

**DRAFT Agenda  
Woodstock Public Library Board  
September 12, 2023**

**Date:** Tuesday, September 12, 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 June 27, 2023**

**Recommendation:**

That the Board approves the Minutes of the meeting of June 27, 2023, as circulated (or following corrections).

**6. Business Arising from the Minutes**

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

**7. Chairperson's Remarks**

**8. Delegations/Presentations**

None

**9. Board Education**

**a) Scheduling of AODA Training**

**10. Consideration of Correspondence**

**a) Friends of the Library**

Minutes of the Meeting of June 14, 2023

**Recommendation:**

That the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library of June 14, 2023, as information.

## **11. Administrative Reports**

### **a) Monthly Reports**

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

### **b) Statistics**

- i) Library Systems Activities for the months of June, July, and August, 2023

### **c) Policy Review**

- i) Reports – Proctoring Policy, Bulletin Board and Distribution of Free Materials Policy
- ii) Proctoring Policy  
**Recommendation:**  
That the Woodstock Public Library Board approves the Proctoring Policy as presented (or amended).
- iii) Bulletin Board and Distribution of Free Materials Policy  
**Recommendation:**  
That the Woodstock Public Library Board approves the Bulletin Board and Distribution of Free Materials Policy as presented (or amended).

## **12. Committee Reports**

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

Verbal Update

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

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

#### **Recommendation:**

That the Board approves the Minutes of the Joint Health and Safety Committee meetings of April, May, June, and July, 2023.

## **13. Finance**

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

#### **Recommendation:**

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

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

**Recommendation:**

That 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; and  
the Woodstock Public Library Board approves the proposed electric hand dryers capital project for submission of \$7,000 to the 2024 City of Woodstock Capital Budget.

**14. New Business**

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

**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**

Tuesday, October 17, 2023, 4:15 p.m.

**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**

**VISION**

Your Destination for Discovery

**MISSION**

A welcoming place to create, connect and explore.

# **Woodstock Public Library Board**

## **DRAFT Meeting Minutes June 27, 2023**

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 27, 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 Bernia Wheaton

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

Councillor Deb Tait

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

Lindsay Harris, CEO  
Lori Peixoto, recorder

---

**1. Call to Order**

The Chair called the meeting to order at 4:16 pm.

**2. Indigenous Acknowledgement**

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

**3. Approval of the Agenda**

**Motion 23-38**

MOVED by B. Wheaton and seconded by L. Wareing to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of May 9, 2023**

**Motion 23-39**

MOVED by K. Leatherbarrow and seconded by D. Barry to approve the Minutes of the meeting of May 9, 2023.

**Motion carried.**

**6. Business Arising from the Minutes**

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

Discussion was had regarding the Library's recent partnership in hosting a Drag Storytime event that resulted in some disruption from protesters. Concerns were shared regarding other events happening across the country that have sparked larger disruptions.

**7. Chairperson's Remarks**

None.

**8. Delegations/Presentations**

None.

**9. Board Education**

None.

**10. Consideration of Correspondence**

**a) Friends of the Library**

**i. Minutes of the Meeting of April 12, 2023**

**Motion 23-40**

MOVED by K. Whiteford and seconded by B. Wheaton that the Minutes of the Friends' meeting of April 12, 2023, be received as information.

**Motion carried.**

**ii. Letter of Appreciation June 9, 2023**

L. Harris reported that the Friends were pleased with the Book Sale results. At the time of this meeting, the Friends were still seeking new leadership for their group.

**11. Administrative Reports**

**a) Monthly Report**

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

L. Harris provided information on the Library's staff development day, noting feedback from staff was positive. It was also noted that in keeping aligned with the City, the Library had rescinded its Pandemic Policy. Any further removal of plexi-glass at library service points would be staff-driven for comfort levels.

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

L. Harris provided details on the report of the Manager of Public Services, noting that the launch of Summer Reading Club was well attended. Circulation staff had registered over 30 patrons on that day alone.

M. Silverthorn noted it was nice to see patron comments included in the Public Services report.

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

L. Harris reported that in-person visits had increased again, bringing the Library closer to pre-pandemic numbers. Circulation numbers increased in May. Statistics show the Library has registered over 800 new library cardholders already this year. The Board agreed the new cardholder stat would be useful to see going forward.

**Motion 23-41**

MOVED by K. Whiteford and seconded by D. Barry that the Board approves the addition of New Cardholders to the monthly statistics report.

**Motion carried.**

**c) Policy Review**

**i. Report – Leadership Continuity Policy**

L. Harris noted that this policy had been brought to the Board at its previous meeting due to the fact that it was re-written, as directed by the Board. The policy formalizes processes that have been occurring behind the scenes; ensuring someone is in a leadership position at all times during planned or unplanned absences.

**ii. Leadership Continuity Policy**

**Motion 23-42**

MOVED by B. Wheaton and seconded by K. Whiteford that the Library Board approves the Leadership Continuity Policy as presented.

**Motion carried.**

**iii. Report – Health & Safety and Prevention of Workplace Violence and Harassment Policies**

L. Harris noted that the two policies are reviewed annually by the Board, and in future, would prefer the policies be reviewed at the Board's first meeting of each calendar year. There were no changes to the policies.

Discussion was had regarding the policies aligning with the City's policies, and L. Harris confirmed that all that differed was library-specific wording.

**iv. Health & Safety Policy**

M. Silverthorn asked that the first sentence of the Health & Safety Policy be amended to state the Board's commitment to health and safety as opposed to its vital interest. All agreed to this change.

**Motion 23-43**

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Health & Safety Policy as amended.

**Motion carried.**



**v. Prevention of Workplace Violence and Harassment Policy**

K. Leatherbarrow suggested amending the policy in removing the last sentence of section 3.1 (c) that begins, "...although the Library has limited control...".

L. Harris noted that this referred to the Library contacting authorities, for example. Discussion was had, and all agreed to remove the sentence.

**Motion 23-44**

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board approves the Prevention of Workplace Violence and Harassment Policy as amended.

**Motion carried.**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

None.

**13. Finance**

**a) Treasurer's Report**

**Motion 23-45**

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

**Motion carried.**

#### **14. New Business**

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

Discussion was had around a fall staff development day, and to include the first annual staff recognition day. L. Harris was seeking approval for library closure on Friday, December 1, 2023, for the least impact on library operations.

##### **Motion 23-46**

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the closure of the Woodstock Public Library on Friday, December 1, 2023, for a full day of staff development.

**Motion carried.**

##### **b) Social Challenges in Library Facilities – Action Item**

Further to discussion in Business Arising, the Board suggested an action item for this topic.

##### **Motion 23-47**

MOVED by B. Wheaton and seconded by K. Leatherbarrow that the Library CEO works in consultation with the Library and community social agencies to gather input on the current issues and bring back to the Board.

**Motion carried.**

#### **15. Notices of Motion**

None.

#### **16. Attachments**

##### **a) WPL Digital Newsletter**

##### **b) Drag storytime promotes ‘inclusivity, equality, for everyone’; Woodstock Sentinel Review; June 19, 2023**

There were no questions or comments from the Board regarding the attachments.

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

*Personal matters about an identifiable individual.*

**Motion 23-48**

MOVED by B. Wheaton and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 5:35 pm.

**Motion carried.**

**Motion 23-49**

MOVED by L. Wareing and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:35 pm.

**Motion carried.**

In closed session, the Board discussed a verbal report presented by the Board Chair, who requested availability of Trustees during the summer months to establish a procedure for vote by email, if necessary.

**18. Next Meeting**

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

Discussion was had regarding the regular meeting for October, 2023. It was suggested to move the meeting from the Tuesday immediately following Thanksgiving to Tuesday, October 17, 2023.

**19. Adjournment**

MOVED by K. Leatherbarrow that the meeting adjourn at 5:50 pm.

***Vision***

Your Destination for Discovery

***Mission***

A welcoming place to create, connect and explore.



Friends of the Woodstock Public Library  
June 14, 2023

Present: Frances Gottschlich (Acting Chair)  
Marion Baker (Secretary)  
Peter Ruehlicke  
Rick Cole  
Karen Leslie  
Christina Cullen  
Diana St. Clair  
Gurleen Saini  
Jackie Thompson  
Jamina Tieu  
Jenny DeHaan

Also present: Megan Cook, Manager of Public Services, Woodstock Public Library

Regrets: Laura Schneider, Sylvia Weiser-Sutherland, Lee Masters, Gerry Wormald, Sharron Skevington

Acting Chair Frances Gottschlich calls the meeting to order at 5:05 p.m. and welcomes those in attendance.

Agenda: The Agenda for the June 14, 2023 meeting is approved as read.

Prior to the scheduled May 10, 2023 meeting, a decision was agreed upon by the Executive, that the meeting be cancelled due to its proximity to the April 22<sup>nd</sup> book sale.

Minutes:

Moved by: Rick Cole  
Seconded by: Karen Leslie

That the Minutes of April 12, 2023 be approved as read. Carried.

Membership:

Secretary Marion introduces and welcomes new Friends member Jenny DeHaan to the meeting. Marion also reports two others, Marissa Hall and Lee Masters as new members, neither of whom was able to attend today's meeting

Secretary's Report:

Secretary Marion reports that letters of appreciation were sent to Mary Reid, Curator, Woodstock Art Gallery and Lindsay Harris, CEO, Woodstock Public Library, as well as their staff, on behalf of Friends Executive and members with regard to the help received from all, prior to, the day of and following the April 22<sup>nd</sup> book sale. A letter of appreciation is yet to be sent to the Executive and members of the Friends of the London Public Library for support shown to the Woodstock Friends following our book sale.

Treasurer's Report:

In the absence of Treasurer Laura Schneider, the Finance report is read by the Secretary.

Book Sale Report:

Acting Chair Frances Gottschlich talks about the various stages of the book sale. The setting up, day of, the dismantling following and how hard everyone had worked to make the sale the success it was.

The Acting Chair also comments on the removal of 90 boxes of unsold books by local company Bigham the Mover. These unsold books were accepted by the Friends of the London Public Library and were delivered to their warehouse located in Byron, Ontario at a cost of \$610.20 as recorded in the Financial Report. The move was efficiently completed within three hours.

Library Purchases:

Library purchases supported by financial donations from Friends of the Library are commented on by Megan Cook. Plans for the Summer Reading Program are yet to be completed and Megan shows members a picture of the "Pop-Up" tent that has been purchased through Friends funding.

Date for Next Book Sale:

Megan Cook will discuss arrangements for future book sales to be held at the library, with library staff.

FOTWPL Going Forward:

Possible membership reorganization will be discussed at the next meeting.

At this point in the meeting, Acting Chair Frances Gottschlich announces that as of this date, she will no longer hold the position of Acting Chair.

Date of Next Meeting:

Wednesday, July 12, 2023 at 5:00 p.m. in the library meeting room.

Adjournment:

Moved by: Frances Gottschlich

That the meeting be adjourned.

The meeting is adjourned at 5:38 p.m.

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



---

**Subject: CEO Report**

**Action: For Information**

**Prepared by: Lindsay Harris**

**Meeting of: 12 September 2023**

---

## **Strengthen our Community**

In response to many requests from staff and the public, the Library has now launched a new email reminder notice to card holders to let them know that their library card will be expiring in the next few days. This has long been an ask in the community, and we are pleased that our new marketing and communications software has given us the tools to automate this process.

## **Reinforce Capabilities**

The Library bid a fond farewell to our long-serving IT consultants in early July as the company chose to close its doors to pursue other endeavours. City IT has graciously stepped in to support the Library, and I am currently working with the Manager of IT on a mutually beneficial arrangement that will result in the Library receiving continued IT support from the City.

Another significant change this summer was the decision to change materials vendors for one of our smaller collections. This change was made in response to several factors, including recommendations from other libraries in the region. The change between the two vendors will take place throughout the month of September. We anticipate little impact to the public, however, an improved and streamlined experience for both our staff and the public once the transition has been completed.

## **Staff Updates**

Planning for the fall staff development day scheduled for December 1, 2023, is well underway, with the morning devoted to the teen demographic in our community. The afternoon portion of the day will include the first inaugural staff appreciation event. Members of the Library Board are welcome to attend this event, and more details will be provided in early fall.



---

**Subject:** Public Services Report for September

**Action:** For Information

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

**Meeting of:** 12 September 2023

---

## **Contribute Vibrant Spaces**

We had 488 children between the ages of 3-12 sign up for the TD Summer Reading Club this year. Of the 488 registrants, only 93 registrants had participated in the summer reading club before. Of the 488 registrants, 99 participated online through Beanstack. We had 2,471 visits (in-person and online) from children eager to report on what they were reading, often reporting on multiple books read per visit. Many staff noted these interactions were the highlight of their summers.

We offered 73 programs for school-aged children over the summer. One of our programs, Sciensational Snakes, had 219 people in attendance. During the month of July, we ran a Kids and Teen Writing Contest. The winner of the kids writing contest used artificial intelligence to generate illustrations for her book. Both winning titles are now part of our collection. Other programs offered included author visits, storytimes at Southside Aquatic Centre, coding and virtual reality programs, a balloon twisting workshop, and more.

We had several patrons provide feedback to staff on our summer programs this year, noting that they recognized and appreciated all the hard work that went into the programs and the summer reading club. They commented on how engaging, fun, and creative the programs were for their children this summer.

## **Strengthen Our Community**

As part of our TD Summer Reading Club, we did a Story Walk in downtown Woodstock. We partnered with over 15 businesses and organizations to run this program. Each page of the story titled *Treasure*, by Mireille Messier, was placed in the store front of the participating businesses. We encouraged our community to follow the narrative by visiting each location in sequence, beginning and ending at the library.

Our Outreach Librarian visited 23 camps this summer, including camps with the City of Woodstock, the YMCA, and the Children's Aid Society, and interacted with 401 children during her visits. We also attended several city-wide community events, including Street Fest, Oxford County Pride Family Day, Canada Day Celebration, and Cowapolooza.

Tickets for the Oxford Reads Gala are now available to reserve, free of charge. The event will be held on Friday, November 3 at the Market Centre Theatre, beginning at 7:00pm. The author of the selected title, Nita Prose, will be there along with our host for the evening, Sarah Acchione. We are partnering with Oxford County Library and Everyday Cleaning to offer programs leading up to the Gala.

We received a comment from a regular patron who attends our monthly Crafty Adults programs.

*The patron said she really liked the June craft (the macrame rainbow charms). She said she didn't know she had the ability to make creative crafts until she started attending the program. She went on to make several more of the rainbow charms at home to give as gifts to her friends and family!*

## **Reinforcing Our Capabilities**

At the end of August, we said goodbye to our Summer Students. Our Summer Students were incredibly creative with their programming and built many lasting connections with families who came every week to their Creative Lab and Discovery Lab programs. They were an integral part of our team and helped to create a fun and positive summer at WPL.

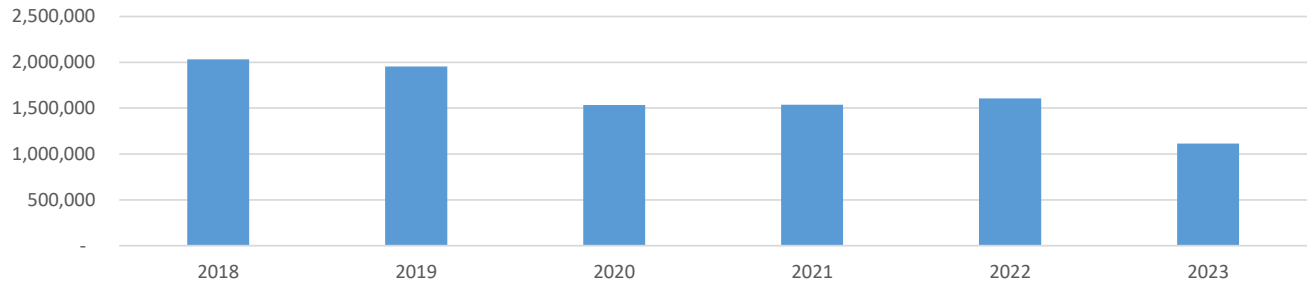
The management team has been focused on rebuilding procedures around our collections, including internal processes such as handling discarded and damaged material, repairing material, and our ARPs (automatic release plans).

The Preservation Station is now available for the public to use. Training videos and equipment manuals have been created, and instructional programs are available for patrons to register for.





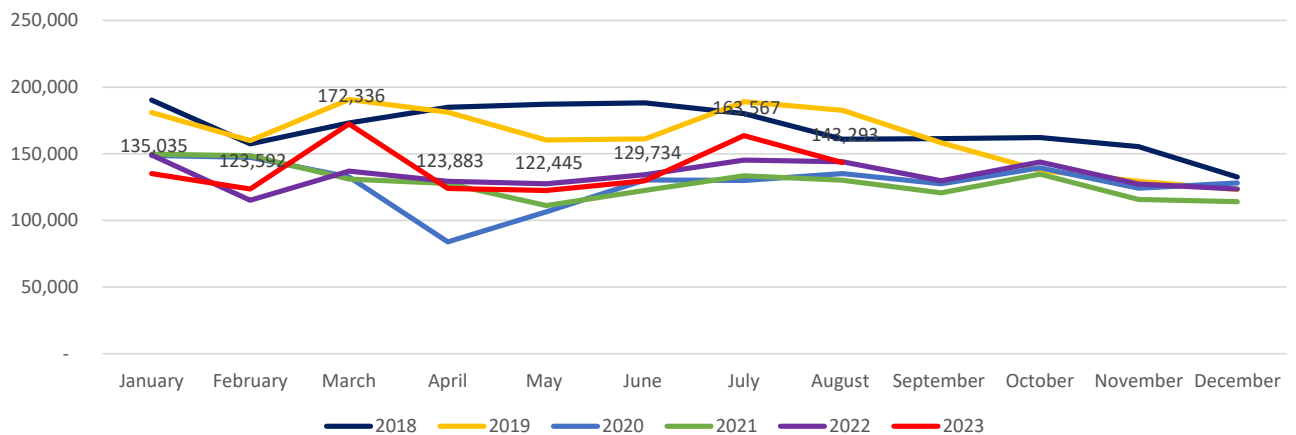
### Total Library Uses 2018 - Present



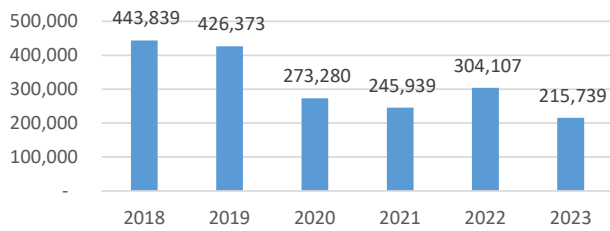
2023	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	28,685	11,049	78,387	10,186	1,527	901	1,712	2,588	135,035
February	24,472	9,861	73,829	9,909	1,126	544	1,549	2,302	123,592
March	24,079	12,742	79,698	46,899	3,692	1,219	1,629	2,378	172,336
April	25,240	11,138	67,050	14,560	1,851	772	1,856	1,416	123,883
May	27,396	10,872	66,409	11,309	2,046	751	2,006	1,656	122,445
June	24,825	10,388	68,699	17,563	4,136	881	1,981	1,261	129,734
July	32,392	12,053	95,721	14,949	4,907	698	1,509	1,338	163,567
August	28,650	11,030	84,995	10,069	4,835	740	1,353	1,621	143,293
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>215,739</b>	<b>89,133</b>	<b>614,788</b>	<b>135,444</b>	<b>24,120</b>	<b>6,506</b>	<b>13,595</b>	<b>14,560</b>	<b>1,113,885</b>

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

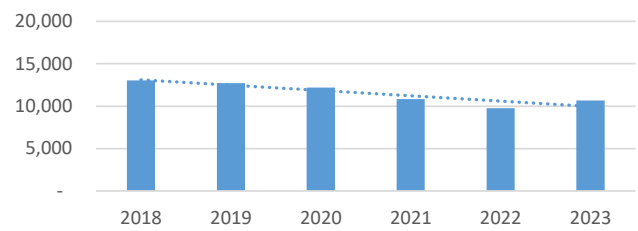
### Total Library Uses by Month 2018 - Present



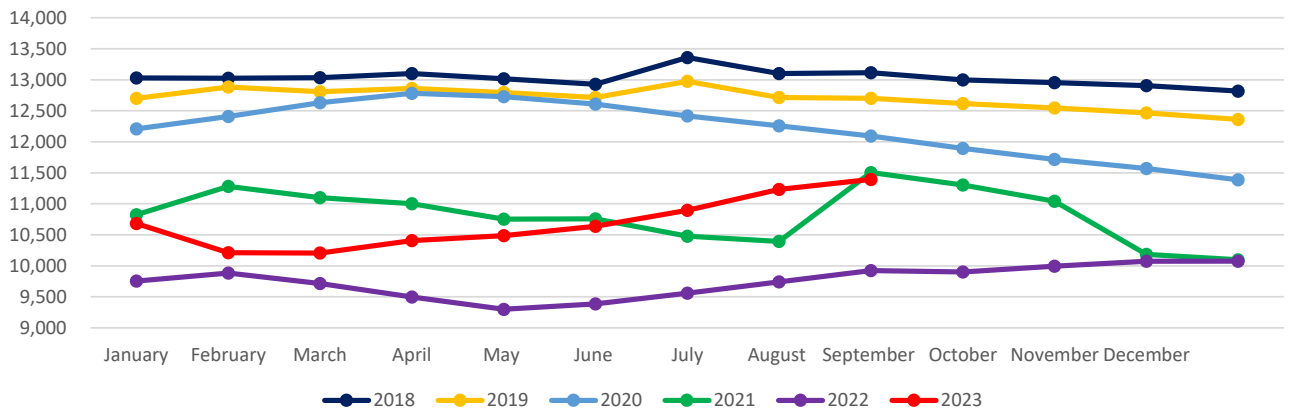
### Annual Library Circulation Total 2018-2023



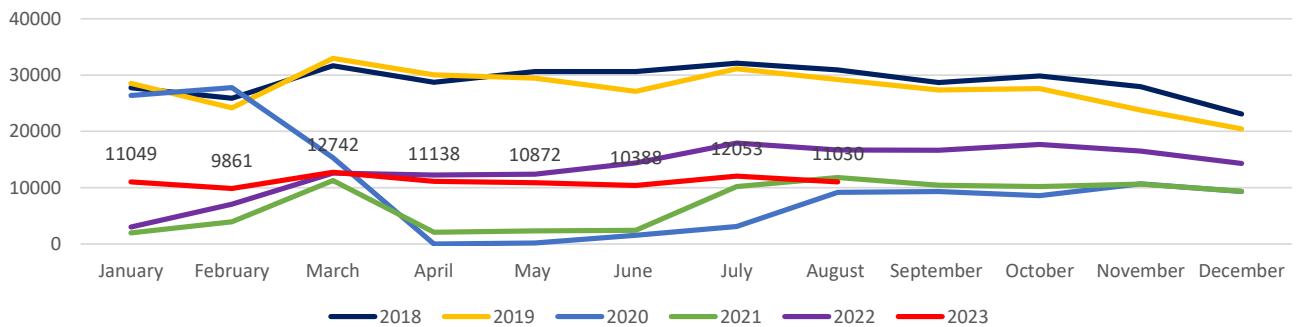
### Monthly Average Active Users Count 2018-2023 YTD



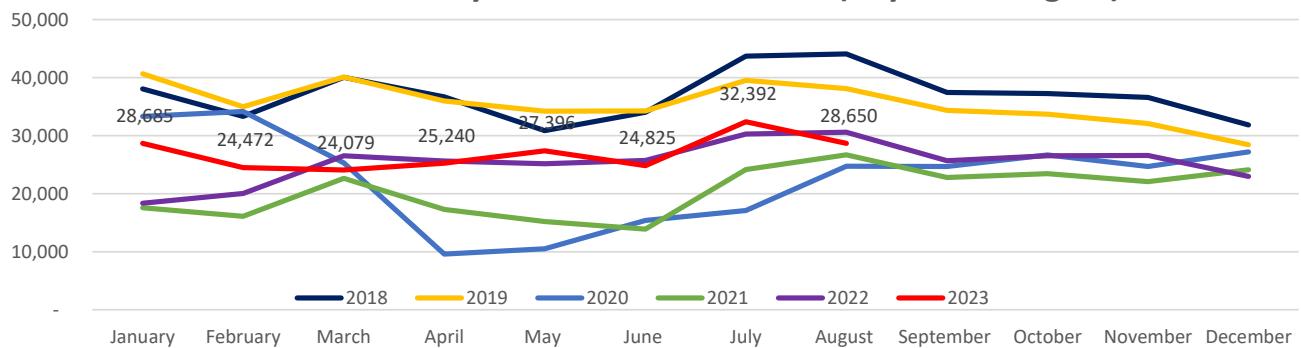
### Active Cardholders 2018-2023



### In Person Visits - 2018-2023



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





---

**Subject:**            **Proctoring Policy and Bulletin Board & Distribution of Free Materials Policy**

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

**Prepared by:**    **Lindsay Harris**

**Meeting of:**       **12 September 2023**

---

## **Recommendation**

1. That the Woodstock Public Library Board approves the Proctoring Policy as presented or amended.
2. That the Woodstock Public Library Board approves the Bulletin Board and Distribution of Free Materials Policy as presented or amended.

## **Background**

The Proctoring Policy and Bulletin Board & Distribution of Free Materials Policy were created and approved in 2020 by the previous CEO and Library Board. With the recent policy creation date, the suggested changes to these policies are mostly minor in nature.

## **Discussion**

### **Bulletin Board Policy**

Changes to this policy are limited to spelling, grammar, and formatting.

### **Proctoring Policy**

As with the policy above, changes have been made to spelling, grammar, and formatting.

A more significant change to this policy is the introduction of a flat fee for these services.

Historically, the Library has charged the student for costs incurred by the Library in terms of postage and photocopying after the student has sat their exam, but before the Library will submit the examination on their behalf. Unfortunately, this process often results in the following issues:

1. Students not bringing funds/enough funds to the exam, resulting in delays in submitting the exam. Delayed submission of the exam is highly stressful on the student, and possibly detrimental to their education as these exams work on a very limited timeline for submission.
2. The photocopy/postage fee does not address the staff time invested in preparing and proctoring exams.

Under the Public Libraries Act, the Library Board may institute a fee for certain services that lie outside of core Library services. Exam proctoring is a service that many libraries in Ontario charge for to help offset the costs.

Upon approval, procedures for exam proctoring will begin development to roll out this updated service to the public.



# Woodstock Public Library Policy

---

**Policy Name:** Proctoring

**Category:** Library Services

**Version:** 12 September 2023

---

## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to outline the provision of proctoring services to members of the public.

## SCOPE

This policy shall apply to all members of the City of Woodstock Public Library.

## DEFINITIONS

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

**CEO** means the Chief Executive Officer of the Woodstock Public Library;

**City** means the Corporation of the City of Woodstock;

**Library** means the Woodstock Public Library;

**Library Board** means the Woodstock Public Library Board;

**Staff** means a staff person who works for the City of Woodstock Public Library.

## POLICY, PROCEDURE AND IMPLEMENTATION

### 1.0 Responsibility

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

1.2 Examination proctoring is subject to the availability of library resources and will be provided when the conditions set by the examining institution can be met without

undue disruption to the Library's operations. It is the responsibility of the CEO, or designates, to make this determination.

## **2.0 Requirements**

- 2.1 The Library will proctor both written and online examinations, subject to the following requirements:
- 2.2 A minimum of two weeks' advanced notice is required before any test will be proctored.
- 2.3 The proctoring fee is due at the time of booking.
- 2.4 All examinations must take place during the Library's regular operating hours.
- 2.5 All computer software and technical requirements concerning access for online testing must be provided two weeks in advance. The Library may decline requests for proctoring that require re-configuration of its network.
- 2.6 The Library reserves the right to schedule multiple examinations during a specific timeslot.

## **3.0 Fees**

- 3.1 The Library charges a flat fee for proctoring services to cover associated costs such as photocopying, postage, and staff time. The current fee is listed on the Library's website. This fee is based on current best practices in the region and is administered in accordance with the Public Libraries Act.

## **4.0 Liability**

- 4.1 Students who wish to take examinations at the Library are responsible for ensuring that all of the examinations requirements imposed by their testing institution have been met.
- 4.2 The Library will take all reasonable steps to ensure that examinations are returned to the testing institutions. However, the Library does not assume any responsibility for completed exams that are lost or delayed.
- 4.3 While the Library will attempt to ensure a consistent and reliable internet connectivity for online examinations, the Library cannot guarantee that it will be available at all times.

## **5.0 Privacy and Confidentiality**

- 5.1 Any information obtained about an individual who uses the Library's proctoring service will be subject to the Municipal Freedom of Information and Protection of Privacy Act and the Library's privacy practices.

## **RELATED DOCUMENTS AND POLICIES**

Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1991,  
Regulation 372/91 as Amended

Public Libraries Act, R.S.O. 1990, c. P.44, s. 23 (3)

## **DOCUMENT REVISION RECORD**

Adoption Date:	11 February 2020
Review Cycle:	Once Per Term
Last Reviewed:	12 September 2023
Resolution No.:	23-__



# Woodstock Public Library Policy

---

**Policy Name:** Bulletin Boards and Distribution of Free Materials

**Category:** Library Services

**Version:** 12 September 2023

---

## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide guidelines for the use of Library bulletin boards, and for the distribution of free materials on Library premises.

## SCOPE

This policy shall apply to all materials displayed and/or distributed on Library premises from external individuals, community groups, agencies, institutions, and government. This policy does not apply to the Library's online communication channels (website, social media, etc.) or digital signage.

## DEFINITIONS

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

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

**Campaign Materials** means any materials used to solicit votes for a candidate(s) or question in an election, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include materials in all media, e.g., print, displays, electronic radio or television, and online, including websites or social media.

**City** means the Corporation of the City of Woodstock.

**Library** means the Woodstock Public Library.

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

**Library Staff** means all staff employed by the Woodstock Public Library.



**Materials** means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks, and postcards.

**Partisan** is defined as favoring, promoting, or opposing a political party, platform, or candidate for public office.

**Premises** means all Woodstock Public Library property, i.e., buildings and land, owned or leased by the Library, including the interiors of buildings and exterior spaces, such as gardens.

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

### **1.0 Responsibility**

- 1.1 Responsibility for the implementation of this policy resides with the CEO, acting according to the principles established by the Library Board. In practice, decisions may be made by appropriately trained staff as designated by the CEO.

### **2.0 Objectives**

- 2.1 The Library provides various ways in which to display public information. These may include, but are not limited to, bulletin boards, notice boards, pamphlet stands, displays, and pamphlet holders. These resources are to be used to display posters, pamphlets, or other informational materials on behalf of cultural, educational, social services, and volunteer agencies in the community.
- 2.2 By posting information in this way, the Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on Library noticeboards or in pamphlet holders.
- 2.3 The Library Board believes that it has an obligation to facilitate communication between citizens, and provide information regarding community services and events.

### **3.0 Priorities**

- 3.1 All requests to display and distribute materials will be handled in a fair and consistent manner.
- 3.2 Space for bulletin boards and flyer distribution is limited on Library premises and demand for space is high. It may not be possible to display all materials that are acceptable under this policy at a given time. The Library reserves the right to judge the relative importance of posters, notices, and pamphlets, and will display and distribute materials in appropriate locations for a limited time, subject to the availability of space.

3.3 Materials for display or distribution on Library premises are prioritized in the following order, subject to space availability of designated display and distribution spaces:

- a) Library programs, events, and news, including co-sponsored Library programs and events.
- b) Friends of the Woodstock Public Library events and news.
- c) Municipal, provincial, and federal government information.
- d) Free educational and cultural events held by local associations and groups where events are open to the entire community.
- e) Programs and events (sales, bazaars, etc.) where proceeds of these events support local cultural, educational, or other non-profit organizations.
- f) Educational and cultural events or associations open by admission fee to the entire community.
- g) Local tourist and cultural attractions in the City of Woodstock and surrounding area.

#### **4.0 Criteria for Refusal**

4.1 The Library will not guarantee that materials submitted to the Library under this policy will be displayed or distributed, and reserves the right to refuse any or all materials for display and distribution based on any of the following criteria:

- a) Materials promoting unlawful practices (e.g., information that violates municipal, provincial, or federal legislation, including the Human Rights Code).
- b) Material contrary to the policies, regulations, and/or procedures of the Library and the City.
- c) Materials promoting or affiliated with any faith or religion.
- d) Materials promoting a private or corporate business for commercial profit.
- e) Partisan materials including campaign materials for any candidate, political party, registrant, or support of a question on a ballot during an election.
- f) Materials that advocate a particular political, sectarian, or philosophic position.
- g) Materials such as petitions, pledge forms, or sign-up sheets.
- h) Materials such as personal advertisements with tear-away segments.

- i) Materials too large to fit the notice board or so large as to exclude the posting of other items.
  - j) Materials so poorly produced as to be difficult to understand.
  - k) Lack of space.
- 4.2 The Library, in its sole discretion, may make exceptions for events or information of unusual interest or value, or in response to a particular request which fills a community need, and is consistent with advancing the aims and strategic objectives of the Library Board.
- 4.3 Decisions to refuse display or distribute materials may be appealed. An appeal must be made in writing to the Library CEO. The decision of the CEO is final.
- 4.4 Any materials displayed or distributed in non-designated space on Library premises will be removed. Removal of postings is at the discretion of Library Staff. Further, the Library reserves the right to dispose of any materials that are placed or posted without approval or proper process or in quantities that exceed the agreed upon maximum distribution numbers.

## **5.0 Submission of Materials**

- 5.1 All notices must be submitted to Library Staff for posting.
- 5.2 Materials will be posted and removed by Library Staff.
- 5.3 All materials posted become the property of the Library unless other prior arrangements have been made.
- 5.4 Due to limited space, only one copy of an item will be posted on Library bulletin boards.
- 5.5 Materials to be posted are to be no larger than 8½ x 11 inches and must be legible and professional in design and production. Larger materials will be posted only if space permits and at the discretion of Library Staff.
- 5.6 Materials must be in hard copy form in appropriate quantities agreed to by the Library.
- 5.7 Faxed or emailed submissions will not be accepted.
- 5.8 The Library reserves the right to dispose of any materials above and beyond the accepted quantity or those that are placed in the Library without the expressed approval of the Library.
- 5.9 Materials should be submitted no more than 30 days and no less than 10 days before the event being promoted as display space is limited and in high demand.

5.10 Materials submitted to the Library for display or distribution will not be returned to the owner or agency.

## **RELATED DOCUMENTS AND POLICIES**

Woodstock Public Library – Use of Library Resources During Elections

## **DOCUMENT REVISION RECORD**

Adoption Date:	09 June 2020
Review Cycle:	Once Per Term
Last Reviewed:	12 September 2023
Resolution No.:	23-__

**DRAFT Minutes**  
**Woodstock Public Library**  
**Joint Health & Safety Committee**  
**April 13, 2023**

**Employer Representative:** Michael Cruickshank, Manager of Operations and Megan Cook, Manager of Public Services

**Employee Representatives:** Sharon Bean, Page

**Recorder:** M. Cook

---

The meeting of the Joint Health & Safety Committee was called to order on Thursday, April 13 2023, at 2:00 pm.

**1. Minutes of the Meeting of December 1, 2022**

The Minutes of the Joint Health & Safety Committee meeting of December 1, 2023, were approved.

**2. Workplace Inspections**

**a) Inspection of April 6, 2023**

Hazards and potential hazards reported.

- Flashlights are missing in appropriate places, mainly the staff room on the third level, including the staff bathroom. Multiple flashlights were found in other areas. Michael will redistribute the flashlights.
- Cord clean-up and maintenance. Messy and potentially hazardous cords were found in certain areas of the library, mainly under the Children's Service Desk, behind the Circulation Check-In counter, the computer and laptop bar area in the Flex Space, and the Microfilm station. Cords in the Graphic Novel area, the Adult Non-Fiction area by the charging station, and by both Early Literacy Stations were noted as requiring containers to cover the outlets. Michael and Joe will resolve.
- Access to the electrical panel on the third floor, where the Friends of the Library currently store their boxes. Access to this panel was noted as a potential issue. Michael will confirm if accessibility is an issue.

- Purple duct tape arrows on the floor. This was noted as a tripping hazard as most of the tape is now lifting and peeling off. Joe will remove.
- Flex space. The Flex Space had screens, tables and chairs stored in this area. These items were not securely or properly stored, and in the Children's area. Michael will discuss with Joe.
- Meeting room. This room had a large table propped up against the wall, not securely stored. Michael will discuss with Joe.
- Receiving doors. It was noted that not having access to both doors at this location could be a potential health and safety issue. Although one door is accessible, it was unclear if both doors need to be cleared. Michael will inquire with Fire Inspector.
- First aid kits. First aid kits need to be restocked. Michael will restock.
- Employee entrance mat. It was noted that this mat is too large for the space and often folds up against the stairs, presenting a tripping hazard. Michael will investigate further.

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

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

#### **5. Old Business**

- Key rack. This has been moved to a new safe and accessible location.
- Cord management. This has not yet been addressed but was noted in the inspection on April 6, 2023.

#### **6. New Business**

- Parking lot stall at the end of the sidewalk. It was noted that this could be an accessibility and health and safety issue. This may be out of our scope, as it is a City parking lot, not owned by the Library. Michael will follow-up with the City to be sure.
- Signage was requested for the staff doors coming into the check-in area from the lobby. The glass is frosted and staff cannot see what is

happening on the other side. Michael will bring this forward to management

- Fan in the women's bathroom. Concerns around this fan working. Michael to check in with Joe, as there is a plan already in place to look at the fan and repair, if needed.
- Scent-free environment. Issue brought forward around scents in the library. It was noted we used to have a sign up in the lobby indicating we are a scent-free facility, but signs were taken down during COVID-19 to allow room for signage related to the pandemic. Michael will bring this forward to management
- Worker co-chair required. This can be sorted at our next meeting. The main responsibility of the co-chair is to chair this JHSC meeting every other month.

**7. Next Meeting:** Thursday, May 11, 2023, at 2:00pm.

The meeting adjourned at 2:24pm on Thursday, April 13, 2023.

**Minutes  
Woodstock Public Library  
Joint Health & Safety Committee  
May 11, 2023**

**Management Representative(s): Michael Cruickshank (Co-chair), Megan Cook (regrets)**

**Worker Representative(s): Sharon Bean and Nancy Bailey (Co-chair) (regrets)**

**Recorder: Sharon Bean**

---

The meeting of the Joint Health & Safety Committee was called to order on: Thursday, May 11, 2023 at 2:00 pm.

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

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

**2. Injuries/Lost Time Report**

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

**3. Workplace Inspections**

- Inspection of May 1, 2023 (Hazards reported)
- Receiving continues to need a flashlight.
- Locks to the attic do not open easily. Locks have already been oiled so may need to be replaced. Joe will resolve.
- When the door stop is placed under the attic door, it is difficult to remove. Joe will purchase new one.
- Charging station power cord (south side near public computers) is a tripping hazard. Michael will fix.
- There are two wooden chairs, located at the table in Non-fiction, that have loose backs. Joe has tightened them. Should they need a more permanent repair, it is unknown where these chairs could be fixed.
- AED unit – responsibility for the monthly check will now be handled by Joe.

**4. Old Business**

- Cord management is almost complete. Final areas needing attention: check-out, check-in (north), and charging stations.



- The parking stall at the end of the sidewalk was seen as a potential accessibility health and safety issue. Michael has reached out to the City of Woodstock regarding the responsibility of the parking lot adjacent to the library. It is the responsibility of Oxford County. Michael has reached out to them and has received no response.
- The door between the check-in area and public foyer creates a blind spot. Signage for placement on the door will be made in-house. Michael will create within the next month.
- Fan in the women's bathroom was not working. The fan has been fixed.
- The Senior Leadership Team has discussed the feasibility of a scent-free environment in the library. Signage could possibly be posted as a reminder to staff. Signage could also be posted in the front vestibule area for the public. However, it was noted that this notification will be hard to control from the public's point of view.
- Nancy will be the worker co-chair.

## **5. New Business**

- An issue was raised regarding easier access through the receiving doors when hands are full of program material. Megan and Michael have discussed and a push button is not feasible but an alternative solution will try to be found.
- There is a storage unit on the property. Michael reached out to Work Safe Safety & Prevention and it has been recommended that it is included in the monthly inspection. Michael will reach out to Joe regarding keys so that the committee will have access for inspections. Michael will also ask Joe what items should be included in the inspection.

## **6. Policy or Program Updates**

There are no new updates

**Next Inspection:** First week of June (Michael and Nancy).

**Next Meeting:** Thursday, June 8, 2023, at 2 pm.

**Meeting Adjourned: 2:24 pm.**

**Minutes  
Woodstock Public Library  
Joint Health & Safety Committee  
June 8, 2023**

**Employer Representative:** Michael Cruickshank (Co-Chair) and Megan Cook

**Employee Representatives:** Nan Bailey (Co-Chair), Sharon Bean

**Recorder:** M. Cook

---

The meeting of the Joint Health & Safety Committee was called to order on Thursday, June 8 2023, at 2:00 pm.

**1. Minutes of the Meeting of May 11, 2023**

The Minutes of the Joint Health & Safety Committee meeting of May 11, 2023, were approved.

**2. Workplace Inspections**

**a) Inspection of June 7, 2023**

Hazards and potential hazards reported.

- Staff Room Microwave. Equipment is aging and reportedly making odd noises. JHSC will continue to monitor.
- Projector Screen in Meeting Room. Currently stored on the windowsill. Facilities will be asked to relocate to appropriate storage.
- Sharps Box. The sharps box in the men's washroom is loose. Facilities will be alerted.
- Flex Space. Tables are stored in this area that are not being used. Facilities will be asked to store unused tables.
- Tidiness of children's craft and play areas was raised as a potential hazard to young patrons. Noted that children should not be unattended, and child safety is the responsibility of the parent.
- Passageway by Management offices has become crowded with storage. Items that can be relocated or stored elsewhere will be moved.

- Storage Shed. First time inspecting this area. Requires a flashlight. Michael to purchase.
- Electrical Cover. The cover outside of the building (back corner by emergency exit) is loose. Facilities will be alerted.

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

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

#### **5. Old Business**

- Cord Management. This project is almost complete.
- Parking Lot. No response from Oxford County. JHSC recognizes this is not WPL property, and the issue is beyond the scope of the committee.
- Scent-Free Environment. This was discussed with management. A sign will be added to the door in the lobby and reminder sent to staff. As per Code of Conduct patrons are expected to: *“be mindful of offensive body odour and/or strong scents.”*
- Out Buildings. Confirmed we do have one. This area has been added to the inspection sheet.

#### **6. New Business**

- Paint Chips. Noted large paint chips in Flex Space. Concern was primarily involving children who might ingest the chips. Not an immediate H&S matter for staff. Facilities will be alerted.
- A question about making banned patron photos available on the H Drive was raised. The question will be deferred to Management.

#### **7. Next Meeting:** Thursday, July 13, 2023, at 2:00pm.

The meeting adjourned at 2:31pm on Thursday, June 8, 2023.

**Minutes  
Woodstock Public Library  
Joint Health & Safety Committee  
July 13, 2023**

**Employer Representative:** Michael Cruickshank (Co-Chair), Megan Cook

**Employee Representatives:** Nan Bailey (Co-Chair), Sharon Bean

**Recorder:** M. Cook

---

The meeting of the Joint Health & Safety Committee was called to order on Thursday, July 13, 2023, at 2:00 pm.

**1. Minutes of the Meeting of June 8, 2023**

The Minutes of the Joint Health & Safety Committee meeting of June 8, 2023, were approved.

**2. Workplace Inspections**

**a) Inspection of July 4, 2023**

- Clutter in attic. Resolved.
- Spray bottles without labels. Resolved.
- Fire alarm in attic. Resolved.
- Meeting room storage. Ongoing.
- Juliet balcony in staff area. Ongoing.
- Technical Services flashlight batteries. Resolved.
- Ladder near Librarian Pod. Needs replacement. Ongoing.
- Chair in stairwell. Resolved.
- Out building. Requires proper lighting. Ongoing.
- AED not alarmed. Resolved.
- Downspouts. Ongoing.

**4. Injuries/Lost Time Report**

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

**5. Old Business**

- Management passage. Ongoing.
- Out building lighting. Ongoing.
- Scent-free environment. Resolved.

**6. New Business**

- Yellow cart in Children's. Resolved.
- Review Terms of Reference. Ongoing.
- Determine quorum. Resolved.
- Washroom tap pressure. Ongoing.

**7. Next Inspection:** Tuesday, August 1, 2023, at 3:00 pm.

**8. Next Meeting:** Thursday, August 10, 2023, at 2:00 pm.

The meeting adjourned at 3:00 pm on Thursday, July 13, 2023.

Departmental Operating Statement - August 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>
<b><u>Revenues</u></b>					
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	3,540.59	1,459.41	70.81
1000-69702-0000	REVENUE-PHOTOCOPYING-	2,800.00	3,560.10	(760.10)	127.15
1000-69703-0000	REVENUE-FINES, FEES-	350.00	286.00	64.00	81.71
1000-69705-0000	LIBRARY-GIFT SHOP SALES	500.00	227.50	272.50	45.50
1000-69706-0000	REVENUE-INTEREST EARNED-	600.00	1,671.24	(1,071.24)	278.54
1000-69707-0000	NON-RESIDENT FEES-	7,000.00	5,305.00	1,695.00	75.79
1000-69708-0000	MISCELLANEOUS REVENUE-	1,000.00	(0.96)	1,000.96	(0.10)
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	3,110.46	(110.46)	103.68
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
<b>Total Revenues</b>		<b>\$410,920.00</b>	<b>\$17,864.93</b>	<b>\$393,055.07</b>	<b>4.35%</b>

<b><u>Expenditures</u></b>					
1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	\$1,194,280.00	\$704,652.42	\$489,627.58	59.00%
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,200.00	1,625.11	(425.11)	135.43
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	580,000.00	346,589.11	233,410.89	59.76
1000-83610-0104	LIBRARY - SHIFT PAY	11,300.00	8,199.59	3,100.41	72.56
1000-83610-0105	LIBRARY-VACATION PAY	111,860.00	39,902.91	71,957.09	35.67
1000-83610-0150	LIBRARY-O.M.E.R.S.	172,440.00	95,974.60	76,465.40	55.66
1000-83610-0151	LIBRARY-C.P.P.	95,550.00	59,404.29	36,145.71	62.17
1000-83610-0152	LIBRARY-E.I.	33,790.00	22,509.76	11,280.24	66.62
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	37,360.00	21,985.52	15,374.48	58.85
1000-83610-0158	LIBRARY- HEALTH BENEFITS	173,330.00	93,441.43	79,888.57	53.91

Departmental Operating Statement - August 31, 2023

For All Segment1s

<u>Account</u>	<u>Description</u>	<u>2023 REVENUE</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>	<u>% SPENT</u>
		<u>BUDGET</u>	<u>Y.T.D.</u>		
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	5,090.00	3,720.52	1,369.48	73.10
1000-83610-0172	LIBRARY-MILEAGE	3,000.00	1,079.85	1,920.15	36.00
1000-83610-0198	LIBRARY-PAY IN LIEU OF BENEFITS	29,640.00	8,375.39	21,264.61	28.26
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	25,258.54	19,741.46	56.13
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00	3,560.41	3,439.59	50.86
1000-83610-0310	LIBRARY-NEW EQUIPMENT	5,500.00	1,962.79	3,537.21	35.69
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	6,197.85	2,802.15	68.87
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,500.00	2,233.75	266.25	89.35
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00	1,493.45	2,006.55	42.67
1000-83610-0315	LIBRARY-ADVERTISING	15,000.00	2,712.64	12,287.36	18.08
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
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	18,000.00	16,670.45	1,329.55	92.61
1000-83610-0350	LIBRARY-TELEPHONE	8,400.00	5,580.62	2,819.38	66.44
1000-83610-0351	LIBRARY-ELECTRICITY	33,080.00	13,470.11	19,609.89	40.72
1000-83610-0352	LIBRARY-HEAT	14,500.00	7,228.63	7,271.37	49.85
1000-83610-0353	LIBRARY-WATER	2,100.00	1,413.74	686.26	67.32
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	90,000.00	61,653.72	28,346.28	68.50
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	691.20	1,808.80	27.65
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00	380.82	619.18	38.08
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	70,000.00	17,949.29	52,050.71	25.64
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	248,000.00	122,268.13	125,731.87	49.30
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00	5.36	994.64	0.54
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00	6,536.29	3,963.71	62.25
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	22,704.69	19,295.31	54.06
1000-83610-0627	LIBRARY-PROGRAMMES	18,000.00	9,322.99	8,677.01	51.79
1000-83610-0634	LIBRARY-STANDING ORDERS	8,000.00	5,581.22	2,418.78	69.77
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,000.00	1,047.12	952.88	52.36
83610 Total		\$3,190,420.00	\$1,748,573.67	\$1,441,846.33	54.81%

Departmental Operating Statement - August 31, 2023

For All Segment1s

<u>Account</u>	<u>Description</u>	<u>2023 REVENUE</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>	<u>% SPENT</u>
		<u>BUDGET</u>	<u>Y.T.D.</u>		
	Total Expenditures Dept 1000	\$3,190,420.00	\$1,748,573.67	\$1,441,846.33	54.81%
	Total Revenues Dept 1000	(\$410,920.00)	(\$17,864.93)	(\$393,055.07)	4.35%
	Net Expenditures Dept 1000	\$2,779,500.00	\$1,730,708.74	\$1,048,791.26	62.27%





---

**Subject: 2024 Capital and Revenue Fund (Operating) Budgets**

**Action: For Review and Approval**

**Prepared by: Lindsay Harris**

**Meeting of: 12 September 2023**

---

## **Recommendations**

That 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.

And

That the Woodstock Public Library Board approves the proposed electric hand dryers capital project for submission of \$7000.00 to the 2024 City of Woodstock Capital Budget.

## **Timelines**

The Director of Administrative Services has circulated the following dates/deadlines for the 2024 Capital and Revenue Fund (Operating) Budgets as follows:

October 6, 2023:	Capital Project* submission due
November 14, 2023:	Revenue Budget submission due
November 21, 2023:	Capital Budget Review meeting (City Council)
March 7, 2024:	Library Revenue Fund (Operating) presentation (City Council)

Given the deadline to submit capital budgets, any projected capital expenses for 2024 require approval by the Library Board at the September 12, 2023 meeting.

An extension of one day has been granted to the Library Board for submission of the Revenue Fund (Operating) Budget as the Board's November meeting falls on the due date. The Library Board will need to approve its 2024 budget at the November 14, 2023 meeting.

*\* Capital projects are defined as “those that have a life exceeding one year, cost at least \$5000 and result in the acquisition of a capital asset such as new equipment or extend the life of an existing asset”.*

## **Discussion**

### **Capital Projects**

The two outstanding funded capital projects were originally planned pre-pandemic. The plans, and potentially the funding estimates for these two projects, are grossly outdated. Carrying these projects into 2024 will allow Library staff to:

- assess and update these projects for relevancy and current community needs; and
- procure current pricing to determine if the allocated funds meet the current costs.

An additional capital project is the procurement and installation of electric hand dryers for the public washrooms. The public washrooms are currently equipped with paper towel dispensers. These dispensers pose a few problems for the library.

- Wastage: The current dispensers create a significant amount of unnecessary garbage as the towels tend to dispense in clumps instead of individually, despite the best attempts of the user.
- Cost: The rising cost of all types of paper has rendered these units quite cost prohibitive.
- Potential health and safety issue: At least one incident has been noted where a patron pushed dangerous items up into a paper towel dispenser, potentially endangering both staff and the public.

While changing to electric units will increase the cost of electricity for the Library, it will be offset by the significant reduction in paper towel purchasing. In addition, and most importantly, the potential health and safety issue will be resolved.

The cost estimate for this project is based on a quote received by the Library.

### **Revenue Budget**

Preliminary numbers and suggestions for additions to the 2024 Revenue Fund (Operating) Budget will be brought to the October 17, 2023 Library Board meeting for discussion, before the formal Budget is presented to the Library Board at the November 14, 2023 meeting for approval.



---

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

**Action:**           **For Information**

**Prepared by:**   **Lindsay Harris**

**Meeting of:**      **12 September 2023**

---

## **Recommendation**

That the Woodstock Public Library Board review the draft Administration and Management Staff Privileges Policy and submit any recommended changes prior to the Board meeting scheduled for October 17, 2023.

## **Background**

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

---

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

**Category:** Personnel

**Version:** DRAFT 12 September 2023

---

## 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 workday 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-\_\_