

**DRAFT Agenda
Woodstock Public Library Board
September 8, 2026**

Date: Tuesday, September 8, 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. Minutes of the Meeting of June 9, 2026

Recommendation:

That the Board approves the Minutes of the meeting of June 9, 2026, as circulated (or following corrections).

6. Business Arising from the Minutes

a) 2022-2026 Library Board Legacy Document

7. Chairperson's Remarks

8. Delegations/Presentations

None

9. Board Education

None

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the Meeting of May 13, 2026

Recommendation:

That the Board receives the Minutes of the meeting of May 13, 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 period ending August 31, 2026

c) Policy Review

None

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

- i) Minutes for April 9, 2026

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of April 9, 2026.

- ii) Minutes for June 29, 2026

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of June 29, 2026.

13. Finance

a) Treasurer's Report

Recommendation:

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

b) Treasurer's Report

Recommendation:

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

c) Board Report – 2027 Draft Capital and Operating Budgets

d) 2027 Draft Operating Budget

14. New Business

- a) **Board Report – Fall Staff Development Day**
- b) **Board Report – Library Branch Design North Woodstock Recreation Complex**

15. Notices of Motion

None

16. Attachments

- a) **Interview with a City Councillor**; Heart FM, August 31, 2026
 - b) **CAO Report, North Woodstock Recreation Complex**; City Council Agenda; September 3, 2026
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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).*
-

18. Next Meeting

Tuesday, October 13, 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 June 9, 2026

A regular meeting of the Woodstock Public Library Board was held on Tuesday, June 9, 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 Deb Tait

b) The following Board members sent regrets:

Councillor Bernia Martin

c) The following persons were also present:

Lindsay Harris, CEO
Lori Peixoto, recorder
Christene Scrimgeour, Scrimgeour & Company

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 26-40

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Delegations/Presentations

a) 2025 Woodstock Public Library Audit

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

M.A. Silverthorn, on behalf of the Board, welcomed C. Scrimgeour to the meeting via ZOOM for presentation of the draft audited financial statements for 2025.

C. Scrimgeour introduced herself, explaining that although acting as auditor for the City of Woodstock, she also acts as an independent auditor for the Woodstock Public Library Board. The process of the audit was explained, and it was noted that the statements before the Board were in draft form until approval by the Board.

C. Scrimgeour provided a detailed account, line by line, of the statements, pausing for members of the Board to ask questions, if necessary.

ii. DRAFT Audited Statements

Motion 26-41

MOVED by L. Wareing and seconded by D. Tait that the Draft 2025 Woodstock Public Library Board Financial Statements for the year ending December 31, 2025, be approved as presented.

Motion carried.

Motion 26-42

MOVED by J. Kent and seconded by K. Leatherbarrow that the Draft 2025 Woodstock Public Library Trust Fund Financial Statements for the year ending December 31, 2025, be approved as presented.

Motion carried.

Discussion was had regarding an appropriate amount generally kept in reserve accounts for the Library.

With no further questions from the Board, M.A. Silverthorn thanked C. Scrimgeour for her presentation and the work done during the audit process.

C. Scrimgeour exited the meeting at 4:34 pm.

6. Minutes of the Meeting of May 12, 2026

Motion 26-43

MOVED by L. Wareing and seconded by K. Whiteford to approve the Minutes of the meeting of May 12, 2026.

Motion carried.

7. Business Arising from the Minutes

a) Board Legacy Document

Discussion was had. The Board agreed that the one-page summary before them was an appropriate legacy document for their term.

Motion 26-44

MOVED by K. Leatherbarrow and seconded by D. Tait that the Board approves the Board Legacy Document, as presented.

Motion carried.

8. Chairperson's Remarks

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Woodstock Public Library

i. Minutes of the Meeting of April 8, 2026

Discussion was had regarding the success of the Friends' most recent book sale. L. Harris would be attending the regular meeting of the Friends, and would provide more information to the Board following that meeting.

Motion 26-45

MOVED by J. Kent and seconded by K. Leatherbarrow that the Board receives the Minutes of the meeting of April 8, 2026, of the Friends of the Woodstock Public Library as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris invited members of the Board to check out the newly-refreshed Flex Space at the Library, noting the paint and supplies had been funded by the Friends. Further plans were in the works to refresh the entire Children's area in the near future.

Details were provided on points made in the report before the Board in addition to updates on the RFQ process implemented by the City for the Library's air conditioning project, and seeking information on the Library becoming a dementia-friendly designation.

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

L. Harris noted that the number of cardholders was down again, and ideas would be sought to retain the level of cardholders the Library had seen previously, including, but not limited to, a creating a brief survey asking what the Library could do to renew interest in our patrons.

c) Policy Review

i. Report – Board By-laws

ii. Woodstock Public Library Board By-laws

M.A. Silverthorn reviewed the process that had taken place with reviewing and updating the Board By-laws thus far, and asked if there was any further discussion needed prior to voting on the draft before them.

There were no further questions from the Board, and all members were prepared to vote on approval.

Motion 26-46

MOVED by K. Whiteford and seconded by D. Tait that the Woodstock Public Library Board By-law be approved as presented.

Motion carried.

M.A. Silverthorn commended L. Harris for keeping the Board on track with policy review during their current term.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing stated she was unable to attend the most recent meeting, but was in receipt of the Minutes and presentation.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 26-47

MOVED by D. Tait and seconded by L. Wareing that the DRAFT Statement of Revenues and Expenditures for the periods January 1, 2026, to March 31, 2026, and April 1, 2026, to May 31, 2026; and the DRAFT Summary of Trust Account for the periods January 1, 2026, to March 31, 2026, and April 1, 2026, to May 31, 2026; and the DRAFT Summary of the Jessie MacDougall Trust Fund for the periods January 1, 2026, to March 31, 2026, and April 1, 2026, to May 31, 2026, be received as information.

Motion carried.

L. Harris noted that the timing of budget approval will likely change in the fall with both the capital and operating budgets coming to the Board for review and approval in September or October, 2026.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera
Personal matters about an identifiable individual

Motion 26-48

MOVED by L. Wareing and seconded by K. Leatherbarrow that the Board moves into Committee of the Whole In-camera at 5:11 pm.

Motion carried.

Motion 26-49

MOVED by D. Tait and seconded by K. Whiteford that the Board moves out of Committee of the Whole In-camera at 5:15 pm.

Motion carried.

Motion 26-50

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

Motion carried.

Motion 26-51

MOVED by D. Tait and seconded by J. Kent that the Board approves the Minutes of the Committee of the Whole In-camera for April 14, 2026.

Motion carried.

In closed session, the CEO updated the Board on a personnel matter.

18. Next Meeting

Tuesday, September 8, 2026, 4:15 pm.

19. Adjournment

M.A. Silverthorn declared the meeting adjourned at 5:23 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



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

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.



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.



Friends of the Woodstock Public Library
May 13, 2026

Present:	Matthew Lloyd, Chair	Diana St. Clair
	Rick Cole, Vice-Chair	Jonathan Rutherford
	Marion Baker, Secretary	Kathie Richards
	Gerry Wormald, Treasurer	September Quierrez
	Andie Lennox	Taziah Fioze-Booker
	Laura Schneider	Lauren Lambkin
	Sylvia Weiser-Sutherland	
	Karen Leslie	

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

Regrets: Susan Hamilton, Lee Mathers

Chair Matthew Lloyd calls the meeting to order at 5:01 p.m., welcoming members to the meeting.

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

Approval of the Agenda:

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

That the Agenda for May 13, 2026 be approved. Carried.

Approval of Minutes:

Moved by: Andie Lennox
Seconded by: Karen Leslie

That the Minutes of the April 8, 2026, be approved. Carried.

Updates and Reports:

Financial Report:

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

Membership Update:

No report.

Library Update:

Matthew Barabash advises that the library elevator is in disrepair and it may several weeks before it is functioning again. He also reports that the Flex Space has recently been repainted, asking that Friends of the Library consider funding the cost of painting the space in the amount of \$357.98.

Motion:

Moved by: Karen Leslie

Seconded by: Andie Lennox

That Friends of the Library finance the cost of repainting the library's Flex Space at a cost of \$357.98.
Carried.

New and Ongoing Business:

Book Sale Committee Report:

Book Sale Committee members Sarah Snow, Taziah Fioze-Booker and September Quierrez speak about plans for the May 30th sale and new and innovative ideas that will be incorporated into the sale. Sarah will research the value of donated books that are thought to be of greater monetary value than most. They will be priced accordingly and the cashiers will need to be notified of their extra value at the time of sale.

A discussion ensues regarding having patrons at the sale to respond to a survey Friends of the Library providing a "card reader" for payment of their purchase rather than a cash transaction. The use of a card reader is discussed and the discussion is tabled until further notice.

Also, patrons will be surveyed on how they learned of the sale and have they been to others in the past.

Book Bags:

Andie Lennox reports the new book bags have been ordered and will be imprinted on one side with the Friends of the Library logo. Cost of the quantity ordered is \$2.60 per bag. The bags will be offered for sale on May 30th at a cost of \$4.00 per bag. From 1 p.m. until closing at 2 p.m., any bags purchased for the stated amount can then be filled with as many books as they can hold, at a further cost of \$10.00 rather than the books still being priced individually.

Date of Next Meeting:

Wednesday, June, 10, 2026 at 5:00 p.m., at Oxford Gardens prior to the presentation of author Heather Marshall. The meeting will take place in a meeting room in the West Wing of the retirement home.

Adjournment:

Chair Matthew moves that the meeting be adjourned.

The meeting is adjourned at 6:02 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: September 8, 2026

Library Space

The Library as Place conference took place in June 2026, and senior library staff were able to attend this year for the first time. The annual conference moves around the province each year, and focusses specifically on library architecture and design, with a lens on working through small space challenges and shared experiences. Located in Kingston this year, this smaller conference also allowed for greater collaboration and networking for senior library staff.

Aligning directly with one of the key priorities of the Library's strategic plan, much of the past three months have been occupied by conversations with the City regarding the potential addition of a library branch at the new North Woodstock Recreation Complex. On September 3, 2026, Council voted to include a branch location in the design phase of the complex. The Library is looking forward to working with the architects and the City on this plan over the next few months.

Programs and Collections

Summer programs and events at the Library were a huge success seeing over 11,000 participants at over 300 programs and events throughout June, July, and August. Library staff, including our two incredible summer students, worked diligently to create a summer experience filled with exploration, reading, and fun.

The 2026 Oxford Reads title has been selected, and programming and events are in place to support this joint initiative. The title is "How to Survive a Bear Attack" by Claire Cameron. Cameron will be at this year's gala on Friday, October 30 at 7pm at Woodstock Collegiate Institute. Tickets are now available through the Oxford Reads website.

Marketing and Communications

Throughout late spring and most of the summer, behind-the-scenes work was underway with the Library's web design consultant and Library staff to update the Library website. During this process, the need to move the website to a new server was identified, and the nature of the project shifted somewhat. The new version of the website became live on September 2, 2026, however no front-end changes should be visible to the public.

Work on migration of the Library website to a new home will commence later this fall, with the target move date of mid to late winter, 2027.

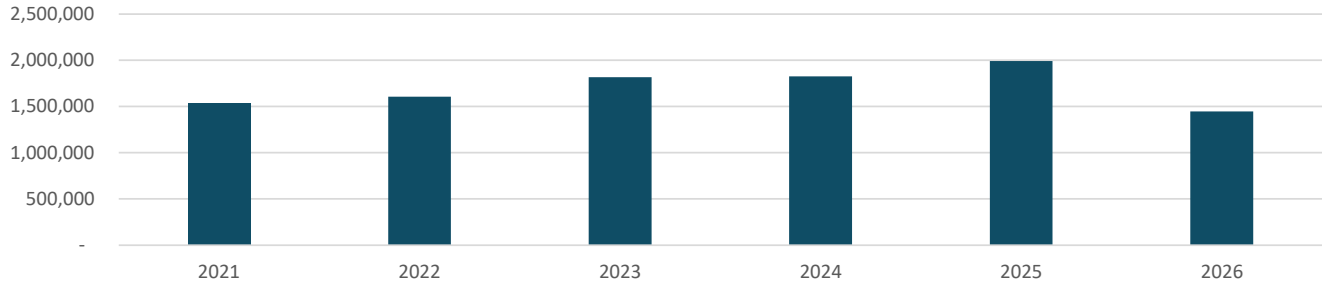
Administrative Priorities

The City has shifted the timeline for budget submissions for 2027. With the new deadlines in place, administrative priorities shifted during the summer to ensure that the budget was ready for the Board's consideration and approval in September, and that all City deadlines were met.



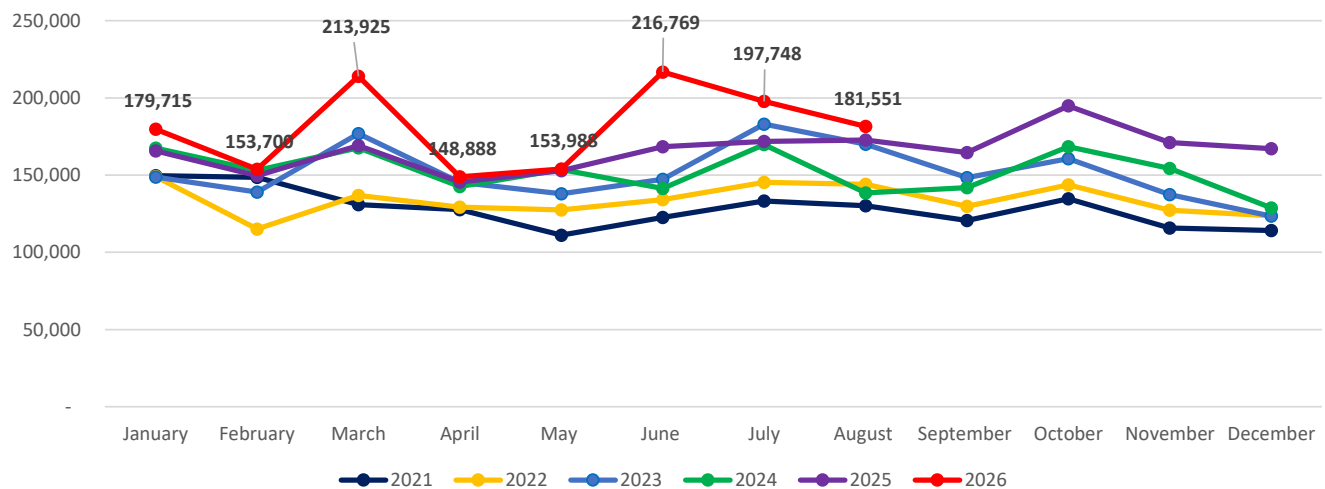
WOODSTOCK Public Library

Total Library Uses 2021 - 2026 YTD

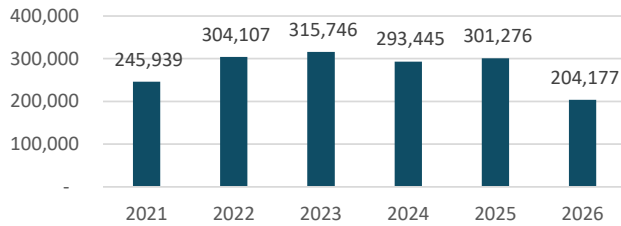


2026	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,629	13,126	91,920	39,923	1,419	1,073	1,544	5,081	179,715
February	23,965	11,862	83,062	27,164	1,255	1,011	1,412	3,969	153,700
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	24,996	11,771	97,895	73,653	3,992	1,160	1,574	1,728	216,769
July	28,832	15,599	109,980	34,127	4,010	1,464	1,378	2,358	197,748
August	27,337	12,477	104,776	29,989	3,447	1,344		2,181	181,551
September									-
October									-
November									-
December									-
TOTAL	204,177	100,866	761,236	313,038	20,943	9,475	10,262	26,287	1,446,284

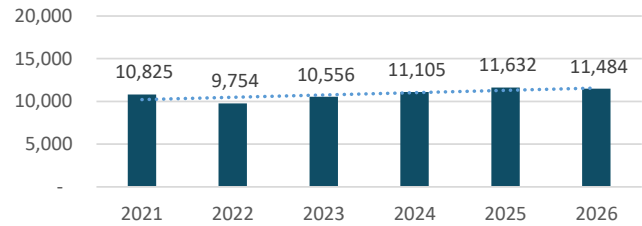
Total Library Uses by Month 2021-2026



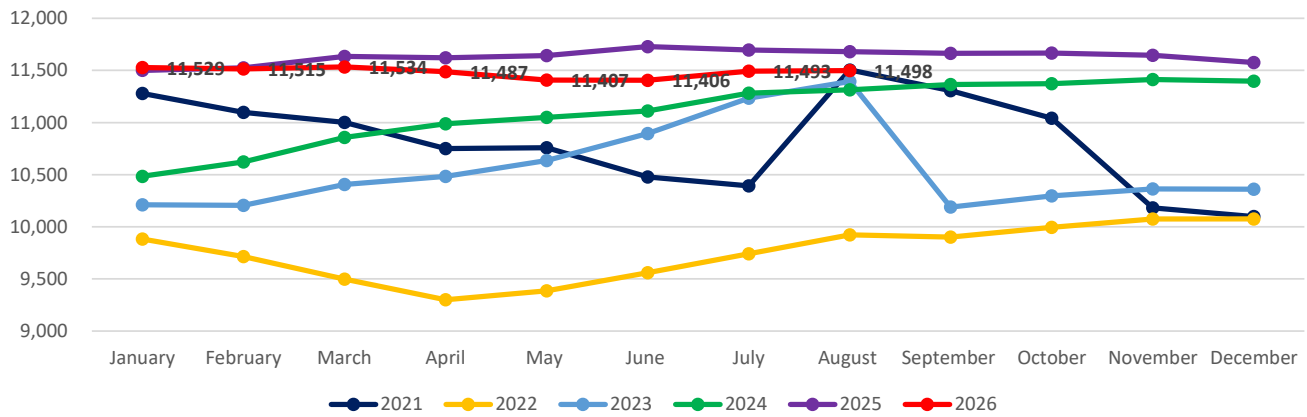
Annual Library Circulation Total 2021-2026



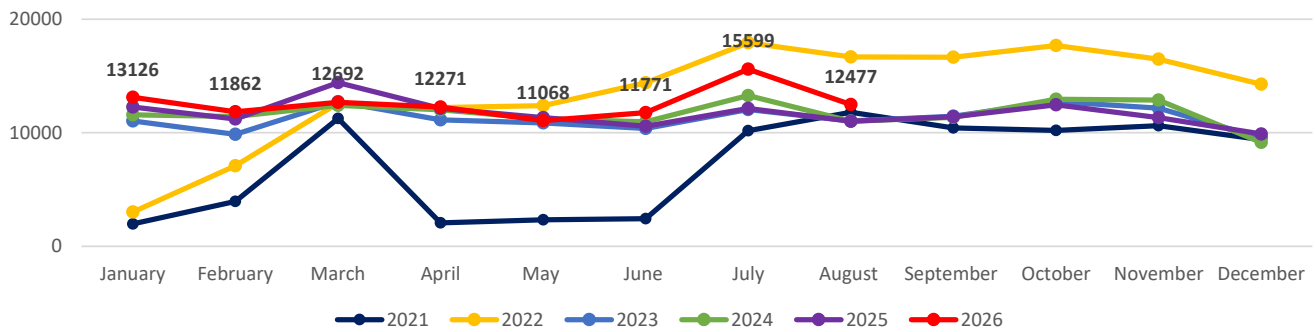
Monthly Average Active Users Count 2021-2026 YTD



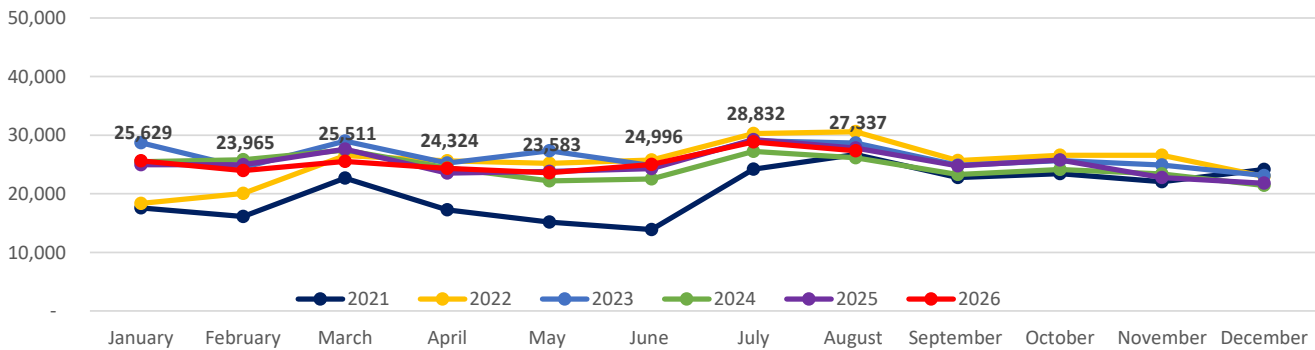
Active Cardholders 2021-2026



In Person Visits - 2021-2026



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



**Minutes
Woodstock Public Library
Joint Health & Safety Committee
April 9, 2026**

Employer Representatives: J. Wachowiak, Manager of Facilities
L. Peixoto, Administrative Assistant

Employee Representatives: N. Bailey
S. Bean

Recorder: L. Peixoto

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on April 9, 2026, at 2:15 pm.

1. Agenda

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

2. Minutes

Meeting of February 12, 2026

There were no errors or omissions, and therefore, the Minutes of the JHSC meeting of February 12, 2026, were approved.

3. Workplace Inspections

a) Inspection of March, 2026

The inspection report of March 20, 2026, was reviewed and discussion was had on possible chair replacement for the Children's desk as well as for the Manager of Facilities.

b) Inspection of April, 2026

The workplace inspection is scheduled for April 24, 2026, by N. Bailey and L. Peixoto. The report will be included in the next regular meeting of the JHSC.

4. Co-chair Report – L. Peixoto

a) Training

S. Bean reported that she completed and passed JHSC Recertification.

There was nothing further to report with regard to training.

5. Branch Communication/Concerns

a) Regulatory Information

S. Bean reported on information that was discussed in her JHSC recertification training that included a Ministry blitz, beginning April 1, 2026, to confirm mandatory training of employees of organizations that included *Worker Health and Safety in 4 Steps*, and *Supervisor Health and Safety Awareness in 5 steps*.

This information would be passed on to Management to ensure compliance.

b) Email to the JHSC, dated March 13, 2026

re: Naloxone Kit Inspections

Discussion was had regarding Naloxone kits becoming part of the JHSC's monthly inspection, and it was determined that since it's not a requirement for the Library to stock Naloxone kits for the safety of staff, the responsibility would not fall on the JHSC, but rather, those departments who have opted for the kits and training.

c) Family Washroom Fan

Discussion was had regarding the lack of power with the fan in the family washroom. J. Wachowiak would make note and request the electricians check it.

d) Knee Exercises

An email had been sent to the Manager of Health and Safety with the City, inquiring about knee exercises for staff.

6. Incident Summary

a) Injuries/Lost Time

None.

b) First Aid Supplies

Discussion was had on whose responsibility it is to check and stock the first aid kits. It was noted that the official first aid kit near the health and safety bulletin board is the responsibility of the JHSC to check, and additional kits at service desks belong to the departments to check and stock.

7. New Business

None.

8. Next Inspection

- a) May, 2026 – S. Bean, J. Wachowiak
- b) June, 2026 – N. Bailey, J. Wachowiak
- c) July, 2026 – S. Bean, L. Peixoto
- d) August, 2026 – N. Bailey, L. Peixoto

9. Next Meeting

The next meeting of the JHSC is scheduled for June 11, 2026, at 2:15 pm in the Meeting Room at the Library.

With nothing further, the meeting adjourned at 2:54 pm.

Minutes
Woodstock Public Library
Joint Health & Safety Committee
June 29, 2026

Employer Representatives: J. Wachowiak, Manager of Facilities
L. Peixoto, Administrative Assistant

Employee Representatives: N. Bailey
S. Bean

Recorder: L. Peixoto

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on June 29, 2026, at 2:17 pm, in the Meeting Room at the Library.

1. Agenda

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

2. Minutes

Meeting of April 9, 2026

There were no errors or omissions, and therefore, the Minutes of the JHSC meeting of April 9, 2026, were approved.

3. Workplace Inspections

a) Inspection of April, 2026

The inspection report of April 24, 2026, was reviewed and discussion was had on the external spikes installed near the front roof of the building after it was reported that some were found on the ground below. This will be monitored.

b) Inspection of May, 2026

The inspection report of May 7, 2026, was reviewed. There were no questions or concerns.

c) Inspection of June, 2026

The inspection report of June 11, 2026, was reviewed. There were no questions or concerns.

4. Co-chair Report – L. Peixoto

a) Training – Respect in the Workplace

Discussion was had regarding a City-wide training program – Respect in the Workplace – that Library employees would be partaking in as well. Full-time employees have started, and part-time employees would be taking the training online in the fall.

5. Branch Communication/Concerns

a) Regulatory Information

None.

b) Email to Library employees, dated April 20, 2026

re: lifting and carrying materials

c) Email to Library employees, dated May 6, 2026

re: Mental Health Week resource kit

d) Email to Library employees, dated June 4, 2026

re: mobility devices

J. Wachowiak provided an update on obtaining a quote for a dedicated receptacle and breaker for a charging port. Ideal location would be behind the Children's Information Desk where there would be room for a scooter to use the charging port without causing a tripping hazard. Further discussion would be had in the future if the Library chooses to do this.

e) Email to Library employees, dated June 5, 2026

re: Tornado Procedure

Discussion was had regarding concern brought forward by Circulation staff around securing cash/payments when employees were required to leave the desks to shelter during a tornado warning.

Information was shared regarding the City's preference for the Library to move toward cash registers. The information was brought forward in 2014-15, and questions were recently forwarded to the Deputy Treasurer for updated feedback. This will be re-visited when feedback from City Treasury is received.

f) Knee Exercises

A poster was provided by the City's Health and Safety Manager, and it has been posted on the magnetic light closet door near the entrance to Children's.

g) New Lighting

Discussion was had regarding the brightness of the updated lighting throughout the library. Painting with updated colours in Children's has resulted in the lighting not being as harsh as it seemed with the previous light-coloured walls.

h) First Aid Kit – Children's

Discussion was had, and it was determined that any additional first aid kit over and above the mandatory kit for the Library that's posted at the H&S bulletin board would be the responsibility of the department who purchased the additional kits.

i) Desk Lamp – Children's

This question was forwarded to the appropriate supervisor.

6. Incident Summary

a) Injuries/Lost Time

L. Peixoto reported that there is a current claim filed with WSIB, but there has been no lost time for this claim.

7. Business Arising

a) Naloxone Kits and JHSC Inspections

The Library is not required to have Naloxone kits for staff at this time, and departments that have them were obtained on their own. Therefore, it was determined that the JHSC is not required to add Naloxone kits to the monthly workplace inspection.

b) Mandatory Ministry Training for Workers and Supervisors

L. Peixoto reported that this training has been completed.

8. New Business

None.

9. Next Inspection

a) July 2026 – S. Bean, L. Peixoto

b) August 2026 – N. Bailey, L. Peixoto

- c) September 2026 – S. Bean, J. Wachowiak
- d) October 2026 – N. Bailey, J. Wachowiak

10. Next Meeting

The next meeting of the JHSC is scheduled for Thursday, August 13, 2026, at 2:15 pm.

With nothing further, the meeting adjourned at 2:57 pm.

WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
JUNE TO JULY 2026

REVENUES		2026 BUDGET	PREVIOUS PERIOD YTD	JUN-JUL	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63069-0000	Southern Ontario Library Service	\$ -	\$ 568.00	\$ -	\$ 568.00	\$ (568.00)	
1000-63076-0000	Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000	Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000	Community Employment Centre	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000	Donations	\$ 5,000.00	34.60	3,499.59	3,534.19	1,465.81	70.68%
1000-69702-0000	Photocopying	\$ 7,000.00	3,062.55	1,569.25	4,631.80	2,368.20	66.17%
1000-69703-0000	Fines, Fees	\$ 500.00	141.00	98.00	239.00	261.00	47.80%
1000-69704-0000	Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000	Gift Shop Sales	\$ 200.00	31.00	-	31.00	169.00	15.50%
1000-69706-0000	Interest Earned	\$ 2,300.00	2,153.87	1,304.96	3,458.83	(1,158.83)	150.38%
1000-69707-0000	Non-Resident Fees	\$ 4,000.00	72.25	225.00	297.25	3,702.75	7.43%
1000-69708-0000	Miscellaneous	\$ 200.00	2,128.00	9,928.69	12,056.69	(11,856.69)	6028.35%
1000-69709-0000	Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000	Room Rental	\$ 500.00	115.04	22.60	137.64	362.36	27.53%
1000-69715-0000	Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000	Lost/Damaged Items	\$ 4,000.00	1,898.19	834.64	2,732.83	1,267.17	68.32%
1000-69718-0000	Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000	Transfer from Dev Charges	\$ -	-	-	-	-	#DIV/0!
1000-69721-0000	Grants - Miscellaneous	\$ -	6,552.00	1,641.89	8,193.89		
1000-69722-0000	Tfr from Salaries Reserve	\$ 100,000.00	-	-	-	100,000.00	0.00%
1000-69723-0000	Tfr from Consultants Services Reserve	\$ -	-	-	-	-	#DIV/0!
1000-69724-0000	Tfr from Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-69725-0000	Revenue Wireless HotSpot	\$ -	-	-	-	-	#DIV/0!
	Levy	\$ 3,398,435.00	-	-	-	3,398,435.00	0.00%
TOTAL REVENUES		\$3,582,305.00	\$ 16,756.50	\$ 19,124.62	\$ 35,881.12	\$ 3,554,617.77	1.00%

EXPENDITURES		BUDGET	PREVIOUS PERIOD YTD	JUN-JUL	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101	Salaries & Wages, Regular	\$ 1,434,020.00	\$ 579,467.00	\$ 214,810.36	\$ 794,277.36	\$ 639,742.64	55.39%
1000-83610-0102	Salaries & Wages, Overtime	\$ 3,000.00	757.37	-	757.37	2,242.63	25.25%
1000-83610-0103	Salaries & Wages, Part Time	\$ 698,820.00	231,961.57	95,357.01	327,318.58	371,501.42	46.84%
1000-83610-0104	Salaries & Wages, Shift Premium	\$ 14,000.00	6,335.27	2,287.50	8,622.77	5,377.23	61.59%
1000-83610-0105	Vacation Pay	\$ 50,030.00	20,119.95	6,845.98	26,965.93	23,064.07	53.90%
1000-83610-0108	Stat Pay	\$ 38,650.00	12,938.93	2,742.53	15,681.46	22,968.54	40.57%
1000-83610-0121	Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150	O.M.E.R.S.	\$ 181,880.00	77,586.58	27,630.25	105,216.83	76,663.17	57.85%
1000-83610-0151	C.P.P.	\$ 111,310.00	49,020.03	17,083.10	66,103.13	45,206.87	59.39%
1000-83610-0152	E.I.	\$ 38,210.00	18,393.94	6,181.53	24,575.47	13,634.53	64.32%
1000-83610-0154	Employers Health Tax	\$ 42,270.00	17,590.65	6,382.15	23,972.80	18,297.20	56.71%
1000-83610-0158	Insurance, EHC, LTD	\$ 178,400.00	56,931.78	56,948.92	113,880.70	64,519.30	63.83%
1000-83610-0171	Workers' Compensation Insurance	\$ 8,475.00	3,337.73	1,211.00	4,548.73	3,926.27	53.67%
1000-83610-0172	Travel & Mileage	\$ 3,200.00	3,817.39	146.04	3,963.43	(763.43)	123.86%
1000-83610-0198	Pay in Lieu of Benefits	\$ 23,240.00	6,845.36	3,516.06	10,361.42	12,878.58	44.58%
1000-83610-0301	Audit Fees	\$ 1,500.00	1,350.80	-	1,350.80	149.20	90.05%
1000-83610-0306	Union Negotiation	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0308	Repairs & Mtce. - Buildings	\$ 56,500.00	24,964.47	27,078.38	52,042.85	4,457.15	92.11%
1000-83610-0309	Caretaking Supplies	\$ 7,000.00	775.99	1,926.43	2,702.42	4,297.58	38.61%
1000-83610-0310	New Equipment	\$ 8,000.00	1,867.36	-	1,867.36	6,132.64	23.34%
1000-83610-0311	Equipment Repairs & Service	\$ 3,000.00	238.12	-	238.12	2,761.88	7.94%
1000-83610-0312	Printing & Office Supplies	\$ 12,000.00	1,902.03	526.22	2,428.25	9,571.75	20.24%
1000-83610-0313	Subscriptions & Memberships	\$ 2,800.00	2,291.32	-	2,291.32	508.68	81.83%
1000-83610-0314	Postage and Express	\$ 3,500.00	748.84	575.38	1,324.22	2,175.78	37.83%
1000-83610-0315	Advertising	\$ 4,000.00	1,163.53	(682.13)	481.40	3,518.60	12.04%
1000-83610-0318	Board Development	\$ 2,000.00	86.50	-	86.50	1,913.50	4.33%
1000-83610-0321	Cost of Photocopying	\$ 5,500.00	-	2,544.11	2,544.11	2,955.89	46.26%
1000-83610-0322	Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331	Staff Development	\$ 25,000.00	3,553.71	1,017.60	4,571.31	20,428.69	18.29%
1000-83610-0350	Telephone	\$ 9,000.00	2,222.53	956.70	3,179.23	5,820.77	35.32%
1000-83610-0351	Electricity	\$ 25,000.00	2,341.15	2,514.74	4,855.89	20,144.11	19.42%
1000-83610-0352	Heat	\$ 11,000.00	2,540.86	2,181.30	4,722.16	6,277.84	42.93%
1000-83610-0353	Water	\$ 3,500.00	767.69	616.73	1,384.42	2,115.58	39.55%
1000-83610-0370	Software & Liscensing	\$ 93,000.00	59,769.79	3,715.22	63,485.01	29,514.99	68.26%
1000-83610-0383	Consultant Services	\$ 100,000.00	-	99,215.00	99,215.00	785.00	99.22%
1000-83610-0393	Purchased Services	\$ 10,000.00	1,073.12	814.59	1,887.71	8,112.29	18.88%
1000-83610-0399	Miscellaneous	\$ 1,000.00	89.94	-	89.94	910.06	8.99%
1000-83610-0429	Computer Maintenance & Supplies	\$ 32,000.00	6,144.70	14,880.00	21,024.70	10,975.30	65.70%
1000-83610-0613	Library Materials	\$ 265,000.00	44,978.55	78,190.24	123,168.79	141,831.21	46.48%
1000-83610-0620	Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621	Periodicals	\$ 10,000.00	2,146.25	2,937.98	5,084.23	4,915.77	50.84%
1000-83610-0625	Covers and Repairs	\$ 2,500.00	-	910.75	910.75	1,589.25	36.43%
1000-83610-0626	Cataloguing/Processing	\$ 32,000.00	3,343.46	12,429.22	15,772.68	16,227.32	49.29%
1000-83610-0627	Programmes	\$ 20,000.00	7,079.34	2,395.56	9,474.90	10,525.10	47.37%
1000-83610-0634	Standing Orders	\$ 7,000.00	1,501.36	1,366.89	2,868.25	4,131.75	40.98%
1000-83610-0635	Inter-Library Loans	\$ 3,000.00	201.47	-	201.47	2,798.53	6.72%
1000-83610-0363	Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723	Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728	Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783	Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES		\$ 3,582,305.00	\$ 1,258,246.43	\$ 697,253.34	\$ 1,955,499.77	\$ 1,626,805.23	54.59%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
JULY 31 2026

Balance - June 1, 2026	(\$1,241,489.93)
Add: Revenue	\$19,124.62
Less: Expenses	(\$313,205.87)
Payroll	(\$384,047.47)
Balance - July 31, 2026	(\$1,919,618.65)
Levy to be applied	\$3,398,435.00
Levy Adjusted Balance	\$1,478,816.35

SUMMARY OF JESSIE MCDOUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
JULY 31 2026

Balance - June 1, 2026	\$14,963.27
Add: Bank Interest	\$72.40
Less: Account Fees	
Balance - July 31, 2026	\$15,035.67

SUMMARY OF RESERVE FUNDS

MARG TOON RESERVE FUND
#0180-52030-0000
JULY 31 2026

Balance - June 1, 2026	\$2,645.04
Add: Bank Interest	\$12.80
Less: Account Fees	
Balance - July 31, 2026	\$2,657.84

AUTOMATION RESERVE #0170-51127

Balance - January 1, 2026	\$352,365.52
Less Previously Committed	
Uncommitted balance - January 1, 2026	\$352,365.52
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - July 31, 2026	\$352,365.52

SALARY RESERVE #0170-51137

Balance - January 1, 2026	\$1,091,872.44
Less Previously Committed	\$0.00
Uncommitted balance - January 1, 2026	\$1,091,872.44
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - July 31, 2026	\$1,091,872.44

CONSULTING RESERVE #0170-51145

Balance - January 1, 2026	\$391,536.37
Less Previously Committed	
Uncommitted balance - January 1, 2026	\$391,536.37
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - July 31, 2026	\$391,536.37



Subject: 2027 Draft Capital and Operating Budget

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: September 8, 2026

Recommendation

That the Board approves the proposed 2027 Draft Operating Budget as presented.

Background

In late June, 2026, the City's Treasury department released the 2027 Capital and Operating Budgets timelines. Significant changes were made to the timelines, including aligning the submission of both the capital and operating budget to the same time, as well as shortening the timeline to submit, review, present, and approve the 2027 budgets.

The Library is not seeking any new capital funding for 2027. The Library currently has two capital projects in progress that will be carried over into 2027. These projects continue work to upgrade the security, networks, and computer systems of the Library. As these projects have already been carried into 2026, an additional motion to carry them into 2027 is not required.

The proposed 2027 Draft Operating Budget for the Woodstock Public Library is attached. The focus of the 2027 budget is to maintain the status quo, while ensuring that necessary projects are completed, and cost savings are maximized wherever possible.

The increased ask for the base budget covers contractual increases, and rising costs of supplies and services. The costs for new essential upgrades to the Library payroll system and migrating and hosting the Library website have been added, while tempering the overall budget increase by cost saving measures identified and implemented throughout 2026.

Discussion

Changes that have impacted the 2027 base budget are as follows:

- increased costs of supplies, especially paper and vendor services,
- replacement of end-of-life equipment,
- payroll system integration and licensing costs,
- library share of insurance costs,
- library website migration and hosting costs, and
- cost saving measures identified through 2026 actuals.

General Cost Increases

The Library has made every effort to temper the effects of tariffs and price increases throughout the past two years. However, the cost of supplies and services have increased throughout 2026, with more increases projected in 2027. Similarly, the Library's vendors are also projecting increases of approximately 4-8% to supplies and services in 2027, resulting in a similar increase in related budget lines.

The library materials budget, covering most of the lendable materials the Library purchases for the community, has increased for the first time in several years as the average cost of physical books has increased by 13%. Digital books (eBooks) and eAudiobooks have both experienced an increase in the range of 18% to 28%. In addition, in 2027, the Library will be adding a new children's express collection of popular materials for youth, ensuring that more popular materials are available to children whenever they visit the library.

Replacement of End-of-life Equipment

The Library replaced several key pieces of equipment in 2026 that were at end of life, however, new items have been identified as high-priority projects. Priorities for 2027 include the replacement of additional circulation bins, and the continuing replacement of many light fixtures in the building. As such, the increase to that budget line in 2026 remains the same for 2027.

Payroll System Integration and Licensing Costs

The City of Woodstock is moving to a new payroll system this fall. At some point during 2027, the Library will be integrated fully into that system, bringing much needed modernization to our payroll system. The estimated cost of integration for the Library is \$20,000, with ongoing annual costs of approximately \$13,000 per year, for a total cost of \$33,000 in 2027. Funds from the automation reserve are being requested to cover \$25,500 of the integration and offset the new annual cost.

Library Share of Insurance Costs

The City has requested the Library create a new budget line to cover the Library's portion of the insurance costs for the building, contents, etc., for a cost of \$6,000 in 2027. Historically, this cost has been covered by the City. As insurance rates inevitably rise, this cost will likely increase each year.

Library Website Migration and Hosting Costs

Oxford County has graciously hosted the Library website and provided occasional support for the site for many years at no cost to the Library. As IT environments change and develop over time, the County and Library systems are reaching a stage where they are no longer compatible. As such, the Library must move the website to another server in early 2027 for the benefit of both parties. The quoted cost to host the website on a reputable, secure server that will receive 24/7/365 support is approximately \$3,300/year. The software and licensing budget has increased to account for this new service.

Cost Saving Measures

Despite the overall increases to goods and services in the Library and related sectors, and the new projects and ongoing costs that have been introduced to the Library for 2027, cost saving measures have been implemented in several budget lines based on 2026 actuals. These cost savings have tempered the overall increases in this year's draft budget.

Summary: Proposed 2027 Draft Operating Budget

2027 Budget:	\$3,530,564.00
2026 Budget:	\$3,398,435.00

This represents an overall increase of \$132,129.00 over the 2026 Library Budget, or a 3.9% increase.

If approved by the Board, this draft budget will be submitted to City Treasury on September 10, 2026. The proposed version of the City's 2027 Budget will go to City Council on December 17, 2026. The Library Board is tentatively scheduled to appear before City Council on January 21, 2027.

2027 Library Budget

Base Budget

Draft with Notes

Account	Description	2027 Budget		2026 Budget	% change	Difference
Revenue						
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	No change expected in Provincial Grant Funding in 2026	54,860.00	0%	-
1000-69701-0000	LIBRARY-DONATIONS	5,000.00		5,000.00	0%	-
1000-69702-0000	REVENUE-PHOTOCOPYING-	7,000.00		7,000.00	0%	-
1000-69703-0000	REVENUE-FINES, FEES-	500.00		500.00	0%	-
1000-69705-0000	LIBRARY-GIFT SHOP SALES	150.00	Based on 2026 actuals	200.00	-25%	- 50.00
1000-69706-0000	REVENUE-INTEREST EARNED-	4,000.00	Based on 2026 actuals	2,300.00	74%	1,700.00
1000-69707-0000	NON-RESIDENT FEES-	1,500.00	Based on 2026 actuals	4,000.00	-63%	- 2,500.00
1000-69708-0000	MISCELLANEOUS REVENUE-	500.00		200.00	150%	300.00
1000-69710-0000	LIBRARY-ROOM RENTAL	400.00	Based on 2026 actuals	500.00	-20%	- 100.00
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00	No change expected in Provincial Grant Funding in 2026	5,310.00	0%	-
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	4,000.00	Based on 2026 actuals	4,000.00	0%	-
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	-		-	#DIV/0!	-
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	6,000.00	union negotiations/related	-	#DIV/0!	6,000.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	25,500.00	Payroll migration + contingency	-	#DIV/0!	25,500.00
1000-69722-0000	TRANS FROM SALARIES	80,000.00		100,000.00	-20%	-20000.00
Total Revenue		194,720.00		183,870.00	6%	10,850.00

Operating Expenditures

1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	1,507,670.00		1,434,020.00	5%	73,650.00
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	3,000.00		3,000.00	0%	-
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	728,660.00		698,820.00	4%	29,840.00
1000-83610-0104	LIBRARY - SHIFT PAY	16,000.00		14,000.00	14%	2,000.00
1000-83610-0105	LIBRARY-VACATION PAY	52,000.00		50,030.00	4%	1,970.00
1000-83610-0108	LIBRARY - STAT PAY	39,410.00		38,650.00	2%	760.00
1000-83610-0150	LIBRARY-O.M.E.R.S.	190,840.00		181,880.00	5%	8,960.00
1000-83610-0151	LIBRARY-C.P.P.	114,060.00		111,310.00	2%	2,750.00
1000-83610-0152	LIBRARY-E.I.	39,120.00		38,210.00	2%	910.00
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	44,300.00		42,270.00	5%	2,030.00
1000-83610-0158	LIBRARY- HEALTH BENEFITS	173,700.00		178,400.00	-3%	- 4,700.00
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	8,290.00		8,475.00	-2%	- 185.00
1000-83610-0172	LIBRARY-MILEAGE	3,200.00		3,200.00	0%	-
1000-83610-0198	LIBRARY - PAY IN LIEU	24,234.00		23,240.00	4%	994.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00		1,500.00	0%	-

1000-83610-0302	LIBRARY - INSURANCE PREMIUMS	6,000.00		-	#DIV/0!	6,000.00
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	6,000.00		1,000.00	500%	5,000.00
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	60,000.00	Light fixture replacements, ongoing reparis	56,500.00	6%	3,500.00
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00		7,000.00	0%	-
1000-83610-0310	LIBRARY-NEW EQUIPMENT	10,000.00	garbage locker, circulation bin replacement	8,000.00	25%	2,000.00
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00		3,000.00	0%	-
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	12,500.00	Expected increase to supplies	12,000.00	4%	500.00
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	3,000.00		2,800.00	7%	200.00
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,000.00	Based on 2026 actuals	3,500.00	-14%	- 500.00
1000-83610-0315	LIBRARY-ADVERTISING	3,600.00		4,000.00	-10%	- 400.00
1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,000.00		2,000.00	0%	-
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	5,200.00		5,500.00	-5%	- 300.00
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	25,000.00		25,000.00	0%	-
1000-83610-0350	LIBRARY-TELEPHONE	9,000.00		9,000.00	0%	-
1000-83610-0351	LIBRARY-ELECTRICITY	25,000.00		25,000.00	0%	-
1000-83610-0352	LIBRARY-HEAT	10,500.00	Based on 2026 actuals	11,000.00	-5%	- 500.00
1000-83610-0353	LIBRARY-WATER	3,500.00		3,500.00	0%	-
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	96,000.00	Library website hosting, payroll migration and software costs	93,000.00	3%	3,000.00
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	100,200.00	IT partnership salary & benefit	100,000.00	0%	200.00
1000-83610-0393	LIBRARY-PURCHASED SERVICES	10,000.00		10,000.00	0%	-
1000-83610-0399	LIBRARY-MISCELLANEOUS	800.00		1,000.00	-20%	- 200.00
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	32,000.00		32,000.00	0%	-
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	270,000.00		265,000.00	2%	5,000.00
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	200.00		1,000.00	-80%	- 800.00
1000-83610-0621	LIBRARY-PERIODICALS	10,000.00		10,000.00	0%	-
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	2,500.00		2,500.00	0%	-
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	34,000.00		32,000.00	6%	2,000.00
1000-83610-0627	LIBRARY-PROGRAMMES	20,000.00		20,000.00	0%	-
1000-83610-0634	LIBRARY-STANDING ORDERS	6,500.00	Based on 2026 actuals	7,000.00	-7%	- 500.00
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,800.00		3,000.00	-7%	- 200.00
Total Expenditures		3,725,284.00		3,582,305.00	4%	142,979.00

2027 Total Revenue	194,720.00
2027 Total Operating Expenditures	3,725,284.00
Net Total	3,530,564.00
2027 Library Budget	3,530,564.00
2026 Library Budget	3,398,435.00
Increase	132,129.00
% Increase	3.9%

183,870.00	2026 Revenue
3,582,305.00	2026 Operating
3,398,435.00	Net Total



Subject: Fall Staff Development/Staff Appreciation Day

Action: For Information

Prepared by: Lindsay Harris

Meeting of: September 8, 2026

Recommendation

That the Woodstock Public Library close on Friday, December 4, 2026, for staff development and the annual staff appreciation event.

Background

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

Discussion

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

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

This day will also include our third annual staff recognition event for staff celebrating a milestone date in their career here at WPL during 2026. Members of the current and future Library Board are welcome to attend the staff recognition portion of the day.



Subject: **Library Branch Design – North Woodstock Recreation Complex**

Action: **For Information**

Prepared by: **Lindsay Harris**

Meeting of: **September 8, 2026**

In June of 2026, the City approached the Library to discuss the possibility of applying for a specialized grant that would provide funding for the North Woodstock Recreation Complex, currently in its design phase. During discussions, it was thought that adding a library to the complex would be an excellent addition, and that the inclusion of the potential library branch in the grant might give it a higher likelihood of success. The Board and Library staff were notified of the discussion; however, the grant application was ultimately approved without the inclusion of the branch library.

In mid-August, the City again approached the Library to discuss having a library branch added to the schematic design of the North Woodstock Recreation Facility, as it had been strongly recommended that adding a library to the design at the beginning of the design phase was crucial to the overall plan for the facility.

The council report recommending this addition was scheduled to go to Council on September 3, prior to the next Library Board meeting. Seeking to ensure that the wishes of the Board were on record prior to the council meeting, the Library Board held a virtual vote on August 31, 2026.

The following motion, moved by Jordan Kent and seconded by Ken Whiteford passed unanimously at that time:

The Woodstock Public Library Board endorses the inclusion of a branch library in the design of the North Woodstock Recreation Complex. Further, the Library Board strongly asks the City of Woodstock to include a minimum of two Library Staff members to be involved in the design, planning, and construction of the branch.

This report formalizes and records the Board's vote.

Interview with a City Councillor - August 31st, 2026

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Monday, 31 August 2026 10:43

By Marcie Culbert



[@marcieculbert](#)



Councillor Liz Wismer-Van Meer will tease upcoming Woodstock City Council meetings during the municipal election campaign.

WOODSTOCK - It's an interesting time in the world of local politics, with a municipal election less than two months away.

Mayor Jerry Acchione usually joins us on the Heart FM Mornings on the Monday before a Woodstock City Council meeting to let us know what's on the agenda. However, the CRTC has strict rules in place for candidate airtime during a municipal election campaign.

Liz Wismer-Van Meer is the only member of Woodstock City Council that is not running for re-election this fall, so she will be joining us for these interviews for the time being.

This week's City Council agenda consists of 356 pages, but Wismer-Van Meer says a majority of it highlights an Engineering report that explores the idea of implementing an Administrative Monetary Penalties system (AMP). With a system like this in place, Wismer-Van Meer says you would fight municipal bylaw and parking tickets at City Hall instead of the courthouse

"It transfers the bylaw disputes from the courtroom to the municipality through a use of screening and hearing officers who are able to modify, cancel, or affirm penalties. So they would hire people to come and do this on the level of the municipality."

The whole idea is to streamline bylaw enforcement, while also reducing court room congestion.

With council's approval this Thursday, staff will quote how much this change would cost and bring a report back to council.

City Council will also discuss the possibility of having a second Woodstock Public Library branch inside the new multi-use rec centre in the north end of the city. Wismer-Van Meer says council will be asked to include this in the schematics for the project.



Photo Credit: City of Woodstock website

"A few years ago, a report showed that the current library does not have enough space and they need to expand. However, expanding Carnegie Library where it currently is does not work."

If council approves adding a library to the schematics, it doesn't necessarily mean it will be included in the final design. It would be considered as one of many possibilities for the space.

This Thursday's City Council meeting will begin at 1:30 p.m. and it will be livestreamed on the [City of Woodstock YouTube page](#). You can also find the meeting agenda [online here](#).

Councillor Wismer-Van Meer also discussed the following during her interview this morning:

- A presentation from Oxford County staff that will provide an overview of the new Official Plan project.
- A flag raising ceremony for Terry Fox that will be taking place in Museum Square at 9:00 a.m. tomorrow.

To: Mayor Acchione and Members of Council

From: David Creery, Chief Administrative Officer

Re: North Woodstock Recreation Complex – Schematic Design

AIM

To obtain Council's approval to incorporate a branch location of the Woodstock Public Library as an additional element for the new North Woodstock Recreation Complex.

BACKGROUND

MJMA & a+Link architects have been retained to complete the schematic design phase of the new North Woodstock Recreation Complex. Work has been proceeding since earlier this year with the architects and a committee of City staff. The elements included in the recreation complex were identified in the North Woodstock Recreation Facility Study (October 2024), including:

- Arenas (2)
- Indoor aquatics
- Gymnasium
- Multi-purpose space

The inclusion of childcare spaces will also be an element of this work pursuant to Council policy.

The Woodstock Public Library completed a Building Expansion study in July of 2021. This study identified a library space deficit of over 8,000 sq ft based on the 2021 population. This study recommended an expansion of the Carnegie Library or construction of a secondary branch. Subsequent studies on expanding the current Carnegie Library revealed significant difficulties with an expansion of this size.

COMMENTS

Staff and the Consultants toured several similar recreation facilities in neighbouring communities as part of the ongoing design exercise. One of these facilities included similar recreation elements, but also included a library branch. Staff believe that a library is a desirable addition to a recreation facility, creating a central community hub where residents can exercise both body and mind.

The Library Building Expansion study recommends a 15,000 sq ft expansion. Estimated costs to construct this would be \$12-\$15 million based on current construction costs and depending on whether it is a stand-alone phase or part of a larger project. An expansion is eligible for funding through development charges, and the library currently has more than \$3 million in reserve for this expansion.

The inclusion of a library at the early stages of facility design is important architecturally to ensure that the space has appropriate exposure and connection to the common social spaces. A library will also influence where the multi-purpose rooms and childcare space are placed in the facility.

The design work continues to incorporate phasing of elements so that the project can proceed in stages. The library could be one phase of the larger recreation facility.

Staff recommend that Council approve the inclusion of a library into the schematic design work currently underway, subject to endorsement by the Woodstock Public Library Board. The estimated additional cost for this work is \$15,000, and there are sufficient funds in the approved project budget.

ATTACHMENTS

[Woodstock Public Library 2021 Building Expansion Feasibility Study](#)
[Woodstock Public Library 2023-2028 Strategic Plan](#)

RECOMMENDATION

That Woodstock City Council approve the inclusion of a branch of the Woodstock Public Library into the schematic design work currently underway for the North Woodstock Recreation Complex, subject to endorsement by the Woodstock Public Library Board.

Authored by: David Creery, P. Eng, MBA, Chief Administrative Officer