

DRAFT Agenda
Woodstock Public Library Board
June 9, 2026

Date: Tuesday, June 9, 2026
Time: 4:15 p.m.
Place: Board Room, 447 Hunter St.

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. Delegations/Presentations

a) 2025 Woodstock Public Library Audit

i) Verbal Report – Christene Scrimgeour, CPA, CA, BA, Scrimgeour & Company

ii) DRAFT Audited Statements

Recommendation:

That the DRAFT 2025 Woodstock Public Library Board Financial Statements for the year ending December 31, 2025, and the DRAFT 2025 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2025, be approved as presented.

6. Minutes of the Meeting of May 12, 2026

Recommendation:

That the Board approves the Minutes of the meeting of May 12, 2026, as circulated (or following corrections).

7. Business Arising from the Minutes

a) Board Legacy Document

8. Chairperson's Remarks

9. Board Education

None

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i) Minutes of the Meeting of April 8, 2026

Recommendation:

That the Board receives the Minutes of the meeting of April 8, 2026, of the Friends of the Woodstock Public Library as information.

11. Administrative Reports

a) Monthly Report

i) Report of the Chief Executive Officer

b) Statistics

i) Library Systems Activities for the month of May, 2026

c) Policy Review

i) Report – Board By-laws

ii) Woodstock Public Library Board By-laws

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

None

13. Finance

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

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2026, and the DRAFT Summary of Trust Account for the period ending May 31, 2026, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending May 31, 2026, be received as information.

14. New Business

None

15. Notices of Motion

None

16. Attachments

None

17. Committee of the Whole In-camera

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

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

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

18. Next Meeting

Tuesday, September 8, 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
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

DRAFT

**WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Changes in Net Financial Assets
-7-	Notes to the Financial Statements
-10-	Schedule 1 - Schedule of Tangible Capital Assets

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INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Woodstock

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board (the "Board"), which comprise the Statement of Financial Position as at December 31, 2025, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board as at December 31, 2025 and its financial performance and its cash flows and changes in net assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

June 9, 2026
London, Canada

LICENSED PUBLIC ACCOUNTANT

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**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2025**

	2025	2024
FINANCIAL ASSETS		
Cash	\$ 192,651	\$ 38,626
Due from City of Woodstock	1,679,367	1,867,348
Accounts receivable	2,386	2,745
	1,874,404	1,908,719
LIABILITIES		
Accounts payable and accrued liabilities	17,810	90,560
	17,810	90,560
NET FINANCIAL ASSETS	1,856,594	1,818,159
NON-FINANCIAL ASSETS		
Tangible capital assets (note 2.d), (Schedule 1)	2,584,374	2,636,197
	2,584,374	2,636,197
ACCUMULATED SURPLUS (page 4) (note 4)	\$ 4,440,968	\$ 4,454,356

Approved by:

Approved by:

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget 2025	Actual 2025	Actual 2024
REVENUES			
City of Woodstock	\$ 3,160,280	\$ 3,160,280	\$ 2,984,516
Government grants - operating grants	54,860	54,860	54,860
Government grants - pay equity	5,310	5,308	5,308
Government grants	-	2,386	2,745
Non-resident fees	6,000	6,893	8,346
Fines, fees, rentals and donations	24,350	75,795	23,711
Development charges	40,000	40,000	-
Gain on disposal of tangible capital assets	-	407	-
	3,290,800	3,345,929	3,079,486
EXPENDITURES			
Amortization	-	323,884	318,804
Automation	50,000	41,122	57,648
Book covers, repairs and binding	3,000	1,961	892
Building and equipment maintenance	74,500	42,937	50,445
Consulting	103,870	96,545	70,094
Library materials	322,500	106,483	78,684
Other	3,000	2,112	1,976
Photocopier	4,000	5,281	5,102
Postage	3,500	2,315	3,740
Professional fees	5,500	1,500	2,430
Promotion	26,000	28,426	25,790
Salaries and benefits	2,624,330	2,519,507	2,212,861
Software and licensing	93,000	109,171	89,246
Stationery and supplies	10,000	10,377	9,088
Travel, conventions, training and memberships	29,800	20,057	20,142
Utilities	47,800	47,639	45,382
	3,400,800	3,359,317	2,992,324
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	(110,000)	(13,388)	87,162
ACCUMULATED SURPLUS, BEGINNING OF YEAR	4,454,356	4,454,356	4,367,194
ACCUMULATED SURPLUS, END OF YEAR	\$ 4,344,356	\$ 4,440,968	\$ 4,454,356

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025	2024
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess revenue over expenditures (page 4)	\$ (13,388)	\$ 87,162
Non-cash charges to operations		
Amortization	323,884	318,804
Net change in working capital other than cash (A)	115,590	(191,799)
	426,086	214,167
INVESTING ACTIVITIES		
Disposal (acquisition) of tangible capital assets	(272,061)	(231,264)
	(272,061)	(231,264)
Increase (decrease) in cash during the year	154,025	(17,097)
Cash, beginning of year	38,626	55,723
CASH, END OF YEAR	\$ 192,651	\$ 38,626

(A) Net change in working capital other than cash includes the net change in due from the City of Woodstock, accounts receivable, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget 2025	Actual 2025	Actual 2024
Excess of expenditures over revenue (revenue over expenditures) (page 4)	\$ (110,000)	\$ (13,388)	\$ 87,162
Amortization of tangible capital assets	-	323,884	318,804
Disposal (acquisition) of tangible capital assets	(47,000)	(272,061)	(231,264)
Increase (decrease) in net financial assets	(157,000)	38,435	174,702
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,818,159	1,818,159	1,643,457
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,661,159	\$ 1,856,594	\$ 1,818,159

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

1. Description of the Board

The Woodstock Public Library Board (the "Board") is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

2. Significant accounting policies

The financial statements of the Woodstock Public Library Board have been prepared by management in accordance with Canadian public sector accounting standards. The significant accounting policies are summarized as follows:

a. Reporting entity

The financial statements reflect the assets, liabilities, revenue and expenditures, and accumulated surplus of the Board.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Designated revenue received in advance of the related expenditures is deferred and recognized in the year that the expenditures are made.

c. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the changes in net financial assets for the year.

d. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 years
Buildings	50 years
Building components	15 to 30 years
Shelving	25 to 50 years
Computer hardware	3 to 6 years
Computer software	7 years
Equipment	6 to 15 years
Collection	7 years

Amortization is charged on a monthly basis in the year of acquisition and in the year of disposal. The Board has a capitalization threshold of \$2,500 (Computer hardware - \$1,000). Individual assets of lesser value are expensed unless they are pooled because collectively they have significant value.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

2. Significant accounting policies continued

d. Tangible capital assets continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as revenue. Tangible capital assets are detailed on the accompanying Schedule 1.

The tangible capital assets were evaluated for any asset retirement obligation as required by PS 3280 for years ending December 31, 2023 and after. The Board has determined that no accrual is required for retirement obligations.

e. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

f. Financial instruments

Financial instruments of the Board consist mainly of cash and due from the City of Woodstock. Unless otherwise noted, it is the Board's opinion that it is not exposed to significant interest, currency or credit risk arising from these financial instruments.

g. Government grants

Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

h. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. Actual results could differ from management's best estimates, as additional information becomes available in the future.

i. Budget

The operating budget approved by the Board, for 2025, is reflected on the Statement of Operations and Accumulated Surplus. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Board does not budget activity within reserves, with the exception being those transactions which affect either operations or capital investments.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

2. Significant accounting policies continued

j. Trust funds

Trust funds and their related operations are not consolidated with these financial statements but are reported separately.

3. Pension agreement

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

4. Accumulated Surplus

Accumulated surplus consists of the following:

	2025	2024
Reserve fund		
Marg Toon	\$ 2,615	\$ 2,531
Reserves		
Automation	370,571	328,726
Salary	1,091,872	1,091,872
Consulting services	391,536	395,030
	1,853,979	1,815,628
Tangible capital assets	2,584,374	2,636,197
ACCUMULATED SURPLUS	\$ 4,440,968	\$ 4,454,356

**WOODSTOCK PUBLIC LIBRARY BOARD
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2025**

		Land	Land Improvements	Buildings	Computer Hardware	Equipment	Collection	2025 Total	2024 Total
COST									
Balance, beginning of year	\$	9,104	\$ 6,348	\$ 4,148,938	\$ 132,506	\$ 367,040	\$ 1,407,185	\$ 6,071,121	\$ 6,058,326
Add:									
Additions during the year		-	-	51,506	22,475	5,551	192,529	272,061	231,264
Less:									
Disposals during the year		-	-	-	(21,617)	(21,936)	(203,344)	(246,897)	(218,469)
Balance, end of year		9,104	6,348	4,200,444	133,364	350,655	1,396,370	6,096,285	6,071,121
ACCUMULATED AMORTIZATION									
Balance, beginning of year		-	6,348	2,433,243	69,002	230,459	695,872	3,434,924	3,334,589
Add:									
Amortization during the year		-	-	97,139	12,697	13,794	200,254	323,884	318,804
Less:									
Disposals during the year		-	-	-	(21,617)	(21,936)	(203,344)	(246,897)	(218,469)
Balance, end of year		-	6,348	2,530,382	60,082	222,317	692,782	3,511,911	3,434,924
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$	9,104	\$ -	\$ 1,670,062	\$ 73,282	\$ 128,338	\$ 703,588	\$ 2,584,374	\$ 2,636,197

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2025

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Changes in Net Financial Assets
-7-	Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Woodstock

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board Trust Fund (the "Trust Fund"), which comprise the Statement of Financial Position as at December 31, 2025, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board Trust Fund as at December 31, 2025 and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Fund in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Fund's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Fund or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Fund's financial reporting process.

SCRIMGEOUR & COMPANY
CPA PROFESSIONAL CORPORATION

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

June 9, 2026
London, Canada

LICENSED PUBLIC ACCOUNTANT

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2025**

	2025		2024
FINANCIAL ASSETS			
Cash	\$ 14,793	\$	14,317
	14,793		14,317
LIABILITIES			
Due to City of Woodstock	-	-	-
NET FINANCIAL ASSETS			
	14,793		14,317
ACCUMULATED SURPLUS (page 4)	\$ 14,793	\$	14,317

Approved by:

Approved by:

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025		2024
REVENUES			
Interest earned	\$ 476	\$	706
	476		706
EXPENDITURES			
Contribution to City of Woodstock - capital	-		-
Excess revenues over expenditures	476		706
ACCUMULATED SURPLUS, BEGINNING OF YEAR	14,317		13,611
ACCUMULATED SURPLUS, END OF YEAR	\$ 14,793	\$	14,317

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025	2024
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenues over expenditures (page 4)	\$ 476	\$ 706
Increase in cash during the year	476	706
Cash, beginning of year	14,317	13,611
CASH, END OF YEAR	\$ 14,793	\$ 14,317

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025		2024	
Excess of revenues over expenditures (page 4)	\$	476	\$	706
Increase in net financial assets during the year		476		706
NET FINANCIAL ASSETS, BEGINNING OF YEAR		14,317		13,611
NET FINANCIAL ASSETS, END OF YEAR	\$	14,793	\$	14,317

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

1. Description of the Trust Fund

The Woodstock Public Library Board Trust Fund (the Trust Fund) is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

2. Accounting policies

The financial statements of the Trust Fund of the Woodstock Public Library Board are prepared by management in accordance with Canadian public sector accounting standards.

a. Basis of accounting

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

b. Financial instruments

The financial instruments of the Trust Fund consist of cash and accounts receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

c. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates as additional information becomes available in the future.

d. Capital assets

The Trust Fund does not own any capital assets.

e. Budget

The Trust Fund does not set a budget.

Woodstock Public Library Board

DRAFT Meeting Minutes May 12, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 12, 2026, at 4:15 pm, in the Board Room at 447 Hunter St.

a) The following Board members were present:

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

b) The following Board members sent regrets:

Councillor Deb Tait

c) The following persons were also present:

Lindsay Harris, CEO
Matthew Barabash, Director of Library Services/Deputy CEO (Acting)
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:15 pm.

2. Indigenous Acknowledgement

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

3. Approval of the Agenda

Motion 26-36

MOVED by K. Whiteford and seconded by J. Kent to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of April 14, 2026

Motion 26-37

K. Whiteford suggested expanding the FOPL acronym in the Minutes, for clarity.

MOVED by B. Martin and seconded by J. Kent to approve the Minutes of the meeting of April 14, 2026, as amended.

Motion carried.

6. Business Arising from the Minutes

a) Board Legacy Document

Discussion was had, and it was agreed by all members of the Board that a summary of achievements could be created, but not a lengthy document similar to what had been created in the past.

Motion 26-38

MOVED by B. Martin and seconded by K. Leatherbarrow that staff create a one-page summary of Board achievements for distribution to the community, and for onboarding and outreach to new Board members.

Motion carried.

7. Chairperson's Remarks

M.A. Silverthorn noted that the staff appreciation lunch had been scheduled with Todd's Dogs in July, and advertising for staff in the Library would start in June.

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 provided an update on the work being done to restore the function of the Library's elevator. A grant proposal had been completed by the City's Facilities Manager for funding of up to \$60,000 for future elevator refurbishment. The City may be able to request the project be moved to 2027 from the original capital plan of 2028.

L. Harris provided details of a proposal submitted to the Mayor's Taskforce that would see the construction of a free, accessible pantry, managed by the Library, stocked with hygiene products and non-perishable food items.

L. Harris noted that the Library's Annual Survey had been completed and submitted to the Ministry.

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

M. Barabash provided updated details on community partnerships, upcoming school visit locations, and a pilot project with Envoy Connect that includes 4 units to assist library patrons with visual impairment.

b) Statistics: Library Systems Activities for the month of April, 2026

L. Harris noted that numbers for April, 2026, were higher when compared to April in previous years.

c) Policy Review

i. Report – Board By-laws

Discussion was had regarding changes made, and all members agreed the document would be ready for voting at the regular meeting in June. L. Harris confirmed a clean version would be sent to the Board for final review prior to the meeting.

ii. WPL Board Procedural By-laws Notice of Proposed Amendments

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

There was no financial report provided.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

a) CFLA-FCAB Statement Bill-28; Canadian Federation of Library Associations; May 1, 2026

Discussion was had regarding the impact Alberta's bill would have on libraries in the province, potentially affecting intellectual freedom. The concern is that the effects could impact libraries in other parts of the country. Library advocacy groups have been putting out official statements on the matter, and the Board felt it important to do the same.

Motion 26-39

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Woodstock Public Library Board endorses CFLA-FCAB statement on Alberta's Bill 28.

Motion carried.

17. Committee of the Whole In-camera

None.

18. Next Meeting

Tuesday, June 9, 2026, 4:15 pm.

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.



2022-2026 Library Board Legacy Document - DRAFT

The 2022-2026 Library Board completed several key projects during its tenure. From the beginning of the term, the Board prioritized staff education and appreciation opportunities, supporting the work of the team that provides library services to our community. The Board worked diligently to update and streamline numerous policies to align with best practices and industry standards in Ontario.

During its tenure, the Board created and launched a new strategic plan, prioritizing library space, community connections and partnerships, programs and collections, customer service, and marketing and communications. This new strategic plan guided the Board to look beyond the borders of our City and build a reciprocal borrowing agreement with Oxford County Library, allowing residents of both areas to borrow materials from both libraries without paying additional fees.

The current Board believes the new strategic plan will guide the work in the early years of the next Board, especially in the following priority areas:

- explore Library expansion opportunities,
- invest in inclusive library services and experiences,
- support technology and innovation in collections, programs, and service development,
- enhance communications with the community.

We thank our community for their support throughout this past term and look forward to watching the Library continue to grow with the City, supporting our community, and providing a welcoming space for all.

2022-2026 Board Trustees

Mary Anne Silverthorn – Chair
Danielle Barry – Vice Chair, 2022-2025
Lynn Wareing – Vice Chair, 2026
Jordan Kent – 2026
Kate Leatherbarrow
Bernia Martin
Deb Tait
Ken Whiteford



Friends of the Woodstock Public Library
April 8, 2026

Present: Matthew Lloyd, Chair
Marion Baker, Secretary
Gerry Wormald, Treasurer
Andie Lennox
Sylvia Weiser-Sutherland
Laura Schneider
Diana St. Clair

Karen Leslie
Kathie Richards
Jonathan Rutherford
Joshua Jon Shaefer
Weisen Shao

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

Regrets: Susan Hamilton, Taziah Fiose-Booker, September Quierrez, Lauren Lambin, Rick Cole,
Christina Cullen

Chair Matthew Lloyd calls the meeting to order at 5:05 p.m., welcoming members to the meeting.

Additions and/or changes to the Agenda:
No additions or changes.

Approval of the Agenda:

Moved by: Sylvia Weiser-Sutherland
Seconded by: Kathie Richards

That the Agenda for April 8, 2026 be approved. Carried.

Approval of Minutes:

That the Minutes of March 11, 2026 be amended to show that the Library will ask the Oxford Community Foundation for funding to purchase a hydroponic plant tower.

Moved by: Andie Lennox
Seconded by: Karen Leslie

That the Minutes of the March 11, 2026, as amended, be approved. Carried.

Updates and Reports:

Financial Report:

Treasurer Gerry Wormald reports on the current status of Friends accounts.

Membership Update:

Secretary Marion introduces and welcomes new Friends member Joshua Shaefer to the meeting. She also reports that unfortunately, due to a conflict with work hours and attending Friends meetings, member Laurie Swinarton has resigned her membership.

Library Update:

Matthew Barabash reports that author Heather Marshall will be attending the Author's Event to take place at Oxford Gardens on the evening of Wednesday, June 10th. Since this date is also the date of the Friends June meeting, there is a possibility the meeting will also take place at Oxford Gardens, prior to the author's presentation.

Book Sale Committee Report:

In her absence, Matthew Lloyd reads a report received from member Taziah Fiose-Booker on behalf of the Book Sale Committee about the sale that will take place on Saturday, May 30th. A short discussion about plans for the sale takes place. Member Andie Lennox suggests that Friends consider the purchase of cloth book bags to be sold at the sale. She has volunteered to look into the style and prices, as well as the cost of imprinting of bags with the Friends logo and will advise the Executive members of her findings. Matthew Barabash hands out posters advertising the sale to those who would like to post them in various locations.

Date of Next Meeting:

Wednesday, May 13, 2026 at 5:00 p.m. in the library meeting room.

Adjournment:

Chair Matthew moves that the meeting be adjourned.

The meeting is adjourned at 5:36 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: June 9, 2026

Library Space

The Flex Space in the Children's area is currently undergoing a refresh. Funded by the Friends of the Woodstock Public Library, this refresh both brightens up the space and sets the stage for the mobile makerspace service roll out, which is planned for this fall.

Community Connections and Partnerships

I attended the City's Accessibility Committee meeting in May. While the meeting often discusses physical accessibility in public spaces, I took the opportunity to share accessible resources such as Daisy players and our new pre-loaded Envoy Connect devices.

The Mayor's Task Force also met in May, and I presented the Library's Little Free Pantry initiative as a funding opportunity. Funding was approved by Council in late May, and the service is planned to launch in early fall.

Programs and Collections

Library staff are finishing preparations for summer programs and the Summer Reading Club. Our summer students started May 25, and class visits to various elementary schools across the city have begun.

Public Services staff were fortunate to attend the grand opening of Turtle Island Public School in May where they shared resources and information with families celebrating the opening of the school.

The Friends of the Library author event scheduled for June 10 has sold out. This highly anticipated annual event will be held at Chartwell Oxford Gardens, and we are looking forward to another excellent event this year.

Customer Service

In partnership with the City of Woodstock, all Library staff will attend respectful workplace training in June and September of this year. This training aims to support staff by ensuring consistent expectations and understanding of what actions and habits create and enhance a positive workplace environment.

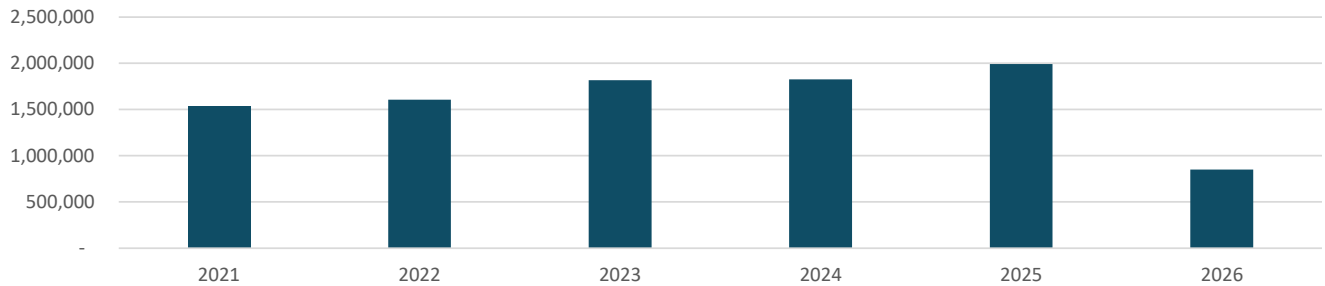
Administrative Priorities

Our spring staff development day was held in late May. Staff had the opportunity to learn about MHeart's services throughout our community, learn more about AI, and participate in fun activities planned by our supervisory staff as well as work through our annual fire drill.



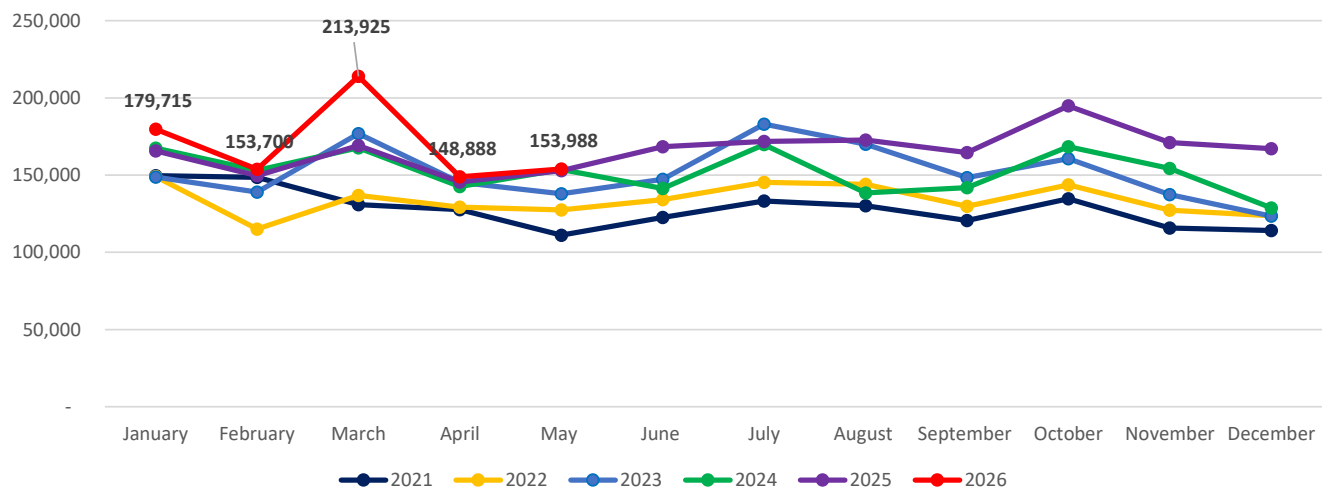
WOODSTOCK Public Library

Total Library Uses 2021 - 2026 YTD

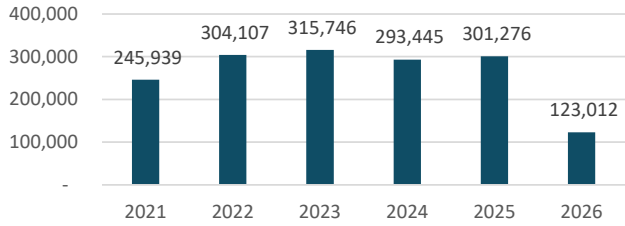


2026	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,629	13,126	91,920	39,923	1,419	1,073	1,544	5,081	179,715
February	23,965	11,862	83,062	27,164	1,255	1,011	1,412	3,969	153,700
March	25,511	12,692	95,445	70,576	2,850	1,266	1,362	4,223	213,925
April	24,324	12,271	85,444	18,606	1,555	1,086	1,396	4,206	148,888
May	23,583	11,068	92,714	19,000	2,415	1,071	1,596	2,541	153,988
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	123,012	61,019	448,585	175,269	9,494	5,507	7,310	20,020	850,216

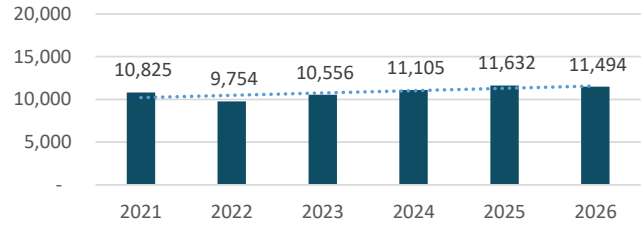
Total Library Uses by Month 2021-2026



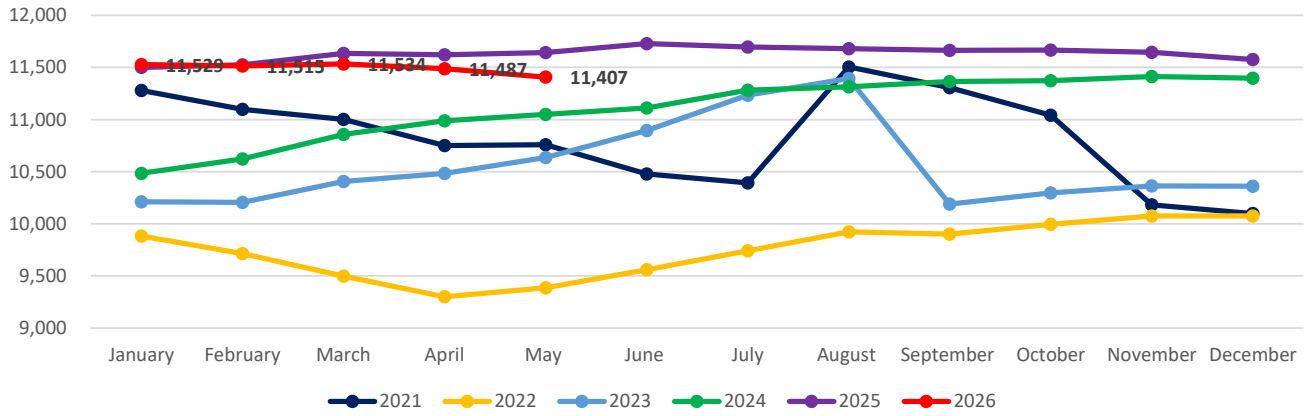
Annual Library Circulation Total 2021-2026



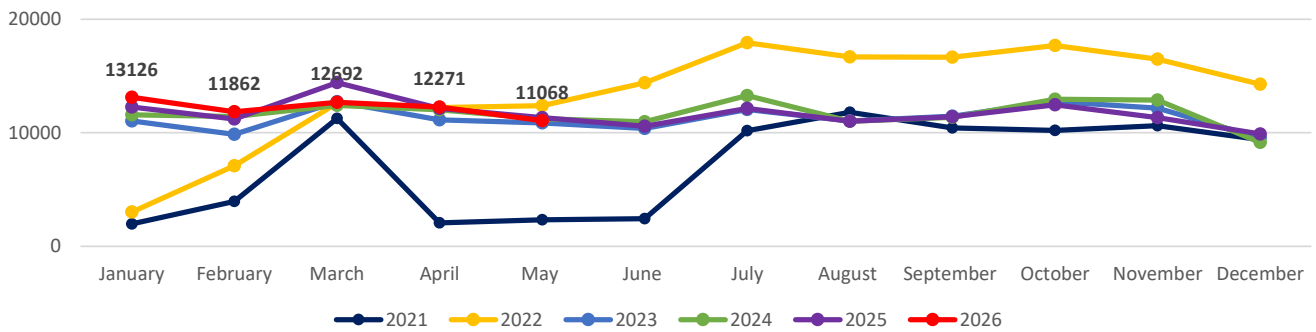
Monthly Average Active Users Count 2021-2026 YTD



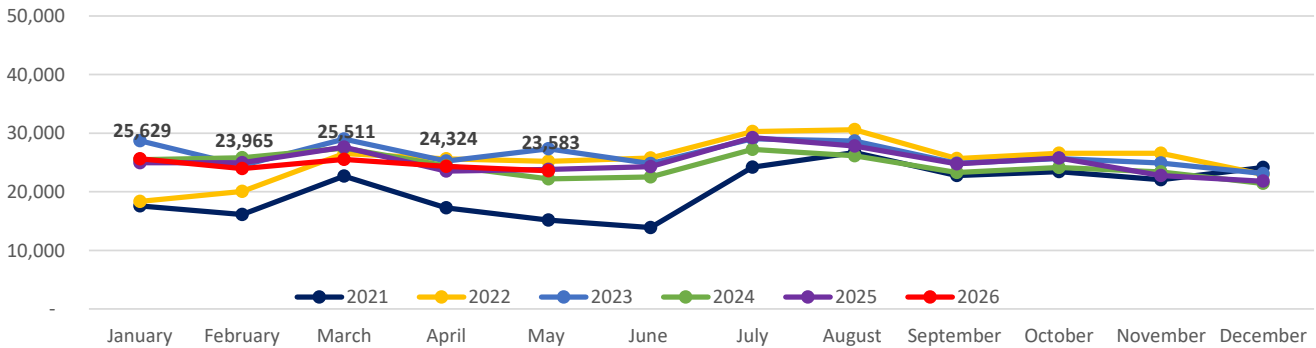
Active Cardholders 2021-2026



In Person Visits - 2021-2026



Total Circulation by Month - 2021-2026 (Physical & Digital)





Subject: Woodstock Public Library Board By-laws

Action: For Approval

Prepared by: Lindsay Harris

Meeting of: June 9, 2026

Recommendation

That the Woodstock Public Library Board approves the proposed amendments to the Board By-laws.

Introduction

The Woodstock Public Library Board By-Laws direct the work of the Library Board, and are therefore, an essential guide for the current and future Library Board. While the Library Board can elect to change their by-laws at any point during their term, best practices dictate that the Board makes time to review the by-laws at some point during their tenure.

Discussion

Reviewing and potentially changing the By-laws is a multi-month process outlined within the By-laws themselves. To facilitate this revision, the following schedule has been accepted and updated by the Board.

March 10, 2026 meeting: Call for any proposed by-law amendments.
 April 1, 2026: All proposed by-law amendments to be received.
 April 14, 2026 meeting: Reading and discussion of proposed by-law amendments.
 May 12, 2026 meeting: Reading and discussion of by-law amendments proposed during the April 14 meeting.
 June 9, 2026 meeting: Voting on proposed by-law amendments.

All proposed amendments have been reviewed and considered by the Board during the April 14 and May 12 Board meetings. Voting on the proposed amendments is the final step in this process.



Notice of Proposed Amendments

Woodstock Public Library Policy

Policy Name: Board Procedural ~~By-laws~~ **By-law**

Category: Governance

Version: **June 9, 2026**

Policy Statement and Rationale

The purpose of this policy is to provide a statement of authority and identify key objectives respecting the procedural ~~by-laws~~ **by-law** of the Woodstock Public Library Board.

Scope

This policy ~~shall apply~~ **applies** to the Woodstock Public Library and the Woodstock Public Library Board.

DEFINITIONS

~~In reading and interpreting this policy, the following definitions shall apply:~~

~~“Board” means the Woodstock Public Library Board.~~

~~“CEO” means the Chief Executive Officer of the Woodstock Public Library.~~

~~“City” means the Corporation of the City of Woodstock.~~

~~“City Clerk” means the Clerk of the Corporation of the City of Woodstock.~~

~~“Council” means the Council of the City of Woodstock.~~

~~“Library” means the Woodstock Public Library.~~

~~“Supermajority” means a majority that is greater than a simple majority.~~

Policy and Procedure

1.0 Statement of Authority

The Woodstock Public Library Board bears legal responsibility for the Library by ensuring that it operates in accordance with the Public Libraries Act, R.S.O. 1990, c P.44. The purpose of this section is to define the legal authority of the Board.

- 1.1 In accordance with the Public Libraries Act, s. 3(1), the Council of the municipality of the City of Woodstock has established the City of Woodstock Public Library by the adoption of City By-law 8657-11.
- 1.2 The ~~City of~~ Woodstock Public Library ~~Board~~ is appointed by the Council of the City of Woodstock. In accordance with the Public Libraries Act, s. 3(3), the Woodstock Public Library Board is a corporation in its own right and is responsible for the management and control of the City of Woodstock Public Library.
- 1.3 The responsibilities of the Board to Council and Council to the Board are laid out in the Public Libraries Act.
- 1.4 This by-law shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers. Where there is any conflict between this by-law and the Public Libraries Act as amended or other acts, the relevant legislation shall take precedence.
- 1.5 The Head Office of the Board shall be at the Woodstock Public Library; 445 Hunter Street, Woodstock, Ontario, N4S 4G7, or as amended from time to time.

2.0 Composition of the Board

Where required, the Library Board adheres to the Public Libraries Act, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this section is to guide City Council's appointment process and the Library Board's appointment of its officers.

- 2.1 The Public Libraries Act, s. 9(1) prescribes a board of no fewer than five (5) members and gives the municipality the power to make appointments. In accordance with City of Woodstock By-law 9251 (November 1, 2018), City Council endorses a board of seven (7) members that consists of:
 - a) four (4) citizen members of the municipality, who are qualified under the Public Libraries Act, and
 - b) three (3) members of City Council.
- 2.2 In accordance with the Public Libraries Act, s. 10(4), City Council will appoint all Library Board members at the first meeting of Council in each term.

- 2.3 In accordance with Public Libraries Act, s. 10(2)(a), City of Woodstock Council shall not appoint more of its own members to the Library Board than the number that is one less than a majority of the Board.
- 2.4 In accordance with the Public Libraries Act, s. 10 (3), a Library Board member shall hold office for a term concurrent with the term of the appointing City Council, or until a successor is appointed.
- 2.5 A Library Board member may be re-appointed for one or more terms.
- 2.6 A Library Board member seeking re-appointment must follow the same process of application for consideration as for new candidates to the Board.
- 2.7 In accordance with the Public Libraries Act, s. 13, any member of the Library Board will be disqualified, if they:
- a) are convicted of an indictable offence;
 - b) become incapacitated;
 - c) are absent from the meetings of the Board for three (3) consecutive months without being authorized by a Board resolution;
 - d) cease to be qualified for membership under clause 10(1)(c) of the Public Libraries Act; or
 - e) otherwise forfeits his or her seat.
- 2.8 In accordance with the Public Libraries Act, s. 13, if any members of the Library Board are disqualified from holding office, the remaining Board members shall forthwith declare the seat vacant, and notify City Council accordingly.
- 2.9 In accordance with the Public Libraries Act, s. 12, when a vacancy arises in the membership of the Library Board, City Council shall promptly appoint a person to fill the vacancy, and to hold the office for the unexpired term, except where the unexpired term is less ~~then~~ than forty-five days. The new appointment's term will be concurrent with the term of the Library Board.
- 2.10 Resignations from the Board should be presented in writing to Library Board Chair, with a copy for the City Clerk.

3.0 Purpose of the Board

The purpose of the Woodstock Public Library Board is to govern the affairs of the public library in service to the community. The purpose of this section is to set out the work of the Library Board, and the ways in which the Board achieves its purpose.

- 3.1 The Library Board oversees the development of a comprehensive and efficient public library service by:
- a) expressing the Library's philosophy and values;
 - b) articulating the Library's vision, mission, and priorities;
 - c) evaluating results of activities and services used to achieve goals;
 - d) setting policies on governance and service;
 - e) delegating authority to the Chief Executive Officer (CEO) and evaluating ~~her/his~~ their performance;
 - f) planning for further library development;
 - g) securing the resources to achieve the intended results; and
 - h) advocating for Library service.
- 3.2 The Library Board governs effectively by:
- a) representing the interests of the community;
 - b) engaging the community in determining responsive and dynamic library services;
 - c) acting as a **bridge liaison** between the Library and ~~the~~ City Council;
 - d) working collaboratively with the CEO. ~~and the Council; fellow Board members.~~
 - e) setting an annual Board agenda that reflects current goals and strategic issues;
 - f) working proactively and making decisions that focus on the Library's future and place in the community; and
 - g) evaluating the Library Board's own performance.

4.0 Powers and Duties of the Board

The Library Board bears the legal responsibility for the City of Woodstock Public Library. The powers and duties of the Board are prescribed in the Public Libraries Act, R.S.O. 1990, c. P44, to which this By-law adheres.

- 4.1 In accordance with the Public Libraries Act, s. 20, the Woodstock Public Library Board:

- a) shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs;
- b) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- c) may operate special services in connection with a library as it considers necessary;
- d) shall fix times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- e) shall make annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time;
- f) shall make provision for insuring the Board's real and personal property;
- g) shall take proper security for the treasurer; and
- h) may appoint such committees as it considers expedient.

5.0 Duties and Responsibilities of Individual Board Members

The Woodstock Public Library Board expects its members to understand the extent of their authority, and to use it appropriately. The purpose of this section is to set out the obligations of individual Library Board members. Additional information concerning the code of conduct and executive limitations of Board members are detailed in the Library Board Members' Code of Conduct Policy.

- 5.1 Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
- 5.2 Individual members of the Board are responsible for exercising a Duty of Diligence as follows:
 - a) be informed of legislation under which the Library exists, ~~the Board by-laws by-law~~, mission, vision and priorities;
 - b) be informed about the activities of the Library and the community and issues that affect the Library;
 - c) attend Board meetings regularly and contribute from personal, professional and life experience to the work of the Board;
 - d) be prepared for all Board meetings and use meeting time productively; and

- c) adhere to the regulations of the Municipal Conflict of Interest Act R.S.O. 1990, c. M50.

5.3 Individual members of the Board are responsible for exercising a duty of loyalty to the Board.

5.4 Individual members of the Board are responsible for exercising a “Duty of Care”, as follows:

- a) promote a high level of library service;
- b) consider information gathered in preparation for decision making;
- c) assume no authority to make decisions outside of Board meetings;
- d) know and respect the distinction in the roles of the Board and the staff;
- e) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information; and
- f) resist censorship of library materials by groups or individuals.

6.0 Terms of Reference of Officers

The Woodstock Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the appropriate legislation and prescribed rules of procedure. The officers are the Chair, the Vice-Chair, the Secretary, the Treasurer, and the Chief Executive Officer (CEO). This By-law outlines the responsibilities of these officers.

6.1 Terms of Reference of the Chair

6.1.1 In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 s. 14(3), a Board shall elect one of its members as Chair at its first meeting in a new term.

6.1.2 The term of the office for the Chair of the City of Woodstock Public Library shall be for the term of the Board.

6.1.3 The Chair leads the Board, acts as an official representative of the Library, ensures the proper functioning of the Board, and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the Board.

6.1.4 The Chair will:

- a) preside at regular and special meetings of the Board;

- b) ~~set the agenda in consultation with the CEO; consult with the CEO on agenda items and structure~~
- c) ensure that business is dealt with expeditiously, and help the Board work as a team;
- d) in accordance with the Public Libraries Act, s. 16(6), vote on all questions;
- e) act as an authorizing signing officer of all documents pertaining to Board business;
- f) co-ordinate the CEO evaluation process;
- g) share with the CEO the responsibility for conducting Board orientation;
- h) co-ordinate the Board's self-evaluation process;
- i) represent the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board; and
- j) not commit the Board to any course of action in the absence of the specific authority of the Board.

6.2 Terms of Reference of the Vice-chair

6.2.1 The election of the Vice-chair shall take place at the first meeting in a new term of the Board.

6.2.2 The term of the office of the Vice-chair of the Woodstock Public Library Board shall be for the term of the Board.

6.2.3 In accordance with the Public Libraries Act, s. 14(4), the Board, in the absence of the Chair, may appoint an acting Chair. The Vice-chair is deemed to be appointed acting Chair in the absence of the Chair.

6.3 Terms of Reference of the Secretary

6.3.1 The Chief Executive Officer of the Woodstock Public Library shall serve as Secretary to the Board.

6.3.2 In accordance with the Public Libraries Act, s. 15(3), the Secretary will: conduct the Board's official correspondence; and keep minutes of every meeting of the Board. In addition, the Secretary will:

- a) ~~prepare the agenda prior to each Board meeting, in cooperation with the Board Chair;~~

- a) distribute the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting; and
- b) distribute the minutes to all Board members not less than three days prior to the next Board meeting.

6.4 Terms of Reference of the Treasurer

6.4.1 In keeping with the degree of financial integration of the Woodstock Public Library Board with the City of Woodstock, the City of Woodstock ~~Treasurer~~ **Director of Administrative Services (Treasurer)** shall be the Treasurer to the Board.

6.4.2 The Treasurer is responsible for all the financial record-keeping of the Board. In accordance with the Public Libraries Act, s. ~~14(4)~~ **15(4)**, the Treasurer will:

- a) receive and account for all the Board's money;
- b) open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
- c) deposit all money received on the Board's behalf to the credit of that account or accounts; and
- d) disburse the money as the Board directs.

6.4.3 In addition, the Treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Board.

6.5 Terms of Reference of the Chief Executive Officer (CEO)

6.5.1 In accordance with the Public Libraries Act, s. 15(2), the Woodstock Public Library Board appoints the CEO, who shall attend all board meetings.

6.5.2 The Board delegates the authority for management and operations of services to the CEO.

6.5.3 As an officer of the Board, the CEO:

- a) does not vote on Board business;
- b) sits ex-officio on all the committees of the Board, and acts as a resource person;
- c) assists and supports the Board at the presentation of the Library budget before the Council;
- d) reports directly to the Board on the affairs of the Library, and makes recommendations he or she considers necessary; and

- e) interprets and communicates the Board's decisions to the staff.

7.0 Meetings of the Board

Board members must meet regularly to ensure the proper governance of the Library, and to conduct the business of the Board. Since the Board 'as a whole' has the authority to act, and not individual members, the Board meeting is the major opportunity for the Board to do its work – to make decisions, solve problems, educate Board members, **and** plan for the future, and review monitoring or evaluation material submitted by staff. This **policy by-law** sets procedures to follow for meetings and ensures compliance with the Public Libraries Act, R.S.O. c. P44.

7.1 Types of Meetings

- 7.1.1 In accordance with the Public Libraries Act, s. 16.1(2), Board meetings will be open to the public unless the subject matter being considered falls within the parameters of the Public Libraries Act, s. 16.1(4) as stated in section 7.1.5 or 7.1.6 of this by-law.
- 7.1.2 In accordance with the Public Libraries Act, s. 16(1), the Woodstock Public Library Board shall hold regular meetings once a month, at least **ten (10) seven (7)** months each year, and at such other times as **its** considers necessary.
- 7.1.3 In accordance with the Public Libraries Act, s. 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the Woodstock Public Library Board, in each new term, upon receipt of the confirmation of appointments from the City Clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by City Council. At this first meeting, the CEO oversees the election of the officers. The elections begin with the position of Chair.
- 7.1.4 In accordance with the Public Libraries Act, s 16(2), the Chair or any two (2) members of the Board may **summons**-a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
- 7.1.5 In cases where a prompt decision is required and scheduling a meeting may not be practical or expeditious, the Chair may choose to seek an electronic vote via email or other electronic means. Electronic votes may only be held once all Board members have responded to the call for the vote in writing (by email). Votes will be decided by a simple majority. Motions pertaining to changes to this by-law shall not be conducted by electronic voting. Decisions made by electronic voting will be reported as part of the next scheduled Board meeting for ratification and inclusion in the minutes.
- 7.1.6 In accordance with the Public Libraries Act, s. 16.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered 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 communications necessary for that purpose; and
- g) a matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act.

7.1.7 In accordance with the Public Libraries Act, s. 16.1(5), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, if the Board or committee of the Board is the head of an institution for the purposes of that Act.

7.1.8 In accordance with the Public Libraries Act, s. 16.1(6), before holding a meeting or part of a meeting that is to be closed to the public, a Board or committee of the Board shall state by resolution:

- a) the purpose of the holding of the closed meeting; and
- b) the general nature of the matter to be considered at the closed meeting.

7.2 Order of Proceedings

7.2.1 Parliamentary authority

The rules contained in the current edition of *Bourinot's Rules of Order* shall govern the proceedings of the Library Board in a case where ~~there are no By-laws no procedural by-law~~ of the Board is in place.

7.2.2 Call to Order

- a) Meetings shall be called to order by the Chair on the hour fixed for the meeting.
- b) In the absence of the Chair, the Vice-chair will preside over the meeting.

7.2.3 Chairing the Meeting

The function of the Chair is to act in a leadership role to the Board, ensuring that business is dealt with expeditiously, and to help the Board work as a team. It is the duty of the Chair of the Woodstock Public Library Board to:

- a) open meetings of the Board by calling the members to order;
- b) announce the business before the Board in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members of the Board;
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results;
- e) decline to put to vote motions, which infringe the rules of procedure;
- f) restrain the members, when engaged in debate, within the rules of order;
- g) exclude any person from a meeting for improper conduct;
- h) enforce the observance of order and decorum among the members;
- i) authenticate, by signing, all ~~By-laws~~ **By-law**, resolutions, and minutes of the Board;
- j) instruct the Board on the rules or order;
- k) represent and support the Board, declaring its will, and implicitly obeying its decisions in all things;
- l) receive all messages and communications on behalf of, and announce them to, the Board; and
- m) ensure that the decisions of the Board are in conformity with the Laws and ~~By-laws~~ **By-law** governing the activities of the Board.

7.3 Quorum

- a) In accordance with the Public Libraries Act, s. 16(5), the presence of a majority of the Board is necessary for the transaction of business at a meeting.
- b) Where a quorum is not present within fifteen (15) minutes of the hour fixed for a meeting, the Secretary shall record the names of the Board

members present and the meeting shall stand adjourned until the next meeting, or until a special meeting is called.

- c) Nothing in the foregoing shall prohibit the members in attendance at a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board.
- d) If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.
- e) When the number of members disabled by Conflict of Interest from participating in the meeting is such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum providing they are not fewer than two (2).

7.4 Attendance at Meetings

7.4.1 In accordance with the Public Libraries Act, s. 13(c), should a member be absent for three (3) consecutive months without being authorized by a Board resolution, the Board shall consider the member disqualified from the Board, and notify the appointing council that the seat is vacant.

7.4.2 Members shall notify the Board Secretary **and Board Chair** if they are unable to attend the regular meeting. Meeting attendance shall be recorded.

7.4.3 Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.

- a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
- b) A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
 - i. personal illness or disability; or
 - ii. employment purposes or the business of the public good; or
 - iii. a family or other emergency.

- c) Members who wish to attend a meeting remotely must give ~~notice two (2) hours~~ **four (4) hours** before the commencement of the meeting to the Board Secretary so that the equipment can be made ready.
- d) Meeting minutes will reflect that a member is participating remotely
- e) The Vice-Chair chairs the meeting, when the Chair of the library board attends the meeting remotely, **if necessary**.
- f) Quorum applies to the members attending in person and remotely.

7.5 Public Conduct at Board Meetings

7.5.1 Members of the Public will be courteous and not engage in any action that disturbs the meeting.

7.5.2 Members of the public will not:

- a) make any noise or disturbance that prevents members from being able to participate in a meeting;
- b) address the Board without a prior appointment, or without Board permission at the meeting;
- c) use unparliamentarily or offensive language.

7.5.3 In accordance with the Public Libraries Act, s. 16.1 (3) the Board Chair may expel any person for improper conduct at a meeting.

7.6 Delegations

7.6.1 Delegations wishing to make a presentation to the Board regarding a specific issue must notify the CEO of their intention at least one (1) week prior to the meeting. Delegations will be scheduled at the beginning of the public portion of the meeting.

7.6.2 Presentations will be limited to five (5) minutes, ~~to each~~ with five (5) more minutes for questions from the Board members. The matter addressed by the delegation will be discussed by the Board as a regular part of the agenda.

7.6.3 Delegations can be added to the agenda at the meeting by amending the agenda at the pleasure of the Board.

7.7 Agenda

- a) The agenda focuses the discussion in order to make good use of the Board's time. Meetings of the Board 'as a whole' do not re-do the work of the staff or of the committees.

- b) Prior to each regular meeting, the CEO, under the guidance of the Chair, shall prepare or cause to be prepared an agenda of all the items planned for the meeting and shall ensure that the agenda, supporting documentation and the minutes of the last regular meeting, including the minutes of any special or committee meeting held no less than three (3) days before the planned regular meeting, are delivered to every Board member not less than three (3) days before the time appointed for the commencement of such meeting.
- c) Notice of all Board meetings will be ~~posted on the staff bulletin board in the Library and~~ made available on the Library's website.
- d) Board members may be notified of Committee or special meetings ~~by telephone~~ electronically.
- e) The order of business for all regular meetings of the Board shall be as determined by the Board.

7.8 Motions

7.8.1 All formal decisions of the Board will be made on the basis of motions.

7.8.2 Moving a Motion: To make a motion, a member must first have the floor. A motion properly moved before the Board must be dealt with before any other motion can be received, except a motion to amend or adjourn.

7.8.3 Seconding a Motion: Every motion must be seconded by a different member than the mover. A motion will not be debated until it has been moved and seconded and put on the floor by the Chair. The Chair will not put any matter to the vote, and a member will not move a procedural motion to have the vote taken, until every member who wishes to speak has spoken at least once. After members debate the motion, the Chair puts the question to a vote and announces the voting result.

7.8.4 Notice of Motion: A notice of motion shall be defined as a resolution that a member of the Board brings forward for consideration by the Board, when the context of the resolution is not urgent. Members of the Board may submit a notice on any item which may be dealt with at the next meeting of the Board, in order to provide time for the preparation of a staff report or added time for the Board to consider the matter further. If possible, motions should be submitted in writing at the meeting of the Board, but should not be debated, or otherwise dealt with until the next regular Board meeting.

7.8.5 Amending a Motion: only one motion to amend the main motion will be allowed.

7.8.6 Rescinding a Motion: Motions to rescind previous resolutions require at least seventy-two (72) hours written notice. A supermajority vote (**one vote more than a simple majority**) is necessary to rescind a previously approved motion.

7.9 Voting

- 7.9.1 All motions at Board meetings are decided by a majority of votes cast. A motion to add, amend or remove this By-law shall require a supermajority vote of the members in order to be carried.
- 7.9.2 In accordance with the Public Libraries Act, s. 16(6), the Chair or acting Chair of the Board may vote with the other members of the Board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
- 7.9.3 All votes and elections shall be by show of hands.

7.10 Minutes

- 7.10.1 Once approved, minutes of meetings are the official record of decisions, and provide direction for officers and employees in their subsequent actions.
- 7.10.2 Minutes are approved at the next meeting of the Board, ~~and signed by the Chair.~~
- 7.10.3 Minutes (excluding in-camera minutes) are public documents and shall be made available to the public **via the library website.**
- 7.10.4 Minutes of closed meetings are kept separately and held to be confidential.

8.0 Committees of the Board

Section 20(i) of the Public Libraries Act, empowers the Board to strike committees as it considers expedient in order to further the work of the Board.

8.1 Duties of Committees

- 8.1.1 The purpose of committees is to facilitate the business of the Board.
- 8.1.2 Committees shall operate within the terms of reference established and approved by the Board.
- 8.1.3 Committees shall appoint a committee chair and recording secretary.
- 8.1.4 Committees shall coordinate their work, do research, and draft documents to be reviewed and **recommended make recommendations** to the Board, as a whole, for approval.

8.2 Types of Committees

- 8.2.1 Standing Committees will be permanent committees that deal with a specific issue.

8.2.2 Ad Hoc Committees may be established by motion of the Board to deal with matters before the Board. Ad Hoc Committees shall:

- a) operate for a defined period of time and have a specific purpose which must be defined in a written terms of reference; and
- b) be discharged by motion of the Board once their work has been completed.

8.3 Committee Membership

8.3.1 Standing Committees membership will consist of Board members.

8.3.2 Ad Hoc Committee membership will consist of Board members and may include non-Board members.

8.3.3 The CEO will be an ex officio member of all committees and shall do all those things necessary to further the work of the committee.

9.0 Amendments of ~~By-laws~~ the By-law

~~By-laws are the~~ This By-law is contains the fundamental governing rules of the Board. The purpose of this ~~By-law~~ section is to state the conditions under which ~~By-laws are the~~ By-law is amended.

9.1 ~~By-laws~~ The By-law may be amended in response to legislation or when circumstances change.

9.2 Any member of the Board can propose a review or an amendment for ~~a~~ the By-law.

9.3 All members of the Board will receive notice and details of changes at the Board meeting prior to the meeting at which time a motion for amendment may be tabled.

9.4 A motion to ~~add, amend or remove a~~ add or amend the By-law shall require a supermajority vote (~~one vote more than a simple majority~~) of the members in order to be carried.

9.5 ~~By-laws or~~ By-law amendments are effective at the time of approval by Board motion.

RELATED DOCUMENTS AND POLICIES

Public Libraries Act, R.S.O. 1990, c. P.44

Municipal Act, 2001, S.O. 2001, c. 25

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

Woodstock Public Library – Board Members’ Code of Conduct

Collective Agreement – CUPE Local 1146 – Library Unit

DOCUMENT REVISION RECORD

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