

DRAFT Agenda
Woodstock Public Library Board
June 8, 2021

Date: Tuesday, June 8, 2021

Time: 4:00 p.m.

Place: Via Zoom Video Conferencing

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZYlc-2uqDspGtyA_hSJPVAPWMyI6RoFc-cY

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. Delegations/Presentations

a) 2020 Auditor's Report

Christene Scrimgeour, Scrimgeour & Company

6. Minutes of the Meeting of May 11, 2021

7. Business Arising from the Minutes

None

8. Board Education

None

9. Consideration of Correspondence

None

10. Administrative Reports

a) Monthly Report

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

ii) Report of the Manager of Public Services for May/June, 2021

- b) **Statistics**
 - i) Library Systems Activities for the month of May, 2021
- c) **Policy Review**
None

11. Committee Reports

- a) **Ontario Library Service Trustee Assembly**
None
- b) **Health and Safety**
None
- c) **Grievance Committee**
None

12. Finance

- a) **Treasurer's Report (as provided by Treasury)**
Statement of Revenue and Expenditures at May 31, 2021

13. New Business

- a) **Library Management Software – ILS Report**

14. Notices of Motion

None

15. Attachments

None

16. Committee of the Whole In-camera

Matters related to labour relations & property

17. Next Meeting

Tuesday, September 14, 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
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

DRAFT

**WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Changes in Net Financial Assets
-7- to -9-	Notes to the Financial Statements
-10-	Schedule 1 - Schedule of Tangible Capital Assets

INDEPENDENT AUDITOR'S REPORT

**To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation
of the City of Woodstock**

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board (the "Board"), which comprise the Statement of Financial Position as at December 31, 2020, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board as at December 31, 2020 and its financial performance and its cash flows and changes in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April 19, 2021
London, Canada

LICENSED PUBLIC ACCOUNTANT

**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020**

	2020	2019
FINANCIAL ASSETS		
CURRENT		
Cash	\$ 27,230	\$ 37,403
Due from the City of Woodstock	1,183,805	1,031,077
	1,211,035	1,068,480
LIABILITIES		
Accounts payable and accrued liabilities	10,813	10,080
Deferred revenue	9,921	12,399
	20,734	22,479
NET FINANCIAL ASSETS	1,190,301	1,046,001
NON-FINANCIAL ASSETS		
Tangible capital assets - net (note 1.d) (Schedule 1)	2,409,551	2,453,199
Capital work in progress	21,478	8,141
	2,431,029	2,461,340
ACCUMULATED SURPLUS (page 4) (note 3)	\$ 3,621,330	\$ 3,507,341

The accompanying notes are an integral part of these financial statements.

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2020

	BUDGET 2020	ACTUAL 2020	ACTUAL 2019
REVENUE			
City of Woodstock	\$ 2,531,340	\$ 2,531,340	\$ 2,506,779
Government grants - operating grants	54,860	54,860	54,860
Government grants - pay equity	5,310	5,308	5,308
Government grants	1,000	-	-
Non-resident fees	7,000	4,906	7,590
Fines, fees, rentals and donations	47,500	27,210	57,145
Development charges	63,280	76,618	63,280
TOTAL REVENUE	2,710,290	2,700,242	2,694,962
EXPENDITURES			
Salaries and benefits	2,085,230	1,924,268	1,925,677
Travel, conventions, training and memberships	29,500	24,543	17,003
Library materials	263,240	77,462	38,998
Book covers, repairs and binding	14,820	5,603	8,738
Stationery and supplies	10,000	7,084	12,992
Postage	4,500	2,282	2,670
Photocopier	6,500	3,952	4,318
Building and equipment maintenance	50,000	47,504	54,510
Utilities	60,500	43,239	56,032
Automation	78,900	38,660	57,258
Software and licensing	92,950	71,300	64,678
Professional services	5,500	1,500	2,185
Consulting	-	12,025	460
Promotion	33,450	15,341	45,973
Amortization	-	308,976	306,610
Other	4,000	2,428	2,024
Loss on disposal of capital assets	-	86	3,466
TOTAL EXPENDITURES	2,739,090	2,586,253	2,603,592
Excess of revenue over expenditures (expenditures over revenues)	(28,800)	113,989	91,370
ACCUMULATED SURPLUS, BEGINNING OF YEAR	3,507,341	3,507,341	3,415,971
ACCUMULATED SURPLUS, END OF YEAR	\$ 3,478,541	\$ 3,621,330	\$ 3,507,341

The accompanying notes are an integral part of these financial statements.

**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenue over expenditures (page 4)	\$ 113,989	\$ 91,370
Non-cash charges to operations		
Amortization	308,976	306,610
	422,965	397,980
Net change in working capital other than cash (A)	(154,473)	(150,962)
Cash provided by operating transactions	268,492	247,018
CAPITAL		
Disposal (acquisition) of tangible capital assets	(265,414)	(241,271)
Decrease (increase) in work in progress	(13,337)	(2,695)
Loss on disposal of tangible capital assets	86	3,466
	(278,665)	(240,500)
Increase (decrease) in cash during the year	(10,173)	6,518
CASH, BEGINNING OF YEAR	37,403	30,885
CASH, END OF YEAR	\$ 27,230	\$ 37,403

(A) Net change in working capital other than cash includes the net change in due from the City of Woodstock, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of these financial statements.

**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
Excess of revenue over expenditures (page 4)	\$ 113,989	\$ 91,370
Amortization of tangible capital assets	308,976	306,610
Disposal (acquisition) of tangible capital assets	(265,414)	(241,271)
Decrease (increase) in work in progress	(13,337)	(2,695)
Loss on disposal of tangible capital assets	86	3,466
Increase in net financial assets	144,300	157,480
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,046,001	888,521
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,190,301	\$ 1,046,001

The accompanying notes are an integral part of these financial statements.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

The Woodstock Public Library Board (the Board) is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

1. Accounting policies

The financial statements of the Woodstock Public Library Board are the representation of the Board prepared in accordance with Canadian public sector accounting standards. The significant accounting policies are summarized as follows:

a. Reporting entity

The financial statements reflect the assets, liabilities, revenue and expenditures, and accumulated surplus of the Board.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

c. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the change in net financial assets for the year.

d. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 years
Buildings	50 years
Building components	15-30 years
Shelving	25-50 years
Computer hardware	3-6 years
Computer software	7 years
Equipment	6-15 years
Collection	7 years

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

1. Accounting policies continued

d. Tangible capital assets continued

Amortization is charged, on a monthly basis, in the year of acquisition and in the year of disposal. The Board has a capitalization threshold of \$2,500 (computer hardware - \$1,000). Individual assets of lesser value are expensed unless they are pooled because collectively they have significant value.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as revenue.

Tangible capital assets are detailed on the accompanying Schedule 1.

e. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

f. Financial instruments

Financial instruments of the Board consist mainly of cash and due from the City of Woodstock. Unless otherwise noted, it is the Board's opinion that it is not exposed to significant interest, currency or credit risk arising from these financial instruments.

g. Revenue recognition

Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

h. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. Actual results could differ from management's best estimates, as additional information becomes available in the future.

i. Budget

The operating budget approved by the Board for 2020 is reflected on the Statement of Operations and Accumulated Surplus. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Board does not budget activity within reserves and reserve funds, with the exception being those transactions which affect either operations or capital investments.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

1. Accounting policies continued

j. Trust funds

Trust funds and their related operations are not consolidated with these financial statements, but are reported separately.

2. Pension agreement

The Board contributes to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of all permanent, full time members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

3. Accumulated surplus

The accumulated surplus includes the following:

	2020	2019
Reserve fund		
Marg Toon	\$ 2,229	\$ 2,202
Reserves		
Automation	405,879	373,246
Salary	343,246	259,925
Consulting Services	438,947	410,628
	1,188,072	1,043,799
Tangible capital assets	2,409,551	2,453,199
Capital work in progress	21,478	8,141
	2,431,029	2,461,340
	\$ 3,621,330	\$ 3,507,341

4. Significant event

In March of 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Board has followed Provincial orders regarding closures as required. Management is continuing to monitor the situation.

**PUBLIC LIBRARY BOARD
TANGIBLE CAPITAL ASSETS
ENDED DECEMBER 31, 2020**

	Land	Land Improvements	Buildings	Computer Hardware	Equipment	Collection	2020 Total	2019 Total
g of year	\$ 9,104	\$ 6,348	\$ 3,539,771	\$ 79,123	\$ 337,402	\$ 1,513,034	\$ 5,484,782	\$ 5,451,009
g the year	-	-	21,519	16,037	40,175	187,683	265,414	241,271
g the year	-	-	-	(13,805)	-	(214,241)	(228,046)	(207,498)
ear	9,104	6,348	3,561,290	81,355	377,577	1,486,476	5,522,150	5,484,782
AD AMORTIZATION								
g of year	-	6,348	2,029,397	50,005	163,465	782,368	3,031,583	2,929,005
uring the year	-	-	68,326	11,503	14,896	214,251	308,976	306,610
g the year	-	-	-	(13,719)	-	(214,241)	(227,960)	(204,032)
ear	-	6,348	2,097,723	47,789	178,361	782,378	3,112,599	3,031,583
UE OF PITAL ASSETS	\$ 9,104	\$ -	\$ 1,463,567	\$ 33,566	\$ 199,216	\$ 704,098	\$ 2,409,551	\$ 2,453,199

This schedule is provided for information purposes only.

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

DRAFT

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

- 1- Independent Auditor's Report
- 3- Statement of Financial Position
- 4- Statement of Operations and Accumulated Surplus
- 5- Statement of Cash Flows
- 6- Statement of Changes in Net Financial Assets
- 7- Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

**To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation
of the City of Woodstock**

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board Trust Fund (the "Trust"), which comprise the Statement of Financial Position as at December 31, 2020, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board Trust Fund as at December 31, 2020 and its financial performance and its cash flows and changes in net assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April 19, 2021
London, Canada

LICENSED PUBLIC ACCOUNTANT

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020**

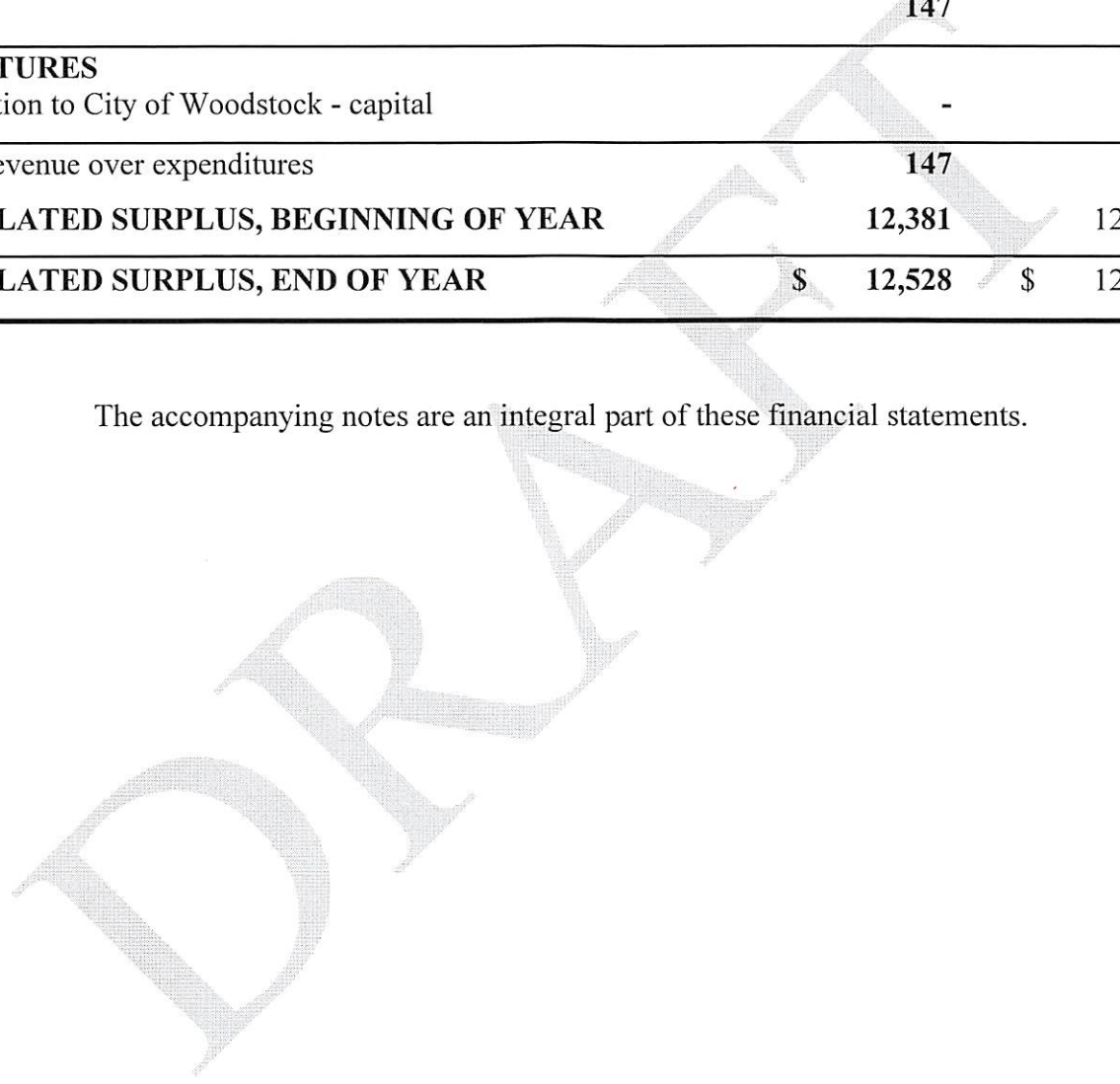
	2020	2019
FINANCIAL ASSETS		
ASSETS		
Cash	\$ 12,528	\$ 12,381
	12,528	12,381
LIABILITIES		
Due to City of Woodstock	-	-
NET FINANCIAL ASSETS	12,528	12,381
ACCUMULATED SURPLUS (page 4)	\$ 12,528	\$ 12,381

The accompanying notes are an integral part of these financial statements.

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
REVENUE		
Interest earned	\$ 147	\$ 281
	147	281
EXPENDITURES		
Contribution to City of Woodstock - capital	-	-
Excess of revenue over expenditures	147	281
ACCUMULATED SURPLUS, BEGINNING OF YEAR	12,381	12,100
ACCUMULATED SURPLUS, END OF YEAR	\$ 12,528	\$ 12,381

The accompanying notes are an integral part of these financial statements.



**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenues over expenditures (page 4)	\$ 147	\$ 281
Increase in cash during the year	147	281
CASH, BEGINNING OF YEAR	12,381	12,100
CASH, END OF YEAR	\$ 12,528	\$ 12,381

The accompanying notes are an integral part of this financial statement.

DRAFT

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020		2019
Excess of revenue over expenditures (page 4)	\$ 147	\$	281
Increase in net financial assets during the year	147		281
NET FINANCIAL ASSETS, BEGINNING OF YEAR	12,381		12,100
NET FINANCIAL ASSETS, END OF YEAR	\$ 12,528	\$	12,381

The accompanying notes are an integral part of this financial statement.

DRAFT

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

The Woodstock Public Library Board Trust Fund (the Trust) is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

1. Accounting policies

The financial statements of the Trust Fund of the Woodstock Public Library Board are prepared by management in accordance with Canadian public sector accounting standards.

a. Revenue Recognition

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

b. Financial instruments

Financial Instruments of the Trust consist of cash and accounts receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

c. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from management's best estimates, as additional information becomes available in the future.

d. Capital assets

The Trust does not own any capital assets.

2. Significant Event

In March of 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. Management is continuing to monitor the situation.

Woodstock Public Library Board

DRAFT Meeting Minutes May 11, 2021

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 11, 2021, at 4:00 p.m., virtually via ZOOM technology (link provided publicly).

a) The following Board members were present:

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

b) The following persons were also present:

David Harvie, CEO
Lori Peixoto, recorder

1. Call to Order/Chairperson's Remarks

The Chair called the meeting to order at 4:00 pm.
Councillor Tait joined the meeting at 4:04 pm.

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 21-41

MOVED by Vice-chair Silverthorn and seconded by Councillor Lauder to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of April 13, 2021

Motion 21-42

MOVED by Mayor Birtch and seconded by Trustee Wade to approve the Minutes of the Meeting of April 13, 2021.

Motion carried.

6. Business Arising from the Minutes

None.

7. Board Education

None.

8. Consideration of Correspondence

- a) **Memo – Dysart & Jones**
Service Delivery Model and Outcomes

9. Administrative Reports

a) **Monthly Report**

i. **Report of the Chief Executive Officer for April, 2021**

The CEO offered further details of the information included in his monthly report.

Discussion was had regarding the Ontario Library Consortium, and the changes occurring that would affect next year's budget. Updates will continue to be provided to the Board.

ii. **Report of the Manager of Public Services for April, 2021**

There were no questions or comments.

b) **Statistics: Library Systems Activities**

The CEO noted that there has been increased usage of the Library's eResources, and that based on comments from the public, patrons have been grateful to be able to use library services during the pandemic.

c) Policy Review

i. Report – Circulation Policy

Discussion was had regarding the fines free model as well as an increase to Non-resident Fees from the current \$50 to \$55.

ii. Circulation Policy (Draft)

Motion 21-43

MOVED by Trustee Wade and seconded by Councillor Lauder that the draft Circulation Policy be approved by the Board as presented, and
the Board sets the Non-resident Fee based on the per capita cost of library services, and
the Board raises the annual Non-resident Fee for adults from \$50.00 to \$55.00 to reflect the increasing value of library membership, as of June 1, 2021, and
the Board continues to set the fee for non-resident students who attend an educational institution in the city of Woodstock at \$5.00, and
the Board reviews Non-resident Fees every two (2) years.

Motion carried.

10. Committee Reports

a) Ontario Library Service Trustee Assembly

Update – Assembly Meeting; May 4, 2021 – G. Wade

Trustee Wade attended the inaugural meeting of the Ontario Library Service Trustee Assembly, and presented a summary to the Board.

b) Health and Safety

None.

c) Grievance

Report will be given In-camera.

11. Finance

a) Treasurer’s Report

Motion 21-44

MOVED by Councillor Lauder and seconded by Mayor Birtch that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2021, and the DRAFT Summary of Trust Account for the period ending April 30, 2021, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending April 30, 2021, be approved as information received.

Motion carried.

12. New Business

a) Locke & Key Filming in the Library

The CEO explained to the Board that the Library had been approached by Netflix to film a portion of the series 'Locke & Key' in the building as well as other locations throughout Woodstock. City Council had been made aware of this project. The CEO reported that discussion was ongoing with the producers, and dates/times would be settled in the very near future. The CEO requested a motion from the Board to allow him to close the Library for up to three days, if required, for filming purposes. All scheduled staff would be compensated per the posted schedules, and appropriate notification would be posted for the public in the case of closure that would affect library services.

The Chair suggested to the CEO that if there are updates regarding dates of closure for the Library, an email to Board members would suffice.

Motion 21-45

MOVED by Vice-chair Silverthorn and seconded by Councillor Lauder that the Board approves the undertaking of negotiations with Netflix for the onsite filming of the production of 'Locke & Key', and potentially close the Library for up to three days for this purpose.

Motion carried.

13. Notices of Motion

None.

14. Attachments

- a) Email – Peggy Malcolm OLS Board Assembly**
- b) OLS Board Assembly Meeting April/May 2021 PowerPoint**

15. Committee of the Whole In-camera

Motion 21-46

MOVED by Vice-chair Silverthorn and seconded by Councillor Tait that the Board moves into the Committee of the Whole In-camera at 4:35 pm.

Motion carried.

Motion 21-47

MOVED by Vice-chair Silverthorn and seconded by Councillor Lauder that the Board moves out of the Committee of the Whole In-camera at 5:34 pm.

Motion carried.

Motion 21-48

MOVED by the Vice-chair and seconded by Councillor Tait that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 21-49

MOVED by Councillor Tait and seconded by Trustee Wade that the Board approves the Minutes of the Committee of the Whole In-camera for April 13, 2021.

Motion carried.

16. Next Meeting

Tuesday, June 8, 2021, 4:00 pm.

17. Adjournment

MOVED by Councillor Tait that the meeting adjourns at 5:40 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.



Subject: CEO Report for June, 2021

Action: For Information

Prepared by: David I. Harvie

Meeting of: 08 June 2021

Contribute Vibrant Spaces

Consultants from Dysart & Jones met with Library staff on June 3rd to review and discuss staff's input on space allocation in a new expanded building.

Strengthen Our Community

The month of May saw the highest number of holds placed during a single month on record with 6,806 holds!

The Library launched its Fine Free initiative on June 1st. There were several immediate positive responses on social media.

Reinforcing Our Capabilities

The Library CEO attended the City's Annual Joint Staff & Accessibility Advisory Committee Meeting on May 12th via ZOOM.

City IT implemented the new phone system at the Library on June 3rd.

Mr. Don Carter, the Library's night cleaner since June 2019, retired from the Library at the end of May. The replacement will be sought shortly.

The Provincial Government issued its new Roadmap to Reopening on May 20th. This roadmap plans the safe and gradual reopening of the province and the lifting of public health measures based on provincial vaccination rates and improvements in key public health indicators. The province will remain in each step for at least 21 days. If at the end of the 21-day period, the indicators have been met, then the province will move forward to the next step.

Public health and workplace safety measures will continue to apply across all steps, including maintaining physical distance, capacity limits and wearing face coverings in indoor spaces.

The roadmap has four steps for public libraries:

Pre-Step One: Curbside pick-up for materials, with access to computers, photocopiers, and similar services permitted.

Step One: Same as above.

Step Two: Open with 25% capacity and other restrictions.

Step Three: Open with capacity limited to permit 2 meter physical distancing and other restrictions.

With the end of the Stay-at-Home Order on June 2nd, the province moved into the Pre-Step One stage of their roadmap. The Library will continue to provide curbside pick-up service during this step.

If current COVID-19 levels continue to decrease, we might expect the following to happen:

Step One (estimated week of June 14):

- Continue curbside pick-up.
- Determine if we wish to allow access to computers, photocopiers, etc.

Step Two (estimated week of July 5):

- Open the building with 25% capacity and other restrictions yet to be identified.
- Browse, Borrow & Go service level model implemented with public access to the building.
- Re-evaluate our quarantine period for returned library materials.
- Provide limited access to computers, photocopiers, etc.
- Re-open public washrooms.
- Possible outdoor programs with limits of 25 people.

Step Three (estimated week of July 26):

- As above with larger indoor capacity.
- Consider re-introduction of limited public seating in the Library.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer



Subject: Public Services Report for May/June, 2021

Action: For Information

Prepared by: Darlene Pretty, Manager of Public Services

Meeting of: June 8, 2021

Contribute Vibrant Spaces

Public Service staff collaborated to plan children's, teen and adult programming for the summer. For children, we will continue with virtual story-times for toddlers and preschoolers, and Heather Mathers will be changing up our Babytime program to offer a weekly YouTube Baby & Toddler Rhyme Time. It is expected that we will get more engagement from parents with this format as it can be accessed at any time. Staff will be changing up our virtual summer craft offerings to make them more fun for kids. We will be offering weekly craft programs for children age 3 – 5 years, 6 – 9 years and 10 – 13 years. Families will be able to pick up a free craft kit each week and then watch a YouTube video of how to construct their craft. The bonus is that any number of children can participate using craft supplies they have at home once the limited number of kits have been picked up. The virtual TD Summer Reading Club will launch on June 26.

Strengthen Our Community

Heather Mathers is a member of Rainbow Optimists, a partnership of libraries in southwestern Ontario that includes Middlesex County Library, London Public Library, Elgin County Public Library and many others. The goal is to make libraries a more welcoming place for the LGBTQ2+ community through programs and other initiatives. Throughout May and June we will be featuring a link to YouTube Drag Storytime on Friday mornings, with stories read to families by Drag Queens and Kings.

On May 31, the new Oxford Reads community title was launched. This year the Woodstock Public Library and the Oxford County Library will be encouraging our communities to read this year's pick: Emma Donoghue's *The Pull of the Stars*. This historical novel is quite timely, set in Ireland in 1918 against the backdrop of the First World War, the Irish uprisings and at the height of the Spanish Flu.

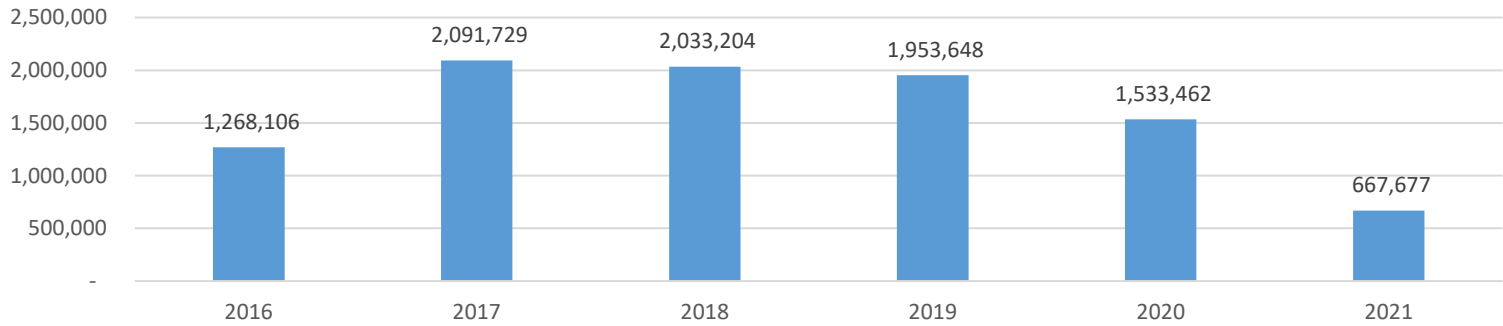
It explores life, death and love during a pandemic. It also highlights the toll that a community-spread health crisis takes on our incredible frontline workers. *The Pull of the Stars* will leave a deep impact on you long after reading. Committee members from both libraries met to discuss joint programming that will be offered throughout the summer and fall. WPL members include Susan Earle, Ellen Altpeter and myself.



Woodstock Public Library

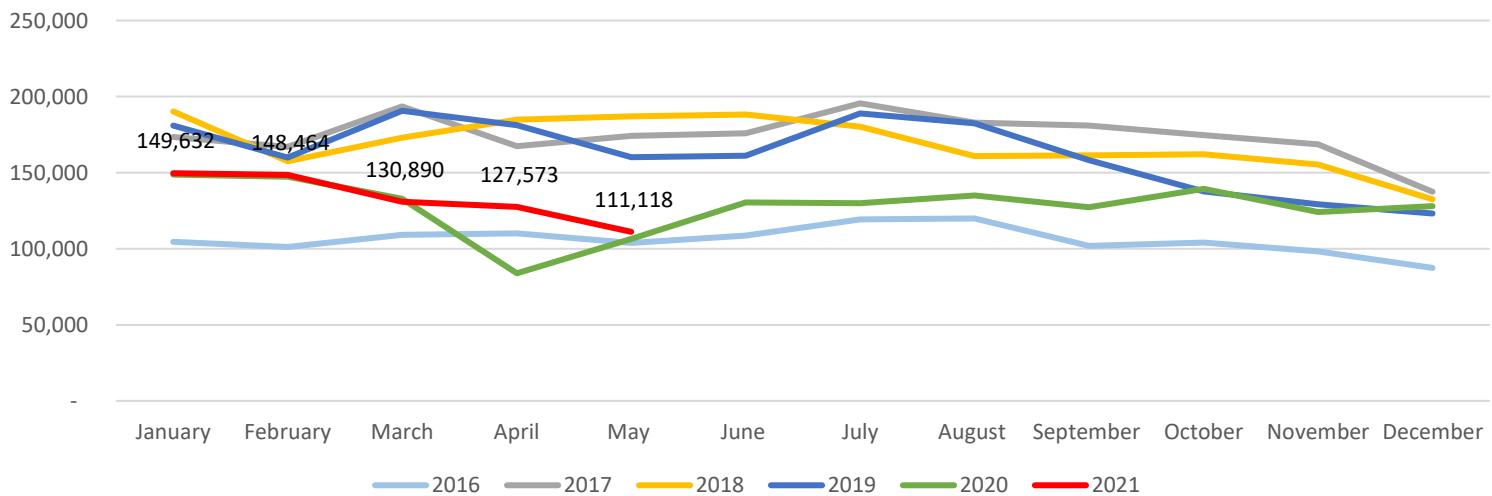
445 Hunter Street Woodstock, ON N4S 4G7 Tel: 519-539-4801

Total Library Uses 2016 - present

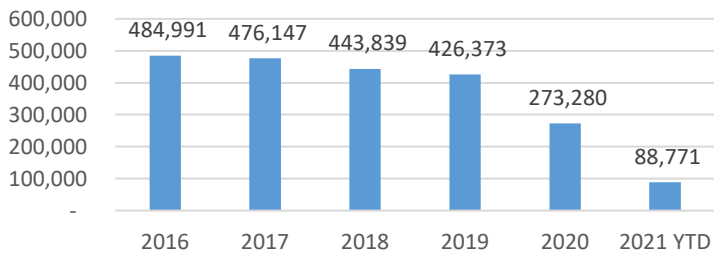


2021	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	17,569	1,977	81,198	42,124	985	-	671	5,108	149,632
February	16,092	3,958	65,596	56,353	1,263	-	582	4,620	148,464
March	22,666	11,261	60,037	27,315	1,286	189	853	7,283	130,890
April	17,264	2,069	68,532	31,897	1,379	12	619	5,801	127,573
May	15,180	2,333	66,279	20,404	1,222	-	530	5,170	111,118
June									-
July									-
August									-
September									-
October									-
November									-
December									-
September									-
October									-
November									-
December									-
TOTAL	88,771	21,598	341,642	178,093	6,135	201	3,255	27,982	667,677

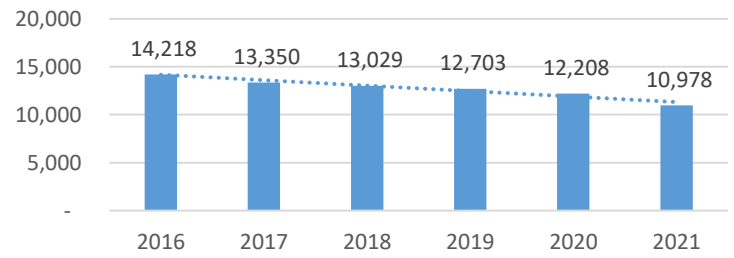
Total Library Uses by Month 2016 - Present



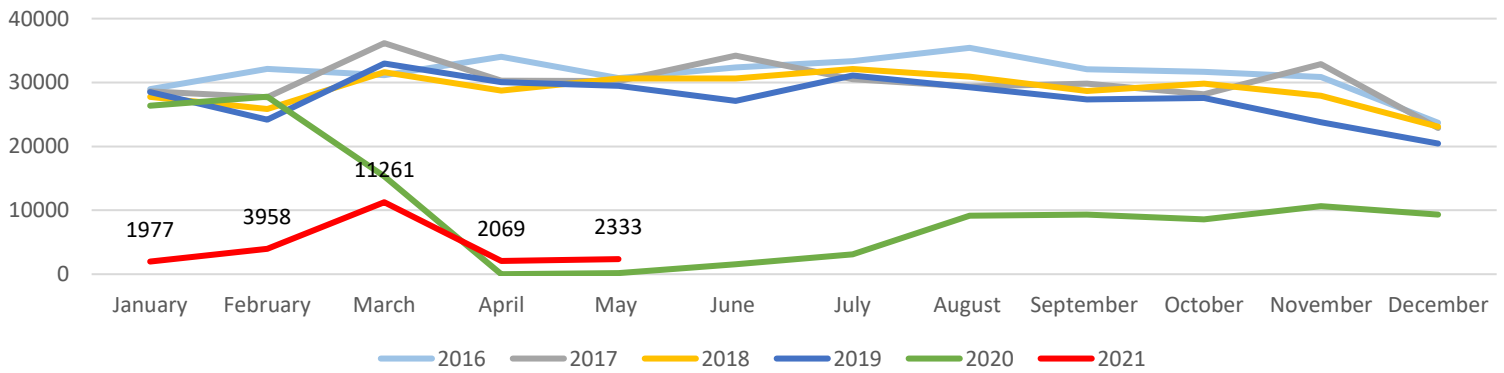
Annual Library Circulation Total 2016-2021



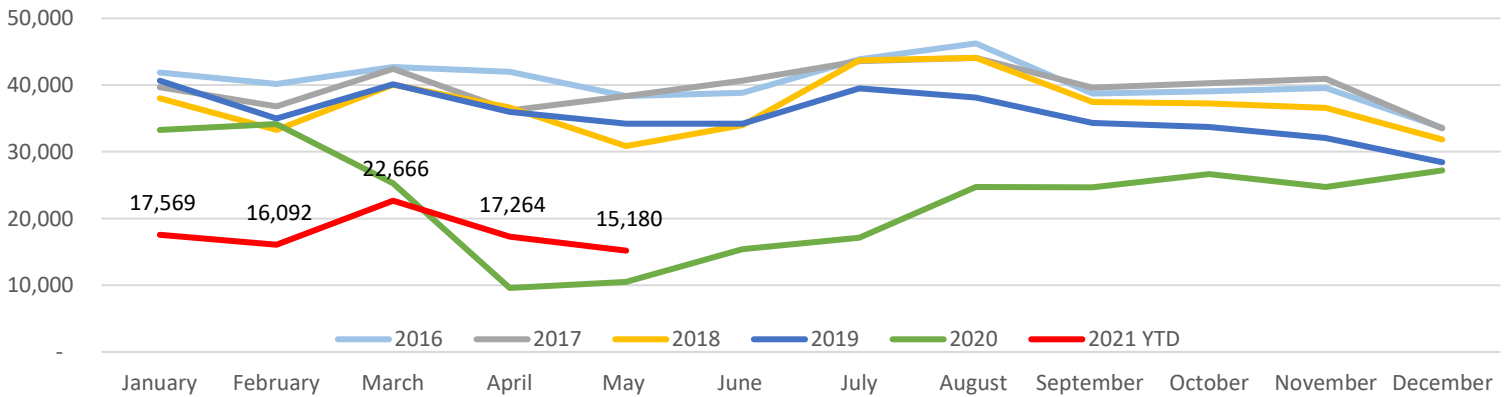
Monthly Average Active Users Count 2016-2021 YTD



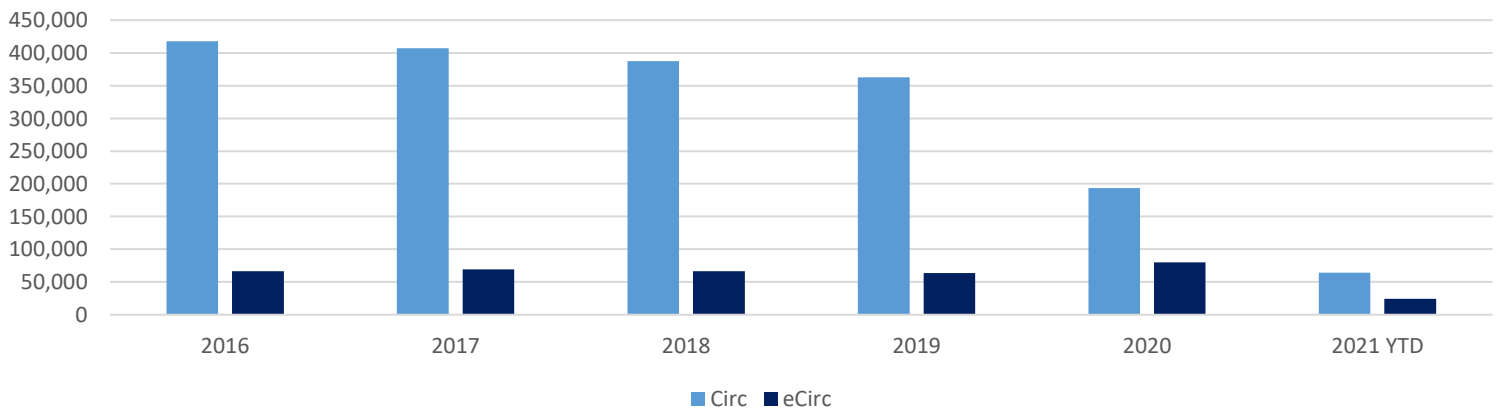
In Person Visits - 2016-2021



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



Annual Circulation by Type 2016-Present



**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021**

REVENUES	2021 BUDGET	PREVIOUS PERIOD YTD	APRIL	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	-	655.00	655.00	15,345.00	4.09%
1000-69702-0000 Photocopying	\$ 3,500.00	200.40	-	200.40	3,299.60	5.73%
1000-69703-0000 Fines, Fees	\$ 10,000.00	1,667.75	218.10	1,885.85	8,114.15	18.86%
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	69.07	20.13	89.20	910.80	8.92%
1000-69707-0000 Non-resident fee	\$ 5,000.00	1,570.00	455.00	2,025.00	2,975.00	40.50%
1000-69708-0000 Miscellaneous	\$ 1,000.00	1,960.03	-	1,960.03	(960.03)	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	705.67	216.98	922.65	2,077.35	30.76%
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	\$ 6,177.92	\$ 1,565.21	\$ 7,743.13	\$ 2,905,916.87	0.27%
EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	APRIL	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 1,009,490.00	\$ 310,411.41	\$ 76,699.72	\$ 387,111.13	\$ 622,378.87	38.35%
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	145,510.75	34,178.00	179,688.75	462,131.25	28.00%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,120.00	2,447.97	566.08	3,014.05	8,105.95	27.10%
1000-83610-0105 Vacation Pay	\$ 90,000.00	19,874.68	2,340.40	22,215.08	67,784.92	24.68%
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	44,494.78	9,542.76	54,037.54	84,412.46	39.03%
1000-83610-0151 C.P.P.	\$ 75,830.00	27,056.84	5,698.82	32,755.66	43,074.34	43.20%
1000-83610-0152 E.I.	\$ 28,660.00	10,980.85	2,271.61	13,252.46	15,407.54	46.24%
1000-83610-0154 Employers Health Tax	\$ 34,790.00	10,780.77	2,248.72	13,029.49	21,760.51	37.45%
1000-83610-0158 Insurance, EHC, LTD	\$ 111,750.00	30,757.10	-	30,757.10	80,992.90	27.52%
1000-83610-0171 Workers' Compensation Insurance	\$ 4,330.00	1,547.95	322.84	1,870.79	2,459.21	43.21%
1000-83610-0172 Travel & Mileage	\$ 2,500.00	-	-	-	2,500.00	0.00%
1000-83610-0198 Pay in Lieu of Benefits	\$ 26,960.00	6,905.15	1,474.42	8,379.57	18,580.43	31.08%
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	8,694.88	1,877.24	10,572.12	27,427.88	27.82%
1000-83610-0309 Caretaking Supplies	\$ 8,500.00	2,965.40	1,586.66	4,552.06	3,947.94	53.55%
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	1,895.20	123.33	2,018.53	7,981.47	20.19%
1000-83610-0313 Subscriptions & Memberships	\$ 3,000.00	391.38	-	391.38	2,608.62	13.05%
1000-83610-0314 Postage and Express	\$ 4,500.00	605.19	13.54	618.73	3,881.27	13.75%
1000-83610-0315 Advertising	\$ 21,450.00	4,866.00	1,322.00	6,188.00	15,262.00	28.85%
1000-83610-0318 Board Development	\$ 2,000.00	356.48	-	356.48	1,643.52	17.82%
1000-83610-0321 Cost of Photocopying	\$ 6,500.00	1,271.38	-	1,271.38	5,228.62	19.56%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 10,000.00	1,574.72	-	1,574.72	8,425.28	15.75%
1000-83610-0350 Telephone	\$ 8,000.00	1,754.69	208.71	1,963.40	6,036.60	24.54%
1000-83610-0351 Electricity	\$ 38,000.00	3,249.52	1,605.31	4,854.83	33,145.17	12.78%
1000-83610-0352 Heat	\$ 12,500.00	3,794.38	990.87	4,785.25	7,714.75	38.28%
1000-83610-0353 Water	\$ 2,500.00	343.99	104.76	448.75	2,051.25	17.95%
1000-83610-0370 Software & Liscensing	\$ 64,110.00	52,921.47	45.79	52,967.26	11,142.74	82.62%
1000-83610-0383 Consultant Services	\$ 55,000.00	5,711.28	852.44	6,563.72	48,436.28	11.93%
1000-83610-0393 Purchased Services	\$ 3,000.00	30.47	12.80	43.27	2,956.73	1.44%
1000-83610-0399 Miscellaneous	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	19,805.14	38.16	19,843.30	50,156.70	28.35%
1000-83610-0613 Library Materials	\$ 233,090.00	62,454.98	19,475.88	81,930.86	151,159.14	35.15%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	(612.56)	-	(612.56)	11,112.56	-5.83%
1000-83610-0625 Covers and Repairs	\$ 14,820.00	19.69	-	19.69	14,800.31	0.13%
1000-83610-0626 Cataloguing/Processing	\$ 35,000.00	16,707.91	3,727.97	20,435.88	14,564.12	58.39%
1000-83610-0627 Programmes	\$ 4,000.00	865.32	96.67	961.99	3,038.01	24.05%
1000-83610-0634 Standing Orders	\$ 10,000.00	5,108.58	1,907.86	7,016.44	2,983.56	70.16%
1000-83610-0635 Inter-Library Loans	\$ 5,000.00	593.45	-	593.45	4,406.55	11.87%
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	\$ 806,392.82	\$ 169,333.36	\$ 975,726.18	\$ 1,937,933.82	33.49%

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

Balance - May 1, 2021	(\$800,214.90)
Add: Revenue	\$1,565.21
Less: Expenses	(\$33,989.99)
Payroll	(\$135,343.37)
	<hr/>
Balance - May 31, 2021	<u>(\$967,983.05)</u>
Levy to be applied	\$2,588,410.00
Levy Adjusted Balance	<u>\$1,620,426.95</u>

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

Balance - May 1, 2021	\$12,560.65
Add: Bank Interest	\$8.53
	<hr/>
Balance - May 31, 2021	<u>\$12,569.18</u>



Subject: Library Management Software

Action: For Information

Prepared by: David I. Harvie

Meeting of: 08 June 2021

The Woodstock Public Library (WPL) is a member of the Ontario Library Consortium (OLC), which provides WPL and 30 other small to medium size public libraries in Ontario with a suite of library management software, technical support, consortium purchasing, and training.

As a member of OLC, WPL is running SirsiDynix's Symphony integrated library software (ILS), and the Enterprise online public access catalogue (OPAC) software. Both of these software packages are cloud-based and located offsite on servers in Montreal, QC. The Symphony is the staff-facing software which manages circulation, patrons, bibliographic records and reports, while Enterprise – the patron-facing software – allows patrons to search library holdings and place holds on items in the collection.

When WPL joined OLC, it chose to retain its own standalone database within the consortium, rather than merge its records into the joint OLC union database. WPL is charged an annual premium in addition to its share of the annual consortium software license fee in order to maintain a standalone implementation.

Every four to five years, OLC undertakes a request for quotation process in order to ensure that OLC members get the best deal on price and functionality in library automation software. OLC recently concluded a request of quotation process with library software vendors for a 4 year contract starting in 2022 for an ILS and OPAC.

In early 2020, the Consortium decided to award the integrated library management software once again to SirsiDynix and stay with the Symphony. The online public catalogue portion of the RFQ was awarded to BiblioCommons, a cutting edge "discovery layer".

OLC's decision to move to BiblioCommons poses some challenges and additional costs to WPL. Due to the current configuration of the Library's ILS as a standalone database, the additional costs of BiblioCommons will mean an annual cost of \$21,115, with a one-time implementation cost of \$15,000 to WPL.

A possible doubling of our ILS annual costs has moved staff to consider other options. After reviewing all options, the merger of the WPL holdings into the OLC union database provides the most cost-effective and less disruptive response. Despite the one-time cost of \$27,000 in migration costs, loss of some independence, and the need to reconfigure some processes, this option provides the lowest ongoing annual cost at approximately \$24,198 per year. This option also makes access to BiblioCommons possible and continued access to OLC Technical Support.

Financial Impact

In anticipation of the OLC's RFQ outcome, \$50,000 was earmarked in the Library's 2022 Capital Budget to offset any potential migration costs. Recent discussions with the City Director of Corporate Services identified approximately \$27,000 in reserve funds from the ILS migration in 2016 available for use this year.

Conclusion

Library Management have chosen the most functional and cost-effective option. While there will be upfront costs for migration, the ongoing annual licensing costs will be lower than other options. ILS costs will increase in the 2022 budget from \$21,000 to \$24,000, but not as much as they could have.

Respectfully Submitted,

David I. Harvie
Chief Executive Officer