

**DRAFT Agenda
Woodstock Public Library Board
April 8, 2025**

Date: Tuesday, April 8, 2025
Time: 4:15 p.m.
Place: Library Meeting Room

1. Call to Order

2. Indigenous Acknowledgement

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

3. Approval of the Agenda

Recommendation:

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

4. Declaration of Conflict of Interest

5. Committee of the Whole In-camera

Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)

A meeting or part of a meeting may be closed to the public if the subject matter being discussed is,

- (a) the security of the property of the board;*
 - (b) personal matters about an identifiable individual;*
 - (c) a proposed or pending acquisition or disposition of land by the board;*
 - (d) labour relations or employee negotiations*
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
 - (f) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;*
 - (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).*
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6. Minutes of the Meeting of March 11, 2025

Recommendation:

That the Board approves the Minutes of the meeting of March 11, 2025, as circulated (or following corrections)

7. Business Arising from the Minutes

None

8. **Chairperson's Remarks**
9. **Delegations/Presentations**
None

10. **Board Education**

- a) **VOLT**

11. **Consideration of Correspondence**

- a) **Friends of the Woodstock Public Library**
Minutes of the meeting of January 8, 2025
Recommendation:
That the Board receives the Minutes of the meeting of January 8, 2025, of the Friends of the Woodstock Public Library as information.

12. **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 March, 2025
- c) **Policy Review**
i) Report – Programming & Outreach Policy and Collections Development Policy
ii) Programming and Outreach Policy
Recommendation:
That the Woodstock Public Library Board approves the revised Programming and Outreach Policy as presented or amended.
iii) Collections Development Policy
Recommendation:
That the Woodstock Public Library Board approves the Collections Development Policy as presented or amended.

13. **Committee Reports**

- a) **Ontario Library Service Trustee Assembly**
Verbal Update
- b) **Health and Safety**
Minutes for December 12, 2024
Recommendation:
That the Board approves the Minutes of the Joint Health and Safety Committee meeting of December 12, 2024.

14. Finance

a) Treasurer's Report

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2025, and the DRAFT Summary of Trust Account for the period ending March 31, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending March 31, 2025, be received as information.

15. New Business

None

16. Notices of Motion

None

17. Attachments

None

18. Next Meeting

Tuesday, May 13, 2025, 4:15 p.m.

19. Adjournment

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Woodstock Public Library Board

DRAFT Meeting Minutes March 11, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, March 11, 2025, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Danielle Barry, Vice Chair
Lynn Wareing, Trustee
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Bernia Martin

b) The following Board members sent regrets:

Councillor Deb Tait

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 4:15 pm.

2. Indigenous Acknowledgement

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

3. Approval of the Agenda

Motion 25-15

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. **Committee of the Whole In-camera**
*Labour relations or employee negotiations, and
the security of the property of the Board.*

Motion 25-16

MOVED by B. Martin and seconded by D. Barry that the Board moves into Committee of the Whole In-camera at 4:17 pm.

Motion carried.

Motion 25-17

MOVED by L. Wareing and seconded by D. Barry that the Board moves out of Committee of the Whole In-camera at 4:50 pm.

Motion carried.

Motion 25-18

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

Motion carried.

Motion 25-19

MOVED by B. Martin and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for January 14, 2025.

Motion carried.

In closed session, the Board received and discussed information presented on two items.

6. **Minutes of the Meeting of January 14, 2025**

Motion 25-20

MOVED by D. Barry and seconded by K. Whiteford to approve the Minutes of the meeting of January 14, 2025.

Motion carried.

7. Business Arising from the Minutes

a) Strategic Plan

i. Report – Draft Strategic Plan

L. Harris provided an update on behalf of the Strategic Plan Steering Committee of which is comprised of two Board members, two Management representatives, two supervisors, and two library employees. The draft form of the Plan was before the Board, awaiting commentary and questions.

Discussion was had. The Chair asked if members of the Board were comfortable passing the motion to approve the content of the Plan.

There was no opposition.

ii. Draft Strategic Plan 2025-2028

Motion 25-21

MOVED by L. Wareing and seconded by K. Whiteford that the Woodstock Public Library Board approves the draft Strategic Plan as presented.

Motion carried unanimously.

B. Martin offered information on the County's Strategic Plan, noting its easy-to-read design and graphics, and that the pages were framed and mounted on the County Admin building walls, bringing the Plan to life.

M.A. Silverthorn thanked all involved for the work that was done with the Strategic Plan.

L. Harris noted that the final result was under budget.

8. Chairperson's Remarks

M.A. Silverthorn thanked those Board members that were able to attend the budget presentation to Council. The support is always appreciated.

9. Delegations/Presentations

None.

10. Board Education

None.

11. Consideration of Correspondence

None.

12. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris provided further details on the information in her report, noting the positive experience at ROMA in Toronto, representing the cultural sector for Woodstock.

L. Harris cited a commitment to creating an annual 'year in review' document for the public, going forward, and would align it with the new Strategic Plan.

ii. Report of the Director of Library Services/Deputy CEO

M. Cook provided updates regarding the activities of the Friends, noting the Spring book sale was scheduled for May 10, 2025.

b) Statistics

i. Library Systems Activities for the months of January and February, 2025

L. Harris noted that 2025 statistics were on par for overall usage of the Library. New cardholders continued to climb year after year.

ii. VOLT 2024

L. Harris provided details on numbers coming from the VOLT exercise, noting the overall numbers were higher than 2023.

c) Policy Review

i. Report – Internet Services and Technology Policy

L. Harris noted that the updated policy would provide clarity on what Public Services staff could assist patrons with on computers and personal devices with regard to personal data.

ii. Internet Services and Technology Policy

Motion 25-22

MOVED by B. Martin and seconded by L. Wareing that the Library Board approves the Internet Services and Technology Policy as presented.

Motion carried.

iii. Report – Safety of Children in the Library Policy

L. Harris described the updates to the policy, further explaining what an ‘unattended child’ refers to, based on legislation, and what the Library’s duty is with regard to reporting suspected neglect or abuse.

Discussion was had, and direction from the Board was to reference the appropriate sections of the Child, Youth and Family Act (CYFSA) to section 4 of the policy.

iv. Safety of Children in the Library Policy

Motion 25-23

MOVED by K. Whiteford and seconded by D. Barry that the Library Board rescinds the Safety and Conduct of Children in the Library Policy (2020), and that the Library board approves the new Safety of Children in the Library Policy, as amended.

Motion carried.

13. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

14. Finance

None.

15. New Business

a) Spring Staff Development Day 2025

L. Harris noted that it's typically requested of the Board to approve closure of the Library on a Friday for staff development to limit the impact on operational hours for the community, however, there were no appropriate Fridays during Spring to allow for this. Therefore, the ask is for a Monday.

Motion 25-24

MOVED by B. Martin and seconded by L. Wareing that the Woodstock Public Library close on Monday, May 26, 2025, for a full day of staff development.

Motion carried.

16. Notices of Motion

None.

17. Attachments

a) ArtCity: Highlighting Woodstock's cultural assets and the need for sustainable arts funding; Woodstock Sentinel Review; January 30, 2025

18. Next Meeting

Tuesday, April 8, 2025, 4:15 pm.

M.A. Silverthorn asked if members of the Board would like to continue to support the staff appreciation lunch in the summer. If so, Todd's Dogs would be contacted for an available Thursday in July.

All members of the Board agreed to go ahead with the lunch.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:49 pm.

Vision

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Minutes
Friends of the Woodstock Public Library
January 8, 2025

Present: Matthew Lloyd – Chair Laura Schneider
 Rick Cole – Vice-Chair Karen Leslie
 Marion Baker – Secretary Taziah Fiose-Booker
 Gerry Wormald - Treasurer Diana St. Clair
 Andie Lennox Lauren Lambkin
 Sylvia Weiser-Sutherland

Regrets: Peter Ruehlicke, Christina Cullen, Susan Hamilton

Chair Matthew Lloyd calls the meeting to order at 5:00 p.m. and welcomes those present.

Agenda: Moved by: Andie Lennox
 Seconded by: Sylvia Weiser-Sutherland

That the Agenda for the January 8, 2025 meeting be approved. Carried

Minutes:

 Moved by: Sylvia Weiser-Sutherland
 Seconded by: Taziah Fiose-Booker

That the Minutes of the December 11, 2024 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald comments that further to recent discussion the non-renewable GIC coming up for renewal, will be changed to a renewable GIC. Only a small amount of interest will be lost due to the transaction and the former GIC will now be readily accessible, without a charge, if accessed.

Membership Update:

Secretary Marion comments that perhaps members who have been non-active for several meetings be contacted re their continued interest in Friends.

Library Update - Megan Cook:

Megan Cook reports on the number of boxed books already in storage. As well, she provides a further update about the Author's Event to be held in late May and comments about a possible guest speaker.

Membership Drive:

A membership drive is to take place in the library lobby on Friday, January 17th from 10 a.m. – 2 p.m. A table and two chairs will be available for members who will be participating in the drive.

Family Literacy Day:

Megan reports that Family Literacy Day, January 25th will be advertised in "WOW" magazine as well as on the Library website. A sign-up sheet will be sent to all who will be volunteering on the 25th, as a reminder of the time they have volunteered to serve.

Book Sale Committee: Discussion is put off until a later date regarding the possible formation of this committee.

Instagram Account:

Taziah reports that an Instagram Account has been set up for use by Friends of the Library.

Date of Next Meeting:

Wednesday, February 12, 2025 at 5:00 p.m. in the library meeting room.

Adjournment:

Chair Matthew calls for the meeting to be adjourned.

The meeting is adjourned at 5:46 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: April 8, 2025

Library Space

The safety of Library staff and patrons remains an ongoing priority. During March, I completed the first stage of Joint Health and Safety Certification. This certification will enable better support for staff, as well as assist in updating procedures and processes in the Facilities Department moving forward.

The successful addition of the Library Facilities Manager position in this year's budget will also, ultimately, improve the cleanliness and safety of the Library. The position will be posted sometime in mid-late April. We anticipate having the successful candidate begin in that role at the beginning of July, 2025.

Community Connections and Partnerships

The new Provincial Cabinet has now been selected after the recent provincial election. Libraries in Ontario will continue to fall under the Ministry of Culture, Recreation, and Gaming, and Minister Cho remains in this position.

The Annual Survey of Public Library statistics have now been submitted for 2024. We look forward to seeing the province-wide results of this year's survey sometime in late summer.

Marketing and Communications

The adoption of the Library's new Strategic Plan has begun. At this time, the Plan has been distributed to Library staff. We will be looking to solicit input, suggestions, and inspiration from Library staff to bring this plan to life at our upcoming staff development day in May.

Additionally, some updates have been made on the Library's website, Board reporting templates, and in some marketing initiatives.

Next steps for rolling out the Plan include the creation of the physical copy of the Plan for the public. Updated photos have been procured for this purpose and we are excited to share them with the community. The official launch of the Plan will be timed to coincide with the release of the May/June WOW magazine as the Plan will be featured in that edition with the support of the City's Marketing Team.

The Library's Senior Team will be meeting throughout April and early May to create action plans both for the duration of the new Strategic Plan, as well as for the rest of 2025. These action plans will become part of the standard reporting mechanisms for the Board moving forward.



Subject: Library Services Report for March, 2025

Action: For Information

Prepared by: Megan Cook, Director of Library Services

Meeting of: April 8, 2025

Community Connections and Partnerships

In early March, we partnered with the CBC Street Cents Team to offer two financial literacy programs for youth in our community. This partnership helped us reach new patrons. 53% of participants noted that they had never attended a library program before.

Since starting our Multilingual Storytimes in September 2024, we have had over 100 participants. We partner with local community members and organizations to celebrate and learn about different languages, including French, Mandarin, German, Albanian, Ukrainian, Tagalog, and this past March, Portuguese. These partnerships have helped us connect with new communities in Woodstock.

Programs and Collections

March Break was a huge success. The theme this year was *Game-On!* and featured scavenger hunts, a puppet show, a Mario party, escape rooms, technology and video game programs, and more. Our total program attendance for the week was 1,009, a large increase from previous years. In 2024, we had a total attendance of 517 and in 2023, we had a total attendance of 539. Most of our programs this year did not require registration. Multiple programs had over 100 participants. Feedback from staff, community partners, and patrons was positive.

Our team of Collection Librarians have started the process of creating a Collection Development Plan. This plan will include detailed guidelines on selection and weeding criteria specific to each collection within the library as well as other information including cataloguing and processing notes, and budgetary considerations.

At the end of 2024, we expanded our digital collections through cloudLibrary, specifically for children and youth. This initiative supports the Library's commitment to providing engaging, accessible, and relevant resources for young readers. We purchased 455 new titles for the juvenile collection and 140 new titles for the young adult collection. Since these titles were added, there have been 960 checkouts of juvenile material, resulting in an average of 10 checkouts per day, and 537 checkouts of young adult material, resulting in an average of 6 checkouts per day.

Customer Service

In March, we continued with our Customer Service Commitment priorities, one of the priorities being our mobile printing. At the end of the month, we were able to launch this new service. The new mobile printing platform provides reliable and streamlined service to our patrons.

Marketing and Communications

During March Break we had a professional photographer on-site to take photos of staff and patrons in the Library. The photos are fantastic! We are eager to use them in future marketing initiatives, including the Strategic Plan.

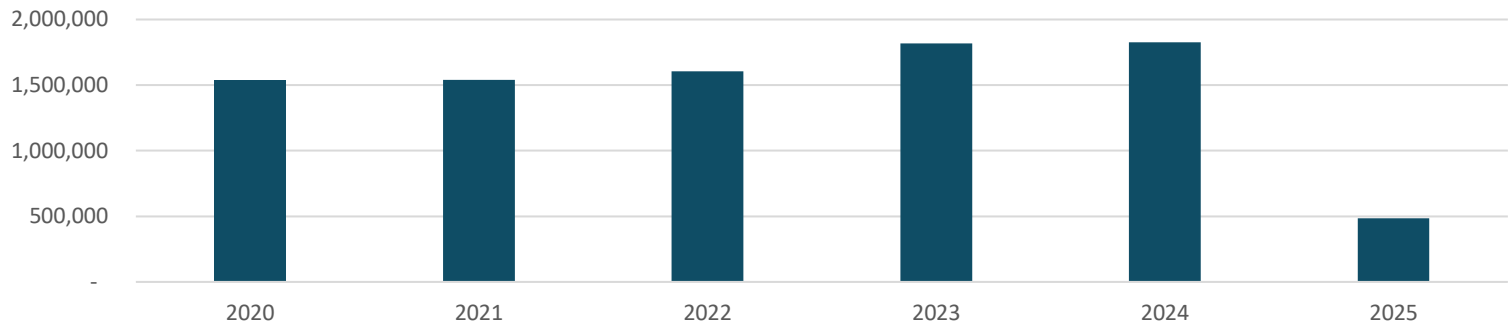
We are currently reviewing new marketing opportunities, including television, radio, and local community boards. We continue to share our programs and services with elementary and secondary schools, and community partners.

Our new Information Services and Marketing Librarian will start in mid-April.



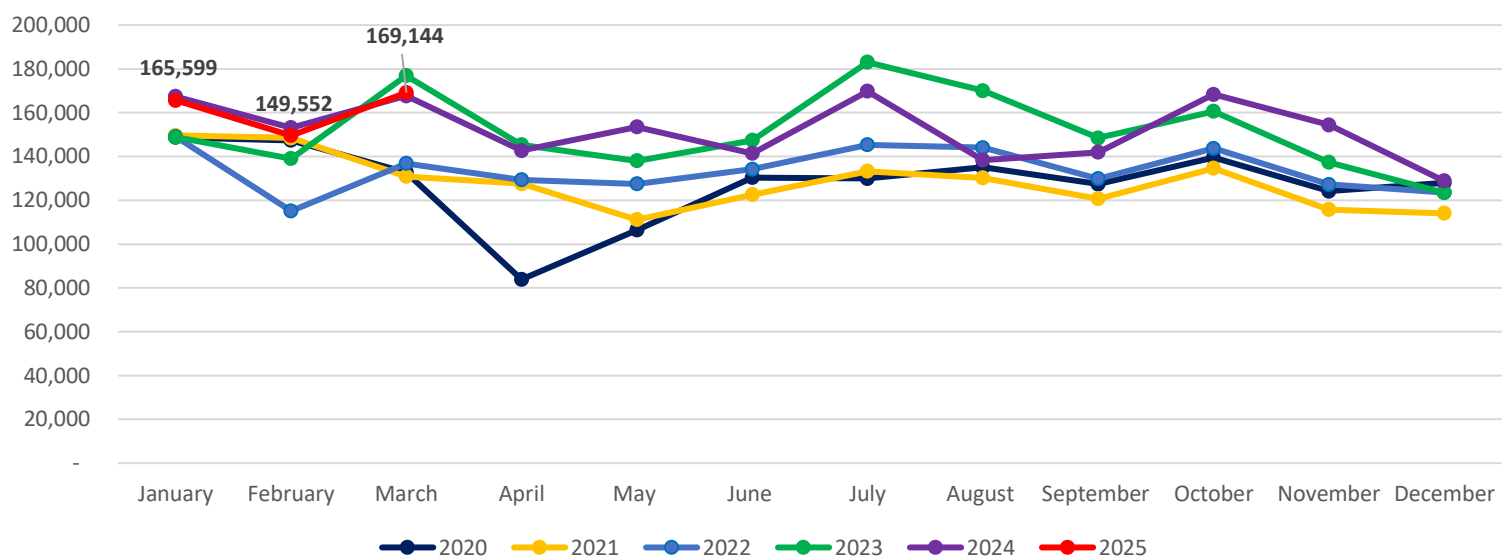
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

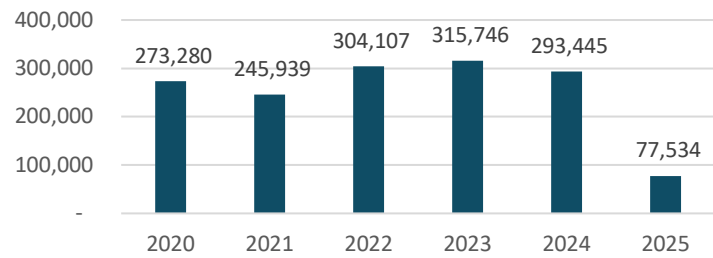


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	3,112	165,599
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
March	27,609	14,417	92,962	27,490	2,077	1,034	1,699	1,856	169,144
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	77,534	37,901	281,448	64,537	5,823	3,065	4,933	9,054	484,295

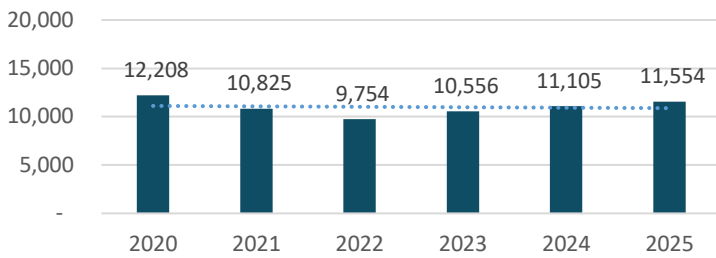
Total Library Uses by Month 2020-2025



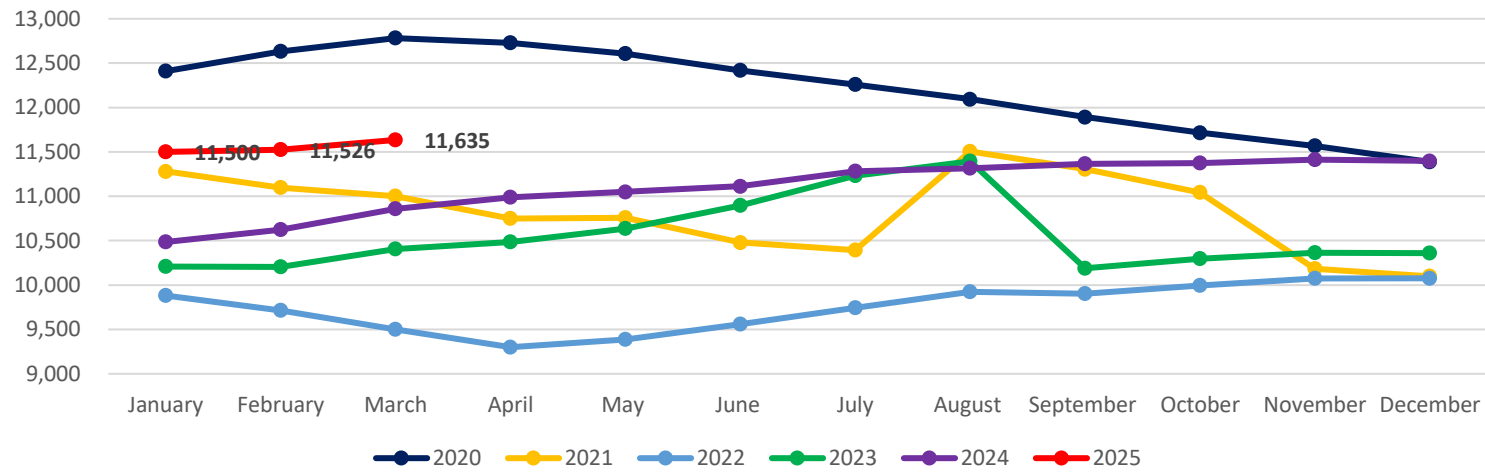
Annual Library Circulation Total 2020-2025



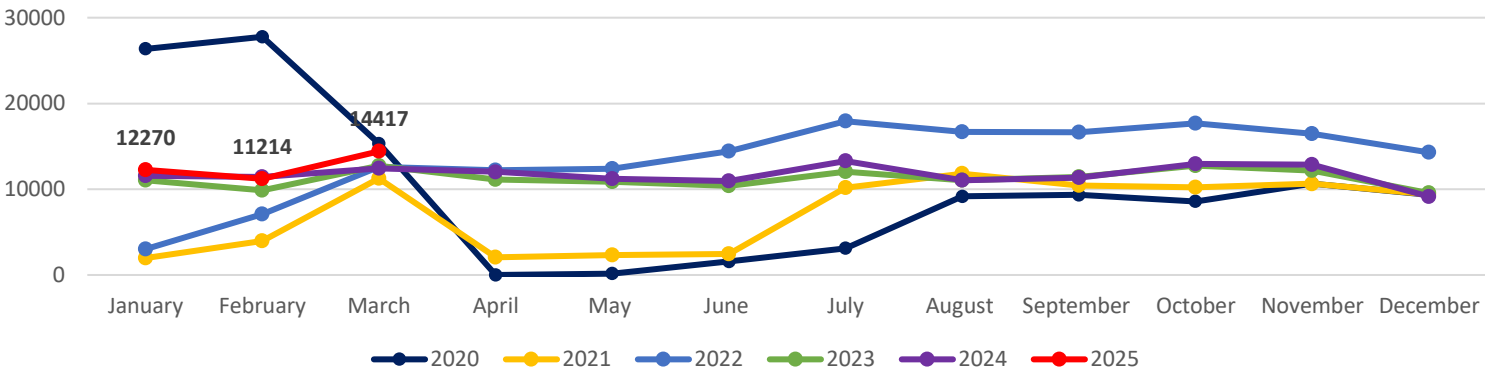
Monthly Average Active Users Count 2020-2025 YTD



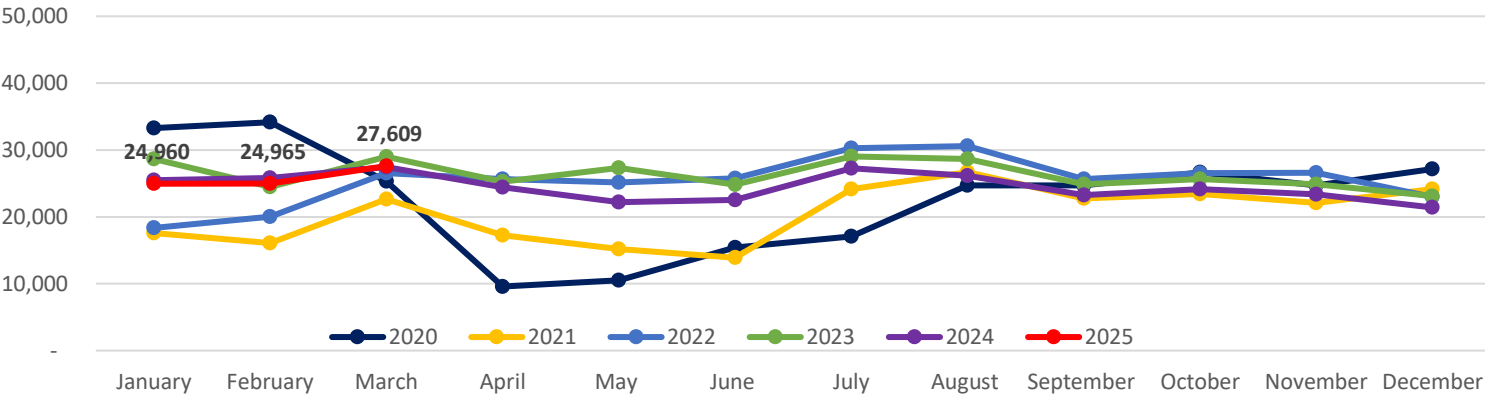
Active Cardholders 2020-2025



In Person Visits - 2020-2025



Total Circulation by Month - 2020-2025 (Physical & Digital)





Subject: **Programming & Outreach Policy and
Collections Development Policy**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **April 8, 2025**

Recommendations

That the Woodstock Public Library Board approves the revised Programming and Outreach Policy as presented or amended.

and

That the Woodstock Public Library Board approves the Collections Development Policy as presented or amended.

Introduction

The Collections Development and Programming and Outreach policies are foundational documents that guide most of the services the Library provides to the community. Both policies were originally created within the last five (5) years, however, have required significant updating.

Discussion

Both the Collections Development and Programming and Outreach Policies provide guidance to Library staff on the development of collections and services to the Woodstock community. They reflect the Library Board's Intellectual Freedom Policy and designate authority to staff to complete the work on behalf of the Board.

In addition to the creation and implementation of programs and services for our community, these policies also outline mechanisms for members of the Woodstock community to bring forward any concerns in a fully transparent manner. The

reconsideration forms will be available on the Library's website, and staff will be able to easily print out the forms should patrons request them.

Both policies have received significant content updates in terms of formatting, language, and content. When first created, there was a lack of internal procedural documentation to guide the day-to-day work of staff, and these policies included that procedural information to temporarily fill the gap. In the last few years, the Library's Senior Team has diligently worked on the creation of internal procedures and processes to better guide the daily work of staff in line with the governance portions of these policies.

Considering these recent internal updates, the procedural aspects of the older version of these policies have been removed.



Woodstock Public Library Policy

Policy Name: **Programming and Outreach**

Category: **Library Services**

Version: **April 8, 2025**

POLICY STATEMENT AND RATIONALE

Programming and outreach services support the Library's mission to stimulate imagination and inquiry. Programming and outreach services provide information, invite public discussion, encourage curiosity and creativity, and promote literacy and lifelong learning. Programming and outreach services promote the Library's services and resources. This policy defines the provision of programs and outreach services by Library staff and through co-sponsored or partnership activities.

Responsibility

The ultimate responsibility for library programming and outreach will lie with the CEO, acting in accordance with the principles established by the Library Board. In practice, programming and outreach services are designed, implemented, and evaluated by appropriately trained staff as designated by the CEO.

Policy

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.
2. Outreach Services bring library materials, programs, and services outside library walls, particularly to communities and geographic areas which are underserved.
3. The Woodstock Public Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations' *Statement of Intellectual Freedom and Libraries*. Library sponsorship of a program or outreach service does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

4. Library programs are intended to:
 - a. Stimulate an interest in and use of Library services and collections.
 - b. Develop a love of reading and provide life-long learning opportunities for patrons.
 - c. Promote and support 21st Century literacies, including but not limited to: reading and writing literacy, digital literacy, financial literacy, environmental literacy, as well as science, technology, engineering, art and math (STEAM) literacy.
 - d. Teach research and information skills and help develop critical thinking.
 - e. Stimulate imagination and creativity.
 - f. Promote an awareness of contemporary issues and information required to engage in society.
 - g. Provide access to entertainment, recreational and cultural experiences.
 - h. Reduce social isolation and promote social inclusion by bringing members of the community together.
 - i. Support and strengthen community partnerships.
 - j. Encourage participation by non-users to grow library membership and library use.
5. The Library may:
 - a. Offer programs for children, young adults, adults, and families
 - b. Participate in co-sponsored or partnered programs with other agencies, organizations, institutions, or individuals.
 - c. Sponsor programs in the library facility or outside of the library
 - d. Promote programs through brochures, news releases, and the library's website.
 - e. Allow presenters to display products or books for purchase.
6. Co-sponsored or partnered programs with community organizations or agencies operate with the support of the Library.
 - a. These programs must align with the Library's mission and goals, be of sufficient high quality, and be relevant to the community.
 - b. A co-sponsored program can be a one-off program or one-time series as well as an ongoing program or series.
 - c. The Library may refuse a co-sponsored program opportunity due to space or resource limitations, or if the event is deemed inappropriate or incompatible with the Library's mission or goals.
 - d. The Library will not partner with an organization that violates the Ontario Human Rights Code or the Library's Patron Code of Conduct.

7. Attendance at programs requires compliance with the Library's Patron Code of Conduct and Safety and Conduct of Children in the Library Policy. Staff have the responsibility to ask disruptive and disrespectful participants to change their behavior or leave a program.

Request for Program Reconsideration

1. All programs are designed to be inclusive and safe spaces, providing activities that are innovative and community driven. The Library may deliver programs that present controversial or opposing points of view. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program.
2. In the event of a complaint by a Woodstock Public Library patron or Woodstock community group about any library programming, a request for reconsideration may be made as follows:
 - a. Upon request, Library staff will provide the patron or community group with a copy of the Programming and Outreach Policy and a Request for Program Reconsideration form. The form can be returned to Library staff once completed.
 - b. The completed Request for Program Reconsideration form will be forwarded to the Director of Library Services. The Director and the professional librarian responsible for the program will read, review, and discuss the complaint. When the review is completed, a written recommendation will be made to the CEO. The CEO will then provide the patron with a written decision and explanation. The decision will be rendered within four weeks of the date of receipt of the form and will reflect the principles outlined in the Library's Programming Policy.
 - c. If the patron wishes to pursue the matter further, the CEO will bring the matter forward to the next meeting of the Library Board. The complainant may also make a delegation to the Board at a Board Meeting. The Board will rule on the complaint and report the decision, in writing, to the patron and all concerned parties within 30 days of the Board Meeting.

RELATED DOCUMENTS

Woodstock Public Library – Accessibility Policy
Woodstock Public Library – Inclusion and Diversity Policy
Woodstock Public Library – Intellectual Freedom Policy
Woodstock Public Library – Public Use of Library Facilities Policy
Woodstock Public Library – Patron Code of Conduct
Woodstock Public Library – Safety and Conduct of Children in the Library Policy
Woodstock Public Library – Request for Program Reconsideration Form

DOCUMENT REVISION RECORD

Adoption Date: 14 June 2022
Review Cycle: Once per Term
Last Reviewed: 08 April 2025
Resolution No.: 25-



Woodstock Public Library Policy

Policy Name: Collection Development

Category: Library Services

Version: April 8, 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library strives to provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators, and experiences will be included and highlighted in the collection. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, and budgeting.

Responsibility

The ultimate responsibility for the collection development will lie with the CEO, acting in accordance with the principles established by the Library Board. In practice, selection and de-selection of materials may be made by appropriately trained staff as designated by the CEO.

Underlying Principles

1. The selection of materials for the Library is driven by principles defined in the Library's Mission Statement. Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library patrons, and their knowledge of retrospective, current, and future trends in informational, educational, and recreational materials suitable for public library use. The Library selects:
 - a. Contemporary materials representing varying points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies;
 - b. Source materials and thoughtful interpretations which document or shed light on the past;

- c. Materials that inform and increase an individual's ability to function effectively as a member of society;
 - d. Materials that provide an aesthetic experience, stimulate the imagination, and increase an individual's potential creativity;
 - e. Materials that expand an individual's understanding of the world in which we live;
 - f. Materials that entertain and may enhance an individual's enjoyment of life;
 - g. Special consideration is given to materials with Canadian content that record the Canadian experience or that relates to life in Canada or the lives and works of Canadians.
 - h. Materials that include works written about or created by Indigenous peoples, concerning Indigenous knowledge, information about cultures, histories, Indigenous-settler relations and related issues;
 - i. Materials that support the linguistic diversity of the community, with a special focus to the French language.
2. The Library endeavors to provide equitable access to its extensive collections through a multi-tiered delivery model which rationalizes the location, scope, and focus of collections.
 3. The Library and Library staff cannot assume parental responsibility. Parents or legal guardians have the sole right and responsibility of supervising their own children's choices and uses of library materials.

Scope and Size of the Collection

1. The Library provides a collection of books and materials that is responsive to the needs and interests of our diverse community:
 - including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA),
 - including multilingual materials in response to community need,
 - including representation of a wide variety of opinions, lived experience, culture, language, religious tradition, and people.
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.

3. The presence of an item in the Library does not indicate an endorsement of its content by the Library.
4. The Library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA), teens, and children; magazines and periodicals, music and media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
5. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
6. The Library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection.
7. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Selection of Materials

1. Selection responsibility for specific portions of the collection may be delegated to other members of the Library staff. In selecting materials, staff will use professional resources, judgement, knowledge, and experience.
2. The staff will proactively solicit advice from, as well as anticipate the needs and interests of the community.
3. What is purchased, and what remains in the collections, is based on the following criteria:
 - a. recommendations by critics or reviewers,
 - b. public demand,
 - c. relationship of subject to existing collection,
 - d. importance of subject matter in relation to community needs,
 - e. authority or significance of author,
 - f. quality of writing, production, and illustrations,
 - g. accessibility criteria and features,
 - h. authority and standards of publisher,
 - i. suitability of format for library use,
 - j. Canadian content,
 - k. currency and relevancy of the content.
4. All reasonable effort will be made to identify AI generated materials made available in the Library's collections.

Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn using best practices and established criteria as determined by Library staff.
4. Withdrawn material may be discarded, donated, or sold at the Library's discretion.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Materials Donations

1. The Library accepts gifts of books or other collections materials based on specific criteria to be sold by the Friends of the Library.
2. On rare occasions, donated materials may be added to the Library collection based on need.
3. Gifts of books or other materials may be rejected for donation based upon type and/or the physical condition of those materials. In this case, the donor is responsible for the disposal of the items in question.
4. All accepted donations automatically become the property of the Woodstock Public Library.

Requests for Purchase

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Patrons may use the Request for Purchase form on the Library's website to make such a suggestion, or speak to a staff member for support in submitting their request.

Requests for Materials Reconsideration

1. In the event of objection or complaint by a Library patron to any material contained in the Library, the steps for resolution are as follows:

- a. The patron is provided with a copy of the Collection Development Policy and requested to put his or her objections in writing using the Request for Materials Reconsideration form.
- b. The completed Request for Reconsideration form is then forwarded to the Director of Library Services. The Director and the professional librarian responsible for that portion of the collection will read, review, or listen to the material, and discuss the complaint. When the review is completed, a written recommendation will be made to the CEO. The CEO will then provide the patron with a written explanation for the decision. The decision will be made within four weeks of the date of receipt of the complaint and will reflect the principles outlined in the Library's Collection Development Policy.
- c. If the patron wishes to pursue the matter further, the CEO will bring the matter forward to the next meeting of the Library Board. The Board will rule on the complaint and report the decision, in writing, to the patron and all concerned parties within 30 days of the Board meeting.

RELATED DOCUMENTS AND POLICIES

Woodstock Public Library – Accessibility Policy
Woodstock Public Library – Donations, Gifts, and Donor Recognition Policy
Woodstock Public Library – Inclusion and Diversity Policy
Woodstock Public Library – Intellectual Freedom Policy
Woodstock Public Library – Purchasing and Disposal Policy
Woodstock Public Library – Request for Materials Reconsideration Form
[Ontario Human Rights Commission – Right to Read](#)

DOCUMENT REVISION RECORD

Adoption Date: 20 January 2020
Review Cycle: Once per Term
Last Reviewed: 08 April 2025
Resolution No.: 25-

**Minutes
Woodstock Public Library
Joint Health & Safety Committee
December 12, 2024, 2:15 pm**

Employer Representative: M. Cook, Director of Library Services
L. Peixoto, Administrative Assistant (recorder)

Employee Representatives: N. Bailey
S. Bean

Location: Meeting Room

The meeting of the Joint Health and Safety Committee (JHSC) was called to order on Thursday, December 12, 2024, at 2:15 pm in the Meeting Room at the Library.

1. Agenda

After adding JHSC Recertification under the Co-chair's Report on Training, and Fire Monitoring System under New Business, the Agenda was approved.

2. Minutes

Meeting of September 12, 2024

There were no errors or omissions, and therefore, the Minutes of the JHSC meeting of September 12, 2024, were approved.

3. Workplace Inspections

a) Inspection of October, 2024

The report was reviewed; there were no questions, and no hazards noted.

b) Inspection of November, 2024

The report was reviewed; there were no questions, and no hazards noted.

4. Co-chair Report – M. Cook

a) Training

i. First Aid Recertification

M. Cook reported that six Library employees became certified in First Aid. The information has been updated on the health and safety bulletin board.

ii. JHSC Recertification

M. Cook reported that in order for certified JHSC members to be in good standing, they must take a recertification course every 3 years.

b) Fire Safety and Evacuation

M. Cook reported that the procedure for Fire and Emergency Evacuation had been updated on December 9, 2024, and saved in the All Staff folder plus the PIC (Person In Charge) binders.

5. Branch Communication/Concerns

a) Regulatory Information

M. Cook noted there were updates to the Health and Safety Act with regard to Prevention of Workplace Violence and Harassment. The definition of workplace was updated to include virtual. The Library's updated policy on such would go before the Board for approval in January, 2025.

b) Email to Library Employees, dated November 11, 2024

Re: Wellness Talk – Common Cold, Flu, & COVID Awareness

c) Email to Library Employees, dated November 19, 2024

Re: Food recall warning – organic carrots

d) Email to Library Employees, dated December 10, 2024

Re: Safety Talk: Driving Tips – Winter Season

There were no questions or concerns regarding the emails sent to all staff. It was noted that staff were appreciative of the food recall information.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) 2025 JHSC Meeting Dates

The following dates were tentatively scheduled for the meetings of the JHSC in 2025:

February 13, 2025

April 10, 2025
June 12, 2025
August 14, 2025
October 9, 2025
December 11, 2025.

Meeting times for all dates would be 2:15 pm.

b) Oversize Juvenile Items

Discussion was had regarding a shelving section for oversized materials that do not fit properly on current shelves in Children's.

c) Fire Monitoring System

M. Cook reported that the system – including the panic alarms – had been upgraded.

d) Hand Dryers

There had been a recent complaint by staff regarding the noise of the new hand dryers in the public washrooms.

Discussion was had on the reasoning behind the decision for replacing the paper towel holders with the new hand dryers – the health and safety concern for anyone reaching up into the paper towel dispenser after having seen used sharps stuffed into the area in the past. The hazard was eliminated with the installation of the new hand dryers.

8. Next Inspection

- a) December, 2024 – L. Peixoto, N. Bailey
- b) January, 2025 – M. Cook, S. Bean

9. Next Meeting

The next meeting of the JHSC is scheduled for February 13, 2025, at 2:15 pm in the Meeting Room.

With nothing further, the meeting adjourned at 2:46 pm.

WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
JANUARY TO MARCH 2025

<u>REVENUES</u>	<u>2025 BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>JAN-MAR</u>	<u>YEAR TO DATE</u>	<u>BALANCE TO BE RAISED</u>	<u>% RAISED</u>
1000-63069-0000 Southern Ontario Library Service	\$ -	\$ -	\$ -	\$ -	\$ -	
1000-63076-0000 Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000 Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000 Community Employment Centre	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000 Donations	\$ 12,000.00	-	10,285.20	10,285.20	1,714.80	85.71%
1000-69702-0000 Photocopying	\$ 5,000.00	-	2,100.25	2,100.25	2,899.75	42.01%
1000-69703-0000 Fines, Fees	\$ 500.00	-	154.00	154.00	346.00	30.80%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	-	81.00	81.00	219.00	27.00%
1000-69706-0000 Interest Earned	\$ 2,000.00	-	400.13	400.13	1,599.87	20.01%
1000-69707-0000 Non-Resident Fees	\$ 6,000.00	-	1,775.00	1,775.00	4,225.00	29.58%
1000-69708-0000 Miscellaneous	\$ 50.00	-	-	-	50.00	0.00%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 1,000.00	-	113.00	113.00	887.00	11.30%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,500.00	-	1,340.28	1,340.28	2,159.72	38.29%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 40,000.00	-	-	-	40,000.00	0.00%
1000-69722-0000 Tfr from Salaries Reserve	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 10,000.00	-	-	-	10,000.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot	\$ -	-	-	-	-	#DIV/0!
Levy	\$ 3,102,580.00	-	-	-	3,102,580.00	0.00%
TOTAL REVENUES	\$3,343,100.00	\$ -	\$ 16,248.86	\$ 16,248.86	\$ 3,326,851.14	0.49%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>JAN-MAR</u>	<u>YEAR TO DATE</u>	<u>BALANCE TO BE SPENT</u>	<u>% SPENT</u>
1000-83610-0101 Salaries & Wages, Regular	\$ 1,301,590.00	\$ -	\$ 264,848.23	\$ 264,848.23	\$ 1,036,741.77	20.35%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	-	393.98	393.98	806.02	32.83%
1000-83610-0103 Salaries & Wages, Part Time	\$ 625,000.00	-	110,153.47	110,153.47	514,846.53	17.62%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 14,000.00	-	2,728.94	2,728.94	11,271.06	19.49%
1000-83610-0105 Vacation Pay	\$ 47,000.00	-	9,250.83	9,250.83	37,749.17	19.68%
1000-83610-0108 Stat Pay	\$ 31,000.00	-	4,678.92	4,678.92	26,321.08	15.09%
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 171,900.00	-	35,880.33	35,880.33	136,019.67	20.87%
1000-83610-0151 C.P.P.	\$ 102,610.00	-	22,953.48	22,953.48	79,656.52	22.37%
1000-83610-0152 E.I.	\$ 35,500.00	-	8,689.40	8,689.40	26,810.60	24.48%
1000-83610-0154 Employers Health Tax	\$ 39,200.00	-	8,299.32	8,299.32	30,900.68	21.17%
1000-83610-0158 Insurance, EHC, LTD	\$ 172,000.00	-	42,285.99	42,285.99	129,714.01	24.58%
1000-83610-0171 Workers' Compensation Insurance	\$ 7,630.00	-	1,659.94	1,659.94	5,970.06	21.76%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	-	670.82	670.82	2,329.18	22.36%
1000-83610-0198 Pay in Lieu of Benefits	\$ 18,000.00	-	3,549.36	3,549.36	14,450.64	19.72%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 56,500.00	-	7,769.71	7,769.71	48,730.29	13.75%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	-	568.14	568.14	6,431.86	8.12%
1000-83610-0310 New Equipment	\$ 8,000.00	-	-	-	8,000.00	0.00%
1000-83610-0311 Equipment Repairs & Service	\$ 3,000.00	-	-	-	3,000.00	0.00%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	-	1,090.17	1,090.17	8,909.83	10.90%
1000-83610-0313 Subscriptions & Memberships	\$ 2,800.00	-	2,150.00	2,150.00	650.00	76.79%
1000-83610-0314 Postage and Express	\$ 3,500.00	-	268.18	268.18	3,231.82	7.66%
1000-83610-0315 Advertising	\$ 6,000.00	-	-	-	6,000.00	0.00%
1000-83610-0318 Board Development	\$ 2,000.00	-	-	-	2,000.00	0.00%
1000-83610-0321 Cost of Photocopying	\$ 4,000.00	-	760.12	760.12	3,239.88	19.00%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 20,000.00	-	5,864.11	5,864.11	14,135.89	29.32%
1000-83610-0350 Telephone	\$ 9,300.00	-	1,208.83	1,208.83	8,091.17	13.00%
1000-83610-0351 Electricity	\$ 25,000.00	-	2,483.04	2,483.04	22,516.96	9.93%
1000-83610-0352 Heat	\$ 10,000.00	-	3,854.59	3,854.59	6,145.41	38.55%
1000-83610-0353 Water	\$ 3,500.00	-	533.92	533.92	2,966.08	15.25%
1000-83610-0370 Software & Liscensing	\$ 93,000.00	-	55,892.55	55,892.55	37,107.45	60.10%
1000-83610-0383 Consultant Services	\$ 103,870.00	-	1,831.68	1,831.68	102,038.32	1.76%
1000-83610-0393 Purchased Services	\$ 2,000.00	-	38.40	38.40	1,961.60	1.92%
1000-83610-0399 Miscellaneous	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0429 Computer Maintenance & Supplies	\$ 50,000.00	-	894.46	894.46	49,105.54	1.79%
1000-83610-0613 Library Materials	\$ 265,000.00	-	31,519.69	31,519.69	233,480.31	11.89%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	-	-	-	10,500.00	0.00%
1000-83610-0625 Covers and Repairs	\$ 3,000.00	-	533.41	533.41	2,466.59	17.78%
1000-83610-0626 Cataloguing/Processing	\$ 38,000.00	-	3,837.74	3,837.74	34,162.26	10.10%
1000-83610-0627 Programmes	\$ 20,000.00	-	3,813.75	3,813.75	16,186.25	19.07%
1000-83610-0634 Standing Orders	\$ 8,000.00	-	314.26	314.26	7,685.74	3.93%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	-	116.72	116.72	1,883.28	5.84%
1000-83610-0363 Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723 Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728 Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783 Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES	\$ 3,343,100.00	\$ -	\$ 641,386.48	\$ 641,386.48	\$ 2,701,713.52	19.19%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
MARCH 31 2025

Balance - January 1, 2025 \$0.00

Add: Revenue \$16,248.86

Less: Expenses (\$168,300.28)

Payroll (\$473,086.20)

Balance - March 31, 2025 (\$625,137.62)

Levy to be applied \$3,102,580.00

Levy Adjusted Balance \$2,477,442.38

SUMMARY OF JESSIE MCDUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
MARCH 31 2025

Balance - January 1, 2025 \$14,317.05

Add: Bank Interest \$128.75

Less: Account Fees

Balance - March 31, 2025 \$14,445.80

SUMMARY OF RESERVE FUNDS

MARG TOON RESERVE FUND
#0180-52030-0000
MARCH 31 2025

Balance - January 1, 2025 \$2,530.80

Add: Bank Interest \$22.76

Less: Account Fees

Balance - March 31, 2025 \$2,553.56

AUTOMATION RESERVE #0170-51127

Balance - January 1, 2025 \$328,726.31

Less Previously Committed (\$50,000.00)

Uncommitted balance - January 1, 2025 \$278,726.31

Transfer to Operating (budgeted)

Contributions (year-end surplus)

Balance - March 31, 2025 \$278,726.31

SALARY RESERVE #0170-51137

Balance - January 1, 2025 \$1,091,872.44

Less Previously Committed \$0.00

Uncommitted balance - January 1, 2025 \$1,091,872.44

Transfer to Operating (budgeted)

Contributions (year-end surplus)

Balance - March 31, 2025 \$1,091,872.44

CONSULTING RESERVE #0170-51145

Balance - January 1, 2025 \$395,029.79

Less Previously Committed (\$19,069.76)

Uncommitted balance - January 1, 2025 \$375,960.03

Transfer to Operating (budgeted)

Contributions (year-end surplus)

Balance - March 31, 2025 \$375,960.03