

**Draft Agenda
Woodstock Public Library
Tuesday, October 8, 2019**

Date: Tuesday, October 8, 2019
Place: Library Meeting Room
Time: 4:00 pm

Note: Prior to the Meeting, photographs of the Board and Members will be taken at 3:00 pm.

Note: The City of Woodstock suffered a cyber incident on its networks on September 20th, making all its data inaccessible. The Library also suffered collateral damage to its systems, making email and all computer files unavailable. This has impacted the Library's ability to provide reports to the Board for this meeting.

1. **Call to Order/Chairperson's Remarks**
2. **Approval of the Agenda**
3. **Declaration of Conflict of Interest**
4. **Minutes of the Meeting of September 10, 2019 (attached)**
5. **Delegations**
 - a. **Woodstock Art Gallery**
Carol McWilliam, Past Board Chair
Mary Reid, Director/Curator
Memorandum of Understanding – WAG-WPL Partnership (attached)
6. **Business Arising from the Minutes**
7. **Board Education**
Board Orientation
8. **Consideration of Correspondence**
 - a. **Minutes of the Friends of the Woodstock Public Library**
 - i. Meeting of May 8, 2019 (attached)
 - ii. Meeting of June 12, 2019 (attached)
9. **Administrative Reports**
 - a. **Report of the Chief Executive Officer – September 2019 (attached)**
 - i. Update on Cyber Incident on City and Library Network Verbal Report
 - b. **Report of the Manager of Public Services – September 2019 (attached)**

- c. **Statistics – Not available**
- 10. **Committee Reports**
 - a. **Southern Ontario Library Service Trustee Council**
Verbal Report
 - b. **Health and Safety**
Minutes of the Meeting of June 21, 2019 (attached)
- 11. **Finance**
 - a. **Treasurer’s Report – Not available**
- 12. **New Business**
 - a. **Work Plan 2020 (attached)**
 - b. **2020 Budget – New Initiatives & Projects Draft (attached)**
 - c. **Other Business For Which Notice Has Not Been Given**
- 13. **Committee of the Whole In-Camera**
- 14. **Next Meeting – November 12th 2019**
- 15. **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.

Dates to Remember:

- Ontario Public Library Week – October 20th -26th
- Lit on Tour Woodstock – Friday, October 25th at 7:00 pm – Knox Presbyterian Church
- SOLS Trustee Council 1 Meeting – Saturday, November 2nd @ 10:00am – St. Thomas Public Library
- Oxford Reads Gala Event – Saturday, November 9th at 7:00 pm – Market Theatre

Woodstock Public Library Board

DRAFT Meeting Minutes

September 10, 2019

A regular meeting of the Woodstock Public Library Board was held on September 10, 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
Mayor Trevor Birtch
Councillor Connie Lauder
Councillor Deb Tait

b) The following Board members sent regrets:

None

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 4:01 pm.

2. Approval of the Agenda

Motion 19-49

MOVED by Trustee Silverthorn and seconded by Mayor Birtch to approve the Agenda.

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Minutes of the Meeting of June 11, 2019

Motion 19-50

MOVED by Councillor Lauder and seconded by Trustee Vogwill to approve the Minutes of the meeting of June 11, 2019.

Carried.

5. Business Arising from the Minutes

a) Report – Lower Floor Replacement Estimates

The CEO directs Board members' attention to the two options noted in his report. The recommendation is to go with carpet tiles. There will be more maintenance involved, but it's the more economic option. Funds would need to come from reserve accounts, and installation could take place during 'down time'.

Regarding the front lobby, the recommendation is to repair the small section where tiles are starting to lift. The work could be done after hours. Funding would come from reserve accounts for this project as well.

The Chair asks if the Board needs to make a motion to go to tender. The CEO states that there are certain thresholds within the purchasing policy, and this project falls under the threshold. The entire project would be rolled into the 2020 capital budget.

6. Board Education

a) Report – Library Board Education & Proposed Schedule

The CEO presents orientation binders to the Board, and goes through the various documents provided, noting the tentative schedule for Board Education included. Monthly policy review would correlate with monthly education, taking approximately 20 minutes per meeting under Board Education. The CEO proposes the meeting of October, 2019, to begin the schedule.

All members of the Board agree to this format, beginning in October.

7. Consideration of Correspondence

a) Correspondence – Ministry of Tourism, Culture and Sport ILLO Courier Cuts

There are no questions or comments.

8. Administrative Reports

a) Monthly Reports

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

The CEO updates the Board on the next phase of the external brickwork project. The City is reviewing bids at this time.

The CEO updates the Board on staff vacancies that have been filled since the last meeting of the Board.

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

The CEO reports that summer programming was very successful, largely due to staff and the summer students. The Library offered a mix of drop-in and registered programs, with no registration fees, which seemed to help draw people in.

b) Statistics – Library Systems Activities for the months of June, July and August, 2019

The CEO reports that June was typical. The Library saw a decline for July and August. Overall, summer programming was up and total library usage was up. Circulation was down.

c) Policy Review

i) Report – Library Board Policy Review & Draft Policy

The CEO seeks direction from the Board on how to proceed with reviewing and updating policies.

The Board all agree to task the CEO to create a policy update schedule, and bring a policy each month for the Board to review and revise as appropriate.

Motion 19-51

MOVED by Councillor Tait and seconded by Trustee Silverthorn to adopt the Policy, as provided by the CEO, entitled Policy Development.

Carried.

9. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Vogwill states that she receives emails from SOLS regularly, and will attend the upcoming meeting of November 2, 2019, in St. Thomas.

b) Health and Safety

Motion 19-52

MOVED by Councillor Tait and seconded by Trustee Silverthorn to receive the Minutes of the Joint Health & Safety Committee of March 22, 2019.

Carried.

c) Grievance

No Report

10. Finance

a) Treasurer's Report

Motion 19-53

MOVED by Councillor Tait and seconded by Councillor Lauder

that the DRAFT Statement of Revenues and Expenditures for the periods ending June 30, July 31, and August 31, 2019; and

the DRAFT Summary of Trust Account for the periods ending June 30, July 31, and August 31, 2019; and

the DRAFT Summary of the Jessie McDougall Trust Fund for the periods ending June 30, July 31, and August 31, 2019

be approved.”

Motion carried.

The CEO makes note of donations made by a local couple that have exceeded the budgeted amounts for the past few years.

The Chair asks for details on the Trust accounts. The CEO will provide information from Treasury at a future meeting.

11. New Business

a) Library Statistics – Proposed New Format

The CEO presents the Board with a new format for reporting statistics. The format is more useful for the Board, and more impactful in front of Council. All Board members agree to going forward with the new format of reporting stats.

b) Other Business For Which Notice Has Not Been Given

Trustee Vogwill references an article from Halifax regarding challenges in society, and the Library's role. The Admin Assistant forwards an electronic version of the article to members of the Board.

12. Attachments

a) *City Council briefs: City sells land, offers support for Ontario Library Service and look to add sister city; Woodstock Sentinel-Review; June 12th, 2019*

b) *Libraries restart loan program, but cuts to hamper service; Woodstock Sentinel-Review; June 17th, 2019*

13. Committee of the Whole In-camera

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

14. Next Meeting

Tuesday, October 8, 2019, at 4:00 pm (photos of the Board scheduled for 3:00 pm)

15. Adjournment

MOVED by Mayor Birtch that the meeting adjourn at 5:03 pm.

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.

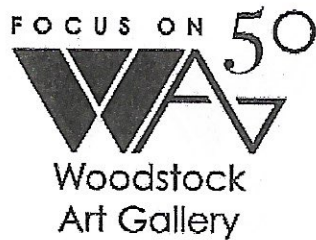
Dates To Remember:

Ontario Public Library Week – October 20th - 26th

Lit on Tour Woodstock – Friday, October 25th at 7:00 pm – Knox Presbyterian Church

SOLS Trustee Council 1 Meeting – Saturday, November 2nd – 10:00 am – St. Thomas Public Library

Oxford Reads Gala Event – Saturday, November 9th at 7:00 pm – Marketplace Theatre



449 Dundas Street Woodstock ON N4S 1C2 519-539-6761
waginfo@cityofwoodstock.ca woodstockartgallery.ca

MEMORANDUM OF UNDERSTANDING

Date: September 3, 2019

Between:

Woodstock Art Gallery (herein referred to as "WAG")

And

Woodstock Public Library (herein referred to as "WPL")

Purpose:

The purpose of the memorandum of understanding is to outline the respective shared values and partnership opportunities between the WAG and WPL.

Background:

The Woodstock Art Gallery was founded in 1966 by the Oxford County Art Association. It was housed in the downstairs of the Woodstock Public Library until 1983 when the Gallery moved to a refurbished manse located next door. In 1992, the Gallery separated from the Library and became a department of the City of Woodstock.

Woodstock Art Gallery:

Vision: Enriching our community by inspiring participation in the visual arts.

Mission: Providing opportunities for people to express, experience, and learn creatively through art.

Woodstock Public Library:

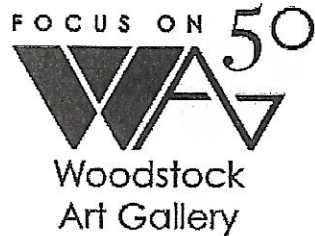
Vision: Your destination for discovery.

Mission Statement: A welcoming place to create, connect and explore.

Given this shared history and aligned missions it is acknowledged that the WAG and WPL shall:

Enriching our community by
inspiring participation in the visual arts.





449 Dundas Street Woodstock ON N4S 1C2 519-539-6761
waginfo@cityofwoodstock.ca woodstockartgallery.ca

- Continue to work collaboratively on exhibition, education and events. These projects include:
 - An annual exhibition of works from the Gallery's permanent collection in support of the Lit On Tour: Toronto International Festival of Authors event;
 - (Where possible) obtaining the means to provide access to Library members to films screened as part of the Toronto International Film Festival Film Circuit *See You @ the Movies* Gallery film program.
- Cross-promote the activities, programs, collections and exhibitions and events organized by each organization in a manner as deemed appropriate by each.
- Consult and communicate on future program development to explore synergies and eliminate date and audience attendance conflicts.
- Continue to develop and explore new opportunities for partnership and collaboration.
- Advocate for the importance and relevance of arts and culture as a pillar of sustainability and well-being within the Woodstock community and beyond.

THIS MEMORANDUM OF UNDERSTANDING, made and entered into this the _____ day of _____, 20____, by and between the Woodstock Art Gallery and Woodstock Public Library.



Brian Hadley, Chair
Woodstock Art Gallery Advisory Board

Sept 17 2019

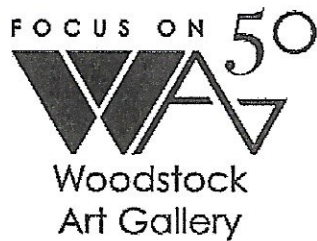
DATE

Ken Whiteford, Chair
Woodstock Public Library Board

DATE

Enriching our community by
inspiring participation in the visual arts.





449 Dundas Street Woodstock ON N4S 1C2 519-539-6761
waginfo@cityofwoodstock.ca woodstockartgallery.ca

Contacts:

WAG Representatives:

Mary Reid, Director/Curator
Woodstock Art Gallery
449 Dundas St.
Woodstock, ON, N4S 1C2
mreid@cityofwoodstock.ca
519.539.6761 x 2800

WPL Representatives:

David Harvie, CEO
Woodstock Public Library
445 Hunter St.
Woodstock, ON, N4S 4G7
[dharvie@mywpl.ca](mailto:धार्विe@mywpl.ca)
519.539.4801 x 3000

Stephanie Porter, Head of Education
Woodstock Art Gallery
449 Dundas St.
Woodstock, ON, N4S 1C2
sporter@cityofwoodstock.ca
519.539.6761 x 2802

Darlene Pretty, Manager of Public
Services
Woodstock Public Library
445 Hunter St.
Woodstock, ON, N4S 4G7
dpretty@mywpl.ca
519.539.4801 x 3009

Carolyn Hickey, Head of Collections
Woodstock Art Gallery
449 Dundas St.
Woodstock, ON, N4S 1C2
chickey@cityofwoodstock.ca
519.539.6761 x 2803

Enriching our community by
inspiring participation in the visual arts.





Friends of the Woodstock Public Library
May 8, 2019

Present: Marlene Turkington (Chair) Leslie Parr
Frances Pawsey (Vice-Chair) Steve Parr
Marion Baker (Secretary) Jan Post
Rick Cole Kathie Richards
Isobel Cosyn Sharron Skevington
Christina Cullen Krista Versteeg
Tina deBeer Sylvia Weiser-Sutherland
Diana Gorbould Heather Wilks
Andie Lennox Gerry Wormald

Regrets: Karen Wettlaufer, Laura Schneider

Chair Marlene Turkington called the meeting to order at 5: 13 p.m.

Moved by: Heather Wilks, seconded by Sylvia Weiser-Sutherland, that the May 8th 2019 Agenda be approved. Carried.

Moved by: Kathie Richards, seconded by Diana Gorbould, that the minutes of the April 10th, 2019 meeting be approved. Carried.

Business Arising: See New/Unfinished Business

Updates/Reports:

Membership:

Secretary Marion Baker welcomed and introduced new Friends' member Leslie Parr. The roll call was then taken.

Financial Report:

In the absence of Treasurer Laura Schneider, Vice-Chair Frances Pawsey read the Treasurer's report:

Financial Report – May 7, 2019

| | |
|------------------|--|
| Petty Cash | \$ 291.20 |
| TD Account | 7,148.44 |
| Scotiabank: | |
| Chequing account | 5,029.05 |
| Savings account | 1,000.00 |
| 2 GICs | 7,067.18 (slight increase from last month) |
| Total | \$20,535.87 |

Expenses: \$ 509.29 - Flying Squirrel Design (Book sale)
\$ 3,000.00 - Tote bags (cheque still outstanding)

Notes:

*\$3,000.00 was transferred from the savings to the chequing account to cover the cheque for the tote bags.

*There was no service charge taken off the chequing account as yet.

Correspondence: No correspondence.

The Chair, Marlene spoke to the promotion of the Friends Group with the photo display. Marion, Krista, Sylvia and Laura have volunteered so far.

Facebook Update:

Krista Versteeg, the Facebook Chair, reported that FB experienced a phenomenal growth 100% attributed to the Friends sharing and responding to posts. Ten new people have liked and followed our FB page and we have had a 377% increase the reach of our posts. 1,126 people have seen our posts in one month. Our most engaging posts received 353 views. This is the largest growth we have seen since we started the FB page. Advertising the Book Sale created a lot of interest. Krista thanked everyone who had shared, likes and commented on our posts. We hope to keep growing our audience and use the page to inform and advocate for our Friends group and the Woodstock Public Library.

Library C.E.O Update:

Acting C.E.O. Karen Scott was unable to attend. Chair Marlene read her report reiterating that she had appreciated working with us and she was leaving Woodstock to take up a position in Brantford. A new C.E.O has been appointed, David Harvie, recently from the Georgina Library.

New/Unfinished Business:

A motion was presented for the Summer Reading Program Prizes:

Moved by: Heather Wilks Seconded by Rick Cole

That the Friends provide up to \$450.00 towards the purchase of the Summer Reading Program prizes for the June to August 2019 program. Friends request that there be some acknowledgement of their contribution by way of a posted sign or a bookmark in the prize packages or some other recognition method, agreed upon by the Library staff and the Friends of the Library Executive.

Book Sale Report:

Krista Versteeg, Book Sale coordinator, thanked everyone who helped with the sale, including the library staff who prepared posters, signs and displays. The sale raised \$1,740. The Book Sale report was distributed as well as a sheet asking for suggestions and solutions for the sale going forward. Of the 2714 items donated, we sold 1669. Selling the library tote bags filled with books and a membership form for \$10:00 was a success. Some books were given to Karen to sell to the book company and we are storing the remainder for November. The suggestion forms can be either given to Marlene or emailed to her. Book storage was discussed.

There being no further business the meeting was adjourned at 6:15, seconded by Rick Cole.

The next Meeting on June 12th will be a pot luck to which new C.E.O. David Harvie will be invited.

Marlene Turkington - Chair



Friends June Potluck
June 12, 2019
5:30 p.m.

1. Welcome
2. A delicious meal was enjoyed by all
3. **Business**
 - Welcome and Introduction of new members – Marion
 - Treasurer's Report – Laura
 - Gave out Resolutions made by members at the last Pot Luck January 2018
 - Requesting ideas to help to increase number of donated books for next Book sale on November 2, November 3 2019
 - Next meeting – September 11, 2019
4. **Speaker** – David Harvie CEO
5. **Door prizes** – Using the draw tickets, 10 people won motivational wooden slogans that were the table centres.



WOODSTOCK PUBLIC LIBRARY

| | |
|--------------|---|
| Subject: | Monthly Report of the Chief Executive Officer for September/October, 2019 |
| Action: | For Information |
| Prepared By: | David I. Harvie, CEO |
| Meeting Of: | October 8, 2019 |

Contribute Vibrant Spaces

- The Brick Reappointing and Repair Project on the Carnegie portion of the Library has been postponed by the City until next year.
- The heat exchanger on one of the Library's boilers has failed. The cost of a new heat exchange unit is estimated to be approximately \$8,000. The Library's two boilers are due to be replaced in 2020, at an estimated cost of \$38,500. City Engineering will be approaching City Council for their approval to replace both boilers this year.
- The Library acquired a puppet theatre for Children's programming.

Strengthen our Community

- The Library CEO made a presentation entitled "A Library for the 21st Century" to the Woodstock Zonta Club on September 24th at the Quality Inn.
- The Library CEO made a presentation to the City's Accessibility Advisory Committee about library services to patrons with print disabilities on September 11th.
- The Library CEO met with two representatives of the Canadian Federation of the Blind at the Library on September 25th to discuss library services to the visually impaired.

Reinforcing our Capabilities

- The Library CEO and Manager of Public Services attended the Friends of the Library meeting on September 11th and thanked them for their continuing support of the Library's TD Summer Reading Program. The Friends provided funds to purchase prizes.

- A joint meeting of the Oxford County Library and the Woodstock Public Library with Minister Ernie Hardeman, MPP for Oxford, has been scheduled for Friday, October 11, 2019, at 11:00 am at the Ingersoll Branch Library.
- The application for the Annual Public Library Operating and Pay Equity Grant was submitted to the province. This grant is worth \$60,170 and usually arrives in the October or November.
- With the loss of the SOLS Intra Library Courier Service, area libraries have created a regional courier route to exchange library materials between libraries. A courier company out of Norfolk has been hired by the group to courier items between Norfolk, Haldimand, Brantford, Hamilton, Brant County, Oxford County and Woodstock Public Libraries. London and Waterloo Region Libraries have also expressed their interest in joining this new network. The courier service is being run on a trial basis, in order to determine volume and cost. At present, Woodstock and Oxford County have not established a pricing structure for moving items between Woodstock and Oxford County.



WOODSTOCK PUBLIC LIBRARY

| | |
|--------------|--|
| Subject: | Public Services Report for September, 2019 |
| Action: | For Information |
| Prepared By: | Darlene Pretty, Manager of Public Services |
| Meeting Of: | October 8, 2019 |

Recommendation

To outline September programming and outreach in Public Services.

Background

September kicks off a new year of programming in the Children's department. In addition to our registered fall sessions of storytimes starting the week of September 11th, September also saw the return of Baby Bubblers at Southside Aquatic Centre, Walking Wonders on Friday mornings, and our intergenerational storytime, Owls and Little Hoots, at Oxford Gardens. New this fall is Story Explorers, a 30-minute storytime on Friday mornings for 3 to 5 year olds that explores one story in many different ways. Conceived by Children's Librarian, Gillian Green, a story is first read to the group, and then is explored through STEAM activities, art, music and storytelling. Parent feedback has been positive; one parent told Gillian this is the first storytime her active son was fully engaged in.

After a brief hiatus over the summer, children's staff has resumed daycare and preschool visits to Early ON, Good Beginnings, Friendship Cooperative and new this year, Wee Creations. These visits are a fantastic way to bring the Library into the community and to foster early literacy.

September is also the beginning of a new year of the Teen Advisory Group (TAG). Children and Teen Librarian, Heather Mathers, has a very enthusiastic new group of teens that are ready to start planning and participating in events and activities for teens. Heather will be pursuing the launch of a Reading Buddy program in the new year with the help of these teens who would love to volunteer their time to help children with their reading.

September marks the launch of several adult learning programs and the resumption of adult technology workshops. The new Introduction to Facebook workshop was very popular with full attendance. The Ancestry workshop had to be cancelled, but will be rescheduled for October or early November. I have had many positive comments for the Essential Oil Bracelets program that was offered on September 23rd with many asking that the program be repeated. Our first Oxford Reads Paint Night was September 30th with full attendance and requests to offer more. The second Paint Night will be held October 7th.



Minutes
Joint Health and Safety Committee Meeting
Friday, June 21, 2019
10:00 a.m.

Employer Representative: Darlene Pretty, Manager of Public Services
Employee Representative: Joe Wachowiak, Building Maintenance Supervisor
Employee Representative: Janet M. Smith
Recorder: Lori Peixoto, Administrative Assistant

1. Minutes of the Meeting of March 22, 2019

The Minutes of the Joint Health & Safety Committee meeting of March 22, 2019, were approved.

2. Workplace Inspections

a) Inspection of March 29, 2019

No hazards reported.

b) Inspection of April 30, 2019

No hazards reported.

c) Inspection of May 31, 2019

No hazards reported.

3. Branch Concerns & Employer Resolutions/Communication

a) Email to Library Employees, dated April 12, 2019

Re: key for washrooms

The Building Maintenance Supervisor provided training for Public Services staff and Page staff on how to lock the doors.

b) Email to Library Employees, dated May 9, 2019

Re: dead rat found in box in nonfiction area

Staff members were alerted to stay clear of the area until the Building Maintenance Supervisor cleaned the area.

c) Email to Library Employees, dated May 30, 2019

Re: sharps gloves

The Manager of Public Services notified staff that additional sized gloves were ordered and had arrived.

4. Injuries/Lost Time Report

No injuries or lost time reported.

5. Fire Drill

Library staff requested having a fire drill in the near future. The Joint Health & Safety Committee had been tasked with arranging this. The Manager of Public Services will contact the Fire Department to request their assistance and expertise on performing a fire drill. It was noted that a fire drill would likely happen on a weekday, prior to opening.

6. Chair in Circulation

The employee representative reported that the chair at the Check-out Desk needed to be replaced as the rise-lower function was no longer working. There was discussion about requesting to do a chair order for those staff needing replacements, but in the mean time, the Building Maintenance Supervisor would bring a surplus task chair down from the attic for Check-out.

7. Glare on Keyboard at Check-in

The employee representative reported that a Circulation staff member is having difficulty with a glare on the keyboard at the Check-in Desk. They suggested trying a task light rather than using the overhead lights. The Committee is tasked with researching glare-resistant keyboards.

8. Carpet Near the Lockers

The Building Maintenance Assistant reported that the drain in the custodial closet, near the lockers, was clogged and water made its way to the lowest point which trickled out to the carpet where the lockers are located. The issue has been fixed, and the carpet has been cleaned.

9. Holes in the Sidewalk

The holes in the sidewalk on the east side of the building, leading from the back parking lot to the side of the building have been filled with concrete by City staff.

The employee representative asked if a new mop could be purchased for staff to use in the absence of custodial staff.

The Building Maintenance Supervisor confirmed that the Library would purchase a new mop for staff.

With nothing more added to the Agenda, the Joint Health & Safety Meeting adjourned at 11:00 am.



WOODSTOCK PUBLIC LIBRARY

| | |
|--------------|----------------------|
| Subject: | 2020 Work Plan DRAFT |
| Action: | For Information |
| Prepared By: | David I. Harvie, CEO |
| Meeting Of: | October 8, 2019 |

Theme – *A Library for the 21st Century – Building a Strong Foundation*

The proposed 2020 Work Plan supports the three strategic priorities of the Library’s Strategic Plan 2018-2023, which are to “contribute vibrant spaces, strengthen our community, and reinforce our capabilities”.

Contribute Vibrant Spaces

Building Expansion Feasibility Study: Prepare and release a RFQ to hire consultants to conduct a study on the feasibility and costs of expanding the Library.

Catalogue Upgrade & Enhancements: Investigate and implement a discovery layer and the integration of programming content into the library’s catalogue.

Update Self-Check Stations: Investigate and upgrade the end-of-life self-check stations.

Flooring Projects: Install new carpeting tiles in the Children’s Area in order to make the space more child-friendly and inviting. Repair and replace tiling in the Main Lobby.

Accessibility: In conjunction with City Parks and Recreation, investigate and install an adult change station in the Family Washroom to ensure that the Library continues to be as accessible as possible.

Strengthen Our Community

Teen Space Renovation: Consult with local teens about their specific library needs. Design and implement a teen-friendly space within the Library that meets those needs.

Literature Events: In partnership with Oxford County Library, continue the *Oxford Reads* community book event, and once again host the *Lit on Tour Woodstock Event* in partnership with the Toronto International Festival of Authors.

Outreach Librarian Position: Create a new position to conduct outreach programs that will promote and market library services to the community. This position will also co-ordinate with local social agencies to better understand and support marginalized individuals in our community.

Intra Library Loan Services and Regional Courier Review: Review the Library's interlibrary loan service in light of the creation of a regional library courier service, and changes in borrowing and request behavior.

Reinforce our Capabilities

Board Development: Continue to support the Library Board through Board education sessions at each Board meeting.

Policy Development & Review: Support the Board in developing, reviewing and approving of policies that govern the operations of the Library.

Library Economic Impact Study: Conduct a study on the economic impact of library services to our community.

Staff Training and Development: In consultation with our Staff, identify training needs and opportunities, to enable staff to be successful in their roles.

Woodstock Public Library

2020 Budget - New Initiatives and Projects - Draft

Capital Budget

| Item | Estimate | Funding Source |
|--------------------------------------|------------------|------------------|
| Building Expansion Feasibility Study | \$100,000.00 | Library Reserves |
| Teen Space Renovation | TBD | Library Reserves |
| Children Area Carpeting | \$27,000 | Library Reserves |
| Lobby Tile Repair | \$10,000 | Library Reserves |
| Self-Check Stations Replacement | \$47,000 | Library Reserves |
| Adult Change Table | \$10,000 | Library Reserves |
| Sub-total | <u>\$194,000</u> | |
| Less 2019 Consulting Surplus | <u>\$90,000</u> | |
| TOTAL | \$104,000 | |

Operating Budget

| Item | Estimate | Funding Source |
|--|---------------------------|----------------|
| Outreach Librarian Position FT - Salary & Benefits | \$80,500 | Tax Levy |
| ILLO Courier & ILLO Postage | \$12,000 | Tax Levy |
| Catalogue Upgrade and Enhancements | <u>Awaiting Quotation</u> | Tax Levy |
| | \$92,500 | |