

**DRAFT Agenda
Woodstock Public Library Board
October 14, 2025**

Date: Tuesday, October 14, 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 September 9, 2025

Recommendation:

That the Board approves the Minutes of the meeting of September 9, 2025, as circulated (or following corrections)

6. Business Arising from the Minutes

a) Reciprocal Borrowing

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 June 11, 2025

Recommendation:

That the Board receives the Minutes of the meeting of June 11, 2025, of the Friends of the Woodstock Public Library as information.

- ii) Minutes of the meeting of September 10, 2025
Recommendation:
That the Board receives the Minutes of the meeting of September 10, 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 September, 2025
- c) **Policy Review**
 - i) Report – Trespass Policy
 - ii) Trespass Policy
Recommendation:
That the Board approves the Trespass Policy as presented (or amended).

12. Committee Reports

- a) **Ontario Library Service Trustee Assembly**
Verbal Update
- b) **Health and Safety**
Minutes for August 14, 2025
Recommendation:
That the Board approves the Minutes of the Joint Health and Safety Committee meeting of August 14, 2025.

13. Finance

- a) **Treasurer's Report**
Recommendation:
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.

14. New Business

- a) **United Way Oxford Community Fund**
Recommendation:
That the Woodstock Public Library Board authorize the Library's joint submission to the United Way Oxford Community Fund.

15. Notices of Motion

None

16. Attachments

a) FOPL Strat Plan 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, November 18, 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 September 9, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, September 9, 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)

1. Call to Order

The Chair, 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 25-61

MOVED by K. Whiteford and seconded by D. Tait to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Board Vacancy

a) Resignation of Trustee D. Barry

Motion 25-62

MOVED by K. Leatherbarrow and seconded by D. Tait that the Board accepts the resignation of Trustee D. Barry.

Motion carried.

b) Appointment of Vice Chair

Motion 25-63

MOVED by D. Tait and seconded by B. Martin that the Board defers the appointment of Vice Chair until the regular meeting of October 14, 2025.

Motion carried.

6. Minutes of the Meeting of June 10, 2025

Motion 25-64

MOVED by K. Whiteford and seconded by B. Martin to approve the Minutes of the meeting of June 10, 2025, as circulated.

Motion carried.

7. Business Arising from the Minutes

a) Reciprocal Borrowing

L. Harris reported on beginning to run statistics and commencing discussions with leadership at other library systems who have similar borrowing arrangements. More details would be provided at the Board's next meeting in October.

8. Chairperson's Remarks

None.

9. Delegations/Presentations

None.

10. Board Education

None.

11. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the meeting of April 9, 2025 – amended

Motion 25-65

MOVED by K. Whiteford and seconded by D. Tait that the Board receives the amended Minutes of the meeting of April 9, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

ii. Minutes of the meeting of May 14, 2025

Motion 25-66

MOVED by D. Tait and seconded by B. Martin that the Board receives the Minutes of the meeting of May 14, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

12. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris invited members of the Board to tour the upper floor to visit the new study pod and relocation of the large table that once stood in the pod's place.

L. Harris noted that she had been contacted to potentially moderate a session at the OLA SuperConference in the new year.

Discussion was had regarding work with a new potential donor as well as forthcoming additions to reflect donations on the Library's website.

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

M. Barabash reported on the success the Library enjoyed over the summer. Details were also provided on new partnerships, work being done in Technical Services, and marketing for the Library's new study pod.

b) Statistics: Library Systems Activities for the months June, July, and August, 2025

L. Harris reported on statistics that were on par or above last summer's numbers, noting that July is typically the Library's busiest month of the year with many families exploring the library and participating in programs.

c) Policy Review

i. Report – Accessibility in the Library Policy

ii. Accessibility in the Library Policy

Motion 25-67

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Woodstock Public Library Board approves the Accessibility Policy as amended.

Motion carried.

iii. Report – Diversity, Equity, and Inclusivity Policy

iv. Diversity, Equity, and Inclusivity Policy

Motion 25-68

MOVED by K. Whiteford and seconded by D. Tait that the Woodstock Public Library Board approves the Diversity, Equity, and Inclusivity Policy as amended.

Motion carried.

13. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

i. Minutes for April 10, 2025

Motion 25-69

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the Minutes of the Joint Health and Safety Committee meeting of April 10, 2025.

Motion carried.

ii. Minutes for June 25, 2025

Motion 25-70

MOVED by B. Martin and seconded by D. Tait that the Board approves the Minutes of the Joint Health and Safety Committee meeting of June 25, 2025.

Motion carried.

14. Finance

a) Treasurer's Report

Motion 25-71

MOVED by K. Leatherbarrow and seconded by D. Tait that the DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2025, and the DRAFT Summary of Trust Account for the period ending August 31, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending August 31, 2025, be received as information.

Motion carried.

b) 2026 Capital and Revenue Fund (Operating) Budgets

L. Harris noted that an increase would be sought for the Staff Development budget line for 2026 to accommodate further educational opportunities, and the hope would be to offset that increase from other budget lines. A draft budget would be coming to the Board in October, for approval in November.

Motion 25-72

MOVED by K. Whiteford and seconded by D. Tait that the previously approved and funded IT network and security systems upgrades project be carried forward to 2026 for completion.

Motion carried.

15. New Business

a) Fall Staff Development Day 2025

Motion 25-73

MOVED by B. Martin and seconded by D. Tait that the Woodstock Public Library close on Friday, December 5, 2025, for staff development and the annual staff appreciation event.

Motion carried.

16. Notices of Motion

None.

17. Attachments

a) Sssensational Fun; Woodstock Sentinel Review; July 29, 2025

b) Read With a Wrestler; Woodstock Sentinel Review; August 14, 2025

18. Committee of the Whole In-camera

Motion 25-74

MOVED by K. Whiteford and seconded by B. Martin that the Board moves into Committee of the Whole In-camera at 5:14 pm.

Motion carried.

Motion 25-75

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:22 pm.

Motion carried.

Motion 25-76

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 25-77

MOVED by D. Tait and seconded by B. Martin that the Board approves the Minutes of the Committee of the Whole In-camera for May 13, 2025.

Motion carried.

In closed session, the Board received a verbal report presented by the CEO.

19. Next Meeting

Tuesday, October 14, 2025, 4:15 pm.

20. Adjournment

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

Action: For Information, Discussion, and Direction

Prepared by: Lindsay Harris

Meeting of: October 14, 2025

Introduction

In June of this year, the Library Board requested a report on the possibility of pursuing reciprocal borrowing agreements with library systems in surrounding municipalities. Outlined in this report are analysis of the Library's current make-up of library card holders, the potential implications on residents in and around Woodstock, and the discussion held with local municipal libraries into their potential willingness to enter into such an agreement should the Library Board choose to move forward with this opportunity.

In summary, while there would be a small, short-term financial loss to the Library, the future positive impact on residents of Woodstock would outweigh any temporary setback.

Demographic Snapshot of Current Non-Resident Patrons



As of September 30, 2025, Woodstock Public Library had 272 active non-resident library card holders. Of these, 95% were residents of Oxford County, while the other 5% varied in region, including residents of Norfolk County, Brant County, Huron County, London, Brantford and as far away as Windsor, and Richmond, QC.

Of the Oxford County residents, 42 own property or a business in Woodstock, and are therefore exempt from paying a non-resident fee of \$55. 72 are students who live outside of Woodstock but attend school within Woodstock and pay a reduced rate for non-resident cards (\$5/year). Of the other 158 Oxford residents, the majority live on the outskirts of Woodstock proper, and would have to drive a further distance to an Oxford County Library branch than to the Woodstock Public Library. The second highest number of non-residents live in or near other Oxford County libraries with minimal service levels, such as Innerkip and Burgessville. Many of these, again, are closer to Woodstock than to Oxford County's fuller service locations of Ingersoll and Tillsonburg. Oxford County residents with non-resident cards at Woodstock who are living in and around Ingersoll and Tillsonburg make up less than 10 patrons in total.

Financial Implications

There would be a financial impact if WPL pursues reciprocal borrowing arrangements with local municipalities, amounting in the loss of revenue of approximately \$9000 if the current non-resident users from Oxford County continue to purchase their membership when it is up for renewal in the next year. However, it should be noted that within the number of user card types WPL has, the number of non-resident users has seen a slow, but steady decline over the last five years.

In terms of financial impact on library materials and services, there would be little to no additional cost to the Library. The Library's e-resources are mostly flat-fees which are based on the census population of the City. There would be no increase in costs for us if a reciprocal borrowing agreement was reached. Furthermore, over the last few years, the Library has entered several shared e-resource pools with libraries across the province, further strengthening our patron's access to materials.

Impact on Oxford County Residents

Currently, Oxford County residents can have a library card within their own system, plus obtain a free card from library systems further away (London, Middlesex, Elgin, St. Thomas) due to agreements between those parties. Any agreements Woodstock may choose to pursue does not put this already beneficial partnership between those parties at risk.

Should a reciprocal borrowing agreement be reached, Oxford County residents would have the immediate benefit of being able to acquire a Woodstock Public Library card, on the condition that they have their own Oxford County Library card first. This condition is

standard in reciprocal borrowing agreements and would be a recommended condition in any agreement moving forward.

Impact on City of Woodstock Residents

The immediate impact on City of Woodstock residents would be smaller as the County already allows City residents to get a library card for free, however, it potentially would have the added condition that they must have a WPL card first, which may coach some of our residents to better explore the resources within their own city. Additionally, Oxford County has some resources that Woodstock does not subscribe to, and vice versa. The announcement of a reciprocal borrowing relationship between the two systems would also bring a better understanding of the resources available at both systems, potentially increasing membership and usage at both.

Future Opportunities

The future opportunities for City of Woodstock residents would have the highest positive impact for our patrons.

Woodstock is uniquely positioned as a commutable city – not only persons living outside of our region and working in Woodstock, but also residents of Woodstock working outside of the city. Many people use library services where they work – not where they live – simply for the convenience of stopping by a library location to and from work, or on a lunch break. At this time, Woodstock residents are turned away from getting library cards for free at all systems outside of Oxford County; a restriction that is not in place for other Oxford County residents.

Once a reciprocal borrowing arrangement was in place with Oxford County, WPL would be in a better position to negotiate similar arrangements with surrounding municipalities such as London, Middlesex, Elgin, Brant, Brantford, Norfolk, Stratford, etc., opening a variety of options best suited to their own situations, while still keeping them connected to our library.



Minutes
Friends of the Woodstock Public Library
June 11, 2025

Present: Rick Cole – Vice-Chair
Marion Baker – Secretary
Gerry Wormald – Treasurer
Linda Nelson
Christina Cullen
Sarah Snow
Laurie Swinarton
Diana St. Clair
Jonathan Rutherford
Karen Leslie

Irene Miller
Ainsley Jeffery
Peter Ruehlicke
Kathie Richards
Lauren Lambkin
Sylvia Weiser-Sutherland
Laura Schneider
September Quierrez

Also present: Noelle Carr-Rivard, Circulation Supervisor, Woodstock Public Library
Matthew Barabash, Acting Director of Library Services/Deputy C.E.O.

Regrets: Susan Hamilton, Tazhia Fioze-Booker, Andie Lennox

In the absence of Chair Matthew Lloyd, Vice-Chair Rick Cole calls the meeting to order at 5:00 p.m. welcoming those present and invites Library Circulation Supervisor Noelle Carr-Rivard to speak. Noelle introduces Matthew Barabash, Acting Director of Library Services/Deputy C.E.O. who will be working with Friends of the Library during the year-long absence of Megan Cook who is on maternity leave.

Agenda: Moved by: September Quierrez
Seconded by: Karen Leslie

That the Agenda for the June 11, 2025 meeting be approved. Carried.

Minutes:

Moved by: Christina Cullen
Seconded by: Sylvia Weiser-Sutherland

That the Minutes of the May 14, 2025 meeting, as amended, be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald presents his Financial report as at June 5, 2025.

Membership Update:

Secretary Marion introduces and welcomes new member Irene Miller and invites her to speak about her experience as President of the former Friends of the Stratford Public Library.

Library Updates:

Further to his introduction, Matthew Barabash responds he is looking forward to attending future meetings and helping/advising re the preparation of book sales and Friends activities.

Fall Book Sale Committee:

Matthew Lloyd arrives at the meeting during discussion of the book sales, assumes his role as Chair and discussion continues. Book Sale Committee member Lauren Lambkin speaks about the pricing of books, layout of tables at the sales, organizing unsold books efficiently in preparation for the next sale and suggests the November sale be held on November 8, 2025 with November 15 as backup date.

Book Sale Committee member Peter Ruehlicke encourages anyone interested in joining the committee to speak to him about become a member.

Friends Facebook Page:

Matthew Lloyd advises the Friends of the Library Facebook page has disappeared and suggests member Taziah might be able to link the Friends Facebook account to our Instagram account.

Motion: Moved by: Christina Cullen
Seconded by: Laurie Swinarton

That a new Friends of the Library Facebook page account be created and linked to the Instagram account. Carried.

Date of Next Meeting:

Wednesday, September 10, 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 5:46 p.m.

Matthew Lloyd, Chair _____



Minutes
Friends of the Woodstock Public Library
September 10, 2025

Present: Matthew Lloyd - Chair Andie Lennox
 Marion Baker - Secretary Linda Nelson
 Gerry Wormald – Treasurer Taziah Fioze-Booker
 Sylvia Weiser-Sutherland Sarah Snow
 Diana St. Clair Lauren Lambkin
 Peter Ruehlicke

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

Regrets: Karen Leslie, Susan Hamilton, Laura Schneider, Jonathan Rutherford,
 September Quierrez, Rick Cole, Irene Miller, Laurie Swinarton,
 Jamina Tieu

In the temporary absence of Chair Matthew Lloyd and absence of Vice-Chair Rick Cole, Secretary Marion Baker calls the meeting to order at 5:00 p.m. welcoming those present.

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

That the Agenda for the September 10, 2025 meeting be approved. Carried.

Minutes:

Moved by: Linda Nelson
Seconded by: Peter Ruehlicke

That the Minutes of the June 11, 2025 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald presents Financial reports as at August 4 and September 2, 2025 and comments there will be an audit in the new year.

Membership Update:

Secretary Marion announces the resignation of member Ainsley Jeffery who has relocated to Prince Edward Island and that member Susan Hamilton is taking a temporary leave from Friends hoping to return as soon as possible.

Matthew Lloyd arrives at the meeting and assumes the position of Chair.

Library Updates:

Matthew Barabash comments on the arrival of Friends financed play equipment for the children's area and new furniture for the library staff room. He also shares photos of the furniture and comments on how appreciative library staff is to have their new furniture.

New and Ongoing Business:

Fall Book Sale Committee:

Book Sale Committee member Peter Ruehlicke comments on creating more space for the sale by using the Flex Space for adult books with children's books in the library meeting room. There is general discussion re this idea but no conclusion is reached. It is determined that the cost of children's books will remain at \$1.00 per book.

Lauren Lambkin speaks about ideas that were discussed at a recent Book Sale Committee meeting.

Mathew Barabash shares the newly designed poster advertising the November 8th book sale. Copies will be made available for posting by members.

Chair Matthew will prepare a book sale sign-up sheet to be filled in by volunteers at the October meeting.

Friends Facebook Page:

Matthew Lloyd announces the new Facebook page will be created by member Taziah Firoze-Booker due to problems with the original page.

Date of Next Meeting:

Wednesday, October 8, 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 5:51 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: October 14, 2025

Library Space

The Library is still waiting for the replacement pieces for the new quiet study pod. Unfortunately, the replacement pieces in the first shipment were damaged in transit. We are still hoping to launch this service to the public later this fall.

Programs and Collections

The Library is looking forward to co-hosting the Oxford Reads Gala on November 7 at Market Theatre, with author Ted Nolan. Additional programming around the themes of this year's book is in full swing, including the Library's sponsorship of a free community skate on October 25.

Administrative Priorities

Much of the past month has been focused on preparing the draft revenue budget for the Board as well as with conversations with surrounding library systems regarding reciprocal borrowing opportunities.

Other priorities moving forward, are the near completion of the new staff performance review system, as well as the start-up of the re-development of the Library's annual health and safety training plan, with a target launch date of late 2025 or early 2026.

As part of my position as the Vice President of the Ontario Library Consortium, alongside our current President, we have begun negotiations on new contracts with our ILS and discovery layer (online catalogue) vendors. Our current contracts end in December 2026, and as such we hope to have negotiations concluded before consortium libraries begin their 2027 budget processes.

2026 Operating Budget Forecast

The Library's Draft Revenue Fund (Operating) Budget will be brought to the Library Board for approval to submit to City Council at the November Board meeting. Given the tight timeline for approval and submission, a discussion by the Board regarding the factors affecting this coming year's budget forecast will ensure an efficient process come November.

The primary factor impacting the Library's 2026 budget is the contractual salary and benefit increases due to recent collective bargaining, accounting for approximately 90 percent of the net increase. Smaller increases have been allocated to support increasing costs in materials such as paper and office supplies, as well as utility and postage increases. Additional funds have been allocated to staff development and travel and mileage to support the increase in costs of professional development activities, as well as to expand opportunities for more staff to participate in these activities.

Cost saving measures have been applied to the forecasted budget that have helped to offset these increases. Earlier in 2025, the Library initiated a practice that shifted purchases, whenever feasible, to local and/or Canadian vendors to lessen the impact of tariffs on the organization. Within the 2026 budget, further cost savings have been identified based on actual spending in 2025, as well as through a full review of the Library's electronic resources, and the decision to cancel an under-utilized and expensive resource as of the end of 2025.

While there are some financial factors that have not yet been solidified that may further impact the base budget, at this time the projected increase is 9.3%, which is the equivalent of \$287,805.00.

Given the significant increase to the Library's base budget needs, the Library will not be pursuing any additions to base budget in 2026.

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



Subject: Library Services Report for October, 2025

Action: For Information

Prepared by: Matthew Barabash, Director of Library Services

Meeting of: October 14, 2025

Library Space

The Friends of the Library Fall Book Sale will take place on Saturday, November 8 in the Library from 10:00 am–4:00 pm. Proceeds from the Book Sale are donated to the Library to ensure value-added services and programs can continue to be offered to our community. The Friends of the Library have already made significant donations in 2025, including the purchase of new staff furniture, Children’s equipment including tech gadgets, a programming table, a LEGO wall, and support for an author event.

Community Connections and Partnerships

In alignment with the 2025–2028 Strategic Plan’s focus on community engagement, staff members from our Public Services team visited three local high schools in September to promote library services and volunteer opportunities. Staff set up booths in central areas of each school to engage students and promote TAG, WPL Teen Reviewers, and the upcoming Teen Volunteer Fair.

The Library’s first Teen Volunteer Fair was held in September in collaboration with Community Employment Services. Fifteen organizations participated, including Big Brothers Big Sisters, Wellkin, WDDS, and Special Olympics, setting up booths on the Library’s second floor to share volunteer opportunities with students. The event attracted approximately 114 attendees. Staff coordinated logistics, created visually appealing marketing materials, and ensured clear communication and thoughtful follow-up with community partners.

WPL’s Teen Advisory Group (TAG) held its first meeting of the year in September, led by Public Services staff. A returning member shared that TAG has been a rewarding experience, offering opportunities to connect with peers, build leadership skills, and contribute meaningfully to library initiatives. The member highlighted the value of

communication, collaboration, and confidence gained through TAG, and expressed pride in being part of such a positive and inspiring group.

Programs and Collections

The Adult Collections team met in September to outline new methods aimed at streamlining workflows and enhancing the discoverability of library materials. Discussions included procedural updates developed by Tech Services, adjustments to labeling practices, and proposed relocations within the physical collection to improve user navigation. The full Public Service Collection team also convened to review collection development tools and inventory coordination, including using tools to strengthen collaboration with Tech Services and to ensure timely communication and efficient collection maintenance.

Customer Service

In September, Public Services outreach staff attended a virtual information session titled “Duty to Report,” hosted by the Children’s Aid Society of Oxford County. This free monthly session introduces the organization’s mandates and services, and outlines the duty to report, including reasons, procedures, and what to expect. Our Public Services Supervisor plans to follow up with other Public Service staff to see if there is interest in attending future sessions.

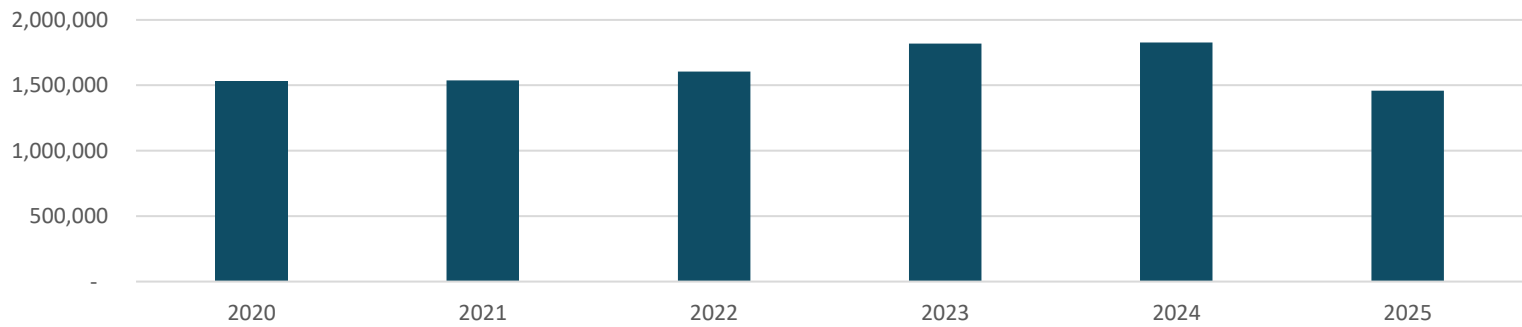
Marketing and Communications

Our Information Services & Marketing Librarian attended an event in Tillsonburg for new radio stations and Oxford Today (107.3 New Country & 101.3 Giant FM) offering \$500 in free radio advertising. Our Information Services & Marketing Librarian is working with Oxford Today’s Marketing Account Manager to air thirty 25-second clip ads to promote Canadian Library Month, the importance of libraries, and Oxford Reads.



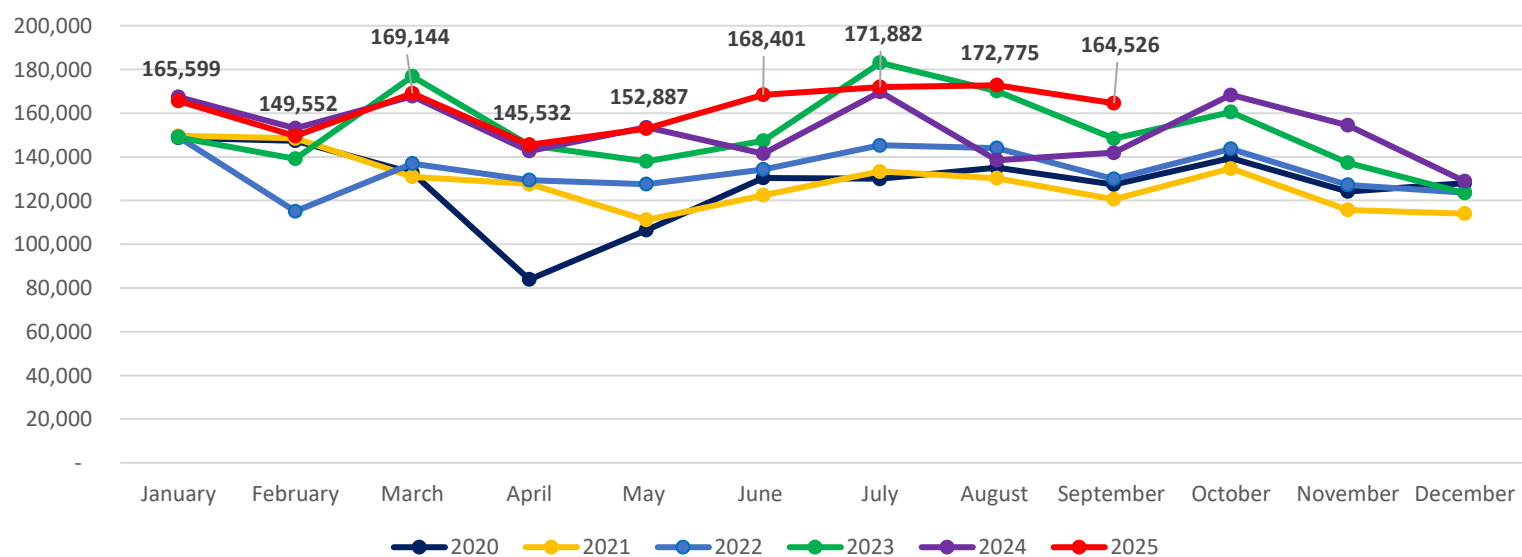
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

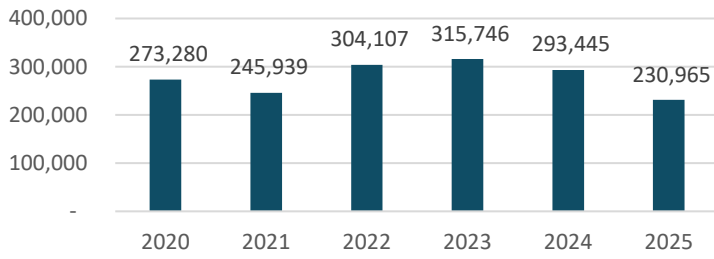


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	3,112	165,599
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
March	27,609	14,417	92,962	27,490	2,077	1,034	1,699	1,856	169,144
April	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									-
November									-
December									-
TOTAL	230,965	106,805	816,741	235,789	19,849	11,012	14,749	24,385	1,460,295

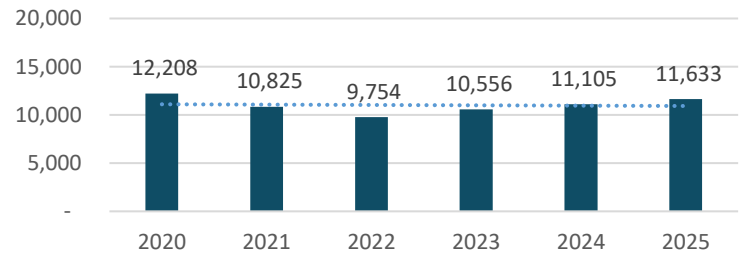
Total Library Uses by Month 2020-2025



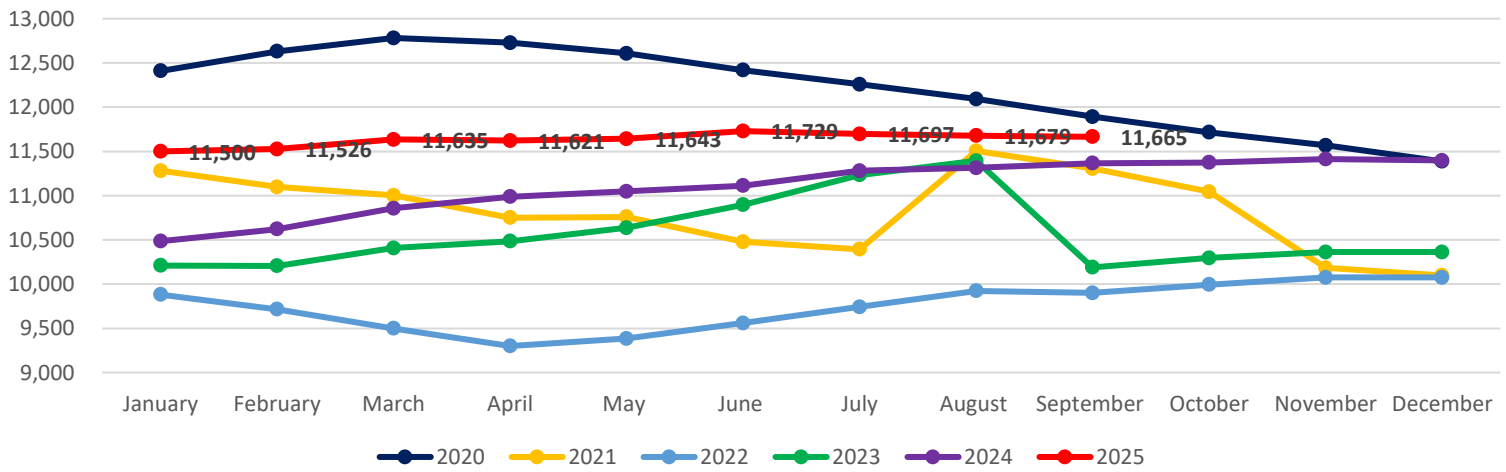
Annual Library Circulation Total 2020-2025



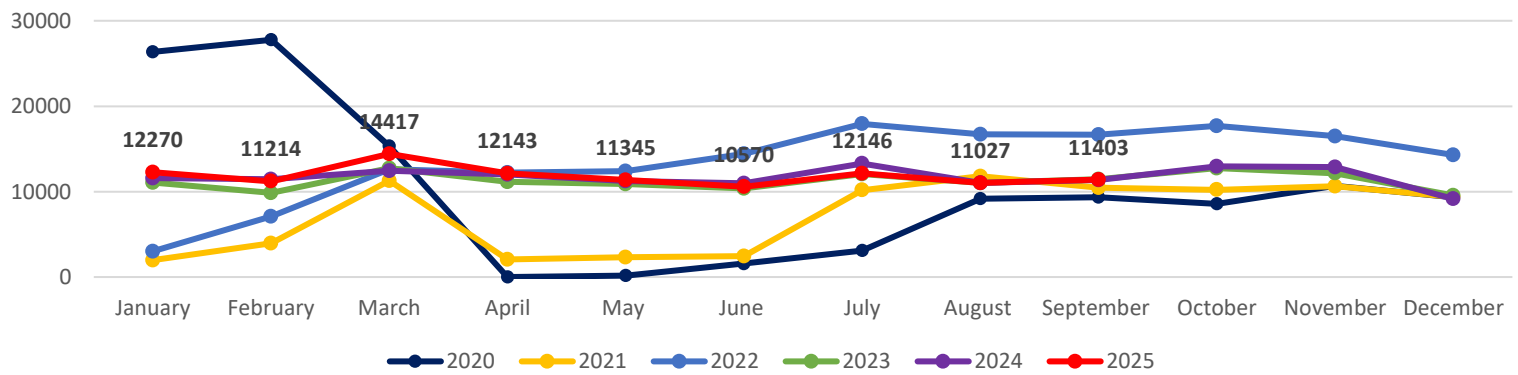
Monthly Average Active Users Count 2020-2025 YTD



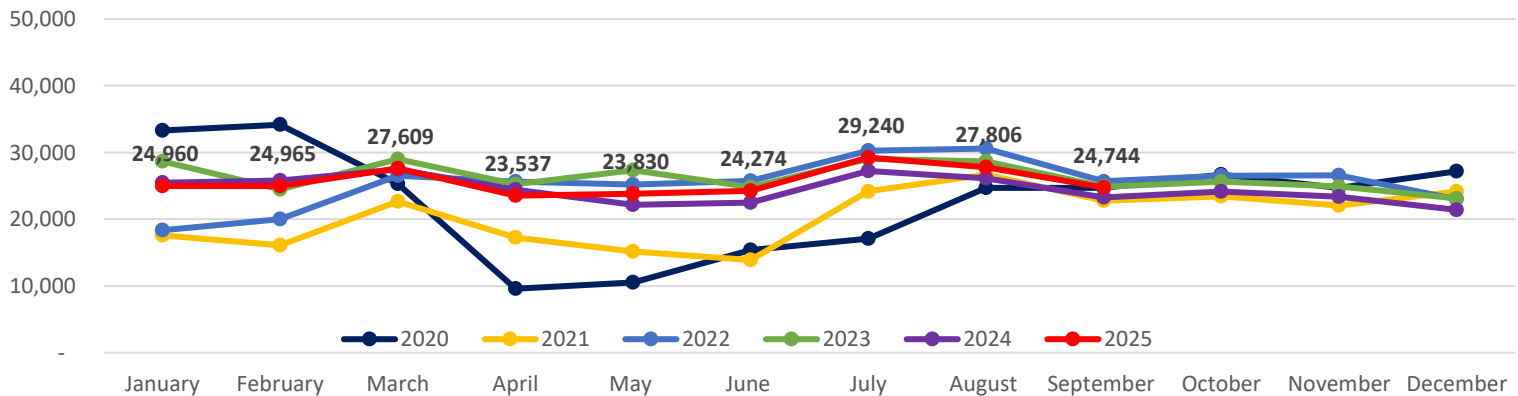
Active Cardholders 2020-2025



In Person Visits - 2020-2025



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





Subject: **Trespass Policy**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **October 14, 2025**

Recommendations

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

Introduction

The Trespass Policy outlines the Library's approach to managing circumstances in which a person's behaviour is contradictory to the Library's Public Code of Conduct. Authority for this policy falls under the *Public Libraries Act* as well as the *Trespass to Property Act*.

Discussion

The Trespass Policy was originally written in 2022. Updates to the policy include alignment with current procedures for notifying persons of their exclusion, when Woodstock Police Service receives a copy of the notification, and updating examples of inappropriate behaviours and the resulting response from the Library. Additionally, the definition of library space has been expanded to include virtual and off-site programming and outreach sites. Other minor changes have been made for clarity and formatting purposes.



Woodstock Public Library Policy

Policy Name: Trespass Policy

Category: Library Services

Version: October 14, 2025

Policy Statement and Rationale

The Woodstock Public Library is committed to creating and maintaining a safe and welcoming environment for everyone in our community. We ask that all patrons do their part in making the library an enjoyable space for all, by following the Library's Patron Code of Conduct.

This policy outlines the approach to handling situations in which a person's disregard for appropriate conduct at the Library requires action that may in some cases include the issuing of a Trespass Notice under the *Ontario Trespass to Property Act*. It also identifies the appeals process for people who are excluded as a result of misconduct.

Scope

This policy shall apply to all patrons of the Woodstock Public Library, across physical and virtual locations.

Definitions

Exclusion means when a member of the public loses access to all library services and is not allowed to enter the Library or be on Library property at any time, for any reason, during a specified period of time.

Library privileges means all library services, as well as contacting the Library by person, phone, email, or using digital services for which a library card is required.

Library property means all Library buildings and property of the Woodstock Public Library, whether leased or owned; the physical spaces occupied by Library staff during programs, events, and outreach outside of the Library; and virtual spaces such as social media and virtual programming.

Reinstatement means the end of an exclusion and restoration of all library privileges.

Violence for the purposes of this policy, includes, but is not limited to physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault) and any verbal threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property, even in the absence of fear of immediate bodily harm.

Policy and Procedure

Authority

1. The Library Board has legal authority under Section 23(4)c of the *Ontario Public Libraries Act, R.S.O. 1990, c. P.44*, to make rules “for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property.”
2. The Library Board may exclude individuals from Library property under the *Ontario Trespass to Property Act, R.S.O, c. T.21*.
3. The Board authorizes the CEO to exclude persons from the Library and issue Notices of Trespass, as deemed necessary by the CEO and designated staff.
4. The CEO is accountable for the overall administration of this policy.

General Guidelines

1. Staff will apply this policy in a fair and equitable manner, both substantively and procedurally.
2. The severity of the penalty imposed will reflect the nature of the offence.
3. When possible and appropriate, staff will inform the person of how they violated the Library’s Public Code of Conduct and ask the offending individual to change their behaviour to conform to the Code. If such a change is not evident or forthcoming, that individual will be asked to leave the premises.
4. Any violation of the Public Code of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the Library, and prosecution.
5. Staff are instructed to call police immediately if they consider that a member of the public is breaking the law or poses a real or potential threat to the safety and well-being of other patrons and/or Library staff.
6. During virtual programs and events, participants are bound by all applicable Library policies, including the Library’s Public Code of Conduct, and will be removed from the Library’s virtual environment as deemed necessary by staff.

Suspensions

1. A suspension of one day from the Library may be applied when a minor transgression of the Public Code of Conduct occurs, that may include, but not limited to, disruptive, intrusive, or discriminatory language or behavior, attempted theft and minor vandalism.
2. Suspensions may be issued by a director, supervisor, staff person in-charge (PIC), or a librarian.
3. Some or all of the following actions may be taken by the staff depending on the nature of the situation:
 - a. Staff will inform the person of how they have violated the Library's Patron Code of Conduct.
 - b. An immediate verbal warning will be given to the person by the staff member.
 - c. The person will be expelled from the Library.
 - d. In every case, staff will complete an incident report recording the name of the person responsible for the breach in the Code of Conduct.

Exclusions

1. An exclusion for a period of longer than one day from the Library will be applied when the severity of the transgressions of the Public Code of Conduct is of a more severe nature and/or there are multiple transgressions from the same individual. These transgressions include, but are not limited to, vandalism, theft or attempted theft, consumption of drugs or alcohol in the library, uttering or behaving in a threatening manner or harassment of staff, volunteers, or other members of the public.
2. In extreme circumstances, a permanent (life-time) ban will be imposed on an individual at the discretion of the CEO. Transgressions of this nature include, but are not limited to, violent acts against staff, volunteers, or members of the public, or repeated behaviours of severe transgressions noted above.
3. Some or all of the following actions may be taken by staff depending on the severity of the situation:
 - a. Staff will inform the person of how they violated the Library's rules.
 - b. Woodstock Police Service may be contacted for intervention/support.
 - c. The person will be expelled from the Library and property.
 - d. A Notice of Trespass letter will be issued by the CEO or designate to the person, informing them that they have been excluded from the Library building, property, and services. The letter of notice will include:
 - i. The period of exclusion
 - ii. The reason for the exclusion
 - iii. The date of reinstatement of library privileges (where applicable).

- iv. Woodstock Police Service will be issued a copy of the Notice of Trespass for all incidents equal to or greater than one year in duration.

Appeals

1. A patron has a right to appeal an exclusion or extension of exclusion, in writing to the CEO.
2. Appeals must include the following information:
 - a. Name, address, and phone number.
 - b. Library card number (if applicable).
 - c. Email address.
 - d. Date of exclusion.
 - e. Reasons that demonstrate why the individual should be reinstated and what has changed since the exclusion was implemented.

Criteria for Appeals

1. The Library will use the following criteria when determining whether to grant an appeal or reinstatement of library privileges:
 - a. The circumstances surrounding the exclusion.
 - b. The safety of the public and staff.
 - c. The past behaviour of the person making the application with regard to the Public Code of Conduct.
 - d. The person's reasons for appealing their exclusion or seeking reinstatement, as well as other mitigating factors.
 - e. Where applicable, whether the person has reimbursed the Library for all expenses incurred as a result of the person's actions.
 - f. Whether the exclusion procedures were applied in accordance with the provisions of this policy.
2. Decisions made by the CEO on appeals are final.

Reinstatement

For exclusions with a defined end date, reinstatement occurs automatically when the exclusion period ends.

RELATED DOCUMENTS AND POLICIES

Woodstock Public Library – Public Code of Conduct

Public Libraries Act, R.S.O. 1990, c. P.44
Trespass to Property Act, R.S.O, c. T.21.

DOCUMENT REVISION RECORD

Adoption Date: 13 September 2022
Review Cycle: Once per Term
Last Reviewed: 14 October 2025
Resolution No.: 25-

**Minutes
Woodstock Public Library
Joint Health & Safety Committee
August 14, 2025 2:15 pm**

Employer Representative: J. Wachowiak, Manager of Facilities
L. Peixoto, Administrative Assistant (recorder)

Employee Representatives: N. Bailey
S. Bean

Location: Office of the Circulation Supervisor

The meeting of the Joint Health and Safety Committee (JHSC) was called to order on Thursday, August 14, 2025, at 2:15 pm in the office of the Circulation Supervisor.

1. Agenda

There were no additions, and therefore, the Agenda was approved.

2. Minutes

a) Minutes of the Meeting of June 25, 2025

There were no errors or omissions, and therefore, the Minutes of the meeting of June 25, 2025, were approved.

3. Workplace Inspections

a) Inspection of July, 2025

Discussion was had on the items noted on the Workplace Inspection Report, including the doors not latching closed during hot weather and the drug paraphernalia found in the Men's washroom during the inspection. Both issues were resolved immediately.

b) Inspection of August, 2025

Inspection would take place during the week of August 18, 2025, and would be included on the next JHSC agenda.

4. Co-chair Report – L. Peixoto

a) Verbal Update

L. Peixoto reported that an updated list of current certifications had been posted on the Health and Safety bulletin board.

5. Branch Communication/Concerns

a) Regulatory Information

None.

b) Email to Library Employees, dated July 8, 2025

Re: Drowning Prevention and Water Safety – Wellness Information

c) Email to Library Employees, dated July 15, 2025

Re: Floor I Staff Door from Children's

d) Email to Public Services Staff, dated July 30, 2025

Re: Recent Incidents Follow-up

e) Email to Gillian Green (supervisor) and Nan Bailey (JHSC rep), dated July 30, 2025 (in response to above email)

Re: Outdoor Hazardous Materials Procedures

Discussion was had on items d and e, and it was noted that proper protocol had not been followed per current procedures. Those involved in the clean-up reviewed the appropriate procedures.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) JHSC Recertification Schedule

Discussion was had, and it was agreed by members of the JHSC and Management that a staggered approach to recertification would be best. N. Bailey and S. Bean would review the online training dates and determine a schedule for their recertification prior to expiration.

Brief discussion was had regarding all Facilities staff taking ladder training. The Facilities Manager agreed this was a good idea and would look into it.

8. Next Inspection

a) September, 2025 – J. Wachowiak, S. Bean

b) October, 2025 – J. Wachowiak, N. Bailey

c) November, 2025 – L. Peixoto, S. Bean

d) December, 2025 – L. Peixoto, N. Bailey

9. Next Meeting

October 9, 2025, at 2:15 pm in the Meeting Room

With nothing further, the meeting adjourned at 2:45 pm.

WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
SEPTEMBER 2025

REVENUES		2025 BUDGET	PREVIOUS PERIOD YTD	SEP	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63069-0000	Southern Ontario Library Service	\$ -	\$ -	\$ -	\$ -	\$ -	
1000-63076-0000	Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000	Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000	Community Employment Centre	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000	Donations	\$ 12,000.00	53,692.45	2.30	53,694.75	(41,694.75)	447.46%
1000-69702-0000	Photocopying	\$ 5,000.00	5,495.30	580.70	6,076.00	(1,076.00)	121.52%
1000-69703-0000	Fines, Fees	\$ 500.00	402.00	54.00	456.00	44.00	91.20%
1000-69704-0000	Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000	Gift Shop Sales	\$ 300.00	118.50	18.50	137.00	163.00	45.67%
1000-69706-0000	Interest Earned	\$ 2,000.00	1,388.75	798.46	2,187.21	(187.21)	109.36%
1000-69707-0000	Non-Resident Fees	\$ 6,000.00	5,243.20	654.80	5,898.00	102.00	98.30%
1000-69708-0000	Miscellaneous	\$ 50.00	134.54	229.26	363.80	(313.80)	727.60%
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	2,824.27	1,216.58	4,040.85	(540.85)	115.45%
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	\$ 69,615.41	\$ 3,554.60	\$ 73,170.01	\$ 3,269,929.99	2.19%

EXPENDITURES		BUDGET	PREVIOUS PERIOD YTD	SEP	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101	Salaries & Wages, Regular	\$ 1,301,590.00	\$ 864,354.48	\$ 103,953.88	\$ 968,308.36	\$ 333,281.64	74.39%
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	379,760.46	42,454.20	422,214.66	202,785.34	67.55%
1000-83610-0104	Salaries & Wages, Shift Premium	\$ 14,000.00	8,613.35	1,101.00	9,714.35	4,285.65	69.39%
1000-83610-0105	Vacation Pay	\$ 47,000.00	28,491.35	3,072.09	31,563.44	15,436.56	67.16%
1000-83610-0108	Stat Pay	\$ 31,000.00	17,806.97	2,147.32	19,954.29	11,045.71	64.37%
1000-83610-0121	Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150	O.M.E.R.S.	\$ 171,900.00	116,163.32	14,841.21	131,004.53	40,895.47	76.21%
1000-83610-0151	C.P.P.	\$ 102,610.00	71,675.97	7,496.76	79,172.73	23,437.27	77.16%
1000-83610-0152	E.I.	\$ 35,500.00	26,881.99	2,680.89	29,562.88	5,937.12	83.28%
1000-83610-0154	Employers Health Tax	\$ 39,200.00	26,292.41	3,014.87	29,307.28	9,892.72	74.76%
1000-83610-0158	Insurance, EHC, LTD	\$ 172,000.00	115,825.98	29,330.44	145,156.42	26,843.58	84.39%
1000-83610-0171	Workers' Compensation Insurance	\$ 7,630.00	5,258.64	602.98	5,861.62	1,768.38	76.82%
1000-83610-0172	Travel & Mileage	\$ 3,000.00	1,035.18	35.53	1,070.71	1,929.29	35.69%
1000-83610-0198	Pay in Lieu of Benefits	\$ 18,000.00	10,680.18	991.69	11,671.87	6,328.13	64.84%
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	28,030.84	4,377.36	32,408.20	24,091.80	57.36%
1000-83610-0309	Caretaking Supplies	\$ 7,000.00	4,376.06	582.67	4,958.73	2,041.27	70.84%
1000-83610-0310	New Equipment	\$ 8,000.00	23,360.61	13,516.66	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	6,770.85	771.82	7,542.67	2,457.33	75.43%
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	1,243.58	523.44	1,767.02	1,732.98	50.49%
1000-83610-0315	Advertising	\$ 6,000.00	1,280.49	313.34	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	9,543.55	391.69	9,935.24	10,064.76	49.68%
1000-83610-0350	Telephone	\$ 9,300.00	5,279.30	741.50	6,020.80	3,279.20	64.74%
1000-83610-0351	Electricity	\$ 25,000.00	12,403.02	4,416.46	16,819.48	8,180.52	67.28%
1000-83610-0352	Heat	\$ 10,000.00	6,746.30	25.97	6,772.27	3,227.73	67.72%
1000-83610-0353	Water	\$ 3,500.00	1,888.40	262.07	2,150.47	1,349.53	61.44%
1000-83610-0370	Software & Liscensing	\$ 93,000.00	74,372.53	5,340.14	79,712.67	13,287.33	85.71%
1000-83610-0383	Consultant Services	\$ 103,870.00	1,831.68	415.18	2,246.86	101,623.14	2.16%
1000-83610-0393	Purchased Services	\$ 2,000.00	544.04	-	544.04	1,455.96	27.20%
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	119,434.15	31,690.59	151,124.74	113,875.26	57.03%
1000-83610-0620	Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621	Periodicals	\$ 10,500.00	6,406.77	553.12	6,959.89	3,540.11	66.28%
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	16,372.61	1,531.38	17,903.99	20,096.01	47.12%
1000-83610-0627	Programmes	\$ 20,000.00	15,820.56	1,717.97	17,538.53	2,461.47	87.69%
1000-83610-0634	Standing Orders	\$ 8,000.00	3,997.51	751.96	4,749.47	3,250.53	59.37%
1000-83610-0635	Inter-Library Loans	\$ 2,000.00	993.97	17.80	1,011.77	988.23	50.59%
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	\$ 2,025,444.99	\$ 279,663.98	\$ 2,305,108.97	\$ 1,037,991.03	68.95%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
SEPTEMBER 30 2025

Balance - September 1, 2025 (\$1,955,829.58)

Add: Revenue \$3,554.60

Less: Expenses (\$97,307.09)

Payroll (\$182,356.89)

Balance - September 30, 2025 (\$2,231,938.96)

Levy to be applied \$3,102,580.00

Levy Adjusted Balance \$870,641.04

SUMMARY OF JESSIE MCDUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
SEPTEMBER 30 2025

Balance - September 1, 2025 \$14,644.10

Add: Bank Interest \$41.04

Less: Account Fees

Balance - September 30, 2025 \$14,685.14

SUMMARY OF RESERVE FUNDS

MARG TOON RESERVE FUND
#0180-52030-0000
SEPTEMBER 30 2025

Balance - September 1, 2025 \$2,588.62

Add: Bank Interest \$7.26

Less: Account Fees

Balance - September 30, 2025 \$2,595.88

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 - September 30, 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 - September 30, 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 - September 30, 2025 \$375,960.03



Subject: United Way Oxford Community Fund

Action: For Information and Approval

Prepared by: Matthew Barabash

Meeting of: October 14, 2025

Recommendations

That the Woodstock Public Library Board authorize the Library's joint submission to the United Way Oxford Community Fund.

Summary

Woodstock Public Library has been invited to submit a Statement of Interest to United Way Oxford's 2026–2027 Community Fund in partnership with United Way, Community Employment Services, and The Woodstock Museum. The proposed "Community Connection and Outreach" initiatives include several engagement events such as BBQs, picnics, youth pizza hangouts, and family-friendly film nights, supported by our submission partners and other community organizations.

The total funding request is \$6,552.00, covering program supplies (including hats and mittens), food and beverage costs, nutritional support, paid advertising, evaluation tools, and presenter honorariums. These programs aim to bolster social inclusion for disaffected community members and newcomers, while also helping to replenish supplies lost by our partners due to 2025 budget cuts.

A formal WPL Board motion is required for the application to proceed. If selected by the United Way Community Impact Council, we will be invited to submit a full application in December 2025. The Board is asked to approve the submission and authorize staff to proceed with the full application if invited.



*behind every
library*



Federation
of Ontario Public
LIBRARIES

One Voice

Strategic Plan 2025-2029

FOPL Strategic Plan 2025–2029

ONE VOICE FOR ONTARIO'S PUBLIC LIBRARIES

At the Federation of Ontario Public Libraries (FOPL), we unite public libraries across the province with a shared vision: to be one strong, strategic voice advocating for the future of Ontario's public libraries. Our purpose is to support and

elevate libraries so they can thrive—empowering the communities they serve. Through collaboration, research, and advocacy, FOPL drives forward a public library sector built on sustainability, intellectual freedom, and truth and reconciliation.

STRATEGIC PILLARS & PRIORITIES

Advocacy & Influence

SHAPING POLICY. STRENGTHENING VOICE.

FOPL champions the role of public libraries at every level of government. We build and maintain strong relationships with elected officials and decision-makers to ensure libraries are heard, valued, and supported.

Key Actions:

- Engage with provincial leaders to influence policy and investment in public libraries.
- Mobilize the library community around shared goals.
- Advocate for First Nations libraries through national and provincial channels.
- Support local libraries in municipal advocacy and outreach.
- Respond swiftly to emerging policy issues and opportunities.

Initiatives:

- Educate new municipal councils and library boards about the value of libraries.
- Collaborate with partners like the Ontario Library Association (OLA) to present a unified voice.
- Leverage professional government relations expertise and member feedback.

Marketing Public Library Value & Impact

TELLING THE LIBRARY STORY. TOGETHER.

We help libraries share their stories and successes by coordinating impactful, province-wide marketing campaigns and offering powerful data and tools to amplify their local impact.

Key Actions:

- Position FOPL as the trusted voice for Ontario's libraries.
- Create research-based marketing strategies that strengthen advocacy and promotion.
- Develop shareable social media campaigns and tools for members.
- Build partnerships beyond the traditional library network to expand reach.
- Communicate FOPL's unique role within the library ecosystem.

Initiatives:

- Attend municipal conferences to advocate for libraries at the local level.
- Launch bold communications that promote Intellectual Freedom and Truth and Reconciliation.
- Offer the Data Dashboard to help libraries showcase their outcomes.
- Redesign FOPL's website and digital presence to engage members.
- Refresh our visual identity to align with this new strategic direction.

Training & Development

EMPOWERING PEOPLE. BUILDING CAPACITY.

We support the growth and resilience of Ontario's library staff, trustees, and boards through targeted professional development, shared learning opportunities, and collaborative training.

Key Actions:

- Provide training for library boards, trustees, and municipal partners.
- Increase board and member engagement through education.
- Offer expertise and sessions at Facilitate knowledge sharing on advocacy, grants, reconciliation, and intellectual freedom.

Initiatives:

- Deliver annual training sessions and advocacy workshops.
- Partner with OLS, OLA, and CFLA to create inclusive, relevant training content.
- Launch campaigns to engage and educate library boards.
- Support libraries navigating intellectual freedom challenges in partnership with the Centre for Free Expression.

Organizational Resilience

BUILDING FOR THE FUTURE. TOGETHER.

FOPL is committed to becoming a stronger, more inclusive, and future-ready organization. By engaging our members, diversifying leadership, and strengthening operations, we'll ensure a lasting impact..

Key Actions:

- Diversify funding to ensure long-term sustainability.
- Enhance member engagement through communication and collaboration.
- Support active, inclusive working groups to lead key initiatives.
- Prepare for leadership succession and operational continuity.

Initiatives:

- Encourage library school students to access FOPL resources and get involved.
- Foster leadership through the Former Library Leader Caucus.
- Represent Ontario in national discussions on reconciliation and intellectual freedom.
- Expand access with hybrid meetings and province-wide events.
- Launch campaigns to recruit new members and deepen diversity in FOPL governance

LOOKING AHEAD

FOPL's 2025–2029 Strategic Plan represents a bold, collaborative roadmap to elevate Ontario's public libraries. Together, we are building a strong, inclusive, and resilient library system—one voice, one vision.

For more information, visit fopl.ca