

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**February 10, 2026**

**Date:** Tuesday, February 10, 2026  
**Time:** 4:00 p.m.  
**Place:** Board Room, United Way Bldg, 447 Hunter St.

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**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 January 13, 2026**

**Recommendation:**

That the Board approves the Minutes of the meeting of January 13, 2026, as circulated (or following corrections).

**6. Business Arising from the Minutes**

**a) Annual Survey of Public Libraries Comparators**

**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 November 12, 2025**

**Recommendation:**

That the Board receives the Minutes of the meeting of November 12, 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 January, 2026

### c) Policy Review

- i) Report – Board Recognition Policy
- ii) Library Board Recognition Policy

#### **Recommendation:**

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

- iii) Report – Use of Library Resources During Elections Policy
- iv) Use of Library Resources During Elections Policy

#### **Recommendation:**

That the Woodstock Public Library Board approves the Use of Library Resources During Elections Policy as presented (or amended).

- v) Report – Strategic Asset Management Policy
- vi) Strategic Asset Management Policy

#### **Recommendation:**

That the Woodstock Public Library Board approves the Strategic Asset Management Policy as presented (or amended).

## 12. Committee Reports

### a) Ontario Library Service Trustee Assembly

Verbal Update

### b) Health and Safety

None

## 13. Finance

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

There are no financials available for this meeting.

## 14. New Business

### a) Library Closure – Backflow Valve Installation

## 15. Notices of Motion

None

## 16. Attachments

None

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## 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).*

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## 18. Next Meeting

Tuesday, March 10, 2026, 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**

### **January 13, 2026**

A regular meeting of the Woodstock Public Library Board was held on Tuesday, January 13, 2026, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

**a) The following Board members were present:**

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

**b) The following Board members sent regrets:**

Councillor Deb Tait

**c) The following persons were also present:**

Lindsay Harris, CEO  
Lori Peixoto, recorder

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**1. Call to Order**

The Chair called the meeting to order at 4:18 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 26-01**

MOVED by B. Martin and seconded by L. Wareing to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of November 18, 2025**

**Motion 26-02**

MOVED by K. Whiteford and seconded by B. Martin to approve the Minutes of the meeting of November 18, 2025, as circulated.

**Motion carried.**

**6. Business Arising from the Minutes**

None.

**7. Chairperson's Remarks**

M.A. Silverthorn remarked on how nice it was to see the amount of positive press on the new reciprocal borrowing agreement with Oxford County Library.

**8. Delegations/Presentations**

None.

**9. Board Education**

None.

**10. Consideration of Correspondence**

None.

**11. Administrative Reports**

**a) Monthly Report**

**i. Report of the Chief Executive Officer**

L. Harris reported on conversations had with the City's Engineering department, working to develop the Library's Asset Management Plan.

Discussion was had regarding the Library's new reciprocal borrowing agreement with Oxford County Library. Questions were asked about OCL programs, specifically 'Bundles of Joy', and whether or not residents within city boundaries could participate. L. Harris would report back.

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

L. Harris reported on behalf of M. Barabash.

Discussion was had on programming that the Library would be able to continue with thanks to a grant received from the United Way.

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

L. Harris offered details on the year-end statistics, noting that the Library was just short of 2 million library uses. Overall, there was an increased use of the Library by 9% over 2024.

**c) Policy Review**

**i. Report – Health & Safety and Prevention of Workplace Violence and Harassment Policies**

L. Harris noted that the report covered both policies, and that there were no legislative changes, and therefore, no updates to either policy. Both policies had been reviewed by the Joint Health and Safety Committee, and were approved to come before the Board.

**ii. Health & Safety Policy**

**Motion 26-03**

MOVED by B. Martin and seconded by L. Wareing that the Board approves the Health & Safety Policy as presented.

**Motion carried.**

**iii. Prevention of Workplace Violence and Harassment Policy**

**Motion 26-04**

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

**Motion carried.**

**iv. Report – Staff Code of Conduct Policy**

L. Harris referred to the newly-created policy as a concrete document that was pulled together in comparing other libraries and

using information the Library made reference to in several other policies and procedures. The Code of Conduct policy also codifies the new Customer Service Commitment of the Library.

Discussion was had on the definition of 'conflict of interest', and L. Harris noted that it would be added to the policy.

**v. Code of Conduct Policy**

**Motion 26-05**

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board approves the Staff Code of Conduct Policy as amended.

**Motion carried.**

**vi. Report – Board Recognition Policy**

L. Harris reported that the current policy was last approved in 2020, and suggested the Board review it prior to the next regular meeting, and make suggestions as needed for an updated version to come back to the Board.

Discussion was had regarding initial amendments to language in the policy, noting that letters of thanks to Board members should be initiated by the CEO.

**vii. Board Recognition Policy**

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

**Motion 26-06**

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee meeting of October 9, 2025.

**Motion carried.**

## **13. Finance**

### **a) Treasurer's Report**

#### **Motion 26-07**

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

#### **Motion carried.**

L. Harris reported that there were outstanding transactions still to be inputted by Treasury that would affect the budget lines for 2025, and there would be a more accurate picture of the year at the regular meeting in February.

## **14. New Business**

None.

## **15. Notices of Motion**

None.

## **16. Attachments**

- a) Oxford County Library and Woodstock Public Library partner in new reciprocal borrowing program;** County of Oxford; December 17, 2025
- b) New Library Program is Rolling Out;** Heart FM; December 17, 2025
- c) Health and Safety Declaration**

## **17. Committee of the Whole In-camera**

#### **Motion 26-08**

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board moves into Committee of the Whole In-camera at 5:08 pm, for the purpose of proposed acquisition property of the Board.

#### **Motion carried.**

**Motion 26-09**

MOVED by B. Martin and seconded by L. Wareing that the Board moves out of Committee of the Whole In-camera at 5:37 pm.

**Motion carried.**

**Motion 26-10**

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

**Motion carried.**

**Motion 26-11**

MOVED by K. Whiteford and seconded by B. Martin that the Board approves the Minutes of the Committee of the Whole In-camera for October 14, 2025.

**Motion carried.**

**Motion 26-12**

MOVED by K. Leatherbarrow and seconded by K. Whiteford that the Board receives the CEO's verbal report in closed session.

**Motion carried.**

The Board thanks the CEO for her diligence in the work taken to provide the Library with progressive solutions.

**18. Next Meeting**

Tuesday, February 10, 2026, 4:00 pm.

**19. Adjournment**

M.A. Silverthorn declared the meeting adjourned at 5:41 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.




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**Subject:** **Annual Survey of Public Libraries Comparator Data**

**Action:** **For Information**

**Prepared by:** **Lindsay Harris**

**Meeting of:** **February 10, 2026**

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## **Background**

The Board has expressed an interest in comparing library statistics between Woodstock, St. Thomas, and Stratford. Comparison data has been gathered using the data released from the 2024 Annual Survey of Public Libraries.

## **Findings**

The data has been separated into four categories for easier comparison.

### **Demographics, Collection Size, and Staffing**

	<b>Population (2021)</b>	<b>Square Footage</b>	<b>Physical Volumes</b>	<b>FTEs</b>
Woodstock	46 705	24 200	72 581	22.8
St. Thomas	42 840	27 000	68 842	26.6
Stratford	37 008	17 202	71 934	22.4

### **Cardholders and Circulation (Annual)**

	<b>Cardholders</b>	<b>Physical Circ</b>	<b>E-Circ</b>
Woodstock	11 397	242 299	50 027
St. Thomas	18 467	342 768	71 569
Stratford	11 346	297 989	183 124

## Visits and Programs

	In-person Visits	Online Visits	# of Programs	Program Attendance
Woodstock	147 850	946 088	1058	26 825
St. Thomas	140 250	82 680	649	14 383
Stratford	166 650	220 896	1005	30 548

## Computer and Electronic Resource Use

	Computer Use	WIFI Use	Database Searches
Woodstock	12 950	18 500	30 680
St. Thomas	15 750	0	12 584
Stratford	15 050	15 850	115 856



Friends of the Woodstock Public Library  
November 12, 2025

Present: Matthew Lloyd – Chair  
Rick Cole – Vice Chair  
Marion Baker – Secretary  
Andie Lennox  
Sylvia Weiser-Sutherland  
Laura Schneider  
Lee Mathers  
Also present: Matthew Barabash, Acting Director of Library Services/Deputy C.E.O.

Karen Leslie  
Diana St. Clair  
Peter Ruehlicke  
Jonathan Rutherford  
September Quierrez  
Kathie Richards  
Lauren Lambkin

Regrets: Susan Hamilton, Taziah Fiose-Booker, Linda Nelson, Laurie Swinarton, Sarah Snow, Gerry Wormald

Chair Matthew Lloyd calls the meeting to order at 5:03 p.m., welcoming members to the meeting.

Approval of Agenda: Member Andie Lennox suggests that the discussion of a Pot-Luck to be held at the December 10<sup>th</sup> meeting be added to the Agenda.

Moved by: Lee Mathers  
Seconded by: Sylvia Weiser-Sutherland

That the Agenda for November 12, 2025 be approved as amended. Carried.

Approval of Minutes:

That the Minutes of the October 8, 2025 meeting be approved. Carried.

Updates and Reports:

Financial Report:

In the absence of the Treasurer, no financial report is presented. Paper copies of the financial report as at November 4<sup>th</sup> are made available to members. Chair Matthew Lloyd announces the proceeds from the November book sale totalled \$1,588.50.

Membership Update: No report.

Library Updates:

Matthew Barabash asks that Friends of the Library consider funding the amount of \$600 for the purchase of books to be given freely to children attending the library on Family Literacy Day in 2026.

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

That Friends of the Library provide the amount of \$600 for the purchase of new books to be given out on Family Literacy Day, January 24, 2026. Carried.

Matthew also explains about a new Study Pod that has been placed on the second floor for patron's use and also advises about problems being caused by certain patrons of the library. Library property has been damaged and increasing difficulties are being experienced by library staff.

New and Ongoing Business:

Book Sale Report:

Peter Ruehlicke states all went well regarding both the set-up time and the sale itself. About 50% of books placed for sale were sold. It is suggested that consideration be given to the purchase of a Debit/Credit Card Reader for use by patrons who attend the book sale but prefer to pay for purchases using a debit or credit card. Discussion will take place at a future date.

Book Sale Committee: Peter Ruehlicke, Irene Miller and Lauren Lambkin are the current members of the Book Sale Committee. Peter calls for volunteers to serve on this committee in the coming new year. To be discussed at the next meeting.

December Meeting and Pot-Luck:

Member Andie Lennox advises she will co-ordinate the pot-luck to be held in conjunction with the December 10<sup>th</sup> meeting and will be making contact with all members. Mathew Barabash will book our use of the meeting room from 4:30 p.m. to 7:00 p.m.

Date of Next Meeting:

Wednesday, December 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 5:49 p.m.

Matthew Lloyd, Chair \_\_\_\_\_



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**Subject:** CEO Report

**Action:** For Information

**Prepared by:** Lindsay Harris

**Meeting of:** February 10, 2026

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## Library Space

The Library has officially taken possession of the vacant office space in the United Way Oxford building at 447 Hunter Street. The CEO and Administrative Assistant anticipate moving into the space sometime during the second week of February. Library Board meetings have been scheduled in the United Way Board Room for the duration of 2026.

## Community Connections and Partnerships

The reciprocal borrowing agreement with Oxford County Library experienced a smooth and successful roll-out during its first month. Of the 154 new library cards created in January, 60 were from Oxford County residents, bringing the total number of Oxford County residents holding an active Woodstock Public Library card to 127.

The Library has received interest from surrounding library systems about the potential for further reciprocal borrowing opportunities, which will be brought to the Board should the interest become a commitment.

## Administrative Priorities

The Ontario Library Association 2026 SuperConference took place the last week of January in Toronto. The Library was able to send 13 staff members to the conference either for one day, multiple days, or virtually. We were pleased to be able to support our non-professional staff who were interested in attending as they look to grow their career and create broader connections within our sector.

November 2026 will be the official final meeting of this term of the Library Board. Previous Boards have created documentation of various types to pass along to the incoming Board. These documents can range from a simple goals and objectives

document to a more extensive formal report. In order to complete this documentation in a timely manner, Library staff are seeking direction on what the Board would like to create, and how the work should be delegated/planned.



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**Subject:** Director of Library Services Monthly Report

**Action:** For Information

**Prepared by:** Matthew Barabash

**Meeting of:** February 10, 2026

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## Community Connections and Partnerships

A donations tree was set up for the Coldest Night of the Year (CNOY) initiative, inviting community members to contribute hats, mitts, scarves, and other winter accessories. All collected items will be offered to our patrons in need or donated to Operation Sharing in mid-February. The Library will be represented at the CNOY event with a booth at the starting line. The Library also has a 5-member team called "Librrrarians of Woodstock" to raise funds for the CNOY walk event on February 28.

A staff member attended a conversation circle program hosted by CES on January 14 to meet newcomer participants and introduce the Library. This followed earlier discussions about potential collaboration opportunities.

The Library was invited to speak at the Southside Public School Council meeting on January 5 to share updates on programming and available resources.

The Library has partnered with CBC/Radio-Canada to broadcast the Winter Olympic Games in the library at various times in the meeting room where staff and the public are welcome to view.

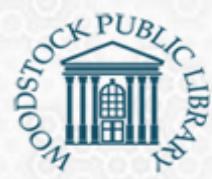
## Programs and Collections

The Family Literacy Day event on January 24 featured a themed storytime, hands-on activities, and passive programming throughout the day. Participants enjoyed making mango smoothies, and the Friends of the Library distributed free books to children ages 0–12.

The monthly afternoon Board Game drop-in program was reframed as a one-time evening event on January 12. The change resulted in significantly improved attendance, particularly among adults in their 20s and 30s.

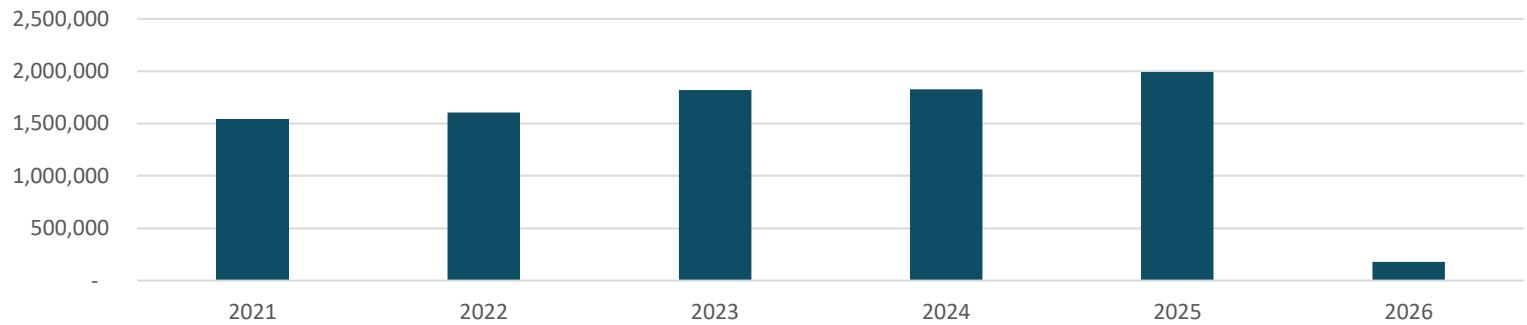
## **Marketing and Communications**

Our Welcome Campaign has officially launched. This marketing initiative sends a series of emails to inform new members about WPL services and opportunities, and to assist front-line staff in providing information to new members.



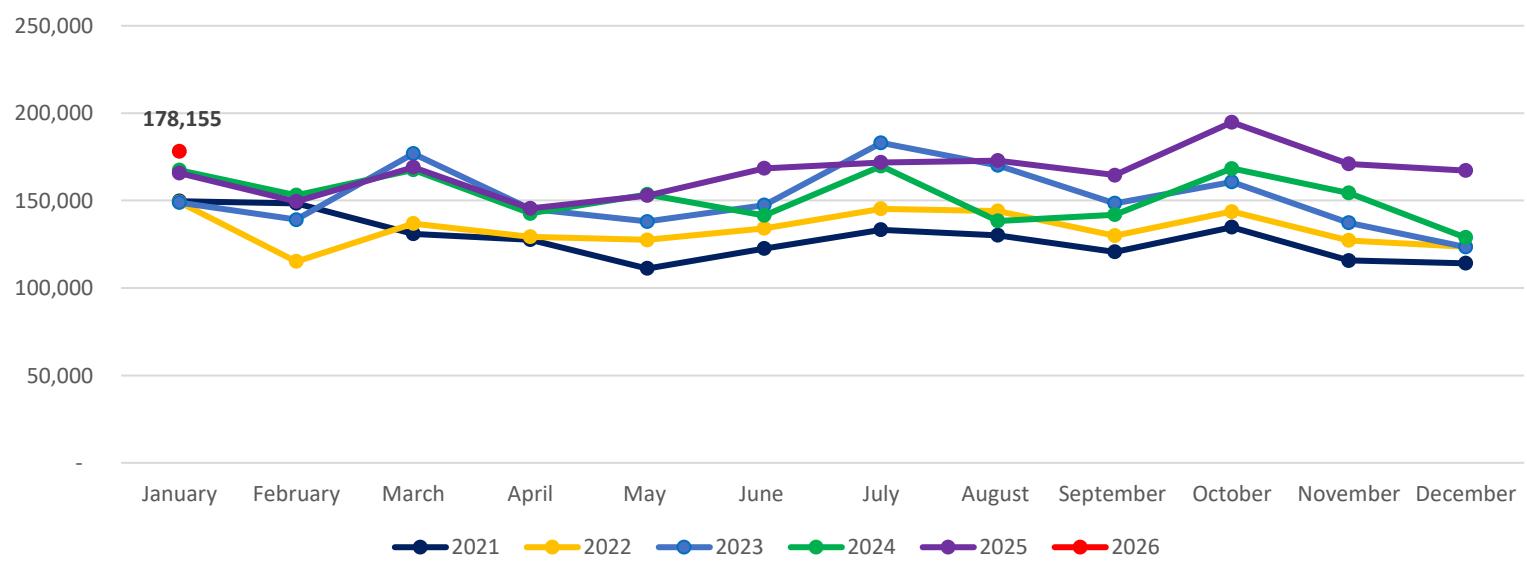
# WOODSTOCK Public Library

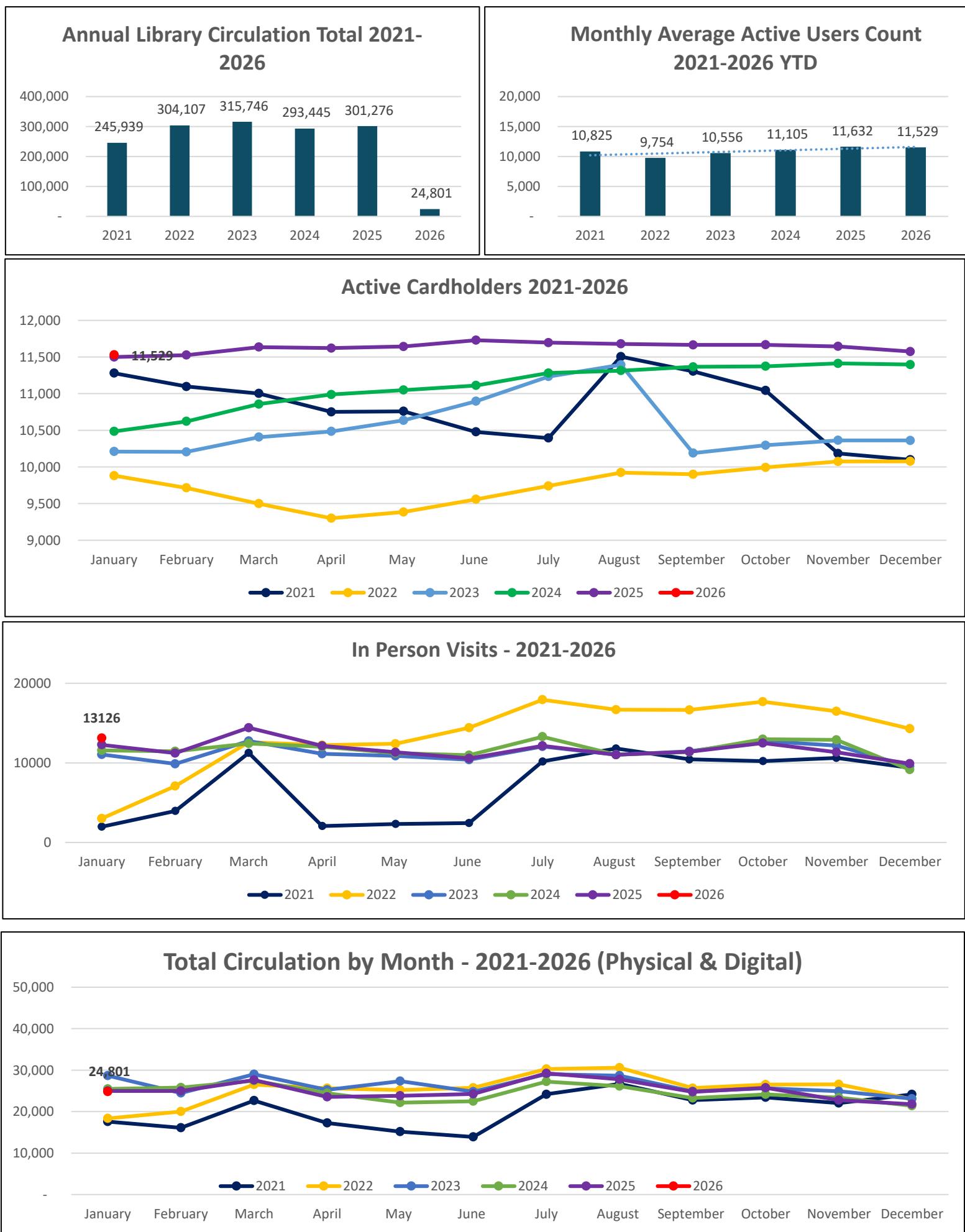
## Total Library Uses 2020 - 2025 YTD



2026	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,801	13,126	91,920	39,923	1,419	341	1,544	5,081	178,155
February									-
March									-
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>24,801</b>	<b>13,126</b>	<b>91,920</b>	<b>39,923</b>	<b>1,419</b>	<b>341</b>	<b>1,544</b>	<b>5,081</b>	<b>178,155</b>

## Total Library Uses by Month 2021-2026







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**Subject:** **Board Recognition Policy**

**Action:** **For Review and Approval**

**Prepared by:** **Lindsay Harris**

**Meeting of:** **February 10, 2026**

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### **Recommendation**

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

### **Background and Discussion**

The Woodstock Public Library Board Recognition Policy was written and approved in 2020, and is now in need of review and updating prior to the end of this term of the Board.

After discussion at the January 2026 Board meeting, this policy has been updated to remove references to library overdue fines as well as to clean up the formatting and grammar.



# Woodstock Public Library Policy

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**Policy Name:** **Library Board Recognition**

**Category:** **Governance**

**Version:** **10 February 2026**

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## Policy Statement

The purpose of this policy is to provide a statement of philosophy and identify key objectives with respect to recognizing the contributions of a resigning or retiring Library Board member according to their years of service.

## Scope

This policy shall apply to the Woodstock Public Library Board.

## General Principles

1. The Library recognizes that Library Board Members are volunteers and devote a considerable amount of personal time dealing with library affairs without compensation. This policy is intended to provide an appropriate method of recognizing the contributions made to the Library Board when members leave the Board.
2. The CEO is responsible for ensuring that the appropriate procedures are implemented to adhere to this policy.

## Recognition

Members on resignation or retirement from the Board will be recognized for their contributions based on the following:

- a) When any member of the Board resigns or retires, a book with a book plate that commemorates their service to the Library, will be added to the collection. The book will be chosen in consultation with the Board member to reflect their interests.

- b) When a Board member resigns before the completion of one term, the recognition shall consist of a small library framed print, and a letter of appreciation from the Board Chair.
- c) When a Board member resigns or retires at the end of one term, the recognition shall consist of a small library framed print, a small gift valued at \$50.00, and a letter of appreciation from the Board Chair.
- d) When a Board member resigns or retires after two or more terms of service, the recognition shall consist of a large library framed print, a small gift valued at \$50.00 for each term served, and a letter of appreciation from the Board Chair.
- e) When the Chair of the Library Board resigns or retires, whether at the end of a term or during a term, the recognition shall consist of a large library framed print, a small gift valued at \$75.00 for each term served as Chair, and a letter of appreciation from the Library Board.
- f) Special recognition of an outstanding contribution to the Library by a resigning or retiring board member may be made by special resolution of the Library Board, regardless of the length of service. The nature and the level of recognition will be at the discretion of the Library Board.

### **Province of Ontario Volunteer Service Awards**

The Library will submit nomination applications for Volunteer Service Awards on behalf of non-elected Board Members in recognition of continuous periods of service on the Board, according to the milestones established by the Province.

### **Related Documents and Policies**

Board Code of Conduct  
Board Procedural By-law

### **Document Revision Record**

Adoption Date: 13 October 2020  
Review Cycle: Once per Term  
Last Reviewed: 10 February 2026  
Resolution No.: 26-



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**Subject:** **Use of Library Resources During Elections Policy**

**Action:** **For Information and Approval**

**Prepared by:** **Lindsay Harris**

**Meeting of:** **February 10, 2026**

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## **Recommendation**

That the Woodstock Public Library Board approves the Use of Library Resources During Elections Policy as presented or amended.

## **Background and Discussion**

The current Municipal term of office ends in 2026, with a fall election, and with that the term of the current Library Board. This policy outlines the services and supports that the Library and its staff, volunteers, Councillors, and Board Members can and cannot engage with during the election period (from the call of the election until the election process is completed).

This policy was first adopted in 2021. Revisions to the 2021 version include removing extraneous definitions, updates to policy names, and addressing grammatical and formatting errors.



# Woodstock Public Library Policy

**Policy Name:** **Use of Library Resources During Elections**

**Category:** **Library Services**

**Version:** **10 February 2026**

## Policy Statement and Rationale

One of Woodstock Public Library's core values is to support the community in civic engagement and participation. As such the Library strives to be non-partisan in its use of resources and will not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, organization, or group.

The purpose of this policy is to provide a consistent approach and direction on how Library resources can and cannot be used during municipal, school board, provincial and federal election campaigns or questions on the ballot. It also ensures that Woodstock Public Library is in compliance with relevant legislation including, but not limited to, the Municipal Elections Act, the Province of Ontario Elections Act, the Canada Elections Act, and relevant municipal by-laws.

## Scope

This policy applies to Board Members, employees and volunteers of Woodstock Public Library and their dealings with candidates for elected office, including current City Councillors campaigning during the municipal election campaign period.

Nothing in this policy prohibits Woodstock Public Library Board Members from performing their duties; or City Councillors from performing their jobs, including representing the interests of their constituents in a manner consistent with their duties as an elected official.

## General Principles

1. The CEO is responsible for the enforcement of this policy.
2. The Library will encourage and support discussion on civic and social issues in a manner that is neutral, fair, and equitable to all those seeking elected office.

3. The Library will balance the need for freedom of expression and assembly of all candidates, with its legal responsibility not to provide an unfair advantage to any one candidate.
4. During election campaigns, the Library will maintain a neutral environment in which the Library will not contribute money, goods, or services, or use Library resources to promote a political party, platform, or one candidate over another.

## **Activities Allowed During an Election**

1. Board Members and employees of the Woodstock Public Library must inform the CEO expeditiously if they register to run for office in a municipal, provincial, or federal election.
2. Library Board Members and employees may engage in political activity, including endorsing or opposing a candidate, political party, or a particular response to a referendum question, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Library Board Member or on behalf of the Woodstock Public Library.
3. Any Library employee running as a candidate in the municipal election will comply with Section 30 of the Municipal Elections Act.
4. All-candidate meetings can be held at Library facilities provided that all candidates for an office are invited to attend such meetings, and the meetings are open to all members of the public. This clause is subject to availability of space, and all applicable City of Woodstock by-laws and Library policies, including those for additional costs. It is the responsibility of the organizer(s) to ensure that all election candidates have been invited to participate in the event. The Library will provide space in accordance with the Library's Public Use of Library Facilities policy. The authority to approve an all-candidates' debate event in Library facilities will reside with the CEO.
5. A candidate, political party, registrant, or supporter during an election is permitted to distribute campaign materials on public right-of-way sidewalks and thoroughfares at public libraries only as permitted by City of Woodstock policies and by-laws. Materials cannot be distributed on Library property, in Library buildings, or through outreach services.
6. Informal media scrums are permitted in public or common areas at Library facilities provided that no apparatus, mechanism, or device for the amplification of the human voice or any sound is used, and that the activity is not disruptive to regular Library activities in the vicinity. If the media

scrum is deemed to be potentially disruptive, Library staff may ask the participants to find an alternative location.

7. A candidate, political party, registrant, or supporter during an election is permitted to attend Library events, or events held at Library facilities, in either their capacity as an elected representative or as a private citizen to interact with attendees and visitors, but may not display or distribute campaign materials, nor solicit votes for themselves, a political party, registrant, or a supporter.
8. Promoting awareness of, or providing general information on, elections is acceptable, such as teaching members of the public how to become a candidate, as long as no one particular candidate, political party, registrant or supporter during an election is promoted or endorsed at the event. Promoting awareness may include activities or events sponsored or not sponsored by the Library, in which all candidates are invited to attend.
9. Elected officials are permitted to attend Library-organized events or events held on Library property and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities. Once the writ is issued for Provincial or Federal elections, MPPs and MPs are no longer elected officials and therefore shall not be invited to attend Library events as such.
10. During an election period, Library Board members who are candidates, registrants, or supporters of a question on a ballot will be identified by title only in media releases and Library materials that describe activities in his or her capacity as a Library Board member.
11. Library online information related to Board Members will continue to be accessible by the public.
12. Library Board Members, employees, and volunteers may work on a campaign or support a candidate outside of their work/volunteer hours.
13. Information, such as the Library's strategic plan or annual report, provided by the Library, Library Board Member, or employee to one candidate, political party, registrant, or supporter during an election, will be provided to all other candidates, political parties, registrants or supporters during an election, either through posting of the information on the internet or through other mechanisms. The provision of information to a candidate, political party, registrant or a supporter during an election will be coordinated through the CEO.
14. Requests by a candidate, political party, registrant, or supporter for personal meetings with the CEO or other Library employees, and requests for tours of Library facilities during the election period will be accommodated where resources and time permits. If a meeting or a tour is

organized for one candidate, political party, registrant, or a supporter of a question on a ballot during an election, the CEO will commit to offering a similar meeting or tour for all other candidates, political parties, registrants, or supporters of a question on a ballot during an election.

15. Library facilities may be used as a polling place during municipal, provincial, and federal elections according to room availability. Space for municipal and provincial elections will be provided free of charge.

## **Activities Not Permitted During an Election**

1. Library resources may not be used to support, endorse, or otherwise provide an unfair advantage to any candidate, political party, registrant, or a supporter during an election.
2. Due to limited availability of space and the priority given to all-candidates meetings, the Library will not rent space to a candidate, political party, registrant, or supporter for use as part of the election process and/or a specific campaign.
3. Library employees may not campaign or actively work in support of a municipal, school board, provincial, or federal candidate, political party, registrant or a supporter during an election during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave. Library volunteers may not participate in election campaigns during the hours in which they have agreed to provide volunteer service to the Library.
4. A Library Board Member may not use his or her position on the Board to influence Board Members, employees, or volunteers for the benefit of a specific candidate, political party, registrant, or a supporter during an election.
5. During work/volunteering hours, while on Library property, when representing the Library online and when on Library business, Library Board Members, employees, and volunteers shall not:
  - a. Wear anything that promotes a specific issue, candidate or party, e.g., election buttons, campaign t-shirts; or
  - b. Post, distribute, or promote any election candidate or party materials e.g., campaign literature, flyers, signs, etc. in workspaces or online.
6. Library facilities, property, and infrastructure cannot be used for any election-related purposes by a candidate, political party, registrant or supporter during an election, including for the display of any campaign-related signs, as well as for any other form of campaigning, except:

- a. As described in Section 3.0 of this policy; and
  - b. Where permitted by the Canada Elections Act.
7. No permits, licenses, leases, or any other agreement for the use of Library facilities, will be issued for the use or promotion of a particular candidate, political party, registrant, or a supporter during an election.
8. Consistent with the Library's Bulletin Boards and Distribution of Free Materials Policy, any candidate, political party, registrant, or supporter during an election shall not distribute any campaign materials in Library facilities or at Library events, except on public right-of ways and thoroughfares, or as permitted by the Canada Elections Act or during all-candidates meetings.
9. Candidates cannot be featured or promoted in association with any Library-sponsored program. Library communications materials, whether for internal or public distribution, will not:
  - a. Profile (name or photograph), refer to and/or identify any individual as a candidate or registrant in any election or a registrant in a question on a ballot; and/or
  - b. Advocate, support, or oppose a particular candidate, political party, registrant, or question on a ballot during an election.
10. Websites or domain names that are funded by the Library will not include any campaign materials, make reference to and/or identify any individual as a candidate, political party, registrant, advocate, supporter, or opponent of a question on a ballot or candidate during an election, or profile any slogan or symbol associated with a candidate, political party, registrant, or a supporter during an election.
11. Official Library online and social media channels including sites, blogs, and other news media created and managed by Library employees will not refer to and/or identify any individual as a candidate, political party, registrant, or a supporter during an election.
12. Photographic or video materials that have been or may be created by Library employees or with Library resources cannot be used in any campaign materials.
13. Photographs of the exteriors of Library buildings may be used in campaign materials to identify the Library as a community asset. To respect the privacy rights of individuals, photos of Library users or employees may only be included with express permission of the individual(s).
14. Library databases cannot be used by any candidate, political party, registrant candidate, advocate, supporter, or opponent of a question on a

ballot or candidate during an election, unless the database has already been released for public use.

15. Library infrastructure cannot be used for any election purposes unless permitted by the Canada Elections Act, the Municipal Elections Act, or City of Woodstock by-laws.

16. Beyond the normal provision of service, Library employees and volunteers will not perform any service, offer any advice, or provide any information solely for the use of one candidate, political party, registrant, or candidate, political party, advocate, supporter, or opponent of a question on a ballot or candidate during an election.

## **Restrictions Related to Services Provided to Members of Council During an Election Year**

1. As Members of Council may also be candidates in a municipal election, after the first day upon which nomination papers may be filed in the municipal election year, Library employees will discontinue the following activities for Members of Council:
  - a. Advertising and other communication materials paid for by Library funds and distributed by the Library will not reference the name of a Member of Council. The exception is that Library publications which usually have the names of all Board Members listed as being members of the Library Board, including members who are City Councillors, will continue to list them until the new Library Board has been appointed.
  - b. Program and event signage, including banners and posters, will not reference the name of a Member of Council.
  - c. Media releases issued by the Library will not refer to the name of a Member of Council.
  - d. Media releases will not be distributed on behalf of any Member of Council unless such a release is consistent with their duties as an elected official. The decision to distribute a release will be made by the CEO.

## **RELATED DOCUMENTS AND POLICIES**

Canada Elections Act  
Canada Revenue Agency Policy Statement CPS-022, Political Activities  
Election Act, R.S.O. 1990, c. E.6  
Election Finances Act, R.S.O. 1990, c. E.7  
Municipal Elections Act, 1996, S.O. 1996, c. 32

City of Woodstock – Signs, Other Advertising Devices By-law

Public Use of Library Facilities Policy  
Bulletin Boards and Distribution of Free Materials Policy

**Document Revision Record**

Adoption Date: 9 February 2021  
Review Cycle: Once per Term  
Last Reviewed: 10 February 2026  
Resolution No.: 26-



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**Subject:** **Strategic Asset Management Policy**

**Action:** **For Review and Approval**

**Prepared by:** **Lindsay Harris**

**Meeting of:** **February 10, 2026**

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## **Recommendation**

That the Woodstock Public Library Board approves the Strategic Asset Management Policy as presented or amended.

## **Background and Discussion**

The Woodstock Public Library seeks to align their Strategic Asset Management policy to that of the City of Woodstock, as updated in January of 2026. The purpose of this policy is to adopt the City's policy as a whole.

The City of Woodstock has initiated a strategic asset management plan on behalf of the Woodstock Public Library to better reflect the Library's unique situation and future needs.

The City of Woodstock's policy was recently updated and approved by City Council. The revisions to this policy included the separation of the Library from the City's general plan into a separate plan.

Staff from the City of Woodstock are prepared to present a draft of the Library's strategic asset management plan to the Library Board at the March 2026 meeting.



# Woodstock Public Library Policy

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**Policy Name:** **Strategic Asset Management**

**Category:** **Governance**

**Version:** **10 February 2026**

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## Policy Statement and Rationale

The Woodstock Public Library adopts and conforms to the City of Woodstock Strategic Asset Management Policy – AS011.

## Scope

The Board and Management will, with the support of the City of Woodstock, utilize this policy and incorporate it into an asset management plan.

This policy applies to all assets that are used in service delivery and require deliberate management by the Library Board.

## Definitions

As per City of Woodstock Strategic Asset Management Policy- AS011.

## Related Documents and Policies

City of Woodstock Strategic Asset Management Policy – AS011

## Document Revision Record

Adoption Date: 10 February 2026

Review Cycle: Once per Term

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Resolution No.: 26-



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**Subject:** **Library Closure – Backflow Valve Installation**

**Action:** **For Information and Approval**

**Prepared by:** **Lindsay Harris**

**Meeting of:** **February 10, 2026**

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## **Recommendation**

That the Woodstock Public Library Board approves the closure of the Library for a four day period of Tuesday, March 24 through Friday, March 27 inclusive.

## **Background and Discussion**

The Library received notification in 2024 that a back-flow valve was required on the building's sprinkler system to be compliant with the new Oxford County by-law. A deadline of June 2026 was given to the Library to obtain compliance.

The Library has worked in collaboration with City of Woodstock staff to map and scope the project, as well as to secure the needed services. While the project was initially deemed to require two days to complete, after further investigation, it has been determined that four days are required for the project.

The water to the building must be shut off to complete the work. As such, the Library cannot be open to the public, nor can it have staff onsite, other than one person to secure the building and liaise with the contractor.

The contractor has committed to the dates of Tuesday, March 24 through Friday, March 27 for this project. While the closure is less than ideal, the Library plans to rearrange staff schedules and undertake other initiatives to reduce the impact of the closure on both staff and the public. A marketing campaign will begin once the Board has approved the closure.