

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**February 9, 2021**

**Date:** Tuesday, February 9, 2021  
**Time:** 4:00 p.m.  
**Place:** Via Zoom Video Conferencing  
Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZlqcO6grzgiGtfl1TcTYdyYqLXQmaow8e9f>

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**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 January 12, 2021**

**6. Business Arising from the Minutes**

None

**7. Board Education**

a) Presentation – Intellectual Freedom – J. Seale, Librarian

**8. Consideration of Correspondence**

a) Letter – OLS-N/SOLS Re: Appointment of OLS Assembly Representative

**9. Administrative Reports**

For Information

**a) Monthly Report**

- i) Report of the Chief Executive Officer for January, 2021
- ii) Report of the Manager of Public Services for January, 2021

**b) Statistics**

- i) Library Systems Activities for the month of January, 2021

**c) Policy Review**

- i) Report – Use of Library Resources During Elections
- ii) Draft Policy – Use of Library Resources During Elections

**10. Committee Reports**

**a) Southern Ontario Library Service Trustee Council**

None

**b) Health and Safety**

None

**c) Grievance**

None

**11. Finance**

**a) Treasurer's Report**

Draft Statement of Revenue and Expenditures December, 2021

**12. New Business**

- a) Motion to Approve the Absence of R. Gerrie.**
- b) Appointment of Acting-Vice Chair**

**13. Notices of Motion**

None

**14. Attachments**

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

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**16. Next Meeting**

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

**17. Adjournment**

**Woodstock Public Library Board**  
**DRAFT Meeting Minutes**  
**January 12, 2021**

A regular meeting of the Woodstock Public Library Board was held on January 12, 2021 at 4:00 pm, virtually via Zoom technology (link provided publicly).

**a)** The following Board members were present:

Ken Whiteford, Chair  
Mary Anne Silverthorn, Trustee  
Gary Wade, 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

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**1. Call to Order/Chairperson's Remarks**

The Chair called the meeting to order at 4:03 pm.

Councillor Tait offered regrets on behalf of the Mayor.

**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**

**Motion 21-01**

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

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of December 8, 2020**

**Motion 21-02**

MOVED by Councillor Tait and seconded by Trustee Silverthorn to approve the Minutes of the Meeting of December 8, 2020.

**Motion carried.**

**6. Business Arising from the Minutes**

None.

**7. Board Education**

**a) 2021 OLA SuperConference Registration**

The Chair confirmed with all Trustees that they had received the SuperConference information via email. Trustee Wade expressed interest in attending the Conference.

**8. Consideration of Correspondence**

**a) Thank-you Card**

Barbara Waud, Circulation Clerk  
Re: 25 Year Watch

**b) Donation Letter**

Oxford Community Foundation  
From Ross and Fran McElroy Grant Fund.

The Chair recognized the generosity of the McElroys, and asked the CEO to forward a letter of thanks on the Board's behalf.

**c) Comment Form Submission**

D. Himes

- d) **Email – Federation of Ontario Public Libraries**  
FOPL Chair’s Message, Dec. 2020

9. **Administrative Reports**

a) **Monthly Report**

**Report of the Chief Executive Officer for January, 2021**

The CEO provided details found in the Monthly Report, and added that with tighter restrictions handed down by the province, the Library purchased additional e-book titles, using surplus money.

b) **Statistics: Library Systems Activities**

The Library was able to hit 1.5 million uses by year-end. Circulation is down, but that had much to do with COVID-19. Social media numbers are high, and it’s evident that patrons are using the Library’s social media for information and services.

c) **Policy Review**

- i) Report – Access to Information & Protection of Privacy Policy and Video Surveillance Policy (re-issued)

The Chair reminded Trustees that these policies were deferred to allow for City Administration to review and provide comments.

- Access to Information & Protection of Privacy Policy (Draft)

The CEO noted that there were some comments provided by the City Clerk that included the Board appointing a Head who could then appoint a Freedom of Information Coordinator. The City Clerk had agreed to be the Library’s FOI Coordinator.

- Video Surveillance Policy (Draft)

There were no comments provided by City Administration on this policy.

**Motion 21-03**

MOVED by Trustee Wade and seconded by Councillor Lauder to approve the draft policies on Access to Information and Protection of Privacy, and Video Surveillance.

**Motion carried.**

**Motion 21-04**

MOVED by Trustee Silverthorn and seconded by Councillor Tait to approve the appointment of the Woodstock Public Library Board Chair as 'Head' under the Municipal Freedom of Information and Protection of Privacy Act.

**Motion carried.**

**Motion 21-05**

MOVED by Councillor Tait and seconded by Trustee Wade to approve the appointment of the City Clerk as Freedom of Information Coordinator on behalf of the Library.

**Motion carried.**

ii) Report – Prevention of Workplace Violence and Harassment

- Prevention of Workplace Violence and Harassment Policy (Draft)

The CEO reminded the Board that the policy is reviewed annually. The Library's HR Consultant reviewed the policy and provided comments and language to strengthen the policy, after which, the policy was reviewed and subsequently approved by the Library's Joint Health & Safety Committee.

**Motion 21-06**

MOVED by Councillor Lauder and seconded by Trustee Silverthorn to approve the Prevention of Workplace Violence and Harassment Policy as presented.

**Motion carried.**

**10. Committee Reports**

**a) Southern Ontario Library Service Trustee Council**

None.

**b) Health and Safety**

**Motion 21-07**

MOVED by Trustee Silverthorn and seconded by Councillor Tait to accept the Minutes of the meeting of the Joint Health & Safety Committee of September 25, 2020, as information.

**Motion carried.**

**c) Grievance**

None.

**11. Finance**

**a) Treasurer's Report**

The CEO reported that the Library would not be in receipt of the year-end financial statement until February, 2021, as noted by Treasury.

**Motion 21-08**

MOVED by Trustee Silverthorn and seconded by Councillor Lauder

that the DRAFT Statement of Revenues and Expenditures for the period ending November 30, 2020, and

the DRAFT Summary of Trust Account for the period ending November 30, 2020, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending November 30, 2020, be approved as information received.

**Motion carried.**

The CEO noted that the Library was in a good position at year-end with a surplus, and Council had approved that money to be put into reserves.

**12. New Business**

**a) 2021 Library Board Meeting Schedule**

The Chair reminded the Board that a change in legislation required the Board to meet a minimum of seven (7) times per year. The current Board meets ten (10) times per year.

After discussion, it was agreed by all to keep to the current schedule of ten (10) regular meetings of the Board per year, to be held on the second Tuesday of the month at 4:00 pm, excluding July and August.

**13. Notices of Motion**

None.

**14. Attachments**

- a) *Woodstock Library to Continue Offering Curbside Pickup*; Heart FM; December 23, 2020
- b) *Woodstock, Oxford libraries to close, offer curbside pickup*; Woodstock Sentinel Review; December 24, 2020

**15. Committee of the Whole In Camera**

**Motion 21-09**

MOVED by Trustee Silverthorn and seconded by Councillor Tait that the Board move into Committee of the Whole In-camera at 4:40 pm.

**Motion carried.**

**Motion 21-10**

MOVED by Trustee Silverthorn and seconded by Councillor Lauder that the Board move out of Committee of the Whole In-camera at 4:48 pm.

**Motion carried.**

**Motion 21-11**

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

**Motion carried.**

**Motion 21-12**

MOVED by Councillor Tait and seconded by Councillor Lauder that the Board approve the Minutes of the Committee of the Whole In-camera for November 10, 2020.

**Motion carried.**



**Motion 21-13**

MOVED by Trustee Silverthorn and seconded by Councillor Tait that the Board approve the recommendations made in In-camera Report #2021-001.

**Motion carried.**

**16. Next Meeting**

Tuesday, February 9, 2021, 4:00 pm.

**17. Adjournment**

**MOVED** by Councillor Lauder that the meeting adjourn at 4:50 pm.

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January 2021

Library Board Chairperson  
Woodstock Public Library  
445 Hunter Street  
Woodstock, ON N4S 4G7

Dear Board Chairperson,

As we work toward the Ontario Library Service amalgamation, we would like to take this opportunity to provide you with information regarding the Ontario Library Service Board.

On April 1, 2021, the first meeting of the Ontario Library Service Board will take place. It will be an interim Board made up of representatives from both the Southern Ontario Library Service and Ontario Library Service North Boards. At the June 2021 Annual General Meeting, the first elected Ontario Library Service Board will begin to serve its term from, June 2021 to June 2024. We are writing to give you a brief orientation to the election process and to ask your board to make its appointment to the appropriate Board Assembly.

About the Ontario Library Service Board:

- It is composed of 13 people: 9 elected Board Assembly representatives and 4 Ministerial Appointees.
- A full term for the Board is four years, beginning at least one full year after Ontario municipal elections.
- Representatives are elected from their corresponding population-based Board Assembly.

About Board Assemblies:

- There are 9 Board Assemblies based on population served, to represent Ontario public libraries (see chart below).
- All public libraries boards in Ontario are invited to appoint an official representative to their respective Board Assembly.

In addition to their role in the Ontario Library Service governance process, Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues, like the ones you face, in governing a public library. They offer suggestions and support for board training and serve as a communication link between the Ontario Library Service and local boards.

Board Assemblies will meet virtually twice a year, once in the Fall and once in the Spring. The first round of meetings is scheduled for April 2021.



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Category	Number of Board Assemblies per Category
Under 2,500	2
2,500 – 4,999	1
5,000 – 9,999	1
10,000 – 19,999	1
20,000 – 39,999	1
40,000 – 74,999	1
75,000 – 149,999	1
150,000 +	1

Once your library Board appoints its representative, please submit their name, address, telephone number, and e-mail address via <<https://www.surveymonkey.com/r/XRDT3YH>> or to Gisèle Montgomery (gmontgomery@olsn.ca), 705-675-6467/1-800-461-6348, extension 214. An introduction letter will follow. All meeting notices will be sent directly to them. We will also add their name to the Board Assembly listserv which is designed to facilitate communications among library board representatives.

Please make your appointment soon. We look forward to welcoming your representative at their respective Board Assembly this spring.

Yours truly,

Mellissa D'Onofrio-Jones  
CEO Ontario Library Service – North

Barbara Franchetto  
CEO Southern Ontario Library service



## **WOODSTOCK PUBLIC LIBRARY**

Subject:	CEO Report for January 2021
Action:	For Information
Prepared By:	David I. Harvie
Meeting Of:	February 9, 2021

### **Contribute Vibrant Spaces**

The Library added Creativebug, a digital platform that offers hundreds of online video craft classes, to its digital collection in early February.

The monthly download limit for Library's HOOPLA digital collection was increased from 4 to 7 items per month in January and February in response to provincial COVID-19 restrictions announced in mid-December.

### **Strengthen Our Community**

Preliminary meetings have been held with the consultants conducting the Library's building expansion study. The consultants will review the library's service delivery model and priority outcomes with the Board at an upcoming Board meeting. These outcomes will help define how much and what type of space should be included in an expanded building.

### **Reinforcing Our Capabilities**

The provincial-wide lockdown effective December 26<sup>th</sup> has continued with residents being urged to stay at home whenever possible. The Library has continued to provide its curbside pick-up service and quarantines returned items for a six day period. Curbside hours have been extended to 8:00 p.m. on Monday-Thursday nights, and until 4:30 p.m. on Saturdays. The Library added the ability to pay library fines via debit/credit at the curb in late January.

Temporary e-Cards are once again available for the Library's website. Twenty-one e-Cards were issued in January.

Staff levels have been reduced to a minimum, with management working from home as much as possible.

Ms. Amy Coles, was hired as a part-time children's and teen librarian. She previously worked for the Library in a contract position. Welcome back Amy!

The Library received and installed a new network switch and uninterruptible power supply (UPS) unit, as part of the upgrades to the Library network infrastructure.

Respectfully Submitted,

David I. Harvie

Chief Executive Officer



## WOODSTOCK PUBLIC LIBRARY

<b>Subject:</b>	Public Services Report for January 2021
<b>Action:</b>	For information
<b>Prepared by:</b>	Darlene Pretty, Manager of Public Services
<b>Meeting of:</b>	February 9, 2021

### Contribute Vibrant Spaces

Participation in our Zoom story time programs continues to rise. January's attendance is up 18% from December's attendance and staff is averaging 13 participants per program which is excellent and nearing in person programming. Children's program attendance is up 100% from December, due largely in part to the new virtual program, Shelf Talks. This YouTube program features our children's staff talking about their favourite books. The adult version has also been extremely popular with 47 views in January. This has been a successful strategy for providing reader's advisory during the current closure of the library to patrons.

A very popular bimonthly posting has been Librarian Ellen Altpeter's Throwback Tuesdays, featuring photos from our local history collection. Lately she has been focusing on old photos of the Library, and January saw 167 views and 100 comments on the photo featuring the original children's department.

### Strengthen Our Community

In January, Jennifer Lynch, the librarian at Algonquin Public School reached out to the library to ask if she could share many of our educational and engaging posts such as our virtual I Spy and virtual Escape Room. She felt these posts were excellent resources she could share with the teaching staff to pass on to parents.

Emerging Technologies Librarian, Gillian Green, will be contacting Woodstock elementary schools to promote our online Forest of Reading virtual book clubs. Due to COVID-19, not all schools are participating this year in the book clubs, and our Beanstalk book club will provide an engaging alternative and allow Woodstock children to vote for their favourite children's authors.

## Reinforce Our Capabilities

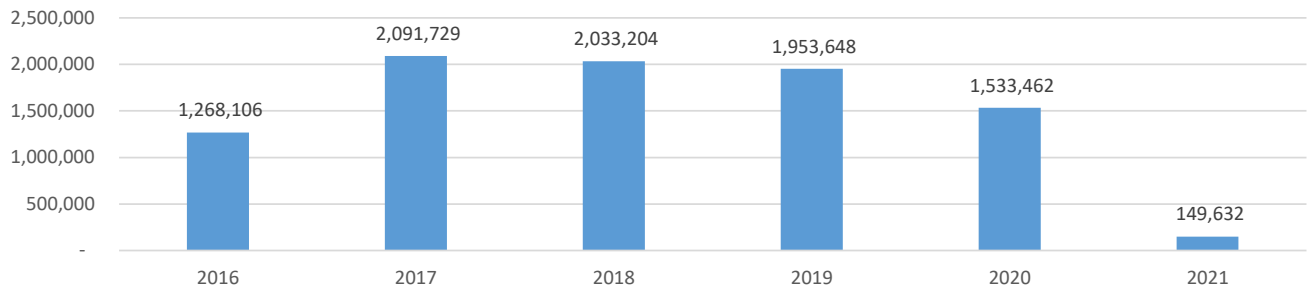
All Library staff has been asked to view the Ryan Dowd webinar, "Burnout and Stress: Just in Case 2021 is as Bad as 2020." We were able to provide the core Homelessness for Librarians training in 2020, and as part of our subscription to this excellent training resource we receive monthly Ryan Dowd webinars that are of great interest to libraries. This particular webinar is very timely for those staff who is finding the challenges of working during COVID-19 to be mentally and emotionally draining and provides good strategies to reduce burnout and stress. All of Ryan Dowd's webinars are easily accessible on the library platform, Niche Academy which the Library now subscribes to.



# Woodstock Public Library

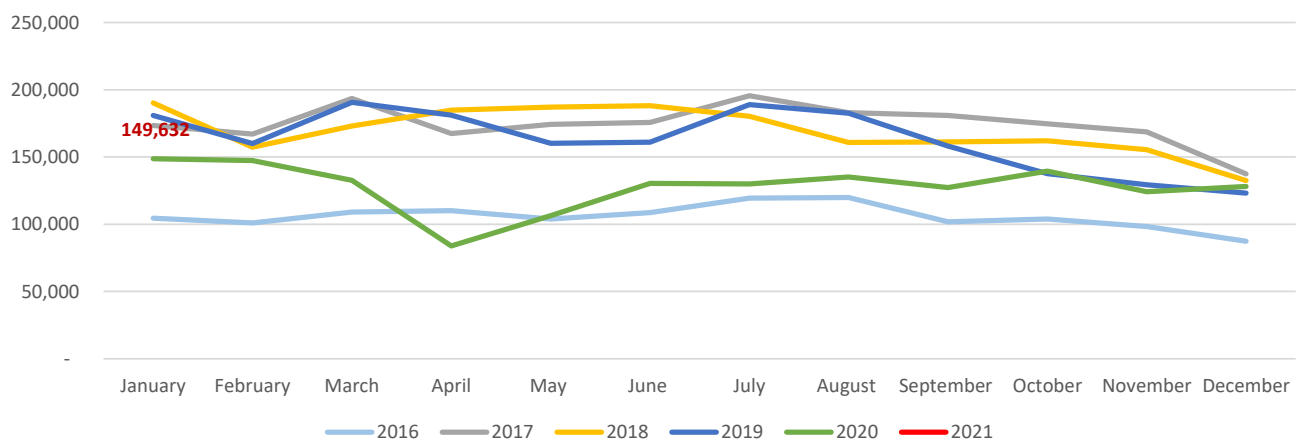
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

### Total Library Uses 2016 - present



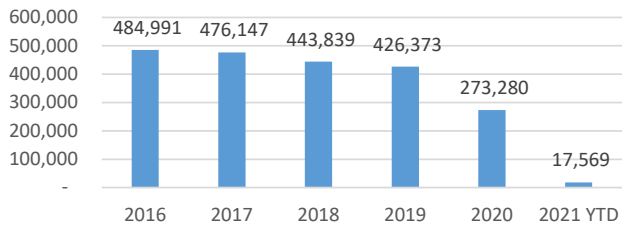
2021	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagements	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	17,569	1,977	81,198	42,124	985	-	671	5,108	<b>149,632</b>
February									-
March									-
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>17,569</b>	<b>1,977</b>	<b>81,198</b>	<b>42,124</b>	<b>985</b>	<b>-</b>	<b>671</b>	<b>5,108</b>	<b>149,632</b>

### Total Library Uses by Month 2016 - Present

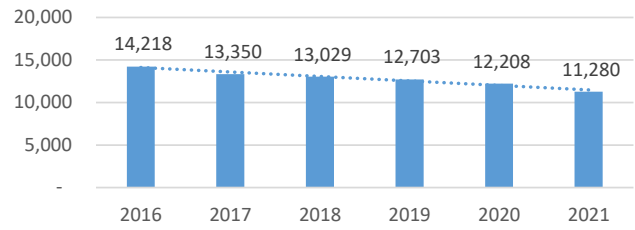




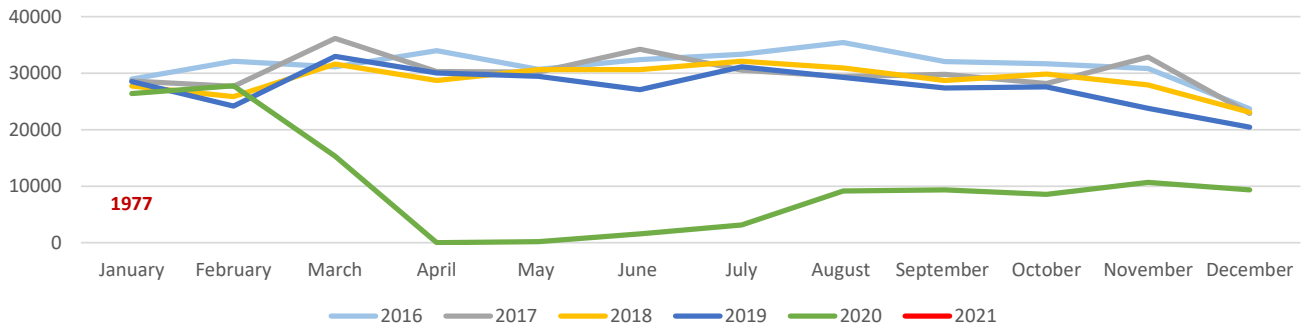
### Annual Library Circulation Total 2016-2021



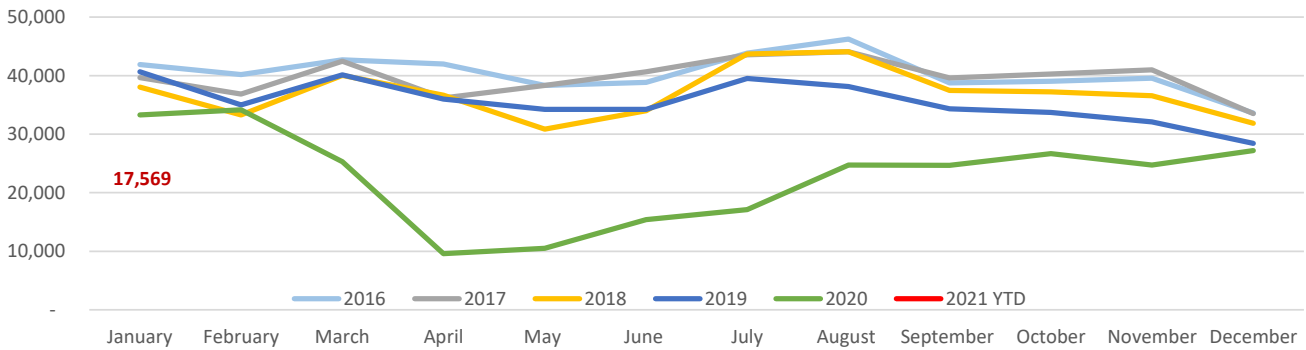
### Monthly Average Active Users Count 2016-2021 YTD



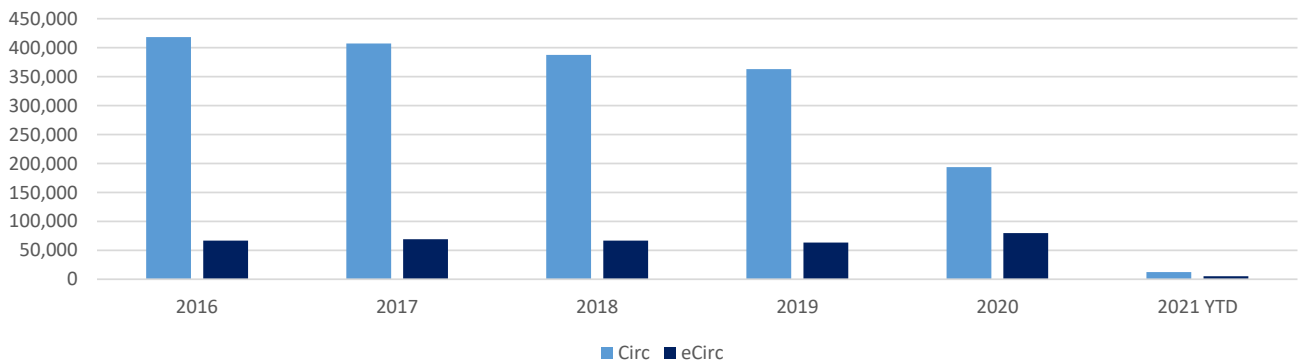
### In Person Visits - 2016-2021



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



### Annual Circulation by Type 2016-Present





## WOODSTOCK PUBLIC LIBRARY

Subject:	Use of Library Resources During an Election
Action:	For the review and approval of the Board
Prepared By:	David I. Harvie, Chief Executive Officer
Meeting Of:	9 February 2021

### Recommendation

That the draft policy on the use of Library resources during an election be approved by the Board.

### Summary

This policy sets out provisions for the use of Library facilities, resources and infrastructure during an election period by Board Members and candidates. This is in order to preserve the public trust, to maintain the neutrality of the Woodstock Public Library during election campaigns, and to ensure that the Library complies with the Municipal Elections Act, 1996, the Elections Finances Act, 1990 and the Canada Elections Act.

### Discussion

This policy allows the Woodstock Public Library to balance the need for freedom of expression and assembly of candidates and its legal responsibility to ensure that no candidate, registered third-party advertiser, or political party is provided with an unfair advantage.

At present, the Library does not have a policy concerning the use of Library resources during elections. The establishment of this policy will bring the Library in accordance with the Municipal Elections Act, 1996, that requires local boards to establish rules and procedures for the use of resources during an election period (section 88.18). The Act also prohibits local boards from making a contribution (including money, goods and services) to any candidate, registered third-party advertiser or political party during an election (sections 88.4 and 88.12(4)). In addition, the Elections Finances Act, 1990 and the Canada Elections Act, S.C. 2000 impose contribution restrictions for provincial and federal election campaigns, respectively.

This policy recognizes that Members of Council are holders of their office until the end of the term and supports them in continuing to fulfill their responsibilities as Members of Council, despite their candidacy in an election. This policy also recognizes that the Woodstock Public Library Board continues to meet and conduct business during an election period. Nothing in the policy will prohibit Members of the Board from performing their duties or precludes a Member of Council from performing their duty as an elected official, nor inhibits them from representing the interests of their constituents.

The City Clerk has reviewed and provided comments on the draft policy, which have all been incorporated.

Respectfully submitted,

David I. Harvie  
Chief Executive Officer



# Woodstock Public Library Policy

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**Policy Name:** Use of Library Resources During Elections

**Category:** Library Services

**Version:** 18 January 2021

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## **POLICY STATEMENT AND RATIONALE**

One of Woodstock Public Library's core values is to support the community in civic engagement and participation. As such the Library strives to be non-partisan in its use of resources and will not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, organization or group.

The purpose of this policy is to provide a consistent approach and direction on how Library resources can and cannot be used during municipal, school board, provincial and federal election campaigns or questions on the ballot. It is also to ensure that Woodstock Public Library is in compliance with relevant legislation including, but not limited to, the Municipal Elections Act, the Province of Ontario Elections Act, the Canada Elections Act and relevant municipal by-laws.

## **SCOPE**

This policy applies to Board Members, employees and volunteers of Woodstock Public Library and their dealings with candidates for elected office, including current City Councillors campaigning during the municipal election campaign period.

Nothing in this policy prohibits Woodstock Public Library Board Members from performing their duties; or City Councillors from performing their jobs, including representing the interests of their constituents in a manner consistent with their duties as an elected official.

## **DEFINITIONS**

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

"Campaigning" means any activity by or on behalf of a candidate, political party, registrant, advocate, supporter or opponent of a question on a ballot meant to

elicit support during the election period. Campaigning does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphic that identifies the individual as a candidate or registrant.

“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, radio or television, and online, including websites or social media.

“Candidate” means any person who has filed and not withdrawn a nomination for an elected office at the municipal, school board, county, provincial or federal level in an election or by-election, or their representative.

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

“Contribution”, as defined in the Municipal Elections Act, 1996, Section 88.15 (1) as amended means *“money, goods and services given to and accepted by or on behalf of a person for his or her election campaign”*.

“Elected Office” means an elected position of authority to exercise a public function and to receive whatever compensation may belong to it.

“Elected Official” means an individual elected to the House of Commons, the Legislative Assembly of Ontario, Woodstock City Council, Oxford County Council or a School Board.

“Election” means an election or by-election at the municipal, school board, county, provincial and federal level of government, or the submission of a question to the electors.

“Election Period” means the official period of an election:

- For a municipal election, the election period means the period starting on the day the time for filing nominations commences as defined in the Municipal Elections Act, 1996, Section 33(4) and ending on election day.
- For a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day.
- For a question on the ballot, the period commences the day City Council passes a by-law to put a question to the electorate and ends on voting day.
- For a by-election, the period commences when the by-election is called and ends on voting day.

“Employee” means a person who is employed by the Woodstock Public Library.

“Glad-handing” means attending a Library event as a private individual and interacting with other event attendees without displaying signage or disseminating material that identifies the individual as a candidate and without encouraging votes for a candidate, a political party or a position on a question on a ballot.

“Library” means the Woodstock Public Library.

“Library Board” means the Woodstock Public Library Board.

“Library Events” means events funded or organized by the Library including events that may be jointly organized with community organizations and/or with external sponsors. Library events include but are not limited to: community meetings and consultations, cultural celebrations, and special events. Events organized by agencies and corporations are not considered Library events for the purpose of this policy.

“Library Facilities” means any facility, including property, that is owned or leased by the Library and that is directly managed and operated by the Library. Library facilities do not include public rights-of-way such as sidewalks, roads, boulevards and laneways.

“Library Funds” means funding support received through the City’s annual operating or capital budgets and the Province of Ontario Operating Grant for Libraries, and includes but is not limited to funds provided directly to Library programs and services, Board Member expense payments and staffing budgets.

“Library Information” means any information in the custody or control of the Library, including databases that may be the repository of names, contact information, or other identifiers compiled and used by Library employees to conduct Library business.

“Library Intellectual Property” includes all content for which the Library holds intellectual rights, e.g. copyright, and includes, for example, the Library logo, videos or photographs produced by the Library, web sites or domain names, etc.

“Library Infrastructure” means any physical or technological systems that support the operation of Library programs and services, including but not limited to the Library’s computer network, telecommunications, e.g. VOIP system, and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet. Library infrastructure excludes public rights-of-way, including sidewalks, roads, laneways and boulevards.

“Library Resources” include but are not limited to Library employees and volunteers, events, programs and services (including online services such as

online and social media channels), facilities, equipment and supplies, funds, information, intellectual property and infrastructure.

“Media Event” means an event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote a candidate, a political party or a position on a question on a ballot. Features of a Media Event can include but are not limited to, the issuing of a media advisory, stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases and/or media kits, and/or the display of signage and/or other materials to promote a candidate or a position on a question on a ballot.

“Media Scrum” means an unplanned encounter between a candidate, a registrant, their staff and/or member(s) of the media.

“Member of Council” means the Mayor and all City Councillors.

“Non-partisan” is defined as not favoring or promoting or opposing any political party, platform or candidate for public office.

“Political Parties” for provincial and federal elections are those registered with the Ontario Election Finances Act or in the registry of parties referred to in section 374 of the Canada Elections Act. Political parties for municipal, school board or question on a ballot means any organization(s) whose fundamental purpose is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election, or to promote the acceptance of a certain position on a question on a ballot.

“Question on a Ballot” means any question or by-law submitted to the electors by Council, a school board, an elected local board, or the Minister of Municipal Affairs and Housing under the Municipal Elections Act, 1996.

“Registrant” means an individual, corporation or trade union described in paragraphs 1 to 3 of subsection 88.6 who has registered with the City Clerk under the Municipal Elections Act, 1996.

“Social Media” means online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, commenting, social posts, polls, wikis, podcasts, pictures, video, music sharing, rating and bookmarking.

“Supporter” means a supporter of a “yes” or “no” response to a question on a ballot or a candidate but not incurring expenses like a registrant.

“Voting Day” means the day on which the final vote is to be taken in an election.

“Volunteer” means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration. While Library Board Members volunteer their time and do not receive remuneration, for the purposes of this policy they will be referred to as Board Members as they have roles and responsibilities that are different from those of other volunteers.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 General Principles**

- 1.1 The Library will encourage and support discussion on civic and social issues in a manner that is neutral, fair and equitable to all those seeking elected office.
- 1.2 The Library will balance the need for freedom of expression and assembly of all candidates, with its legal responsibility not to provide an unfair advantage to any one candidate.
- 1.3 During election campaigns, the Library will maintain a neutral environment in which the Library will not make a contribution (including money, goods and services) or use Library resources to promote a political party, platform or one candidate over another.

### **2.0 Responsibility**

- 2.1 The CEO is responsible for the enforcement of this policy.

### **3.0 Activities Allowed During an Election**

- 3.1 Board Members and employees of the Woodstock Public Library must inform the CEO expeditiously if they register to run for office in a municipal, provincial or federal election.
- 3.2 Library Board Members and employees may engage in political activity, including endorsing or opposing a candidate, political party, or a particular response to a referendum question, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Library Board Member or on behalf of the Woodstock Public Library.
- 3.3 Any Library employee running as a candidate in the municipal election will comply with Section 30 of the Municipal Elections Act.



- 3.4 All-candidate meetings can be held at Library facilities provided that all candidates for an office are invited to attend such meetings, and the meetings are open to all members of the public. This clause is subject to availability of space, and all applicable City of Woodstock by-laws and Library policies, including those for additional costs such as after-hours security. It is the responsibility of the organizer(s) to ensure that all election candidates have been invited to participate in the event. The Library will provide space in accordance with Library's Public Use of Library Space policies. The authority to approve an all-candidates' debate event in Library facilities will reside with the CEO.
- 3.5 A candidate, political party, registrant or supporter during an election is permitted to distribute campaign materials on public right-of-way sidewalks and thoroughfares at public libraries only as permitted by City of Woodstock policies and by-laws. Materials cannot be distributed such on Library property or in Library buildings or through outreach services.
- 3.6 Informal media scrums are permitted in public or common areas at Library facilities provided that no apparatus, mechanism or device for the amplification of the human voice or any sound is used, and that the activity is not disruptive to regular Library activities in the vicinity. If the media scrum is deemed to be potentially disruptive, Library staff may ask the participants to find an alternative location.
- 3.7 A candidate, political party, registrant or supporter during an election is permitted to attend Library events, or events held at Library facilities, in either their capacity as an elected representative or as a private citizen to glad-hand with attendees and visitors, but may not solicit votes for themselves, a political party, registrant or a supporter.
- 3.8 Promoting awareness of, or providing general information on, elections is acceptable, such as teaching members of the public how to become a candidate, as long as no one particular candidate, political party, registrant or supporter during an election is promoted or endorsed at the event. Promoting awareness may include activities or events sponsored or not sponsored by the Library, in which all candidates are invited to attend.
- 3.9 Elected officials are permitted to attend Library-organized events or events held on Library property and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities. Once the writ is issued for Provincial or Federal elections, MPPs and MPs are no longer elected officials and therefore shall not be invited to attend Library events as such.

- 3.10 During an election period, Library Board members who are candidates, registrants or supporters of a question on a ballot will be identified by title only in media releases and Library materials that describe activities in his or her capacity as a Library Board member.
- 3.11 Library online information related to Board Members will continue to be accessible by the public.
- 3.12 Library Board Members, employees and volunteers may work on a campaign or support a candidate outside of their work/volunteer hours.
- 3.13 Information, such as the Library's strategic plan or annual report provided by the Library, Library Board Member or employee to one candidate, political party, registrant or supporter during an election, will be provided to all other candidates, political parties, registrants or supporters during an election, either through posting of the information on the internet or through other mechanisms. The provision of information to a candidate, political party, registrant or a supporter during an election will be coordinated through the CEO.
- 3.14 Requests by a candidate, political party, registrant or supporter for personal meetings with the CEO, Managers or other Library employees, and requests for tours of Library facilities during the election period will be accommodated where resources and time permits. If a meeting or a tour is organized for one candidate, political party, registrant or a supporter of a question on a ballot during an election, the CEO will commit to offering a similar meeting or tour for all other candidates, political parties, registrants or supporters of a question on a ballot during an election.
- 3.15 Library facilities may be used as a polling place during municipal, provincial and federal elections according to room availability. Space for municipal and provincial elections will be provided free of charge.

#### **4.0 Activities Not Allowed During an Election**

- 4.1 Library resources may not be used to support, endorse or otherwise provide an unfair advantage to any candidate, political party, registrant or a supporter during an election.
- 4.2 Due to limited availability of space and the priority given to all-candidates meetings, the Library will not rent space to a candidate, political party, registrant or supporter for use as part of the election process and/or a specific campaign.

- 4.3 Library employees may not campaign or actively work in support of a municipal, school board, provincial or federal candidate, political party, registrant or a supporter during an election during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave. Library volunteers may not participate in election campaigns during the hours in which they have agreed to provide volunteer service to the Library.
- 4.4 A Library Board Member may not use his or her position on the Board to influence Board Members, employees or volunteers for the benefit of a specific candidate, political party, registrant or a supporter during an election.
- 4.5 During work/volunteering hours, while on Library property, when representing the Library online and when on Library business, Library Board Members, employees and volunteers shall not:
- a) Wear anything that promotes a specific issue, candidate or party, e.g., election buttons, campaign t-shirts; or
  - b) Post, distribute or promote any election candidate or party materials e.g., campaign literature, flyers, signs, etc. in workspaces or online.
- 4.6 Library facilities, property and infrastructure cannot be used for any election-related purposes by a candidate, political party, registrant or supporter during an election, including for the display of any campaign-related signs, as well as for any other form of campaigning, except:
- a) As described in Section 3.0 of this policy; and
  - b) Where permitted by the Canada Elections Act.
- 4.7 No permits, licenses, leases, or any other agreement for the use of Library facilities, will be issued for the use or promotion of a particular candidate, political party, registrant or a supporter during an election.
- 4.8 Consistent with the Library's Bulletin Boards and Distribution of Free Materials Policy, any candidate, political party, registrant or supporter during an election shall not distribute any campaign materials in Library facilities or at Library events, except on public right-of ways and thoroughfares, or as permitted by the Canada Elections Act or during all-candidates meetings.
- 4.9 Candidates cannot be featured or promoted in association with any Library-sponsored program. Library communications materials, whether for internal or public distribution, will not:
- a) Profile (name or photograph), make reference to and/or identify any individual as a candidate or registrant in any election or a registrant in a question on a ballot; and/or

- b) Advocate, support or oppose a particular candidate, political party, registrant or question on a ballot during an election.
- 4.10 Websites or domain names that are funded by the Library will not include any campaign materials, make reference to and/or identify any individual as a candidate, political party, registrant, advocate, supporter or opponent of a question on a ballot or candidate during an election, or profile any slogan or symbol associated with a candidate, political party, registrant or a supporter during an election.
- 4.11 Official Library online and social media channels including sites, blogs, and other news media created and managed by Library employees will not make reference to and/or identify any individual as a candidate, political party, registrant or a supporter during an election.
- 4.12 Photographic or video materials that have been or may be created by Library employees or with Library resources cannot be used in any campaign materials.
- 4.13 Photographs of the exteriors of Library buildings may be used in campaign materials to identify the Library as a community asset. In order to respect the privacy rights of individuals, photos of Library users or employees may only be included with express permission of the individual(s).
- 4.14 Library databases cannot be used by any candidate, political party, registrant candidate, advocate, supporter or opponent of a question on a ballot or candidate during an election, unless the database has already been released for public use.
- 4.15 Library infrastructure cannot be used for any election purposes unless permitted by the Canada Elections Act, the Municipal Elections Act or the City of Woodstock by-laws.
- 4.16 Beyond the normal provision of service, Library employees and volunteers will not perform any service, offer any advice or provide any information solely for the use of one candidate, political party, registrant or candidate, political party, advocate, supporter or opponent of a question on a ballot or candidate during an election.

## **5.0 Restrictions Related to Services Provided to Members of Council During an Election Year**

- 5.1 As Members of Council may also be candidates in a municipal election, after the first day upon which nomination papers may be filed in the

municipal election year, Library employees will discontinue the following activities for Members of Council:

- a) Advertising and other communication materials paid for by Library funds and distributed by the Library will not reference the name of a Member of Council. The exception is that Library publications which usually have the names of all Board Members listed as being members of the Library Board, including members who are City Councillors, will continue to list them until the new Library Board has been appointed.
- b) Program and event signage, including banners and posters, will not reference the name of a Member of Council.
- c) Media releases issued by the Library will not reference the name of a Member of Council.
- d) Media releases will not be distributed on behalf of any Member of Council unless such a release is considered to be consistent with their duties as an elected official. The decision to distribute a release will be made by the CEO.

## RELATED DOCUMENTS AND POLICIES

Canada Elections Act  
 Income Tax Act of Canada  
 Canada Revenue Agency Policy Statement CPS-022, Political Activities  
 Election Act, R.S.O. 1990, c. E.6  
 Election Finances Act, R.S.O. 1990, c. E.7  
 Municipal Elections Act, 1996, S.O. 1996, c. 32  
 City of Woodstock – Signs, Other Advertising Devices By-law  
 Woodstock Public Library – Public Use of Library Space Policy  
 Woodstock Public Library – Bulletin Boards and Distribution of Free Materials Policy

## DOCUMENT REVISION RECORD

Developed By:	D. Harvie, CEO	Date:	18 January 2021
		Adoption Date:	
Resolution #:	21-??	Effective:	
Review Cycle:	Annually	Last Reviewed Date:	

**WOODSTOCK PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES  
DECEMBER 2020 - DRAFT #1**

<b>REVENUES</b>	<b>2020 BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>DECEMBER</b>	<b>YEAR TO DATE</b>	<b>BALANCE TO BE RAISED</b>	<b>% RAISED</b>
1000-63076-0000 Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000 Province of Ontario	\$ 54,860.00	54,860.00	-	54,860.00	-	100.00%
1000-63090-0000 Community Employment Centre	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-69701-0000 Donations	\$ 16,000.00	411.80	696.00	1,107.80	14,892.20	6.92%
1000-69702-0000 Photocopying	\$ 3,500.00	829.40	71.45	900.85	2,599.15	25.74%
1000-69703-0000 Fines, Fees	\$ 20,000.00	5,570.83	476.45	6,047.28	13,952.72	30.24%
1000-69704-0000 Record/Book Sales	\$ -	1,012.03	-	1,012.03	(1,012.03)	
1000-69705-0000 Gift Shop Sales	\$ 500.00	100.50	-	100.50	399.50	20.10%
1000-69706-0000 Interest Earned	\$ 1,000.00	480.24	46.20	526.44	473.56	
1000-69707-0000 Non-resident fee	\$ 7,000.00	4,036.45	870.00	4,906.45	2,093.55	70.09%
1000-69708-0000 Miscellaneous	\$ 1,000.00	0.09	-	0.09	999.91	0.01%
1000-69709-0000 Programmes	\$ 1,000.00	120.00	-	120.00	880.00	12.00%
1000-69710-0000 Room Rental	\$ 500.00	627.00	-	627.00	(127.00)	125.40%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	5,308.00	-	5,308.00	2.00	99.96%
1000-69717-0000 Lost/Damaged Items	\$ 4,000.00	1,283.30	471.16	1,754.46	2,245.54	43.86%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	
1000-69720-0000 Transfer from Dev Charges	\$ 63,280.00	-	63,280.00	63,280.00	-	100.00%
1000-69721-0000 Grants - Miscellaneous	\$ -	2,828.00	-	2,828.00	(2,828.00)	
1000-69723-0000 Tfr from Consultants Services Reserve	\$ -	55,000.00	-	55,000.00	(55,000.00)	
1000-69724-0000 Tfr from Automation Reserve	\$ 28,800.00	-	-	-	28,800.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot	\$ -	-	-	-	-	#DIV/0!
Levy	\$ 2,531,340.00	-	2,531,340.00	2,531,340.00	-	100.00%
<b>TOTAL REVENUES</b>	<b>\$2,739,090.00</b>	<b>\$ 132,467.64</b>	<b>\$ 2,597,251.26</b>	<b>\$ 2,729,718.90</b>	<b>\$ 9,371.10</b>	<b>99.66%</b>

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>DECEMBER</b>	<b>YEAR TO DATE</b>	<b>BALANCE TO BE SPENT</b>	<b>% SPENT</b>
1000-83610-0101 Salaries & Wages, Regular	\$ 988,810.00	\$ 800,161.89	\$ 100,581.17	\$ 900,743.06	\$ 88,066.94	91.09%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,900.00	225.98	-	225.98	1,674.02	11.89%
1000-83610-0103 Salaries & Wages, Part Time	\$ 610,000.00	497,040.81	65,470.90	562,511.71	47,488.29	92.22%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 10,200.00	5,959.88	921.40	6,881.28	3,318.72	67.46%
1000-83610-0105 Vacation Pay	\$ 70,000.00	57,942.37	12,148.91	70,091.28	(91.28)	100.13%
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	105,842.65	9,144.19	114,986.84	27,383.16	80.77%
1000-83610-0151 C.P.P.	\$ 64,840.00	58,643.43	2,304.35	60,947.78	3,892.22	94.00%
1000-83610-0152 E.I.	\$ 26,760.00	24,740.63	1,146.08	25,886.71	873.29	96.74%
1000-83610-0154 Employers Health Tax	\$ 33,020.00	28,042.17	2,383.83	30,426.00	2,594.00	92.14%
1000-83610-0158 Insurance, EHC, LTD	\$ 112,500.00	105,134.75	9,772.44	114,907.19	(2,407.19)	102.14%
1000-83610-0171 Workers' Compensation Insurance	\$ 7,000.00	3,957.95	297.32	4,255.27	2,744.73	60.79%
1000-83610-0172 Travel & Mileage	\$ 2,500.00	1,032.79	-	1,032.79	1,467.21	41.31%
1000-83610-0198 Pay in Lieu of Benefits	\$ 15,430.00	21,117.23	2,606.36	23,723.59	(8,293.59)	153.75%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	1,500.00	1,500.00	-	100.00%
1000-83610-0306 Union Negotiation	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 35,000.00	20,650.09	4,255.22	24,905.31	10,094.69	71.16%
1000-83610-0309 Caretaking Supplies	\$ 5,500.00	30,411.92	845.48	31,257.40	(25,757.40)	568.32%
1000-83610-0310 New Equipment	\$ 5,500.00	992.37	778.45	1,770.82	3,729.18	32.20%
1000-83610-0311 Equipment Repairs & Service	\$ 4,000.00	373.97	-	373.97	3,626.03	9.35%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	6,044.93	747.23	6,792.16	3,207.84	67.92%
1000-83610-0313 Subscriptions & Memberships	\$ 3,000.00	8,778.80	-	8,778.80	(5,778.80)	292.63%
1000-83610-0314 Postage and Express	\$ 4,500.00	1,755.83	526.20	2,282.03	2,217.97	50.71%
1000-83610-0315 Advertising	\$ 21,450.00	12,871.56	55.00	12,926.56	8,523.44	60.26%
1000-83610-0318 Board Development	\$ 2,000.00	380.05	178.08	558.13	1,441.87	27.91%
1000-83610-0321 Cost of Photocopying	\$ 6,500.00	3,630.12	321.41	3,951.53	2,548.47	60.79%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 15,000.00	6,979.06	5,151.65	12,130.71	2,869.29	80.87%
1000-83610-0350 Telephone	\$ 8,000.00	6,128.09	1,168.19	7,296.28	703.72	91.20%
1000-83610-0351 Electricity	\$ 38,000.00	18,513.83	4,230.91	22,744.74	15,255.26	59.85%
1000-83610-0352 Heat	\$ 12,500.00	9,967.99	(862.37)	9,105.62	3,394.38	72.84%
1000-83610-0353 Water	\$ 2,000.00	2,225.39	235.31	2,460.70	(460.70)	123.04%
1000-83610-0370 Software & Liscensing	\$ 92,950.00	63,958.83	141.19	64,100.02	28,849.98	68.96%
1000-83610-0383 Consultant Services	\$ -	6,091.24	5,933.62	12,024.86	(12,024.86)	#DIV/0!
1000-83610-0393 Purchased Services	\$ 3,000.00	1,007.68	-	1,007.68	1,992.32	33.59%
1000-83610-0399 Miscellaneous	\$ 1,000.00	1,416.31	4.06	1,420.37	(420.37)	142.04%
1000-83610-0429 Computer Maintenance & Supplies	\$ 78,900.00	42,653.70	12,043.87	54,697.57	24,202.43	69.33%
1000-83610-0613 Library Materials	\$ 206,700.00	181,329.82	29,077.32	210,407.14	(3,707.14)	101.79%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	14,098.04	-	14,098.04	(3,598.04)	134.27%
1000-83610-0625 Covers and Repairs	\$ 14,820.00	2,695.31	2,907.69	5,603.00	9,217.00	37.81%
1000-83610-0626 Cataloguing/Processing	\$ 35,040.00	27,422.63	4,470.83	31,893.46	3,146.54	91.02%
1000-83610-0627 Programmes	\$ 12,000.00	2,753.23	(450.56)	2,302.67	9,697.33	19.19%
1000-83610-0634 Standing Orders	\$ 10,000.00	7,708.76	1,038.27	8,747.03	1,252.97	87.47%
1000-83610-0635 Inter-Library Loans	\$ 7,000.00	1,453.23	309.18	1,762.41	5,237.59	25.18%
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!
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,739,090.00</b>	<b>\$ 2,192,135.31</b>	<b>\$ 281,383.18</b>	<b>\$ 2,473,518.49</b>	<b>\$ 265,571.51</b>	<b>90.30%</b>

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

Balance - December 1, 2020 (\$2,059,667.67)

Add: Revenue \$2,597,251.26

Less: Expenses (\$84,378.67)

    Payroll (\$197,004.51)

Balance - December 31, 2020 \$256,200.41

Levy to be applied \$0.00

Levy Adjusted Balance \$256,200.41

**SUMMARY OF JESSIE MCDUGALL**  
**TRUST FUND - # 0180-53014-0000**  
**Year to Date**  
**DECEMBER 31, 2020**

Balance - December 1, 2020 \$12,519.17

Add: Bank Interest \$8.51

Balance - December 31, 2020 \$12,527.68