DOCUMENTS AND POLICIES**

Collective Agreement between the Woodstock Public Library Board and the Canadian Union of Public Employees Local 1146 – Library Unit.

Employment Standards Act

## **DOCUMENT REVISION RECORD**

Adoption Date: DD Month YYYY  
Review Cycle: Once per Term  
Last Reviewed: DD Month YYYY  
Resolution No.: 23-\_\_

**Minutes  
Woodstock Public Library  
Joint Health & Safety Committee  
August 10, 2023**

**Employer Representatives:** M. Cruickshank, Manager of Operations

**Employee Representatives:** N. Bailey

**Regrets:** M. Cook, Manager of Public Services  
S. Bean

**Recorder:** M. Cruickshank

---

The meeting of the Joint Health & Safety Committee was called to order on August 10, 2023, at 2:10 pm.

**1. Minutes of the Meeting of July 13, 2023**

The Minutes of the Joint Health & Safety Committee meeting of July 13, 2023, were approved.

**2. Workplace Inspections**

**a) Inspection of August 1, 2023**

- i. Door stops for the attic and mechanical room were replaced, but are too small to be effective. Will forward to Building Maintenance Supervisor.
- ii. Desk fan at Children's desk doesn't clip properly to the desk, and is difficult to plug in/unplug. Will request a proper desk fan for Children's desk.
- iii. Surplus plexiglass remains in the Administration hallway. Scheduled to be moved to storage.

**3. Injuries/Lost Time Report**

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

**4. Old Business**

**a) Storage Shed Lighting**

Ongoing.

**b) Meeting Room Storage**

Ongoing.

**c) Ladder – Librarian Pod**

Appropriate ladder has been ordered.

**5. New Business**

There is no new business.

**6. Next Meeting**

The next meeting of the JHSC is scheduled for September 14, 2023, in the Conference Room.

With nothing further, the meeting adjourned at 2:40 pm

**WOODSTOCK PUBLIC LIBRARY**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**SEPTEMBER 2023**

REVENUES		2023 BUDGET	PREVIOUS PERIOD YTD	SEPTEMBER	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63069-0000	Southern Ontario Library Service	\$ -	\$ -	\$ -	\$ -	\$ -	
1000-63076-0000	Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000	Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000	Community Employment Centre	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000	Donations	\$ 5,000.00	3,540.59	2.35	3,542.94	1,457.06	70.86%
1000-69702-0000	Photocopying	\$ 2,800.00	3,662.15	242.35	3,904.50	(1,104.50)	139.45%
1000-69703-0000	Fines, Fees	\$ 350.00	295.00	14.00	309.00	41.00	88.29%
1000-69704-0000	Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000	Gift Shop Sales	\$ 500.00	237.50	27.00	264.50	235.50	52.90%
1000-69706-0000	Interest Earned	\$ 600.00	2,018.82	-	2,018.82	(1,418.82)	336.47%
1000-69707-0000	Non-resident fee	\$ 7,000.00	5,360.00	121.80	5,481.80	1,518.20	78.31%
1000-69708-0000	Miscellaneous	\$ 1,000.00	(0.96)	5.00	4.04	995.96	0.40%
1000-69709-0000	Programmes	\$ -	60.00	-	60.00	(60.00)	#DIV/0!
1000-69710-0000	Room Rental	\$ 500.00	105.00	-	105.00	395.00	21.00%
1000-69715-0000	Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000	Lost/Damaged Items	\$ 3,000.00	3,212.35	370.36	3,582.71	(582.71)	119.42%
1000-69718-0000	Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000	Transfer from Dev Charges	\$ 80,000.00	-	-	-	80,000.00	0.00%
1000-69722-0000	Tfr from Salaries Reserve	\$ 70,000.00	-	-	-	70,000.00	0.00%
1000-69723-0000	Tfr from Consultants Services Reserve	\$ 130,000.00	-	-	-	130,000.00	0.00%
1000-69724-0000	Tfr from Automation Reserve	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-69725-0000	Revenue Wireless HotSpot	\$ -	-	-	-	-	#DIV/0!
	Levy	\$ 2,779,500.00	-	-	-	2,779,500.00	0.00%
TOTAL REVENUES		\$3,190,420.00	\$ 18,490.45	\$ 782.86	\$ 19,273.31	\$ 3,171,146.69	0.60%

EXPENDITURES		BUDGET	PREVIOUS PERIOD YTD	SEPTEMBER	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101	Salaries & Wages, Regular	\$ 1,194,280.00	\$ 704,652.42	84,297.77	\$ 788,950.19	\$ 405,329.81	66.06%
1000-83610-0102	Salaries & Wages, Overtime	\$ 1,200.00	1,625.11	-	1,625.11	(425.11)	135.43%
1000-83610-0103	Salaries & Wages, Part Time	\$ 580,000.00	346,589.11	37,822.73	384,411.84	195,588.16	66.28%
1000-83610-0104	Salaries & Wages, Shift Premium	\$ 11,300.00	8,199.59	838.75	9,038.34	2,261.66	79.99%
1000-83610-0105	Vacation Pay	\$ 111,860.00	39,902.91	4,920.86	44,823.77	67,036.23	40.07%
1000-83610-0108	Lieu Pay	\$ -	-	-	-	-	#DIV/0!
1000-83610-0121	Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150	O.M.E.R.S.	\$ 172,440.00	95,974.60	11,274.07	107,248.67	65,191.33	62.19%
1000-83610-0151	C.P.P.	\$ 95,550.00	59,404.29	6,042.82	65,447.11	30,102.89	68.50%
1000-83610-0152	E.I.	\$ 33,790.00	22,509.76	2,191.24	24,701.00	9,089.00	73.10%
1000-83610-0154	Employers Health Tax	\$ 37,360.00	21,985.52	2,533.73	24,519.25	12,840.75	65.63%
1000-83610-0158	Insurance, EHC, LTD	\$ 173,330.00	93,441.43	12,988.14	106,429.57	66,900.43	61.40%
1000-83610-0171	Workers' Compensation Insurance	\$ 5,090.00	3,720.52	428.81	4,149.33	940.67	81.52%
1000-83610-0172	Travel & Mileage	\$ 3,000.00	1,079.85	40.76	1,120.61	1,879.39	37.35%
1000-83610-0198	Pay in Lieu of Benefits	\$ 29,640.00	8,375.39	1,253.52	9,628.91	20,011.09	32.49%
1000-83610-0300	Materials/Repairs/Maintenance	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0301	Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306	Union Negotiation	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308	Repairs & Mtce. - Buildings	\$ 45,000.00	25,258.54	8,117.57	33,376.11	11,623.89	74.17%
1000-83610-0309	Caretaking Supplies	\$ 7,000.00	3,560.41	650.16	4,210.57	2,789.43	60.15%
1000-83610-0310	New Equipment	\$ 5,500.00	1,962.79	-	1,962.79	3,537.21	35.69%
1000-83610-0311	Equipment Repairs & Service	\$ 3,000.00	28.43	-	28.43	2,971.57	0.95%
1000-83610-0312	Printing & Office Supplies	\$ 9,000.00	6,338.06	-	6,338.06	2,661.94	70.42%
1000-83610-0313	Subscriptions & Memberships	\$ 2,500.00	2,233.75	-	2,233.75	266.25	89.35%
1000-83610-0314	Postage and Express	\$ 3,500.00	1,493.45	-	1,493.45	2,006.55	42.67%
1000-83610-0315	Advertising	\$ 15,000.00	2,712.64	-	2,712.64	12,287.36	18.08%
1000-83610-0318	Board Development	\$ 2,000.00	1,045.99	-	1,045.99	954.01	52.30%
1000-83610-0321	Cost of Photocopying	\$ 4,000.00	1,850.81	-	1,850.81	2,149.19	46.27%
1000-83610-0322	Unallocated Visa		-	-	-	-	#DIV/0!
1000-83610-0331	Staff Development	\$ 18,000.00	16,670.45	-	16,670.45	1,329.55	92.61%
1000-83610-0350	Telephone	\$ 8,400.00	5,580.62	315.49	5,896.11	2,503.89	70.19%
1000-83610-0351	Electricity	\$ 33,080.00	13,470.11	4,047.66	17,517.77	15,562.23	52.96%
1000-83610-0352	Heat	\$ 14,500.00	7,228.63	(974.10)	6,254.53	8,245.47	43.13%
1000-83610-0353	Water	\$ 2,100.00	1,413.74	212.75	1,626.49	473.51	77.45%
1000-83610-0370	Software & Liscensing	\$ 90,000.00	61,653.72	-	61,653.72	28,346.28	68.50%
1000-83610-0383	Consultant Services	\$ 60,000.00	1,979.23	-	1,979.23	58,020.77	3.30%
1000-83610-0393	Purchased Services	\$ 2,500.00	691.20	243.20	934.40	1,565.60	37.38%
1000-83610-0399	Miscellaneous	\$ 1,000.00	380.82	-	380.82	619.18	38.08%
1000-83610-0429	Computer Maintenance & Supplies	\$ 70,000.00	17,949.29	1,902.91	19,852.20	50,147.80	28.36%
1000-83610-0613	Library Materials	\$ 248,000.00	122,268.13	19,051.09	141,319.22	106,680.78	56.98%
1000-83610-0620	Professional Aids	\$ 1,000.00	5.36	-	5.36	994.64	0.54%
1000-83610-0621	Periodicals	\$ 10,500.00	6,536.29	624.00	7,160.29	3,339.71	68.19%
1000-83610-0625	Covers and Repairs	\$ 9,000.00	284.90	-	284.90	8,715.10	3.17%
1000-83610-0626	Cataloguing/Processing	\$ 42,000.00	22,704.69	26.18	22,730.87	19,269.13	54.12%
1000-83610-0627	Programmes	\$ 18,000.00	9,322.99	-	9,322.99	8,677.01	51.79%
1000-83610-0634	Standing Orders	\$ 8,000.00	5,581.22	836.36	6,417.58	1,582.42	80.22%
1000-83610-0635	Inter-Library Loans	\$ 2,000.00	1,047.12	-	1,047.12	952.88	52.36%
1000-83610-0363	Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723	Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728	Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783	Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES		\$ 3,190,420.00	\$ 1,748,713.88	\$ 199,686.47	\$ 1,948,400.35	\$ 1,242,019.65	61.07%

WOODSTOCK PUBLIC LIBRARY  
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000  
SEPTEMBER 30 2023

Balance - September 1, 2023 (\$1,730,223.43)

Add: Revenue \$782.86

Less: Expenses (\$48,082.17)

Payroll (\$151,604.30)

Balance - September 30, 2023 (\$1,929,127.04)

Levy to be applied \$2,779,500.00

Levy Adjusted Balance \$850,372.96

SUMMARY OF JESSIE MCDUGALL  
TRUST FUND - # 0180-53014-0000  
Year to Date  
SEPTEMBER 30 2023

Balance - September 1, 2023 \$13,365.28

Add: Bank Interest \$58.94

Balance - September 30, 2023 \$13,424.22

SUMMARY OF RESERVE FUNDS

MARG TOON RESERVE FUND  
#0180-52030-0000  
SEPTEMBER 30 2023

Balance - September 1, 2023 \$2,378.51

Add: Bank Interest \$10.49

Balance - September 30, 2023 \$2,389.00

AUTOMATION RESERVE #0170-51127

Balance - January 1, 2023 \$328,726.31

Less Previously Committed (\$50,000.00) (teen space)

Uncommitted balance - January 1, 2023 \$278,726.31

Transfer to Operating (budgeted) (\$50,000.00)

Contributions (year-end surplus)

Balance - September 30, 2023 \$228,726.31

SALARY RESERVE #0170-51137

Balance - January 1, 2023 \$686,242.69

Less Previously Committed \$0.00

Uncommitted balance - January 1, 2023 \$686,242.69

Transfer to Operating (budgeted) (\$70,000.00)

Contributions (year-end surplus)

Balance - September 30, 2023 \$616,242.69

CONSULTING RESERVE #0170-51145

Balance - January 1, 2023 \$409,748.51

Less Previously Committed \$0.00

Uncommitted balance - January 1, 2023 \$409,748.51

Transfer to Operating (budgeted) (\$130,000.00)

Contributions (year-end surplus)

Balance - September 30, 2023 \$279,748.51



News / Local News



# Celebrate local heritage and culture Saturday with Doors Open Woodstock

*Saturday's event features 11 local destinations that highlight the city's architectural, cultural and culinary heritage*

Sentinel-Review staff

Published Sep 21, 2023 • 1 minute read

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The Woodstock Museum is one of 11 destinations included in this Saturday's Doors Open Woodstock celebration.

An annual celebration of heritage, culture and community returns to Woodstock this weekend when 11 local destinations open their doors to the public.

As part of the day's celebrations, visitors to each Doors Open spot will be treated to behind-the-scenes tours and tastings, among other activities.

"Doors Open gives people the chance to explore the unique places that are part of our local heritage – from agriculture and manufacturing to arts and culture spaces," said Karen Houston, the city's manager of culture.

The 11 local sites this year include:

- The Brickhouse Brewpub;
- Habitual Chocolate ;
- Knox Presbyterian Church;
- Oxford EarlyOn Child and Family Centre;
- Red Barn Berries and Veggies;
- Reel Treats;
- Southside Park;
- Whitelaw Machinery Co. Ltd.;
- The Woodstock Masonic Lodge;
- The Woodstock Museum National Historic Site; and
- The Woodstock Public Library.

A provincewide tourism program organized by the Ontario Heritage Trust, Doors Open boasts a 2023 theme of "Food – exploring Ontario's historical traditions of food production as well as the spaces that shape and define our culinary traditions today."

Doors Open Woodstock invites residents and visitors to visit each of these sites, which reflect different aspects of the city's architectural, cultural and culinary heritage, from 10 a.m. to 4 p.m. on Saturday.

Oxford County communities rotate hosting the annual Doors Open event. After taking place in Ingersoll in 2022, the City of Woodstock's heritage advisory committee planned this year's celebration.

More information about the day's events and locations can be found by visiting [www.doorsopenontario.on.ca/woodstock](http://www.doorsopenontario.on.ca/woodstock).

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## UPCOMING DATES

### OCTOBER

- 11 Durham Region Committee of the Whole, 9:30 a.m.
- East Gwillimbury Special Council, 6:00 p.m.
- Hamilton Council, 9:30 a.m.
- Innisfil Council, 7:00 p.m.
- Mississauga Council, 9:30 a.m.
- Richmond Hill Council, 10:00 a.m.
- Vaughan Committee of the Whole, 1:00 p.m.
- Vaughan Committee of the Whole (Closed) (Public), 5:00 p.m.
- 12 Peel Regional Council, 9:30 a.m.
- York Region Committee of the Whole, 9:00 a.m.
- 16 Ajax Council, 7:00 p.m.
- Burlington Community Planning, Regulation & Committee, 6:30 p.m.
- King Council, 6:00 p.m.
- Milton Council, 7:00 p.m.
- Oakville Planning & Development Council, 6:30 p.m.
- Oshawa Economic & Development Services Committee, 1:30 p.m.
- Uxbridge General Purpose & Administration Committee, 10:00 a.m.
- Whitby Committee of the Whole, 7:00 p.m.
- 17 Burlington Council, 9:30 a.m.



## PUBLIC LIBRARIES NEED NEW FUNDING, LAND USE MODELS, REPORT FINDS

# A NEW CHAPTER FOR PUBLIC LIBRARIES



Lana Hall

**F**unding for Canada's public libraries has dwindled over the last decade, even as the breadth of social, educational, cultural, and community services that libraries provide has increased. Now, says a report, it is time for municipal governments to establish libraries as critical pieces of civic infrastructure and support them accordingly, which could mean leveraging private/public partnerships to fund them adequately or incorporating library space into mixed-use development projects.

Earlier this month the **Canadian Urban Institute (CUI)** and the **Canadian Urban Libraries Council (CULC)** released the report "Overdue: The Case for Canada's Public Libraries". Through research conducted during the COVID-19 pandemic, the report details the significance of public libraries for Canada's post-pandemic recovery,

economic competitiveness, and social resilience. For libraries to remain safe, accessible and welcoming for residents of the communities they serve, governments need to treat libraries as critical infrastructure, formalize sustainable investment streams for them and relieve existing operational pressures, the report finds.

Even before the pandemic, public libraries across Canada were providing more than just book-lending services. They frequently offer job-seeking services, medical or mental health resources, technology training, cultural resources and a safe space for parents, childcare providers, and students to read, study, or undertake internet research. As one of the only civic spaces where one can spend time without having to purchase goods or services, libraries also serve as a refuge for those struggling with homelessness or looking

ing to find community support.

During the pandemic, public libraries across Canada's urban centres stepped up to fulfill even more roles, including becoming food bank distribution hubs, providing COVID-19 rapid test kits, providing WiFi that could be accessed from library parking lots, and in some cases, even supplying portable toilets adjacent to their buildings when public washrooms were largely inaccessible due to public health lockdowns.

"Not only crucial to their local communities, Canada's public libraries are a national network of critical social infrastructure, operating as community hubs and triage centres on main streets and downtowns, supporting social services and managing crisis response on-the-ground," says **Hamilton Public Library** CEO and chief librarian, **Paul Takala**. "Libraries have had to

CONTINUED PAGE 3

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# NEW CHAPTER FOR LIBRARIES

CONTINUED FROM PAGE 2

expand their traditional roles [and] mandates to respond to social vulnerability across the country, but are struggling to handle the demands.”

As the pandemic subsides, urban communities are only now beginning to understand how critical libraries were—and continue to be—in meeting local health, educational and social needs. To continue meeting those needs, finds the report, libraries need more sustainable and creative forms of funding.

Today, Canada spends approximately \$8 per person per year on its urban libraries, the

equivalent to \$305 million annually. By contrast, European countries spend between \$11 and \$60 per person.

Additionally, Canada’s libraries are funded primarily through municipal governments—many of which are facing post-pandemic budget deficits—and through a property tax base, which leaves little room to increase funding proportionally with population or economic growth. In fact, funding for public libraries across Canada has dropped over the last decade, even as the breadth of services they offer has expanded.

The CUI and CULC joint report suggests several potential funding models for public libraries including public/private partnerships that would allow for sharing of capital as-

sets, the creation of long-term investment plans for renovation and construction of libraries, and leveraging partnerships with other levels of government. At their core, these recommendations are about establishing libraries as critical pieces of civic infrastructure within cities, with the same funding priorities afforded to transportation services, emergency services, and hospitals.

“... These are critical pieces of infrastructure that allow urban neighbourhoods to flourish, be healthy, build social capital,” says CUI president and CEO **Mary Rowe**. “... Doesn’t it make sense to fund it differently? [There are] different resources that grow with the economy and that are more elastic, more flexible than just attaching something to the property tax. We expect so much from the property tax, and it’s a bit of a mess.”

Investing in libraries would generate significant economic and social benefits for cities when one considers how many

people rely on them for literacy and knowledge-sharing, notes **Halifax Public Libraries** CEO and chief librarian **Asa Kachan**.

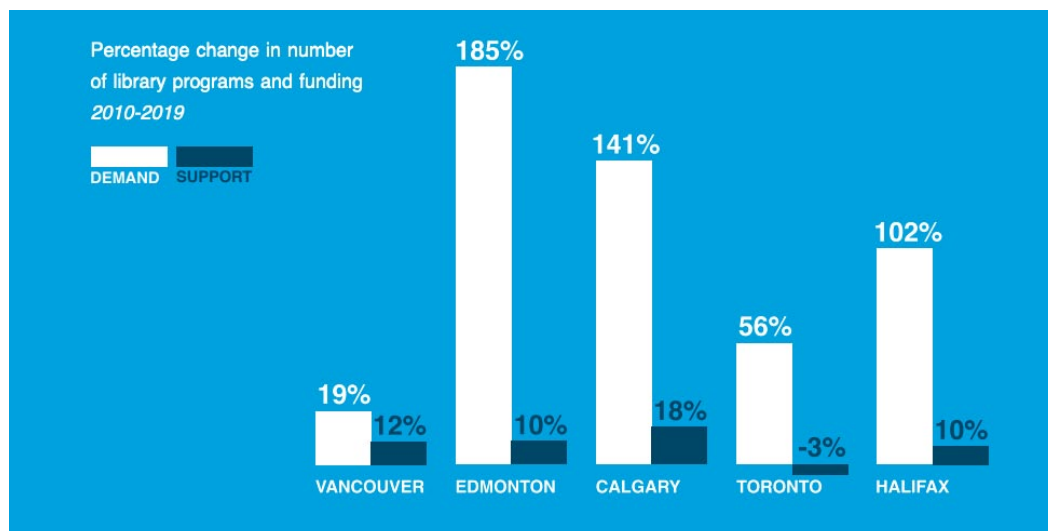
“If we don’t invest in libraries, what we foresee is that there will be more division in our communities, less harmony. We’ll have lower literacy rates, we’ll have lower rates of digital literacy, both of which impact profoundly the learning outcomes, educational outcomes, employment outcomes, and health outcomes [of residents],” she tells *NRU*. “We will see a growing disparity, and the negative impact of poverty on people will become more pronounced instead of mitigated in a way that creates a better future for all of us.”

But direct funding is only one way of supporting libraries and the services they offer. Another idea gaining increasing traction in cities is the notion of “co-locating” public libraries, such as incorporating a range of uses on a library site.

CONTINUED PAGE 4

Bar graph showing the percentage change in both public library program offerings and funding between 2010 and 2019, showing how demand for library services has grown exponentially over nine years (white bars) while funding for public libraries has not (navy blue bars) – and in the case of Toronto, funding has decreased. A new report from the Canadian Urban Institute and the Canadian Urban Library Council finds that libraries are increasingly providing critical social, community and educational resources to communities, but are struggling both operationally and financially under the demand. The report calls for more sustainable funding streams for public libraries, including establishing private/public partnerships to support library services and increased opportunities for mixed-use development on library properties.

SOURCE: CANADIAN URBAN INSTITUTE



# NEW CHAPTER FOR LIBRARIES

■ CONTINUED FROM PAGE 3

This could include developing a ground-floor public library that accommodates housing above, or a library that shares space with a community centre, healthcare facility or commercial space. These kinds of partnerships can make it easier for library staff to refer a patron to other services nearby, but they can also have economic benefits for libraries, many of which are already located on under-utilized land and may struggle to maintain their aging facilities.

“There is a school of thinking that says ‘Let’s co-locate as much as possible,’” says Rowe. “The library near me for instance. There’s a health centre two blocks away, and they can send you over. That’s different than expecting a library to start administering flu shots, for example. I think that’s the dilemma we’re dealing with. So can we co-locate services? Can we have a stronger network of referrals? There’s always going to be tension when you’re navigating these roles ... but I don’t

think that should preclude us being imaginative about what are, in essence, resilience centres.”

Rowe says this idea of mixed-use buildings that accommodate libraries and tangential services makes even in more sense in urban centres, as land becomes more scarce and growing populations begin to depend on public libraries for other services.

“This idea that you could be imaginative about where library services could also be offered, I just think there’s a whole range of interesting possibilities,” she told *NRU*. “I think that’s the point we’re making here. Let’s open this up, let’s start having these conversations about how we use urban real estate strategically.”

To read the full report “Overdue: The Case for Canada’s Public Libraries”, please visit the CUI website [here](#). 🌱



## Downtown Mixed-Use Development Opportunity

### Partner with the City

The City of Kingston has issued a **Request for Expression of Interest** to solicit a private sector partner to develop a mixed-use, hospitality oriented project on the City-owned Block 4 within the North Block District.



Build, operate and own a conference centre and hotel.

Develop a mixed-use residential project on the balance of the property.

Incentives available.

> | [KingstonBlock4.ca](https://KingstonBlock4.ca)

**Register online to obtain the RFEI**

Proposals Due: November 14, 2023



**Be part of the transformation of the North Block District**