

**DRAFT Agenda
Woodstock Public Library Board
March 12, 2024**

Date: Tuesday, March 12, 2024
Time: 4:15 pm
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 February 21, 2024

Recommendation:

That the Board approves the Minutes of the meeting of February 21, 2024, as circulated (or following corrections)

6. Business Arising from the Minutes

a) Strategic Plan

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

None

10. Consideration of Correspondence

None

11. Administrative Reports

a) Monthly Report

i) Report of the Chief Executive Officer

- ii) Report of the Director of Library Services/Deputy CEO
- b) Statistics**
 - i) Library Systems Activities for the month of February, 2024
- c) Policy Review**
 - i) Report – Exemption from Fines/Fees Policy
Recommendation:
 That the Woodstock Public Library Board rescinds the Exemption from Fines/Fees Policy.
 - ii) Report – Purchasing and Disposal Policy
 - iii) Purchasing and Disposal Policy
Recommendation:
 That the Woodstock Public Library Board approves the Purchasing and Disposal Policy as presented.
 - iv) Report – Draft Staff Expenses Policy

12. Committee Reports

- a) Ontario Library Service Trustee Assembly**
Verbal Update
- b) Health and Safety**
None

13. Finance

- a) Treasurer's Report**
There is no financial report provided by Treasury this month.

14. New Business

None

15. Notices of Motion

None

16. Attachments

- a) Woodstock Public Library's calendar filled with lots of fun family programming;** Woodstock Ingersoll Echo; February 16, 2024
- b) VOLT Chart 2023**

17. Committee of the Whole In-camera

Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)
A meeting or part of a meeting may be closed to the public if the subject matter being discussed is,

- (a) the security of the property of the board;*
- (b) personal matters about an identifiable individual;*

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

18. Next Meeting

Tuesday, April 9, 2024, 4:15 pm.

19. Adjournment

VISION

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MISSION

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Woodstock Public Library Board

DRAFT Meeting Minutes February 21, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, February 21, 2024, 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
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Lynn Wareing, Trustee

c) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:17 pm.

M. Cook introduced G. Green as the newly hired Public Services Supervisor, noting that Ms. Green's previous position was that of full-time Children and Teen Librarian, and that Ms. Green had been with the Library since 2012, working in various roles in Public Services.

Members of the Board congratulated Ms. Green on her promotion and wished her all the best in her new position.

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 24-13

MOVED by D. Barry and seconded by D. Tait to approve the Agenda following correction of the date from Tuesday, February 21, to Wednesday, February 21.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of January 16, 2024

Motion 24-14

MOVED by B. Martin and seconded by K. Whiteford to approve the Minutes of the meeting of January 16, 2024.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

M.A. Silverthorn invited L. Harris to present findings on the Strategic Plan process from Ontario Library Service (OLS).

L. Harris provided information on pricing and the process provided by OLS, and offered comparisons between the previous Strat Plan and what would be provided by OLS. A sample timeline and costing was shared with the Board. L. Harris noted that the project could be completed before the end of 2024 with OLS.

K. Whiteford requested L. Harris seek references from similarly-sized library boards that have worked with OLS on their Strat Plans; requesting feedback on satisfaction with the final outcome and the process to get there.

D. Tait offered accolades to L. Harris for gathering favourable and cost-effective information required to start the strategic planning process.

Motion 24-15

MOVED by K. Whiteford and seconded by D. Tait to proceed with Ontario Library Service for their assistance with the Strategic Plan, subject to receipt of at least two good references on their work.

All in favour: D. Barry; K. Whiteford; D. Tait, and B. Martin.
Opposed: K. Leatherbarrow.

Motion carried.

L. Harris stated that information would be presented to the Board after obtaining references from at least two similarly-sized libraries that have worked with OLS on their Strat Plans.

There were no other questions or comments from the Board.

7. Chairperson's Remarks

M.A. Silverthorn thanked L. Harris for work done on the strategic planning process thus far.

8. Delegations/Presentations

None.

9. Board Education

a) Mango Languages

L. Harris presented on a new resource the Library had acquired. There was a brief presentation on the SmartBoard. Statistics on usage over the first week were shared.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of January 10, 2024

Motion 24-16

MOVED by D. Tait and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for January 10, 2024, as information.

Motion carried.

M. Cook announced that the Friends have a new Chair and Vice Chair, and looks forward to working with them in their new roles leading the group.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided details of information in the report, noting that the capital project of the new hand dryers in public washrooms is now complete.

L. Harris updated the Board after attending the OLA SuperConference, and reported that the Value of Libraries Toolkit (VOLT) was presented and ready for input of 2023 data. The information would be used in the Revenue Fund (Operating) Budget presentation on the value of the Library to community.

ii. Report of the Manager of Public Services

M. Cook shared details on programs and celebrations, noting that program attendance numbers surpassed those of 2018 and 2019, pre-COVID.

b) Statistics: Library Systems Activities for the month of January, 2024

L. Harris reported that the statistics before the Board were typical for the start of the year, and invited members of the Board to review the new statistic breakout for Circulation.

c) Policy Review

i. Report – Video Surveillance

L. Harris noted that the Video Surveillance policy required review by the Board, and there were no changes other than minor grammar.

ii. Video Surveillance Policy

Motion 24-17

MOVED by D. Tait and seconded by B. Martin that the Woodstock Public Library Board approves the Video Surveillance Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

There was no financial report provided by Treasury this month.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

a) Mock-up of Updated Library Website

L. Harris explained that the example before the Board represents what the Library's website would resemble following an upgrade, making it more accessible to users.

17. Committee of the Whole In-camera

There was no closed session.

18. Next Meeting

Tuesday, March 12, 2024, 4:15 pm.

M.A. Silverthorn reminded members of the Board that the Library's Operating Budget is scheduled to be presented to Council on March 7, 2024, and any member able to attend would be welcome and appreciated.

19. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 5:00 pm.

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Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: March 12, 2024

Much of the last two weeks have been devoted to the preparation of the 2023 VOLT calculations as well as the Library's Revenue Fund (Operating) Budget presentation to City Council.

The VOLT calculations are very robust, and consider collections, library space, circulation statistics, program offerings and attendance, and much more. The value of the Library is clearly defined with this document, the summary of which has been included in the Board package. Despite the significant time commitment required to complete this document, I would recommend that it be undertaken annually as it demonstrates the fiscal value of the Library in a clear and concise manner.

Creating the Library's budget presentation is a wonderful opportunity to review the accomplishments of the entire team from the past year. As demand for library services continues to grow, I am pleased by the continual, impactful feedback provided by our patrons.



Subject: Library Services Report for February, 2024

Action: For Information

Prepared by: Megan Cook

Meeting of: March 12, 2024

Contribute Vibrant Spaces

This month we hosted a program series titled My Home. My Home is a program that features speakers who now call Woodstock, Ontario their new home. Speakers talk about the country they used to live in prior to moving to Canada, highlighting local festivals, celebrations, food, and culture. The series this month explored Colombia, Ecuador, the Caribbean, and the Philippines. Through this program series, we were able to make connections with the Filipino-Canadian Association of Oxford County and the Oxford Caribbean Canadian Association. Staff noted that several attendees registered for library cards following the program. Feedback about the program was positive. Some statements are noted below:

“Such a great way to learn about the unique communities in Woodstock.”

“I appreciated the honesty in their stories of their home country, and the sharing of their perspective of why they came here and how important it is in their families to keep traditions alive.”

“Learned a lot and will follow the websites to support their events.”

We finalized our March Break programming and can't wait for our community to discover our colour-inspired family-friendly programs all week long. Programs will take place in all spaces of the library, and include special guests Lindsay Zier-Vogul, a Blue Spruce nominated author, and Sarah, a local butterfly expert. There are programs and activities taking place every day during the break including collaborative art projects, teen scavenger hunts, trivia, coding programs, family storytimes, and more!

Strengthen Our Community

On Saturday, February 3, we partnered with Theatre Woodstock to offer a special Cinderella Storytime. The total attendance for this program was 88. Staff noted many new families in attendance and lots of children dressed up as princes and princesses.

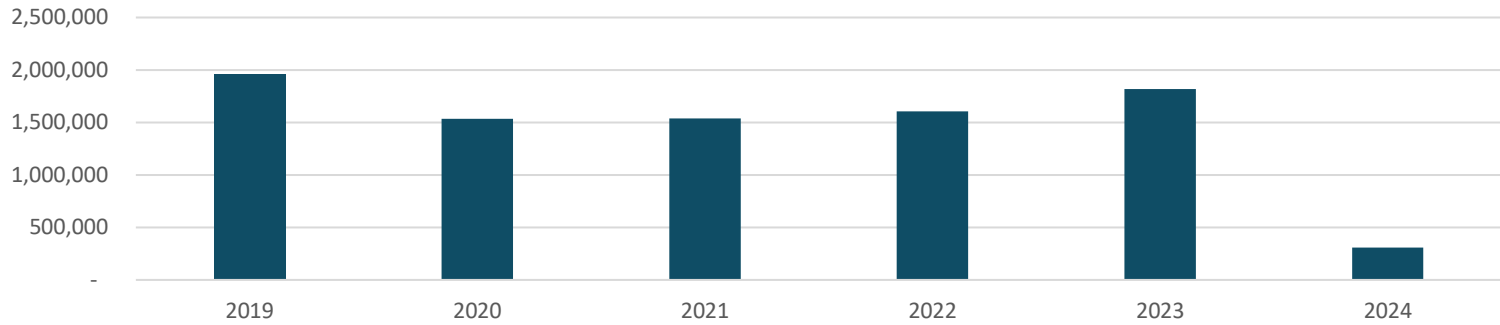
On the Saturday of Family Day weekend, we hosted several programs for the whole family, including a family storytime program and a family breakout challenge.

The Friends of the Woodstock Public Library confirmed they will be hosting a spring book sale at the library on Saturday, May 11 from 10:00am-4:00pm. The Friends are also sponsoring a special author event with Terry Fallis on Thursday, May 30 at Chartwell Oxford Gardens. Terry is the author of nine novels, all of them national best sellers! We look forward to both events.



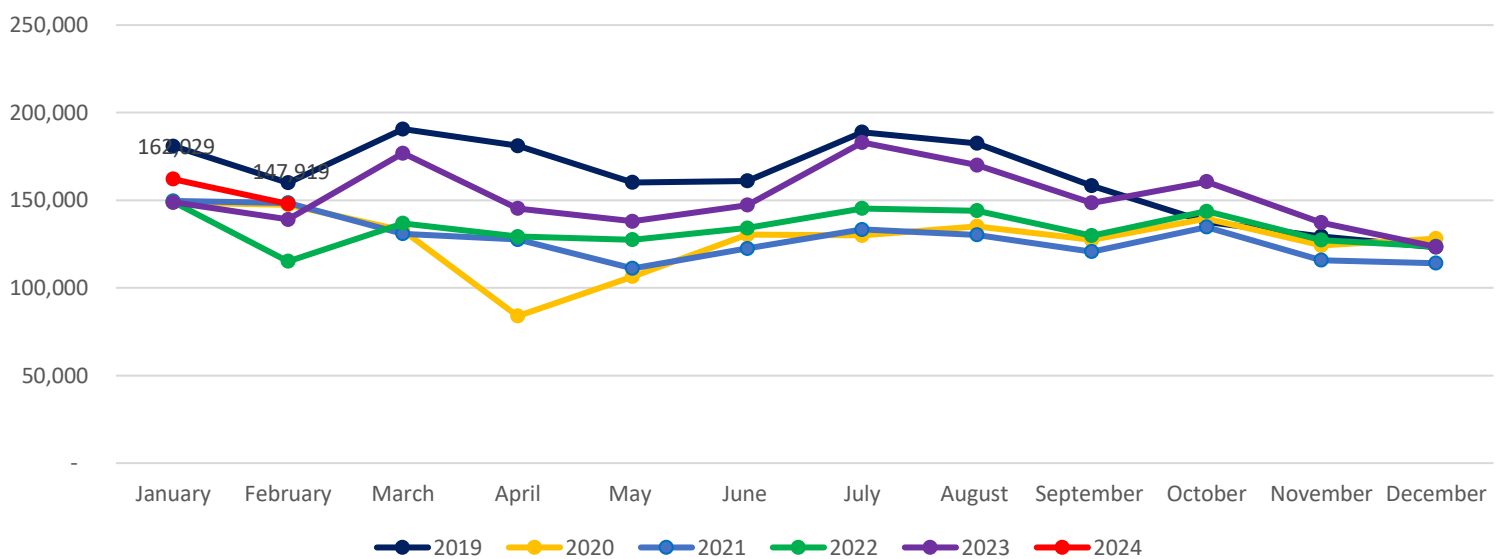
WOODSTOCK Public Library

Total Library Uses 2019 - 2024 YTD

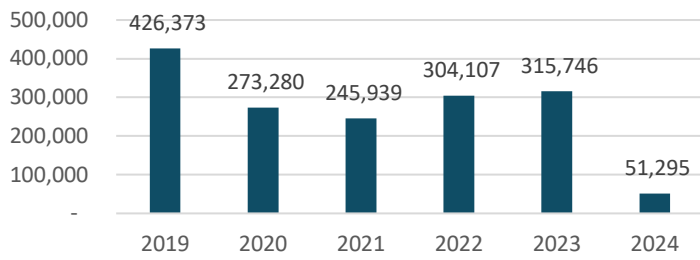


2024	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,479	11,569	85,889	32,820	1,144	1,084	1,600	2,444	162,029
February	25,816	11,445	81,141	24,776	1,296	934	1,712	799	147,919
March									-
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	51,295	23,014	167,030	57,596	2,440	2,018	3,312	3,243	309,948

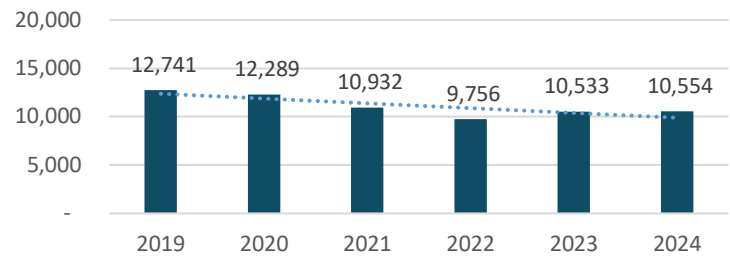
Total Library Uses by Month 2019-2024



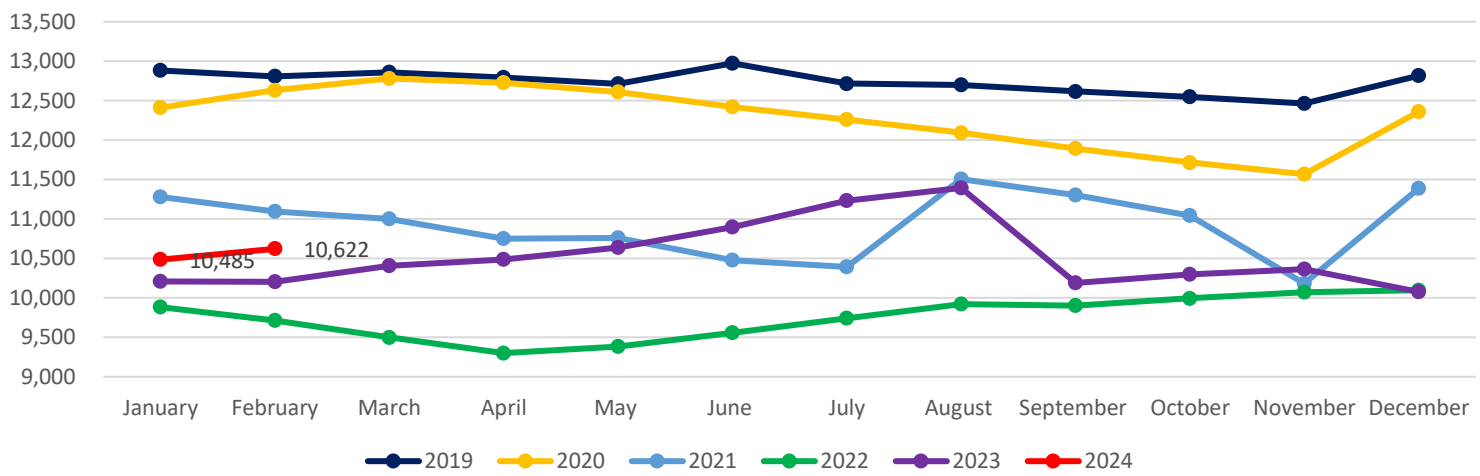
Annual Library Circulation Total 2019-2024



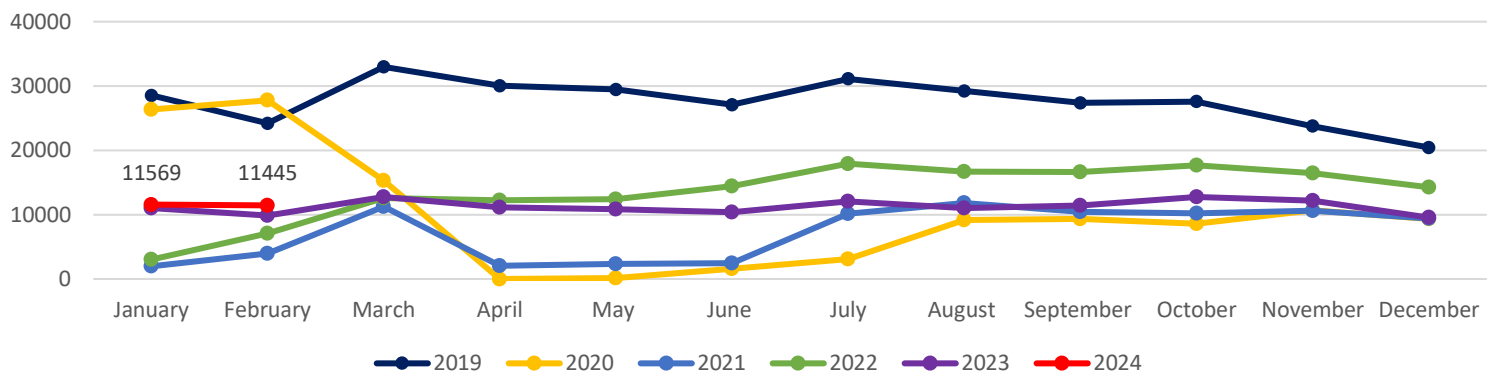
Monthly Average Active Users Count 2019-2024 YTD



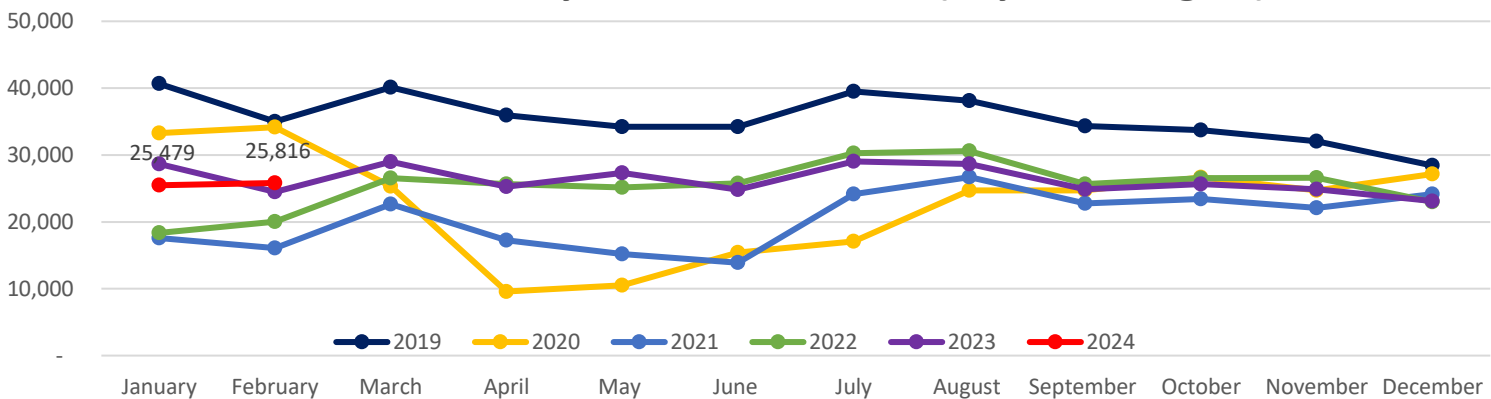
Active Cardholders 2019-2024



In Person Visits - 2019-2024



Total Circulation by Month - 2019-2024 (Physical & Digital)





Subject: **Exemption from Fines/Fees Policy**

Action: **For Approval**

Prepared by: **Lindsay Harris**

Meeting of: **March 12, 2024**

Recommendation:

That the Woodstock Public Library Board rescinds the Exemption from Fines/Fees Policy.

Background

Last updated in 2010, the Exemption from Fines/Fees Policy allowed Library employees, Board members, and retirees to borrow library materials without having to pay overdue fines. Said persons have always been expected to pay all fees associated with lost or damaged items.

As the Library is now fine free, this policy is no longer applicable and can be rescinded.



Subject: Purchasing and Disposal Policy

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: March 12, 2024

Recommendation

That the Woodstock Public Library Board approves the Purchasing and Disposal Policy as presented.

Background and Discussion

The Purchasing and Disposal Policy outlines the framework of procurement and disposal of materials to and from the Library. This policy was rewritten in 2022, to align with relevant legislation as well as the City of Woodstock's Purchasing Policy. The Policy fosters a transparent and open process for the selection of goods and services while balancing the specific needs of the Library.

Minimal revisions to the 2022 version of the Policy have been made in the 2024 version. It has been edited for minor grammar, spelling, and formatting corrections. Additional clarity has been made as to the role of the new Director position at the Library, as well as naming the City of Woodstock IT department as the sole IT consultant for the Library.



Woodstock Public Library Policy

Policy Name: Purchasing and Disposal Policy

Category: Finance

Version: March 12, 2024

POLICY STATEMENT AND RATIONALE

This document details the policy to be followed when acquiring deliverables for the Woodstock Public Library (Library) and the disposal of surplus assets. The purpose is to ensure that deliverables are acquired in an open, fair, and transparent manner, which protects the reputation of the Library, and increases the confidence of both the public and participants in the procurement process.

This policy reflects key functions and practices of the City of Woodstock Procurement of Goods and Services Bylaw to create a harmonious working relationship with City departments.

SCOPE

This policy shall apply to the Woodstock Public Library.

DEFINITIONS

The definitions of terms used in this policy are set out in *Schedule A – Definitions*.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Authority

- 1.1 The Library Board has authority under Section 23(4) of the *Public Libraries Act, R.S.O. 1990, c. P44* to regulate all matters connected with the management of the Library and Library property.
- 1.2 *The Municipal Act 2001, SO 2001, c.25 Part VI, s. 271*, states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services.

2.0 Responsibility

- 2.1 The Library Board has ultimate authority for all expenditures, and delegates this authority by the authorization of budgets or by specific resolution of the Board.
- 2.2 The Library CEO is responsible for implementing the appropriate procedures in accordance with this policy.

3.0 Guiding Principles

- 3.1 The overarching principle guiding this policy is to maintain the public's trust and reduce the Library's exposure to legal liability by ensuring that purchasing decisions are made using a process that is ethical, open, fair, and transparent.
- 3.2 In acquiring deliverables, the Library shall also adhere to the following guiding principles:
 - a) Promote effective, economic, and efficient acquisition.
 - b) Act and conduct business with honesty and integrity.
 - c) Treat vendors equitably, without discrimination.
 - d) Develop, support, and promote the highest professional standards to serve the public good.
 - e) Maintain a customer-service focus while meeting the needs and protecting the interests of the Library and the public.
 - f) Comply with known international, federal, and inter-provincial trade treaties or agreements, as amended, where applicable.
 - g) Comply with and incorporate the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*, as amended (the 'AODA') in the procurement process of the Library as well as any requirements contained in other legislation (either provincial or federal) which may impact the purchasing process of the Library.
 - h) Encourage, wherever possible, the acquisition of deliverables with due regard to the conservation of the natural environment.
 - i) Support effective business planning such that deliverables shall only be acquired after consideration of need, alternatives, timing, and appropriate life cycle management issues.
 - j) When evaluating bids, wherever possible, the Library shall consider the total acquisition value including, but not limited to, acquisition, training, operating, maintenance, quality, reliability, performance, warranty, payment terms, contract extensions, contract renewals, and disposal costs.

4.0 Application

- 4.1 This policy shall apply to the acquisition of all deliverables made by or on behalf of the Woodstock Public Library.
- 4.2 All individuals involved in the acquisition of deliverables provided for in this policy, shall act in a manner consistent with the requirements and objectives of

this policy, and should said individuals be found to have breached this policy, they may be subject to disciplinary action.

- 4.3 No acquisition for deliverables or disposal of personal property and real property shall be authorized unless in compliance with this policy.
- 4.4 All acquisitions undertaken by the Library and its employees shall be executed in accordance with:
 - a) The purchasing policy and any other relevant or related Library policies, codes of conduct or procurement procedures.
 - b) All applicable Library business licenses requirements.
 - c) The Municipal Conflict of Interest Act, as amended, and any other applicable municipal, provincial, or federal legislation.

5.0 Restrictions

- 5.1 No Library employee or member of the Library Board shall acquire, on behalf of the Library, any deliverables except in accordance with this policy, and the restrictions set out herein.
- 5.2 The acquisition of deliverables shall occur only if the necessary funds are available within an approved budget or the requisition is expressly made subject to funding approval and, to the extent that they may be required, funds are available from any other government agency on whose behalf the acquisition of deliverables is also being made.
- 5.3 The Board has provided funds for such acquisitions in the budget or otherwise agreed to the provision of such funds, and no expenditure shall be authorized or incurred in excess of such funds.
- 5.4 No contract, renewals, or extensions for deliverables shall be divided into two or more parts to avoid the application of the provisions of this policy.
- 5.5 No personal acquisitions shall be made by the Library directly or indirectly for members of the Board or their families.
- 5.6 No Library employee or member of the Library Board shall extend, in the discharge of his or her official duties, preferential treatment to relatives, friends, organizations, or groups in which they or their relatives or friends have a pecuniary interest.
- 5.7 No Library employee, former Library employee, member of the Board, or any spouse (including common law spouse), parent, grandparent, sibling, child, grandchild, niece, nephew, uncle, or aunt of a Library employee or member of the Board, shall be permitted to acquire any surplus goods to be disposed of, except by successfully bidding at a public auction.

- 5.8 No Library employee shall solicit, accept or condone the solicitation or acceptance of any gift, favour, or form of entertainment and/or hospitality from any person or corporation having dealings with the Library unless in compliance with the staff Code of Conduct Policy.
- 5.9 No member of the Library Board shall solicit, accept, or condone the solicitation or acceptance of any gift, favour, or form of entertainment and/or hospitality from any person or corporation having dealings with the Library unless in compliance with the Library Board Member Code of Conduct Policy.
- 5.10 No Library employee or Board member may supply deliverables as a vendor to the Library.
- 5.11 No bid or offer will be accepted from any Bidder, inclusive of the Bidder's subcontractors, who has a claim or has instituted a legal proceeding against the Library or City of Woodstock, or against whom the Library or the City of Woodstock has a claim or instituted a claim without the prior approval of the Library Board. The Bidder will include any non-arms lengths corporations of the Bidder.

6.0 Exemptions

- 6.1 This policy shall not apply to the acquisition or disposal of any real property or to any lease, right, or permission relating to the use or occupancy of real property.
- 6.2 When the acquisition of deliverables is required under any lease of real property and is provided for under the terms of such lease, including tenant improvements, equipment and fixtures, the terms of the lease shall govern to the extent of any conflict with this policy.
- 6.3 The open and competitive procurement process set out in this policy shall not apply to the acquisition of those items listed in *Schedule B – Exemptions*, or to low value purchases, or as otherwise listed in this policy.
- 6.4 Despite any other provision of this policy, the Board may authorize any acquisition or method of procurement where to do so would be in the best interest of the Library.

7.0 Roles and Responsibilities

- 7.1 General Responsibilities
- 7.1.1 All employees of the Library are responsible for complying with this policy and procurement procedures.
- 7.1.2 Employees involved in the procurement process must clearly understand their obligations and responsibilities under this policy and all applicable procurement procedures, and should consult with the Chief Executive Officer in respect to

any questions regarding the application or interpretation of this policy or purchasing procedures.

- 7.1.3 All employees shall acquire deliverables within their purchasing authorities as prescribed in *Schedule E – Purchasing Authorities* and *Schedule F – Emergency Acquisition Authorities*.

7.2 Chief Executive Officer

- 7.2.1 The Chief Executive Officer (CEO) shall be responsible for:

- a) Ensuring compliance with this policy and reporting serious or repetitive incidents of non-compliance to the Board, as warranted.
- b) Submitting recommendations and reports to the Board, as required under this policy.
- c) Approving the delegation of purchasing authority limits to Library employees in compliance with applicable Library policies.
- d) Overseeing the conduct and activities of Library employees in carrying out the Library's purchasing process.
- e) Establishing and approving purchasing procedures and protocols.
- f) Issuing purchase orders based on purchase requisitions.
- g) Ensuring the consistent application of procurement, and that purchasing is conducted in an efficient and diligent manner.

7.3 Library Directors and Managers

- 7.3.1 Directors and Managers shall be responsible for:

- a) Compliance with this policy and all applicable policies.
- b) Initiating a purchase order requisition for approval by the CEO.
- c) Ensuring that the acquisitions of deliverables are made in accordance with the Library's purchasing policy.
- d) Monitoring all contract expenditures against the awarded or purchase order value and ensuring compliance with budgetary limits.
- e) Monitoring the performance of all contractors.
- f) Enforcing the contract terms, conditions, and specifications.
- g) Identifying and addressing non-compliance with this policy and purchasing procedures.
- h) Notifying the CEO to obtain guidance with respect to mitigating potential risks to the Library arising from non-compliance.

8.0 Vendor Conduct and Conflicts of Interest

- 8.1 The Library expects its vendors to act with integrity, and conduct business in an ethical manner.

- 8.2 The Library may refuse to engage in a business transaction or may terminate a business transaction with any vendor including, but not limited to, the following:

- a) Has engaged in illegal or unethical bidding practices.
- b) Has an actual or potential conflict of interest.
- c) Fails to acknowledge and adhere to the Library's expectations of professional service.

8.3 Illegal or unethical bidding practices include, but are not limited to:

- a) Bid-rigging, price-fixing, bribery or collusion, or other behaviours or practices prohibited by federal or provincial statutes.
- b) Attempting to gain favour or advantage by offering gifts or incentives to Library employees or members of the Library Board.
- c) Lobbying members of the Board or employees or engaging in any prohibited communications during a procurement process.
- d) Submitting inaccurate or misleading information in response to a procurement opportunity.
- e) Engaging in any other activity that compromises the Library's ability to run a fair procurement process.

8.4 All vendors participating in a procurement process must declare any perceived, potential, or actual conflicts of interest.

8.5 Vendors, consultants, or individuals involved in the development of bid call documents, shall not be allowed to bid on the resulting bid opportunity.

9.0 Purchasing Process

9.1 Any acquisition(s) made by a Library employee shall be undertaken in accordance with the procurement processes described within this policy, purchasing procedures and any other applicable Library policies and procedures.

9.2 Bidding system

9.2.1 Purchases for goods and services acquired by formal Request for Tender or Request for Proposal of an estimated value of \$50,000 or more, shall use the City's electronic bidding system.

9.3 Purchase Compatibility with IT Infrastructure

9.3.1 Acquisition of information and communications technology shall be made with prior consultation with the City's Information Technology (IT) Department to ensure the compatibility and security of the Library's and City's IT telecommunications infrastructure.

10.0 Standard Purchasing Methods

10.1 Request for Information (RFI)

- 10.1.1 A request for information (RFI) shall be issued for the purpose of compiling available market information and capabilities of various vendors in providing deliverables to the Library in order to make informed acquisition decisions.
- 10.2 Request for Expressions of Interest (REOI)
 - 10.2.1 A request for expression of interest (REOI) shall be issued for the purpose of compiling a list of potential vendors who may be interested in providing deliverables to the Library. A REOI is often done in the early stages of the procurement process as a means for the Library to seek industry input into scoping requirements for a project that is intended to go back out to market at a later date.
 - 10.2.2 The REOI is also an opportunity for interested parties to respond with the requested information so that they may be informed about future announcements related to a project, including the competitive selection process. The receipt of a submission in response to a REOI shall not create any contract obligations on the part of the Library.
 - 10.2.3 The Library is not required to proceed with any further procurement process following a REOI.
- 10.3 Request for Pre-Qualification (RFPQ)
 - 10.3.1 A request for pre-qualification (RFPQ) shall be issued when seeking the submission of information, including, but not limited to a potential vendor's experience, financial strength, education, background and personnel of firms or corporations who wish to qualify to be able to compete to supply deliverables to the Library.
- 10.4 Low Value Purchase (LVP)
 - 10.4.1 A low value purchase (LVP) shall be conducted for the acquisition of deliverables having an estimated value as stated in *Schedule D*. These purchases must be made using either a purchase order or purchasing card.
- 10.5 Quick Bid Request for Quotation (QBRFQ)
 - 10.5.1 An informal quick bid request for quotation (QBRFQ) may be issued for the purchase of deliverables having an estimated value as stated in *Schedule D*.
- 10.6 Request for Quotation (RFQ)
 - 10.6.1 A formal request for quotation (RFQ) may be issued for the acquisition of deliverables having an estimated value as stated in *Schedule D*. Any irregularities in the bid shall be dealt with in accordance with *Schedule C – Bid Irregularities* and in compliance with the procurement process stated in this policy.

10.7 Request for Tender (RFT)

10.7.1 A formal request for tender (RFT) shall be conducted for the acquisition of deliverables having an estimated value as stated in *Schedule D*, and where all of the following criteria apply:

- a) Two or more sources are considered capable of supplying the deliverables.
- b) The specifications for deliveries can be adequately defined.
- c) The market conditions are such that bids can be submitted on a competitive pricing basis.
- d) It is intended that the lowest cost bid shall be accepted.

10.8 Request for Proposal (RFP)

10.8.1 A formal request for proposal (RFP) shall be conducted for the acquisition of deliverables having an estimated purchase value as stated in *Schedule D*, and where price is not the primary evaluation factor. An RFP bid call document may provide for negotiation of all terms, including price prior to contract award. An RFP may include the provision for the negotiation of best and final offers and may be a single stage or multi-stage RFP.

10.8.2 The goals of an RFP are:

- a) To implement an effective, objective, fair, open, transparent, accountable, and efficient procurement process for obtaining unique proposals designed to meet board outcomes to a complex problem or need for which there is no clear or single solution.
- b) To select the proposal that earns the highest total score and meets the requirements specified in the bid call document, based on qualitative, technical, and pricing considerations.

10.8.3 This procurement process can be used for any dollar value when the requirements cannot be specified. An RFP may be conducted for the procurement of deliverables when any of the following criteria apply:

- a) The selection of the vendor depends more upon the effectiveness of the proposed solution than the price alone.
- b) It is expected that negotiation with one or more vendors may be required with respect to any aspect of the contract.
- c) The precise deliverables, or the specifications are not known or are not definable and it is expected that the contractor will further define them.

10.8.4 In the case of a pre-qualified RFP, only the selected pre-qualified vendors shall be notified.

10.8.5 The evaluation of an RFP shall be split between technical and financial scoring in a weighting that is equal to one hundred (100) percent (i.e. 80%, 20%). The evaluation process will be detailed in the RFP.

10.9 Purchasing Card (P-Cards)

10.9.1 Whenever possible, the acquisition of deliverables having an estimated value of \$10,000 or less shall be done using a purchasing card.

10.9.2 The Library will abide by the terms, conditions, policies, and practices established by the City of Woodstock in the use of P-cards.

10.9.2 Only those library employees that are identified by the CEO will be eligible for P-Cards.

10.10 Blanket Purchase Orders (BPO)

10.10.1 Blanket Purchase Orders may be used based upon the estimated annual expenditure using the applicable bid mechanism. Blanket orders shall be issued for a specified time period. The Library may participate in Blanket Orders established by the City of Woodstock, subject to approval by the City.

10.10.2 When purchasing goods and service for amounts not exceeding \$10,000, the CEO or designate shall be authorized to select vendors not solely based on cost, but also on ability, quality or workmanship, service, availability, overall performance, and experience without first obtaining quotations.

11.0 Alternative Procurement Methods

11.1 Unsolicited Bid / Proposal

11.1.1 The Library shall not consider an unsolicited bid or proposal and/or communication with respect to a potential unsolicited bid or proposal.

11.2 Negotiation

11.2.1 The CEO or designate may use negotiation as a procurement process of deliverables for any contract when any of the following criteria apply:

- a) The deliverables are deemed necessary by the CEO due to an emergency acquisition which would not reasonably permit the use of any other prescribed procurement process.
- b) Due to abnormal market conditions with required deliverables in short supply.
- c) Where competition is precluded or severely restricted due to the existence of any patent right, copyright, technical secret, or control of raw materials.
- d) Where only one submission is received, and it exceeds the amount budgeted for the acquisition.
- e) Where the lowest compliant bid exceeds the approved budget of the deliverables and it is impracticable to re-bid.
- f) Where all submissions are received in a bid call and time deadlines make it impractical to re-bid or all submissions are over budget.

- g) When no submissions are received in a bid call and time deadlines make it impractical to re-bid.
- h) An attempt or attempts to acquire the required deliverable has been made in good faith using a competitive procurement process which has been unsuccessful in identifying a contractor, and it is not reasonable or desirable that a further attempt to acquire the deliverables using a procurement process be made other than negotiation with the highest evaluated respondent to an RFP.
- i) If a negotiated settlement cannot be reached, the Library may proceed to negotiate with the next highest evaluated respondent until a contractor is selected.
- j) Where, for security or confidentiality reasons, it is in the best interest of the Library.
- k) Where authorized by the Library Board to do so.

11.3 Emergency Purchase

11.3.1 Notwithstanding the provisions of this policy, an emergency acquisition shall be made, without issuing a bid call document, and may include negotiation when the Board Chair or CEO declare an emergency and the immediate acquisition of deliverables is necessary to prevent or alleviate:

- a) A serious delay in service delivery.
- b) A threat to the health, safety, or welfare of any person.
- c) The disruption of essential services.
- d) Damage to Library property.

11.3.2 For greater clarity, an emergency acquisition does not include a situation that has arisen due to a failure to plan to allow sufficient time for a competitive procurement process.

11.3.3 Subsequent to the conclusion of an emergency event, the CEO shall submit a report to the Board explaining the actions taken and the reason(s).

11.4 Single Source Acquisition

11.4.1 A single source procurement process may be used, subject to the approval of the CEO, if the deliverables are available from more than one source, but there are valid and sufficient reasons for selecting a specific vendor, as follows:

- a) An attempt to acquire the required deliverables by soliciting competitive bids has been made in good faith but has failed to identify more than one vendor.
- b) The deliverable is acquired for testing or trial use.
- c) The confidential or security-related nature of the requirement is such that it would not be in the public interest to solicit competitive bids.
- d) There is a need for standardization or compatibility with deliverable previously acquired.

- e) Where necessary to maintain an existing warranty from a previous or existing vendor.
- f) Where only one authorized dealer/reseller is offering the deliverables due to franchise restrictions.
- g) The deliverables are acquired under circumstances which are exceptionally advantageous to the Library, such as in the case of bankruptcy or receivership.
- h) It is advantageous to the Library to acquire the deliverables from a vendor pursuant to the procurement process conducted by another government agency or library organization.
- i) It is advantageous to the Library to acquire the deliverables directly from another public body.
- j) Another organization is funding or substantially funding the acquisition and has selected the vendor, and the terms and conditions of the commitment into which the Library shall enter are acceptable to the Library.
- k) Where due to abnormal market conditions, the deliverables required are in short supply.

11.4.2 Before the award of a contract using the above rationale, the designated library employee shall perform due diligence by exploring price negotiation possibilities with the selected vendor.

11.4.3 There must be sufficient justification provided to the CEO prior to awarding a contract through a single source procurement process.

11.4.4 The award of Single Source contracts shall be in compliance with *Schedule D*.

11.5 Sole Source Acquisition

11.5.1 A sole source acquisition may be conducted for the purchase of deliverables without the competitive procurement process, subject to the approval of the CEO, when one or more of the following circumstances apply:

- a) Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets, or controls of raw materials.
- b) One available vendor's unique ability or capability to meet the requirements of a bid call document.
- c) Statutory or market-based monopoly; or
- d) The complete deliverable is unique to one vendor and no alternative or substitute exists.

11.5.2 The award of sole source contracts shall be in compliance with *Schedule D*.

11.6 Co-operative Procurement and Piggyback

11.6.1 The Library may participate in co-operative procurement with government agencies, public authorities, public library consortiums, or other public libraries, where it is in the best interest of the Library to do so.

11.6.2 The Library may also piggyback on government agencies or public authorities contracts where it is in the best interest of the Library to do so. The Library may also allow other government agencies or public authorities to piggyback on contracts established by the Library.

11.6.3 If the Library decides to participate in a co-operative procurement or piggyback contract, then the procurement policies and procedures of the government agencies, public authorities, or library consortium, will be followed.

11.6.4 Notwithstanding any other provision of this policy, an acquisition may be made directly from a vendor, if the CEO determines that a government agency has followed a competitive method for the acquisition of deliverables and the following additional conditions exist:

- a) The same deliverables shall be made available to the Library for the same or better price than the Library could secure on its own;
- b) The acquisition of deliverables by the Library is within the approved budget; and
- c) The vendor is not suspended or in litigation with the Library or City.

11.7 Non-Binding Request for Proposal

11.7.1 A non-binding request for proposal (RFP) may be used where, in the opinion of the CEO, it is in the best interest of the Library.

11.7.2 It is not the intent of the Library when issuing a non-binding RFP to create a contract relationship with any vendor.

11.8 In-House Bids

11.8.1 The Library does not permit library employees to compete with external entities for acquisitions opportunities.

11.9 Consulting and Professional Services

11.9.1 Consulting and professional services shall follow the prescribed procurement process based on the estimated acquisition value as outlined in *Schedule D*.

12.0 Local Preference

12.1 The Library shall endeavor to achieve the best value in its commercial transactions. Therefore, the Library shall not practice local preference in awarding contracts. This will allow the Library to comply with the Discriminatory Business Practices Act, R.S.O. 1990, and all applicable international treaties.

13.0 Bid Administration

13.1 Bid Closing and Opening

- 13.1.1 All bids expected to exceed \$30,000 will be opened at a public opening with the exception of Requests for Proposals, or when specifically requested by the Board. The place and time of the opening will be specified in the bid documents and will be attended by at least two Library staff members.
- 13.1.2 Bid documents must be submitted and received in the manner as specified in the bid document.
- 13.1.3 A bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last bid received will supersede and invalidate all previously received by that bidder.
- 13.1.4 A bidder may withdraw a submitted bid at any time up to the official closing time by letter bearing their signature.
- 13.1.5 Actions in responses to bid irregularities are detailed in *Schedule C – Bid Irregularities*.

13.2 Bid Deposits

- 13.2.1 Pursuant to the contract specifications, and as provided by provincial legislation, bid deposits may be required and provided in one of the following formats:
 - a) A certified cheque, bank draft, or money order made payable to The Woodstock Public Library.
 - b) An irrevocable letter of credit naming the Library as beneficiary (where applicable).
 - c) Bid bonds issued by a bonding agency licensed to operate in the Province of Ontario naming the Library as the obliged.
- 13.2.2 The Library does not pay interest on any bid deposits.
- 13.2.3 The Library is authorized to cash and deposit any bid deposit in the Library's possession that is forfeited as a result of non-compliance with any of the terms, conditions and/or specifications of a sealed bid.

13.3 Bonding Requirements

- 13.3.1 All bonds must be originals, signed and sealed. No faxes or photocopies will be accepted.
- 13.3.2 According to the tender specifications, 50% performance, labour, and material bonds shall be required for contracts over \$500,000. The form of the bond is prescribed by legislation. Letters of credit are no longer permitted for contracts that exceed this threshold.

- 13.3.3 While nothing precludes the Library from requesting bonds for projects under \$500,000, the CEO may accept alternative security in the form of a certified cheque or irrevocable letter of credit if stated as a requirement in the contract document.
- 13.4 Advertising
- 13.4.1 Where effective in the opinion of the CEO, information regarding the bid document shall be advertised in the local newspaper and/or applicable publications necessary to comply with all existing statutory and regulatory requirements.
- 13.4.2 Tenders must be advertised on the City's bidding system unless the project is sole sourced, or vendor is prequalified.
- 13.5 Right to Reject or Re-Issue
- 13.5.1 Notwithstanding the provisions of this procedure, the Library shall have the right to reject the lowest or any bid at its absolute discretion. The Library also reserves the right to reissue the bid document in its original format or modified as best suits the requirements of the Library.
- 13.6 Bid Review Panel
- 13.6.1 If a submission contains an irregularity, or if there is a challenge to the procurement process, the issue shall be referred to the bid review panel to determine whether the submission complies with the requirements set out in the bid call document or to determine the validity of the challenge.
- 13.6.2 A bid review panel composed of, at a minimum, the following, will review the bids:
- a) CEO (or designate)
 - b) Director or Manager
 - c) A Library Employee
- 13.6.3 The composition of the bid review panel may include other Library or City employees as required depending on the nature of the deliverables being acquired.
- 13.6.4 The bid review panel's responsibilities include, but are not limited to, reviewing and making recommendations on actions to be taken related to:
- a) Awarding of the most qualified bid.
 - b) Submission irregularities or other issues pertaining to a bid or proposal.
 - c) Bid challenges.

- 13.6.5 The bid review panel shall use *Schedule C - Bid Irregularities*, to determine the action that shall be taken if a bid irregularity exists.
- 13.6.6 If the bid review panel does not agree unanimously that the submission shall be accepted or rejected, the matter will be forwarded to the Library's Solicitor for an opinion on recommended action.
- 13.7 Bid / Proposal Irregularities
- 13.7.1 The CEO shall exercise judgement in determining compliant submissions and consult with the bid review panel when a bid irregularity or proposal irregularity occurs.
- 13.7.2 *Schedule C - Bid Irregularities* of this policy shall be used to determine the action that shall be taken if a bid irregularity or proposal irregularity is deemed to exist.
- 13.7.3 The descriptions in *Schedule C – Bid Irregularities* should not be considered an exhaustive list of all possible irregularities for bids or proposals. The CEO, after consultation with the bid review panel, may reject a submission based on a bid or proposal irregularity not listed in the description that is considered a material irregularity.
- 13.7.4 The CEO or designate shall notify bidders whose bids or proposals are rejected due to an irregularity prior to any bid award.
- 13.8 Bid Debriefing
- 13.8.1 The purpose of debriefing is to explain to unsuccessful vendors why their submission was not accepted, allowing them to improve their future submissions and submit more competitive bids. A debriefing establishes and maintains the Library's reputation as a fair, honest, and ethical entity, ensuring that high quality vendors are encouraged to make future submissions.
- 13.8.2 Following the award of a contract, a debriefing will be provided upon request as long as the request for a debriefing is made within fourteen (14) calendar days following the award of contract being made public on the City's electronic bidding system.
- 13.8.3 Debriefing may be conducted via telephone, video conference, or in person.
- 13.9 Bid Dispute Resolution
- 13.9.1 In the event any vendor involved in a procurement process with the Library presents a dispute in writing in regard to the procurement process made within fourteen (14) calendar days following the award of contract being made public on the City's electronic bidding system, the following dispute resolution process shall be followed:

- a) The vendor identifying the dispute shall be required to state the nature of the dispute in writing, giving full details and history of the events leading to the dispute claim, addressed to the CEO.
- b) The award of any contract shall not be rescinded, nor will the progress of any project be delayed by a request for dispute resolution unless recommended by the CEO.
- c) Upon receiving the dispute claim, a bid debriefing will take place with, at a minimum, the CEO and up to two representatives of the vendor.
- d) The CEO shall convene the bid debriefing between the parties within thirty (30) calendar days of the receipt of the dispute claim. The meeting will be structured to assist the vendor in both understanding the procurement process that occurred and to assist in improving their future bids to the Library.

13.10 Tied Bids Received

13.10.1 In the case of a tied bid between two bidders and where multiple awards are not possible, a coin toss shall be conducted by the CEO.

13.10.2 In cases of tied bids between three or more bidders and where multiple awards are not possible, the Library shall determine the contractor by a lottery draw.

14.0 Contingency Management

14.1 Contingency means an event or circumstance that gives rise to an increase in a contract price, and which could not have been reasonably anticipated at the time of contract award.

14.2 Where the acquisition cost of an award contract that required Board approval, through a budget process or otherwise, is expected to exceed the approved amount and approval of additional contingency funds are required:

- a) The CEO may approve the overage so long as the amount of the cumulative overages for the awarded contract is within the purchasing authority of the position, is ten percent (10%) or less of the value of the contract, and the project remains within the approved project budget.
- b) The Library Board shall consider and may subsequently approve the overage where the cumulative overage for the awarded contract is at or exceeds fifteen percent (15%) of the value of the contract.

15.0 Scope Change

15.1 Scope change is any change to the scope of an awarded contract to accommodate a need not originally provided for in the contract.

15.2 Where scope change is beneficial to the Library, and it is for deliverables similar in nature to those under contract, approval shall be acquired as follows:

- a) The CEO may approve the overage so long as the amount of the cumulative overages for the contract is within the purchasing authority of the position, is ten percent (10%) or less of the value of the contract, and the project remains within the approved project budget; and
- b) The Board shall consider and may subsequently approve the overage where the cumulative overage for the contract is at or exceeds ten percent (10%) of the value of the contract. The Board may request a new procurement process for any cumulative overages of the contract exceeding fifteen percent (15%).

16.0 Insurance

- 16.1 Bid documents must clearly indicate insurance requirements to be provided by the successful bid.
- 16.2 The standard insurance minimums unless otherwise specified in the bid documents are as follows:
 - a) \$2 million – commercial general liability policy.
 - b) \$2 million – owned automobile liability policy.
 - c) \$2 million – homeowners (e.g., for rental of facilities).
 - d) \$5 million – general liability and automobile liability policies.
 - e) Professional Errors & Omissions Liability (as applicable).
 - f) Environmental impact liability (as applicable).
 - g) Builder's risk – 1.1 times the project cost which also applies to testing and commissioning equipment.
- 16.3 The Library reserves the right to request such higher limits of insurance or other types of policies appropriate to the Bid as the Library may reasonably require from time to time.

17.0 WSIB Clearance Certificate

- 17.1 Clearance certificates for the Workplace Safety & Insurance Board (WSIB) must be obtained for all contractors before work begins to verify that they are registered with WSIB and have an account in good standing. Renewals shall be received when the duration of the work exceeds the expiry date of the clearance certificate. Independent operators shall provide a letter from WSIB confirming their status as an independent operator.

18.0 Retention of Documentation

- 18.1 Procurement documentation shall be retained as outlined in the City's Document Retention By-law.

19.0 Disposal of Surplus Goods

- 19.1 The CEO, Directors, and Managers may declare tangible assets and other goods surplus and from time to time may dispose of any surplus goods not required by the Library by any of the following:
- a) Offer to any department of the City of Woodstock.
 - b) Sale by auction or consignment.
 - c) Sealed bid.
 - d) Friends of the Woodstock Public Library.
 - e) Donate to charities, not-for-profit organizations, local community groups, nursing homes, or service clubs.
 - f) Discard the item(s) taking reasonable efforts to recover any salvage value of the item(s).
- 19.2 No library employee shall be allowed to purchase surplus goods from the Library.
- 19.3 In the event that the item is not sold by any of the means provided, the Library may use an alternative method of disposal (e.g. disposal as scrap metal, recycle.)
- 19.4 Library materials deselected from the collection will be made available to patrons without charge or given to the Friends of the Woodstock Public Library for their fundraising efforts. Materials deselected due to damage or poor condition will be recycled/disposed of as per local recycling and disposal programs.

20.0 Review of Policy

- 20.1 The Board will review and update this policy as necessary once per term.

ATTACHMENTS

Schedule A – Definitions
Schedule B – Exceptions
Schedule C – Bid Irregularities
Schedule D – Thresholds
Schedule E – Purchasing Authorities
Schedule F – Emergency Acquisition Authorities

RELATED DOCUMENTS AND POLICIES

Public Libraries Act, R.S.O. 1990, c. P44
Municipal Conflict of Interest Act, R.S.O 1990, c, M.50
Municipal Act, 2001, S.O. 2001, c. 25
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Discriminatory Business Practices Act, R.S.O. 1990 c. D.12
City of Woodstock Procurement of Goods and Services Bylaw

DOCUMENT REVISION RECORD

Adoption Date: 08 March 2022
Review Cycle: Once Per Term
Last Reviewed: 12 March 2024
Resolution No.:

Schedule A – Definitions

In this policy:

Acquisition or Procurement includes a purchase, rental, lease, or conditional sale of deliverables, but does not include:

- a) Any form of assistance such as grants, loans, equity infusion, guarantees, or fiscal incentives.
- b) Provision of deliverables to persons or other government organizations.
- c) A revenue generating arrangement; or
- d) Acquisition of real property.

Acquisition Value refers to the total financial commitment resulting from a procurement process, including all expenses related to fully executing all available renewals and contract extension options available in the contract in Canadian currency, exclusive of taxes.

Asset refers to tangible or intangible property, other than real property, movable property subject to ownership, with exchange value.

Authority or Authorized refers to the legal right to conduct the tasks outlined in this policy as directed by the Library Board and delegated to the Library CEO and Staff.

Authorized acquisitions are those that have prior approval of Library Board either through resolution or through the Library's budget.

Award or Acceptance refers to the notification to a bidder of acceptance of a bid, which brings a contract into existence.

Best Interest refers to the discretion the Library has to take the most advantageous action on behalf of the Library.

Best Value refers to that an acquisition represents the optimal balance of high quality and financial terms; and might not be lowest cost.

Bid or Bids refers to an offer or submission received in response to a call for bids and includes a proposal.

Bidder refers to any legal entity that submits a bid in response to a call for bids and may include **proponent** or **respondent**.

Bid Call Document refers to the Library's bid document which may be in the form of request for quotation (RFQ) (including quick bid), request for proposal (RFP), or request for tender (RFT).

Bid Dispute Resolution refers to a provision in the procurement procedures which outlines procedures to ensure that a protest to a bid is handled in an ethical, fair, reasonable and timely fashion.

Bid Irregularity means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid call and the information provided in a submission. Schedule C -Bid Irregularities of this Policy establishes the action that shall be taken.

Bid Review Panel means employees of the Library, appointed pursuant to this policy to review bid irregularities, proposal irregularities or other issues pertaining to a Bid including, a bid protest, in accordance with the Library's procurement policies and procedures and may include Library solicitor.

Bidding System means the City of Woodstock's online web-based electronic solution for issuing bids, and/or receiving online submissions and posting bid results.

Blanket Purchase Order (BPO) means a method for placing orders which will require multiple payments over a period of time. Examples of BPO's are standing orders, maintenance/service contracts and open orders.

Chief Executive Officer (CEO) means the individual occupying the office of Chief Executive Officer of The Woodstock Public Library, also referred to herein as CEO, or such successor office as the case may be.

City means the Corporation of the City of Woodstock.

Competitive Procurement means a procurement process followed in order to provide an equal opportunity to multiple vendors, whether by invitation or by advertisement to the public, to bid on a contract as set out in a bid call document.

Conflict of Interest means a real or seeming incompatibility between one's private interests and one's public or fiduciary duties in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

Construction means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, soil investigation, seismic investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional services related to the construction contract unless they are included in the procurement;

Consultant means an entity, an individual, a partnership or a corporation that possesses unique qualifications that allow them to perform specialized consulting and professional services as advisors usually for a fee to the Library and includes a "contractor", "supplier", and "vendor".

Consulting and Professional Services means those services requiring the skills of a professional for a specialized service. This includes but is not limited to the services of architects, engineers, designers, surveyors, planners, accountants, auditors,

management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydrogeologists, transportation planners and engineers, communications consultants and any other consulting and professional services which may be required by the Library.

Contingency means an event or circumstance that gives rise to an increase in a contract price and which could not have been reasonably anticipated at the time of contract award.

Contract means any form of voluntary binding agreement (including a purchase order) between two or more competent parties, arising from an offer and acceptance, creating an obligation to perform a service, provide a product or commit an act in return for financial consideration.

Contractor means the selected bidder that has a contract with the Library to perform the deliverables described in a bid call document. For clarity, for this policy only, "contractor" includes "consultant", "supplier" and "vendor".

Co-operative Procurement means;

- a) the action taken when two or more entities combine their requirements to obtain advantages of volume acquisitions including administrative savings and other benefits; or
- b) a variety of arrangements whereby two or more public procurement entities purchase from the same vendor(s) using a single bid call document. Co-operative procurement efforts may result in a contract that other entities may piggyback onto.

Debriefing means a practice used primarily during the request for proposal process, whereby Library Staff will meet in person or by telephone with those parties requesting a debriefing, whose submissions were not deemed appropriate for award. It is viewed as a learning process for respondents who may gain a better understanding regarding perceived deficiencies contained within their submission.

Deliverables means goods, services and construction.

Dispose means the sale, exchange, recycle, destruction, trade, transfer or gift of goods owned by the Library which are surplus to its needs and "disposal" and "disposed" shall have similar meanings.

Electronic Bidding means a method of issuing bid call documents and/or receiving bids where the process of issuing and/or receiving bids by Internet is considered appropriate.

Emergency means an event or circumstance where the immediate acquisition of deliverables is necessary to prevent or alleviate:

- a) serious delay in service delivery

- b) a threat to the health, safety or welfare of any person
- c) the disruption of essential services
- d) damage to public property, and includes, but is not limited to, an emergency declared under the Emergency Management and Civil Protection Act.

Goods means anything acquired other than services or real property.

Lease means a financial arrangement whereby equipment or municipal capital facilities are provided to the Library by a third party in exchange for a series of payments.

Library means The Woodstock Public Library, located at 445 Hunter Street, Woodstock, Ontario, Canada.

Litigation means any formal dispute between the Library and any other party, including third party and cross claims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration, or the recovery of money, or an arbitration proceeding.

Low Value Purchase (LVP) means the acquisition of deliverables having an estimated acquisition value as stated in Schedule D -Thresholds of this Policy (including non-refundable HST).

Negotiation means a bargaining process between two or more parties seeking to reach a mutually satisfactory agreement on, or settlement of, a matter of common concern. It can be used as part of a procurement process.

No Cost Procurement means an acquisition by the Library does not bear any cost (expense or capital expenditure). This usually is a result of a cost pass-through from a third party for a particular project.

Non-Competitive Procurement means an acquisition made directly from one vendor, and may include a situation where negotiations take place with more than one vendor prior to the acquisition, but does not include a situation where negotiations have been specifically permitted and provided for and take place pursuant to the terms set out in a request issued pursuant to a competitive procurement.

Non-Profit Organization means any corporation incorporated as a not-for-profit corporation under the Canada Not-for-profit Corporations Act, the Ontario Corporations Act, or any successor legislation.

Non-refundable HST means the percentage of the Harmonized Sales Tax (HST) that the Library is required to pay on the acquisition of deliverables.

P-Card means Purchasing card.

P-Card Policy means the policy governing the administration of the P-Card program by the City of Woodstock.

Personal Property means any movable thing or intangible item of value that is capable of being owned by a person and not recognized as real property.

Piggyback means a form of intergovernmental or interlibrary co-operative procurement process in which the Library shall be extended the pricing and terms of a contract established by another entity. Generally, one entity will competitively award a contract that will include language allowing other entities to utilize the contract, which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own. The Library may participate with other government agencies or public libraries in a co-operative procurement process where it is in their best interest to do so. The Library may have a piggyback clause in bid call documents, which permits the Library to extend the pricing, terms and conditions of a contract to other public libraries, upon approval of the contractor.

Policy means this policy, as amended.

Price Agreement means a contract between the Library and a vendor resulting from a bid call document, under which the vendor agrees to provide deliverables as and when needed by the Library, at a pre-determined price, for a pre-determined period of time, upon pre-determined terms and conditions.

Procurement means the process of acquiring deliverables from an external source, often using a defined method. The most appropriate method is used to ensure the Library receives deliverables at the best total acquisition value.

Procurement Procedures refers to the procedures developed by the Library CEO for the implementation of this policy.

Procurement Process refers to the method by which an acquisition is made, including competitive and non-competitive procurement.

Proponent refers to the legal entity that submits a bid in response to a bid call document and may include bidder or respondent;

Proposal refers to a submission received in response to a request for proposal (RFP).

Proposal Irregularity refers to a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid call document and the information provided in a proposal submission. Schedule C - Bid Irregularities of this Policy establishes the action that shall be taken.

Purchase refers to the acquisition of deliverables by purchase, rental, lease, or trade.

Purchasing Card refers to a payment method whereby employees of the Library are empowered to deal directly with vendors for low value acquisitions, using a credit card issued by a bank or major credit card provider. Generally, a pre-established credit limit is established for each card issued. The card may facilitate on-line ordering from pre-approved vendors under contract.

Purchase Order refers to the document issued by the Library to a contractor that sets out, or references other contract documents that set out, the terms and conditions applicable to the supply of deliverables by a contractor, including, at minimum, the acquisition value. It also authorizes the contractor to ship and charge for the deliverables specified on the order.

Purchasing Authority refers to the authority assigned to a Library employee to incur expenditures, including advance and progress payments on behalf of the Library.

Quick Bid (QB) refers to a bid call document used to solicit bids for the acquisition of deliverables of low dollar value, estimated to be up to the amount stated in Schedule D - Thresholds of this Policy (including non-refundable HST), from one or more vendors. It is a request to vendors, which is evaluated with the objective of accepting the lowest-priced quotation.

Quotation refers to an offer received in response to a request for quotation.

Real Property refers to land, land and buildings, things growing upon or affixed thereto, improvements to such land, and all rights and interests therein.

Request for Expressions of Interest (ROEI) refers to a document that is used to determine the interest of the market place to provide deliverables that the Library is contemplating acquiring.

Request for Information (RFI) refers to a non-binding written request used for the purpose of compiling the available market information and capabilities of various vendors in providing deliverables to the Library in order to make informed acquisition decisions and may be followed by a subsequent request for tender or request for proposal.

Request for Pre-Qualifications (RFPQ) refers to a request for the submission of information from potential bidders, including the experience, financial strength, education, background, and personnel of firms or corporations who want to qualify to be able to compete to provide deliverables to the Library. An RFPQ is typically used as the first stage in a two-stage procurement process to short-list the most qualified vendors.

Request for Proposal (RFP) refers to a bid call document issued to obtain proposals where a need is identified, but how it will be achieved is unknown at the outset, which allows respondents to propose solutions or methods to arrive at the desired result, and which may allow for consecutive or concurrent negotiations to be conducted with respondents on any of the contract terms including, but not limited to, the specifications and/or prices pursuant to a procurement process that is detailed in the request for proposal.

Request for Quotation (RFQ) refers to a written bid call document that is issued either by invitation or through an advertisement to vendors for the purpose of selecting one or more vendor(s) to provide deliverables and may include quick bid request for quotation (QBRFQ).

Request for Tender (RFT) refers to a bid call document issued seeking submissions to obtain deliverables whenever the requirements can be precisely defined and the expectation is that the lowest bid meeting the requirements specified in the bid call document, would be accepted, subject to any other provisions of the contract documents and this policy.

Requisitioner refers to the library employee that has been assigned the responsibility for the acquisition of deliverables and the management of the resulting contract with a contractor by the CEO.

Respondent refers to the legal entity that submits a bid in response to a bid call and may include bidder or proponent;

Sale refers to the act of selling Library property that is no longer needed by the Library and is designated for disposal outside the organization.

Scope refers to the full extent of the deliverables to be provided by a contractor, as set out in the contract, including the term of the contract.

Scope Change refers to any change to the scope of a contract to accommodate a need not originally provided for in the contract and which may include the acquisition of additional deliverables or the extension of the term of the contract and which may require an adjustment to the contract price.

Services include all consulting and professional services, all services in relation to real property or personal property including, without limiting the foregoing, the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by an employee of the Library.

Single Source Acquisition refers to a non-competitive procurement process that is not a low value purchase from a specific vendor even though there may be more than one vendor capable of providing the same deliverables, but the acquisition is directed to one source because of standardization, warranty, or other such factors.

Sole Source Acquisition refers to a non-competitive procurement process that is not a low value purchase where a situation created due to the inability to obtain competition. This may be because of one available vendor possessing the unique ability or capability to meet the requirements of the bid call document.

Specifications refers to the precise requirements or characteristics of the deliverables to be acquired.

Submission refers to a response received from a bidder to bid call or other form of request for deliverables.

Supplier refers to an entity, an individual, a partnership or a corporation that is capable of providing desired deliverables to the Library and including but not limited to a **consultant, contractor, and vendor**.

Surplus Asset refers to a Library asset that has served its useful life and is no longer required for the purpose for which it was originally obtained.

Term Contract refers to a price agreement in which a source of supply is established for a specified period of time for specified deliverables, usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at a predetermined unit price.

Tender refers to a written detailed offer from a vendor, received in response to a request for tender, to supply deliverables where there are clearly defined criteria or specifications.

Tied Bid refers to two or more bids from bidders that are equal in all respects after evaluation, including price for deliverables and sale of personal property.

Total Cost refers to acquisition value.

Unsolicited Bid/ Proposal refers to a bid or proposal received by the Library from a vendor(s) who has approached the Library with a bid or proposal in response to a perceived need that was not requested through a standard procurement process.

Vendor refers to an entity, an individual, a partnership, or a corporation that is capable of providing desired deliverables to the Library including but not limited to a **consultant**, **contractor**, and **supplier**.

Working Day is defined as Monday through Friday, excluding any recognized statutory holiday, public holiday, or civic holiday.

WSIB means the Workplace Safety and Insurance Board.

To establish the definition of any other procurement terms not herein included, reference may be made to the latest edition of the Institute for [Public Procurement \(NIGP\) Public Procurement Dictionary of Terms](#) and/or, the [Government of Canada Supply Manual Glossary](#).

Schedule B – Exemptions to this Policy

This policy does not apply to the acquisition of the following deliverables, subject to such expenditures being approved by the appropriate staff and being within the annual approved budget:

1. The supply goods or services of which is controlled by a statutory monopoly.
2. Work to be performed on property under the provisions of a lease, warranty, or guarantee held in respect of the property or the original work.
3. Goods acquired on a commodity market.
4. The following goods and services including but not limited:
 - a) Conferences, conventions, courses, workshops, and seminars.
 - b) Newspapers, magazines, books, digital resources, subscriptions, and periodicals.
 - c) Memberships in professional and vocational associations.
 - d) Facilitators and program hosts.
 - e) Computer software (online or otherwise) and network support.
 - f) Staff education and professional training.
5. Services provided by the following licensed professionals:
 - a) Legal Fees
 - b) Fees from licensed health care practitioners and related services.
 - c) Fees from human resources services.
 - d) Auditor Fees
6. Goods and services related to cultural or artistic fields, such as:
 - a) Events supporting local non-profit organizations.
 - b) Entertainment providers, Entertainers/Artists for theatre or special events.
 - c) Original works of art.
 - d) A contract to be awarded to the winner of a design contest.
7. The following special services:
 - a) Author Readings
 - b) Performers at Library programs and events.
 - c) Honorariums
 - d) Per Diems
 - e) Committee Fees
 - f) Expert witnesses
 - g) Arbitrators
 - h) Appraisers

8. Library General Expense, such as:

- a) Refundable employee expenses (advances, accommodation, meal allowances, travel, miscellaneous)
- b) Payroll deduction remittances
- c) Workers Safety Insurance Board payments
- d) Health benefits
- e) Insurance premiums
- f) Damage claims
- g) Legal settlements
- h) Arbitration awards
- i) Petty cash replenishment
- j) Charges to and from other government bodies.
- k) Board approved grants, donations, or sponsorships programs which may include asset naming rights.
- l) Refunds (such as property tax refunds, building permit refunds, and refunds for cancelled services, programs, or events).
- m) Licensing fees (regular license fees for vehicles, firearms, elevators, communications, software, etc.) required to maintain existing products and systems originally obtained in accordance with the policy.
- n) Utility bills (such as water and sewer, hydro, natural gas, telecommunications, internet, and cable television).

9. Goods or services where one hundred percent (100%) of the total cost is being paid or reimbursed by a third party.

Schedule C – Bid Irregularities

All bid and proposals irregularities shall be forwarded to the bid review panel for review, consideration, and determination.

For the purposes of this policy, the following actions shall be taken regarding bid and proposals irregularities, as defined in this policy, excluding proposal irregularities.

	Event	Action
1.	Late submission	Automatic rejection.
2.	Submission provided on other than the bid form	Automatic rejection.
3.	Submission completed and/or signed in an erasable medium.	Automatic rejection.
4.	Submission not legible	Rejected, unless in the opinion of the bid review panel, the illegibility is not pricing, is considered to be immaterial, and can be remedied by the respondent within five (5) working days of notification.
5.	Submission not signed	Rejected, unless upon the request of the bid review panel, the respondent can remedy the bid irregularity within two (2) working days of notification.
6.	Incomplete submission	Rejected, unless: a. It is stated in the bid call document that partial submissions are acceptable, and the submission is complete in respect of the portion of the scope of work or deliverable(s) bid upon; or b. In the opinion of the bid review panel, the omission is administrative in nature, and upon request by the Library, remedied by the respondent within two (2) working days. Incomplete pricing shall not be considered administrative in nature and the submission shall be rejected.
7.	All addendum(s) not acknowledged in the submission.	Automatic rejection, unless: a. the relevant addendum issued is solely for the purpose of revising a closing date and/or time and the submission is received in accordance with the revised closing date and/or time; or b. In the opinion of the bid review panel, the omission is of an administrative in nature and is, upon request by the Library,

		remedied by the respondent, within two (2) working days of notification.
8.	Submission by a respondent who is in unresolved litigation with the Library or City.	Automatic rejection.
9.	Alterations, additions, deletions, or qualifying statements (referred to as a "variation") made to or provided with the bid form.	Automatic rejection, unless, in the opinion of the bid review panel, such variation is considered to be immaterial to the Library.
10.	Mathematical errors which are not consistent with the unit price or tax calculations.	Rejected unless, upon request of the Library, the respondent shall accept and initial corrections made by the Library within two (2) working days of notification.
11.	Insufficient bid security.	Rejected, unless, in the opinion of bid review panel, the insufficiency in the bid deposit is trivial or insignificant. Upon request by the Library, five (5) working days shall be given to the respondent to remedy.
12.	Respondent did not submit an undertaking to provide a bond.	Automatic rejection.
13.	Respondent did not attend a mandatory site meeting.	Automatic rejection.
14.	Other bid or proposal irregularities.	Referred to the bid review panel for review, consideration, and determination. Upon request of the Library, the respondent may be given five (5) working days to correct such bid irregularity.

Where, at the request of the Library, a respondent has been given a period of time to correct a proposal irregularity, and the respondent fails to make the correction within that time period, then the respondent shall be deemed to be in default, and the submission shall be rejected by the bid review panel.

Schedule D – Thresholds

Estimated Acquisition Value (Dollar) Threshold including <i>non-refundable HST</i>	Procurement Method	Form of Commitment
Threshold for Low Value Purchases (LVP)		
Up to \$5,000	Low Value Purchase (LVP)	P-Card
\$5,001 to \$10,000	Low Value Purchase (LVP)	P-Card or Purchase Order
Threshold for Bid Call Process		
\$10,001 to \$30,000	INFORMAL: Quick Bid Request for Quotation (QBRFQ) 3 written quotes	Purchase Order
\$30,001 to \$100,000	FORMAL: Request for Tender (RFT), Request for Quotation (RFQ), or Request for Proposal (RFP)	Purchase Order
\$100,000+	FORMAL: Request for Tender (RFT) or Request for Proposal (RFP) via the City's Bidding System.	Purchase Order
Sole or Single Source Purchases		
Up to \$5,000	As per policy.	P-Card
\$5,001 to \$10,000	As per policy.	P-Card or Purchase Order
\$10,001 to \$100,000+	As per policy.	Purchase Order

Schedule E – Purchasing Authorities

Estimated Acquisition Value (Dollar) Threshold including HST	Requested By	Authorized By
Up to \$5,000	Director/Manager	CEO
\$5,001 to \$50,000	CEO	Board Chair
Greater than \$50,000	CEO	Library Board

Schedule F – Emergency Acquisition Authorities

Estimated Acquisition Value (Dollar) Threshold including HST	Requested By	Authorized By
Up to \$50,000	CEO	Board Chair
Greater than \$50,000	CEO	Library Board



Subject: Draft Staff Expenses Policy

Action: For Information

Prepared by: Lindsay Harris

Meeting of: March 12, 2024

Recommendation

That the Woodstock Public Library Board review the draft Staff Expenses Policy and submit any recommended changes prior to the Board meeting scheduled for April 9, 2024.

Background

The Staff Expenses Policy was created to replace two outdated policies:

- a) Mileage Allowance (1994)
- b) Approval of Expenses (2010)

Simultaneously, the original content of the policies has been expanded to include accommodations, public transportation expenses, methods of payment, and expectations of staff and trustees.

Discussion

This new policy is a complete rewrite of the very brief original policies. The original content has been updated to include references to guiding documentation from the City of Woodstock for claims as well as set expectations for both pre-approval of expenses and the retention of appropriate documentation for reimbursement/purchasing card reconciliation.

Further, the procedures laid out in the policy reflect the current, long-standing practices of the Library to ensure that staff are properly accommodated for out-of-pocket expenses.



Woodstock Public Library Policy

Policy Name: Staff Expenses Policy DRAFT

Category: Personnel

Version: March 12, 2024

POLICY STATEMENT AND RATIONALE

To provide a framework for the payment of mileage for staff using personal vehicles while on Library business, and for reimbursement of meal and accommodation related expenses while attending authorized events including, but not limited to, conferences, conventions, seminars, training courses, and workshops.

SCOPE

This policy applies to all current Library employees and Library Board Trustees.

DEFINITIONS

Accommodation refers to paid overnight accommodation at a hotel, motel, or inn.

Authorized Events refers to off-site library-related activities that require in-person attendance and have been approved by the employee's supervisor. Authorized events for Library Board Trustees are at the discretion of the Library Board. Types of events include, but are not limited to, conferences, conventions, seminars, training courses, and workshops.

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

Expense Report refers to the City of Woodstock's Statement of Out-of-Pocket Expenses, which is updated annually.

Library refers to the Woodstock Public Library.

Library Business refers to approved events or actions undertaken as part of the employee's/Trustee's role at the Library.

Meal Allowance refers to the maximum amount to be reimbursed per meal/day.

Mileage Allowance refers to the rate per km to be reimbursed.

Public Transportation Expenses refers to expenses incurred using public transportation systems, such as airplanes, trains, and buses, to attend authorized events.

Purchasing Card refers to Library-issued purchasing cards. Purchasing cards are subject to the terms and conditions outlined in the Agreement to Accept Purchasing Card form signed upon receipt of a purchasing card.

Receipt refers to the official customer copy of a transaction listing the date, items, total cost, and method of payment.

Staff refers to all current Library employees.

Trustees refers to all current Library Board Trustees.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Mileage Allowance

1.1 Authorized Mileage Claims

Staff and Trustees may claim mileage costs under the following circumstances:

- a) When using personal vehicles for Library business. Library business includes, but is not limited to, travelling to and from the Library for library programs, outreach, and community meetings.
- b) When using personal vehicles to attend out-of-town events, including, but not limited to, training conferences, conventions, and any other authorized event. In this circumstance, Library employees and Library Board Trustees may claim mileage costs calculated to and from the employee/Trustee's place of residence to out-of-town events, where commencing the trip at the Library is unfeasible.

1.2 Mileage Reimbursement

- a) The rate of reimbursement is set by the City of Woodstock through the City of Woodstock's Statement of Out-of-Pocket Expenses form, subject to annual changes at the discretion of the City of Woodstock.
- b) Staff/Trustees may claim authorized mileage through the Out-of-Pocket Expenses form, with mileage being reported in km and calculated with an online map/distance calculator such as Google Maps.
- c) Staff/Trustees must claim mileage in a reasonable time, and within the calendar year during which the expenses have been incurred.

2.0 Meal Allowance

- a) Staff and Trustees may claim meal allowance costs when attending an authorized event.
- b) The maximum reimbursement allowance per meal/day is set by the City of Woodstock through the City of Woodstock's Statement of Out-of-Pocket Expenses form, subject to annual changes at the discretion of the City of Woodstock.
- c) Staff/Trustees must secure a receipt for incurred expenses to be reimbursed.
- d) Purchasing Cards may or may not work at food vendors. Should a Purchasing Card be used to acquire meals, a receipt is required for Purchasing Card reconciliation.
- e) Staff/Trustees may claim authorized meal expenses through the Out-of-Pocket Expenses form along with all associated receipts.
- f) Staff/Trustees must claim meal allowances in a reasonable time, and within the calendar year during which the expenses have been incurred.

3.0 Accommodation

- a) On occasion, the CEO will authorize overnight accommodations to attend multi-day authorized events.
- b) The use of a Purchasing Card for pre-authorized accommodations is acceptable, subject to the acquisition of a receipt for said accommodation.
- c) Staff/Trustees must claim accommodation expenses in a reasonable time, and within the calendar year during which the expenses have been incurred.

4.0 Public Transportation Expenses

- a) On occasion, the CEO will authorize travel via public transportation to attend authorized events.
- b) The use of a Purchasing Card for pre-authorized travel via public transportation is acceptable, subject to the acquisition of a receipt for said travel.
- c) Staff/Trustees must claim travel expenses in a reasonable time, and within the calendar year during which the expenses have been incurred.

5.0 Lost Receipts

- a) A receipt is required for reimbursement and Purchasing Card reconciliation.
- b) Should a receipt be lost, it is up to the individual to contact the vendor/business to make every effort to obtain a copy of that receipt.
- c) Reimbursement of costs without a receipt are at the discretion of the CEO and may not be authorized.
- d) Repeated loss of receipts from Purchasing Card transactions may result in the loss of Purchasing Card privileges at the discretion of the CEO.

RELATED DOCUMENTS AND POLICIES

Agreement to Accept the Purchasing Card Form

City of Woodstock Policy Number HR003

DOCUMENT REVISION RECORD

Adoption Date: DD Month YYYY
Review Cycle: Once per Term
Resolution No.: YY__

Woodstock Public Library's calendar filled with lots of fun family programming

EMILY STEWART

Echo Correspondent

Woodstock Public Library has lots of activities for families to enjoy on Family Day, March Break, and beyond.

Nancy Bailey, the children's librarian at the Woodstock Public Library, outlined the upcoming events and programs. The library will host a Family Day Storytime and the Little Red Breakout Challenge escape room on February 17. In partnership with Operandi Gaming Community, the Woodstock Public Library will also an all-ages Retro Gaming Night on February 20 from 6 to 8 p.m.

March Break will be filled with lots of activities for children under the theme Colour Your World, including Seedy Saturday, a reading of "Dear Street" by Forest of Reading author Lindsay Vier-Vogel followed by a love letter to your neighbourhood writing workshop, a family-friendly movie screening, crafts, coding, and STEAM activities. Staff will be dressed in different colours throughout the week, beginning with all-blue clothing on Monday, March 11.

Theatre Woodstock marketing coordinator Sarah Hodgkinson, representing the David Suzuki Foundation and the Butterfly Project, will be speaking at the library about native plants best for local butter-

flies on March 14. The library and Theatre Woodstock have a strong partnership with collaborative programming reflecting the productions at the community theatre company, beginning with "Matilda Jr."

"Matilda was the perfect library connection with the Theatre because of her love of books," Bailey said.

The Woodstock Public Library, along with the Oxford County Library's Ingersoll branch, hosted Story Time with Cinderella on February 3 to promote Theatre Woodstock's take on the Rodger and Hammerstein production of "Cinderella". In celebration of Paper Bag Princess Day on March 2nd, there will be a story time reading in the library at 2:30 p.m. with Princess Elizabeth from the "Munsch at the Play/Giant in the Sky" production at Theatre Woodstock. The play celebrating the works of the beloved children's author Robert Munsch will run at Theatre Woodstock from May 2 to 5. More performers from the eight stories featured in the production will also be reading stories on April 20 in the library from 2:30 to 3:30 p.m.

Bailey enjoys working with Hodgkinson of Theatre Woodstock and said both organizations pair well together.

"We are both non-profit organizations that tell stories and entertain people," she said. "This is a perfect pairing, and I look

forward to whatever future projects we can work on together."

Bailey added that programming such as story times with characters from theatre productions allow children and their families to see what else the library and the theatre have to offer besides their usual programming.

"Children realize that stories can be told

in a variety of ways, and they love meeting the characters from the stories that they enjoy," she said. "By working together to offer these programs to our community, we can offer unique and value-added programming for the families in Woodstock."

More information about all Woodstock Public Library events and programs can be found via mywpl.ca.

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