

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**May 14, 2024**

**Date:** Tuesday, May 14, 2024  
**Time:** 4:15 p.m.  
**Place:** Library Meeting Room

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**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. Delegations/Presentations**

**a) 2023 Woodstock Public Library Audit**

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

ii) DRAFT Audited Statements

**Recommendation:**

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.

**6. Minutes of the Meeting of April 9, 2024**

**Recommendation:**

That the Board approves the Minutes of the meeting of April 9, 2024, as circulated (or following corrections)

**7. Business Arising from the Minutes**

**a) Strategic Plan**

**8. Chairperson's Remarks**

**9. Board Education**

None

**10. Consideration of Correspondence**

**a) Friends of the Library**

- i) Minutes of the Meeting of March 13, 2024

**Recommendation:**

That the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for March 13, 2024, as information.

- ii) Minutes of the Meeting of April 10, 2024

**Recommendation:**

That the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for April 10, 2024, as information.

**11. Administrative Reports**

**a) Monthly Report**

- i) Report of the Chief Executive Officer  
Verbal Report
- ii) Report of the Director of Library Services/Deputy CEO

**b) Statistics**

- i) Library Systems Activities for the month of April, 2024

**c) Policy Review**

- i) Report – Nepotism Policy
- ii) Nepotism Policy

**Recommendation:**

That the Woodstock Public Library Board approves the revised Nepotism Policy as presented.

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

Verbal Update

**b) Health and Safety**

None

**13. Finance**

**a) Treasurer's Report**

**Recommendation:**

- i) 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.

- ii) 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.

**14. New Business**

None

**15. Notices of Motion**

None

**16. Attachments**

None

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**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).*

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**18. Next Meeting**

Wednesday, June 19, 2024, 4:15 p.m.

**19. Adjournment**

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# Woodstock Public Library Board

## DRAFT Meeting Minutes April 9, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, April 9, 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  
Ken Whiteford, Trustee  
Councillor Kate Leatherbarrow  
Councillor Bernia Martin  
Councillor Deb Tait

**b) The following persons were also present:**

Lindsay Harris, CEO  
Megan Cook, Director of Library Services/Deputy CEO  
Lori Peixoto, recorder

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**1. Call to Order**

M.A. Silverthorn 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 24-23**

MOVED by L. Wareing and seconded by K. Leatherbarrow to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of March 12, 2024**

**Motion 24-24**

MOVED by B. Martin and seconded by D. Tait to approve the Minutes of the meeting of March 12, 2024.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Strategic Plan**

**Motion 24-25**

MOVED by D. Barry and seconded by D. Tait that the Board appoints K. Whiteford and K. Leatherbarrow to act as Board representatives for the Strategic Plan process.

**Motion carried.**

L. Harris provided an update on the information discussed during the first meeting of the Strategic Plan Steering Committee. The focus was on scheduling meeting dates, planning process, and next steps.

**7. Chairperson's Remarks**

None.

**8. Delegations/Presentations**

None.

**9. Board Education**

**a) Library Statistics**

L. Harris circled back to a conversation with the Board earlier in the year, asking if there was additional statistical information the Board would like to see reported each month. A general description was given on statistics currently tracked.

L. Wareing suggested tracking waitlists for programs and services, as numbers would paint a picture for demand from the community.

**10. Consideration of Correspondence**

**a) Friends of the Library**

Minutes of the Meeting of February 14, 2024

## **Motion 24-26**

MOVED by D. Tait and seconded by K. Whiteford that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for February 14, 2024, as information.

## **Motion carried.**

M. Cook spoke highly of the new executive of the Friends, and noted the group was growing in numbers.

## **11. Administrative Reports**

### **a) Monthly Report**

#### **i. Report of the Chief Executive Officer**

L. Harris thanked the Board and members of City Council for their support during the budget process.

L. Harris noted that preparations were underway for the upcoming staff development day, and facilitators from Markham Public Library would be leading the day's activities.

L. Harris reported that the Library would be hosting the biannual meeting of SWOLA. The group is comprised of representatives from academic and public libraries in the region.

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

M. Cook reported on successful programming since the last meeting of the Board, and would provide wait-list statistical information at the next meeting.

Discussion was had regarding programs and outreach, and M. Cook provided an update on equipment purchased with the grant from Oxford Community Fund.

### **b) Statistics: Library Systems Activities for the month of March, 2024**

L. Harris noted that statistics were added, retroactively from January, on the library's eNewsletter.

Details were offered on various statistics reported for the month, noting that numbers were slightly higher than those of last year at this time.

### **c) Policy Review**

#### **i. Report – Staff Expenses Policy**

L. Harris noted that the policy before the Board was comprised of two outdated policies. The Board previewed the updated draft policy at its meeting the previous month.

Discussion was had regarding the process for Board-related expenses. It was determined that Board Trustees should not be combined with Library staff in the policy, and amendments would be made to the policy to reflect this.

**ii. Staff Expenses Policy**

**Motion 24-27**

MOVED by D. Tait and seconded by D. Barry that the Board rescinds the following policies: Mileage Allowance, and Approval of Expenses.

**Motion carried.**

**Motion 24-28**

MOVED by K. Whiteford and seconded by D. Tait that the Board approves the Staff Expenses Policy as amended, removing all reference to Trustees in the policy.

**Motion carried.**

**iii. Report – Nepotism Policy**

L. Harris noted that the policy before the Board was outdated by 20 years, and that there was a significant re-write. Therefore, the policy was included for the Board’s consideration prior to seeking approval at the next meeting.

**iv. Nepotism Policy**

K. Whiteford asked if the policy before the Board was aligned with the City’s policy. L. Harris noted that it was.

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

Minutes for January 11, 2024

**Motion 24-29**

MOVED by K. Whiteford and seconded by D. Tait that the Board approves the Minutes of the Joint Health and Safety Committee meeting of January 11, 2024.

**Motion carried.**

**13. Finance**

**a) Treasurer's Report**

There was no financial report provided by Treasury this month.

**14. New Business**

**a) Report – Staff Development Day**

**Motion 24-30**

MOVED by L. Wareing and seconded by B. Martin that the Board approves that the Library close on Friday, May 24, 2024, for a full day of staff development.

**Motion carried.**

**15. Notices of Motion**

None.

**16. Attachments**

**a) Thames Valley and Oxford County commit to exploring future multi-service co-build opportunities; Oxford County website; March 19, 2024**

Discussion was had, noting that the process was functioning in other municipalities, and it would be a great way to expand library services to the community without affecting municipal budgets.

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

**Motion 24-31**

MOVED by L. Wareing and seconded by K. Whiteford that the Board moves into Committee of the Whole In-camera at 5:12 pm regarding labour relations or employee negotiations.

**Motion carried.**



**Motion 24-32**

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board moves out of Committee of the Whole In-camera at 5:22 pm.

**Motion carried.**

**Motion 24-33**

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the Agenda for the Meeting of the Committee of the Whole In-camera.

**Motion carried.**

**Motion 24-34**

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for January 16, 2024.

**Motion carried.**

In closed session, the Board considered the verbal report presented by the CEO.

**18. Next Meeting**

Tuesday, May 14, 2024, 4:15 pm.

**19. Adjournment**

MOVED by K. Whiteford that the meeting adjourn at 5:24 pm.

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Minutes  
Friends of the Woodstock Public Library  
March 13, 2024

Present: Matthew Lloyd, Chair  
Rick Cole, Vice-Chair  
Gerry Wormald, Treasurer  
Marion Baker, Secretary  
Laura Schneider  
Sylvia Weiser-Sutherland  
Lee Mathers  
Andie Lennox  
Lauren Lambkin  
Karen Leslie  
Diana St. Clair  
Jackie Thompson  
Christina Cullen  
Kathie Richards

Also Present: Megan Cook, Director of Library Services/Deputy C.E.O., Woodstock Public Library

Regrets: Frances Gottschlich, Peter Ruehliche, Jamina Tieu, Jenny deHaan, Susan Hamilton, Gurleen Saini, Sharron Skevington

Chair Matthew Lloyd calls the meeting to order at 5:00 p.m. and welcomes those present.

Agenda: Moved by: Rick Cole  
Seconded by: Sylvia Weiser-Sutherland

That the Agenda for the March 13, 2024 meeting be approved. Carried.

Minutes: Moved by: Karen Leslie  
Seconded by: Sylvia Weiser-Sutherland

That the Minutes of the February 24, 2024 meeting be approved. Carried.

Reports:

Financial:

Treasurer Gerry Wormald updates the current financial statement as at February 10, 2024.

Membership:

Secretary Marion introduces and welcomes new Friends member Lauren Lambkin to the meeting.

Library Updates from Megan Cook:

- The library meeting room has been booked for the set-up from 1 p.m. – 4 p.m. on Friday, May 10<sup>th</sup>.
- Megan has prepared an ad for the book sale in the April issue of the “What’s On Woodstock” (WOW) magazine.
- There will also be a Children’s Story Time taking place at the library the day of the book sale.
- Adult books will be available in the library meeting room and the children’s books in the “Flex Space” adjacent to the children’s area of the library

- Megan updates members about the author's evening that is to take place at Oxford Gardens on Thursday, May 30<sup>th</sup>. The guest author will be Terry Fallis. Registration to attend this special evening will open at 10 a.m. on May 1<sup>st</sup>. Registration can be made via email or by telephoning the library. Registration is on a first come, first served basis and seating is limited to 100 people.
- There will also be "background music" played on a piano during the evening and Oxford Gardens has offered to prepare light refreshments to be served following the author's presentation. The cost for the refreshments is \$250 and Friends members are asked to consider funding the cost.

Moved by: Rick Cole  
Seconded by: Sylvia Weiser-Sutherland

That Friends of the Library provide \$250 to cover the cost of light refreshments to be prepared by Oxford Gardens for the author's evening taking place on May 30<sup>th</sup>. Carried.

Membership Form Update:

Secretary Marion is updating the Friends membership form and suggests that the Friends Mission Statement be added to the form and also to the Friends letterhead.

Date of Next Meeting:

Wednesday, April 10, 2024 at 5:00 p.m. in the library meeting room.

Adjournment

Chair Matthew calls for the meeting to be adjourned.

The meeting is adjourned at 5:32 p.m.

Matthew Lloyd, Chair \_\_\_\_\_



Minutes  
Friends of the Woodstock Public Library  
April 10, 2024

As Friends members arrive at the April meeting, they are greeted by a table set with baked treats, lemonade and sign in appreciation of the assistance Friends of the Library members continue to provide to the Woodstock Public Library, during this National Volunteer Week.

Present:           Matthew Lloyd, Chair                           Andie Lennox  
                      Rick Cole, Vice-Chair                       Susan Hamilton  
                      Gerry Wormald, Treasurer                    Jenny DeHaan  
                      Marion Baker, Secretary                     Peter Ruehlicke  
                      Laura Schneider                               Jackie Thompson  
                      Sylvia Weiser-Sutherland                   Diana St. Clair  
                      Lauren Lambkin                               Christina Cullen

Also Present:    Megan Cook, Director of Library Services/Deputy C.E.O., Woodstock Public Library

Regrets:           Jamina Tieu, Kathie Richards, Gurleen Saini, Karen Leslie, Sharron Skevington

Chair Matthew Lloyd calls the meeting to order at 5:04 p.m. and welcomes those present.

Agenda:           Moved by:       Christina Cullen  
                      Seconded by:   Sylvia Weiser-Sutherland

That the Agenda for the April 10, 2024 meeting be approved. Carried.

Minutes:  
                      Moved by:       Andie Lennox  
                      Seconded by:   Matthew Lloyd

That the Minutes of the March 13, 2024 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald updates the current financial statement as at March 9, 2024.

Library Update - Megan Cook:

Megan advises there are 53 boxes of books for the sale in storage at the library and library custodian Joe will deliver the boxes to the meeting room for set up on May 10th and also that she will do a search for Friends aprons and lanyards that are also in storage at the library.

Friends of the Library members will be allowed to register their attendance at the Author's Event taking place the evening of May 30<sup>th</sup> 2024 at Oxford Gardens prior to registration opening to the general public at 10 a.m. on May 1<sup>st</sup>. Secretary Marion will send a reminder to all Friends prior to May 1<sup>st</sup>.

Megan also reports that some library staff will be in attendance at the Author's Event and she will have Friends membership forms available to anyone interested in becoming a member of Friends.

Posters regarding the Author's Event are made available to Friends for distribution.

New and Ongoing Business:

Three designs regarding a special sign to be on display at the book sale are received from Craig Luddington, Woodstock Print, are discussed by members and the Secretary will advise Craig of the design chosen. The orientation of the sign will be "portrait" and the background colour will be blue.

Moved by: Rick Cole  
Seconded by: Jackie Thompson

That the words "Book Sale" be added to the sign to be prepared by Woodstock Print. Carried.

Treasurer Gerry asks about the whereabouts of one, possibly two cash boxes used during past book sales and it is assumed they are in storage at the library. Megan will check the storage area for the boxes.

Chair Matthew passes a book sale sign-up sheet to members regarding attendance at the set-up on May 10<sup>th</sup>, from 1 p.m. – 4 p.m. and various time slots the day of the sale, May 11<sup>th</sup>.

Mission Statement:

Matthew will further discuss any change to the Friends Mission Statement at the May meeting. The secretary will send changes he suggests to members, for their perusal, prior to the May meeting.

Membership news:

Matthew announces regrettably that Friends member and past Acting Vice-Chair Frances Gottschlich has resigned her membership in Friends.

Date of Next Meeting:

Wednesday, May 8, 2024 at 5:00 p.m. in the library meeting room.

Adjournment

Chair Matthew calls for the meeting to be adjourned.

The meeting is adjourned at 5:40 p.m.

Matthew Lloyd, Chair \_\_\_\_\_



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**Subject:** Library Services Report for April, 2024

**Action:** For Information

**Prepared by:** Megan Cook, Director of Library Services

**Meeting of:** May 14, 2024

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### **Strengthen Our Community**

On April 10, our Public Services Supervisor and Outreach Librarian spoke to the Learning Unlimited Oxford group at South Gate Centre, promoting the many services and programs available at the Library. There were approximately 170 older adults (aged 55+) in attendance.

April 14-20 was Volunteer Appreciation Week. We thanked our dedicated volunteers in our monthly e-newsletter and hosted a small celebration for the Friends of the Library volunteers at their April meeting.

In celebration of Earth Day, we partnered with Neighbourhood Forest again this year to provide free trees to children and families. In total, we gave out 201 White Spruce trees to our community.

This month we partnered with the Oxford County Library to offer the first of two Local Author Fairs this year. This event was held at the Ingersoll Library on Saturday, April 27. Approximately 200 attendees came to celebrate the talented local authors in our community. Attendees had the opportunity to listen to book readings, meet the authors, and purchase their books. The next Local Author Fair will be held at the Woodstock Public Library on Saturday, November 16. As part of this event, we will officially launch our new Local Author Collection, a circulating collection of adult books written by authors from Woodstock and Oxford County. The collection will be located on the second floor of the library.

Also in partnership with the Oxford County Library, we released the shortlist of titles for the 2024 Oxford Reads program. The public has until May 17 to cast their vote for the next Oxford Reads title. The winner will be announced in early June.

## **Reinforcing Our Capabilities**

This month we officially launched our new Room Booking software, LibCal. This tool has been helpful for all staff, and has improved our internal booking procedures immensely.

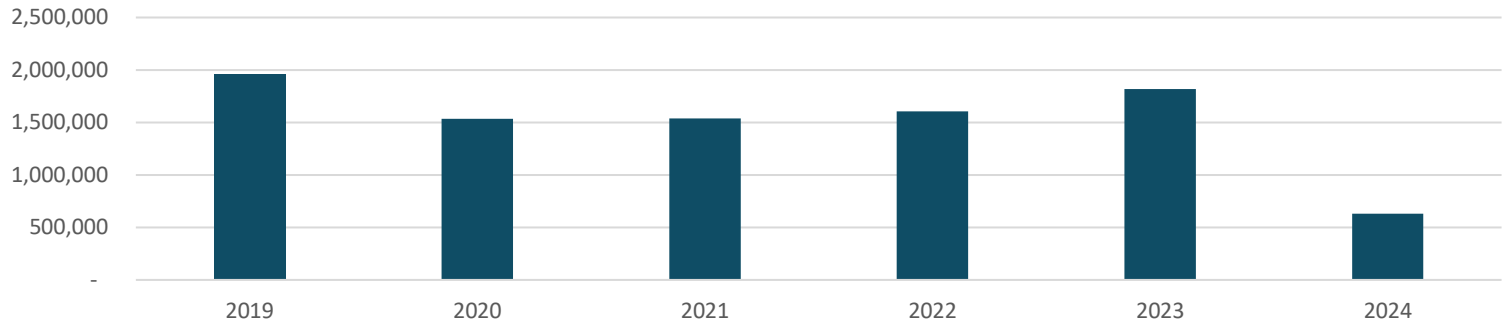
In April, we attended two different sessions focused on improving the services and programs for children and youth in our community. We attended the Oxford Child Care and Early Years Plan Engagement Session on April 25, and the Youth Advocacy Summit on April 29 hosted by Communities Building Youth Futures Oxford County.

This month we filled three positions in our Public Services Department; the permanent, part-time Information Services Librarian, and the two temporary Summer Student – Program Assistant positions. We are excited to welcome them to our team! All three new staff members start at the end of May.



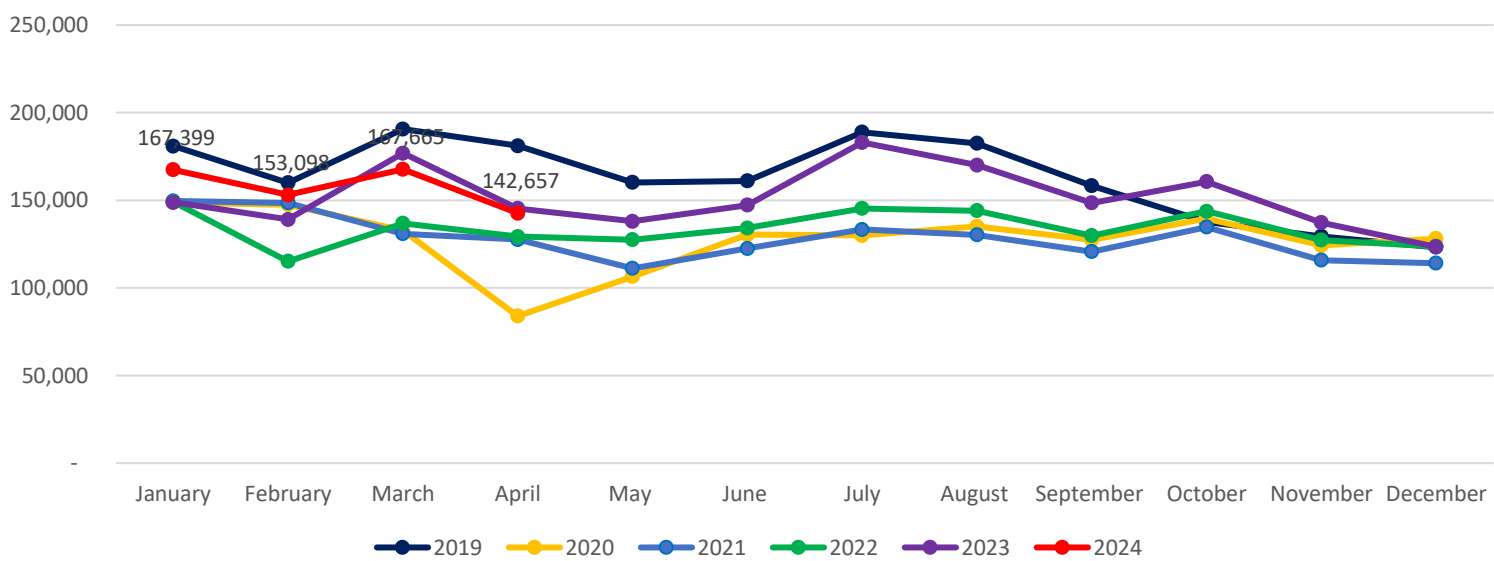
# WOODSTOCK Public Library

### Total Library Uses 2019 - 2024 YTD



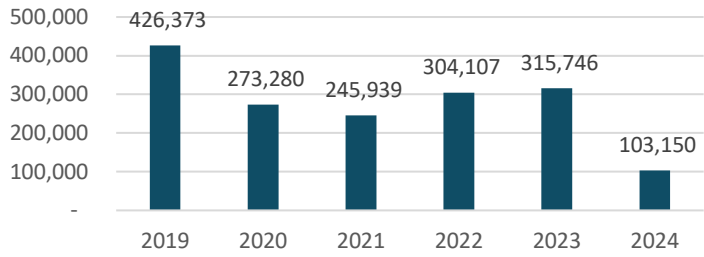
2024	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,479	11,569	91,259	32,820	1,144	1,084	1,600	2,444	<b>167,399</b>
February	25,816	11,445	86,320	24,776	1,296	934	1,712	799	<b>153,098</b>
March	27,447	12,424	99,361	23,214	1,747	1,138	1,664	670	<b>167,665</b>
April	24,408	12,020	86,147	13,772	1,528	1,035	1,881	1,866	<b>142,657</b>
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>103,150</b>	<b>47,458</b>	<b>363,087</b>	<b>94,582</b>	<b>5,715</b>	<b>4,191</b>	<b>6,857</b>	<b>5,779</b>	<b>630,819</b>

### Total Library Uses by Month 2019-2024

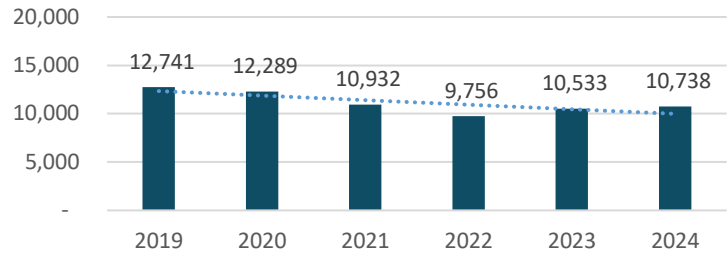




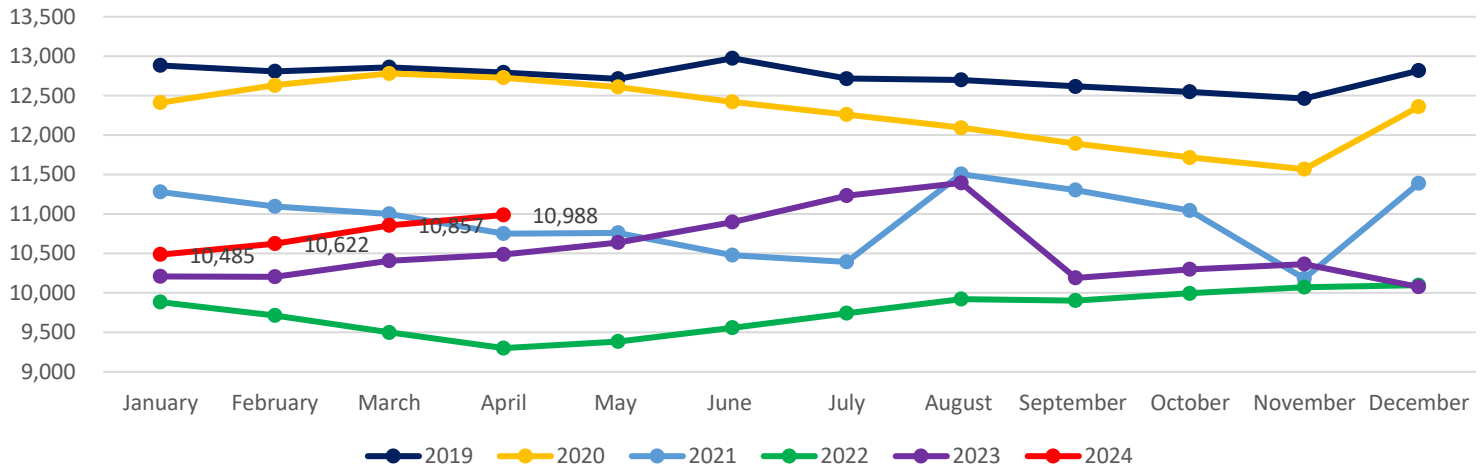
**Annual Library Circulation Total 2019-2024**



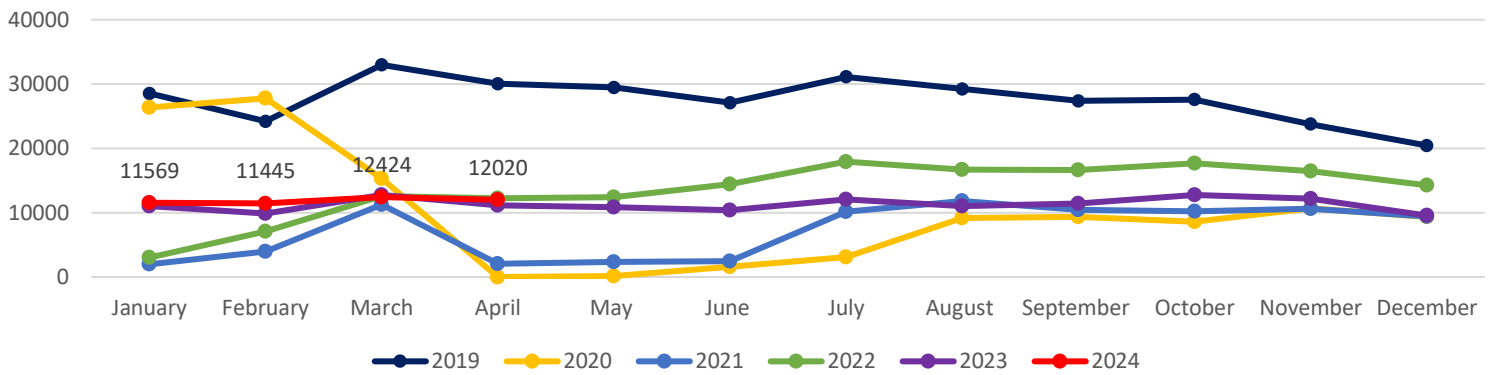
**Monthly Average Active Users Count 2019-2024 YTD**



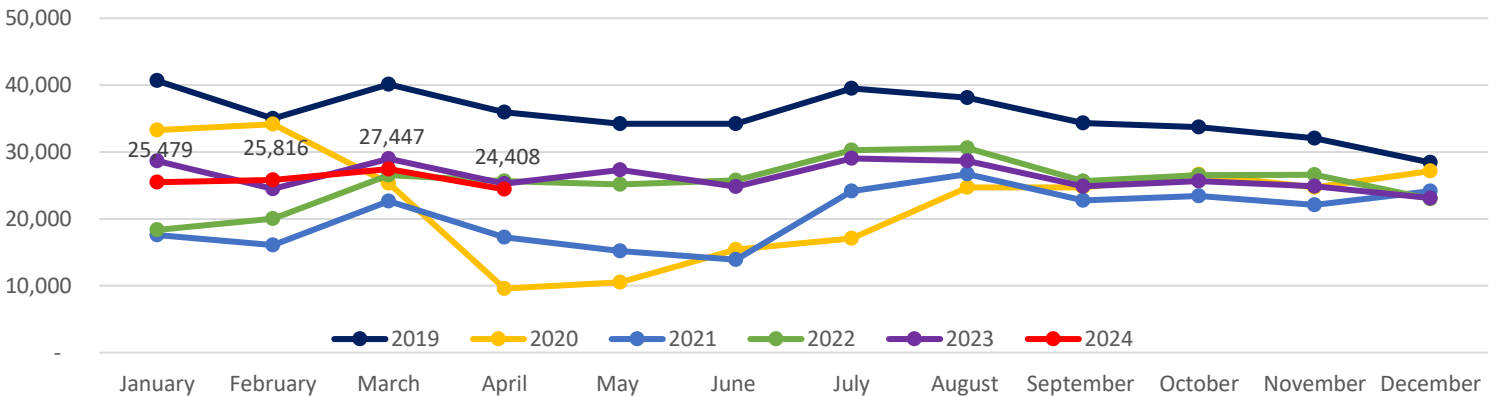
**Active Cardholders 2019-2024**



**In Person Visits - 2019-2024**



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





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**Subject: Nepotism Policy**

**Action: For Approval**

**Prepared by: Lindsay Harris, CEO**

**Meeting of: May 14, 2024**

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### **Recommendation**

That the Woodstock Public Library Board approves the revised Nepotism Policy as presented.

### **Background**

The Nepotism Policy was last reviewed in 2004, and required significant updates.

### **Discussion**

The revised Nepotism Policy contains significant expansion of processes and expectations from those contained in the brief 2004 version. The original content has been updated to align with the City of Woodstock's Nepotism Policy (HR015), and sets expectations and processes for recruitment, promotion, and other circumstances where there are real or perceived conflicts of interest due to a familial relationship.



# Woodstock Public Library Policy

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**Policy Name:** Nepotism Policy

**Category:** Personnel

**Version:** May 14, 2024

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## POLICY STATEMENT AND RATIONALE

To provide guidance and outline processes with respect to hiring and promotion with the intent to avoid conflicts of interest.

## SCOPE

This policy applies to all current and future employees/trustees of the Woodstock Public Library and Woodstock Public Library Board. Any conflicts in existence prior to the original date of enactment (May 18, 2004) will be exempted.

All familial relationships not covered by the definition below must also be declared to ensure transparency and remove any potential conflicts that could arise due to the relationship.

The Woodstock Public Library shall abide by the Human Rights Code and all other legislation relevant to its hiring practices as it relates to hiring individuals with family relationships to existing employees.

## DEFINITIONS

**Nepotism** refers to the appointment to a position, or the receipt of an employment benefit based on one's kinship or relatives.

**Immediate Relative** refers to:

- Spouse/Partner, including domestic partnerships,
- Children and grandchildren, including step and in-laws,
- Parents and grandparents, including step and in-laws,
- Siblings, including step and in-laws,
- Nieces and nephews, including step and in-laws,
- Aunts and uncles, including step and in-laws.

# **POLICY, PROCEDURE, AND IMPLEMENTATION**

## **1.0 Recruitment**

- 1.1 The immediate relatives of Library Employees and Library Board Trustees will not be employed by the Woodstock Public Library Board, in any capacity, under any of the following circumstances:
  - a) Where a Supervisor/Subordinate relationship is created with the family member wherein one of the employees is in a supervisory capacity.
  - b) Where one party would be responsible for auditing the work of the other.
  
- 1.2 It is the goal of the Woodstock Public Library to avoid creating circumstances in which there is the appearance, whether real or perceived, of favouritism or conflicts. Should a relationship addressed within this policy be identified during recruitment, it must be immediately reported to the Chief Executive Officer, who will make a determination using the following guidelines:
  - a) The relationship is not subject to the Nepotism policy.
  - b) Hiring of the relative will not result in a situation where an employee will be the direct supervisor of a relative or be responsible to audit the work of the relative or have their work audited by the relative.
  - c) An application was received in a normal manner and the standard recruitment and selection process was not circumvented.
  - d) The candidate to be hired is the best qualified for the position requirements.
  - e) There was no undue influence exerted on the interviewers.
  - f) No potential conflicts or other difficulties appear to exist.
  - g) A relative of the candidate did not take part in the selection process.

## **2.0 Employment**

- 2.1 This policy must be considered when hiring, promoting, or transferring any employee.
  
- 2.2 It is the responsibility of every employee to identify to the Chief Executive Officer any potential or existing relationship which falls under the definitions provided in this policy. Employees who fail to disclose close personal relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.
  
- 2.3 In the event that persons become relatives of one another after they have been hired and where one supervises the other, the situation will be reviewed by the Chief Executive Officer and Director of Library Services to determine what action shall be taken to remove the reporting relationship.

- 2.4 No personal employee relationship covered by this policy shall be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

## **RELATED DOCUMENTS AND POLICIES**

Ontario Employment Standards Act  
Ontario Human Rights Code

## **DOCUMENT REVISION RECORD**

Adoption Date: 18 May 2004  
Review Cycle: Once per Term  
Last Reviewed: 14 May 2024  
Resolution No.: 24-\_\_

**WOODSTOCK PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES  
JANUARY-MARCH 2024**

<b>REVENUES</b>	<b>2024 BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>JAN-MAR</b>	<b>YEAR TO DATE</b>	<b>BALANCE TO BE RAISED</b>	<b>% RAISED</b>
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	-	2,065.00	2,065.00	2,935.00	41.30%
1000-69702-0000 Photocopying	\$ 4,000.00	-	1,780.05	1,780.05	2,219.95	44.50%
1000-69703-0000 Fines, Fees	\$ 350.00	-	164.00	164.00	186.00	46.86%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	-	106.00	106.00	194.00	35.33%
1000-69706-0000 Interest Earned	\$ 2,000.00	-	818.63	818.63	1,181.37	40.93%
1000-69707-0000 Non-resident fee	\$ 7,000.00	-	1,825.00	1,825.00	5,175.00	26.07%
1000-69708-0000 Miscellaneous	\$ 100.00	-	0.03	0.03	99.97	0.03%
1000-69709-0000 Programmes	\$ -	-	55.00	55.00	(55.00)	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	-	-	-	500.00	0.00%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	-	1,117.76	1,117.76	1,882.24	37.26%
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%
<b>TOTAL REVENUES</b>	<b>\$3,271,040.00</b>	<b>\$ -</b>	<b>\$ 7,931.47</b>	<b>\$ 7,931.47</b>	<b>\$ 3,263,108.53</b>	<b>0.24%</b>

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>JAN-MAR</b>	<b>YEAR TO DATE</b>	<b>BALANCE TO BE SPENT</b>	<b>% SPENT</b>
1000-83610-0101 Salaries & Wages, Regular	\$ 1,193,300.00	\$ -	204,168.96	\$ 204,168.96	\$ 989,131.04	17.11%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	-	-	-	1,200.00	0.00%
1000-83610-0103 Salaries & Wages, Part Time	\$ 598,000.00	-	117,674.58	117,674.58	480,325.42	19.68%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,300.00	-	2,729.80	2,729.80	8,570.20	24.16%
1000-83610-0105 Vacation Pay	\$ 95,960.00	-	11,926.17	11,926.17	84,033.83	12.43%
1000-83610-0108 Lieu Pay	\$ -	-	2,403.74	2,403.74	(2,403.74)	#DIV/0!
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 151,290.00	-	30,811.70	30,811.70	120,478.30	20.37%
1000-83610-0151 C.P.P.	\$ 99,220.00	-	19,353.39	19,353.39	79,866.61	19.51%
1000-83610-0152 E.I.	\$ 33,770.00	-	7,571.66	7,571.66	26,198.34	22.42%
1000-83610-0154 Employers Health Tax	\$ 37,790.00	-	7,033.71	7,033.71	30,756.29	18.61%
1000-83610-0158 Insurance, EHC, LTD	\$ 184,890.00	-	33,591.38	33,591.38	151,298.62	18.17%
1000-83610-0171 Workers' Compensation Insurance	\$ 6,150.00	-	1,369.42	1,369.42	4,780.58	22.27%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	-	619.67	619.67	2,380.33	20.66%
1000-83610-0198 Pay in Lieu of Benefits	\$ 32,100.00	-	2,725.85	2,725.85	29,374.15	8.49%
1000-83610-0300 Materials/Repairs/Maintenance	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 45,000.00	-	16,147.32	16,147.32	28,852.68	35.88%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	-	1,002.51	1,002.51	5,997.49	14.32%
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	-	1,790.67	1,790.67	8,209.33	17.91%
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	-	1,007.67	1,007.67	2,492.33	28.79%
1000-83610-0315 Advertising	\$ 6,000.00	-	707.12	707.12	5,292.88	11.79%
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	-	4,504.91	4,504.91	15,495.09	22.52%
1000-83610-0350 Telephone	\$ 8,400.00	-	1,398.78	1,398.78	7,001.22	16.65%
1000-83610-0351 Electricity	\$ 33,070.00	-	1,586.74	1,586.74	31,483.26	4.80%
1000-83610-0352 Heat	\$ 14,500.00	-	2,690.98	2,690.98	11,809.02	18.56%
1000-83610-0353 Water	\$ 2,100.00	-	476.20	476.20	1,623.80	22.68%
1000-83610-0370 Software & Liscensing	\$ 92,000.00	-	71,464.47	71,464.47	20,535.53	77.68%
1000-83610-0383 Consultant Services	\$ 125,000.00	-	-	-	125,000.00	0.00%
1000-83610-0393 Purchased Services	\$ 2,000.00	-	76.80	76.80	1,923.20	3.84%
1000-83610-0399 Miscellaneous	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	-	5,357.66	5,357.66	64,642.34	7.65%
1000-83610-0613 Library Materials	\$ 265,000.00	-	42,608.86	42,608.86	222,391.14	16.08%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	-	-	-	10,500.00	0.00%
1000-83610-0625 Covers and Repairs	\$ 9,000.00	-	464.28	464.28	8,535.72	5.16%
1000-83610-0626 Cataloguing/Processing	\$ 43,500.00	-	3,839.05	3,839.05	39,660.95	8.83%
1000-83610-0627 Programmes	\$ 20,000.00	-	5,292.84	5,292.84	14,707.16	26.46%
1000-83610-0634 Standing Orders	\$ 8,000.00	-	927.96	927.96	7,072.04	11.60%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	-	255.67	255.67	1,744.33	12.78%
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>\$ 3,271,040.00</b>	<b>\$ -</b>	<b>\$ 606,139.11</b>	<b>\$ 606,139.11</b>	<b>\$ 2,664,900.89</b>	<b>18.53%</b>

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

Balance - January 1, 2024	\$0.00
Add: Revenue	\$7,931.47
Less: Expenses	(\$198,370.13)
Payroll	(\$407,768.98)
	<hr/>
Balance - March 31, 2024	<u>(\$598,207.64)</u>
Levy to be applied	\$2,978,620.00
Levy Adjusted Balance	<u>\$2,380,412.36</u>

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

Balance - January 1, 2024	\$13,610.82
Add: Bank Interest	\$187.12
	<hr/>
Balance - March 31, 2024	<u>\$13,797.94</u>

**SUMMARY OF RESERVE FUNDS**

**MARG TOON RESERVE FUND  
#0180-52030-0000  
MARCH 31 2024**

Balance - January 1, 2024	\$2,422.20
Add: Bank Interest	\$33.29
	<hr/>
Balance - March 31, 2024	<u>\$2,455.49</u>

**AUTOMATION RESERVE #0170-51127**

Balance - January 1, 2024	\$328,726.31
Less Previously Committed	(\$50,000.00)
Uncommitted balance - January 1, 2024	\$278,726.31
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - March 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	\$906,920.48
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - March 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	\$405,388.09
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - March 31, 2024	<u>\$405,388.09</u>

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

<u>REVENUES</u>	<u>2024 BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>APRIL</u>	<u>YEAR TO DATE</u>	<u>BALANCE TO BE RAISED</u>	<u>% RAISED</u>
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	2,065.00	83.55	2,148.55	2,851.45	42.97%
1000-69702-0000 Photocopying	\$ 4,000.00	1,780.05	555.55	2,335.60	1,664.40	58.39%
1000-69703-0000 Fines, Fees	\$ 350.00	164.00	42.00	206.00	144.00	58.86%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	106.00	24.50	130.50	169.50	43.50%
1000-69706-0000 Interest Earned	\$ 2,000.00	818.63	356.31	1,174.94	825.06	58.75%
1000-69707-0000 Non-resident fee	\$ 7,000.00	1,825.00	800.00	2,625.00	4,375.00	37.50%
1000-69708-0000 Miscellaneous	\$ 100.00	0.03	0.01	0.04	99.96	0.04%
1000-69709-0000 Programmes	\$ -	55.00	(55.00)	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	-	20.00	20.00	480.00	4.00%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	1,117.76	501.70	1,619.46	1,380.54	53.98%
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%
<b>TOTAL REVENUES</b>	<b>\$3,271,040.00</b>	<b>\$ 7,931.47</b>	<b>\$ 2,328.62</b>	<b>\$ 10,260.09</b>	<b>\$ 3,260,779.91</b>	<b>0.31%</b>
<hr/>						
<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>PREVIOUS PERIOD YTD</u>	<u>APRIL</u>	<u>YEAR TO DATE</u>	<u>BALANCE TO BE SPENT</u>	<u>% SPENT</u>
1000-83610-0101 Salaries & Wages, Regular	\$ 1,193,300.00	\$ 204,168.96	74,028.72	\$ 278,197.68	\$ 915,102.32	23.31%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	-	-	-	1,200.00	0.00%
1000-83610-0103 Salaries & Wages, Part Time	\$ 598,000.00	117,674.58	39,384.79	157,059.37	440,940.63	26.26%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,300.00	2,729.80	905.15	3,634.95	7,665.05	32.17%
1000-83610-0105 Vacation Pay	\$ 95,960.00	11,926.17	3,187.06	15,113.23	80,846.77	15.75%
1000-83610-0108 Lieu Pay	\$ -	2,403.74	4,397.18	6,800.92	(6,800.92)	#DIV/0!
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 151,290.00	30,811.70	10,719.91	41,531.61	109,758.39	27.45%
1000-83610-0151 C.P.P.	\$ 99,220.00	19,353.39	6,663.24	26,016.63	73,203.37	26.22%
1000-83610-0152 E.I.	\$ 33,770.00	7,571.66	2,591.78	10,163.44	23,606.56	30.10%
1000-83610-0154 Employers Health Tax	\$ 37,790.00	7,033.71	2,410.36	9,444.07	28,345.93	24.99%
1000-83610-0158 Insurance, EHC, LTD	\$ 184,890.00	33,591.38	11,496.04	45,087.42	139,802.58	24.39%
1000-83610-0171 Workers' Compensation Insurance	\$ 6,150.00	1,369.42	469.72	1,839.14	4,310.86	29.90%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	619.67	29.70	649.37	2,350.63	21.65%
1000-83610-0198 Pay in Lieu of Benefits	\$ 32,100.00	2,725.85	877.16	3,603.01	28,496.99	11.22%
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	16,147.32	5,298.65	21,445.97	23,554.03	47.66%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	1,002.51	682.71	1,685.22	5,314.78	24.07%
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	1,790.67	518.90	2,309.57	7,690.43	23.10%
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	1,007.67	46.81	1,054.48	2,445.52	30.13%
1000-83610-0315 Advertising	\$ 6,000.00	707.12	66.00	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	4,504.91	61.06	4,565.97	15,434.03	22.83%
1000-83610-0350 Telephone	\$ 8,400.00	1,398.78	647.47	2,046.25	6,353.75	24.36%
1000-83610-0351 Electricity	\$ 33,070.00	1,586.74	1,621.80	3,208.54	29,861.46	9.70%
1000-83610-0352 Heat	\$ 14,500.00	2,690.98	1,456.18	4,147.16	10,352.84	28.60%
1000-83610-0353 Water	\$ 2,100.00	476.20	207.05	683.25	1,416.75	32.54%
1000-83610-0370 Software & Liscensing	\$ 92,000.00	71,464.47	2,694.57	74,159.04	17,840.96	80.61%
1000-83610-0383 Consultant Services	\$ 125,000.00	-	-	-	125,000.00	0.00%
1000-83610-0393 Purchased Services	\$ 2,000.00	76.80	51.20	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	5,357.66	2,039.27	7,396.93	62,603.07	10.57%
1000-83610-0613 Library Materials	\$ 265,000.00	42,608.86	31,154.44	73,763.30	191,236.70	27.84%
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	-	464.28	8,535.72	5.16%
1000-83610-0626 Cataloguing/Processing	\$ 43,500.00	3,839.05	8,067.08	11,906.13	31,593.87	27.37%
1000-83610-0627 Programmes	\$ 20,000.00	5,292.84	581.13	5,873.97	14,126.03	29.37%
1000-83610-0634 Standing Orders	\$ 8,000.00	927.96	296.24	1,224.20	6,775.80	15.30%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	255.67	205.37	461.04	1,538.96	23.05%
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>\$ 3,271,040.00</b>	<b>\$ 606,139.11</b>	<b>\$ 212,884.16</b>	<b>\$ 819,023.27</b>	<b>\$ 2,452,016.73</b>	<b>25.04%</b>



**WOODSTOCK PUBLIC LIBRARY**  
**SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000**  
**APRIL 30 2024**

Balance - April 1, 2024	(\$598,207.64)
Add: Revenue	\$2,328.62
Less: Expenses	(\$67,249.09)
Payroll	(\$145,635.07)
	<hr/>
Balance - April 30, 2024	<u>(\$808,763.18)</u>
Levy to be applied	\$2,978,620.00
Levy Adjusted Balance	<u>\$2,169,856.82</u>

**SUMMARY OF JESSIE MCDUGALL**  
**TRUST FUND - # 0180-53014-0000**  
**Year to Date**  
**APRIL 30 2024**

Balance - April 1, 2024	\$13,797.94
Add: Bank Interest	\$69.18
Balance - April 30, 2024	<u>\$13,867.12</u>

**SUMMARY OF RESERVE FUNDS**

**MARG TOON RESERVE FUND**  
**#0180-52030-0000**  
**APRIL 30 2024**

Balance - April 1, 2024	\$2,455.49
Add: Bank Interest	\$12.26
Balance - April 30, 2024	<u>\$2,467.75</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 - April 30, 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 - April 30, 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 - April 30, 2024	<u>\$405,388.09</u>