

DRAFT Agenda
Woodstock Public Library Board
November 18, 2025

Date: Tuesday, November 18, 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. Minutes of the Meeting of October 14, 2025

Recommendation:

That the Board approves the Minutes of the meeting of October 14, 2025, as circulated (or following corrections).

6. Business Arising from the Minutes

a) Reciprocal Borrowing Agreement

- i) Report – Reciprocal Borrowing Agreement
- ii) Letter of Agreement Between WPL and OCL

Recommendation:

That the Woodstock Public Library Board approves the reciprocal borrowing agreement and authorizes the Board Chair and CEO to sign the agreement.

b) Strategic Plan Year-end Update

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

None

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

- i) Minutes of the meeting of October 8, 2025

Recommendation:

That the Board receives the Minutes of the meeting of October 8, 2025, of the Friends of the Woodstock Public Library as information.

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 October, 2025

c) Policy Review

- i) Report – Records Retention Policy
- ii) Records Retention Policy

Recommendation:

That the Woodstock Public Library Board approves the Records Retention Policy as presented (or amended).

- iii) Policy Review Status 2022-2026

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

None

13. Finance

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

Recommendation:

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

b) Budget 2026

- i) Budget Report – Revenue Fund (Operating) Budget
- ii) 2026 Revenue Fund (Operating) Budget

Recommendation:

That the Board approves the proposed 2026 Draft Revenue Fund (Operating) Budget as presented.

c) Board Report – Allocation of 2025 Surplus Funds

Recommendation:

That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2025 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Automation Reserve of the Board.

14. New Business

None

15. Notices of Motion

None

16. Attachments

a) C.O.W. Tales; What's On Woodstock; October, 2025

b) The library is not a department: Why public library boards matter; Municipal World; November, 2025

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, December 9, 2025, 4:15 p.m.

19. Adjournment

VISION

Growing with our community, embracing the opportunities of tomorrow.

MISSION

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.

Woodstock Public Library Board

DRAFT Meeting Minutes October 14, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 14, 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
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
Matthew Barabash, Director of Library Services/Deputy CEO (Acting)
Lori Peixoto, recorder

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:20 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 25-78

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of September 9, 2025

Motion 25-79

MOVED by B. Martin and seconded by D. Tait to approve the Minutes of the meeting of September 9, 2025, as amended.

Motion carried.

6. Business Arising from the Minutes

a) Reciprocal Borrowing

L. Harris provided background information on the process of reciprocal borrowing with other library systems, as well as statistical information on current non-resident users of the Library, noting the long-term benefit an agreement with other libraries would provide.

A letter would be prepared to forward to the Oxford County Library Board, requesting potential partnership in reciprocal borrowing, to start.

Motion 25-80

MOVED by B. Martin and seconded by K. Leatherbarrow that the Woodstock Public Library Board directs the Library to proceed with discussions on establishing a reciprocal borrowing agreement with the Oxford County Library system.

Motion carried unanimously.

7. Chairperson's Remarks

M.A. Silverthorn noted, after discussion with the Clerk's office, that the search for a new Board member has been unsuccessful, to this point. The Board would need to determine if a new Vice Chair would be named from within the current group, noting that a Councillor could not take on the role.

Motion 25-81

MOVED by D. Tait and seconded by K. Leatherbarrow that the Board postpones the decision of Vice Chair until the next regular meeting of November 18, 2025.

Motion carried.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the meeting of June 11, 2025

ii. Minutes of the meeting of September 10, 2025

Motion 25-82

MOVED by K. Whiteford and seconded by B. Martin that the Board receives the Minutes of the meetings of June 11, 2025, and September 10, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris updated the Board on the status of the new study pod, noting that replacement pieces had been received, but were shattered in transit, and the Library was waiting for new replacement pieces.

L. Harris reported that the Library would be in receipt of a cheque for \$10,000 from the settlement of LSC, after all debts had been reconciled. Voting had taken place between shareholding libraries, and the decision was made to split the residual money equally. Discussion was had with Treasury regarding the money to be received.

Discussion was had regarding the budget process and the percentage increase that would be asked of Council as well as potential surplus allocation.

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

M. Barabash reported on the activities of the Friends, including the preparation of their Fall Book Sale in November.

Positive notes were also provided on recent high school visits, the teen volunteer fair, and Teen Advisory Group updates and value of the program.

b) Statistics: Library Systems Activities for the month of September, 2025

L. Harris provided details on statistics for the month of September, including the fact that the Library enjoyed its most favourable September in a number of years. Stats were more favourable during the month than compared to August.

c) Policy Review

i. Report – Trespass Policy

L. Harris noted that the policy before the Board was a refresh of a recently revised policy, with internal procedures for level of infraction being what was updated along with virtual spaces being added to the definition of workspace, according to the Health and Safety Act.

ii. Trespass Policy

Motion 25-83

MOVED by D. Tait and seconded by K. Leatherbarrow that the Board approves the Trespass Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

Motion 25-84

MOVED by K. Whiteford and seconded by B. Martin that the Board approves the Minutes of the Joint Health and Safety Committee meeting of August 14, 2025.

Motion carried.

13. Finance

a) Treasurer's Report

L. Harris noted the accounts appearing to be overspent that were offset by donations received for projects under those budget lines. Details were provided on significant donations that had been made to the Library in 2025.

Discussion was had regarding capital projects.

Motion 25-85

MOVED by B. Martin and seconded by D. Tait that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2025, and the DRAFT Summary of Trust Account for the period ending September 30, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending September 30, 2025, be received as information.

Motion carried.

14. New Business

a) United Way Oxford Community Fund

M. Barabash provided background information on funding, and the process required by United Way in order to proceed with the application.

Motion 25-86

MOVED by B. Martin and seconded by K. Whiteford that the Woodstock Public Library Board authorizes the Library's joint submission to the United Way Oxford Community Fund.

Motion carried.

15. Notices of Motion

None.

16. Attachments

a) FOPL Strat Plan 2025

L. Harris explains the role of FOPL (Federation of Ontario Public Libraries) and its advocacy.

17. Committee of the Whole In-camera

Motion 25-87

MOVED by B. Martin and seconded by D. Tait that the Board moves into Committee of the Whole In-camera at 5:34 pm.

Motion carried.

Motion 25-88

MOVED by D. Tait and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:48 pm.

Motion carried.

Motion 25-89

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

Motion carried.

Motion 25-90

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board approves the Minutes of the Committee of the Whole In-camera for September 9, 2025.

Motion carried.

Motion 25-91

MOVED by K. Whiteford and seconded by D. Tait that the Board receives the CEO performance evaluation and authorizes the salary adjustment recommended by the Chair.

Motion carried.

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

18. Next Meeting

Tuesday, November 18, 2025, 4:15 pm.

19. Adjournment

MOVED by K. Whiteford that the meeting adjourn at 5:52 pm.

Vision

Growing with our community, embracing the opportunities of tomorrow.

Mission

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.



**Subject: Reciprocal Borrowing Agreement between
Woodstock Public Library and Oxford County Library**

Action: For Information and Approval

Prepared by: Lindsay Harris

Meeting of: November 18, 2025

Recommendation

That the Woodstock Public Library Board approves the reciprocal borrowing agreement and authorizes the Board Chair and CEO to sign the agreement.

Discussion

Following the Library Board's direction at the October 14, 2025 meeting, the CEO and Board Chair submitted a letter to Oxford County Library outlining the desire to enter into a reciprocal borrowing agreement between both systems. The letter was received and met favourably by the County Board the following week.

The CEOs and Board Chairs from both library systems met at the end of October to discuss the terms of the proposed agreement. The conversation was very productive, resulting in a tentative agreement being drawn up by the CEOs and reviewed by the Board Chairs. This tentative agreement is in alignment with the proposed terms discussed by the WPL Board during the October 14, 2025 meeting.

The tentative agreement (enclosed) is being brought to both Library Boards today, November 18, for discussion and direction.

LETTER OF AGREEMENT

BETWEEN

Woodstock Public Library

AND

Oxford County Library

WHEREAS the Woodstock Public Library and the Oxford County Library deem it to be of mutual benefit to their respective residents to have access to the libraries of each jurisdiction; AND

WHEREAS, the Woodstock Public Library and Oxford County Library deem there to be a balance in the use of each other's resources;

THEREFORE, the two parties agree as follows:

1. Residents of the City of Woodstock shall be entitled to membership free of charge at any of the Oxford County Library branches, provided they have an existing membership with the Woodstock Public Library.
2. Residents of the Oxford County Library shall be entitled to membership free of charge at the Woodstock Public Library, provided they have an existing membership with the Oxford County Library.
3. The applicant of reciprocal borrower membership must present valid identification as defined by that library, including proof of current address and their library card from their home library system.
4. Reciprocal borrowers must abide by the regulations of the library they are using.
5. Materials must be returned to the library systems from which they were borrowed.
6. Reciprocal borrowers are responsible for replacement costs of lost or damaged materials.
7. Both parties reserve the right to revoke, suspend or limit the borrowing privileges of any reciprocal borrower.
8. Reciprocal borrowing privileges do not extend to agreements in place between the Partner Library and other library systems.
9. The parties shall provide each other data such as registration numbers and usage levels upon request in order to ensure the agreement remains in balance.
10. The agreement may be terminated by either party giving three months' notice in writing to the other party.

AMENDMENTS

This agreement may be amended by resolution endorsed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement.

THE WOODSTOCK PUBLIC LIBRARY
BOARD

THE OXFORD COUNTY LIBRARY
BOARD

Chair

Chair

CEO

CEO / CHIEF LIBRARIAN

Signed this XX day of XXX, 2025

Signed this XX day of XXX, 2025

Strategic Plan 2025 - Year End Update

2025/2026 Key Actions/Priorities	Status
Library Space	
Continue working with donor to purchase & install study pods, kids furniture	Near completion
Prioritizing donor funding and grants	Ongoing
Begin Conversations regarding potential spaces for a second location	2026
Lib Cal Booking system (tied to study pod implementation)	Complete
Reorganize Facilities department and hire more staff	Complete
Community Connections and Partnerships	
Library Settlement Partnership (LSP)	Pending funding
Develop relationships in High Schools	Ongoing
Programs & Collections	
eResources/Digital Collections updated info on website	2026
Homebound Services - evaluation, new service plan & priorities	2026
Homebound Services - investigate driver options/insurance	2026
Explore Envoy Connects or other options to replace BCDs	2026
Staff Picks - new items/lists & procedure	Complete
Explore & implement digital resources to support newcomers & job seekers	In progress
Reviews & Expand streaming services to supplement physical collection	2026
Creation and formalization of Volunteer Program	2026/27
Collection Development Plan	In progress
Deploy Serials module in Symphony	2026/27
Deploy Acquisitions module in Symphony	In progress
Review of Cataloguing practices (DEIA lens)	2026
Collection Inventory	In progress
The Great Sticker Project	In progress
Local History - collection assessment and creation of service plan	In progress
Local History - digitization	2026/27
Customer Service	
Patron Onboarding - Patron Point	In progress
Patron Onboarding - Forms/Brochures refresh/procedure updates as required	Ongoing
Reworking/Reviewing/Creating schedules (Customer Service lens)	Ongoing
Marketing & Communications	
Website Review - Content, DEIA lens, formatting	2026
Homebound services - marketing and forms	2026
Digital Signage Solutions	In progress
Updated events calendar	Complete
Explore and prioritize Patron Point use (opportunities such as enhanced emails)	Ongoing
Other Operational Priorities	
Creation and implementation of Sharepoint site for staff use	2026 project
Creation and implementation of annual Health and Safety training for staff	In progress
Finalization and implementation of performance review system	Near completion
Finish updating all Board policies	Near completion



Minutes
Friends of the Woodstock Public Library
October 8, 2025

Matthew Lloyd – Chair	Laura Schneider
Rick Cole – Vice Chair	Diana St. Clair
Marion Baker – Secretary	Laurie Swinarton
Gerry Wormald – Treasurer	Jonathan Rutherford
Andie Lennox	Peter Ruehlicke
Sarah Snow	Taziah Fioze-Booker
Linda Nelson	Christina Cullen
Sylvia Weiser-Sutherland	Lauren Lambkin

Also present: Matthew Barabash, Acting Director of Library Services/Deputy C.E.O.

Regrets: Susan Hamilton

Chair Matthew Lloyd calls the meeting to order at 5:02 p.m.

Agenda: Moved by: Linda Nelson
Seconded by: Sylvia Weiser-Sutherland

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

Minutes:

Moved by: Linda Nelson
Seconded by: Peter Ruehlicke

That the Minutes of the September 10, 2025 meeting be approved. Carried.

Updates and Reports:

Financial Report:

Treasurer Gerry Wormald presents his Financial report as at October 2, 2025.

Membership Update:

No report.

Library Updates:

Matthew Barabash provides a brief update regarding the book sale planning.

New and Ongoing Business:

Book Sale Planning:

Book Sale flyers are given out to members who will be posting them in public places, i.e. churches, apartment lobbies etc. Also the flyer will be posted on Facebook, Instagram and the Library website. The Book Sale Committee updates members re the Friday, Nov. 7th set-up in both the library meeting room and Flex Space, the sale and the pack-up following the sale on Nov. 8th. A sign-up sheet is provided and Peter Ruehlicke will formalize the chart and it will be sent to all members for perusal.

Peter Ruehlicke asks for volunteers to help with the desensitizing of books as patrons bring their selections to the cashiers for payment.

Appreciation is shown to members of the Book Sale Committee for their ongoing contribution.

Friends Facebook Page:

Member Taziah Fioze-Booker provides an update on changes that will be made to Friends Facebook page.

Date of Next Meeting:

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

Adjournment:

Chair Matthew moves that the meeting be adjourned.

The meeting is adjourned at 5:44 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: November 18, 2025

Library Space

The Library recently hosted the production team for season two of *Condemned*. We were happy to find spaces and timing that worked for the crew and look forward to seeing the library space when the season releases in spring 2026.

After a few setbacks, the Library's new study pod has been installed, and a soft roll out is currently underway. An official launch for the pod will take place in late November / early December.

The Library's security cameras were evaluated earlier this year, during which, areas for improvement were determined. In October and early November, some cameras were replaced, and others were added to ensure proper coverage of library property should the need arise.

The Library's aging water fountain was recently replaced. This highly used feature in the Library promotes the reduction of single-use plastics, as well as the health and well-being of Library staff and members of the public.

Recent events have led to the discovery of significant issues with the washroom plumbing, resulting in the temporary closure of the men's washroom. The Library's facility team is working with our contractors to troubleshoot the issue, in the hope that a quick solution can be found.

Community Connections and Partnerships

I have been invited to be a guest on the *Library Land Loves* podcast hosted by the executive director of the Ontario Library Association. The podcast segment would explore leadership roles and their inherent challenges at different sized libraries, as well

as discuss the importance of shared community, opportunities for networking and relationship building, and much more. The podcast recording and air date are yet to be determined but will be some time in early 2026.

Administrative Priorities

Planning continues for the staff development and staff recognition day on December 6. We welcome any members of the Board who wish to attend the staff recognition portion of the day, commencing at 3 pm.



Subject: Library Services Report for November, 2025

Action: For Information

Prepared by: Matthew Barabash, Director of Library Services

Meeting of: November 18, 2025

Library Space

The Friends of the Library Fall Book Sale was held on Saturday, November 8 in the library from 10:00 am–2:00 pm. \$1588 was raised in total, with more than half of the books being sold. The Friends of the Library agreed to support Woodstock Public Library for National Family Literacy Day on January 27th by purchasing \$600 worth of new books from Indigo. Friends volunteers will also hand out books during the event alongside Library programming staff.

Community Connections and Partnerships

The Library strengthened community ties through participation in the City of Woodstock's first Fall Fest on October 4, setting up a booth in Museum Square to promote services and engaging residents with Haunted Jail Tours around Courthouse Square, which drew 79 participants across four tours. The Library also served as a site for Doors Open Oxford, where Public Service Staff led building tours and facilitated a community memory project to add stories to a historical map of Woodstock. Outreach included the Toyota Health and Wellness Fair, where staff engaged with 118 attendees, and a new partnership with Chartwell Oxford Gardens to pilot a site-based book club, supported by book club-in-a-bag kits repurposed from past in-house programs.

Programs and Collections

October programming supported all ages and complemented Oxford Reads. This year's title, *Life in Two Worlds: A Journey From the Reserve to the NHL and Back* by Ted Nolan, inspired events including a sponsored skate at the Ingersoll Arena, a paint night, a memoir writing workshop with Elaine Couglar, a drum-making workshop, and a book discussion. Collection librarians reviewed their ARP profiles for 2026, assessing budget allocations and material requirements. While the overall collection budget remains at

\$265,000, underspent media lines—TV series, Adult Non-Fiction DVDs, and Juvenile Fiction DVDs—were redirected to Adult Video Games to better match demand. The Creating Staff Picks on BiblioCore Procedure was finalized to guide list creation and maintenance for the public-facing catalogue, with updates to follow after the Bibliocommons beta phase concludes.

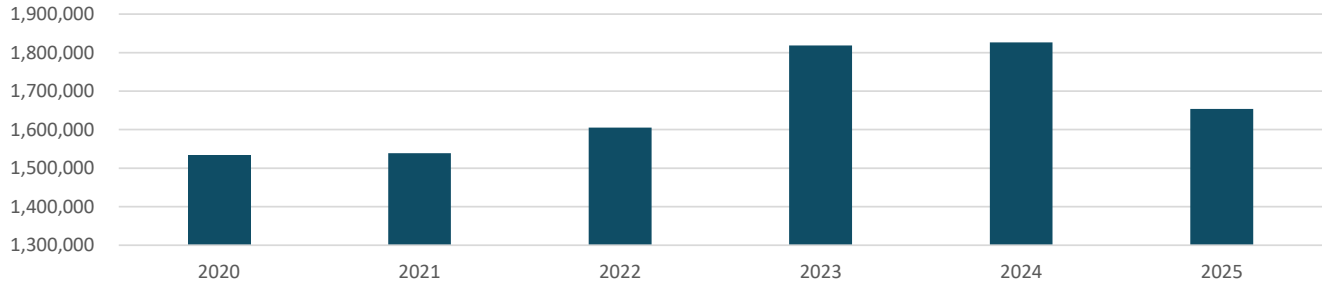
Marketing and Communications

Our Marketing and Information Services Librarian collaborated with Oxford Today's Marketing Account Manager to develop a goodwill message promoting Canadian Library Month, the importance of libraries, and Oxford Reads. The message was broadcast on local radio stations, reinforcing the Library's role as a trusted community hub. This experience demonstrated that radio advertising is an effective tool for future promotions and large programming events.



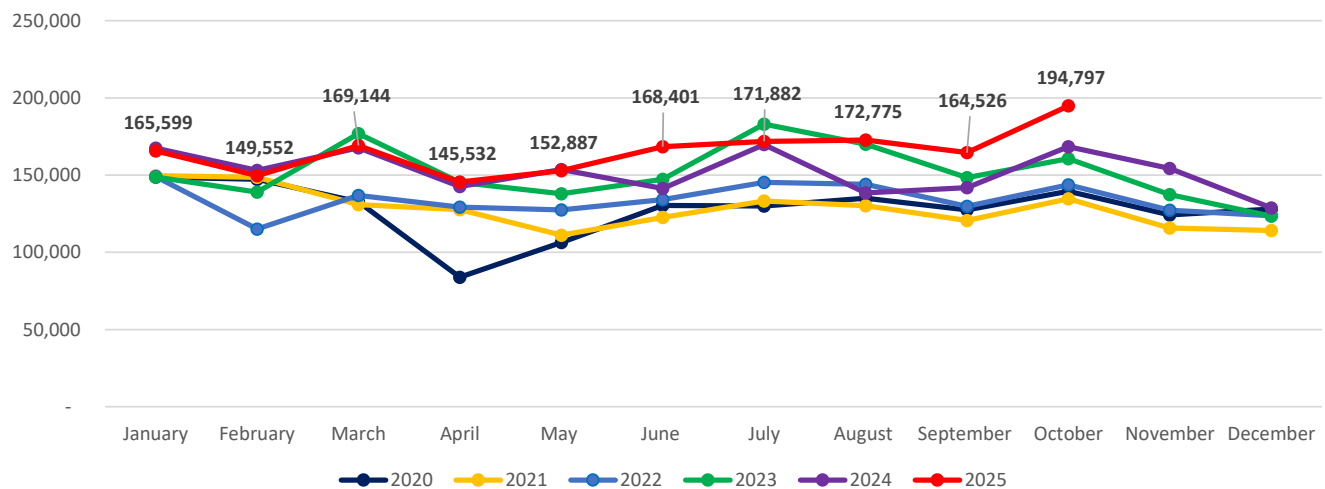
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

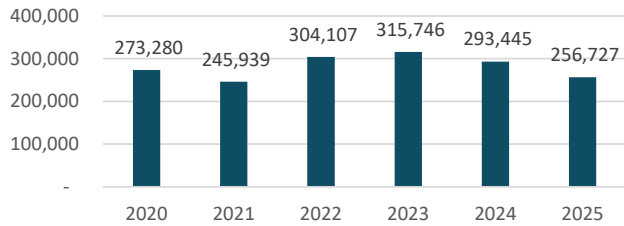


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	3,112	165,599
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
March	27,609	14,417	92,962	27,490	2,077	1,034	1,699	1,856	169,144
April	23,537	12,143	87,621	15,903	1,362	1,522	1,675	1,766	145,529
May	23,830	11,345	83,746	27,449	2,025	1,302	1,792	1,398	152,887
June	24,274	10,570	87,502	35,212	3,082	1,252	1,667	4,842	168,401
July	29,240	12,416	96,205	24,222	3,859	1,477	1,531	2,932	171,882
August	27,806	11,027	89,933	37,147	2,261	1,201	1,409	1,991	172,775
September	24,744	11,403	90,286	31,319	1,437	1,193	1,742	2,402	164,526
October	25,762	12,474	99,470	49,427	2,480	1,271	1,890	2,023	194,797
November									-
December									-
TOTAL	256,727	119,279	916,211	285,216	22,329	12,283	16,639	26,408	1,655,092

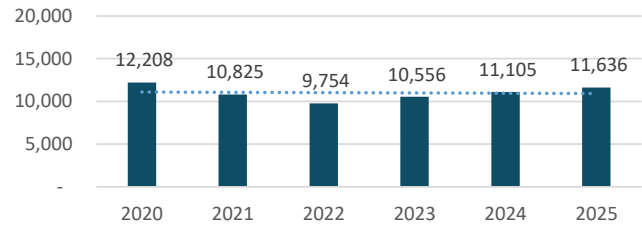
Total Library Uses by Month 2020-2025



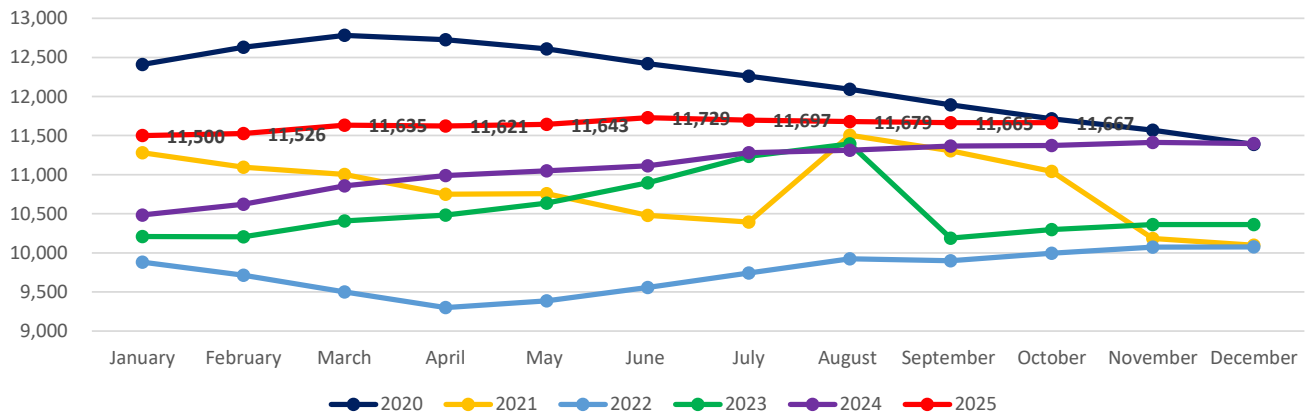
Annual Library Circulation Total 2020-2025



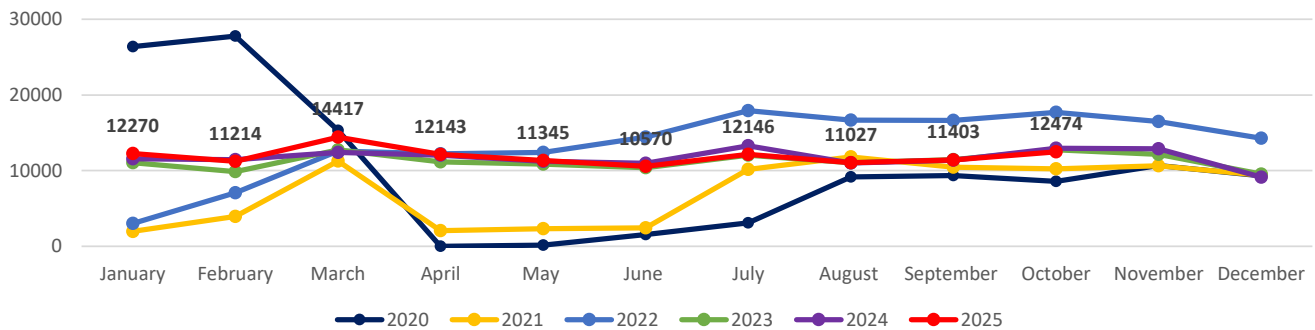
Monthly Average Active Users Count 2020-2025 YTD



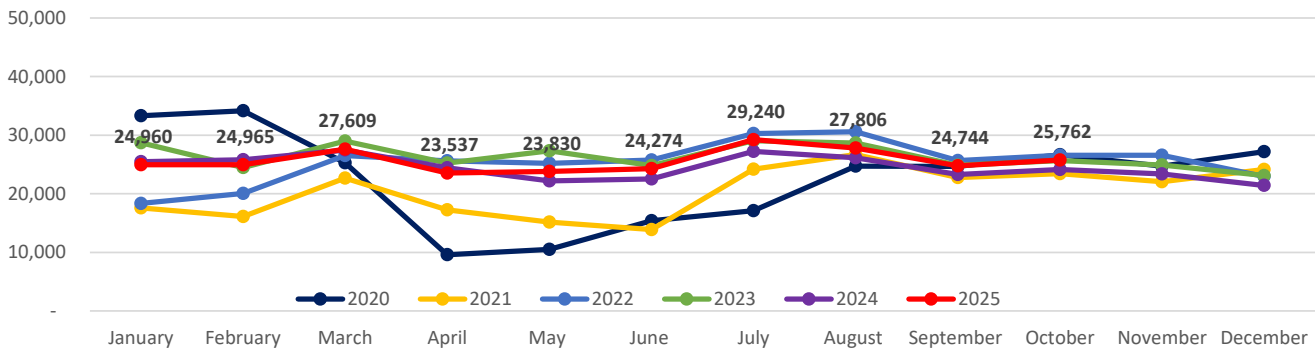
Active Cardholders 2020-2025



In Person Visits - 2020-2025



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





Subject: Records Retention Policy

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 18, 2025

Recommendations

That the Woodstock Public Library Board approves the Records Retention Policy as presented or amended.

Introduction

While the Library has traditionally followed the City of Woodstock's records retention schedule, there has not previously been a policy addressing this legislative requirement.

Discussion

The Records Retention Policy recognizes the importance of organizing and retaining business and personal records according to standards that ensure ease of retrieval while maintaining appropriate levels of security and confidentiality. There are several pieces of legislation that outline the requirements for records retention, as well as internal practices and industry standards, necessitating the creation of a schedule to ensure that all legislation and standards are met by the Library. The Library follows the City of Woodstock's retention schedule, unless overridden by the Public Libraries Act or other library sector standards that exceed the City's standards.

The policy is to be read and used in conjunction with the City of Woodstock's recently updated records retention schedule, as well as the Library Board's Access to Information, Protection of Privacy, and Electronic Messaging Policy approved earlier this year.



Woodstock Public Library Policy

Policy Name: Records Retention Policy

Category: Library Administration

Version: November 18, 2025

Woodstock Public Library recognizes the importance of organizing and retaining business and personal records according to standards that ensure ease of retrieval while maintaining appropriate levels of security and confidentiality. It also recognizes the responsibility to adhere to provincial and federal legislation, as well as alignment with the City of Woodstock's records retention schedule.

Scope

This policy applies to physical and electronic records that are created or received by the Library Board, employees, or volunteers of Woodstock Public Library, including records received from external sources, while carrying out library business.

This policy does not apply to digital or physical materials acquired for public collections or to historical and archival items acquired for the Local History collection.

Definitions

Archival Record: Records determined to have historical and cultural value to the Library to warrant continuous preservation. These records are transferred to Local History and Archives at the end of their retention periods.

Disposition: The final action carried out on a record after its retention period has ended. This may include retaining, archiving, or destroying the record.

Life Cycle: The entire lifespan of a record, including its creation or receipt, use, maintenance, retention, and disposition.

Permanent Record: Records determined to have historical, administrative, legal, or other value to the Library to warrant continuous preservation.

Record: Information in any format or medium, created, received, and maintained as evidence in pursuance of legal obligations or in the transaction of business. This may

include paper and electronic records, minutes, correspondence, financial statements, maps, drawings, photographs, etc.

Records Management: The practice of managing records in an efficient and systematic manner throughout their life cycle.

Record Series: A group of identical or related records that are normally used and filed as a unit and that permit evaluation as a unit for retention scheduling purposes.

Retention Period: The time during which records must be kept before disposition. The retention period is often broken into active and inactive stages and determined by legislative, regulatory, and operational requirements.

Retention Schedule: A timetable that identifies record series and the length of time they must be retained and their final disposition.

Transitory Records: Records are kept or referenced for a short duration and are not required to meet legislative obligations or to sustain administrative or operational functions.

Policy

General

1. All records created by Woodstock Public Library or in the organization's custody are the property of the Library and are managed as a corporate resource, regardless of medium or format.
2. Where there is no legislative requirement to retain records or there is no compelling business reason to do so, Woodstock Public Library will limit its collection of information and what is contained in records.
3. Woodstock Public Library will ensure that all records created by the Library or in its custody are:
 - a. Available, accessible, and maintained to support management and strategic decision-making and to meet operational and legislative requirements;
 - b. Secured and properly protected against damage or unauthorized access;
 - c. Retained and not destroyed before the defined retention period ends;
 - d. Disposed of in accordance with established retention schedules, and destroyed in a secure manner that considers confidentiality requirements.

Accountability

1. The Chief Executive Officer is responsible for ensuring that records management requirements are met and reflect the Library's policies and priorities.

2. Directors and Managers ensure compliance and administration of their respective records series as defined in the retention schedule.
3. Employees, including volunteers, shall create and manage records in accordance with this policy, the retention schedule, and any applicable policies, procedures, or standards.

Protection of Records

1. Records that are private, confidential, privileged, or essential to business continuity and disaster recovery will be identified and protected with appropriate security measures.
2. In responding to requests to examine records, employees must observe the Library's standards of confidentiality and accessibility.

Retention and Disposition of Records

1. In its retention schedule, the Woodstock Public Library identifies and maintains records according to legal, regulatory, contractual, fiscal, historical, and business requirements.
2. Records that have reached the end of their retention period and are no longer needed for another valid reason will not be retained and will be destroyed in a secure and confidential manner in accordance with established procedures.
3. Transitory records, unless they have become necessary for legal or administrative purposes, will not be retained and will be destroyed.
4. Records that are classified as permanent or archival records having long-term value to the Library will be preserved and protected to ensure their safety, availability, and recovery in accordance with their disposition in the retention schedule.
5. Records will not be retained beyond their retention period without a valid reason unless authorized by the Chief Executive Officer or designate.

Official Records

1. Only one official record, either physical or digital, will be maintained to meet retention requirements.
2. If an original physical record is not legally required or classified as permanent, the digital copy becomes the official record. The physical version is then transitory and must be securely disposed of.
3. Exceptions: duplicate records listed in the retention schedule (e.g. supporting documents or records submitted to external entities like the City of Woodstock) are not transitory and must be retained as per the schedule.

Legislation

This policy as well as the associated procedures and retention schedule will comply with legislated requirements and professional standards.

Related Documents and Policies

Woodstock Public Library Policy – Access to Information, Protection of Privacy, and Electronic Messaging
City of Woodstock – Records Retention Schedule

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Ontario Municipal Act

Public Libraries Act

Employment Standards Act

Occupational Health and Safety Act

Income Tax Act

DOCUMENT REVISION RECORD

Adoption Date:

Review Cycle: Once per Term

Last Reviewed:

Resolution No.:

2022-2026 Library Board Policy Review Status

	Policy	Approval Date (s)	Notes
Governance	Board Code of Conduct	pending	
	Board Procedural ByLaw	pending	
	Board Member Recognition	pending	
	Board Orientation Policy	pending	new
	Leadership Continuity Policy	June 2023	
	Library CEO Job Description	March 2023	
	Library CEO Performance Evaluation	March 2023	
Personnel	Administrative and Management Staff Privileges	October 2023	
	Computer and Technology Acceptable Use	April 2023	
	Disconnect from Work	October 2024	
	Health and Safety	Dec 22, Jun 23, Jan 24, Jan 25, pending	annual
	Nepotism	May 2024	
	Prevention of Workplace Violence & Harassment	Dec 22, Jun 23, Jan 24, Jan 25, pending	annual
	Staff Code of Conduct	pending	new
	Staff Expenses Policy	April 2024	
	Staff Recognition Policy	May 2023	
Finance	Corporate Sponsorship Policy	January 2025	
	Donations, Gifts, and Donor Recognition	January 2025	new
	Purchasing and Disposal Policy	March 2024	
Library Administration	Access to Information, Protection of Privacy, and Electronic Messaging	June 2025	
	Intellectual Freedom	January 2025	new
	Records Retention Policy	pending	new
Library Services	Accessibility in the Library	September 2025	
	Bulletin Boards and Distribution of Free Materials Policy	September 2023	
	Circulation	May 2025	
	Collection Development	May 2025	
	Diversity, Equity, and Inclusivity Policy	September 2025	
	Internet Services and Technology	March 2025	
	Proctoring	September 2023	
	Programming and Outreach Policy	May 2025	
	Public Code of Conduct	May 2025	
	Public Use of Library Facilities	September 2024	
	Safety of Children in the Library	March 2025	
	Tresspass Policy	October 2025	
	Use of Library Services During Elections	pending	
	Video Surveillance Policy	February 2024	

WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
OCTOBER 2025

<u>REVENUES</u>	<u>2025 BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>OCT</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	53,694.75	3.15	53,697.90	(41,697.90)	447.48%
1000-69702-0000 Photocopying	\$ 5,000.00	6,076.00	461.55	6,537.55	(1,537.55)	130.75%
1000-69703-0000 Fines, Fees	\$ 500.00	456.00	48.00	504.00	(4.00)	100.80%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	137.00	-	137.00	163.00	45.67%
1000-69706-0000 Interest Earned	\$ 2,000.00	2,187.21	437.56	2,624.77	(624.77)	131.24%
1000-69707-0000 Non-Resident Fees	\$ 6,000.00	5,898.00	485.00	6,383.00	(383.00)	106.38%
1000-69708-0000 Miscellaneous	\$ 50.00	363.80	(1.44)	362.36	(312.36)	724.72%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 1,000.00	316.40	-	316.40	683.60	31.64%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,500.00	4,040.85	329.12	4,369.97	(869.97)	124.86%
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	\$ 73,170.01	\$ 1,762.94	\$ 74,932.95	\$ 3,268,167.05	2.24%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>OCT</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	\$ 968,308.36	\$ 156,695.27	\$ 1,125,003.63	\$ 176,586.37	86.43%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	3,302.18	-	3,302.18	(2,102.18)	275.18%
1000-83610-0103 Salaries & Wages, Part Time	\$ 625,000.00	422,214.66	61,074.13	483,288.79	141,711.21	77.33%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 14,000.00	9,714.35	1,727.25	11,441.60	2,558.40	81.73%
1000-83610-0105 Vacation Pay	\$ 47,000.00	31,563.44	4,521.34	36,084.78	10,915.22	76.78%
1000-83610-0108 Stat Pay	\$ 31,000.00	19,954.29	2,315.80	22,270.09	8,729.91	71.84%
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 171,900.00	131,004.53	19,824.13	150,828.66	21,071.34	87.74%
1000-83610-0151 C.P.P.	\$ 102,610.00	79,172.73	10,537.22	89,709.95	12,900.05	87.43%
1000-83610-0152 E.I.	\$ 35,500.00	29,562.88	3,593.04	33,155.92	2,344.08	93.40%
1000-83610-0154 Employers Health Tax	\$ 39,200.00	29,307.28	4,464.67	33,771.95	5,428.05	86.15%
1000-83610-0158 Insurance, EHC, LTD	\$ 172,000.00	145,156.42	14,665.22	159,821.64	12,178.36	92.92%
1000-83610-0171 Workers' Compensation Insurance	\$ 7,630.00	5,861.62	838.00	6,699.62	930.38	87.81%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	1,070.71	10.73	1,081.44	1,918.56	36.05%
1000-83610-0198 Pay in Lieu of Benefits	\$ 18,000.00	11,671.87	1,804.22	13,476.09	4,523.91	74.87%
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	32,408.20	8,552.84	40,961.04	15,538.96	72.50%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	4,958.73	133.09	5,091.82	1,908.18	72.74%
1000-83610-0310 New Equipment	\$ 8,000.00	36,877.27	-	36,877.27	(28,877.27)	460.97%
1000-83610-0311 Equipment Repairs & Service	\$ 3,000.00	-	-	-	3,000.00	0.00%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	7,542.67	333.96	7,876.63	2,123.37	78.77%
1000-83610-0313 Subscriptions & Memberships	\$ 2,800.00	2,393.20	-	2,393.20	406.80	85.47%
1000-83610-0314 Postage and Express	\$ 3,500.00	1,767.02	343.81	2,110.83	1,389.17	60.31%
1000-83610-0315 Advertising	\$ 6,000.00	1,593.83	-	1,593.83	4,406.17	26.56%
1000-83610-0318 Board Development	\$ 2,000.00	250.00	-	250.00	1,750.00	12.50%
1000-83610-0321 Cost of Photocopying	\$ 4,000.00	3,628.44	-	3,628.44	371.56	90.71%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 20,000.00	9,935.24	178.08	10,113.32	9,886.68	50.57%
1000-83610-0350 Telephone	\$ 9,300.00	6,020.80	741.66	6,762.46	2,537.54	72.71%
1000-83610-0351 Electricity	\$ 25,000.00	16,819.48	2,046.38	18,865.86	6,134.14	75.46%
1000-83610-0352 Heat	\$ 10,000.00	6,772.27	289.93	7,062.20	2,937.80	70.62%
1000-83610-0353 Water	\$ 3,500.00	2,150.47	287.08	2,437.55	1,062.45	69.64%
1000-83610-0370 Software & Liscensing	\$ 93,000.00	79,712.67	-	79,712.67	13,287.33	85.71%
1000-83610-0383 Consultant Services	\$ 103,870.00	2,246.86	-	2,246.86	101,623.14	2.16%
1000-83610-0393 Purchased Services	\$ 2,000.00	544.04	76.80	620.84	1,379.16	31.04%
1000-83610-0399 Miscellaneous	\$ 1,000.00	292.77	-	292.77	707.23	29.28%
1000-83610-0429 Computer Maintenance & Supplies	\$ 50,000.00	1,192.08	-	1,192.08	48,807.92	2.38%
1000-83610-0613 Library Materials	\$ 265,000.00	151,124.74	23,096.72	174,221.46	90,778.54	65.74%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	6,959.89	(410.00)	6,549.89	3,950.11	62.38%
1000-83610-0625 Covers and Repairs	\$ 3,000.00	849.22	-	849.22	2,150.78	28.31%
1000-83610-0626 Cataloguing/Processing	\$ 38,000.00	17,903.99	569.55	18,473.54	19,526.46	48.61%
1000-83610-0627 Programmes	\$ 20,000.00	17,538.53	1,196.20	18,734.73	1,265.27	93.67%
1000-83610-0634 Standing Orders	\$ 8,000.00	4,749.47	682.07	5,431.54	2,568.46	67.89%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	1,011.77	646.86	1,658.63	341.37	82.93%
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	\$ 2,305,108.97	\$ 320,836.05	\$ 2,625,945.02	\$ 717,154.98	78.55%

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

Balance - October 1, 2025 (\$2,231,938.96)

Add: Revenue \$1,762.94

Less: Expenses (\$53,440.98)

Payroll (\$267,395.07)

Balance - October 31, 2025 (\$2,551,012.07)

Levy to be applied \$3,102,580.00

Levy Adjusted Balance \$551,567.93

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

Balance - October 1, 2025 \$14,685.14

Add: Bank Interest \$39.27

Less: Account Fees

Balance - October 31, 2025 \$14,724.41

SUMMARY OF RESERVE FUNDS

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

Balance - October 1, 2025 \$2,595.88

Add: Bank Interest \$6.94

Less: Account Fees

Balance - October 31, 2025 \$2,602.82

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 - October 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 - October 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 - October 31, 2025 \$375,960.03



Subject: 2026 Draft Revenue Fund (Operating) Budget

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 18, 2025

Recommendation

That the Board approves the proposed 2026 Draft Revenue Fund (Operating) Budget as presented.

Background

The proposed 2026 Draft Revenue Fund (Operating) Budget for the Woodstock Public Library is attached. The focus of the 2026 budget is to maintain the status quo, while ensuring that necessary projects are completed, and cost savings are maximized wherever possible.

The increased ask for the base budget covers contractual increases, and rising costs of supplies and services while being tempered by cost saving measures identified and implemented throughout 2025.

Discussion

Changes that have impacted the 2026 base budget are as follows:

- increased costs of supplies, especially paper and vendor services,
- payroll related obligations,
- replacement of end-of-life equipment, and
- cost saving measures identified through 2025 actuals.

General Cost Increases

The Library has made every effort to temper the effects of tariffs and price increases throughout this past year. However, the cost of basic office supplies, especially paper,

has continued to climb throughout 2025, with more increases projected in 2026. Similarly, the libraries' vendors are also projecting increases to supplies and services in 2026, resulting in an increase in their respective fees.

Payroll Related Obligations

The increased staffing costs account for 90% of the net increase over 2025. Most of that cost is the result of collective bargaining, with additional increases due to the increasing cost of benefits and the new Facilities Manager position being filled for the entire year instead of six months.

Replacement of End-of-life Equipment

The Library replaced several key pieces of equipment in 2025 that were at end of life, however, new items have been identified as high-priority projects. Additional circulation bins require replacement, and many light fixtures in the building require replacement due to changing technology and availability of replacement parts. As such, the increase to that budget line in 2025 remains the same for 2026.

Cost Saving Measures

Despite the overall increases to goods and services in the Library and related sectors, cost saving measures have been implemented in several budget lines based on 2025 actuals, and the cancellation of under-performing resources. These cost savings have tempered the overall increases in this year's draft budget.

Summary: Proposed 2026 Draft Revenue Budget

2026 Budget:	\$3,398,435.00
2025 Budget:	\$3,102,580.00

This represents an overall increase of \$295,855.00 over the 2025 Library Budget.

If approved by the Board, this draft budget will be submitted to City Treasury on November 18, 2025. The proposed version of the City's 2026 budget will go to City Council on February 19, 2026. The Library Board is tentatively scheduled to appear before City Council on March 5, 2026.

2026 Library Budget

Base Budget

Draft with Notes

FINAL

Account	Description	2026 Budget		2025 Budget	% change	Difference
Revenue						
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	No change Expected in Provincial Grant Funding in 2026	54,860.00	0%	-
1000-69701-0000	LIBRARY-DONATIONS	5,000.00		12,000.00	-58%	- 7,000.00
1000-69702-0000	REVENUE-PHOTOCOPYING-	7,000.00	Based on 2025 actuals	5,000.00	40%	2,000.00
1000-69703-0000	REVENUE-FINES, FEES-	500.00		500.00	0%	-
1000-69705-0000	LIBRARY-GIFT SHOP SALES	200.00	Based on 2025 actuals	300.00	-33%	- 100.00
1000-69706-0000	REVENUE-INTEREST EARNED-	2,300.00	Based on 2025 actuals	2,000.00	15%	300.00
1000-69707-0000	NON-RESIDENT FEES-	4,000.00	Anticipated reciprocal borrowing agreement	6,000.00	-33%	- 2,000.00
1000-69708-0000	MISCELLANEOUS REVENUE-	200.00	Based on 2025 actuals	50.00	300%	150.00
1000-69710-0000	LIBRARY-ROOM RENTAL	500.00	Based on 2025 actuals	1,000.00	-50%	- 500.00
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00	No change Expected in Provincial Grant Funding in 2026	5,310.00	0%	-
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	4,000.00	Based on 2025 actuals	3,500.00	14%	500.00
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	-		40,000.00	-100%	- 40,000.00
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	-		10,000.00	-100%	- 10,000.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	-		50,000.00	-100%	- 50,000.00
1000-69722-0000	TRANS FROM SALARIES	100,000.00		50,000.00	100%	50000.00
Total Revenue		183,870.00		240,520.00	-24%	- 56,650.00

Operating Expenditures

1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	1,434,020.00		1,301,590.00	10%	132,430.00
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	3,000.00	2025 actuals, expansion of outreach programming	1,200.00	150%	1,800.00
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	698,820.00		625,000.00	12%	73,820.00
1000-83610-0104	LIBRARY - SHIFT PAY	14,000.00		14,000.00	0%	-
1000-83610-0105	LIBRARY-VACATION PAY	50,030.00		47,000.00	6%	3,030.00
1000-83610-0108	LIBRARY - STAT PAY	38,650.00	increase in number of stats	31,000.00		7,650.00
1000-83610-0150	LIBRARY-O.M.E.R.S.	181,880.00		171,900.00	6%	9,980.00
1000-83610-0151	LIBRARY-C.P.P.	111,310.00		102,610.00	8%	8,700.00
1000-83610-0152	LIBRARY-E.I.	38,210.00		35,500.00	8%	2,710.00
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	42,270.00		39,200.00	8%	3,070.00
1000-83610-0158	LIBRARY- HEALTH BENEFITS	178,400.00		172,000.00	4%	6,400.00
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	8,475.00		7,630.00	11%	845.00
1000-83610-0172	LIBRARY-MILEAGE	3,200.00		3,000.00	7%	200.00
1000-83610-0198	PAY IN LIEU OF BENEFITS	23,240.00		18,000.00	29%	5,240.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00		1,500.00	0%	-
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	1,000.00		4,000.00	-75%	- 3,000.00
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	56,500.00	Light fixture replacement, carpet tiles	56,500.00	0%	-
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00		7,000.00	0%	-
1000-83610-0310	LIBRARY-NEW EQUIPMENT	8,000.00	garbage locker, circulation bin replacement	8,000.00	0%	-
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00		3,000.00	0%	-
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	12,000.00	Expected increase to supplies	10,000.00	20%	2,000.00
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,800.00		2,800.00	0%	-
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00		3,500.00	0%	-
1000-83610-0315	LIBRARY-ADVERTISING	4,000.00	Based on 2025 actuals	6,000.00	-33%	- 2,000.00
1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,000.00		2,000.00	0%	-
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	5,500.00	Based on 2025 actuals	4,000.00	38%	1,500.00

1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	25,000.00	Expanding participation at conferences and other training	20,000.00	25%	5,000.00
1000-83610-0350	LIBRARY-TELEPHONE	9,000.00	Based on 2025 actuals	9,300.00	-3%	- 300.00
1000-83610-0351	LIBRARY-ELECTRICITY	25,000.00	Potential to decrease with lighting changes	25,000.00	0%	-
1000-83610-0352	LIBRARY-HEAT	11,000.00	Based on 2025 actuals	10,000.00	10%	1,000.00
1000-83610-0353	LIBRARY-WATER	3,500.00		3,500.00	0%	-
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	88,000.00		93,000.00	-5%	- 5,000.00
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	100,000.00	IT partnership salary & benefits	103,870.00	-4%	- 3,870.00
1000-83610-0393	LIBRARY-PURCHASED SERVICES	2,000.00		2,000.00	0%	-
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00		1,000.00	0%	-
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	45,000.00		50,000.00	-10%	- 5,000.00
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	265,000.00		265,000.00	0%	-
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00		1,000.00	0%	-
1000-83610-0621	LIBRARY-PERIODICALS	10,000.00		10,500.00	-5%	- 500.00
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	2,500.00	Based on 2025 actuals	3,000.00	-17%	- 500.00
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	32,000.00		38,000.00	-16%	- 6,000.00
1000-83610-0627	LIBRARY-PROGRAMMES	20,000.00		20,000.00	0%	-
1000-83610-0634	LIBRARY-STANDING ORDERS	7,000.00	Based on 2025 actuals	8,000.00	-13%	- 1,000.00
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	3,000.00	Increased postal rates	2,000.00	50%	1,000.00
Total Expenditures		3,582,305.00		3,343,100.00	7%	239,205.00

2026 Total Revenue	183,870.00
2026 Total Operating Expenditures	3,582,305.00
Net Total	3,398,435.00
2026 Library Budget	3,398,435.00
2025 Library Budget	3,102,580.00
Increase	295,855.00
% Increase	9.5%

240,520.00	2025 Revenue
3,343,100.00	2025 Operating
3,102,580.00	Net Total



Subject: Allocation of 2025 Surplus Funds

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 18, 2025

Recommendation

That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2025 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Automation Reserve of the Board.

Discussion

At present, the Library is forecasting a surplus in the Library's 2025 Revenue Fund (Operating) Budget. Internal cost-saving measures undertaken during 2025 have lead to this projection.

It is recommended that the Board gains City Council's approval to direct any surplus at the end of 2025 into the Library's Automation Reserve account.

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

C.O.W. TALES

CoW Tales is a regular feature in *What's on Woodstock* designed to celebrate the City of Woodstock's rich history. Thanks to the contributions of the Woodstock Museum NHS and the Heritage Advisory Committee, CoW Tales shares stories that help us understand and connect with our past as our community continues to grow and evolve. This issue features a special contribution from Woodstock Public Library in honour of Canadian Library Month and Women's History Month in October.



The First Library

The Woodstock Reading Society, later the Woodstock Subscription Library, began in 1835 with a membership fee of \$2 for residents and \$4 for non-residents. Members could borrow one book at a time and were charged sixpence per day for overdue books. The library initially didn't allow novels or any books of "moral controversy." This changed in 1837 when novels by Scottish writer Walter Scott were added to the collection and the library started to introduce more works of fiction. Photo: Portrait of Sir Walter Scott by Thomas Lawrence, c. 1826.



Reading Rooms

The Woodstock Subscription Library's reading room was housed at private residences and businesses, including the second floor of S.H. Knox & Co. Branches were also established in Princeton and Embro by 1840. In the 1850s, the library merged with the Woodstock Mechanics Institute and moved to a dedicated location on the corner of Adelaide and Wellington Street in 1858. Unfortunately, the building was foreclosed just ten years later and the reading room once again moved between various upper floors on Dundas Street. Photo: S.H. Knox & Co., 1908C.



Carnegie Libraries

In 1905, the City was awarded a \$24k grant from the Carnegie Foundation to build a new public library on the corner of Hunter and Graham Street. Between 1883 and 1929, Scottish American businessman and philanthropist Andrew Carnegie funded the construction of more than 2,500 libraries around the world, including 125 in Canada. Built in the classical revival style, the Woodstock Public Library opened its doors in 1909. Major renovations and an addition were also completed in 1996. Photo: Woodstock Public Library, 1905C.



Saturday Reading Club

In 1896, seven progressive ladies gathered at the home of Mrs. Jeannie Bell at 165 Light St. to form the Saturday Reading Club. Nearly 130 years ago, a women's reading club was almost unthinkable! Victorian women often had societal restrictions to their public activities. The club was so successful it led to demand for a second Tuesday Reading Club, composed mostly of daughters of SRC members. The SRC continued for more than a century and was regarded as Canada's oldest women's reading club when it ended in 1997. Photo: Saturday Reading Club, 1910C.

The library is not a department: Why public library boards matter

by **Jonathan Scott** · in Arts and Culture, Governance, Leadership

November, 2025



Jonathan Scott, Ward 2 councillor in the Town of Bradford West Gwillimbury, is past vice-chair of the Bradford West Gwillimbury Public Library Board and a staunch supporter of the independence of library boards. Photo: Paul Novosad

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At age 14, one of the earliest summer jobs available in Bradford was at the local library. Pages shelved books, assisted patrons, and tidied up after story time. For teenagers in a small town, the role offered more than employment – it provided a front-row seat to the community's beating heart.

Young visitors often spent hours during the summer wandering the stacks, discovering biographies, novels, and histories that opened worlds beyond the rural community. That quiet, welcoming space – free to enter and free to explore – played a formative role in shaping future paths.

Decades later, serving as vice-chair of the Bradford West Gwillimbury Public Library Board and as a member of town council highlighted the importance of library governance.

Experience in both municipal and library leadership highlights a point often misunderstood in local government: a public library is not a town department, and a public library board is not an advisory committee. In Ontario, libraries are an independent, statutory body, and that independence isn't a bureaucratic quirk. It's the foundation of everything libraries stand for and how we guarantee freedom of expression.

Over the past few years, that principle has been tested in [Bradford West Gwillimbury](#) through two conflicts.

In 2023, library workers went on strike. In 2025, a dispute erupted over whether Council could dip into the library board's reserve funds without its permission. These conflicts placed council members at odds, not out of preference for confrontation, but in defense of the law and the principle of the library itself.

This is a story about public library governance in Ontario – not abstract theory, but a look at what happens when governance goes sideways, and what can be learned from getting it right.

The Legal Framework

In Ontario, public libraries are governed by the *Public Libraries Act*, which sets out a clear model: a municipality may establish a library, but it must do so through a library board, which becomes a separate corporate entity responsible for delivering library services to the community.

The board is appointed by council, but it operates at arm's length. It hires the CEO, manages the budget inclusive of a grant from council, sets policies and controls the library's operations. That includes decisions about staffing, programming, collections and service hours. It even holds its own bank accounts. Council cannot direct it.

Why does this matter? Because libraries are public institutions with a democratic mission: to support learning, literacy and access to information regardless of income, background or politics.

Giving an independent board that authority protects the library from short-term political interference. It ensures that a council cannot decide to remove controversial books, cancel programming or rewrite the library's budget on a whim. It's a safeguard.

In Ontario, this governance model dates back to at least 1882. It was reaffirmed in 1997, when the *Local Control of Public Libraries Act* changed the legislation as part of former premier Mike Harris's municipal downloading, but expressly retained the independence of boards.

Then-Minister Isabel Bassett made it clear: "We are maintaining the concept of the library board, an arm's-length organization that is independent from municipal council. That's the key."

That is still the key.

When Autonomy Meets Tension

In the summer of 2023, Bradford West Gwillimbury library staff – represented by Canadian Union of Public Employees (CUPE) – went on strike. The primary issue was wages. Many of the library workers, most of them women, were making little more than minimum wage.

The library board is the official employer. But of course, the bulk of its funding comes from council. So even though not at the bargaining table, council's posture mattered. And for a time, the posture was resistance.

The mayor warned that agreeing to wage increases might create "precedent" across the municipality. He had several acrimonious disputes with the striking workers and their supporters, at council meetings and in the press.

This strike became an untenable situation. While there was a duty to support council decisions, the prolonged dispute prompted public support for the workers, with efforts focused not on undermining the board but on encouraging council to fund a fair agreement if the board advanced one.

Council did not.

The strike stretched to seventy-one days through the entire summer holidays with no deal, the second-longest library strike in Ontario history. Eventually, an order came for binding arbitration. That process gave the workers a raise, but it didn't repair the trust.

What it did do was reaffirm the legal separation between council and the board, and the reality that creates. Council couldn't impose terms, but neither could the board make progress without the funding flexibility council withheld. That tension – between autonomy and financial dependency – is part of the system. But it only works if both sides collaborate in good faith.

Can Council Take Library Money?

The second flashpoint came in 2025, when the library building needed a major boiler replacement. The cost was around \$200,000. The question: who would pay?

Bradford West Gwillimbury's municipal reserves had been depleted over several years with some cuts made to the capital levy in previous terms. In fact, four members of council had previously tried to restore the reserve fund with a modest increase to the levy earlier this term. That motion failed on a tie vote. Now, with a bill due to replace a boiler in a town-owned building the library uses coming due a bit earlier than anticipated, there was pressure because the reserve fund was not in healthy shape.

The mayor argued that the library board's reserve funds - money the board had saved from previous surpluses - should be used to pay for the boilers. The catch? He believed we should take the money without the board's approval.

That crossed a line.

The library board's reserve funds are not town money. They're board-controlled funds, held in a separate account, for library purposes. By law, only the board can authorize their use. As was argued at the table, council can ask but not take. It can collaborate but not dictate.

A point of order - a procedural right councillors have when they believe the rules are being breached - was raised. The mayor refused to hear it. (That, in and of itself, is out of order.)

Eventually, a legal opinion confirmed what was said from the beginning: the library board must approve any use of its reserves. Council cannot usurp their authority.

In the end, the boilers were funded through the town's capital budget - the right way. But not before revealing how poorly understood library governance still is.

Council-Library Board Relations

There's a better way. Experience from both board leadership and council service demonstrates that the following principles lead to better governance:

- ◆ Respect the independence. The board is not a department. Its members are fiduciaries; once appointed, they serve the library, not council's political agenda.
- ◆ Fund fairly, not blindly. Council sets the library's annual grant. In today's context, that represents the bulk of the library budget. But beyond that, it's not council's job to micromanage. Approve the funding envelope and let the board allocate it within the estimates presented to council.
- ◆ Collaborate early. If there's a big capital need coming, don't surprise each other. Use MOUs, joint planning and honest communication. When colleagues work together, they save time, money, and grief.
- ◆ Let the board govern. Library boards exist to keep politics out of programming, collections and staffing. That protects intellectual freedom, inclusion and public trust. Let them do their job.

Why This Still Matters

Libraries remain one of the last truly public, democratic, and inclusive spaces – valued not only for their services but for their role as accessible community institutions. One notable contribution of the Bradford West Gwillimbury Public Library Board was the elimination of late fines, a step taken to increase access and equity. Recidivism did not increase; however, library use did.

Libraries offer information without judgment, programs without paywalls and stories that stretch the imagination of every child who wanders in.

Protecting that mission means understanding how library governance works. It means Councils that don't see boards as annoyances or obstacles, but as partners. It means knowing independence and integrity go hand-in-hand.

So if you're a councillor, CAO or mayor reading this: take time to learn how the library works. Talk to the board. If you're in Ontario, read the *Public Libraries Act*. Respect the structure – even when it challenges you. Maybe especially when it challenges you; that's what steady leadership is all about.

Because when we get it right, the result is more than good governance. It's a stronger library. And that, in turn, makes for a stronger community. **MW**

Jonathan Scott is the Ward 2 councillor in the Town of Bradford West Gwillimbury and past vice-chair of the Bradford West Gwillimbury Public Library Board.

Related resource materials:

- ◆ [Make your municipality a socially connected community](#)
- ◆ [5 ways to build a culture of belonging through arts and culture](#)
- ◆ [Denver's peer navigators help clients experiencing poverty and homelessness](#)