

DRAFT Agenda (Revised)
Woodstock Public Library Board
June 9, 2020

Date: Tuesday, June 9, 2020

Time: 4:00 p.m.

Place: Via ZOOM Video Conferencing

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZlvcuqhpszvGNYkxekWFRbGdGTM94nWbN88>

1. **Call to Order/Chairperson's Remarks**
2. **Approval of the Agenda**
3. **Declaration of Conflict of Interest**
4. **Minutes of the Meeting of May 12, 2020**
5. **Business Arising from the Minutes**
None
6. **Board Education**
None
7. **Consideration of Correspondence**
 - a) **Thank-you Card**
Christine Losee to the Board
 - b) **FOPL Statement of Solidarity with Black Community against Systemic Racism**
8. **Administrative Reports**
For Information
 - a) **Monthly Reports**
 - i) Report of the Chief Executive Officer for May, 2020
 - ii) Report of the Manager of Public Services for May, 2020
 - iii) Report of the Manager of Operations – Curb-Side Pick-Up Report, May 2020
 - b) **Statistics**
Library Systems Activities for the month of May, 2020
 - c) **Policy Review**
 - i) Bulletin Boards and Distribution of Free Materials Policy
 - ii) Public Use of Library Facilities Policy

9. **Committee Reports**
 - a) **Southern Ontario Library Service Trustee Council**
Update by Trustee Vogwill
 - b) **Health and Safety**
None
 - c) **Grievance**
None
 10. **Finance**
 - a) **Treasurer's Report**
As provided by City Treasury
 11. **New Business**
None
 12. **Notices of Motion**
 13. **Attachments**
 - a) *Woodstock library to add curb-side pick-up; Woodstock Sentinel Review; May 21, 2020*
<https://www.woodstocksentinelreview.com/news/local-news/woodstock-library-to-add-curbside-pick-up>
 - b) *Q+A: Library CEO on the library during COVID-19 and coming months; Woodstock Sentinel Review; May 25, 2020*
<https://www.woodstocksentinelreview.com/news/local-news/qa-library-ceo-on-the-library-during-covid-19-and-coming-months>
-
14. **Committee of the Whole In-camera**
Labour Relations
-
15. **Next Meeting**
Tuesday, September 8, 2020
 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
May 12, 2020

A regular meeting of the Woodstock Public Library Board was held on May 12, 2020 at 4:00 pm, virtually via Zoom technology (link provided publicly).

a) The following Board members were present:

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

b) The following Board members sent regrets:

Mayor Trevor Birtch

c) The following persons were also present:

David Harvie, CEO
Lori Peixoto, recorder

d) The following guests were present:

Christene Scrimgeour, Scrimgeour & Company

1. Call to Order/Chairperson's Remarks

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

The Chair announced that the meeting was being recorded in case of technological disruption and for ease in minute-taking.

2. Approval of the Agenda

Motion 20-20

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

Motion carried.

3. Declaration of Conflict of Interest

None.

4. Delegations/Presentations

a) 2019 Auditor's Report – Christene Scrimgeour, Scrimgeour & Co.

The Chair introduced Ms. Scrimgeour.

Ms. Scrimgeour explained each page of the provided Draft Audited Financial Statements, answering questions by members of the Board. Ms. Scrimgeour noted that there was no real change except the increase in savings and tangible assets, an overall increase in surplus. Ms. Scrimgeour explained that financial statements now require a note on the COVID-19 event, and that had been added to the Library's financial statements.

Ms. Scrimgeour noted that the Draft Trust Financial Statements showed not much more than earned interest.

The Chair thanked Ms. Scrimgeour for presenting the Draft Audited Statements, and Ms. Scrimgeour signed off of the meeting at 4:12 pm.

Motion 20-21

MOVED by Councillor Lauder and seconded by Trustee Vogwill

that the DRAFT 2019 Woodstock Public Library Board Financial Statements for the year ending December 31, 2019, and

the DRAFT 2019 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2019, be approved.

Motion carried.

5. Approval of Minutes

a) Minutes of the Meeting of March 10, 2020

Motion 20-22

MOVED by the Vice-chair and seconded by Councillor Tait to approve the Minutes of the meeting of March 10, 2020.

Motion carried.

b) Minutes of the Meeting of March 26, 2020

Motion 20-23

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill to approve the Minutes of the meeting of March 26, 2020.

Motion carried.

6. Business Arising from the Minutes

a) Collection Development Policy

Discussion was had regarding the Library's current French Language collection. The CEO stated he would add language to the policy that would build on the French collection as needed.

Motion 20-24

MOVED by Trustee Vogwill and seconded by Councillor Lauder to approve the Collection Development Policy as amended.

Motion carried.

b) United Way Teen Space Donation

Motion 20-25

MOVED by Councillor Lauder and seconded by Trustee Silverthorn that the Board reaffirm the motion made to return the Grant of \$15,000 designated for the creation of a Teen Space on Floor II of the Library to United Way of Oxford. The original motion was made via email and declared passed by the Chair on April 8, 2020; moved by the Vice-chair, and seconded by Councillor Tait.

Motion carried.

7. Board Education

None.

8. Consideration of Correspondence

a) Federation of Ontario Public Libraries – Update Spring, 2020

There were no questions or comments from the Board.

9. Administrative Reports

a) Monthly Reports

i. Report of the Chief Executive Officer for April/May, 2020

The CEO discussed what had changed since the previous meeting, noting there was no meeting in April.

Discussion was had regarding upcoming announcements that would be made by the Province, and how the Library would respond in the way of a pandemic recovery plan which would be discussed in greater detail later in the meeting.

ii. Report of the Manager of Public Services for April/May, 2020

The CEO noted that the librarians were providing excellent resources and support for the community as they were becoming more familiar with digital platforms.

b) Statistics: Library Systems Activities for March and April, 2020

The CEO noted that statistics had dropped significantly due to the COVID-19 pandemic. Social Media interactions had increased, though.

c) Policy Review

i. Health & Safety Policy – Revised Draft

Motion 20-26

MOVED by the Vice-chair and seconded by Councillor Lauder to approve the Health & Safety Policy.

Motion carried.

ii. Prevention of Violence in the Workplace – Revised Draft

Motion 20-27

MOVED by Trustee Silverthorn and seconded by Councillor Tait to approve the Prevention of Violence in the Workplace Policy.

Motion carried.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

- i. SOLS Spring Meeting Update – Trustee Vogwill**
- ii. SOLS April 18, 2020, Virtual Meeting Slides**

Trustee Vogwill presented a summary of the most recent SOLS Trustee Council meeting, and noted the slides of the virtual meeting were attached to the package.

b) Health and Safety

Minutes of the meeting of Joint Health & Safety Committee of December 20, 2019

Motion 20-28

MOVED by the Vice-chair and seconded by Councillor Lauder to accept the Minutes of the Joint Health & Safety Committee meeting of December 20, 2019, as information.

Motion carried.

c) Grievance

No report.

11. Finance

a) Treasurer's Report

Motion 20-29

MOVED by Trustee Silverthorn and seconded by Trustee Vogwill

that the DRAFT Statement of Revenues and Expenditures for the period January 1, 2020, to April 30, 2020, and

the DRAFT Summary of Trust Account for the period January 1, 2020, to April 30, 2020, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period January 1, 2020, to April 30, 2020, be approved.

Motion carried.

The CEO noted that the Library should be at 33% spent, but currently sitting at 28% spent for the year. This is due in part to projects now put on hold plus staff lay-offs. The Library would be incurring costs due to COVID-19 including items needed for re-opening. The estimate is approximately \$5,000-\$7,000 for these items.

12. New Business

a) Pandemic Recovery Plan

The CEO discussed the operational plan, noting that it would be going out to staff following the meeting. Information provided by the Province and municipality as well as regional libraries was used in developing the plan. The plan would change and evolve based on government directive.

The CEO assured the Board that recovery and re-opening of the Library safely is priority.

Trustee Silverthorn thanked and commended the CEO for the amount of thought and work that had gone into the preparation of the plan.

There were no other questions or comments regarding the Pandemic Recovery Plan.

13. Other Business for Which Notice Has Not Been Given

The Vice-chair requested clarification on staff lay-offs.

The CEO confirmed that the lay-offs would be temporary, and Phase 1 of the Pandemic Recovery Plan would allow the Library to recall those employees. We would await Provincial guidelines to better determine when that would be. Lay-offs commenced Tuesday, April 14, and thirteen weeks from that date would be mid-June.

14. Notice of Motion

None.

15. Attachments

a) *Public Library Board Meetings and Remote Participation; SOLS*
For Information

16. Committee of the Whole In-camera
Motion 20-30

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board move into Committee of the Whole In-camera at 5:03 pm.

Motion carried.

The CEO and recorder exited the meeting.

Motion 20-31

MOVED by the Vice-chair and seconded by Councillor Lauder that the Board move out of Committee of the Whole In-camera at 5:09 pm.

Motion carried.

17. Next Meeting

Tuesday, June 9, 2020, at 4:00 pm.

18. Adjournment

MOVED by Councillor Tait that the meeting adjourn at 5:11 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.

Thank you very much for the
Gift for my Retirement.

Chris hosee.

FOPL Statement of Solidarity with Black Community Against Systemic Racism

by fopladmin | Jun 8, 2020 | FOPL News | 0 comments



ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

FOPL Statement of Solidarity with Black Community Against Systemic Racism

For Immediate Release

June 8, 2020: At Friday's Board Meeting, the Federation of Ontario Public Libraries Board of Directors, the following official statement was endorsed:

The Federation of Ontario Public Libraries / La Fédération des Bibliothèques Publiques de l'Ontario joins with our community of library associations in condemning racism of all kinds. We must fight against systemic or structural racism towards Black Lives in our society. While this is fundamentally a moral and human rights issue, there are mindset, social, political, institutional, and process solutions that can and must be addressed. Public Libraries stand ready to be part of the solution.

We must recognize and acknowledge the inequities in our own communities that cause so much anger, injustice, poverty and suffering and limit human potential. Public libraries stand as beacons of freedom, choice, and openness. We have more to do, and we will commit to action.

Condemnation is not enough. The Federation of Ontario Public Libraries is committed to supporting our community to:

- Be good allies.
- Educate ourselves about the issues.
- Identify systemic policies and procedures that exacerbate the issue.
- Publicly declare our intent and belief that racism is a scourge on society.
- Set measurable goals to educate our leadership, staff, partners, and communities to build solutions.
- In all respects, the current 'norm' is against our professional and personal guiding principles and values.

Individual library systems in Ontario should:

- Prioritize anti-racism work in their Strategic Planning.
- Ensure a formal, inclusive, and equitable hiring policy.
- Review staff policies to protect staff from racist (and, indeed, all other forms of oppressive personal violence and interaction).
- [Seek to increase participation](#) from members who are underrepresented in the library community for our Boards. Be visibly welcoming.
- Examine how to promote racial equity in our current activities, while also seeking to develop new programs that explicitly focus on amplifying voices that have been ignored for far too long.
- Review collection development policies and procedures to ensure inclusivity and diversity and actively address gaps in library collections and displays.
- Ensure community-led research, surveys, polls, conversations, and focus groups (etc.) are inclusive of our full communities.
- Eliminate racial and social equity barriers in library programs, services, policies, and practices.
- Create and maintain an environment of diversity, inclusion, and respect, both in our library systems and in all aspects of our wider community roles.
- Ensure we are reaching and engaging disenfranchised people in the community and providing a platform where they may share their voices.
- Serve as a convener and facilitator of conversations and partnerships to address community challenges.
- Be visibly forthright on tough issues that are important to our communities.

FOPL will also be reviewing all of our policies, procedures, bylaws and public statements to ensure we align with these values. Furthermore, the Federation will, in consultative collaboration, develop tools and provide resources to help our libraries.

We stand with our fellow library collectives and associations such as the [Urban Libraries Council](#) (endorsed by the Canadian Urban Libraries Council), to show our strong commitment to ending structural racism by supporting ULC's [Statement on Race and Social Equity](#). Libraries use this statement as a baseline for building progressive policies, activities, and collaborative relationships to advance equity. (A list of 'Statements From Libraries and Library Organizations Re: Racism and Increased Violence' is maintained [here](#).)

We owe it to our Black staff, members, volunteers, authors, and library patrons to demand change and accountability. We must and do acknowledge that we have work to do within our sector and we must work to accomplish positive change.

Libraries inform, educate, and engage. Libraries serve our communities. At the same time, we recognize that libraries in our society are rooted in a history of colonialism, anti-Black racism, and white supremacy. In addition, in Canada, we are challenged as a profession lacking in cultural diversity.

There are many good resources that librarians and others have created or recommended to assist us in learning more about allyship and awareness of these issues. A modest list is shared with this release in the hopes of providing starting point for action-oriented progress.

Contact:

Stephen Abram, MLS, FSLA

Executive Director, Federation of Ontario Public Libraries

sabram@fopl.ca

FOPL: [416-395-0746](tel:416-395-0746)

Blog: <http://www.fopl.ca>

Twitter: @foplnews

stephen.abram@gmail.com

Cel: [416-669-4855](tel:416-669-4855)

The Federation of Ontario Public Libraries / La Fédération des Bibliothèques Publiques de l'Ontario offers the following resource links, as a small start, to continue our path forward.

- GUIDE TO ALLYSHIP: An evolving open-source guide to help you become a more thoughtful and effective ally <http://fopl.ca/news/current-events-guide-to-allyship-an-evolving-open-source-guide-to-help-you-become-a-more-thoughtful-and-effective-ally/>
- Anti-Racist Resource Guide <http://fopl.ca/news/anti-racist-resource-guide/>
- Webliography: Anti-Racism Resources <http://fopl.ca/news/webliography-anti-racism-resources/>
- Read "Theory in practice: Moving from systemic racism to anti-racism in Ontario public libraries" on OLA's online magazine Open Shelf, as well as their column [Cultural diversity and inclusion in the workplace](#).
- OLA's Cultural Diversity and Inclusion Task Force has put together a bibliography, including research resources and blogs: [OLA Cultural Diversity and Inclusion Task Force Resources](#) (last updated November 2018).
- Toronto Public Library staff have compiled a [Black Lives Matter reading list](#).
- [Goodreads](#) have curated [#BlackLivesMatter](#)
- CBC has gathered resources on [Hear More Black Voices](#), such as podcasts, interviews, TEDx Talks, books, educational documentaries and films.
- The Festival of Literary Diversity (FOLD) shared [Four Critical Titles that Tackle Anti-Black Racism in Canada](#) on Twitter.
- Read [Anti-Racism Resources for White People and Parents](#), compiled by Sarah Sophie Flicker and Alyssa Klein in May 2020.

- Liao, C. (2020, May 16). COVID-19 has put a harsh spotlight on the anti-Asian racism that has always existed in Canada <https://www.cbc.ca/news/canada/british-columbia/covid-19-has-put-a-harsh-spotlight-on-the-anti-asian-racism-that-has-always-existed-in-canada-1.5572674>
- Pringle, J. (2020, May 12). Ottawa police encourage residents to report racist incidents. <https://ottawa.ctvnews.ca/ottawa-police-encourage-residents-to-report-racist-incidents-1.4936444>
- [How to Talk about Race and other recorded webinars and resources](#) from ALA's Office for Diversity and Literary Outreach Services
- Association of College and Research Libraries' Keeping up with... [Microaggressions](#) and [Implicit Bias](#)
- Public Library Association's recorded webinar [Understanding Power, Identity, and Oppression in the Public Library](#)
- [Truth, Racial Healing & Transformation](#) from ALA's Public Programming Office's Great Stories Club
- The work of [Documenting the Now](#)
- CELUPL: Statement on Serving Marginalized Individuals <http://fopl.ca/news/celupl-statement-on-serving-marginalized-individuals/>
- CULC Statement on Race & Social Equity 2017: http://www.culc.ca/cms_lib/CULC%20-%20CBUC%20Statement%20on%20Race%20&%20Social%20Equity.pdf



WOODSTOCK PUBLIC LIBRARY

Subject:	CEO Report – June 2020
Action:	For Information
Prepared By:	David I. Harvie
Meeting Of:	June 9, 2020

Strengthen Our Community

Pandemic Recovery Action Plan – Update

The activation of the Library's Pandemic Recovery Plan has been the focus for the month of May. On May 14, 2020, the Province announced the loosening of pandemic restrictions, and expectantly allowed public libraries to provide curbside pick-up service. Ms. Lindsay Harris, Manager of Library Operations, and Ms. Noelle Carr Rivard, Circulation Supervisor, quickly swung into action to develop and implement a curbside pick-up service, which began on Monday, May 25.

Library Circulation Clerks and Pages were recalled from lay-off on May 21, and trained on the new procedures. All Library staff were trained on the use of personal protective equipment (PPE) consisting of gloves, masks, and eye protection.

This new service has proven to be extremely popular with our patrons. There was a total of 161 curbside pick-ups during the first week (May 25-31) of this new service, which comprised of 1,171 library items loaned out.

In preparation for further phases of the Pandemic Recovery Plan, cough barriers have been installed on the service desks. Physical distancing floor stickers have been ordered and shipped. The return chute was opened, and returned library materials are placed in quarantine for 72 hours. The ability to place holds via our online catalogue was re-activated on May 26.

Collection Usage

We have seen an increase in the number of holds placed by patrons via our online catalogue. Since re-activating holds, there were 1,591 holds placed from the period of May 26 to May 31. In comparison, there were 2,662 holds placed in total during the month of February, 2020.

While usage of our physical collection has been limited to those items checked-out via our curbside pick-up service during the last week of May, we have seen a dramatic increase in the use of the Library's digital collections, and a doubling of the Library's social media engagements (Facebooks, Twitter) during the month of April and May.

Contribute Vibrant Spaces

Library Building Expansion Feasibility Study

Requests for Proposals (RFPs) for the Library's Building Expansion Feasibility Study closed on May 29. The Library received 13 submissions, which will be reviewed by staff. A recommendation will be presented to the Library Board to award the project at its September Board meeting.

Reinforce Our Capabilities

Staff News

Ms. Christine Losee, a library technician, retired on June 2, after 31 years of service at the Library. A small token of appreciation and a letter from the Library Board Chair was presented to Ms. Losee on her last day of work. Staff held a virtual send-off party for Christine using ZOOM video conferencing.

Ms. Lindsay Harris, Manager of Operations, has successfully passed her probationary period, weathering a cyber-incident and pandemic. She has demonstrated professionalism, grace under pressure and a "can-do" attitude during her time at WPL.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



WOODSTOCK PUBLIC LIBRARY

Subject:	Public Services Report for June, 2020
Action:	For Information
Prepared By:	Darlene Pretty, Manager of Public Services
Meeting Of:	June 9, 2020

Contribute Vibrant Spaces

Public Service staff is now turning their attention to creating enjoyable, interactive digital programming for children, teens and adults this summer. We will be launching three registered story-times this summer using Zoom: Baby Zoom, Toddler Zoom and Preschool Zoom. These will be weekly 30-minute programs that feature stories, rhymes and songs for each age group, very similar to our in-house story-time programs. Children's staff is very excited to be returning to interactive programming with our story-time crowd.

Work is progressing with the launch of our new online summer reading program on Beanstack. Lindsay Harris, Gillian Green and I are busy designing templates and activities for launch on June 27.

The adult Evening Book Club will continue by Zoom on June 10, July 8 and August 12. Pub Trivia on Kahoot was very well attended in May, and we continue to receive many views of the weekly trivia teasers. The adult craft YouTube videos have been very popular, and Amy Coles continues to film and edit additional crafts for the summer.

Children and Teen Librarian, Heather Mathers, has been working closely with Alex Hoffman of LEADS Employment Services to create programming for teens. They will be offering a registered Zoom program for teens looking at employment rights during COVID-19 on June 23.

Strengthen Our Community

The Oxford Reads Committee met in May to begin planning for this year's community reads book. *Crow*, by Amy Spurway, has been chosen by the Committee as the 2020 Oxford Reads title. It is the story of Stacey Fortune who is diagnosed with three unpredictable — and inoperable — brain tumours, and she abandons the crumbling glamour of her life in Toronto for

her mother's trailer in rural Cape Breton. Back home, she's known as Crow, and everybody suspects that her family is cursed. There, she must contend with an eclectic assortment of characters, including her gossipy Aunt Peggy, hedonistic party-pal Char, homebound best friend Allie, and high-school flame Willy. She'll also have to figure out how to live with her mother, and how to muddle through the unsettling visual disturbances that are becoming more and more vivid each day.

This year's program will be completely virtual, including the Gala event on November 7, 2020. Creative brainstorming has produced a number of potential programs that will highlight this book.



WOODSTOCK PUBLIC LIBRARY

Subject:	Curbside Pickup Service Report for June, 2020
Action:	For Information
Prepared By:	Lindsay Harris, Manager of Operations
Meeting Of:	June 9, 2020

Reinforcing Our Capabilities

Background

The COVID-19 pandemic has had a significant impact on all sectors of Canadian life and society, and public libraries are no exception. Woodstock Public Library closed its doors to the public on March 16, 2020, and shut down the ability to place holds on physical materials on April 1, 2020. The library has continued to serve the public via an entirely virtual model through eResources and virtual programming since that time.

The May 13, 2020 provincial announcement of phase 1 reopening provided the allowance for public libraries to provide curbside pickup services. At that time, the Manager of Operations and the Head of Circulation began the implementation of the Library's Curbside Pickup Service, based on the direction provided by the Woodstock Public Library Pandemic Recovery Plan.

Service Implementation

The Curbside Pickup Service launched in two steps. The first step focused on clearing the backlog of materials waiting for patrons at the library, while the second step allowed patrons to place new holds on library materials for a scheduled pickup time.

Step One

Within a few days of the announcement, on May 19, 2020, the drop box for library returns was opened and the public was encouraged to return items to begin their quarantine period before being placed back in circulation. On May 21, 2020, Library Circulation and Page staff were recalled and began training on the new service model as well as the personal protective equipment required for this service. Staff began calling patrons and scheduling pickup appointments for the following week. Pickup for these backlogged materials began on Monday, May 25, 2020.

Step Two

With the backlog of materials well in hand, the Library opened up its hold management systems to allow patrons to place new holds on Tuesday, May 26th, 2020. Library staff then began processing these new requests, and scheduled pickup times for these materials in the coming days.

Service Impact

At the time of writing, the Curbside Pickup Service has been in operation for one week. During that time, 161 patrons have pickup up library holds, and 1591 new holds have been placed on library materials – over half of the typical monthly total for placing new holds.

While the numbers are impressive, the greatest impact is measured by the public responses to the service. Numerous members of the public called the library when this new service was announced simply to congratulate and thank the Library for all of their hard work and to express their eagerness to reconnect with the Library and its staff.

Social media interactions followed much the same pattern with patrons remarking on the lists of holds they were excitedly creating, as well as thanking the library for its hard work creating and implementing this service for the community. It has been made abundantly clear that library services have been missed by the community that it serves.

Future Considerations

While the Curbside Pickup Service model is a sound delivery system for Library materials to the public during this first phase of the Province's reopening guidelines, we anticipate that adjustments will need to be made to account for variables that may change as the service continues. Some considerations include:

- Expanding pickup times and/or
- Expanding pickup zones to two tables instead of one
- Consideration of the continuation or termination of curbside pickup service at the commencement of Phase Two of the Pandemic Recovery Plan.

Next Steps

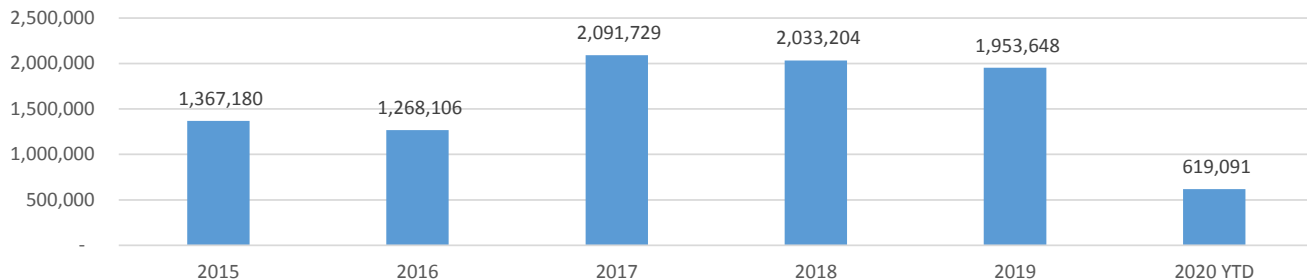
The Library will continue to support patrons in placing materials on hold and retrieving their holds from the library via the curbside pickup service. Opportunities to expand/enhance the service will be analyzed and implemented as appropriate. The Library will continue to be responsive to the Provincial guidelines during the pandemic recovery.



Woodstock Public Library

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

Total Library Uses 2015 - present

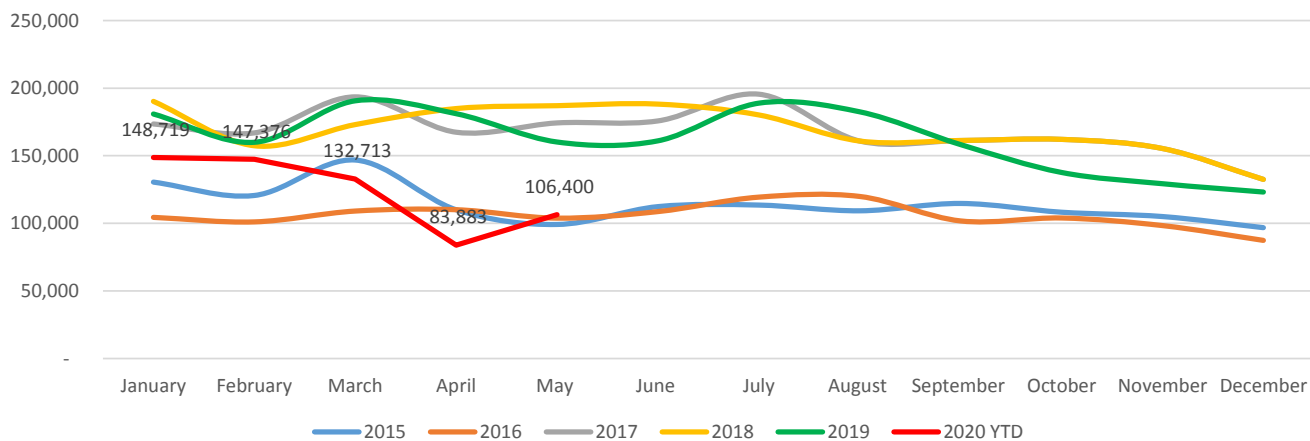


2020	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	33,295	26,375	62,358	17,222	2,148	1,077	1,888	4,356	148,719
February	34,157	27,774	62,109	13,336	1,663	2,054	1,815	4,468	147,376
March	25,294	15,325	51,934	32,141	1,015	1,104	1,078	4,822	132,713
April	9,588	-	27,038	42,294	-	-	363	4,600	83,883
May	10,520	161	42,026	46,895	460	-	448	5,890	106,400
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	112,854	69,635	245,465	151,888	5,286	4,235	5,592	24,136	619,091

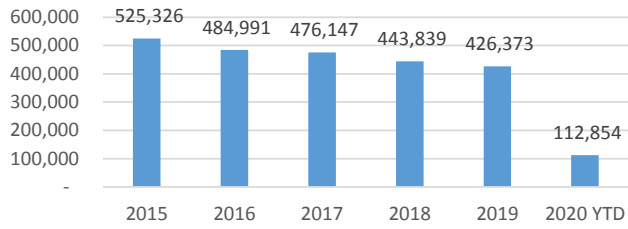
Public computer access restored January 21, 2020

Affected by Covid-19 Pandemic

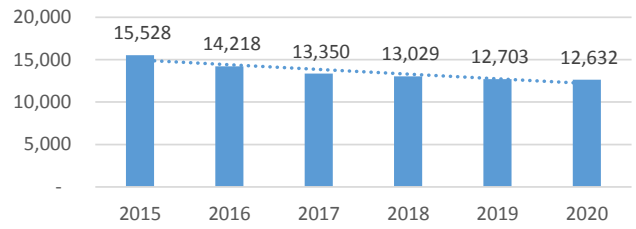
Total Library Uses by Month 2015 - present



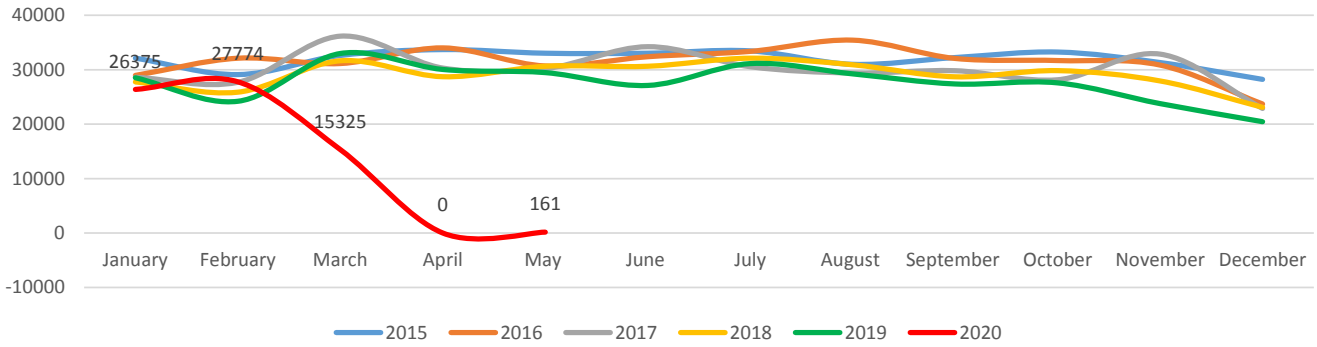
Annual Library Circulation Total 2015-2020



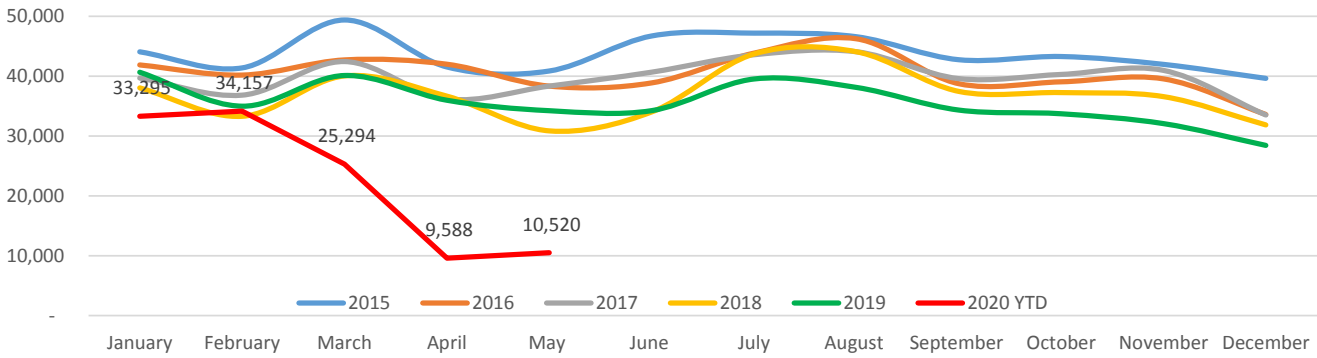
Monthly Average Active Users Count 2015-2020 YTD



In Person Visits - 2015-2020



Total Circulation by Month - 2015-present (Physical & Digital)





Subject:	Bulletin Boards and Distribution of Free Materials Policy
Action:	For the review and approval of the Board
Prepared By:	David I. Harvie, Chief Executive Officer
Meeting Of:	June 9, 2020

Recommendation

That the draft policy on the use of Library bulletin boards and the distribution of free materials be approved by the Board.

Summary

This draft policy is an updated, revised, reformatted version of the existing policy approved by the Library Board on November 15, 2010.

Discussion

Public libraries have traditionally disseminated community information through the use of bulletin boards and the distribution of pamphlets.

This draft policy provides a few refinements and additions to the present policy as follows:

- Reformatted into the new policy structure.
- Strengthens the priorities for the display of notices and the distribution of pamphlets.
- Further develops the criteria for acceptable and unacceptable materials based on best practices from other public libraries.
- Includes an appeal process – Section 4.3

Respectfully submitted,

David I. Harvie
Chief Executive Officer



Woodstock Public Library Policy

Policy Name: Bulletin Boards and Distribution of Free Materials

Category: Library Services

Version: 14 April 2020

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide guidelines for the use of Library bulletin boards and for the distribution of free materials on Library premises.

SCOPE

This policy shall apply to all materials displayed and/or distributed on Library premises from external individuals, community groups, agencies, institutions and government. This policy does not apply to the Library's online communication channels (website, social media, etc.) or digital signage.

DEFINITIONS

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

"CEO" means the Chief Executive Officer of the Woodstock Public Library.

"Campaign Materials" means any materials used to solicit votes for a candidate(s) or question in an election, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include materials in all media, e.g., print, displays, electronic radio or television, and online, including websites or social media.

"City" means the Corporation of the City of Woodstock.

"Library" means the Woodstock Public Library.

"Library Board" means the Woodstock Public Library Board.

"Library Staff" means all staff employed by the Woodstock Public Library.

“Materials” means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks and postcards.

“Partisan” is defined as favoring, promoting or opposing a political party, platform or candidate for public office.

“Premises” means all Woodstock Public Library property, i.e. buildings and land, owned or leased by the Library, including the interiors of buildings and exterior spaces, such as gardens.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

1.1 Responsibility for the implementation of this policy will lie with the CEO acting according to the principles established by the Library Board. In practice, decisions may be made by appropriately trained staff as designated by the CEO.

2.0 Objectives

2.1 The Library provides various ways in which to display public information. These may include, but are not limited to, bulletin boards, notice boards, pamphlet stands, displays and pamphlet holders. These resources are to be used to display posters, pamphlets, or other informational materials on behalf of cultural, educational, social services and volunteer agencies in the community.

2.2 By posting information in this way, the Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on Library notice boards or in pamphlet holders.

2.3 The Library Board believes that it has an obligation to facilitate communication between citizens, and provide information regarding community services and events.

3.0 Priorities

3.1 All requests to display and distribute materials will be handled in a fair and consistent manner.

3.2 Space for bulletin boards and flyer distribution space is limited on Library premises and demand for space is high. It may not be possible to display all materials that are acceptable under this policy at a given time. The Library

reserves the right to judge the relative importance of posters, notices and pamphlets, and will display and distribute materials in appropriate locations for a limited time, subject to the availability of space.

- 3.3 Materials for display or distribution on Library premises are prioritized in the following order, subject to space availability of designated display and distribution spaces:
- a) Library programs, events and news, including co-sponsored Library programs and events.
 - b) Friends of the Woodstock Public Library events and news.
 - c) Municipal, provincial and federal government information.
 - d) Free educational and cultural events held by local associations and groups open to the entire community.
 - e) Programs and events (sales, bazaars, etc.) where proceeds of these events support local cultural, educational or other non-profit organizations.
 - f) Educational and cultural events or associations open by admission fee to the entire community.
 - g) Local tourist and cultural attractions in the City of Woodstock and surrounding area.

4.0 Criteria for Refusal

- 4.1 The Library will not guarantee that materials submitted to the Library under this policy will be displayed or distributed, and reserves the right to refuse any or all materials for display and distribution based on any of the following criteria:
- a) Materials promoting unlawful practices (e.g. information that violates municipal, provincial or federal legislation, including the Human Rights Code).
 - b) Material contrary to the policies, regulations, and/or procedures of the Library and the City.
 - c) Materials promoting or affiliated with any faith or religion.
 - d) Materials promoting a private or corporate business for commercial profit.
 - e) Partisan materials including campaign materials for any candidate, political party, registrant or support of a question on a ballot during an election.
 - f) Materials that advocate a particular political, sectarian or philosophic position.
 - g) Materials such as petitions, pledge forms or sign-up sheets.
 - h) Materials such as personal advertisements with tear-away segments.
 - i) Materials too large to fit the notice board or so large as to exclude the posting of other items.

- j) Materials so poorly produced as to be difficult to understand.
- k) Lack of space.

4.2 The Library, in its sole discretion, may make exceptions for events or information of unusual interest or value, or in response to a particular request which fills a community need, and is consistent with advancing the aims and strategic objectives of the Library Board.

4.3 Decisions to refuse display or distribute materials may be appealed. An appeal must be made in writing to the Library CEO. The decision of the CEO is final.

4.4 Any materials displayed or distributed in non-designated space on Library premises will be removed. Removal of postings is at the discretion of Library Staff. Further, the Library reserves the right to dispose of any materials that are placed or posted without approval or proper process or in quantities that exceed the agreed upon maximum distribution numbers.

5.0 Submission of Materials

5.1 All notices must be submitted to Library Staff for posting.

5.2 Materials will be posted and removed by Library Staff.

5.3 All materials posted become the property of the Library unless other prior arrangements have been made.

5.4 Due to limited space only one copy of an item will be posted on Library bulletin boards.

5.5 Materials to be posted are to be no larger than 8½ x 11 inches and must be legible and professional in design and production. Larger materials will be posted only if space permits and at the discretion of Library Staff.

5.6 Materials must be in hard copy form in appropriate quantities agreed to by the Library.

5.7 Faxed or emailed submissions will not be accepted.

5.8 The Library reserves the right to dispose of any materials above and beyond the accepted quantity or those that are placed in the Library without the expressed approval of the Library.

5.9 Materials should be submitted no more than 30 days and no less than 10 days before the event being promoted as display space is limited and in high demand.

5.10 Materials submitted to the Library for display or distribution will not be returned to the owner or agency.

RELATED DOCUMENTS AND POLICIES

Woodstock Public Library – Use of Library Resources During Elections

DOCUMENT REVISION RECORD

Developed By:	D. Harvie, CEO	Date:	14 April 2020
		Adoption Date:	
Resolution #:	20-	Effective:	
Review Cycle:	Once per Term	Last Reviewed Date:	



WOODSTOCK PUBLIC LIBRARY

Subject:	Public Use of Library Facilities Policy
Action:	For the review and approval of the Board
Prepared By:	David I. Harvie, Chief Executive Officer
Meeting Of:	June 9, 2020

Recommendation

That the draft policy on Public Use of Library Facilities be approved by the Board.

Summary

The purpose of this report is to request the Library Board's approval to revisions to the existing policy on Public Use of Library Facilities (dated November 15, 2010).

The main objectives of the revision are to ensure equitable access to services, and to maintain a welcoming and supportive environment free from discrimination and harassment.

This policy has been revised to strengthen language about the Library maintaining a welcoming and supportive environment free from discrimination, contempt and hatred. To reflect this, the statement of purpose has been rewritten, and a section on denial of use has been added, which contains explicit wording forbidding discrimination, contempt or hatred.

Some sections under the Conditions of Use have been moved to the Meeting Space Rental Agreement in Appendix B.

Rental Fees have been restructured, updated and moved to Appendix A of the policy.

The policy has also been re-written to encompass other spaces within the library or the entire library as a rental space.

Discussion

The revised policy incorporates several items from the Toronto Public Library's *Community and Event Space Rental Policy* (January 2018). Past and recent events concerning the rental of

space within Toronto Public Library (TPL) branches have indicated that WPL's policy requires updating and strengthening with regard to intellectual freedom and discrimination.

A community space rental booking at the TPL's Richview branch on July 12, 2017, generated public and media attention. A third-party booking was made for a memorial service for Barbara Kulaszka, a lawyer known for her work on free speech cases involving far right causes, including white supremacists. When TPL became aware of the booking, it immediately sought legal advice, which suggested that TPL did not have grounds to deny the booking for the memorial service based on the Canadian Charter of Rights and Freedoms and the Library's own Rule of Conduct policy. From TPL's perspective, the principles of freedom of expression were core to the Library's mission and values. The booking was allowed to proceed.

To ensure that order was maintained and there was no contravention of TPL's policy, or the law, TPL put in place the following measures for the room booking:

- A senior manager attended the memorial with a protocol to end the event if there were any policy or legal violations.
- Other staff were on-site to respond to media requests and questions or concerns from the public.
- Additional security was assigned, and the local police division was notified.

Approximately 20 people attended the memorial service without incident. The booking received considerable social media attention and TPL received a lot of feedback from the public, which was predominantly negative. The Mayor of Toronto, along with members of Council, also expressed their disapproval of the room booking both on social media and to the media.

Based on the complexity of this policy issue and the controversy it generated, TPL engaged an external law firm to support the review of its policy around community space room rentals. During this legal review, another booking from the same group was received by TPL. After careful consideration, the request was denied based on the purpose of the booking.

The TPL Board passed a revised policy in December, 2017, which provided revisions that set out to balance the interests of creating a welcoming supportive environment while supporting freedom of speech and expression.

The revised TPL policy was tested during a booking of a symposium entitled "*Gender Identity: What does It Mean for Society, the Law and Women?*" featuring Meghan Murphy at its Palmerston Branch on October 29, 2019. Ms. Murphy, a Canadian writer, journalist and feminist, is known for her critical comments concerning third-wave feminism and gender identity. Several prominent authors and many in the LGBTQ2S+ community called on the Library Board to cancel the event. Based on a review of their policy, TPL allowed the event to proceed. A number of people protested outside the branch, citing the event as anti-trans, and a number of politicians, including the Mayor of Toronto criticized TPL for holding the event.

While a policy on room rentals may seem innocuous, the importance of a well thought-out policy on the public use of library facilities cannot be understated given the experiences of the Toronto Public Library noted above.

These policy changes are designed to support the values underpinning the purpose of public libraries in democratic societies, which include free, open and equitable access to a diversity of thought, ideas, civic engagement, intellectual freedom and freedom of speech. However, support for free speech does not translate into tolerance for hate speech and violations of basic human rights. Public libraries must continue to be welcoming, inclusive public spaces that support equity and inclusion for all members of the community.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



Woodstock Public Library Policy

Policy Name: Public Use of Library Facilities

Category: Library Services

Version: 14 April 2020

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish the guidelines for public use of library facilities that promotes the Library's objectives of providing equitable access to services and spaces, while maintaining a welcoming and supportive environment free from discrimination and harassment.

SCOPE

This policy shall apply to all Board members, staff and volunteers of the City of Woodstock Public Library in their dealings with any members of the public that utilize library facilities.

DEFINITIONS

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

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

“Gaming” means any activity covered by the *Criminal Code of Canada*, Sections 201 and 202 and the *Ontario Gaming Control Act, 1992*.

“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.

STATEMENT OF AUTHORITY

The *Public Libraries Act, RSO 1990, c. P.44* authorizes public library boards to make rules regulating all matters connected with the management of the library

and library property, and authorizes a board to impose such fees as it considers proper for the use of parts of a building that are not being used for public library purposes.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 The CEO is responsible for implementing the appropriate procedures in order to ensure that the Library staff understand and adhere to the intent of this policy, and to protect and safeguard Library property.

2.0 Priority of Use

- 2.1 Priority for the use of library facilities are as follows:
 - a) Library programs, co-sponsored programs and other Library purposes.
 - b) Library-related groups (e.g. Friends of the Library).
 - c) City of Woodstock departments, agencies, boards and commissions.
 - d) Charitable organizations, non-profit community, cultural and educational groups and organizations.
 - e) Other, e.g. commercial groups.

3.0 Conditions of Use

- 3.1 Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- 3.2 All meetings must be conducted in a manner consistent with the Library's Public Code of Conduct, and in accordance with the Terms and Condition of use, as they may be amended from time-to-time.
- 3.3 Library spaces are not available for use on holidays as defined in the Library's Collective Agreement. Meetings must commence during the Library's hours of operation, and cease no later than 10:30 p.m.
- 3.4 No gaming or games of chance, including bingo and lotteries, are permitted.
- 3.5 Charitable fundraising is not permitted on the Library property unless authorized by the Library Board.
- 3.6 Library staff must have access to facilities at all times and may attend for free-of-charge any event, meeting or course held on Library premises for

the purpose of auditing or reviewing compliance with Library polices and the Terms and Condition of use.

- 3.7 Sales of goods are not permitted unless authorized by the Library except for:
 - a) Food and non-alcoholic drink refreshments.
 - b) Books sold at author readings or book signings.
- 3.8 The event space must be left in the same condition as it was prior to use. Chairs and tables must be stacked and stored. Refuse must be removed. Surfaces and floors must be clean and free of debris.
- 3.9 The maximum capacity of each space or room must not be exceeded.
- 3.10 No alcoholic beverages may be sold or consumed on Library premises. Alcoholic beverages may be served only at events sponsored or co-sponsored by the Library, and provided that all legal requirements are met.
- 3.11 The Library is not responsible for equipment or personal articles belonging to any group or individual using library spaces or attending a program or meeting.
- 3.12 Groups or individuals booking the Library space are responsible for any charges resulting from furniture, building or equipment damage or loss.
- 3.13 The applicant must agree to indemnify and save harmless the Library Board in regards to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the applicant, and anyone in attendance including, without limitation, damage or destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.

4.0 Denial Of Use

- 4.1 The Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.
- 4.2 The Library reserves the right to deny or cancel a booking when it reasonably believes:
 - a) Use by any individual or group for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political

affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.

- b) Use by any individual or group for a purpose or action, that is contrary to the law or any of the Library's policies or Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
 - c) There is a likelihood of physical hazard to participants or audiences or a misuse of the premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
 - d) Use by individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in the Library meeting rooms.
 - e) Use will include gaming or games of chance, including bingo and lotteries.
- 4.3 The Library requires potential users of library rental space to confirm that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.
- 4.4 Applicants who are denied permission to use library facilities may have the decision reviewed by the CEO upon written request. The decision of the CEO shall be final.

5.0 Booking of Library Spaces

- 5.1 Booking of library spaces will be done through Library Administration. A rental agreement must be completed and signed by an individual or authorized representative of the organization booking the space. Payment must be made at the time of the booking.

6.0 Rental Fees

- 6.1 Rental fees will be established as per Appendix A.

7.0 Cancellation

- 7.1 Cancellation of a confirmed booking must be made 24 hours in advance in order to qualify for a refund of the booking fee. One-half of the fee will be charged if the cancellation is made less than 24 hours in advance. The full amount will be charged if no notice of cancellation is given. No charge will be made if an emergency such as a labour dispute, snowstorm, declared emergency or loss of electrical power occurs which requires the building to be closed and the meeting to be cancelled.

7.2 The Library reserves the right to cancel a booking with 30 days' notice if the space is required for a Library approved function. The Library Board reserves the right to refuse or cancel for cause at any time the use of any Library space without any liability to or against the Library Board as a result thereof.

8.0 Parking

8.1 No parking is provided on Library property. Public parking is available in the municipal lot on Hunter Street. Street parking is available as posted.

9.0 Publicity

9.1 The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, the individual or group renting the space must not imply in any way in their advertising or publicity that the Library Board endorses the individual's or group's meeting, aims, policies or activities. The Library should appear only as the location of the meeting.

9.2 All organizations or individuals must clearly specify their names in advertisements of meetings being held in Library facilities. The contact information of the organization or individual should be listed as a source for further information. Copies of promotional material may be required by the Library prior to release.

RELATED DOCUMENTS AND POLICIES

Public Libraries Act, R.S.O, 1990, c. P. 44
Woodstock Public Library - Patron Code of Conduct Policy
Woodstock Public Library – Use of Library Resources During Elections Policy

DOCUMENT REVISION RECORD

Developed By:	D. Harvie, CEO	Date:	14 April 2020
		Adoption Date:	
Resolution #:		Effective:	
Review Cycle:	Once per Term	Last Reviewed Date:	

APPENDIX A – Rental Fee Schedule

Woodstock Public Library

The fees quoted are for the open hours of the library.

Rentals are not available on public holidays.

Extended access may be negotiated beyond normal library hours of operations and is subject to an additional hourly rate for janitorial and security costs.

All rates are subject to applicable harmonized sales taxes (HST).

Additional charges apply for audio visual equipment, services and technical support.

Library Programming Room	
Type of Event	Per Hour Fee
Library Co-sponsored Events	No Charge
City of Woodstock Departments, Agencies, Boards & Commissions	No Charge
Non-profit, Educational, Cultural, Community Organizations	\$10 per hour
Celebration & Other (e.g. Shower, Birthday, Wedding, etc.)	\$20 per hour
Commercial	\$30 per hour

Event Space within Library	
Type of Event	Per Hour Fee
Library Co-sponsored Events	No Charge
City of Woodstock Departments, Agencies, Boards & Commissions	No Charge
Non-profit, Educational, Cultural, Community Organizations	\$10 per hour
Celebration & Other (e.g. Shower, Birthday, Wedding, etc.)	\$20 per hour
Commercial	\$30 per hour

Entire Library	
Type of Event	Per Hour Fee
Library Co-sponsored Events	No Charge
City of Woodstock Departments, Agencies, Boards & Commissions	No Charge
Non-profit, Educational, Cultural, Community Organizations	\$50 per hour
Celebration & Other (e.g. Shower, Birthday, Wedding, etc.)	\$75 per hour
Commercial	\$100 per hour

After Hours Janitorial & Security Rates: \$50 per hour

Technical Support Services Rates: \$50 per session

APPENDIX B – Terms of Use

**THE WOODSTOCK PUBLIC LIBRARY
Meeting Space Rental Agreement**

GROUP: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____ PHONE: _____

AUTHORIZED SIGNING OFFICER (please print): _____

The undersigned agrees to abide by these terms and conditions for the rental of the Meeting Room:

1. The capacity of the Meeting Room capacity is not to exceed 50 people.
2. Equipment provided includes stacking chairs (maximum 50), tables and coffee urn as requested. No other equipment is provided as part of the rental agreement.
3. Set-up of the room is not provided by the Library, and is the sole responsibility of the occupant.
4. The Meeting Room must be left in the same condition as it was prior to occupancy. The occupant is responsible for cleaning necessitated by the serving of food, removal of refuse, and stacking and storing of tables and chairs.
5. No parking is provided on Library property.
6. All organizations or individuals must clearly specify their names in advertisements of meetings. The phone number of the organization or of an individual should be listed as a source of further information. Advertising must not imply in any way endorsement by the Library Board of the group's meeting, aims, policies or activities. The Library should appear only as the location of the meeting.
7. Cancellation of a confirmed booking must be made 24 hours in advance in order to qualify for a refund of the booking fee. One-half of the fee will be charged if the cancellation is made less than 24 hours in advance. The full amount will be charged if no notice of cancellation is given. No charge will be made if an emergency such as a labour dispute, snowstorm, declared emergency or loss of electrical power occurs which requires the building to be closed and the meeting to be cancelled.
8. The Rental Fee must be paid prior to approval of the room rental by the Library.
9. The Library reserves the right to cancel a booking with 30 days' notice if the space is required for a Library approved function. The Library Board reserves the right to refuse or cancel for cause at any time the use of any Library space without any liability to or against the Library Board as a result thereof.
10. No smoking or vaping is permitted on Library premises.
11. No alcoholic beverages may be sold or consumed on Library premises. Alcoholic beverages may be served only at events co-sponsored by the Library Board and provided that all legal requirements are met.
12. Doorways and emergency exits must be kept clear for ease of egress in case of emergency.
13. The Library Board is not responsible for equipment or personal articles belonging to any group or individual using the Meeting Room or attending a meeting.
14. Organizations or individuals renting the Meeting Room are responsible for any charges resulting from damage to furniture, building or equipment.
15. Nothing is to be affixed to walls in such a way as to damage finishes or remove paint.
16. The room must be vacated no later than 15 minutes prior to Library closing unless otherwise negotiated with the Library, and in which case, may not extend past 10:30 p.m.

17. Failure to comply with any of the regulations regarding the use of the Meeting Room may result in refusal of subsequent rental requests.
18. Use of library space must be conducted in accordance with the Library's Public Use of Library Facilities Policy and Patron Code of Code Policy, as they may be amended from time-to-time.
19. By signing this agreement, the user confirms that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.
20. The organization or individual entering into this agreement agrees to indemnify and save harmless the Library Board from any claims, demands, awards, judgements, actions and proceedings by anyone brought, filed or prosecuted in respect of the rented premises and in respect of loss or damage to or destruction of property or personal injuries, including death, and from and against any and all loss of, damage to or destruction of property and expenses and costs suffered or incurred by the Library by reason of the act, omission, negligence or misconduct of the occupant or their invitees and anyone in attendance during the period of the rental including, without limitation, infringement of royalty rights, defamation and public disturbance.
21. It is the sole responsibility of the organization or individual entering into this agreement to provide for comprehensive general liability insurance in respect to the rented premises and their activities in the Library.

Date: _____

Signature of authorized signing officer

For Library Use Only Rev.8 April 2020

Rental Date(s): _____	Time(s): from _____ to _____
_____	Time(s): from _____ to _____
_____	Time(s): from _____ to _____

Rental Category and Rate:

Rental fee: _____ Date paid: _____ Library approval: _____

**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2020**

REVENUES	2020 BUDGET	PREVIOUS PERIOD YTD	MAY	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63076-0000 Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000 Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000 Community Employment Centre	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-69701-0000 Donations	\$ 16,000.00	44.35	-	44.35	15,955.65	0.28%
1000-69702-0000 Photocopying	\$ 3,500.00	591.30	-	591.30	2,908.70	16.89%
1000-69703-0000 Fines, Fees	\$ 20,000.00	3,131.69	-	3,131.69	16,868.31	15.66%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	-
1000-69705-0000 Gift Shop Sales	\$ 500.00	44.00	-	44.00	456.00	8.80%
1000-69706-0000 Interest Earned	\$ 1,000.00	253.29	-	253.29	746.71	-
1000-69707-0000 Non-resident fee	\$ 7,000.00	1,525.00	-	1,525.00	5,475.00	21.79%
1000-69708-0000 Miscellaneous	\$ 1,000.00	0.04	-	0.04	999.96	0.00%
1000-69709-0000 Programmes	\$ 1,000.00	120.00	-	120.00	880.00	12.00%
1000-69710-0000 Room Rental	\$ 500.00	557.00	-	557.00	(57.00)	111.40%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 4,000.00	491.72	(71.49)	420.23	3,579.77	10.51%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	-
1000-69720-0000 Transfer from Dev Charges	\$ 63,280.00	-	-	-	63,280.00	0.00%
1000-69723-0000 Tfr from Consultants Services Reserve	\$ -	-	-	-	-	#DIV/0!
1000-69724-0000 Tfr from Automation Reserve	\$ 28,800.00	-	-	-	28,800.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot Levy	\$ -	-	-	-	-	#DIV/0!
	\$ 2,531,340.00	-	-	-	2,531,340.00	0.00%
TOTAL REVENUES	\$2,739,090.00	\$ 6,758.39	\$ (71.49)	\$ 6,686.90	\$ 2,732,403.10	0.24%

EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	MAY	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 988,810.00	\$ 288,669.77	\$ 70,094.73	\$ 358,764.50	\$ 630,045.50	36.28%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,900.00	189.75	-	189.75	1,710.25	9.99%
1000-83610-0103 Salaries & Wages, Part Time	\$ 610,000.00	182,381.39	27,283.51	209,664.90	400,335.10	34.37%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 10,200.00	2,371.12	-	2,371.12	7,828.88	23.25%
1000-83610-0105 Vacation Pay	\$ 70,000.00	24,130.42	1,254.55	25,384.97	44,615.03	36.26%
1000-83610-0108 Lieu Pay	\$ 2,400.00	-	-	-	2,400.00	0.00%
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 142,370.00	40,896.61	7,672.12	48,568.73	93,801.27	34.11%
1000-83610-0151 C.P.P.	\$ 64,840.00	26,398.38	4,920.91	31,319.29	33,520.71	48.30%
1000-83610-0152 E.I.	\$ 26,760.00	11,258.39	1,960.89	13,219.28	13,540.72	49.40%
1000-83610-0154 Employers Health Tax	\$ 33,020.00	10,931.59	1,954.08	12,885.67	20,134.33	39.02%
1000-83610-0158 Insurance, EHC, LTD	\$ 112,500.00	30,472.02	26,985.81	57,457.83	55,042.17	51.07%
1000-83610-0171 Workers' Compensation Insurance	\$ 7,000.00	1,569.68	280.57	1,850.25	5,149.75	26.43%
1000-83610-0172 Travel & Mileage	\$ 2,500.00	856.03	-	856.03	1,643.97	34.24%
1000-83610-0198 Pay in Lieu of Benefits	\$ 15,430.00	7,865.03	1,479.39	9,344.42	6,085.58	60.56%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 35,000.00	7,679.73	3,707.05	11,386.78	23,613.22	32.53%
1000-83610-0309 Caretaking Supplies	\$ 5,500.00	2,748.37	1,573.88	4,322.25	1,177.75	78.59%
1000-83610-0310 New Equipment	\$ 5,500.00	373.97	-	373.97	5,126.03	6.80%
1000-83610-0311 Equipment Repairs & Service	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	2,181.79	-	2,181.79	7,818.21	21.82%
1000-83610-0313 Subscriptions & Memberships	\$ 3,000.00	3,336.71	3,151.75	6,488.46	(3,488.46)	216.28%
1000-83610-0314 Postage and Express	\$ 4,500.00	940.77	-	940.77	3,559.23	20.91%
1000-83610-0315 Advertising	\$ 21,450.00	4,389.51	-	4,389.51	17,060.49	20.46%
1000-83610-0318 Board Development	\$ 2,000.00	-	-	-	2,000.00	0.00%
1000-83610-0321 Cost of Photocopying	\$ 6,500.00	1,294.69	1,207.65	2,502.34	3,997.66	38.50%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 15,000.00	5,431.32	(2,275.39)	3,155.93	11,844.07	21.04%
1000-83610-0350 Telephone	\$ 8,000.00	1,752.27	584.73	2,337.00	5,663.00	29.21%
1000-83610-0351 Electricity	\$ 38,000.00	3,252.60	1,694.60	4,947.20	33,052.80	13.02%
1000-83610-0352 Heat	\$ 12,500.00	3,964.53	651.93	4,616.46	7,883.54	36.93%
1000-83610-0353 Water	\$ 2,000.00	548.58	95.33	643.91	1,356.09	32.20%
1000-83610-0370 Software & Liscensing	\$ 92,950.00	38,401.74	2,775.05	41,176.79	51,773.21	44.30%
1000-83610-0383 Consultant Services	\$ -	-	-	-	-	#DIV/0!
1000-83610-0393 Purchased Services	\$ 3,000.00	687.68	-	687.68	2,312.32	22.92%
1000-83610-0399 Miscellaneous	\$ 1,000.00	360.13	470.00	830.13	169.87	83.01%
1000-83610-0429 Computer Maintenance & Supplies	\$ 78,900.00	9,289.18	-	9,289.18	69,610.82	11.77%
1000-83610-0613 Library Materials	\$ 206,700.00	43,204.81	3,789.93	46,994.74	159,705.26	22.74%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	1,567.85	-	1,567.85	8,932.15	14.93%
1000-83610-0625 Covers and Repairs	\$ 14,820.00	1,990.02	6.51	1,996.53	12,823.47	13.47%
1000-83610-0626 Cataloguing/Processing	\$ 35,040.00	4,423.97	3.44	4,427.41	30,612.59	12.64%
1000-83610-0627 Programmes	\$ 12,000.00	2,203.95	-	2,203.95	9,796.05	18.37%
1000-83610-0634 Standing Orders	\$ 10,000.00	2,844.59	861.67	3,706.26	6,293.74	37.06%
1000-83610-0635 Inter-Library Loans	\$ 7,000.00	1,368.51	-	1,368.51	5,631.49	19.55%
1000-83610-0363 Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723 Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728 Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783 Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES	\$ 2,739,090.00	\$ 772,227.45	\$ 162,184.69	\$ 934,412.14	\$ 1,804,677.86	34.11%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
MAY 31, 2020

Balance - May 1, 2020 (\$765,469.06)

Add: Revenue (\$71.49)

Less: Expenses (\$45,283.94)

 Payroll (\$116,900.75)

Balance - May 31, 2020 (\$927,725.24)

Levy to be applied \$2,531,340.00

Levy Adjusted Balance \$1,603,614.76

SUMMARY OF JESSIE MCDOUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
MAY 31, 2020

Balance - May 1, 2020 \$12,460.60

Add: Bank Interest \$7.92

Balance - May 31, 2020 \$12,468.52

Woodstock library to add curbside pick-up

The Woodstock Public Library will have a new service to let people still get books during the COVID-19 pandemic.



Greg Colgan

[More from Greg Colgan](#)

Published on: May 21, 2020 | Last Updated: May 21, 2020 1:10 PM EDT



The Woodstock Public Library. *JPG, WD*

The Woodstock Public Library is introducing a new service to let people sign out actual books during the COVID-19 pandemic.

The library will launch its curbside pick-up program May 25 to help clear a backlog of more than 350 requests and provide patrons with reading material.

"This new services represents the first phase of the library's pandemic recovery plan," library CEO David Harvie said.

The provincial government's May 14 announcement allowed the loosening of some restrictions, permitting curbside pick-up for public libraries.

The library is working towards a service delivery model that will allow staff to work in a safe manner.

The Oxford County Library – separate from the Woodstock library – is also putting together a plan to offer curbside pick-up beginning at the Ingersoll and Tillsonburg branches followed by Norwich, Tavistock and Thamesford.

Harvie said staff began reaching out to patrons Thursday to schedule pickup times. The library will also be able to take new requests through its online catalogue or over the phone beginning May 26 at 10 a.m.

The book return chute was also reopened May 20. All material being returned will be in quarantine for 72 hours to protect staff and patrons.

“From the many enquires that we have received, it is obvious that the Woodstock Public Library remains a beloved cultural institution in our community,” Harvie said. “Library staff look forward to when we can once again welcome our patrons into the building.”

For more information, people can visit www.mywpl.ca or call the library at [519-539-4801](tel:519-539-4801).

Q+A: Library CEO on the library during COVID-19 and coming months

In the midst of the country's biggest public health threat in decades, the Sentinel-Review will be speaking to people in the community about how COVID-19 has affected their workplace and the possible challenges ahead. We hear how the pandemic has changed the way people are using the library and how their services may be impacted.



Greg Colgan

[More from Greg Colgan](#)

Published on: May 25, 2020 | Last Updated: May 25, 2020 5:50 PM EDT



The Woodstock Public Library. *JPG, WD*

In the midst of the country's biggest public health crisis in decades, the Sentinel-Review is speaking to people in the community about how COVID-19 has affected their workplace and the possible challenges ahead.

The Woodstock Public Library closed its doors to the public March 15 due to COVID-19, shutting down its in-person programs, events and room rentals. The library's virtual services, though, saw a heavy spike in usage as people looked to keep busy during the pandemic shutdowns.

Of the 33 part- and full-time library staff, 14 people were temporarily laid off but recently returned to work as the library launches its curbside pickup this week.

David Harvie, the library CEO, said this part of the reopening is the first part of its pandemic recovery plan. Staffers have also trained on personal protective equipment, barriers have been installed at checkouts and the number of patrons inside the library will be controlled.

Q: How is the library planning for services to be accessible to the public?

A: We're looking at having more services online. That's due to provincial restrictions, and we don't know how people will want to congregate in larger numbers than family. It's hard to judge. We're assuming there's a pent-up demand for our collection, with people borrowing books, and getting back to a level of normalcy. We probably won't be allowed to do much programming over the summer, so our kids' summer reading program will be moved to an online format. We have a lot of digital books for kids and resources online. ... I think there'll be a more heavy use of our digital resources. I think people have been discovering during this period. We're trying to push and promote them to people so they're aware of them and can use them. It will be interesting to see how things pan out since I believe there's a desire in the community to come here because they miss our staff. That's a large part of the library. We're not a warehouse of books. We're people who like to be with other people. That's our hope we can get that back. Our staff missed our patrons and working together.

Q: Do you foresee people turning even more towards the digital services?

A: I think there will be a little bit more use over time. People still like the tangible physical book in their hands. That's something people enjoy. I think people like to come to the library and talk to our staff about the collection, get advice, tips. It'll increase a little bit, but I think books are here to stick for quite awhile.

Q: Libraries are already well known for being forward thinking regarding the digital world. Have you seen a greater increase in people using your digital services?

A: It would be fair to say that the library has seen a marked increase in the use of its digital collections, electronic resources and use of social media during the pandemic period.

In 2019, there were 63,410 uses of our digital collection (e-books, downloadable audiobooks, e-comics, e-music, etc.) for a monthly average of 5,284 loans.

During January to April 2020, there were 24,905 total uses of our digital collections. The monthly use of our digital collection in April was 7,183, for an increase of 35 per cent over the monthly average from 2019.

The use of our electronic databases had 4,600 uses for a five per cent increase in April 2020, with 4,600 use over the monthly average in 2019.

The library's social media engagements (Facebook, Twitter) doubled in April 2020 compared to the monthly average last year. There were a total of 264,155 social media engagements in 2019. The first four months of 2020 had 104,993 engagements, with 42,294 in just April.

Q: Summer programming has always been popular for people and youth in the community. How will that be impacted?

A: We have our book clubs and we likely won't be able to do author readings because of limitation on group sizes. Our story times for kids, our baby bubblers at the pool, beer night trivia at Upper Thames (Brewing Company) likely won't be allowed in person. ... We're investigating digital services and doing more on YouTube such as the trivia night, story time and rhyme time. ... There will be a gradual reducing of restrictions and we'll adapt as we're allowed.

Q: How will books be treated or cleaned when they're returned?

A: The best disinfectant for books is time. There's a very low risk of getting COVID-19 off of a book, paper surface or a DVD. Experts have said 24 hours, so we feel if we're using the proper protective equipment for staff, taking it from the book drop and isolating it for 72 hours, it's safe (according to guidelines from public health and the World Health Organization). It's an extremely low probability to begin with.

Q: You had more than 350 books on hold when curbside pickup was announced. Will people be able to check out new books or services from the library?

A: We had to put a hold on requesting library holds. We're planning on opening it up (this) week, so people can place new holds. We wanted to get caught up with the current hold and organize times for people to pick them up. The book drop is also open now, and we can take books back. We've waived fines until June 1, so no one will be accruing overdue fines. The returned books will be quarantined for 72 hours. Above all in this process, we want to make sure what we're doing is safe for our patrons and staff. ... It's a challenge for us because libraries are all about building community around our collections. We're really looking forward to opening the doors in a safe and responsible manner to serve the community."