

DRAFT Agenda
Woodstock Public Library Board
June 19, 2024

Date: Wednesday, June 19, 2024
Time: 4:15 p.m.
Place: Library Meeting Room

1. **Call to Order**
2. **Indigenous Acknowledgement**
The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.
3. **Approval of the Agenda**
Recommendation:
That the Board approves the Agenda as circulated (or following corrections or additions)
4. **Declaration of Conflict of Interest**
5. **Minutes of the Meeting of May 14, 2024**
Recommendation:
That the Board approves the Minutes of the meeting of May 14, 2024, as circulated (or following corrections)
6. **Business Arising from the Minutes**
 - a) **Strategic Plan**
7. **Chairperson's Remarks**
8. **Delegations/Presentations**
None
9. **Board Education**
None
10. **Consideration of Correspondence**
None
11. **Administrative Reports**
 - a) **Monthly Report**
 - i) Report of the Chief Executive Officer

ii) Report of the Director of Library Services/Deputy CEO

b) Statistics

i) Library Systems Activities for the month of May, 2024

c) Policy Review

None

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

None

13. Finance

a) Treasurer's Report (as provided by Treasury)

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending May 31, 2024, and

the DRAFT Summary of Trust Account for the period ending May 31, 2024, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending May 31, 2024, be received as information.

14. New Business

15. Notices of Motion

None

16. Attachments

None

17. Committee of the Whole In-camera

Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)

A meeting or part of a meeting may be closed to the public if the subject matter being discussed is,

(a) the security of the property of the board;

(b) personal matters about an identifiable individual;

(c) a proposed or pending acquisition or disposition of land by the board;

(d) labour relations or employee negotiations

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;

(f) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;

(g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).

18. Next Meeting

Tuesday, September 10, 2024, 4:15 p.m.

19. Adjournment

VISION

Your Destination for Discovery

MISSION

A welcoming place to create, connect and explore.

Woodstock Public Library Board

DRAFT Meeting Minutes May 14, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, May 14, 2024, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Danielle Barry, Vice Chair
Lynn Wareing, Trustee
Councillor Deb Tait
Councillor Bernia Martin

b) The following Board members sent regrets:

Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Megan Cook, Director of Library Services/Deputy CEO

c) The following persons were also present:

Lindsay Harris, CEO
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:15 pm.

2. Indigenous Acknowledgement

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

3. Approval of the Agenda

Motion 24-36

MOVED by D. Tait and seconded by B. Martin to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Delegations/Presentations

a) 2023 Woodstock Public Library Audit

M.A. Silverthorn introduced Christene Scrimgeour to the Board, welcoming her, virtually via ZOOM technology, to present the Library's draft audited financial statements for the year 2023.

i. Verbal Report – Christene Scrimgeour, CPA, CA, BA, Scrimgeour & Company

C. Scrimgeour presented the draft audited financial statements to the Board, line by line, pausing to allow opportunity for Trustees to ask questions, if needed.

ii. DRAFT Audited Statements

Motion 24-37

MOVED by D. Tait and seconded by D. Barry that the DRAFT 2023 Woodstock Public Library Board Financial Statements for the year ending December 31, 2023, and the DRAFT 2023 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2023, be approved as presented.

Motion carried.

Upon approval of the draft audited statements, C. Scrimgeour exited the meeting at 4:30 pm.

6. Minutes of the Meeting of April 9, 2024

Motion 24-38

MOVED by D. Barry and seconded by B. Martin to approve the Minutes of the meeting of April 9, 2024, following correction of Motion 24-35.

Motion carried.

7. Business Arising from the Minutes

a) Strategic Plan

L. Harris provided an update on the planning process, noting the next meeting was scheduled for May 22, 2024, which would continue to focus on groundwork prior to the phase of community consultations.

8. Chairperson's Remarks

M.A. Silverthorn reminded Trustees of the staff appreciation lunch happening in July, and advertising of the event to staff would commence very soon.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

i. Minutes of the Meeting of March 13, 2024

Motion 24-39

MOVED by L. Wareing and seconded by D. Tait that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for March 13, 2024, as information.

Motion carried.

ii. Minutes of the Meeting of April 10, 2024

Motion 24-40

MOVED by B. Martin and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for April 10, 2024, as information.

Motion carried.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported to the Board that the Ministry survey had been submitted. The survey solidifies the Library's receipt of the Public Library Operating Grant. There would be no increase to the amount of the Grant again this year.

L. Harris reported on a successful book sale, organized by the Friends, making over \$2,400. Money raised by the Friends helps the Library with the purchasing of special materials, equipment, and hosting larger scale programs such as author events.

ii. Report of the Director of Library Services/Deputy CEO

The report was before the Board, and there were no questions or concerns.

b) Statistics: Library Systems Activities for the month of April, 2024

L. Harris provided details on the information provided in the statistics report before the Board. The number of new cardholders had continued to increase, reaching just short of 900 new library cards by the end of April, 2024.

Discussion was had regarding reports on the back-end for program statistics.

c) Policy Review

i. Report – Nepotism Policy

L. Harris noted that the draft policy had been before the Board at its previous meeting for perusal and suggestions prior to seeking approval. The policy was re-written to be aligned with the City's nepotism policy.

There were no questions from the Board.

ii. Nepotism Policy

Motion 24-41

MOVED by D. Barry and seconded by D. Tait that the Board approves the revised Nepotism Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Wareing provided highlights of the meeting that occurred with OLS Trustees. Discussion was had regarding accreditation, and what it could bring to the Library. More discussion would be had in the future.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

i. Motion 24-42

MOVED by B. Martin and seconded by D. Barry that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2024, and the DRAFT Summary of Trust Account for the period ending March 31, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending March 31, 2024, be received as information.

L. Harris noted that there were some minor errors in expense accounts, but they had been reported to Treasury, and the corrections would be captured on the financial statements for April, 2024.

Motion carried.

ii. Motion 24-43

MOVED by D. Barry and seconded by D. Tait that the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2024, and the DRAFT Summary of Trust Account for the period ending April 30, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending April 30, 2024, be received as information.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

There was no meeting of the Committee of the Whole In-camera.

18. Next Meeting

Wednesday, June 19, 2024, 4:15 pm.

B. Martin expressed regrets for the meeting in June.

19. Adjournment

MOVED by M.A. Silverthorn that the meeting adjourn at 4:53 pm.

Vision

Your Destination for Discovery

Mission

A welcoming place to create, connect and explore.



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: June 19, 2024

Training and professional development have been the focus of the past month.

Our very successful staff development day in May has created the groundwork to build our customer service philosophy, and the input from all the staff in our organization will ensure the final product aligns with our values to provide the best possible experiences for our community, regardless of how they interact with the Library.

There have been several professional development opportunities in early June that I have been fortunate to attend. Along with CEOs from across the province, I attended training on modelling positive mental health in the workplace and conducting workplace investigations. Both training sessions were exceptional but would have been outside of the Library's ability to finance individually. Our relationships with various library associations and groups have enabled these opportunities, and I look forward to other opportunities as they are offered to us.

I also attended the third intensive for the APLL program in early June. The focus for this past term has been on municipal relationships, and the intensive provided dedicated professional training on media relations. This term has been particularly insightful as these topics are not covered in other traditional types of library training and development. I look forward to implementing the skills and knowledge gained from these opportunities moving forward.

I am also pleased to announce that a member of the City of Woodstock's IT department has now begun work onsite at the Library. We are thrilled to have the opportunity to share this resource with the City and look forward to the enhancements this partnership will have both for staff and the community.



Subject: Library Services Report for May, 2024

Action: For Information

Prepared by: Megan Cook, Director of Library Services

Meeting of: June 19, 2024

Contribute Vibrant Spaces

We had our highest number of program attendees so far this year: 1,854 in May. This month we started hosting some of our programs outside in the Library's green space. We partnered with Oxford Winds to host an outdoor Community Concert on May 23. This program had a total attendance of 128. On May 25, we planned to welcome the caretakers and knowledge keepers from Aspens Ojibwe Horse Sanctuary and two Ojibwe Spirit Horses to the Library, but due to weather, it was rescheduled to September 28, 2024. We look forward to having them in the Fall. As the weather gets warmer, we will continue to offer more programs outside, including Family Storytime programs, afternoon Book Club sessions, Summer Yoga, and more.

Strengthen Our Community

This month our Children's department attended four Kindergarten Open Houses and did three class visits, connecting with a total of 337 school-aged children. Class visits will continue throughout June to promote the TD Summer Reading Club and our summer programs.

We hosted the first of four IndigiKNOW sessions at the Library this year. This program is in partnership with the Indigenous Solidarity & Awareness Network Oxford and Big Brothers, Big Sisters Oxford County, and funded by Communities Building Youth Futures. The program is meant for children aged 6-12 years old and focuses on exploring indigenous culture through education, group activities, art, and food.

On May 11, the Friends of the Woodstock Public Library hosted their Spring Book Sale. The sale brought lots of new and returning patrons into the Library. The Friends reported a successful book sale, with final sales of the day totalling \$2,448.30.

On May 30, the Friends of the Woodstock Public Library sponsored a program to bring Canadian author, Terry Fallis, to Woodstock. We partnered with Chartwell Oxford Gardens to host the event in their space. The event received positive reviews from staff, Friends volunteers, and attendees. In total, we had 116 people in attendance.

Reinforcing Our Capabilities

On May 6, our Children and Teen Librarian, Outreach Librarian, Public Services Supervisor, Director of Library Services, and CEO attended “Opening the Door to Reconciliation,” a workshop offered through Willow Feather Conversations, Indigenous Solidarity & Awareness Network Oxford, and Communities Building Youth Futures.

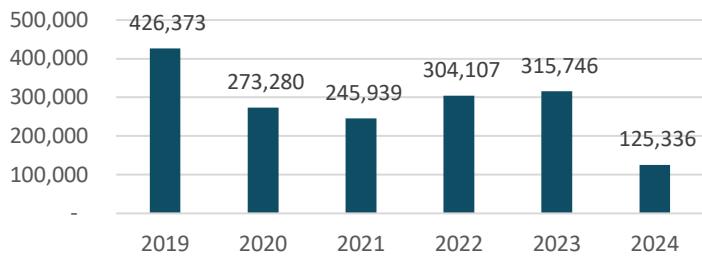
On May 15, I volunteered to assist with the Festival of Trees in Toronto. The Festival of Trees is the largest literary event for young readers in the country and celebrates Canadian authors and award winners from the Forest of Reading program.

On May 24, we hosted our Spring Staff Development Day. Our focus was on customer service. Facilitators from Markham Public Library guided conversations about customer service best practices and we discussed what this might look like in our own library. In the coming months we will work together to formulate a set of Customer Service Values that will inform the way we provide services and programs and how we organize our spaces and collections.

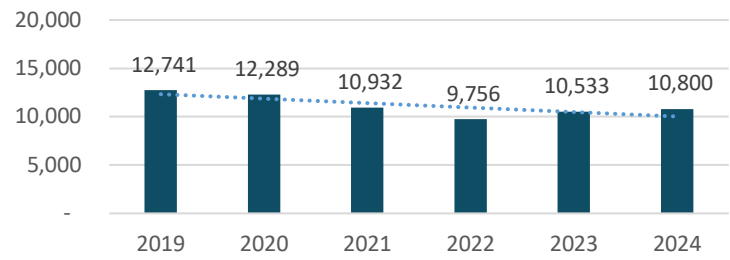
Our Children and Teen Librarian’s application to sit on the Ontario Library Association (OLA) Climate Action Committee was accepted. The first meeting was held on May 27. This committee reports to the OLA Board of Directors and works to support the library and information sector in Ontario in responding to the climate crisis.

This month, three new employees started at the Library; an Information Services Librarian and two Summer Student – Program Assistants. Our Summer Students will assist with the TD Summer Reading Club and our summer programs for school-aged children. We look forward to a busy and exciting summer ahead!

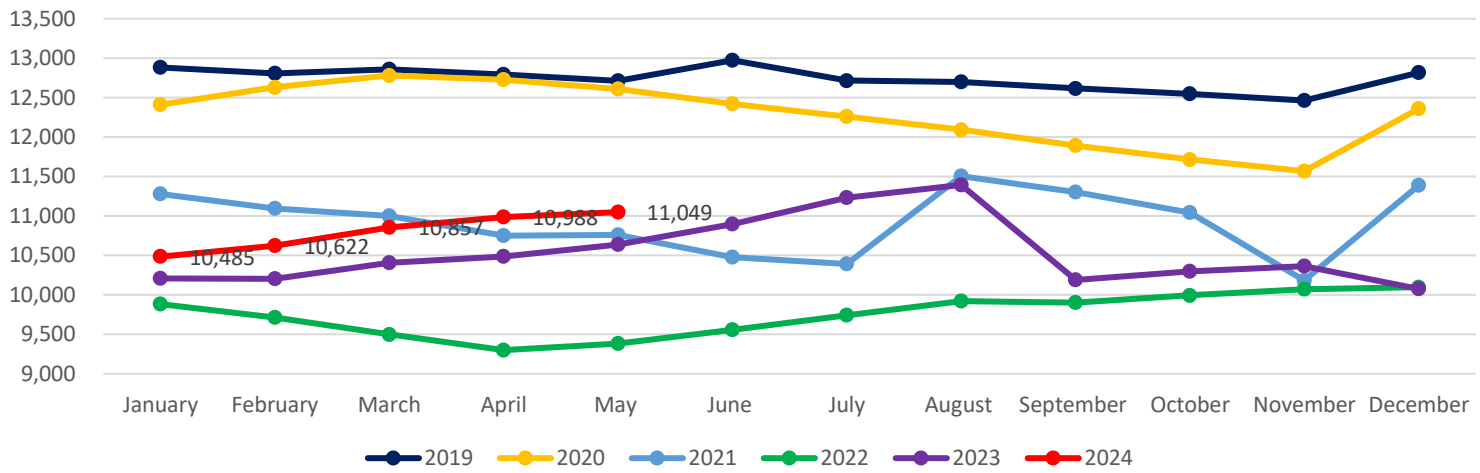
Annual Library Circulation Total 2019-2024



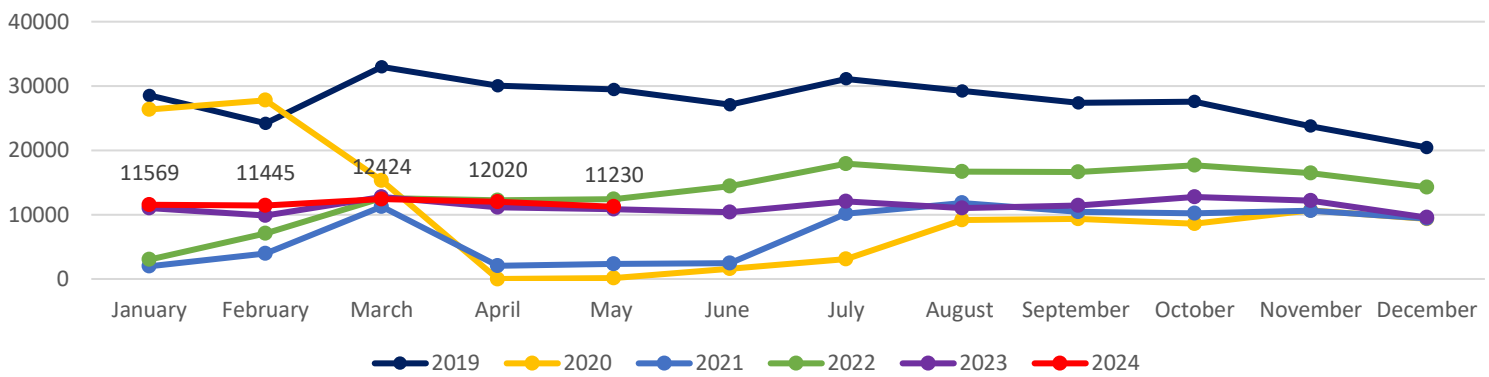
Monthly Average Active Users Count 2019-2024 YTD



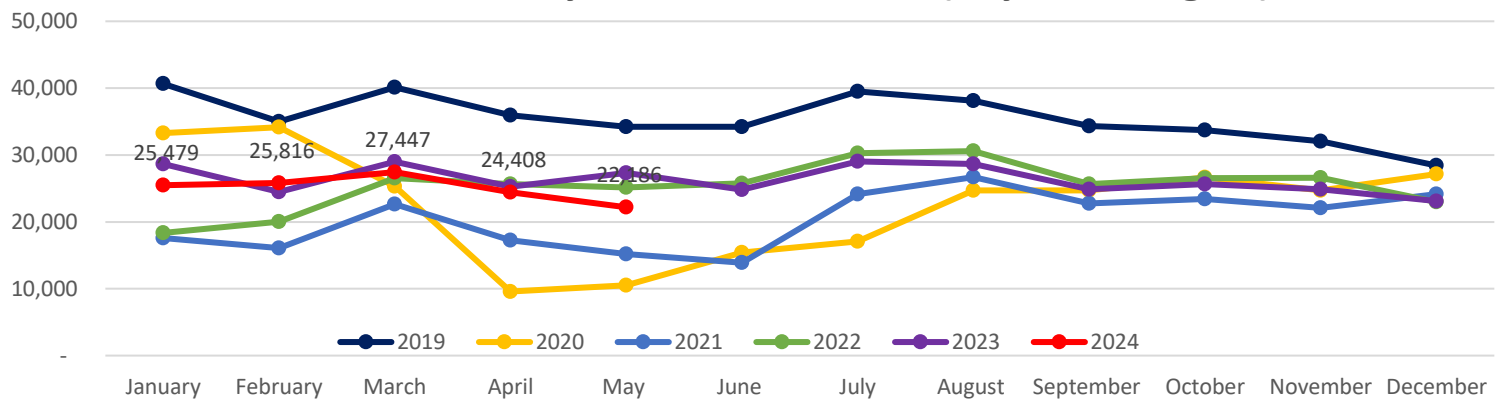
Active Cardholders 2019-2024



In Person Visits - 2019-2024



Total Circulation by Month - 2019-2024 (Physical & Digital)



Minutes
Woodstock Public Library
Joint Health & Safety Committee
March 27, 2024

Employer Representatives: M. Cook, Director of Library Services
L. Peixoto, Administrative Assistant

Employee Representatives: N. Bailey
S. Bean

Recorder: L. Peixoto

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on March 27, 2024, at 3:00 pm.

1. Agenda

There were no additions, and therefore, the Agenda was approved.

2. Minutes

Meeting of January 11, 2024

There were no errors or omissions, and therefore, the Minutes of the JHSC meeting of January 11, 2024, were approved.

3. Co-chair Report – M. Cook

M. Cook reported on a previous incident that brought attention to the level of sharps in the sharps disposal containers in the public washrooms. It was confirmed that the containers are inspected daily. A Sharps Safety Talk sheet was sent to staff via email after the incident. It was also noted that an external outreach group that frequents the Library routinely inspects the grounds for used sharps, and they do so at other facilities they visit in the city as well.

M. Cook reported that the hand dryers were installed in the public washrooms as part of a capital project for 2024. The dryers replaced the paper towel dispensers. This was done in an effort to protect custodial staff when replacing the paper towels after having found drug paraphernalia inside a dispenser.

M. Cook gave a verbal report on all Safety Talk sheets that were sent to Library staff via email. These Safety Talk sheets are sent to the Library from the City's Health and Safety Coordinator.

M. Cook noted that all City departments would be attending a meeting at the Fire Department regarding safety during the solar eclipse. Follow-up information would be sent to all staff by the CEO.

4. Training

There was no staff training to report.

5. Regulatory Information

There was no regulatory information to report.

6. Workplace Inspections

a) Inspection of February 9, 2024

The information was reviewed, and all concerns have been resolved.

b) Inspection of March 14, 2024

The information was reviewed, and all concerns have been resolved. Going forward, the responsibility would be left with the Building Maintenance Supervisor to inspect the interior of the shed and report any concerns.

7. Incident Summary

a) Injuries/Lost Time

There were no injuries or lost time reported during this period.

b) First Aid Supplies

There was nothing of note to report.

8. Old Business

None.

9. Ongoing Business

None.

10. New Business

- a) Food in the workplace
- b) Carpeting in front office
- c) Recycling stations
- d) Adult Desk paper holder – resolved

- e) Vent dust – resolved
- f) Book Drop carpeting – resolved
- g) OPAC 2 cords – resolved
- h) Other issues
 - i. parking lot
- i) Agenda format amendment

Discussion was had on the items listed above. All concerns were addressed and resolved.

The CEO sent an email to all staff regarding food in the workplace, and since that time, there have been little to no issues with food being left out.

The format of the Agenda was discussed, and a sample was presented that replicated the previous JHSC format. It was agreed that the Agenda be reformatted in keeping with the previous version for its simplicity, clarity and accessibility.

Discussion was had regarding foot stools with missing tread in the public areas. Those stools would be removed, and put in the attic to await junk disposal.

8. Next Inspection

- a) April, 2024 – N. Bailey, L. Peixoto
- b) May, 2024 – S. Bean, M. Cook

9. Next Meeting

The next meeting of the JHSC is scheduled for May 9, 2024, at 2:15 pm in the Conference Room at the Library.

With nothing further, the meeting adjourned at 4:01 pm.

**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2024**

REVENUES	2024 BUDGET	PREVIOUS PERIOD YTD	MAY	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63069-0000 Southern Ontario Library Service	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ 5,000.00	2,148.55	5.75	2,154.30	2,845.70	43.09%
1000-69702-0000 Photocopying	\$ 4,000.00	2,335.60	484.45	2,820.05	1,179.95	70.50%
1000-69703-0000 Fines, Fees	\$ 350.00	206.00	33.00	239.00	111.00	68.29%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	130.50	56.50	187.00	113.00	62.33%
1000-69706-0000 Interest Earned	\$ 2,000.00	1,174.94	351.44	1,526.38	473.62	76.32%
1000-69707-0000 Non-resident fee	\$ 7,000.00	2,625.00	360.00	2,985.00	4,015.00	42.64%
1000-69708-0000 Miscellaneous	\$ 100.00	0.04	6.01	6.05	93.95	6.05%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	20.00	22.60	42.60	457.40	8.52%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	1,619.46	579.22	2,198.68	801.32	73.29%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 80,000.00	-	-	-	80,000.00	0.00%
1000-69722-0000 Tfr from Salaries Reserve	\$ -	-	-	-	-	#DIV/0!
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 80,000.00	-	-	-	80,000.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot Levy	\$ -	-	-	-	-	#DIV/0!
	\$ 2,978,620.00	-	-	-	2,978,620.00	0.00%
TOTAL REVENUES	\$3,271,040.00	\$ 10,260.09	\$ 1,898.97	\$ 12,159.06	\$ 3,258,880.94	0.37%

EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	MAY	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 1,193,300.00	\$ 278,197.68	111,043.08	\$ 389,240.76	\$ 804,059.24	32.62%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	-	28.24	28.24	1,171.76	2.35%
1000-83610-0103 Salaries & Wages, Part Time	\$ 598,000.00	157,059.37	66,347.23	223,406.60	374,593.40	37.36%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,300.00	3,634.95	1,521.05	5,156.00	6,144.00	45.63%
1000-83610-0105 Vacation Pay	\$ 95,960.00	15,113.23	5,105.46	20,218.69	75,741.31	21.07%
1000-83610-0108 Lieu Pay	\$ -	6,800.92	2,398.54	9,199.46	(9,199.46)	#DIV/0!
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 151,290.00	41,531.61	16,157.35	57,688.96	93,601.04	38.13%
1000-83610-0151 C.P.P.	\$ 99,220.00	26,016.63	10,166.56	36,183.19	63,036.81	36.47%
1000-83610-0152 E.I.	\$ 33,770.00	10,163.44	3,956.93	14,120.37	19,649.63	41.81%
1000-83610-0154 Employers Health Tax	\$ 37,790.00	9,444.07	3,679.46	13,123.53	24,666.47	34.73%
1000-83610-0158 Insurance, EHC, LTD	\$ 184,890.00	45,087.42	13,293.54	58,380.96	126,509.04	31.58%
1000-83610-0171 Workers' Compensation Insurance	\$ 6,150.00	1,839.14	717.02	2,556.16	3,593.84	41.56%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	649.37	136.54	785.91	2,214.09	26.20%
1000-83610-0198 Pay in Lieu of Benefits	\$ 32,100.00	3,603.01	1,560.97	5,163.98	26,936.02	16.09%
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	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 45,000.00	21,445.97	2,285.21	23,731.18	21,268.82	52.74%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	1,685.22	571.63	2,256.85	4,743.15	32.24%
1000-83610-0310 New Equipment	\$ 5,500.00	296.18	-	296.18	5,203.82	5.39%
1000-83610-0311 Equipment Repairs & Service	\$ 3,000.00	-	-	-	3,000.00	0.00%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	2,309.57	744.99	3,054.56	6,945.44	30.55%
1000-83610-0313 Subscriptions & Memberships	\$ 2,500.00	2,262.41	-	2,262.41	237.59	90.50%
1000-83610-0314 Postage and Express	\$ 3,500.00	1,054.48	3.56	1,058.04	2,441.96	30.23%
1000-83610-0315 Advertising	\$ 6,000.00	773.12	-	773.12	5,226.88	12.89%
1000-83610-0318 Board Development	\$ 2,500.00	-	-	-	2,500.00	0.00%
1000-83610-0321 Cost of Photocopying	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 20,000.00	4,565.97	598.35	5,164.32	14,835.68	25.82%
1000-83610-0350 Telephone	\$ 8,400.00	2,046.25	646.86	2,693.11	5,706.89	32.06%
1000-83610-0351 Electricity	\$ 33,070.00	3,208.54	2,073.79	5,282.33	27,787.67	15.97%
1000-83610-0352 Heat	\$ 14,500.00	4,147.16	783.19	4,930.35	9,569.65	34.00%
1000-83610-0353 Water	\$ 2,100.00	683.25	267.49	950.74	1,149.26	45.27%
1000-83610-0370 Software & Liscensing	\$ 92,000.00	74,159.04	9,528.80	83,687.84	8,312.16	90.97%
1000-83610-0383 Consultant Services	\$ 125,000.00	-	2,238.72	2,238.72	122,761.28	1.79%
1000-83610-0393 Purchased Services	\$ 2,000.00	128.00	-	128.00	1,872.00	6.40%
1000-83610-0399 Miscellaneous	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	7,396.93	-	7,396.93	62,603.07	10.57%
1000-83610-0613 Library Materials	\$ 265,000.00	73,763.30	12,764.29	86,527.59	178,472.41	32.65%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	27.42	-	27.42	10,472.58	0.26%
1000-83610-0625 Covers and Repairs	\$ 9,000.00	464.28	27.60	491.88	8,508.12	5.47%
1000-83610-0626 Cataloguing/Processing	\$ 43,500.00	11,906.13	978.96	12,885.09	30,614.91	29.62%
1000-83610-0627 Programmes	\$ 20,000.00	5,873.97	3,392.73	9,266.70	10,733.30	46.33%
1000-83610-0634 Standing Orders	\$ 8,000.00	1,224.20	-	1,224.20	6,775.80	15.30%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	461.04	9.68	470.72	1,529.28	23.54%
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	\$ 3,271,040.00	\$ 819,023.27	\$ 273,027.82	\$ 1,092,051.09	\$ 2,178,988.91	33.39%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
MAY 31 2024

Balance - May 1, 2024	(\$808,763.18)
Add: Revenue	\$1,898.97
Less: Expenses	(\$50,345.93)
Payroll	(\$222,681.89)
	<hr/>
Balance - May 31, 2024	<u>(\$1,079,892.03)</u>
Levy to be applied	\$2,978,620.00
Levy Adjusted Balance	<u>\$1,898,727.97</u>

SUMMARY OF JESSIE MCDUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
MAY 31 2024

Balance - May 1, 2024	\$13,867.12
Add: Bank Interest	\$65.27
Balance - May 31, 2024	<u>\$13,932.39</u>

SUMMARY OF RESERVE FUNDS

MARG TOON RESERVE FUND
#0180-52030-0000
MAY 31 2024

Balance - May 1, 2024	\$2,467.75
Add: Bank Interest	\$11.54
Balance - May 31, 2024	<u>\$2,479.29</u>

AUTOMATION RESERVE #0170-51127

Balance - January 1, 2024	\$328,726.31
Less Previously Committed	(\$50,000.00)
Uncommitted balance - January 1, 2024	<u>\$278,726.31</u>
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - May 31, 2024	<u>\$278,726.31</u>

SALARY RESERVE #0170-51137

Balance - January 1, 2024	\$906,920.48
Less Previously Committed	\$0.00
Uncommitted balance - January 1, 2024	<u>\$906,920.48</u>
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - May 31, 2024	<u>\$906,920.48</u>

CONSULTING RESERVE #0170-51145

Balance - January 1, 2024	\$405,388.09
Less Previously Committed	\$0.00
Uncommitted balance - January 1, 2024	<u>\$405,388.09</u>
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - May 31, 2024	<u>\$405,388.09</u>