

DRAFT Agenda
Woodstock Public Library Board
September 9, 2025

Date: Tuesday, September 9, 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. Board Vacancy**
 - a) Resignation of Trustee D. Barry**
 - b) Appointment of Vice Chair**
- 6. Minutes of the Meeting of June 10, 2025**
Recommendation:
That the Board approves the Minutes of the meeting of June 10, 2025, as circulated (or following corrections).
- 7. Business Arising from the Minutes**
 - a) Reciprocal Borrowing**
Verbal update
- 8. Chairperson's Remarks**
- 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

Recommendation:

That the Board receives the amended Minutes of the meeting of April 9, 2025, of the Friends of the Woodstock Public Library as information.

- ii) Minutes of the meeting of May 14, 2025

Recommendation:

That the Board receives the Minutes of the meeting of May 14, 2025, of the Friends of the Woodstock Public Library as information.

12. Administrative Reports

a) Monthly Report

- i) Report of the Chief Executive Officer
- ii) Report of the Director of Library Services/Deputy CEO

b) Statistics

- i) Library Systems Activities for the months of June, July, and August, 2025

c) Policy Review

- i) Report – Accessibility in the Library Policy
- ii) Accessibility in the Library Policy

Recommendation:

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

- iii) Report – Diversity, Equity, and Inclusivity Policy
- iv) Diversity, Equity, and Inclusivity Policy

Recommendation:

That the Woodstock Public Library Board approves the Diversity, Equity, and Inclusivity Policy as presented or amended.

13. Committee Reports

a) Ontario Library Service Trustee Assembly

None

b) Health and Safety

- i) Minutes for April 10, 2025

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of April 10, 2025.

- ii) Minutes for June 25, 2025

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of June 25, 2025.

14. Finance

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

Recommendation:

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.

b) 2026 Capital and Revenue Fund (Operating) Budgets

Recommendation:

That the previously approved and funded IT network and security systems upgrades project be carried forward to 2026 for completion.

15. New Business

a) Fall Staff Development Day 2025

Recommendation:

That the Woodstock Public Library close on Friday, December 5, 2025, for staff development and the annual staff appreciation event.

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

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).*
-

19. Next Meeting

Tuesday, October 14, 2025, 4:15 p.m.

20. 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 June 10, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 10, 2025, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

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

b) 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

The Chair called the meeting to order at 4:17pm.

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 25-54

MOVED by K. Leatherbarrow and seconded by K. Whiteford to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of May 13, 2025

Motion 25-55

MOVED by B. Martin and seconded by D. Tait to approve the Minutes of the meeting of May 13, 2025.

Motion carried.

6. Business Arising from the Minutes

None.

7. Chairperson's Remarks

M.A. Silverthorn offered a reminder to members of the Board that the Library staff appreciation lunch was scheduled for Thursday, July 17, 2025, and all were invited to attend if able.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library
Minutes of the meeting of April 9, 2025

Motion 25-56

MOVED by D. Tait and seconded by L. Wareing that the Board receives the Minutes of the meeting of April 9, 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 shared some images of the study pod that had been donated by a local business. The donor had graciously agreed to fund the entire project including installation. The Board would be

updated when more information was received regarding delivery of the unit.

L. Harris announced the successful incumbent for the Facilities Manager position as being Joe Wachowiak. Replacement for his previous position was in process.

L. Harris noted that the summer students had commenced their positions, working with the librarians prepping for programs and attending school visits.

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

L. Harris provided details on the statistical reports before the Board, noting a significant increase in social media statistics with the new Marketing Librarian in place.

c) Policy Review

i. Report – Access to Information, Protection of Privacy, and Electronic Messaging Policy

L. Harris noted the policy's compliance with anti-spam legislation as well as MFIPPA compliance and processes.

The Board suggested making small amendments to include examples of products, services and subscriptions the Library uses, making it clear who is getting a patron's information.

ii. Access to Information, Protection of Privacy, and Electronic Messaging Policy

Motion 25-57

MOVED by K. Whiteford and seconded by D. Tait that the Board approves the Access to Information, Protection of Privacy, and Electronic Messaging Policy as amended.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing reported on attending the Trustee Assembly two weeks prior, noting that there were resources available for libraries going into budget and/or donor meetings.

L. Wareing reported sharing the VOLT with attendees at the meeting, and many had not heard of it which started meaningful conversation.

The next Trustee Assembly would be held in the Fall; dates to be determined.

- b) Health and Safety**
Minutes for March 20, 2025

Motion 25-58

MOVED by D. Barry and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of March 20, 2025.

Motion carried.

13. Finance

- a) Treasurer's Report**

Motion 25-59

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

L. Harris provided explanation on overtime due to retro pay after settlement of the collective agreement as well as coverage for night cleaning by the Facilities Supervisor during a gap in the position. It was also noted that the repairs budget line was higher than anticipated due to unexpected issues with the HVAC system. More discussion would be had on the HVAC system with Capital Projects.

Motion carried.

- b) Projected 2026 Capital Projects**

Discussion was had regarding items that would be brought before the Board at the regular meeting in the Fall. Both the air conditioning unit and mandatory backflow valve upgrade would be items brought forward in September.

14. New Business

a) Reciprocal Borrowing Privileges

L. Harris offered explanation of the Library's non-resident fees and who is eligible for a library card without charge. The current system allows for residents whose taxes are paid to the City of Woodstock to have a library card with borrowing privileges, however, non-residents, although able to use the library facilities, must pay \$55 annually to borrow materials. This amount offsets the cost a resident would pay with their taxes for library services. St. Thomas Public Library and Elgin County had entered a reciprocal agreement, and information would be sought from these organizations to better understand the impact should Woodstock also enter into such an agreement with other municipalities.

Motion 25-60

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board refers to staff for preparation of a report of recommendations on reciprocal borrowing to come back to the Board at its meeting in September, 2025.

Motion carried.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, September 9, 2025, 4:15 pm.

L. Wareing offered regrets for the meeting in September.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:13 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.



Minutes
Friends of the Woodstock Public Library
April 9, 2025

Present: Matthew Lloyd – Chair
Rick Cole – Vice-Chair
Marion Baker – Secretary
Gerry Wormald – Treasurer
Sylvia Weiser-Sutherland
Laura Schneider
Linda Nelson
Kathie Richards
Andie Lennox
Christina Cullen
Ainsley Jeffery
Tazia Fiose-Booker
Lee Mathers
September Quierrez
Diana St. Clair
Sarah Snow
Peter Ruehlicke
Jonathan Rutherford

Also present: Megan Cook, Director of Library Services/Deputy C.E.O.

Regrets: Susan Hamilton, Karen Leslie

Chair Matthew Lloyd calls the meeting to order at 5:10 p.m. and welcomes those present.

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

That the Agenda for the April 9, 2025 meeting be approved. Carried.

Minutes:

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

That the Minutes of the March 12, 2025 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald presents his Financial report.

Membership Update:

Secretary Marion introduces and welcomes new Friends members Ainsley Jeffery, Linda Nelson, Sarah Snow and Jonathan Rutherford to the meeting.

Library Update - Megan Cook:

Megan Cook distributes copies of a flyer for the May book sale and also visiting author Robert Rotenberg that had been designed by a library staff member. Members are encouraged to take flyers to post in various suitable locations. The flyers will also be posted on the Woodstock Public Library website as well as the Friends Facebook/Instagram sites. If Friends members contact Megan, she will register their attendance to hear Robert Rotenberg speak or they can also register by calling the library.

New and Ongoing Business: A new venture, a Comic Book giveaway day is to be held on Saturday, May 3rd along with other special activities at the library that day. A sign-up sheet is circulated for those who are willing to volunteer for two hours with the handout of the comic books.

Book Sale Committee Report:

Speaking on behalf of Book Sale Committee members, Peter Reuhlicke stresses the need for volunteers to help with the set-up of the sale on Friday, May 9th and to work at the sale on Saturday, May 10th. A sign-up sheet is circulated.

Megan Cook suggests that rather than scan books when setting up for the sale on May 9th, scanning be done with each book at the as patrons pay for their chosen books when checking out.

The amount charged for each book sold to adults and also to children is discussed and determined. Books not sold at the sale will be "tagged" when they are packed into boxes and this will identify them as not having been sold at the previous sale. This will separate them from more recently donated books when placed in the storage area.

Date of Next Meeting:

Wednesday, May 14, 2025 at 5:00 p.m. in the library meeting room.

Adjournment:

Moved by Diana St. Clair that the meeting be adjourned.

The meeting is adjourned at 6:05 p.m.

Matthew Lloyd, Chair _____



Minutes
Friends of the Woodstock Public Library
May 14, 2025

Present: Matthew Lloyd – Chair
Rick Cole - Vice Chair
Marion Baker – Secretary
Gerry Wormald – Treasurer
Sylvia Weiser-Sutherland
Linda Nelson
Sarah Snow
Kathie Richards

Diana St. Clair
Andie Lennox
Karen Leslie
Peter Ruehlicke
Jonathan Rutherford
Laurie Swinarton
Ainsley Jeffery
Lauren Lambkin

Also present: Megan Cook, Director of Library Services/Deputy C.E.O.

Regrets: Susan Hamilton, Laura Schneider, September Quierrez, Taziah Fioze-Booker

Chair Matthew Lloyd calls the meeting to order at 4:58 p.m. and welcomes those present.

Agenda: Moved by: Andie Lennox
Seconded by: Kathie Richards

That the Agenda for the May 14, 2025 meeting be approved. Carried.

Minutes:

Errors in the reporting of the April 9, 2025 Minutes are noted and the following Motion is put forward:

Moved by: Karen Leslie
Seconded by: Peter Ruehlicke

That the Minutes of the April 9, 2025 meeting, as amended, be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald presents his Financial report as at May 11, 2025.

Membership Update:

Secretary Marion introduces and welcomes new Friends member Laurie Swinarton and notes that Laurie had been a volunteer literacy tutor at a library in Toronto.

Library Updates - Megan Cook:

As of this date, 50 people have registered to attend the Author's Event on May 22nd at Oxford Gardens. Megan cannot attend the event but other library staff will be in attendance to set up for the evening.

Megan will soon be taking a one-year maternity leave from her duties at the library and will introduce the person who will be working with Friends of the Library during her absence, at the June 11th meeting.

New and Ongoing Business:

Book Sale Report:

Book Sale Committee members, Lauren Lambkin, Andie Lennox and Peter Ruehlicke report on the recent book sale noting that a large quantity of non-fiction books did not sell. Megan Cook agreed that these books be placed on the "Free Cart" located in the lobby of the library and general discussion ensues re the unsold books.

Moved by: Peter Ruehlicke

Seconded by: Andie Lennox

That six boxes of young adult and large print books that did not sell at the book sale be donated to library partners. Carried.

Book Sale Committee member Andie Lennox suggests jig-saw puzzles also be offered for sale at future book sales. She also suggests that pricing for the books change to eliminate the need for coins having to be handled by the cashiers.

Comics for Children:

Matthew Lloyd and Andie Lennox volunteered their time in the morning to hand out comics to children on Saturday May 3rd at the library and Sarah Snow and Lauren Lambkin volunteered in the afternoon.

Date of Next Meeting:

Wednesday, June 11, 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 5:48 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: September 9, 2025

Library Space

The Library's new study pod has arrived onsite, and installation of this new space near the local history section is currently in progress. Once completed, the pod will be available for quiet study, interviews, small group meetings, exam proctoring, and other small space uses. The Library will be holding a grand opening event this fall to officially open the pod as well as thank our donor. We are thrilled to have been able to quickly advance this project as it was a high priority item emerging from the Library's new strategic plan.

To make space for the pod, the team moved the largest table in the building to a new location in the Teen area. This change has been enthusiastically embraced by the community with high school students using the space for studying and connection during school breaks, as well as adults looking for study and work space during other periods of the day.

We recently received this lovely comment from a programmer this summer:

"... I would like to thank you for inviting us to play our concert at the Woodstock Public Library last evening. Our music was warmly received ... and the entire event had a wonderful atmosphere. Everything went so smoothly, and we greatly appreciated the warm welcome we received from all of the staff at WPL."

You have a beautiful facility with such a strong feeling of history but also a facility that appears to be well loved and well used. Perhaps another opportunity will arise in the future when we can bring some more music to the Woodstock Public Library."

Community Connections and Partnerships

Throughout the summer, the Library has commenced stakeholder discussions and data gathering for potential reciprocal borrowing arrangements with surrounding municipalities. We anticipate the report will be brought to the Board at the October meeting of this year.

Marketing and Communications

In early summer, the Ontario Library Service (OLS) requested that Woodstock trial the new version of the Valuing Ontario Libraries Toolkit (VOLT) alongside other early adopters of this tool. While working through the new version of the tool, I was pleased to note that the updates will better reflect aspects of our library that are not properly reflected in the current version, providing a more accurate representation of the value of our library. The planned rollout of the updated tool is later in 2025, which will allow us the opportunity to use it for the upcoming 2026 budget presentation.

The Library collaborated with the City's marketing team this summer to support the September edition of What's on Woodstock. This edition features a beautiful image of the library on the front cover, as well as an article on Reading Towards Reconciliation written by City staff that includes recommended reads from the community selected and annotated by Library staff.

Administrative Updates

Budget planning and forecasting the needs for 2026 are well underway. The Library remains committed to balancing the needs of our community as outlined in the strategic plan as well as ensuring continued fiscal responsibility during the current economic climate.

Planning is underway for the fall staff development and third annual staff recognition event. We look forward to ensuring our staff have the training and support to provide library services and programming for our community, as well as the opportunity to recognize their incredible work and dedication to the Library.

Library staff pass on their thanks to the Library Board for the staff appreciation lunch held in July. It was a wonderful opportunity to share community and appreciation along with a meal, and several community members observing the event commented that they too thought this event was a wonderful gesture to demonstrate the value and appreciation of all Library staff.



Subject: **Library Services Report for September, 2025**

Action: **For Information**

Prepared by: **Matthew Barabash**

Meeting of: **September 9, 2025**

Community Connections and Partnerships

The Library had remarkable success with outreach events such as Summer StreetFest, Canada Day, Cowapolooza, and the Woodstock Fair with a total of 1,495 participants. The months of June and July saw high numbers in program attendance with 3,082 and 3,859 participants, respectfully. Camps visited this summer included the City of Woodstock, the YMCA, and the Woodstock and District Developmental Services.

The Library participated in Fanshawe College Woodstock's Welcome Week where Library staff connected with over a quarter of the total student population.

We had a decades-long patron who, due to personal circumstances, couldn't visit WPL much over recent years. She recently attended our afternoon book club and was surprised to discover that she doesn't know many staff these days. She had the opportunity to connect with our Emerging Technologies Librarian as she was looking for a book recommendation and she mentioned that he provided excellent customer service and a great read. We are always happy to reconnect with our patrons and glad that they engage well with all of our staff, regardless of their length of service with us.

Programs and Collections

We had 1,151 participants between the ages of 3-12 in the TD Summer Reading Club this year. This very successful annual program helps bridge the gap between school years for local children, as well as instill a love of reading and learning.

The Technical Services team has started an inventory project using WorkFlows in SirsiDynix to help clean up our database of old records of items no longer on our shelves making it easier for patrons to find the right books. The team will be taking the project one collection at a time and will continue working on it throughout the fall.

We also received some positive feedback this summer:

“Super, super place to be. Always welcoming, always helpful and sooo cheery.”

“Met [the summer students] today at Discovery Lab and Encanto family movie. These two are FANTASTIC! Fun, helpful and engage with the kids. My introvert and extrovert children both enjoyed themselves. Thanks so much guys!”

Customer Service

At the end of August, we said goodbye to our exceptional summer students who were a welcome and enjoyable addition to our team. They worked together well and had complimentary personalities with one being musical and the other into sports. They were a great tag team and had a very positive impact on the children that participated in summer programs at WPL.

Marketing and Communications

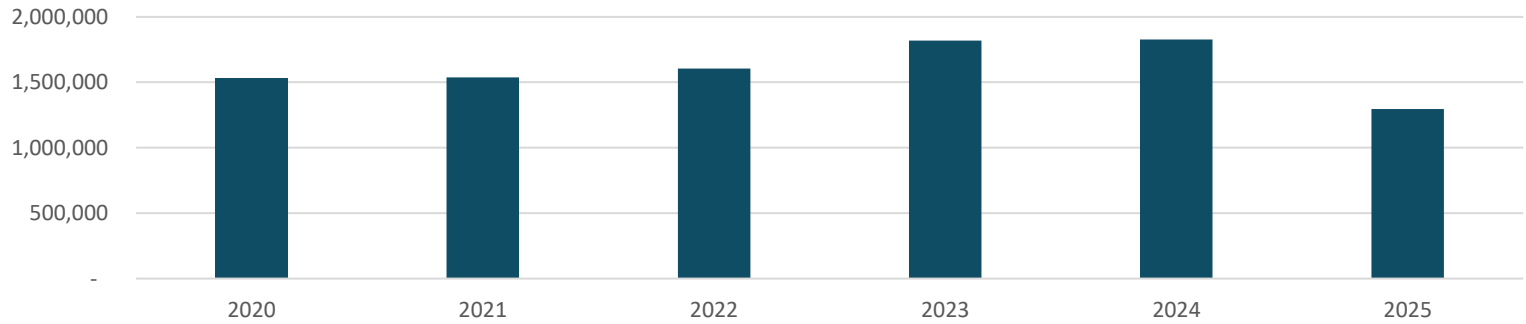
Our Information Services and Marketing Librarian has been busy promoting the library story and library programs on social media. She has been instrumental in transforming our social media channels and is very responsive to any changes or last-minute requests.

We are ready to roll-out an innovative marketing campaign that will have new users sent a series of informational emails designed to make the transition to being a new user easier as well as promoting library services.



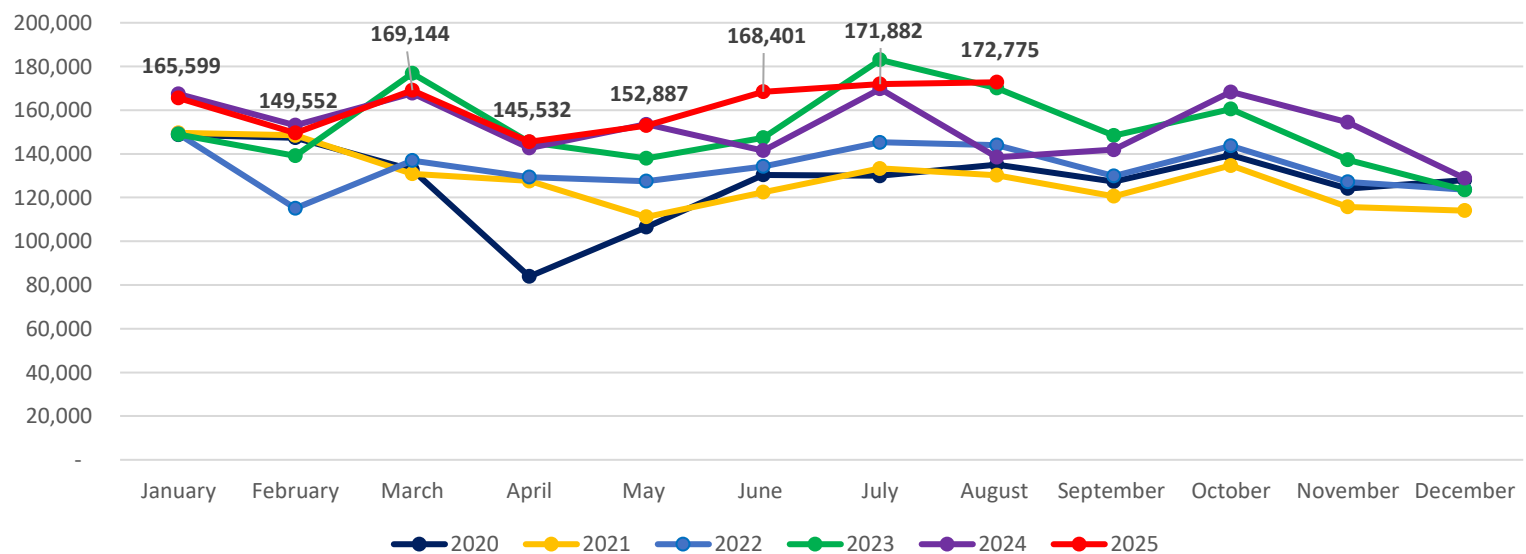
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

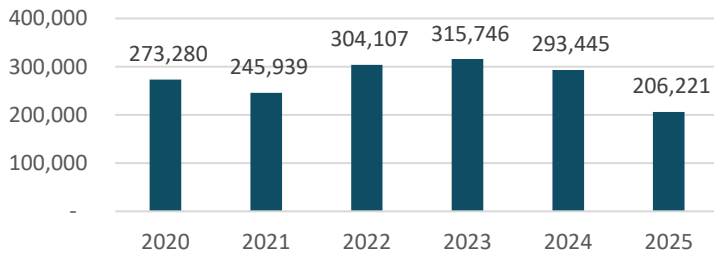


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	3,112	165,599
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
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									-
October									-
November									-
December									-
TOTAL	206,221	95,402	726,455	204,470	18,412	9,819	13,007	21,983	1,295,769

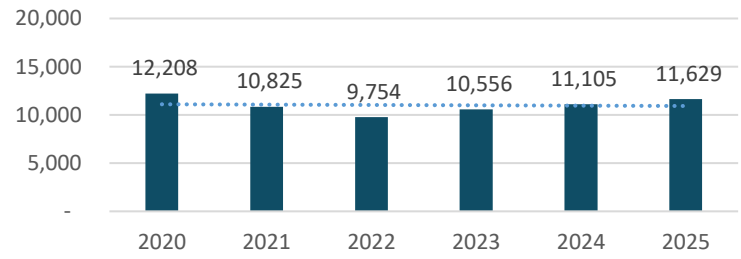
Total Library Uses by Month 2020-2025



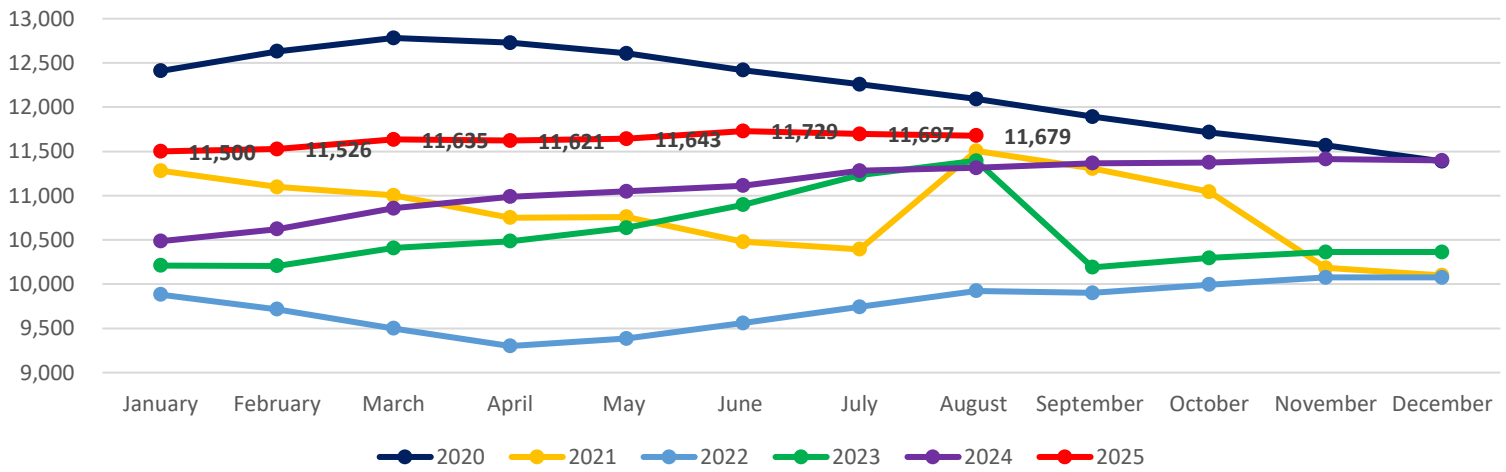
Annual Library Circulation Total 2020-2025



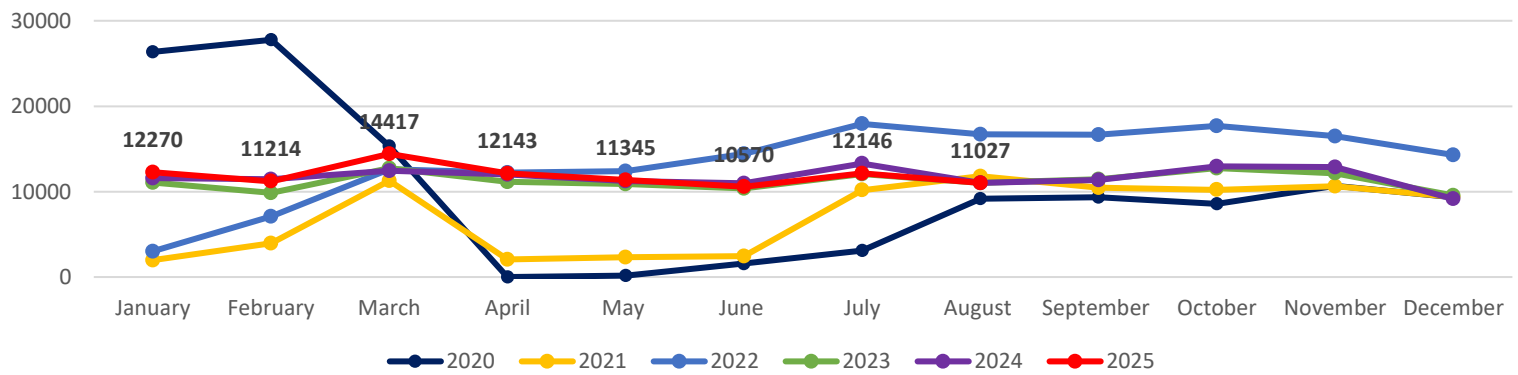
Monthly Average Active Users Count 2020-2025 YTD



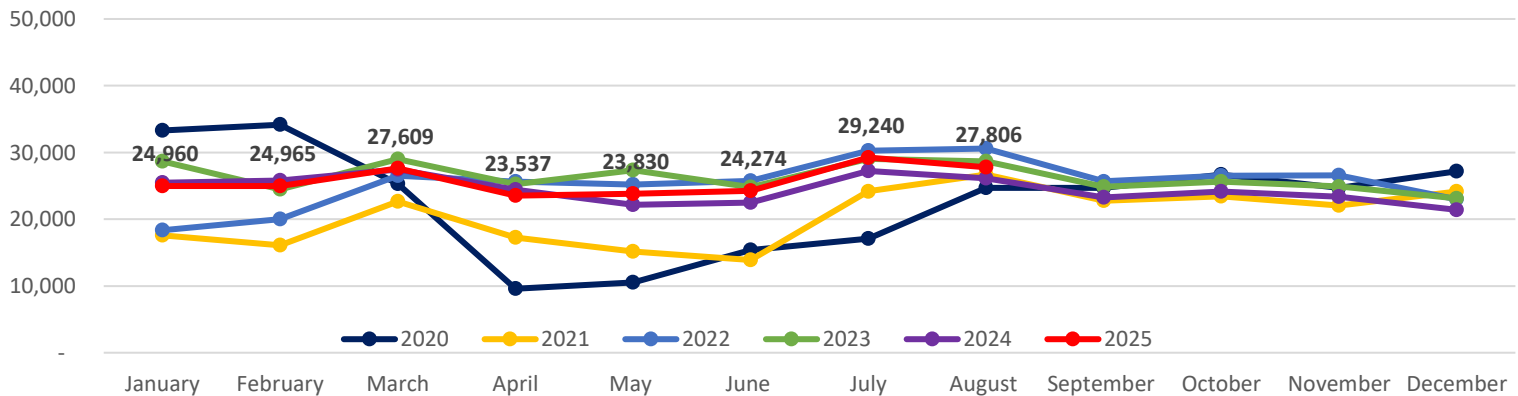
Active Cardholders 2020-2025



In Person Visits - 2020-2025



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





Subject: **Accessibility in the Library Policy**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **September 9, 2025**

Recommendations

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

Introduction

The Accessibility in the Library Policy ensures that the Woodstock Public Library meets or exceeds the compliance requirements set by the *Accessibility for Ontarians with Disabilities Act (AODA) 2005* and the *Integrated Accessibility Standards Regulation (IASR) (O.Reg 191/11 as amended by O.Reg 165/16)*.

Discussion

The current Accessibility Policy was written in 2012. Since that time, there have been several changes to legislation outlining accessibility standards in Ontario. Further to being updated to match the current standards, the policy closely aligns with the Board's Collection Development Policy and the Programming and Outreach Services Policy to not only meet current standards but also anticipate accessibility needs as part of our standard planning for library programs and services.

In addition, the policy outlines expectations for staff and members of the community regarding accessibility related needs such as support persons, service animals, and our alignment with the City of Woodstock and the SAAC-WAAC joint committee.



Woodstock Public Library Policy

Policy Name: Accessibility in the Library

Category: Library Services

Version: September 9, 2025

Policy Statement and Rationale

The purpose of this policy is to ensure that the Woodstock Public Library meets or exceeds the compliance requirements set by the *Accessibility for Ontarians with Disabilities Act (AODA) 2005* and the *Integrated Accessibility Standards Regulation (IASR) (O.Reg 191/11 as amended by O.Reg 165/16)*.

Woodstock Public Library's implementation of the accessibility legislation will be in alignment with the Library's Mission, Vision, and Values, including the values of diversity, equity, and inclusion. Woodstock Public Library acknowledges that accessibility is a shared responsibility between Library patrons, staff, partners, and the general public.

Definitions

Accessible formats may include, but are not limited to, large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities. Also referred to as alternate formats.

Assistive devices are any products, equipment or technological aids used by persons with disabilities that enable a person with a disability to do everyday tasks. Examples include Braille recorders, recording devices, magnifiers, and more.

A **barrier** is anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.

Communication supports are tools or devices that facilitate communications for a person with a disability, and may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communications.

Disability as defined in the AODA, disability means:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

Service Animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, episodic, intellectual, or mental health disability. Tasks performed can include, among other things, guiding, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Support Person is, in relation to a person with a disability, another person who accompanies the individual with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

Statement of Commitment

Woodstock Public Library is committed to providing accessible, equitable, and inclusive access to library services and facilities. The Library will ensure that each employee, volunteer, and patron receive equitable treatment with respect to employment and services without discrimination, and receives accommodation where required in a timely manner, and in accordance with the *Ontario Human Rights Code* and the AODA and its regulations.

The Woodstock Public Library will develop and support a service environment where the needs of persons with disabilities are addressed in accordance with the principles of dignity, respect, equity, and inclusion.

Responsibilities

1. For the purposes of AODA, the Library provides services on behalf of the municipality, and therefore is considered, along with the municipality, to be a designated public sector organization that is a “small organization’ [...] with at least one but fewer than 50 employees in Ontario, other than the Government of Ontario, the Legislative Assembly or a designated public sector organization” as defined within the *O. Reg. 191/11*. The Library complies with the obligations for this sector as set out in the AODA regulations.

2. The Board ensures that the Library complies with the spirit, principles, and intent of the AODA, and designates the Chief Executive Officer (CEO) as the individual accountable for the organization's compliance with legislation.
3. The CEO will ensure that policies, procedures, and training comply with the AODA and any regulations made under the AODA.

The Accessibility Plan

1. The Library will work with the City of Woodstock to establish, implement, maintain, and document a multi-year accessibility plan that will outline the municipality's strategy to identify, prevent, and remove systemic accessibility barriers and meet its legislated compliance requirements under the *IASR*.
2. The process of reviewing and maintaining the accessibility plan will be done in consultation with persons with disabilities.
3. The plan will be reviewed and updated at least once every five years.
4. The plan will be posted on the City of Woodstock website in an accessible format and will be provided in accessible formats upon request.

Policies and Procedures

In accordance with the *O. Reg 165/16*, relating to the *Accessibility for Ontarians with Disabilities Act 2005*, the Library has developed this to include the required Customer Service elements; and the Library's other policies will support accessibility, in these specific areas:

1. the purchasing policy will include accessibility criteria for procuring or acquiring goods, services, or products (and in the event where it is not practicable to procure accessible goods, services, or products the Library will document the reason within any files or reports related to the project);
2. the Internet services policies will include accessibility provisions with respect to the Library's website as outlined under the *Web Content Accessibility Guidelines (WCAG)*;
3. the human resource policies will address training on AODA regulations and the *Ontario Human Rights Code*, accommodation for job applicants and accommodation plans;
4. the collection development policy will address the availability of materials in a variety of accessible formats (e.g. print, audio, visual, digital, etc.);
5. the programming policy will address the development and delivery of library programs to provide reasonable accommodation for accessibility needs.

Customer Service

The Woodstock Public Library is committed to the independence and inclusion of persons with disabilities in our community, and in the context of customer service will commit to the following:

1. The Library will make every reasonable effort to ensure that services and programs are accessible by:
 - a) encouraging the use of personal assistive devices to access library services and programs;
 - b) providing at least one computer workstation which is equipped with assistive technology and a range of accessibility features;
 - c) arranging for the provision of accessible materials where they exist which may include archival material and special collections;
 - d) providing a library website with content that will meet or exceed World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)
 - e) supporting the inclusion of support persons or service animals accompanying people with disabilities, such as by:
 - i. waiving fees for support persons assisting users and when fees are required providing advance notification;
 - ii. permitting service animals to assist users and providing alternative accommodation in situations where a service animal is excluded from the premises by law. *While accessing the Library's premises, the person with a disability is responsible for ensuring their service animal is clearly identified by a vest, harness, or documentation provided by the individual, and that the service animal behaves in a professional manner.*
2. The Library will make every effort to communicate with users in a manner that enables the use of services and programs by providing:
 - a) this "Accessibility in the Library" policy in alternative formats upon request;
 - b) information on the provision of customer service for people with disabilities and accessible services and programs;
 - c) reasonable notification of all interruptions that especially relate to the provision of services and program for people with disabilities such as the Library's elevator;
 - d) a process for receiving feedback about the manner in which the Library provides services to persons with disabilities.
3. The Library will provide training to its Board members, staff and volunteers on how to provide customer service to people with disabilities, and will keep a record of when the training was provided and the individuals who received the training.

Communication

1. The Library shall make its communications available, upon request, in accessible formats for persons with disabilities and make the public aware of the availability of accessible formats. This applies to communications such as:
 - a. policies,
 - b. accessibility plans,
 - c. emergency procedures, plan and public safety information prepared for the public,
 - d. forms, surveys and other tools used to gather feedback,
 - e. information on collections/materials in accessible format, and
 - f. employment standards.
2. Accessible formats of the Library's communications shall be made available:
 - a. in a timely manner,
 - b. at no additional cost to the individual, and
 - c. in consultation with the person making the request.
3. In the event of a scheduled service disruption that will impact persons with disabilities in accessing the Library, notice of the planned disruption will be provided at least 48 hours in advance. The notice will include the reason for the disruption, anticipated length of the disruption, and a description of alternate accommodations (if any). In the event of an unplanned service disruption, notice will be provided as quickly as possible.
4. The Library welcomes feedback from persons with disabilities on the accessibility of its collections, services, programs, and facilities. The Library will strive to communicate with persons with disabilities in a manner that meets their individual accessibility needs.

Related Documents and Policies

Woodstock Public Library – Collection Development Policy
Woodstock Public Library – Diversity, Equity, and Inclusion Policy
Woodstock Public Library – Internet Services and Technology Policy
Woodstock Public Library – Programming and Outreach Policy
Woodstock Public Library – Purchasing and Disposal Policy

Accessibility for Ontarians with Disabilities Act, 2005, S.O. c.11 (AODA)

Ontario Regulation 165/16 made under the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. c.11* and amending O Reg. 191/11 (Integrated Accessibility Standards)

[City of Woodstock Accessibility Plan](#)

[Ontario Building Code](#)

DOCUMENT REVISION RECORD

Adoption Date: 18 December 2012
Review Cycle: Once per Term
Last Reviewed: 9 September 2025
Resolution No.: 25-



Subject: Diversity, Equity, and Inclusivity Policy

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: September 9, 2025

Recommendations

That the Woodstock Public Library Board approves the Diversity, Equity, and Inclusivity Policy as presented or amended.

Introduction

The Diversity, Equity, and Inclusivity Policy is a foundational document for the Library, outlining the commitment to these principles in the provision of library services to our community. Furthermore, this policy is mirrored in the Board's current strategic plan as a core value of the Library.

Discussion

This policy has seen substantial revision from its initial version named Inclusion and Diversity, dated 2021. Equity has been added to the policy as a key concept related to diversity and inclusiveness. Additionally, the policy has been reorganized into areas of impact (collections, programming, space) to be more easily accessed by staff and community members.



Woodstock Public Library Policy

Policy Name: Diversity, Equity, and Inclusivity Policy

Category: Library Services

Version: September 9, 2025

Policy Statement and Rationale

The Woodstock Public Library believes that a diverse society is central to our community's identity and that libraries have a responsibility to contribute to a culture that recognizes diversity, and fosters social inclusion. The Woodstock Public Library recognizes and affirms the dignity of those it serves regardless of heritage, education, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities. We strive to embrace cultural humility as a key foundation to our approach. The Woodstock Public Library places a high value upon community diversity and inclusive environments that are respectful and welcoming to all.

Scope

This policy shall apply to all Board members, staff, and volunteers of the City of Woodstock Public Library in their dealings with any members of the public.

Definitions

Cultural Humility means the process of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust.

Diversity means the range of human differences including, but not limited to, heritage, education, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, and any additional differences listed within the *Ontario Human Rights Code*, R.S.O. 1990, chapter H.19 s 5 (1).

Equity focuses on the ideals of justice and fairness. Whereas equality means providing everyone with the same number of resources regardless of whether everyone needs them, equity is when resources are shared based on what each person needs to adequately level the playing field.

Inclusivity means the act of creating environments in which any individual or group can feel welcomed, valued, respected, supported, and can fully participate. An inclusive and welcoming culture embraces differences and shows respect in words and actions for all people.

Declaration

The Woodstock Public Library is committed to fostering an environment which makes equity, diversity, and inclusivity a priority in planning and decision making for staffing, collections, services, and spaces. Our staff training will include accessibility, anti-racism, and cultural awareness training.

The Woodstock Public Library endorses the *CFLA Position Statement of Diversity and Inclusion* prepared by the Canadian Federation of Library Associations, which reads:

“The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country’s identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada’s libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.”

Collections

The Woodstock Public Library will provide diverse collections relating to culture, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators, and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous subject headings as they become available.

Services and Programming

As we develop and deliver services and programs, we work with our many communities to develop inclusive consultation and engagement processes, and to develop services in appropriate ways. We will seek to understand how diverse community groups define and describe themselves, and we will listen to and learn from communities rather than relying on indirect sources.

In the spirit of equity, diversity, and inclusivity for all members, the Library welcomes the exhibition of displays and provision of programs and services that reflect and fit within

the location's communities (e.g., displays during various religious holidays, culturally significant dates, etc.).

Spaces

The Woodstock Public Library will provide welcoming spaces for all. Our spaces will be inclusive with areas free of bias.

Related Documents and Policies

Woodstock Public Library – Collection Development Policy

Woodstock Public Library – Intellectual Freedom Policy

Woodstock Public Library – Programming and Outreach Policy

Woodstock Public Library – Patron Code of Conduct

Canadian Federation of Library Associations – [*Position Statement on Diversity and Inclusion*](#)

Ontario Human Rights Code, R.S.O. 1990, chapter H.19 s 5 (1).

[Ontario Public Library Guidelines](#) - Diversity

Document Revision Record

Adoption Date: September 14, 2021

Review Cycle: Once per Term

Last Reviewed: September 9, 2025

Resolution No.: 25-

DRAFT Minutes
Woodstock Public Library
Joint Health & Safety Committee
April 10, 2025, 2:15 pm

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

Employee Representatives: N. Bailey
S. Bean

Location: Meeting Room

The meeting of the Joint Health and Safety Committee (JHSC) was called to order on Thursday, April 10, 2025, at 2:15 pm at the Library.

1. Agenda

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

2. Minutes

a) Minutes of the Meeting of March 20, 2025

The Minutes of the meeting of March 20, 2025, were not available for this meeting, and would be circulated at a later date for review and approval.

3. Workplace Inspections

a) Inspection of March 27, 2025

Updates were provided including the replacement of the light switch in the Circulation Supervisor's office.

It was noted that there was good discussion on various points throughout the inspection in March, and those points were brought to the meeting.

4. Co-chair Report – M. Cook

a) Training

i. JHSC Re-certification – L. Peixoto

L. Peixoto confirmed JHSC certification through OSG.

L. Peixoto noted that a list of first aid certified staff would be created and posted on the health and safety bulletin board.

5. Branch Communication/Concerns

a) Regulatory Information

M. Cook confirmed there was no new regulatory information to pass along.

M. Cook reported that discussion was had with supervisors to reiterate with staff that breaks would be accommodated if issues arose with scent-related triggers while on desks, and that signs would be re-worded and posted in washrooms to refrain from using scented products while in the library. No new issues had been reported on the matter.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) Review of Terms of Reference

M. Cook reviewed the Terms of Reference, and discussion was had on quorum for meetings, and roles on the committee.

b) H&S Materials and Updates from City H&S Manager

M. Cook noted she had received a list of available Safety Talks from the City's Manager of Health and Safety, and would forward a screenshot of such for JHSC members to choose which would be most appropriate to share with Library staff.

c) CCOHS Modules

M. Cook reported that an account had been set up for Library employees. The site will be used for WHMIS training to start.

8. Next Inspection

a) April, 2025 – N. Bailey, L. Peixoto

b) May, 2025 – M. Cook, S. Bean

c) June, 2025 – M. Cook, N. Bailey

d) July, 2025 – L. Peixoto, S. Bean

Discussion was had regarding the exposure of floor outlets when the 'new books' display unit was moved to a different location on the second floor.

S. Bean noted that items from the new market counter in Children's have been left in a mess on the floor, at times.

M. Cook would bring the issue forward to the Public Services Supervisor to direct staff on the Children's desk to keep an eye on the situation so as to prevent a potential tripping hazard.

9. Next Meeting

June 12, 2025, at 2:15 pm. The Meeting Room will be occupied for this meeting. An alternate space would be discussed.

With nothing further the meeting adjourned at 2:58 pm.

Minutes
Woodstock Public Library
Joint Health & Safety Committee
June 25, 2025, 2:15 pm

Employer Representative: L. Peixoto, Administrative Assistant (recorder)

Employee Representatives: N. Bailey
J. Wachowiak, Building Maintenance Supervisor

Location: Flex Space

The meeting of the Joint Health and Safety Committee (JHSC) was called to order on Wednesday, June 25, 2025, at 2:15 pm in the Flex Space at the Library.

1. Agenda

After amendment to include a heat stress calculator link forwarded by the CEO under New Business, the Agenda was approved.

2. Minutes

a) Minutes of the Meeting of April 10, 2025

The Minutes of the meeting of April 10, 2025, were approved.

3. Workplace Inspections

a) Inspection of April, 2025

Discussion was had regarding the repeated concerns noted by staff on the noise of the hand dryers in the public washrooms. Although a nuisance for some, the noise levels are not a health and safety risk, and it's been noted on previous JHSC Minutes that the reasoning behind installing the hand dryers was twofold: there was a legitimate health and safety risk for Facilities staff when loading and unloading the paper towel dispensers after finding used sharps jammed up inside; also, plumbers have made several site visits to remove paper towel jams that clogged the toilets in both public washrooms on more than one occasion.

b) Inspection of May, 2025

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

c) Inspection of June, 2025

The report was reviewed, and no hazards were noted. Discussion was had regarding the Local History Closet and how organized and tidy it has become.

4. Co-chair Report

a) Verbal Update – L. Peixoto

L. Peixoto noted that an update would be discussed under Regulatory Information in Branch Communication/Concerns. This information was discussed during L. Peixoto's JHSC certification training, and was brought forward to the CEO for further investigation.

5. Branch Communication/Concerns

a) Regulatory Information

Discussion was had regarding the amendments to the Occupational Health and Safety Act (OHSA) and its regulations related to:

- employer and constructor duties with respect to clean washroom facilities and records of cleaning (in force as of July 1, 2025), and
- specific requirements related to records of cleaning that will be in force as of January 1, 2026.

J. Wachowiak, in consultation with the CEO, would be creating an inspection process and log for both the public and staff washrooms in keeping with the updated regulations.

b) Email to Library Employees, dated April 25, 2025

Re: Early Washroom Closure

Discussion was had regarding the new process, effective May 1, 2025, on announcing the early closure of public washrooms to allow for a more efficient closing of the Library at the end of the day.

c) Email to Library Employees, dated May 2, 2025

Re: Measles Outbreak Rising in Area

There were no questions.

d) Email to Library Employees, dated May 30, 2025

Re: Wellness Information – Homewood Health

There were no questions.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) CUPE Elections – JHSC Representatives for 2025-2027

N. Bailey reported that both she and S. Bean would be sitting on the JHSC as worker representatives for the next term. Discussion would be had in the near future on recertification for each JHSC member, noting it would be best to stagger the training.

A list had been started for all employees trained and certified in First Aid, and that would be posted on the H&S bulletin board once completed.

b) Heat Stress Calculator

The CEO shared a link to a heat stress calculator that was forwarded to her by the facilitators of her JHSC training.

<https://www.ohcow.on.ca/resources/apps-tools-calculators/humidex-based-heat-stress-calculator-plan/>

The tool uses temperature and humidity (not humidex) to calculate the risk and appropriate response for heat exposure for staff working outside. This would apply to Facilities staff as well as Public Services staff who may be working outside.

J. Wachowiak provided explanation on how to use the tool.

8. Next Inspection

- a) July, 2025 – L. Peixoto, S. Bean
- b) August, 2025 – L. Peixoto, N. Bailey
- c) September, 2025 – J. Wachowiak, S. Bean
- d) October, 2025 – J. Wachowiak, N. Bailey

9. Next Meeting

August 14, 2025, at 2:15 pm in the Meeting Room.

With nothing further, the meeting adjourned at 2:44 pm.



Subject: 2026 Capital and Revenue Fund (Operating) Budgets

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: September 9, 2025

Recommendations

That the previously approved and funded IT network and security systems upgrades project be carried forward to 2026 for completion.

Timelines

The Director of Administrative Services has circulated the following dates/deadlines for the 2026 Capital and Revenue Fund (Operating) Budgets as follows:

October 3, 2025:	Capital Project submission due
November 10, 2025:	Revenue Fund (Operating) Budget submission due
November 25, 2025:	Capital Budget Review meeting (City Council)
March 5, 2026:	Library Revenue Fund (Operating) Budget presentation (City Council)

Given the deadline to submit capital budgets, any projected capital expenses for 2026 require approval by the Library Board at the September 9, 2025, meeting.

An extension has been granted to the Library Board for submission of the Revenue Fund (Operating) Budget as the Board's November meeting falls a week after the due date. The Library Board will need to approve its 2026 operating budget at the November 18, 2025, meeting.

Discussion

Carry Over Capital Project

The 2025 capital project aimed at upgrading the Library's IT infrastructure has not yet

been completed. It is recommended that we officially carry over this project into 2026 to ensure the funds remain available to complete this project.

New Capital Projects

Two capital projects for the library building will be brought forward via the City of Woodstock as they pertain to the city-owned facility. The first project is the mandatory installation of a backflow valve as directed by County bylaw. The second is the replacement of the air conditioner units on the roof of the building.

2026 Revenue Budget

Currently, the Library plans to submit a base-budget to the City, without any personnel or service additions. A draft of the 2026 revenue fund budget will be brought to the Board at the October meeting for consideration and feedback.



Subject: Fall Staff Development/Staff Appreciation Day

Action: For Information

Prepared by: Lindsay Harris

Meeting of: September 9, 2025

Recommendation

That the Woodstock Public Library close on Friday, December 5, 2025, for staff development and the annual staff appreciation event.

Background

The Library continues to build on the semi-annual staff development days, and highly values this dedicated staff development time. Furthermore, the Library's Senior Team remains committed to providing a minimum of two full-day staff development days during each calendar year as part of its ongoing commitment to supporting staff education needs.

Discussion

The Library will provide adequate notice to the public regarding the closure through our various communication channels.

Ongoing learning is important for Woodstock Public Library staff. Dedicating time without disruption will enhance our ability to provide exceptional customer service to the public and support our staff team.

This day will also include our third annual staff recognition event for staff celebrating a milestone date in their career here at WPL during 2025. Members of the Library Board are welcome to attend the staff recognition portion of the day.



CANADA +WORLD

OPINION

Ford defends
sticking close
to Carney **A4**



CANADA

Trade talks
in 'intense
phase,' Carney
says **A5**

WORLD

European
Union, U.S.
strike a
deal **B3**

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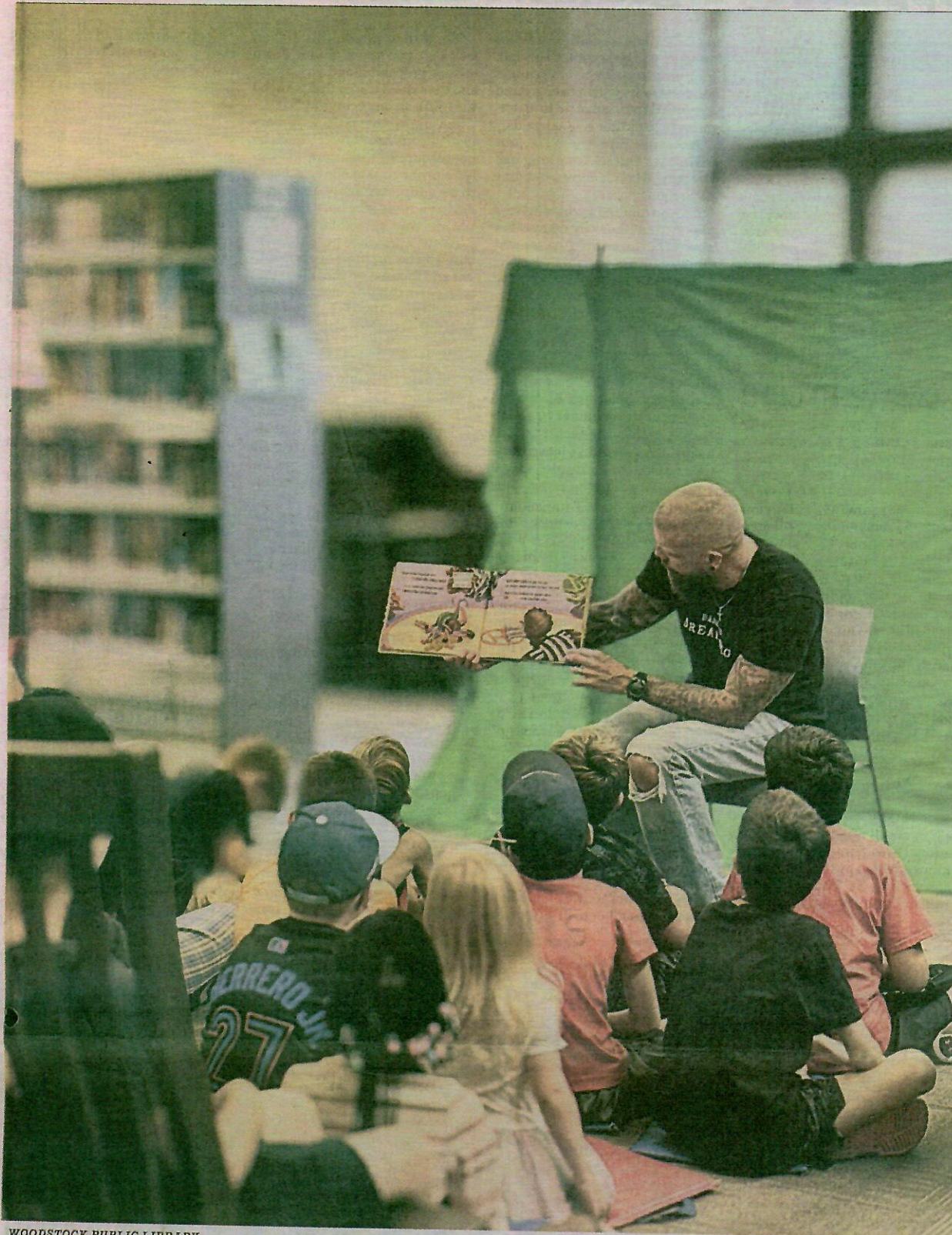
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WOODSTOCK PUBLIC LIBRARY

SSSENSATIONAL FUN

Young library patrons enjoyed a meet-and-greet with some new cold-blooded friends last week when the Woodstock Public Library hosted Reptilia London, part of Canada's largest indoor reptile zoo, last week for some Sssensational Fun at the Library.



WOODSTOCK PUBLIC LIBRARY

READ WITH A WRESTLER

Professional wrestler Cody Deaner spent some time at the Woodstock Public Library on Thursday, Aug. 7, as part of the Read with a Wrestler program. The wrestler, who is currently signed with Total nonstop Action Wrestling, read to the gathered children, posed for photos with fans and enjoyed some crafts.

SPORTS

Ontario just shy of meeting target of four hours direct care for LTC residents

ALLISON JONES

minutes, or 95.5 per cent of that representing Ontario's non-prof-

Oxford County unveils Wasteline newsletter ahead of major program changes

Sweeping changes include new green bin collection and a six-day collection cycle in Woodstock and South-West Oxford.

Oxford County is hitting mailbox this summer with its new Wasteline newsletter, offering residents updates on curbside collection changes, the upcoming green bin program, and construction at Salford waste management facility.

The newsletter is being mailed to homes across the county as part of a pilot project to test how effective shorter, more frequent updates are in sharing time-sensitive waste services information.

Residents who complete a short feedback form on the publication will be entered to win a prize of \$100 in bag tags.

A major focus of the first issue is sweeping waste collection changes coming in 2026, including:

Organics collection: A green bin program to collect food scraps and biodegradable waste launches in South-West Oxford and Woodstock in January 2026, expanding to other area municipalities in May 2027. Green bin containers will be delivered this fall to South-West Oxford and Woodstock residents. SEE WASTE ON A2

Woodstock, London issue fire bans amid heat wave, dry spell

BRIAN WILLIAMS
LOCAL JOURNALISM
INITIATIVE REPORTER

Another Southwestern Ontario city has issued a ban on open fires amid extremely hot and dry weather.

In a Monday press release, City of Woodstock officials said the