

DRAFT Agenda
Woodstock Public Library Board
April 13, 2021

Date: Tuesday, April 13, 2021
Time: 4:00 p.m.
Place: Via Zoom Video Conferencing
Register in advance for this meeting:
<https://us02web.zoom.us/meeting/register/tZckdeCprTMuGt1r4TabblcfjQajqohIEoRO>

1. Call to Order/Chairperson's Remarks

2. Indigenous Acknowledgement

The Woodstock Public Library is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The Library Board (I) would like to acknowledge the history of the traditional territory on which the Library stands. We (I) would also like to respect the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lanape, and Anishinaabek of this land and place in Southwestern Ontario. We (I) would like to recognize the Indigenous communities in close proximity to the city of Woodstock: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

3. Approval of the Agenda

4. Declaration of Conflict of Interest

5. Minutes of the Meeting of March 9, 2021

6. Business Arising from the Minutes

None

7. Election of a Vice Chair of the Library Board

a) Call for Nominations and Election

8. Board Education

None

9. Consideration of Correspondence

a) FOPL - Email

Government cuts to Centre for Equitable Library Access (CELA)

10. **Administrative Reports**
- a) **Monthly Report**
 - i) Report of the Chief Executive Officer for April, 2021
 - ii) Report of the Manager of Public Services for April, 2021
 - b) **Statistics**
Library Systems Activities for the month of March, 2021
 - c) **Policy Review**
 - i) Fines Free Library Service Model

11. **Committee Reports**
- a) **Ontario Library Service Trustee Assembly**
None
 - b) **Health and Safety**
Minutes of the JHSC meeting of December 18, 2020
 - c) **Grievance**
The report of the Grievance Committee will be held In-camera in accordance with the Public Libraries Act.

12. **Finance**
- a) **Treasurer's Report**
Statement of Revenue and Expenditures at March 31, 2021

13. **New Business**
None

14. **Notices of Motion**
None

15. **Attachments**
None

-
16. **Committee of the Whole In-camera**
Labour Relations
-

17. Next Meeting

Tuesday, May 11, 2021, 4:00 p.m.

18. 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

March 9, 2021

A regular meeting of the Woodstock Public Library Board was held on March 9, 2021 at 4:00 pm, virtually via Zoom technology (link provided publicly).

The following Board members were present:

Ken Whiteford, Chair
Mary Anne Silverthorn, Acting Vice Chair
Gary Wade, Trustee
Councillor Connie Lauder, Trustee
Mayor Trevor Birtch, Trustee
Councillor Deb Tait, Trustee

The following persons were also present:

David Harvie, CEO (recorder)
Darlene Pretty, Manager of Public Services (Presenter – Board Education)

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:05 pm.

2. Indigenous Acknowledgement

The Chair read the Indigenous Acknowledgement statement.

3. Approval of the Agenda

Motion 21-021

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of February 9, 2021

Motion 21-022

MOVED by Councillor Lauder and seconded by Trustee Wade to approve the Minutes of the Meeting of February 9, 2021.

Motion carried.

6. Business Arising from the Minutes

None.

7. Board Education

a) Presentation – Library Diversity and Inclusion Taskforce Report Darlene Pretty, Manager of Public Services

Ms. Pretty presented the report from the Library's Diversity and Inclusion Taskforce. The report's key actions for the Library are:

- 1) Develop new programs that aim to amplify ignored voices within our community.
- 2) Identify and seek partnerships with other local community groups concerned with structural inequity and racism.
- 3) Engage minorities with community outreach.
- 4) Review collection development policies, procedures and practices to ensure inclusivity and diversity.
- 5) Identify and recommend steps to remove racial and social inequity barriers in library policies.
- 6) Identify and develop training opportunities for all library staff on issues of structural racism, inequity and diversity.

The Taskforce also has made the following recommendations:

- 1) That a diversity and inclusion policy be created and approved by the Library Board.
- 2) That the addition of a community outreach librarian position be considered for the 2022 Operations Budget to initiate some of the key actions.
- 3) That the Board considers the elimination of overdue fines.
- 4) That the Board recommends to City Council that they consider diversity and inclusion when appointing members of the community to the Library Board.

- 5) That Library Management considers the creation of a staff committee to move forward with many of the initiatives that have been identified.

The Board discussed the report findings and asked questions to Ms. Pretty. Mayor Birtch recommended that the Library contact Blossom Park for an ESL partnership. The Chair mentioned that the Library might investigate the possibility of a partnership with the Woodstock Police Service, as they are embarking on a number of diversity initiatives also.

The Board Chair thanked Ms. Pretty for her presentation to the Board.

**b) Report on Sessions Attended – 2021 OLA Super Conference
Trustee G. Wade**

Trustee Wade commented on his written report to the Board concerning his attendance at his first Ontario Library Association SuperConference.

The Board Chair thanked Trustee Wade for his thoughts and observations concerning the sessions he attended.

8. Consideration of Correspondence

a) Letter – OLA/FOPL – 2021 Provincial Pre-Budget Submission

The CEO noted the priority issues identified by the Ontario Library Association and Federation of Ontario Public Libraries in their 2021 Pre-Budget submission to the Province as being:

- The continuation and enhancement of the Public Library Operating Grant (PLOG).
- The creation and funding of the Ontario Digital Public Library at \$4.7 million per year.
- Protection of Ontario’s school libraries and the development of a provincial strategy for school library e-resources.

There was a brief discussion about these priorities, with questions from Board members concerning the loss of school libraries and librarians in the education system.

9. Administrative Reports

a) Monthly Reports

i) Report of the Chief Executive Officer for February, 2021

The CEO noted that the Library is currently operating under Orange level pandemic restrictions, which allows a maximum of 50 patrons in the building.

ii) Report of the Manager of Public Services for February, 2021

Ms. Pretty highlighted the Canoe for Change Travelogue and Shelf Talks for Youth and Adults as being very popular among patrons.

b) Statistics: Library Systems Activities

The CEO noted that the total library uses for January - February 2021 matched the same level of activity in January - February 2020 (pre-COVID). While the Library has been under pandemic restrictions during the last two months, library usage stats for these periods remains similar, but demonstrate a shift and increase in digital and social media uses.

c) Policy Review

i) Report – Health and Safety Policy (Draft)

The CEO presented the Board with the Library's Health and Safety Policy for their annual review and approval. No changes to the current policy were recommended by the CEO.

Motion 21-023

MOVED by Trustee Silverthorn and seconded by Councillor Tait that the Health and Safety policy be approved by the Board.

Motion carried.

10. Committee Reports

a) Southern Ontario Library Service Trustee Council

Trustee Wade mentioned that he has not received any correspondence concerning his membership on the new OLS Board Assembly. The CEO was directed to follow-up with OLS on behalf of the member.

b) Health and Safety

None.

c) Grievance

None.

11. Finance

a) Treasurer's Report

The CEO reviewed changes made in the Library's December 2020 Financial Statement (Draft #2) that was provided by City Treasury. He noted the following updates:

- The Library received a \$10,000 donation in December 2020.
- The Library received a grant in the amount of \$2,828 from the Southern Ontario Library Service for interlibrary loan postage reimbursement.
- Total Revenues exceeded the budgeted amount by \$2,788.08.
- Changes in the expenditures budget were due to adjustments made to salaries, vacation pay, OMERS, building maintenance, hydro and programming.
- Total Expenditures for 2020 were revised from 90.30% to 90.97% with these updates.
- The surplus for 2020 is calculated to be \$250,241.13 which Council has allowed the Library to move to its Reserves.

No motions were made by the Board concerning this revised draft statement.

The 2021 Library Budget will be reviewed on March 18th by City Council.

12. New Business

a) Fines Free Movement in Public Libraries

The CEO highlighted aspects of the report and options for the Board to consider in regards to going fines-free. He recommended that the Library implement a materials recovery model and go "fine-free" for all patrons.

A discussion ensued among the Board members concerning whether such a model was suitable for the community.

Motion 21-024

MOVED by Trustee Silverthorn and seconded by Councillor Lauder to postpone making a decision on the elimination of overdue fines until the April Board meeting.

Motion carried.

13. Notices of Motion

None.

14. Attachments

No discussion.

15. Committee of the Whole In-camera

Motion 21-025

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Woodstock Public Library Board move into closed session in accordance with Section 16 of the Public Libraries Act.

The Board moved into closed session at 5:26 pm.

Councillor Tait left the meeting as the Board entered into closed session.

Motion 21-026

Moved by Councillor Lauder and seconded by Trustee Wade that the Woodstock Public Library Board move out of Committee of the Whole In-camera at 6:16 pm.

Motion carried.

Motion 21-027

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board approve the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 21-028

MOVED by Trustee Silverthorn and seconded by Trustee Wade that the Minutes of the January 12, 2021 Committee of the Whole In-camera Minutes be approved.

Motion carried.

Motion 21-029

MOVED by Trustee Silverthorn and seconded by Councillor Lauder, that the Board accept with regret the resignation as submitted by the Board Member.

Motion carried.

16. Next Meeting

Tuesday, March 9, 2021, 4:00 p.m.

17. Adjournment

MOVED by Mayor Birtch that the meeting adjourn at 6:20 p.m.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.

From: Fopl Administration [<mailto:admin@fopl.ca>]
Sent: Wednesday, March 10, 2021 11:07 AM
To: Fopl Administration
Subject: CELA

Dear FOPL Membership,

Like you, we are extremely disappointed to hear of the Federal Government's planned cuts to the Centre for Equitable Library Access. This is a crucial service for Canadians with print disabilities and an important part of Public Libraries' ability to provide equitable access.

FOPL is currently working with OLA to ask the Provincial Government to advocate with its Federal counterparts to reverse this cut.

However, it is also extremely important that individual libraries make their voices heard to their local Federal MPs. Within the next week, we strongly encourage you all to:

1. Write a letter to your local MP, or telephone them
2. Promote the issue on your social media channels so that individual Canadians have the ability to connect with their MPs as well.

CELA has made a toolkit with draft letters, talking points and social media tags here: <https://celalibrary.ca/advocacy#whattosay>

The importance of your letters and engagement can not be understated; we thank you in advance for taking the time to build a community response to this detrimental decision.

Sincerely,

Paul Ainslie, Chair

Federation of Ontario Public Libraries

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WOODSTOCK PUBLIC LIBRARY

Subject:	CEO Report for April, 2021
Action:	For Information
Prepared By:	David I. Harvie
Meeting Of:	April 13, 2021

Contribute Vibrant Spaces

As part of the Library's ongoing Building Expansion Feasibility Study, consultants from Dysart & Jones met with senior Library management on March 24th to discuss the results of the stakeholder interviews, and to clarify the Library's service delivery model and priority outcomes. The priority outcomes were identified as:

- Reading and Literacy
- Learning and Education
- Community Social Inclusion
- Digital Literacy and Engagement

The Consultants will be scheduled to attend the May 11th Library Board Meeting to report on their progress.

Strengthen Our Community

Ontario Parks has partnered with Ontario public libraries in a new program to provide seasonal day use permits to library patrons. The program aims to promote recreational use of the parks and reduce COVID-19 fatigue. The Library has 3 passes that are available for loan which allows patrons free access to provincial parks in 2021.

In partnership with Oxford County Library, the Woodstock Public Library is once again presenting the Oxford Reads *One Book One Community* event. Patrons of both libraries are being asked to vote for the 2021 Oxford Reads Book. Short listed books are:

- *Extraordinary Canadians* by Peter Mansbridge and Mark Bulgutch
- *The Pull of the Stars* by Emma Donoghue
- *Indians on Vacation* by Thomas King
- *Butter, Honey, Pig, Bread* by Francesca Ekwuyasi

Votes can be cast at the Oxford Reads website at www.oxfordreads.ca

Reinforcing Our Capabilities

On Thursday April 1st, the Province announced that it was applying the Emergency Brake in response to the increasing numbers of COVID-19 cases. Under this new category, the Library reverted back to curbside pick-up service as of Saturday, April 3rd.

On Wednesday April 6th, Ontario declared its third province-wide state of emergency, issuing new restrictions effective Thursday, April 7th. The Library reviewed its current operations and determined that they met all the new restrictions and guidelines.

These restrictions will be in place until the end of the month. The Library has once again reduced the number of onsite staff by sending employees to work from home whenever possible. The Library will continue to quarantine all returned items for 6 days.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



WOODSTOCK PUBLIC LIBRARY

Subject:	Public Services Report for March, 2021
Action:	For Information
Prepared By:	Darlene Pretty, Manager of Public Services
Meeting Of:	April 13, 2021

Contribute Vibrant Spaces

Children's staff continues to assess and improve our virtual programming. The monthly virtual program, Teen Brain Break, has changed format from a Facebook post to a short YouTube video for teens to view. Librarian Amy Coles, has taken on this program and her videography skills have increased teen engagement by 31% from February. March's program demonstrated blackout poetry, taking a page from an old book, choosing words that catch your interest, and blacking out the rest of the text with a marker to create a poem.

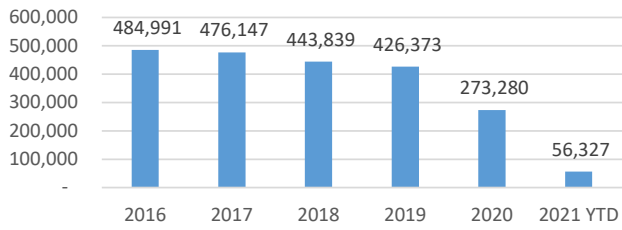
Strengthen Our Community

Amy Coles and I met with Mary Reid, Deanna Logan, and Stephanie Porter from the Woodstock Art Gallery to finalize plans for our joint virtual art exhibit, Art of Stories, to be held this summer. Through a grant received by the WAG, 40 creative arts kits will be available for children to pick up at the Library in June with all the supplies they need to create a work of art based on a story they love. They can then submit a photo of their art for our virtual art exhibit to be held throughout the summer. This has been an excellent partnership with the WAG, as the kits are valued at \$25 each.

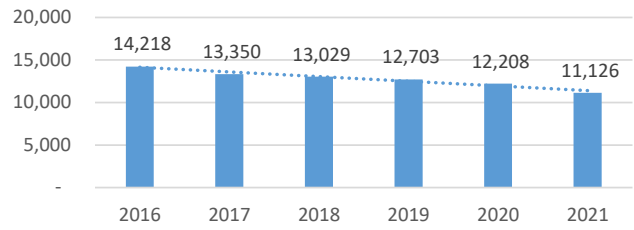
Reinforcing Our Capabilities

On April 7, 2021, we welcomed new Information Services Librarian, Elise Schofield. Elise is a recent graduate of MLIS program at Western University, and joins us with work experience from London Public Library and Huron County Library. She is a welcomed addition to the Children's and Teen staff and will be taking on Wednesday story-times and the Friday afternoon Curiosity Club, as well as assisting with summer program planning.

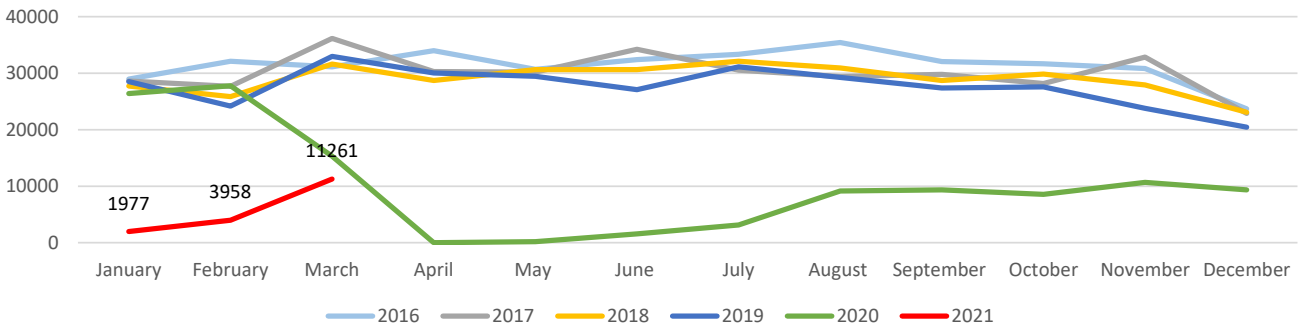
Annual Library Circulation Total 2016-2021



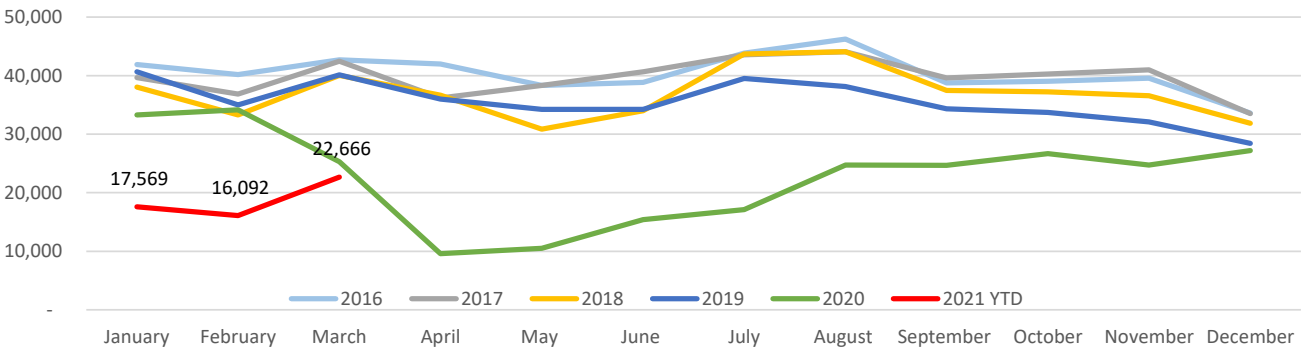
Monthly Average Active Users Count 2016-2021 YTD



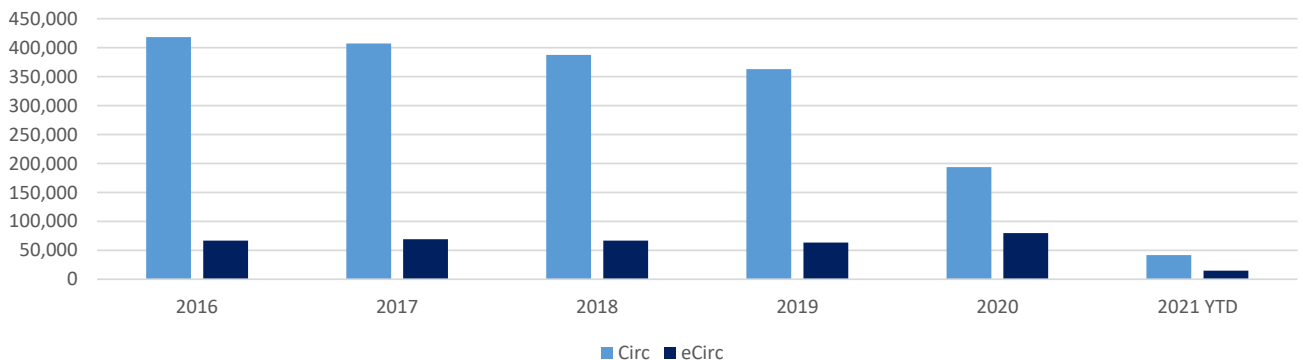
In Person Visits - 2016-2021



Total Circulation by Month - 2016-Present (Physical & Digital)



Annual Circulation by Type 2016-Present





WOODSTOCK PUBLIC LIBRARY

Subject:	A Fine Free Library Model for WPL
Action:	For the Review and Approval of the Board
Prepared By:	David I. Harvie, Chief Executive Officer
Meeting Of:	April 12, 2021

Recommendation

That the Woodstock Public Library implements a Material Recovery Model, thereby eliminating overdue fines on all library materials for all patrons, and directs the CEO to prepare a revised Circulation Policy for the Board's approval.

Purpose

The purpose of this report is to secure Board approval to shift from an overdue fines model to a material recovery model, which eliminates overdue fines, but retains the replacement fee structure for lost and damaged items.

Background

The COVID-19 pandemic has made the existing inequalities in our society more evident. As many civic leaders want better ways to engage and support the physical and mental health of their communities, access to library resources has increasingly become a priority. Local leaders have encouraged residents to explore e-books and digital e-audiobooks during this time of social distancing. However, many individuals are fearful or unable to utilize the resources of their public library simply because they have unpaid overdue fines and fees.

Fine Free Movement

An increasing number of public libraries in North America have implemented a fine free model of library service. At the end of 2020, there were approximately 270 libraries in the United States and Canada that have eliminated overdue fines. The following are neighboring libraries that are now fine free:

- Oxford County Library - 2018

- Brant County Library – 2020
- St. Thomas Public Library – 2020
- London Public Library – 2020
- Stratford Public Library - 2021
- Kitchener Public Library – 2021

Current Situation - Library's Circulation Policy

The Library Board has authority under Section 23(4) of the *Public Libraries Act, R.S.O. 1990, c. P44* to establish rules and regulations pertaining to the use of library services, impose fines, suspend library privileges, and the power to regulate all other matters connected with the management of the library and library property.

Typically, the Library charges overdue fines of \$.20 per day for adult materials and \$.10 per day for children's materials. Formats in high demand, such as DVDs and video games are rated at \$1.00 per day. All overdue fines are capped at a maximum of \$2 or \$10 based on the audience and media type. (Note: The Library's current Circulation Fines and Fees Schedule appears as Attachment A.)

Borrowing privileges are blocked when fines and fees reach \$10.00 on a patron's card.

As a library cardholder, it is the patron's responsibility to return checked out materials by its assigned due date. A date due notification is generated following each check-out, which serves as the official notification of when materials are due back. Patrons have the option of receiving a printed date due slip, or an email version at the time of check-out.

Patrons also have the option of signing up to receive pre-overdue courtesy notices sent via email. Two (2) reminder emails will be sent: the first will be sent three (3) days before the item is due, and the second will be sent on the due date. This service is provided as a courtesy, and the patron is responsible to ensure that they provide a valid email address, and check their email spam filters.

Patrons have the ability to renew items via the Library's online catalogue or by phoning the Library. Renewals can typically be placed on any item, except when there is a hold, or the item is from the Express Collection.

Once an item is overdue, the Library will send two (2) notifications by email or by mail. The first notification will be sent after 14 days, with the second notice after 21 days. After 36 days the item is declared lost and a final notice is mailed to the patron. This notice includes a bill for the replacement of the missing item(s), a \$5.00 processing fee for each item, and any accrued overdue fines.

If items remain unreturned for more than 60 days, the Library reserves the right to refer patrons to an outside collection agency to assist in recouping materials and fines. A \$15.00 referral fee is also added.

Woodstock Public Library Fine and Fee Revenue 2015-2019

Year	Overdue Fines	Lost/Damaged Fees	Total
2015	\$31,200.78	\$3,156.25	\$34,357.03
2016	\$28,620.96	\$4,395.96	\$33,016.92
2017	\$22,828.10	\$4,814.28	\$27,642.38
2018	\$22,246.53	\$4,341.37	\$26,587.90
2019	\$17,321.19	\$5,129.63	\$22,450.63

Overdue fines represented 0.006% of the overall Library Budget in 2019.

Overdue fines revenues have decreased by 44% from 2015 to 2019, while lost and damaged fees have remained relatively consistent during the same period.

The decline in overdue fines is expected to continue due to the increased use of digital resources, which do not generate overdue fines and fees.

Patron Statistics

As of 20 January 2021, there are a total of 12,244 active patrons using the Woodstock Public Library. There are a total of 556 active patron accounts that are presently blocked due to fines and fees of \$10 or more. Of this number of blocked accounts, 120 are children who are prevented from checking out library materials or accessing our digital collections.

Discussion

Public libraries have held a long-standing practice of charging fines for materials not returned. Overdue fines have traditionally been charged for a variety of reasons, such as to encourage returns (ensuring materials are available for other customers), and to teach patrons civil responsibility.

A review of professional literature concerning the effectiveness of overdue fines reveals few definitive studies based on hard data or large sample sizes. The majority of studies are anecdotal based papers that demonstrated the advantages of eliminating overdue fines.

The following benefits were identified as reasons to institute fine free policies:

1. Overdue fines multiply existing inequities

Overdue fines impede the Library's core value of providing equitable library service, especially as fines have a disproportionate impact on families with children, visible minorities, low-income earners, and new Canadians.

Research clearly shows that early literacy and school readiness are closely linked to children's earliest experiences with books and stories, yet we know that overdue fines are a barrier for many caregivers and families.

The Ottawa Public Library reported that *"people with low incomes avoid checking out materials to prevent fines. OPL staff found that the majority of users whose accounts had been blocked (suspended due to fees owing of more than \$50) were located in low-income neighborhoods, and 43% of library users with accounts in collections, were identified as members of visible minorities."* In addition, they found that 34% of all accounts with fines were held by children and teens, and 3,500 children and teens had accounts that had been blocked due to fines.

A move to fine free library service would demonstrate the Library's commitment to social equity and inclusiveness in our community.

2. Overdue fines are not a sustainable revenue model for public libraries.

WPL has seen a decline in overdue fines over the past 5 years. The reduction in revenues can be attributed, in part, to the Library's increased use of email pre-overdue notices, and ease of online renewals. Also, as digital circulation grows, library fines revenue will continue to decline. Returning e-books is an entirely automated and virtual process, meaning that no fines are ever incurred on an increasingly larger percentage of library circulation. During the pandemic, use of the Library's digital collections rose 26% in 2020 over the previous year. It would not be unreasonable to assume that this trend will continue post pandemic, as more patrons have become familiar with the technology.

3. Overdue fines do not motivate patrons to return materials.

While there may be a public perception that fines motivate patrons to use the library responsibly, and return their items on time, research does not support this view. According to a recent survey of nine public library systems in North America that eliminated overdue fines, none have experienced increases in late returns, longer hold times, or gaps in the collection. In fact, Salt Lake City Public Library saw its late-return rate drop 5% following fine elimination.

4. Increase in Circulation and Active Patrons

Fine-free public libraries have experienced increases in circulation, active library patrons, and goodwill towards the Library.

5. Improved Public Image and Relations

The elimination of overdue fines can greatly improve relationships with patrons, when a greater focus on the customer replaces the disciplinarian role of punitive fines collection.

Mr. Bookman, the Library Cop in the Seinfeld television sitcom, is a lingering reminder of past transgressions for many lapsed library users. The character is memorable because it touches a core truth about public libraries: overdue fines are punitive, and do not serve the library's greater mandate of equal access to information.

While the elimination of fines for just children's items may be a good first step, it's important to remember that if overdue fines represent a barrier to children using the library, those fines are also a barrier to their parents using the library. Overdue fines on adult materials can still determine whether or not a child is permitted to use the library based on the experience of their parents.

Options for Consideration

1. Discontinue the collection of overdue fines for all Woodstock Public Library patrons, and institute a materials recovery model.
2. Discontinue the collection of overdue fines for all children.
3. Reduce overdue fines on all materials.
4. Status Quo

Recommendation

The mission of the Woodstock Public Library is to become "a welcoming place to create, connect and explore", which promotes access to information, a love of reading, and lifelong learning.

Yet the Library's own circulation policy in regards to overdue fines is preventing the Library in achieving its own stated objectives.

The adoption of a materials recovery model and the elimination of overdue fines would allow Woodstock Public Library to take concrete action to remove systemic barriers, and move forward in its commitment toward achieving inclusiveness and social equity.

Given the small and projected continuing decline of overdue fines collected annually, the introduction of fine free service will have a negligible impact on the overall finances of the Library.

The implementation of fine free service for all patrons is recommended. Fees would still be imposed for lost and damaged library items.

This act would be in keeping with the Library's own strategic goals, and demonstrates its continuing ability to provide responsive, innovative and creative services, and signal's the Library Board's intention to become a leader of social equity in the community.

Implementation

Materials Recovery Model

In keeping with WPL's strategic goals, staff recommends the adoption of a Materials Recovery Model.

This model eliminates the use of late fines as the leading method to encourage timely returns, replacing it with a modified approach that uses a variety of tactics to encourage the recovery of materials. The predominant tactic is moral suasion, relying on email reminders and grace periods.

A move to a Materials Recovery Model is expected to result in:

- An increase in active cardholders.
- An increase in the circulation.
- A reduction in the number of blocked accounts.

The Library's current timeline for managing and notifying patrons of overdue materials would be used with the new model. Patrons would enjoy a grace period of 35 days during which reminders would be sent by email or mail. At the end of the grace period, the materials would be declared lost and the patron account would be blocked. If the customer returns the item(s) or pays the replacement costs, the block on their account will be lifted.

If the materials are not returned after 65 days overdue, the patron's card continues to be blocked and their account will be transferred to the library's collection agency for action.

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Woodstock Public Library - Loan Periods & Fines/Fees Schedule

Approved: 13 April 2017

Adult Materials			
Material Type	Loan Period	Overdue Fine	Max Fine / Item
Books, Books on CD	4 weeks	\$.20 per day	\$5.00
Music CD, Software	2 weeks	\$.20 per day	\$5.00
Magazines	2 weeks	\$.20 per day	\$5.00
Video Games	1 week	\$1 per day	\$10.00
DVDs	1 week	\$1 per day	\$10.00
DVDs TV Series	2 weeks	\$1 per day	\$10.00
Express Books	1 week	\$1 per day	\$10.00
Express DVDs	3 days	\$1 per day	\$10.00

Children Materials			
Material Type	Loan Period	Overdue Fine	Max Fine / Item
Books, Books on CD	4 weeks	\$0.10 per day	\$2.00
Music CD, Software	2 weeks	\$0.10 per day	\$2.00
Magazines	2 weeks	\$0.10 per day	\$2.00
DVDs	1 week	\$1.00 per day	\$10.00
Video Games	1 week	\$1.00 per day	\$10.00

Borrowing privileges are blocked when fines and fee reach \$10.00 on a patron's card.

Other Fees

Replacement cost for lost library card: Adult \$2.00, Child \$1.00

Replacement cost for lost or damaged materials

A borrower will be billed for an item that is lost or damaged beyond repair. The amount billed will include a replacement fee and a processing charge. The replacement fee will be the cost of the item as recorded in the Library catalogue except where, in the opinion of the Library staff, this cost varies substantially from the current estimated replacement cost of the items. In such cases, Library staff may exercise their discretion in determining the replacement fee.

Processing charge for lost or damaged materials: \$5.00 per item

Annual Non-Woodstock Resident Borrower Fee

Adults: \$50.00 per person Students: \$5.00 per person (Must attend school in Woodstock).



Minutes
Joint Occupational Health and Safety Committee Meeting
Friday, December 18, 2020
10:00 a.m.

Employer Representative: Lori Peixoto, Administrative Assistant
Darlene Pretty (regrets)

Recorder Lori Peixoto

Employee Representative: Joe Wachowiak, Building Maintenance Supervisor
Janet Smith, Circulation Clerk (regrets)

The meeting was called to order at 10:00 am.

1. Minutes of the Meeting of September 25, 2020

The Minutes of the Joint Health & Safety Committee meeting of September 25, 2020, were approved.

2. Workplace Inspections

- a) Inspection of September 30, 2020
No hazards reported.
- b) Inspection of October 28, 2020
No hazards reported.
- c) Inspection of November 27, 2020
No hazards reported.

3. Branch Concerns

- a) Email to Library Employees, dated September 25, 2020
Re: Fire Alarm – building evacuation

The process was discussed, and it was of concern that the fire department representatives had to ask WPL managers for a key to the fire box. It was assumed the Fire Department had a key as per the Fire Safety Plan.

4. Injuries/Lost Time Report

There was one injury in the workplace during this period. There was no lost time.

5. Policy Review – Prevention of Workplace Violence and Harassment

Discussion was had regarding wording changes in sections 2.4 and 2.5. Committee members agreed with the updated language, and the policy was approved.

6. Anti-fatigue Mats at Circulation – update

The most recent workplace injury was as a result of mats being moved around the area at Circulation. The City's Health & Safety Coordinator was contacted to ensure the Library is not creating additional hazards by having mats on top of carpet in the Circulation area. It was noted by the Health & Safety Coordinator that the mats are okay, but need to be moved to a safe space when not in use to avoid any tripping hazards. This would be the responsibility of the employees in the department that are using the mats.

7. New Business

Meeting dates for 2021 need to be posted on the Health & Safety bulletin board.

8. Next meeting: Friday, March 15, 2021 @ 10:00 am

The meeting adjourned at 10:36 am.

**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
JANUARY-MARCH 2021**

REVENUES	2021 BUDGET	PREVIOUS PERIOD YTD	JAN-MAR	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	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000 Donations	\$ 16,000.00	-	-	-	16,000.00	0.00%
1000-69702-0000 Photocopying	\$ 3,500.00	-	124.80	124.80	3,375.20	3.57%
1000-69703-0000 Fines, Fees	\$ 10,000.00	-	1,397.45	1,397.45	8,602.55	13.97%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 500.00	-	5.00	5.00	495.00	1.00%
1000-69706-0000 Interest Earned	\$ 1,000.00	-	50.20	50.20	949.80	5.02%
1000-69707-0000 Non-resident fee	\$ 5,000.00	-	1,270.00	1,270.00	3,730.00	25.40%
1000-69708-0000 Miscellaneous	\$ 1,000.00	-	1,960.02	1,960.02	(960.02)	196.00%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ -	-	-	-	-	#DIV/0!
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	-	481.36	481.36	2,518.64	16.05%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 63,280.00	-	-	-	63,280.00	0.00%
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 105,000.00	-	-	-	105,000.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 56,800.00	-	-	-	56,800.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot Levy	\$ -	-	-	-	-	#DIV/0!
	\$ 2,588,410.00	-	-	-	2,588,410.00	0.00%
TOTAL REVENUES	\$2,913,660.00	\$ -	\$ 5,288.83	\$ 5,288.83	\$ 2,908,371.17	0.18%
EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	JAN-MAR	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 1,009,490.00	\$ -	\$ 233,711.69	\$ 233,711.69	\$ 775,778.31	23.15%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,590.00	-	91.25	91.25	1,498.75	5.74%
1000-83610-0103 Salaries & Wages, Part Time	\$ 641,820.00	-	109,582.21	109,582.21	532,237.79	17.07%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,120.00	-	1,834.80	1,834.80	9,285.20	16.50%
1000-83610-0105 Vacation Pay	\$ 90,000.00	-	12,983.33	12,983.33	77,016.67	14.43%
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.	\$ 138,450.00	-	34,758.70	34,758.70	103,691.30	25.11%
1000-83610-0151 C.P.P.	\$ 75,830.00	-	21,062.21	21,062.21	54,767.79	27.78%
1000-83610-0152 E.I.	\$ 28,660.00	-	8,564.99	8,564.99	20,095.01	29.88%
1000-83610-0154 Employers Health Tax	\$ 34,790.00	-	8,404.80	8,404.80	26,385.20	24.16%
1000-83610-0158 Insurance, EHC, LTD	\$ 111,750.00	-	9,767.80	9,767.80	101,982.20	8.74%
1000-83610-0171 Workers' Compensation Insurance	\$ 4,330.00	-	1,206.81	1,206.81	3,123.19	27.87%
1000-83610-0172 Travel & Mileage	\$ 2,500.00	-	-	-	2,500.00	0.00%
1000-83610-0198 Pay in Lieu of Benefits	\$ 26,960.00	-	5,254.94	5,254.94	21,705.06	19.49%
1000-83610-0300 Materials/Repairs/Maintenance	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 38,000.00	-	6,112.32	6,112.32	31,887.68	16.09%
1000-83610-0309 Caretaking Supplies	\$ 8,500.00	-	2,556.53	2,556.53	5,943.47	30.08%
1000-83610-0310 New Equipment	\$ 5,500.00	-	-	-	5,500.00	0.00%
1000-83610-0311 Equipment Repairs & Service	\$ 4,000.00	-	164.38	164.38	3,835.62	4.11%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	-	1,164.22	1,164.22	8,835.78	11.64%
1000-83610-0313 Subscriptions & Memberships	\$ 3,000.00	-	261.25	261.25	2,738.75	8.71%
1000-83610-0314 Postage and Express	\$ 4,500.00	-	368.11	368.11	4,131.89	8.18%
1000-83610-0315 Advertising	\$ 21,450.00	-	3,175.00	3,175.00	18,275.00	14.80%
1000-83610-0318 Board Development	\$ 2,000.00	-	270.00	270.00	1,730.00	13.50%
1000-83610-0321 Cost of Photocopying	\$ 6,500.00	-	605.05	605.05	5,894.95	9.31%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 10,000.00	-	1,526.40	1,526.40	8,473.60	15.26%
1000-83610-0350 Telephone	\$ 8,000.00	-	1,170.37	1,170.37	6,829.63	14.63%
1000-83610-0351 Electricity	\$ 38,000.00	-	1,487.63	1,487.63	36,512.37	3.91%
1000-83610-0352 Heat	\$ 12,500.00	-	2,460.48	2,460.48	10,039.52	19.68%
1000-83610-0353 Water	\$ 2,500.00	-	207.14	207.14	2,292.86	8.29%
1000-83610-0370 Software & Liscensing	\$ 64,110.00	-	30,109.07	30,109.07	34,000.93	46.96%
1000-83610-0383 Consultant Services	\$ 55,000.00	-	3,256.32	3,256.32	51,743.68	5.92%
1000-83610-0393 Purchased Services	\$ 3,000.00	-	371.20	371.20	2,628.80	12.37%
1000-83610-0399 Miscellaneous	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	-	19,108.08	19,108.08	50,891.92	27.30%
1000-83610-0613 Library Materials	\$ 233,090.00	-	48,245.88	48,245.88	184,844.12	20.70%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	-	(50.87)	(50.87)	10,550.87	-0.48%
1000-83610-0625 Covers and Repairs	\$ 14,820.00	-	12.36	12.36	14,807.64	0.08%
1000-83610-0626 Cataloguing/Processing	\$ 35,000.00	-	6,898.53	6,898.53	28,101.47	19.71%
1000-83610-0627 Programmes	\$ 4,000.00	-	477.94	477.94	3,522.06	11.95%
1000-83610-0634 Standing Orders	\$ 10,000.00	-	4,156.18	4,156.18	5,843.82	41.56%
1000-83610-0635 Inter-Library Loans	\$ 5,000.00	-	384.42	384.42	4,615.58	7.69%
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	\$ 2,913,660.00	\$ -	\$ 581,721.52	\$ 581,721.52	\$ 2,331,938.48	19.97%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
JANUARY-MARCH 31, 2021

Balance - January 1, 2021	\$0.00
Add: Revenue	\$5,288.83
Less: Expenses	(\$144,265.79)
Payroll	(\$437,455.73)
Balance - March 31, 2021	<u>(\$576,432.69)</u>
Levy to be applied	\$2,588,410.00
Levy Adjusted Balance	<u>\$2,011,977.31</u>

SUMMARY OF JESSIE MCDOUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
JANUARY-MARCH 31, 2021

Balance - January 1, 2021	\$12,527.68
Add: Bank Interest	\$24.72
Balance - March 31, 2021	<u>\$12,552.40</u>