

DRAFT Agenda
Woodstock Public Library Board
December 10, 2019

Date: Tuesday, December 10, 2019

Place: Library Meeting Room

Time: 4:00 p.m.

- 1. Call to Order/Chairperson's Remarks**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Declaration of Conflict of Interest**
- 5. Minutes of the Meeting of November 12, 2019**
- 6. Business Arising from the Minutes**
 - a) Review of Procedural Bylaw (revised) in Policy Review**
- 7. Board Education**
 - a) OLA Super Conference 2020**
- 8. Consideration of Correspondence**

For Information

 - a) Friends of the Woodstock Public Library**

Minutes of the meeting of October 9, 2019
- 9. Administrative Reports**

For Information

 - a) Monthly Report**
 - i) Report of the Chief Executive Officer for November, 2019
 - ii) Report of the Manager of Public Services for November, 2019
 - b) Statistics**

Library Systems Activities for the month of November, 2019
 - c) Policy Review**
 - i) Library Board Procedural Bylaw Revised
 - ii) Library Board Code of Conduct Policy (draft)
 - iii) CEO Evaluation Policy (draft)

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

b) Health and Safety

No Report

c) Grievance Committee

i) Appointment of Board Members to the Grievance Committee

11. Finance

a) Treasurer's Report (to be distributed)

DRAFT Statement of Revenues and Expenditures for the period ending November 30, 2019;

DRAFT Summary of Trust Account for the period ending November 30, 2019; and

DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2019.

Suggested Resolution

"That the DRAFT Statement of Revenues and Expenditures for the period ending November 30, 2019; and

the DRAFT Summary of Trust Account for the period ending November 30, 2019; and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2019

be approved."

b) 2019 Year-End Surplus

Motion to transfer any surplus 2019 operating funds to Library Reserves.

That the Library Board requests Council move one-half of all funds from the 2019 year-end surplus into the Library's Automation Reserve, and one-half of all funds from the 2019 year-end surplus into the Reserve for Consultant's Services.

c) Report on Library Reserves

12. **New Business**
 - a) **City of Woodstock Employee Computer Purchase Loan Program**
 - b) **FOPL Report 2018**
 - c) **2020 Library Operating Budget**
 13. **Attachments**
 - a) "Rural Roots"; Woodstock Sentinel Review; November 20, 2019
 - b) "Library launches 'Food for Fines' for the Holidays"; Woodstock Sentinel Review; December 3, 2019
-

14. **Committee of the Whole In-camera**

15. **Next Meeting**
Tuesday, January 14, 2020 @ 4:00 p.m. in the Library Meeting Room

16. **Adjournment**

VISION

Your Destination for Discovery

MISSION

The Woodstock Public Library is a community based accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment.

Woodstock Public Library Board

DRAFT Meeting Minutes

November 12, 2019

A regular meeting of the Woodstock Public Library Board was held on November 12, 2019 at 4:00 pm in the Meeting Room of the Woodstock Public Library.

a) The following Board members were present:

Ken Whiteford, Chair
Ross Gerrie, Vice-chair
Mary Anne Silverthorn, Trustee
Vanessa Vogwill, Trustee
Councillor Connie Lauder

b) The following Board members sent regrets:

Mayor Trevor Birtch
Councillor Deb Tait

c) The following persons were also present:

David Harvie, Chief Executive Officer
Lori Peixoto, Recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:00 pm.

2. Approval of the Agenda

Motion 19-59

The CEO requested amendment of the Agenda by adding item 10. c), Corporate VISA.

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes of the Meeting of October 8, 2019

Motion 19-60

MOVED by Vice-chair Gerrie and seconded by Trustee Vogwill to approve the Minutes of the Meeting of October 8, 2019.

Motion carried.

5. Delegations/Speakers

None.

6. Business Arising from the Minutes

None.

7. Board Education

a) Public Libraries Act (PLA)

The CEO provided a PowerPoint presentation on the Public Libraries Act.

There were no questions or comments.

8. Consideration of Correspondence

a) Minutes of Friends of the Woodstock Public Library of October 9, 2019

The CEO stated that he attends the monthly meetings of the Friends, and noted that the Book Sale raised approximately \$2,000.

9. Administrative Reports

a) Monthly Report

i) Report of the Chief Executive Officer for October, 2019

The CEO provided updates on the cyber incident and mandatory cyber training that will be provided to all staff.

The CEO updated the Board on staff training day activities, noting it was a good day.

ii) Report of the Manager of Public Services for October, 2019

There were no questions or comments.

b) Statistics: Library Systems Activities

Statistics were not available for this meeting.

c) Southern Ontario Library Service Trustee Council

Trustee Vogwill attended the Trustee Council meeting on November 2nd in St. Thomas, and offered a verbal report.

d) Health and Safety

No report.

10. Finance

a) Treasurer's Report

No financials available.

b) Capital Budget

i) Revised Version

The CEO noted that after the Capital Budget was submitted, he received a proper quote for an adult change station which increases the Capital request.

Trustee Vogwill requested an update on the Teen Space project. The CEO suggested that the space not be too permanent in case the space feasibility study recommends a building expansion.

The Chair asked if funds for the Capital Budget would be new tax-payer money, and the CEO confirmed that all funds would come from reserve accounts.

ii) Draft (attached)

Motion 19-61

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill that the Board approve the Capital Budget as amended.

Motion carried.

c) Corporate VISA

The CEO explained that his corporate VISA had a limit of \$2,000. The CEO requested an increase on the limit to \$4,000 to be closer in line with the Library managers. There would be charges, from time to time, that would exceed the original limit of \$2,000.

Motion 19-62

MOVED by Councillor Lauder and seconded by Trustee Vogwill that the Board approve the increase of the CEO's corporate VISA credit limit to \$4,000.

Motion carried.

11. New Business

a) Policy Development

- i) Board Procedural Bylaw Revision Review Report and Draft

The Chair went through the document, and noted some wording changes.

The CEO will revise the document, and bring back to the Board for approval.

b) Other Business for Which Notice Has Not Been Given

The Vice-chair asked when the Library's new boiler would be installed.

The CEO noted that the project was to be put out to tender by the City, but hadn't seen it on the Bids and Tender site at the time of this meeting.

12. Attachments

- a) Art Gallery/Library MOU – Woodstock Sentinel Review – October 24, 2019
- b) Newspaper article – Toronto Public Library – Meghan Murphy Room Rental
- c) Success of Libraries Within Oxford County

13. Committee of the Whole In Camera

The Board did not move into the Committee of the Whole In-camera.

14. Next Meeting

Tuesday, December 10, 2019

15. Adjournment

MOVED by Trustee Vogwill that the meeting adjourn at 5:47 pm.

Dates to Remember

Oxford Reads Event – Market Centre Theatre Woodstock – November 9, 2019
Library Staff Training Day – Library closed to the public – November 11, 2019

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.



,Friends of the Woodstock Public Library
October 9th, 2019

Present: Marlene Turkington (Chair) Andie Lennox
Frances Pawsey (Vice-Chair) Rick Cole
Marion Baker (Secretary) Isobel Cosyn
Laura Schneider (Treasurer) Sylvia Weiser-Sutherland
Christina Cullen Peter Reuhlicke
Tina deBeer Diana St. Clair
Diana Gorbould Gerry Wormald
Jan Post
Also present: David Harvie (Library CEO)

Regrets: Krista Versteeg, Sharron Skevington, Kathie Richards, Mark Waud,
Karen Leslie, Heather Wilks

Chair Marlene Turkington called the meeting to order at 5: 15 p.m.

Moved by Andie Lennox, seconded by Rick Cole that the agenda for this meeting be approved as presented. Carried.

Moved by Sylvia Weiser-Sutherland and seconded by Christina Cullen that the minutes of the September 11th 2019 meeting be accepted. Carried.

Secretary Marion welcomed new member Peter Reuhlicke to the meeting.

Business Arising: See New/Unfinished Business

Updates/Reports:

Membership:

The roll was called by Secretary Marion Baker.

Financial Report:

Treasurer Laura Schneider presented the financial report:

Petty Cash	\$260.12
TD Account	\$6,398.44
Scotiabank:	
Chequing account	\$4,067.03
Savings account	\$1,000.00
2 GICs	\$7,142.08

Total	\$18,867.67
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Expenses:

Aug.30th Service Charge: \$3.00

Sept. 30th Service Charge: \$3.00

Chair Marlene reported a teleconference she had with OLA and they were using the “square” that we discussed last month. There was some discussion and it appears that we will go ahead with the purchase to use at future sales. The executive is still investigating merging our accounts to one bank.

Correspondence: None.

Communications Report:

Marlene reported the advertising of the Book Sale in the Oxford Review, Coffee Time, Heart FM and the Village Voice. The sign will go out in the Library and Noelle will post notices.

Marlene also reported on the teleconference with Ontario Friends Library Association. A winter session for Friends called Friends of Small Libraries presented by Dorothy MacNaughton former FOCAL president will be complimentary to FOTL and Gerry Wormald has elected to attend.

A new Friends manual is under construction and will be ready in 2020.

There will be an OLA super conference in Toronto Jan.29th – Feb 2 2020. Visit their website for details. There will be a large number of exhibitors and some sessions may be of interest to Friends groups.

Facebook Update: In the absence of Krista Versteeg, Marlene presented the written report. We have 62 followers, one more since last month. We supported Science Week, Banned Book-Freedom to read Week and encouraged people to obtain Library cards. As well we encouraged donations to our book sale. We hope people will share our Book Sale posts.

Book Sale Sorter's Report:

Marlene submitted a written report. She sorted a total of 2783 books but also said more books came in today. She stressed the need for more books and that we should continue soliciting donations. Thanks to Marlene for all her hard work.

Library CEO's report:

David talked about the cyber attack that has the library servers quarantined. They have managed to carry on business and he stressed that no patron information was affected. All passwords had to be changed. The staff is using laptops and the city IT department is working on all computers to clear the virus.

The Library Board and the Woodstock Art Gallery have signed an agreement that will allow them to partner more efficiently. There is an opportunity to display art in the Library.

David reminded us about the Lit on Tour on October 25th at Knox Presbyterian Church 7:00pm, reception to follow at the library. Tickets are \$15.00. Oxford Reads is hosting Waubgeshig Rice at the Woodstock Theatre on November 9th.

Intra library loans should be improving soon, as talks are held with local libraries about possibilities.

New/Unfinished Business:

Krista Versteeg's report as Book Sale Chair: Krista submitted a written report – stating the need for volunteers and reiterated the need for more donated books. She stated the obvious reasons for fewer books, eBooks, no easy way to donate due to no designated donation spot. This means Book Sales may not generate as much income as in the past and we may wish to consider other fundraising ideas.

Rick mentioned that library staff seem reluctant to take withdrawn books for the sale and David will address this with them.

Sign-up sheets were passed around and the designated spots were filled.

In answer to a question from Gerry it was confirmed Patricia Moody was no longer sorting books.

Marlene explained the set up for the sale.

Nomination Committee: Isobel Cosyn spoke for the nominating committee again.

Nominations will be taken from the floor in November.

Promotional Ideas for 20th Anniversary year:

Create a time capsule.

Continue to promote friends with Noelle posting photos and brief interesting facts about interest in reading or Friends or the Library.

Tell history using a timeline of important events or donations to the Library.

Recognition of Friends members 10 plus years with a keepsake gift.

Other ideas also welcome.

Marlene ended with Those Were the Days from 2008 which showed storage was an issue even then and pointed to events that brought back memories for longtime Friends of The Library.

There being no further business Rick Cole motioned adjournment at 6:20pm. Carried.

Next meeting November 13th at 5:15

Marlene Turkington, Chair Marlene J. Turkington



WOODSTOCK PUBLIC LIBRARY

Subject:	CEO Report – December 2019
Action:	For information
Prepared by:	David. I. Harvie, Chief Executive Officer
Meeting of:	December 10, 2019

Cyber Incident Update (As of December 2nd, 2019)

Normality is slowly returning to our computer systems. All Staff computers have been scanned and declared virus-free by City IT. Staff now have access to network files, the Internet and Outlook email. Our public internet stations and public printer are still unavailable. We were able to return our self-check stations to public service on November 28th. Our online public access catalogue (OPAC) computers are back in operation using our public WIFI connection, as we await City IT to reconfigure a network switch. We are continuing to work with City IT, our IT Consultant and our vendors to restore all our systems.

Contribute Vibrant Spaces

A meeting with the Chair of the Friends of the Woodstock Public Library, Director/Curator of the Woodstock Art Gallery, and the Library CEO was held on November 27th to explore possibilities of storing overflow books from the Friends' last book sale in the Gallery's 4th floor. The possibility of conducting a Book Sale at the Art Gallery in the spring was discussed.

Replacement work on one of the Library's boilers is underway, and should be fully operational in a week.

The Library held its Annual Patron Appreciation Day on November 25th in recognition of Andrew Carnegie's birthday. Cake and coffee was served in the lobby of the Library to all patrons.

The Library CEO appeared before City Council on November 26th to answer questions concerning the Library's 2020 Capital Budget.

Strengthen Our Community

The Ontario Genealogical Society's Oxford County branch presented the Library CEO with a copy of their new book *The Route to Oxford Roots*, 2nd Edition, at their November 18th meeting held at the Library. The book celebrates the branch's 40th anniversary and will be added to the Library's local history collection.

The Library CEO taped a Season's Greeting message from the Library at the Hope FM Radio Station. The message will play during the holidays.

Reinforcing Our Capabilities

The Library CEO met with Special Constable Shaylyn Jackson, Community Services Officer of the Woodstock Police Services, on November 13th to discuss topics of mutual interest and concern.

All Library staff received Cyber Security training on November 19th and 22nd.

The Library CEO was elected as Vice Chair of the Library Services Centre (LSC) at their Annual General Meeting on November 22nd.

The Library received notification of the impending transfer of its annual Public Library Operating and Pay Equity Grant (PLOG) from the Province. The amount of the two grants is \$60,168.00.



WOODSTOCK PUBLIC LIBRARY

Subject:	Public Services Report for November 2019
Action:	For information
Prepared by:	Darlene Pretty, Manager of Public Services
Meeting of:	December 10, 2019

Contribute Vibrant Spaces

Planning is moving forward for Woodstock Family Literacy Day on Saturday, January 25, from 10 am to 4 pm in the library. We have invited several community partners to attend the event. The Woodstock Fire Department will be here in the morning to read to the children and will have a fire truck in the parking lot for the children to explore. Dance school, Dance in Style, will have performances of many of their students, an event that is always popular at the Library.

Strengthen Our Community

The Oxford Reads Gala event was Saturday, November 9, 2019. Oxford Reads was a joint venture of the Oxford County Library and the Woodstock Public Library. Hosted by CBC London's, Chris dela Torre, author, Waubgeshig Rice spoke and answered questions about his book, *Moon of the Crusted Snow*. The event was very well attended and participants thoroughly enjoyed the evening. Planning has begun for the 2020 Oxford Reads 2020 program, and staff of both libraries will be offering suggestions for next year's title starting in December.

Reinforcing Our Capabilities

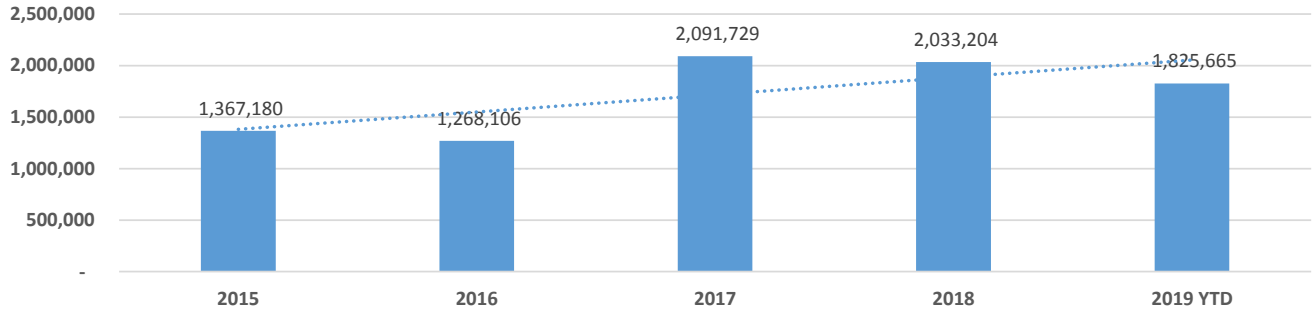
Gillian Green is the successful candidate for the Emerging Technologies Librarian position and will begin in her new role on December 3, 2019. Gillian has been an Information Services Librarian specializing in children and teen services since 2012. She will bring her years of programming experience, technology knowledge, and flair to this new position.



Woodstock Public Library

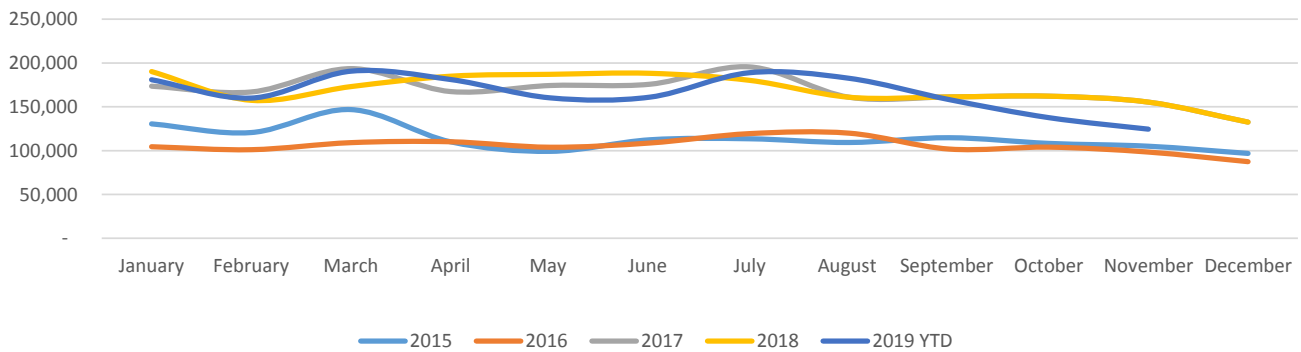
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

Total Library Uses 2015 - present



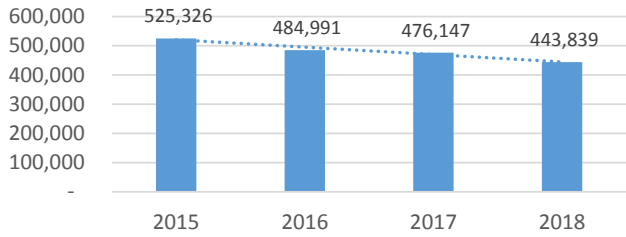
2019	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	40,653	28,520	71,731	25,466	2,158	2,583	3,996	5,777	180,884
February	34,980	24,198	62,853	26,592	1,817	2,080	2,668	4,785	159,973
March	40,108	32,975	72,542	28,503	3,264	2,890	4,272	6,100	190,654
April	35,976	30,041	63,912	38,499	1,783	2,603	2,504	5,806	181,124
May	34,227	29,462	68,528	16,148	1,816	2,453	2,609	4,940	160,183
June	34,238	27,105	65,426	19,816	5,636	2,509	2,610	3,711	161,051
July	39,524	31,117	84,957	21,047	3,829	2,860	2,052	3,537	188,923
August	38,117	29,230	82,413	21,182	3,010	2,709	1,903	3,937	182,501
September	34,333	27,376	72,364	16,382	1,456	1,755	1,056	3,512	158,234
October	33,715	27,576	49,295	18,796	2,002	765	1,885	3,637	137,671
November	32,073	23,766	48,774	17,595	1,429	677		180	124,494
December									-
TOTAL	397,944	311,366	742,795	250,026	28,200	23,884	25,555	45,922	1,825,692

Total Library Uses by Month 2015 - present

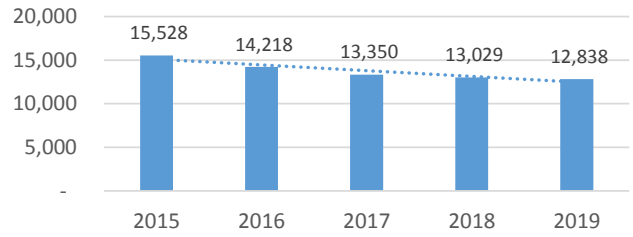


Incomplete numbers available at this time

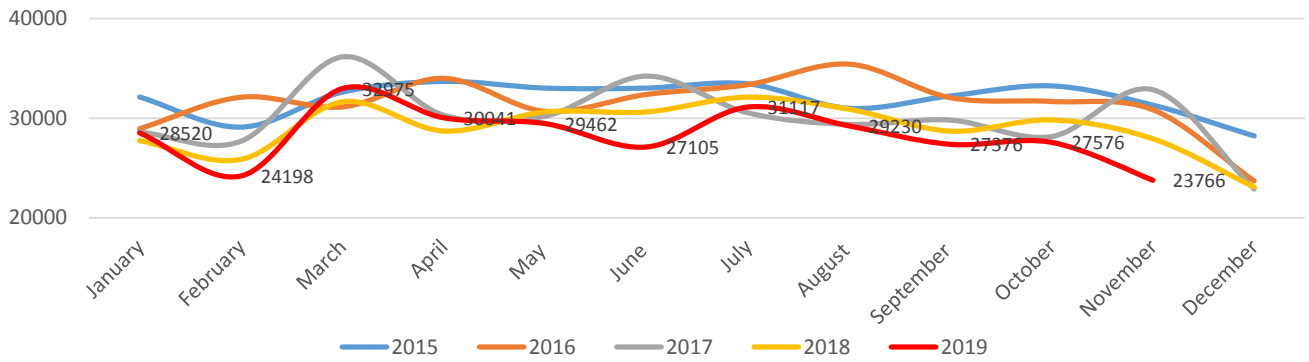
**Annual Library Circulation Total
2015-2018**



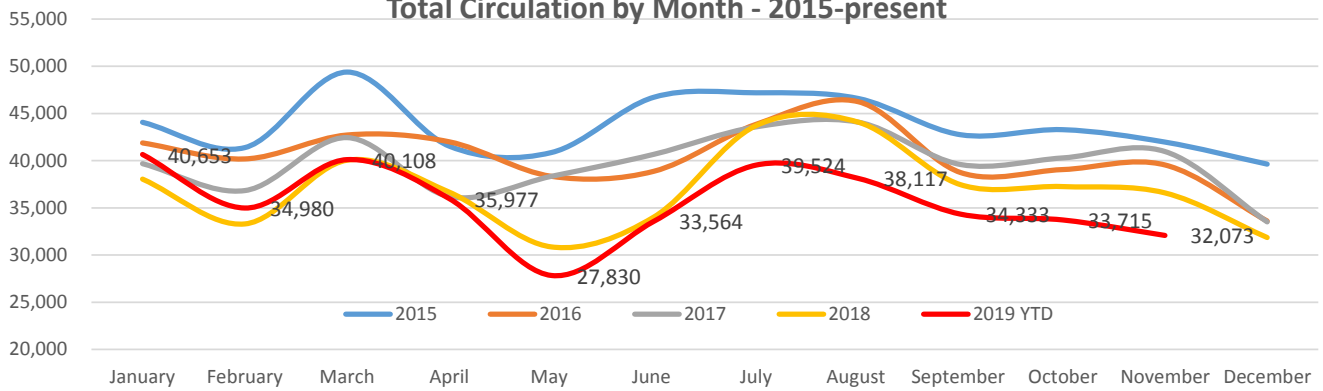
Monthly Average Active Users Count 2015-2019 YTD



In Person Visits - 2015-2019



Total Circulation by Month - 2015-present





WOODSTOCK PUBLIC LIBRARY

Subject:	Revisions to the Draft Board Procedural By-law
Action:	For Review and Approval
Prepared by:	David I. Harvie, Chief Executive Officer
Meeting of:	December 10, 2019

Background

The Woodstock Public Library Board reviewed the draft of the Board's Procedural By-law at its November 12th, 2018 Board meeting. Board members made several comments and provided direction for additions and corrections to the draft By-law.

Revisions

The following changes were made to the draft policy as follows:

- Grammatical corrections and renumbering of sections have been made as necessary.
- The term of the Chair and Vice Chair was discussed and remains as the term of the Board. The Chair and Vice Chair may choose to step down at any time during their term of office.
- The definition of "supermajority" was included under Definitions.
- The requirements for supermajorities votes were added to the following sections:
 - *Motions - 7.8.6 - Rescinding a Motion: Motions to rescind previous resolutions require at least seventy-two (72) hours written notice. A supermajority vote is necessary to rescind a previously approved motion.*
 - *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.

- *Amendments of By-laws - 9.4 A motion to add, amend or remove a By-law shall require a supermajority vote of the members in order to be carried.*

- Attendance of Board Meetings by Telecommunications

The following section was added to allow Board members to electronically attend meetings.

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 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.*
- f) *Quorum applies to the members attending in person and remotely.*

- Email Votes

The following section was added to address the use of electronic votes in place of special meetings:

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.

- Notice of Motion – Section 7.8.4

This section was rewritten for clarity (changes underlined) and now reads as follows:

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 shall not be debated, or otherwise dealt with until the next regular Board meeting.

- Grievance Committee – Section 8.2 – Types of Committees

Section 8.2.2 *Grievance Committee* was added to the By-law under Standing Committees of the Board. This inclusion reflects the requirement under the Collective Agreement. The inclusion reads as follows:

8.2.2 Grievance Committee

- a) The Board will establish a Grievance Committee as a standing committee of the Board, in accordance with the terms of the Collective Agreement.*
- b) The Committee shall be comprised of three (3) Board members.*
- c) Appointments to the Grievance Committee will be made for the tenure of the Board.*
- d) Members of the Committee will be appointed at the first meeting of the Board, and from time to time as necessary.*
- e) The Vice Chair shall chair the Committee.*
- f) The Grievance Committee will meet as required to review any staff grievances.*

Recommendation

It is recommended that the Board approve the revised draft by-law with the above changes as presented.

Respectfully Submitted,

D. Harvie
Library CEO



Woodstock Public Library Policy

Policy Name: Board Procedural By-law

Category: Governance

Version: 25 November 2019

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 of the Woodstock Public Library Board.

SCOPE

This policy shall apply 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, PROCEDURE AND IMPLEMENTATION

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 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 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 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 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 between the Library and the Council;
- d) working collaboratively with the CEO and the Council;
- 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, Board by-laws, 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;
- 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;
- b) distribute the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting; and
- c) 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 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), 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 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) 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 bylaw 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 case where there are no By-laws of the Board 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 also 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, 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 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 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 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.
- 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 3 days before the planned regular meeting, are delivered to every Board member not less than 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.
- 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 shall 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 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.
 - 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 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 Grievance Committee

- a) The Board will establish a Grievance Committee as a standing committee of the Board, in accordance with the terms of the Collective Agreement.
- b) The Committee shall comprise of three (3) Board members.
- c) Appointments to the Grievance Committee will be made for the tenure of the Board.
- d) Members of the Committee will be appointed at the first meeting of the Board, and from time to time as necessary.
- e) The Vice-Chair shall chair the Committee.
- f) The Grievance Committee will meet as required to review any staff grievances.

8.2.3 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

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

- 9.1 By-laws 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 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 By-law shall require a supermajority vote of the members in order to be carried.
- 9.5 By-laws or 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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Woodstock Public Library Policy

Policy Name: Library Board Code of Conduct

Category: Governance

Version: 30 October 2019

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting a code of conduct and executive limitations for members of the Library Board.

SCOPE:

This policy shall apply to all members of the City of Woodstock Public Library Board.

DEFINITIONS:

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

“Board” means the City of Woodstock Public Library Board;

“Board member” means a member of the City of Woodstock Public Library Board;

“CEO” means the Chief Executive Officer of the City of Woodstock Public Library;

“City” means the Corporation of the City of Woodstock;

“Conflict of interest” means the definitions set out in the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M50 and its amendments;

“Library” means the Woodstock Public Library;

“Library Board” means the Woodstock Public Library Board;

“Staff” means a staff person who works for the City of Woodstock Public Library.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

1.1 Responsibility for the implementation of this policy will lie with the Chair of the Library Board.

2.0 Application

2.1 The Code of Conduct and the references within it shall apply to all Library Board members. Members are expected to follow this Code, Library Board By-laws and all policies.

2.2 To ensure the highest standards of conduct by Library Board members, the Code of Conduct is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein in a manner that is fair, impartial and unbiased.

3.0 General Code of Conduct

3.1 The Woodstock Public Library Board commits itself and its members to achieving the highest standards of ethical, businesslike, and lawful conduct by its members, including the proper use of authority and appropriate decorum, which is essential to maintaining and ensuring public trust and confidence in the Library.

3.2 The Library Board will govern with a style that emphasizes:

- a) encouragement of, and respect for, diverse opinions;
- b) strategic leadership;
- c) clear distinction between Board and CEO roles; and
- d) collective, rather than individual, decisions.

Furthermore, the Library Board will:

- a) operate in all ways mindful of its civic trusteeship obligations to the City of Woodstock;
- b) speak with one voice;
- c) ensure continuous good governance through periodic discussion of process improvement; and
- d) monitor and discuss the Board's performance.

4.0 Fiduciary Duty

4.1 Board members have a fiduciary duty to act honestly and in good faith and in the best interests of the Library. They must represent un-conflicted loyalty to the interests of the Library. This accountability supersedes any conflicting loyalty to special interest groups, other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the Library services.

5.0 Board Member's Covenant

5.1 In order to build efficient and effective relationships, Board members commit to communications that build mutual expectations and trust. Accordingly all Board members shall:

- a) Exercise honesty in all communications;
- b) Demonstrate respect for each other's opinions;
- c) Focus on issues, not personalities;
- d) Build and practice trust;
- e) Maintain focus on shared goals;
- f) Communicate in a timely manner;
- g) Respect majority decisions of the Board;
- h) Withhold judgment on issues until fully informed and discussed;
- i) Seek to understand and be understood;
- j) Use executive sessions appropriately and judiciously;
- k) Maintain confidentiality;
- l) Openly share personal concerns, issues and agendas;
- m) Assume a non-defensive posture, taking the initiative to communicate and ask questions for clarification;
- n) Share information and knowledge, that constructively contributes to Board work;

- o) Give direction as the whole, not as individuals; and
- p) Make every reasonable effort to protect the integrity and promote the positive image of the Library, the Library Board and each other.

5.2 Library Board members will not:

- a) Fail to observe and comply with the principles of the Code of Conduct;
- b) Fail to observe and comply with every provision of the Code of Conduct, as well as all other policies and procedures affecting the member, acting in his or her capacity as a member of the Library Board;
- c) Fail to respect the integrity of the Code of Conduct and inquiries and investigations conducted under it;
- d) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information during an investigation;
- e) Obstruct an investigation, or any other library or municipal official involved in applying or furthering the objectives or requirements of the Code of Conduct, in carrying out of such responsibilities, or pursuing any such objective;
- f) Using the influence of their office for any purpose other than for the lawful exercise of their official duties; or
- g) Fail to properly prepare for Board deliberations.

6.0 Commitment to “One Voice”

6.1 The citizens of the City of Woodstock are represented by the Library Board acting as a body. Consequently, the City of Woodstock Public Library is answerable to the Library Board as a body, not to individuals Board members. The Library Board fails to be accountable to the public if it allows any breach in this principle. Therefore, individual Board members are committed to proper use of their authority and decorum consistent with maintaining the integrity and discipline of Library Board leadership. Accordingly, Board members will:

- a) Respect Board decisions.
 - i) Regardless of individual dissent, once the Board has made a decision, each Board member will respect the decision of the Board.

- ii) Library Board decisions are only those that have been voted upon or have been reached at an official Board meeting. These will be written as policies, or in the case of short-term projects or processes will be reflected in the minutes of the meeting. Comments by individual Board members, even if they are not challenged, will not reflect a Board decision.
 - iii) Although all members are at liberty to register differences of opinion on Board issues at the Board level as passionately as desired, individual members may not direct their differences of opinion in a manner which would create polarization, or undermine a decision of the Board majority.
 - iv) Members will not individually render judgments on CEO or staff performance apart from compliance with Board policies as monitored by the Board as a body.
- b) Make no attempt to exercise authority over the Library except through setting and following explicitly written Board policies.

6.2 While the Board expects individual members to be given common courtesy, it does not require the CEO and staff to heed any individual member's opinions or instructions. Individual members' interactions with the CEO or staff, must recognize that individual members have no authority over staff and no authority to insert themselves into staff operations except when explicitly authorized by the Board through the CEO.

- a) No Board member can place himself or herself between staff members in their disputes or negotiations.
- b) Any information requested by a Board member of library personnel must be brought to the Library Board for approval.
- c) Nothing contained in this policy is intended to restrict or discourage normal and open communication between the governing Board, staff and community.

6.3 Individual Board members interaction with the public, press, or other entities must recognize the same limitation, and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions. Individual board members may express their own opinions as long as it is understood that they are not speaking on behalf of the Board.

6.4 Board members are to respect and never violate the confidentiality of library board deliberations and decisions made in camera. This means that no

information, however a member may feel about it, will be shared with any person not on the Library Board.

- 6.5 Board members are to focus on what needs to be accomplished at the Board table (i.e. policy development, monitoring adherence to policies, major issues, etc.)
- a) If issues are raised by community members, staff or Board members about which the Board already has a policy, the Chair or CEO will state the policy. Discussion will center on whether the concerns justify needed changes to the policy, or whether compliance monitoring of the policy is needed.
 - b) The CEO will keep a list of potential issues for policy discussion as they arise so that the Board may discuss issues in the context of policy making, at an appropriate time, with all necessary information.
 - c) Responsibilities delegated to the Chair or to any Board members will be performed and reported to the Board on a through and timely basis.
- 6.6 Board members are to keep personal concerns and differences with other Board members from impacting the functioning of the Board.

7.0 Conflict of Interest

- 7.1 The Board shall abide by the *Municipal Conflict of Interest Act R.S., c. 299, s. 1*
- 7.2 Members will disclose their involvement with family members, relatives, other organizations, vendors, or any other associations that might produce a conflict.
- 7.3 Members are encouraged to seek guidance from legal advisors when they become aware that they may have a conflict between their responsibilities to the public as a member and any other interest, including a direct or indirect pecuniary interest.
- 7.4 When a Board member has a direct or indirect pecuniary interest in any matter, and is present at a Board meeting at which the matter is the subject of consideration, the Board member, in accordance with the *Municipal Conflict of Interest Act, Section 5(1)*, shall:
- a) Prior to any consideration of the matter at the meeting, disclose the interest, and the general nature thereof;

- b) Not take part in the discussion of, or vote on any question in respect to the matter; and
- c) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

7.5 Members must make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, hospitality or benefits. Members must avoid both the reality and appearance of impropriety with organizations and people with whom they deal.

8.0 Confidential Information

- 8.1 Members shall not disclose or release by any means, including social media, to any person either in oral or written form any confidential information acquired by virtue of their office except when required by law to do so.
- 8.2 Members have a duty to hold in strict confidence all information concerning matters dealt with in meetings closed to the public in accordance with the *Public Libraries Act*, or any other legislation.
- 8.3 All information, documentation or deliberation received, reviewed or taken in closed session of the Board or its committees is confidential unless the matter ceases to be confidential as determined by the Board.

No member shall:

- a) Obtain access, or attempt to gain access, to confidential information in the custody or control of the Library except when required or authorized by the Board or otherwise by law to do so;
- b) Disclose, release or publish by any means, including social media, any confidential information acquired by virtue of his or her office, in any form expect when required or authorized by the Board, or otherwise by law to do so;
- c) Use confidential information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body;
- d) Disclose or discuss, through written, electronic or oral communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of the Board or a Board Committee until such time that the Board or a Board Committee has determined or has been advised by Staff that the matter, or any part of the matter, can be made public subject to review under the *Municipal*

Freedom of Information and Protection of Privacy Act, or if directed to do so by a court; or

- e) When a Board member ceases to be a member, the duty to not disclose or release any confidential information acquired by virtue of his or her office, except when required by law to do so, continues.

9.0 Board, Staff and Public Relations

- 9.1 Members shall accurately communicate the decisions of the Board even if they disagree with the majority decision of the Board, and by doing so affirm the respect and integrity in the decision-making process of the Board.
- 9.2 Members shall respect that Staff have an obligation to act impartially, and in accordance with all Library policies and procedures.
- 9.3 It is acknowledged that Staff have an obligation to recognize that Board members have been duly appointed by City Council to serve the residents of Woodstock, and respect the role of the Board in directing the actions of the Library.

Board members shall:

- a) Acknowledge and respect the fact that Staff work for the Library as a corporate body, and are charged with making recommendations that reflect their professional expertise and corporate objectives;
- b) Acknowledge and respect the fact that Staff carry out the policies of the Library Board as a whole and administer the policies of the Board, and are required to do so without any undue influence from any individual Board member or group of Board members; and
- c) Respect the administration structure and direct any Staff performance concerns through the Library CEO.

No Board member shall:

- a) Publicly criticize individual Staff in a way that casts aspersions on their professional competence and credibility;
- b) Compel Staff to engage in partisan political activities, or subject Staff to threats or discrimination for refusing to engage in such activities; or
- c) Use their authority or influence to threaten, intimidate, or coerce Staff or improperly interfere in the lawful exercise of the duties of Staff.

9.4 The content of any Board member's communications, regardless of method of communication, shall be accurate, honest and respectful of other persons, including other members, staff and the public.

9.5 In the use of social media, Board members shall adhere to the Library's policies and guidelines regarding social media use.

When using social media, Board members shall not:

- a) Attempt to cover, disguise or mislead as to their identity or status as a member of the Library Board;
- b) Use social media in any way that would violate any policy or procedure, made pursuant to the *Occupational Health and Safety Act* or the *Human Rights Code*; or
- c) Publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.

10.0 Use of Library Property

10.1 Members shall not use any Library property other than the purposes connected with the discharge of their official duties or associated community activities having the sanction of the Board, and in compliance with Library policies.

10.2 Members shall not obtain financial gain or advantage from the use of Library property while an elected official or thereafter.

11.0 Acceptance of Gifts, Benefits and Hospitality

11.1 No Board member shall accept a gift, hospitality or benefit that is connected directly or indirectly with the performance of his or her duties of office unless permitted by the exceptions listed below. For these purposes, a gift, hospitality or benefit paid to a member's spouse, child, or parent, that is connected directly or indirectly with the performance of the member's duties of office is deemed to be a gift to that member.

11.2 It is recognized that the extension and acceptance of forms of hospitality (including invitations to events, outings, engagements, performances, etc.) is within the normal official duties of a member, provided that:

- a) Members do not allow themselves to reach a position whereby they might be, or be deemed by others to have been, influenced in making a

decision as a consequence of the offering or acceptance of such hospitality;

- b) It serves a legitimate business purpose related to the responsibilities of the member;
- c) The person extending the invitation or a representative of the organization is in attendance; and
- d) The value and frequency are reasonable.

11.3 Board members may not participate in any Library contest open to members of the public. Even in the case where a Board member may be considered to be participating as a customer (i.e. attending an adult program with a door prize), they are still not eligible to participate in the contest component of the program.

11.4 Immediate family members of Board members may only participate in Library contests where the winners are chosen randomly.

11.5 Members are not precluded from accepting:

- a) Personal gifts, benefits, rewards, commissions or advantages from any person or organization which are wholly unconnected with the performance of official duties;
- b) Services provided without compensation by persons volunteering their time;
- c) Invitations from charity or not-for-profit organizations to attend their events;
- d) Food and beverages banquets, receptions, ceremonies or similar events;
- e) A memento received by a member at a function honoring the member;
- f) A memento received as a result of being a speaker, participant or representative of the Library Board at an event;
- g) Gifts or benefits received as an incident of social protocol, customs or social obligations that normally accompany the performance of official duties;
- h) Small gifts or draw prizes received at conferences; and

- (i) Food, lodging, transportation and entertainment provided by other libraries, other levels of government or by other local boards, commissions, or the government of a foreign country.

11.6 In case of categories identified previously, if the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the calendar year exceeds \$500, the member shall within 30 days of receipt of the gift or benefit, or reaching the annual limit, complete a Disclosure Statement, and submit it to the Library CEO.

The Disclosure Statement shall include:

- (a) The nature of the gift or benefit;
- (b) Its source and date of receipt;
- (c) The circumstances under which it was received; and
- (d) Its estimated value.

11.7 Disclosure Statements are a matter of public record, and shall be maintained by the Board Secretary in accordance with any records retention rules established by the Library Board.

11.8 A record of the disclosure shall be recorded in the minutes of the meeting, and entered into a registry of disclosures maintained by the Board Secretary in accordance with the *Municipal Conflict of Interest Act, Section 6(1)*.

11.9 Members are responsible for tracking and monitoring any gift or benefit received during the calendar year to ensure compliance with the reporting requirements of the Code.

11.10 Members shall return any gifts or benefits, or not accept hospitality, which does not comply with these guidelines, along with an explanation of why the gifts, benefits or hospitality cannot be accepted.

11.11 Board members who receive cash honoraria from individuals or organizations for participation in events as a Library Board member will turn the honoraria over to the Library.

12.0 Respect in the Workplace

12.1 Members shall be governed by the Library's Violence and Harassment Free Workplace Policy, and any other similar policy or procedure, in accordance with the *Occupational Health and Safety Act, the Human Rights Code*, or any other subsequently adopted applicable provincial or federal legislation or Library policy.

12.2 Members have a duty to treat members of the public, one another, and Staff appropriately and without engaging in workplace harassment, workplace sexual harassment, abusive conduct, discrimination, and workplace violence.

13.0 Enforcement

13.1 The Board and its members are committed to faithful compliance with the provisions of the Board's policies.

13.2 Any individual, including members of the public, staff or another Board member, who has reasonable grounds to believe that a Board member has contravened the Code or any other Library Board policy, as well as in the event of disputes between Board members that interfere with the ability of the Board to carry out its business, may proceed with a complaint, and seek remedy by the process outlined below.

13.3 All discussions and facilitated meetings will be conducted, without prejudice, be confidential, neutral, impartial and fair.

13.4 Complaints pursuant to the Code of Conduct must be submitted within six weeks of the matter becoming known to the individual. No action will be taken on a complaint received six months after the alleged violation, with the exception to incidents concerning Conflict of Interest and the Respect in the Workplace section of this policy.

13.5 Where a complaint is an allegation that a Board member has contravened the "Respect in the Workplace" provisions of the Code, the timeframes for submission of a complaint shall be in accordance with the provisions of the Violence and Harassment Free Workplace policy and procedures.

13.6 Where a complaint is an allegation that a Board member has contravened provisions of the Code of Conduct, the Board may choose to adopt and use the City of Woodstock's procedures as outlined in City of Woodstock's *Code of Conduct for Council, Advisory Committees and Local Boards of the Municipality*.

13.7 Where a complaint is allegation that a Board member has contravened the Conflict of Interest section of this policy, the actions of the Board will be in accordance with by the Municipal Conflict of Interest Act.

13.8 Complaints are to be made in writing to the Board Chair, Vice-Chair, or any other member.

13.9 Any notes or written documentation will be handled, filed, and managed in the same manner as the minutes of In Camera Board meetings.

13.10 Recognizing that the nature of alleged violations of policy may vary from minor violations to major violations, the Board member(s) facilitating the process shall select an appropriate approach from the following options. If the initial approach is not successful or additional information about the nature of the alleged violation becomes available, an alternate approach shall be followed. The following processes are available to the investigating members:

- a) Conversational – For minor violations, a private conversation between the parties involved and the member facilitating the process may be held to reach an understanding of the situation/issue, and decide on a solution/resolution;
- b) Ad Hoc Committee – For non-minor violations, an ad hoc committee shall be formed to manage the complaint process. The committee shall be comprised of the Board Chair (or Vice Chair), a City Council Board member, and one citizen/community Board member. In the event that the conduct of one or all three of these members is the subject of the complaint, other Board members will be designed to facilitate the process, or an independent mediator shall be appointed by the Woodstock City Clerk. The Library CEO will provide support for the committee.

The steps the Ad Hoc committee will take to facilitate a solution/resolution will include, but are not limited to:

- i) Complainant(s) Explanation of the Situation/Issue: The complainant(s) shall first be provided the opportunity to explain their views of the situation/issue;
- ii) Responding Party(ies) View of the Situation/Issue: The respondent(s) shall then be given the opportunity to explain their view of the situation/issue;
- iii) Explore Possible Solutions/Resolutions
- iv) Agree on a Solution/Resolution: The identification and agreement on a resolution may be a challenging process depending on the nature of the issue. Likewise, the solution/resolution may vary in complexity from a verbal apology to something more involved. The solution/resolution should be specific about what is to be done by whom, where and when. Timelines expectations should be included in the stated solution.

Upon the recommendation of the Ad Hoc Committee, the agreement reached by Ad Hoc Committee shall be brought to the Board for approval.

The ruling of the Board shall be final. Should the Board member refuse to abide by the ruling, the Board may table the matter pending determination of disciplinary action. Such action may include formal or informal censure by the Chair (as authorized by the Board), or a request for the Board member's resignation.

- c) Referral to Independent Mediator – Complaints of a serious nature may be referred to an independent mediator that shall be appointed by the Woodstock City Clerk, or, if applicable and where required by law, complaints shall follow existing Library Board policy processes (e.g. Workplace Harassment and Discrimination, Human Rights violations, etc.). The Board may request the services of the City of Woodstock's Integrity Commissioner, as an independent investigator.
- d) Referral to Investigative Authority – Allegations of illegal activity shall be immediately referred to the appropriate law enforcement authorities for investigation. The Board may rule that any member against whom such allegations are made, be requested to take a leave of absence from the Board pending completion of the investigation.

14.0 Disqualification of Board Members

- 14.1 The Public Libraries Act, R.S.O. 1990, Chapter P.44, sets out criteria for the disqualification of library board members. A Board member who meets any of the criteria for disqualification as set out in the Act, and its amendments, shall inform the Chair immediately of their failure to meet the requirements for board membership.

15.0 Implementation

- 15.1 Upon the adoption of this Code and thereafter at the beginning of each term, Board members will be expected to sign the Code to convey to each other and all stakeholders that they have read, understood and accept the conditions and terms set out by the policy.
- 15.2 A Code of Conduct component will be included as part of the orientation workshop for Board members.
- 15.3 Members are expected to formally and informally review their adherence to the provisions of this Code on a regular basis, or when so requested by the Board.

15.4 This Code shall be subject to review once per Board term.

RELATED DOCUMENTS AND POLICIES:

- *Public Libraries Act, R.S.O. 1990, c. P.44*
- *Municipal Act, 2011, 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*
- *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009, S.O. 2009, c.23*
- *Human Rights Code, R.S.O.1990c.H.19*
- City of Woodstock – Code of Conduct for Council, Advisory Committees and Local Boards of the Municipality
- Woodstock Public Library – Board Procedural By-law
- Woodstock Public Library - Violence & Harassment Free Workplace Policy

Attachments:

- A. Board Members' Code of Conduct Declaration

DOCUMENT REVISION RECORD

Developed By:	D. Harvie, CEO	Date:	25 October 2019
		Adoption Date:	
Resolution #:	LIB19-??	Effective:	
Review Cycle:	Once per Term	Last Reviewed Date:	

Draft

Attachment A

**Woodstock Public Library
Library Board Code of Conduct**

Board Members' Code of Conduct Declaration

The undersigned Board member hereby acknowledges that they have read, understood, and accept this Code of Conduct.

Signature of Board Member

Date



Woodstock Public Library Policy

Policy Name: CEO Performance Evaluation

Category: Governance

Version: 20 November 2019

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to outline the process for the performance review of the Woodstock Public Library Chief Executive Officer.

SCOPE

This policy shall apply to the Woodstock Public Library Board and Chief Executive Officer.

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.

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

“Library” means the Woodstock Public Library.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 It is the Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer. The Board oversees the performance of the CEO and supports the CEO's development.

2.0 Intent of Policy

- 2.1 The performance evaluation process is an opportunity for the Board and the CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:
- a) Establish clear and mutually agreed upon performance expectations.
 - b) Provide feedback to the CEO on performance, and on the performance of the Library.
 - c) Identify resources available to the CEO to attain the expected performances.

3.0 Performance Reviews

- 3.1 Two types of reviews will be conducted:

a) **Six Month Probationary Reviews**

Probationary reviews will evaluate the performance of the CEO after a six (6) month period for new hires. It allows the Board to determine if the new CEO's performance is on track, and to identify any changes necessary for the CEO to reach his/her objectives. It also allows for course correction, and should be considered a developmental and learning opportunity.

b) **Annual Performance Reviews**

Annual Reviews will be conducted on the anniversary date of employment.

4.0 Process

- 4.1 The Board, acting as Committee of the Whole, will comprise the CEO Performance Review Committee. The Board Chair shall chair the committee.

4.2 Six Month Probationary Review Process

4.2.1 The Board Chair shall lead the probationary review process. The Chair shall:

- a) Inform the Board and CEO of the upcoming CEO performance review process five (5) months after a new CEO is hired.
- b) Request all Board Members to consider the first six (6) months of the CEO's performance, and bring forth any observations and concerns about the Library, the CEO's success to date, and the future directions of the Library.
- c) Direct the CEO to prepare and submit a document outlining the progress made towards achieving his/her goals.
- d) The Board will meet in closed session to review the collected documentation, and Board members will provide their observations.
- e) The Chair will incorporate the Board's comments into the CEO Performance Review form, and bring it forward to the next Board meeting in camera for review.
- f) Once the Board has finalized the performance evaluation report, the Chair will meet with the CEO to deliver the evaluation.
- g) Following the delivery of the evaluation to the CEO, the Chair will report the completion and outcome of the performance review in an in camera session to the Board.
- h) The Board Chair will place the review in the confidential personnel file of the CEO at the Library. No distribution will be made to Board members.

4.3 Annual Review Process

4.3.1 The Board Chair will lead the annual performance review process. The Chair shall:

- a) Inform the Board of the upcoming CEO performance review two months prior to the anniversary of the CEO's date of employment.
- b) Direct the CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan, Annual Work Plan, and other organizational goals/initiatives to the Board.
- c) Select up to four (4) Library Staff members to voluntarily and confidentially participate in a 360 evaluation of the CEO, using the following criteria:
 - i. The staff member must be a full time employee.
 - ii. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the review period are not eligible to participate.
 - iii. The staff member must have the option to not participate. No follow-up will be performed.
 - iv. The Board has the option of requesting feedback from the City CAO, City Treasurer, Chair of the Friends of the Library, and other CEOs of other partner organizations.
- d) The Board will meet in closed session to review the collected documentation, and Board members will provide their observations.

- e) The Chair will incorporate the Board's comments into the CEO Performance Review form, and bring it forward to the next Board meeting in camera for review.
- f) Once the Board has finalized the performance evaluation report, the Chair will meet with the CEO to deliver the evaluation.
- g) Following the delivery of the evaluation to the CEO, the Chair will report the completion and outcome of the performance review during an in camera session to the Board.
- h) The Board Chair will place the review in the confidential personnel file of the CEO at the Library. No distribution will be made to Board members.

5.0 Inadequate Performance

- 5.1 In the event that the CEO's performance falls below the expected level, the CEO must be so informed, with the details in which performance is judged to be unsatisfactory.
- 5.2 An unsatisfactory performance review shall be followed by another performance review in six (6) months.
- 5.3 If the CEO still has not improved his/her performance to meet the requirements of the position, the Board will consider the appropriate actions in conjunction with the City's Human Resources Department.

6.0 CEO Job Description

- 6.1 The CEO's job description sets out the essential duties and scope of responsibility of the position, along with key performance competencies and skills. The Board will review the position description at least once per term and make changes as required.

7.0 Confidentiality

- 7.1 The performance evaluation is confidential. The only copies of the evaluation will be in the CEO's personnel file and in his/her possession. They will only be made available to the CEO, the current Board Chair, and the entire Board on request. Individual Board members, other than the Chair, do not have access to the CEO's personnel files. Board members will not keep confidential personnel files.

RELATED DOCUMENTS AND POLICIES

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

Woodstock Public Library Strategic Plan

Woodstock Public Library - CEO Job Description

DOCUMENT REVISION RECORD

Developed By:	D. Harvie, CEO	Date:	November 20 2019
		Adoption Date:	
Resolution #:	19 – ###	Effective:	
Review Cycle:	Once per Term	Last Reviewed Date:	

DRAFT



Library CEO Performance Evaluation Form

This form is intended to guide the Library Board and Library CEO in discussing the nature of the CEO’s job, agree upon goals for the coming review period, and to evaluate the CEO’s job performance during the past review period. The final evaluation and the CEO’s comments (optional) will become part of the CEO’s employment record. The annual performance evaluation is one component of performance management, which includes ongoing feedback, coaching and development.

CEO Name	Review Type <input type="checkbox"/> Annual Review <input type="checkbox"/> Probationary Review
Library Board Chair	Date of Evaluation

SECTION I: PERFORMANCE LEVELS AND FACTORS

Considering the expectations for the position based on the job description and using the following performance levels, check the box that most closely describes the CEO’s performance of job responsibilities for each performance factor. A comment section after each section is provided for comments about applicable accomplishments, achievements of goals and development concerns/needs. The inclusion of specific examples and observations is required.

If a factor does not apply, please enter N/A in one of the boxes

If a factor was not observed, please enter “Not Observed” in one of the boxes.

PERFORMANCE LEVELS DESCRIPTIONS

Highly Effective: Contributions and high quality of work are widely recognized. The majority of performance outcomes routinely and consistently exceed defined expectations, producing important and impactful results for the Library through planning, execution and creativity. Projects and objectives are completed in a manner that expands the scope and impact of the assignment.

Successful and Effective: The CEO is successful in performing the majority of job responsibilities and makes a solid, reliable and meaningful contribution to the Library. Performance is competent, efficient and effective along established expectations. Initiative, resourcefulness and good judgement are consistently exercised.

Some Improvement Required: While the CEO’s performance is effective in some areas, there are areas in which performance is inconsistent and/or falls below established expectations. A performance development plan should be developed, or already in place, that defines performance objectives and strategies for achieving improvement.

Major Improvement Required: Performance is not acceptable in critical areas of the job and falls below minimum expectations. Significant improvement is needed. A performance development plan should be developed, or already in place, that defines performance objectives and strategies for achieving improvement.

<i>To be Completed by the Library Board Chair in consultation with the Board.</i>				
PERFORMANCE FACTOR	Major Improvement Required	Some Improvement Required	Successful and Effective	Highly Effective
Quality of Work and/or Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations, Collaboration, Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

SECTION II: GOALS

(Completed by CEO and comments added by the Library Board as required)

Summarize the status of goals established during the last review period and described the performance goals established for coming review period.

Goals from the Previous Review Period

Goal #1: <Title and Description>

Measurement of Success:

Interim Success Target:

Current Status:

Review Comments / Observations:

Goal #2: <Title and Description>

Measurement of Success:

Interim Success Target:

Current Status:

Review Comments / Observations:

Goal #3: <Title and Description>

Measurement of Success:

Interim Success Target:

Current Status:

Review Comments / Observations:

Goal #4: <Title and Description> Measurement of Success: Interim Success Target: Current Status: Review Comments / Observations:

Other Activities Not Identified in the Goals.

Goals for the Upcoming Review Period
Goal #1: <Title and Description> Measurement of Success:

Goal #2: <Title and Description> Measurement of Success:

Goal #3: <Title and Description> Measurement of Success:

Goal #4: <Title and Description> Measurement of Success:

Goal #5: <Title and Description>

Measurement of Success:

Board Chair's Signature

CEO's Signature

Date

SECTION III: LEARNING DEVELOPMENT PLAN		
Development & Learning Initiatives	Target Objectives & Timeframes	Milestones Achieved
#1		
#2		

SECTION VI: LIBRARY BOARD'S ADDITIONAL COMMENTS AND SIGNATURE

Enter additional comments about the CEO's performance and, if applicable, comments on the performance factors not included above and/or specific job responsibilities.

Board Chair's Signature

Date

SECTION V: CEO's COMMENTS AND SIGNATURE	
<i>(To be signed by the CEO after Sections I-III are completed and the Library Board signed and dated.)</i>	
_____	_____
CEO's Signature	Date
<i>Please sign and return original to the Library Board Chair.</i>	

Note: You are being asked to sign your evaluation to indicate you reviewed it and are aware of how the Library Board evaluated your performance. Your signature acknowledges that you have seen your evaluation and does not imply that you agree with it. If you do not agree with the evaluation, you may reply in writing, either on the reverse of this form or on additional pages. The signed evaluation and any written response becomes a part of your employment record.

HUMAN RESOURCES / PAYROLL ACTION REQUIRED	
<i>To be Completed by the Library Board Chair.</i>	
<p>Salary Step Increase? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Directions:</p>	
_____	_____
Board Chair's Signature	Date

Version: 21 Nov 2019



**WOODSTOCK PUBLIC
LIBRARY**

Subject:	Library Reserve Funds Report
Action:	For Information
Prepared by:	David. I. Harvie, Chief Executive Officer
Meeting of:	December 10, 2019

On November 14th, 2019, Diane Campbell, Deputy Treasurer, reported to the Library CEO that the Woodstock Public Library held the following reserves funds:

Name	Amount
Automation Reserve	\$ 271,947.37
Salaries	\$ 259,925.34
Consulting	\$ 317,514.07
TOTAL RESERVES	\$849,386.78

Respectfully Submitted,

D. Harvie



**WOODSTOCK PUBLIC
LIBRARY**

Subject:	City of Woodstock Employee Computer Purchase Loan Plan
Action:	For Consideration and Approval
Prepared by:	David. I. Harvie, Chief Executive Officer
Meeting of:	December 10, 2019

Background

Every few years the City of Woodstock offers its employees the opportunity to participate in a computer purchase loan program. City Council approved this program on November 7th, 2019 and has extended the offer to the Library Board for its employees.

Under the purchase program, a loan would be made available to any full-time or permanent part-time Library employee. The loan would be repaid through payroll deductions over a 2 year period. An information list detailing eligible and ineligible purchases under the program is provided to staff. There is a \$500 minimum and \$2,500 maximum purchase price. The buying period will run from November 8, 2019 to January 17, 2020.

Recommendation

That the Library Board allow Library Staff to participate in the City of Woodstock Employee Computer Purchase Loan Plan.

Respectfully Submitted,

D. Harvie

Employee Computer Purchase Program – 2019/2020

<p>Eligible Hardware</p> <p>Laptop computer Desktop computer Keyboard/mouse Screen/monitor - to a maximum of 30"</p> <p>Printer</p> <p>Tablet/iPad</p>	<p>Eligible Software</p> <p>Operating system Word/Excel/Etc</p> <p><u>Reminder:</u> the Microsoft Home Use Plan is available to City employees. Latest software versions, including Windows for Mac, are available at a very low price. Contact Jim Pretty for information.</p>
<p>Eligible Ancillary Items, with purchase of eligible hardware</p> <p>External hard drive External DVD drive Additional memory</p> <p>Router Wireless Range Extender</p> <p>Cables</p> <p>Speakers, if part of a computer purchase Basic headset/microphone, if part of a computer purchase</p> <p>USB sticks/flash drives [a small number as part of computer purchase]</p> <p>Basic laptop/tablet case</p> <p>Printer cartridges [1 of each colour for start-up]</p> <p>Extended warranty [maximum 3 years]</p>	<p>Examples of Items Not Eligible</p> <p>Purchases made prior to the date of Council approval, plus</p> <p>E-Readers iPods MP3 players Projectors and screen Cell phones/telephones Cameras GPS devices Wearable technology [smart watches, action cameras, fitness trackers, etc.]</p> <p>Screens/monitors > 30" Televisions, remotes, etc. DVD players Satellite dishes</p> <p>Dash cams Security cameras</p> <p>Gaming systems/software/peripherals [such as headsets, microphones, joysticks, controllers]</p> <p>Audio interfaces</p> <p>Computer desk/chair/keyboard tray/etc.</p>

Minimum purchase: \$500

Maximum purchase: \$2,500



WOODSTOCK PUBLIC LIBRARY

Subject:	Federation of Ontario Public Libraries Ontario Public Library Operating Data 2000-2018
Action:	For information
Prepared by:	David. I. Harvie, Chief Executive Officer
Meeting of:	December 10, 2019

Background

The Federation of Ontario Public Libraries (FOPL) issued its report on Ontario Public Library 2018 activities on November 27th, 2019.

Some of the report's highlights include the following findings:

- Ontario Public Libraries provided an economic return on investment of over 500% and a social return on investment of over 2000% in 2018. This equates to a benefit of \$47.62 per Ontario resident.
- 37,863 open hours per week to serve community demands.
- 4.6 million visits per week across Ontario.
- 3.2 million programs attended by 60 million Ontarians.
- 284,028 Ontarians took over 709,000 online courses in 2018.

Woodstock Public Library's activities are compared against peer public libraries serving populations between 30,000 to 50,001 residents. Our peer group includes:

Bradford West Gwillimbury, Brant County, Cornwall, Fort Erie, Haldimand County, Innisfil, Lennox and Addington County, New Tecumseth, Orillia, Owen Sound, Quinte West, St. Thomas, Stratford, Timmins and Whitchurch-Stouffville.

Woodstock Rankings

- #3 of 16 in Circulations per capita
- #10 of 16 in Active Cardholders per capita
- #4 of 16 in Circulations per Cardholder
- #6 of 16 in Total Expenditures per capita
- #1 of 16 in Electronic Materials Expenditures per capita
- #5 of 16 in Program Attendance per 100 population
- #7 of 16 for Number of Titles held

More information about the report can be found here:

<http://fopl.ca/news/exciting-news-fopl-peer-statistics-data-report-published/>

Respectfully Submitted

D. Harvie

From: Stephen Abram [<mailto:stephen.abram@gmail.com>]
Sent: December 4, 2019 12:28 PM
To: Stephen Abram <sabram@fopl.ca>
Subject: Bill 132 Amended in Committee

FOPL Members:

I attended the Committee hearings (as well as deputized in Peterborough). We were successful in having the government propose the changes needed and it eventually sailed through committee this week at 2:30 pm Tuesday.

It's good news for our approach of working with the government and building relationships.

Library Sector Input Successfully Influences Amendments to Proposed Changes to Ontario's Public Libraries Act

As many are aware, the Ontario Government recently proposed two changes to Ontario's *Public Libraries Act* affecting local public library boards as part of Bill 132, *Better for People, Smarter for Business Act*, 2019. This omnibus bill is the latest in the provincial government's ongoing red tape burden reduction efforts. The proposed changes included reducing the minimum number of meetings a public library board is required to hold annually to 4, from the currently legislated minimum of 10.

FOPL recognized the widespread concern of local public library boards regarding the extent of the proposed reduction to mandatory meetings. Through immediate and active engagement with the Ontario Government, as well as a deputation before the Standing Committee on General Government in Peterborough, we successfully advocated for an amendment to the proposed legislation. The bill, which is now proceeding to its Third Reading and final vote, was amended by the Standing Committee with a new proposed mandatory minimum of 7 library board meetings per year. We believe this new minimum, reflecting the input of the library sector, strikes the right balance between the provincial government's intent to provide boards with greater flexibility, and what is required to ensure that robust governance is maintained across all of Ontario's public library boards.

This outcome was made possible by FOPL's ongoing commitment to build and maintain durable relationships with the Ontario Government as a credible, constructive, and non-partisan leader and voice for Ontario's library sector.

FOPL, alongside our partners at OLA (OPLA/OLBA), were able to rapidly respond to the Ontario Government with credible, practical insight on the significant impacts that an annual mandatory minimum of 4 meetings would create for local public library boards. It would create substantial pressures for our predominantly volunteer library boards: overwhelming agendas, the inability to make time-sensitive decisions, and difficulties in reaching meeting quorum.

Your input was vital. FOPL & OLA surveyed library board members across Ontario about the proposed change. Over 350 members responded, representing the full spectrum of Ontario's public library boards. The response was clear. Respondents almost universally stressed their concern with the originally proposed mandatory minimum, with some expressing concern with any reduction. Many respondents nevertheless indicated that a reduction in the mandatory minimum was doable, with a minimum of 7 or 8 meetings being by far the most preferred option.

We are encouraged that many public library boards remain committed to robust governance. Many have shared with us their intention to continue holding meetings more frequently, and to exercise the ability to hold special and emergency meetings as required.

We will continue to keep you updated on the status of Bill 132 and our ongoing advocacy with the provincial government on behalf of Ontario's libraries.

Cheers,

Stephen

Stephen Abram, MLS, FSLA
Executive Director, Federation of Ontario Public Libraries

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Twitter: @foplnews

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Cel: 416-669-4855

Blog: <http://www.StephensLighthouse.com>

Twitter: @sabram



WOODSTOCK PUBLIC LIBRARY

Subject:	2020 Library Operating Budget
Action:	For Review and Approval
Prepared by:	David. I. Harvie, Chief Executive Officer
Meeting of:	December 10, 2019

The Library Board is requested to review and approve one of the attached versions of the Library's 2020 Operating Budget. Once approved by the Board, the proposed budget will be presented to Woodstock City Council for approval.

Two Operating Budgets are presented for the Board's consideration:

- A **Status Quo Budget** that maintains current service levels.
- A **New Initiatives Budget** that includes a new Full-time Outreach Librarian position.

General Comments

2020 Revenue Budget

The proposed 2020 Revenue Budget was reviewed and brought more into line with 2019 actuals.

Changes to the 2020 Revenue Budget are highlighted below:

- The **Service Ontario Grant** is no longer available at a loss of \$500.
- The **Annual Public Library Operating Grant and Pay Equity Grant** are expected to remain unchanged at \$54,860 and \$5,310 respectively.
- **Donations** were increased from \$3,000 to \$16,000 to reflect 2019 actuals and anticipated donations in 2020.

- **Fines and Fees** revenues were reduced from \$37,500 to \$20,000 to reflect past year actuals.
- **Non-resident Fees** have been reduced from \$10,000 to \$7,000 based on past actuals.
- **Programming Revenue and Room Rentals** have been reduced by 50% to \$1,000 and \$500 respectively.
- **Lost and Damaged Fines** revenue have been increased by \$500 to \$4,000.
- The transfers from reserves for **Consultant Reports** (\$90,000 in 2019) and **Automation** (\$28,800 in 2019) have been moved to the Library's 2020 Capital Budget for the Building Expansion Study and self-check circulation stations replacement.
- The anticipated revenue for the **Wireless Hotspots Project**, that was never initiated, has been removed.

These changes have resulted in a 35% reduction for forecasted revenues in the 2020.

The proposed **2020 Revenue Budget** is **\$207,750.00**.

Operating Budget – General Comments

Unavoidable Cost Increases

- Salaries will increase by 1.5% for Union and 1.75% for non-Union staff in 2020.
- Electricity is expected to rise in 2020 by 1.8%.
- Workplace Safety and Insurance Board (WSIB) rates have increased from 0.029% to 2.71% adding on an additional \$36,000 to expenditures in 2020.

2020 Status Quo Budget

The 2020 Status Quo Expenditure Budget includes the following changes to maintain current service levels:

- **Full-time Salaries** are increased by 1.24%. The 2019 estimate was high.
- **Part-time Salaries** were slightly under-estimated in 2019, thus a necessary increase in the 2020 Budget was made.
- A small increase of \$500 to **Overtime Wages** to reflect incidents in 2019, requiring staff to work more overtime was added.
- A reduction in **Employment Insurance** payments to reflect a reduction in EI rates in 2020 was made.
- A change in legislation has increased **Workers' Compensation** rate from 0.0029% to 2.71%. This budget line was increased from \$7,000 to \$43,000 for 2020.

- The **Mileage** account was increased by \$1,200 to \$2,500 to reflect 2019 actuals.
- An increase of \$2,000 for **Staff Development** and training was made to reflect an emphasis on staff training in 2020.
- A reduction of \$6,800 in the **Telephone** budget was made, that corresponds to the HotSpot Initiative. The hotspot units were never purchased in 2019, and the program was never initiated.
- Funds were moved between **Library Software and Licensing** and **Library Standing Orders** without any overall increase or decrease.
- Funds for the **Building Expansion Feasibility Study** will come directly from the *2020 Capital Budget* rather than the 2020 Operating Budget.
- The **Computer Maintenance and Supplies** budget line was reduced by the replacement cost for the self-circulation units, and moved to the 2020 Capital Budget.
- **Programmes** received an additional \$2,000 in 2020.
- **Interlibrary Loans** was increased by \$6,700 to maintain service levels of interlibrary loan activity after the loss of the free SOLS Courier. The increase will cover the anticipated increased costs for postage.
- \$2,000 was included in a new budget line for **Library Board Development** as directed by the Board.

2020 Status Quo Operating Budget

2020 Status Quo Expenditure Budget:	\$2,775,101.00
2020 Revenue Budget:	<u>\$207,750.00</u>
2020 Status Quo Operating Budget:	\$2,567,351.00

The proposed Status Quo 2020 Operating Budget is **\$2,567,351.00** which represents a **4.39%** increase over the previous year.

The 2020 New Initiatives Expenditure Budget

The 2020 New Initiatives Budget proposes the addition of a new full-time Outreach Librarian position. The position would be filled half-way through 2020, and is calculated at 6 month’s salary and benefits. This new position will allow the Library to promote library services in our community, conduct more programs off-site, participate at events (e.g. Street Fest, Cowapolooza), act as a liaison with local social agencies, and interact and build relationships with marginalized segments of our community.

The associated additional costs of this position are as follows:

Salary and Benefits (@ 6 months):	\$46,337.50
Mileage	\$300.00
Advertising	\$2,000.00
Total Increase:	\$48,637.50

2020 New Initiatives Operating Budget

2020 New Initiatives Expenditure Budget:	\$2,823,738.50
2020 Revenue Budget:	<u>\$207,750.00</u>
2020 New Initiatives Operating Budget:	\$2,615,988.50

The proposed **2020 New Initiatives Budget** is **\$2,615,988.50** (6.37% increase over the previous year).

Recommendations

Approval of the **2020 New Initiatives Operating Budget** is recommended in order to further the Library's Strategic Plan.

Respectfully Submitted,

D. Harvie

2020 Library Budget (Draft)

5 Dec @ 1200hrs

2020 Revenue Budget

Account	Description	2019 Budget	2020 BUDGET (Proposed)	Difference	% Change
1000-63076-0000	SERVICE ONTARIO FUNDING	500.00	-	- 500.00	-100%
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	54,860.00	-	0%
1000-63090-0000	COMMUNITY EMPLOYMENT CENTRE GRANT	1,000.00	1,000.00	-	0%
1000-69701-0000	LIBRARY-DONATIONS	3,000.00	16,000.00	13,000.00	433%
1000-69702-0000	REVENUE-PHOTOCOPYING-	3,500.00	3,500.00	-	0%
1000-69703-0000	REVENUE-FINES, FEES-	37,500.00	20,000.00	- 17,500.00	-47%
1000-69705-0000	LIBRARY-GIFT SHOP SALES	1,000.00	500.00	- 500.00	-50%
1000-69706-0000	REVENUE-INTEREST EARNED-	600.00	1,000.00	400.00	67%
1000-69707-0000	NON-RESIDENT FEES-	10,000.00	7,000.00	- 3,000.00	-30%
1000-69708-0000	MISCELLANEOUS REVENUE-	1,000.00	1,000.00	-	0%
1000-69709-0000	REVENUE-PROGRAMMES-	2,000.00	1,000.00	- 1,000.00	-50%
1000-69710-0000	LIBRARY-ROOM RENTAL	1,000.00	500.00	- 500.00	-50%
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00	5,310.00	-	0%
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	3,500.00	4,000.00	500.00	14%
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	63,280.00	63,280.00	-	0%
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	97,060.00	-	- 97,060.00	-100%
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	28,800.00	28,800.00	-	0%
1000-69725-0000	LIBRARY - REVENUE WIRELESS HOT SPOTS	6,000.00	-	- 6,000.00	-100%
Total Revenue		319,910.00	207,750.00	- 112,160.00	-35%

2020 Expenditures Budget

Account	Description	2019 Budget	2020 Status Quo Budget	Difference	% Change	2020 New Initiatives Budget Additions
1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	976,660.00	988,811.00	12,151.00	1.24%	35,061.50
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,400.00	1,900.00	500.00	36%	
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	587,500.00	610,000.00	22,500.00	4%	
1000-83610-0104	LIBRARY - SHIFT PAY	10,200.00	10,200.00	-	0%	175.00
1000-83610-0105	LIBRARY-VACATION PAY	75,000.00	70,000.00	- 5,000.00	-7%	
1000-83610-0108	LIBRARY - LIEU PAY		2,400.00	2,400.00		
1000-83610-0150	LIBRARY-O.M.E.R.S.	140,560.00	142,374.00	1,814.00	1%	3,504.00
1000-83610-0151	LIBRARY-C.P.P.	60,500.00	64,837.00	4,337.00	7%	1,449.00
1000-83610-0152	LIBRARY-E.I.	34,100.00	26,763.00	- 7,337.00	-22%	929.50
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	31,670.00	33,024.00	1,354.00	4%	687.50
1000-83610-0158	LIBRARY- HEALTH BENEFITS	113,880.00	112,504.00	- 1,376.00	-1%	4,327.00
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	7,000.00	43,000.00	36,000.00	514%	204.00
1000-83610-0172	LIBRARY-MILEAGE	1,300.00	2,500.00	1,200.00	92%	300.00
1000-83610-0198	PAY IN LIEU OF BENEFITS	15,200.00	15,428.00	228.00	2%	
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00	1,500.00	-	0%	
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	4,000.00	4,000.00	-	0%	
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	35,000.00	35,000.00	-	0%	
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	5,500.00	5,500.00	-	0%	
1000-83610-0310	LIBRARY-NEW EQUIPMENT	5,500.00	5,500.00	-	0%	
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	4,000.00	4,000.00	-	0%	
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	10,000.00	10,000.00	-	0%	
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,800.00	3,000.00	200.00	7%	
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	4,500.00	4,500.00	-	0%	
1000-83610-0315	LIBRARY-ADVERTISING	21,450.00	21,450.00	-	0%	2,000.00
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	6,500.00	6,500.00	-	0%	
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	13,000.00	15,000.00	2,000.00	15%	

Account	Description Cont'd	2019 Budget	2020 Status Quo Budget	Difference	% Change	2020 New Initiatives Budget Additions
1000-83610-0350	LIBRARY-TELEPHONE	14,800.00	8,000.00	- 6,800.00	-46%	
1000-83610-0351	LIBRARY-ELECTRICITY	37,060.00	38,000.00	940.00	3%	
1000-83610-0352	LIBRARY-HEAT	12,500.00	12,500.00	-	0%	
1000-83610-0353	LIBRARY-WATER	2,000.00	2,000.00	-	0%	
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	37,700.00	92,950.00	55,250.00	147%	
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	97,060.00	-	- 97,060.00	-100%	
1000-83610-0393	LIBRARY-PURCHASED SERVICES	3,000.00	3,000.00	-	0%	
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00	1,000.00	-	0%	
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	78,900.00	78,900.00	-	0%	
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	206,660.00	206,700.00	40.00	0%	
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00	1,000.00	-	0%	
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00	10,500.00	-	0%	
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	14,820.00	14,820.00	-	0%	
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	35,040.00	35,040.00	-	0%	
1000-83610-0627	LIBRARY-PROGRAMMES	10,000.00	12,000.00	2,000.00	20%	
1000-83610-0634	LIBRARY-STANDING ORDERS	48,250.00	10,000.00	- 38,250.00	-79%	
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	300.00	7,000.00	6,700.00	2233%	
New Account Line	LIBRARY-BOARD DEVELOPMENT	-	2,000.00	2,000.00		
	Total Expenditures	2,779,310.00	2,775,101.00	- 4,209.00	-0.15%	48,637.50

2020 Budget Summary

2020 Status Quo Budget	2019 Budget	2020 Status Quo Budget	Difference	% Change
Total Revenue	319,910.00	207,750.00	- 112,160.00	-35.06%
Total Expenditures	2,779,310.00	2,775,101.00	- 4,209.00	-0.15%
Net Total	2,459,400.00	2,567,351.00	107,951.00	4.39%

2020 New Initiatives Budget	2019 Budget	2020 New Initiatives Budget	Difference	% Change
Total Revenue	319,910.00	207,750.00	-112,160.00	-35.06%
Total Expenditures	2,779,310.00	2,823,738.50	44,428.50	1.60%
Net Total	2,459,400.00	2,615,988.50	156,588.50	6.37%



BERT JANSEN/SPECIAL TO THE SENTINEL-REVIEW

Mission Thrift Store celebrates 25 years

GREG COLGAN

The Woodstock Mission Thrift Store just hit the quarter-century mark.

The not-for-profit thrift store at 754 Pavey St. celebrated its 25th year in operation last Friday.

The largely volunteer-run store, which averages between 80 to 100 customers a day through its doors, accepts donations for resale from the community.

"We have people from across Oxford who donate," Angela Hess, the store manager, said.

The profits from these sales are returned to Bibles for Canada, a non-profit group that uses the money to help increase children's literacy in developing countries.

The group also sponsors children's camps in Canada, runs ministry programs in correctional facilities, and work in northern Indigenous communities.

Hess said the store serves a dual purpose – helping people in need while avoiding waste by selling something a person doesn't need to someone who needs it.

"Part of our drive is to be environmentally friendly to avoid adding to landfills, but it's also an amazing opportunity for volunteers to work and come where they can be passionate," she said. "We're also a great place in the surrounding community for people to come to. It allows people to buy needed supplies in their day-to-day life. There's a really community feel in the store."

She noted people from all walks of life use the store and that many volunteers have been around since day one.

"We're excited because they have such a drive and passion and dedication for helping," Hess said.

Woodstock was the second of the now-53 Mission Thrift stores

RURAL ROOTS

David Gregory, left, presents Woodstock Public Library CEO David Harvie a copy of the Oxford County branch of the Ontario Genealogical Society's book *The Route to Oxford Roots*. The Oxford branch celebrated its 40th anniversary by re-releasing the book that helps trace a person's family tree in Oxford.



Janet Smith, who works at the Woodstock Public Library, and Noelle Carr Rivard, circulation supervisor at the library, with the library's Food for Fines collection barrel. The program allows patrons to trade non-perishable food items for their library fines, with the food benefitting the Salvation Army. *SUPPLIED*

Library launches 'Food for Fines' for holidays

KATHLEEN SAYLORS

Forgot to return your books to the library by the due date one too many times? You're in luck — the Woodstock Public Library has launched its "Food for Fines" program again this year.

Alongstanding library tradition, the program allows patrons to donate non-perishable food items to benefit the Salvation Army at the library in exchange for their library fines.

"I've seen everything from someone who has a dollar or two dollars in fines ... to someone who brings in a grocery bag," said circulation supervisor Noelle Carr Rivard.

Each item donated through the drive counts for \$2 worth of library fines, and patrons can donate for a maximum of \$20 worth of their

late return fines.

Carr Rivard said that in years passed, they've had about \$375 worth of fines erased through the program and, this year, only a week into the program, the Salvation Army barrel is almost full.

"It is our way of giving back to the community, and that is really important to us," she said. "We see people in here who use those much-needed resources and we want to be that safe, warm space for people, and if that helps the food bank too, it's a win for everyone."

Each item, equivalent to \$2 of library fines to a maximum of \$20, must not be expired and cans must not be dented. Patrons owning library late fines can bring their non-perishable items to the library check-in desk until Dec. 8.



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