

**DRAFT Agenda**  
**Woodstock Public Library Board**  
**September 10, 2024**

**Date:** Tuesday, September 10, 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**

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**5. 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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**6. Minutes of the Meeting of June 19, 2024**

**Recommendation:**

That the Board approves the Minutes of the meeting of June 19, 2024, as circulated (or following corrections).

**7. Business Arising from the Minutes**

**a) Strategic Plan**

8. **Chairperson's Remarks**
9. **Delegations/Presentations**  
None
10. **Board Education**  
None
11. **Consideration of Correspondence**  
None
12. **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 Summer, 2024
  - c) **Policy Review**
    - i) Report – Public Use of Library Facilities
    - ii) Public Use of Library Facilities Policy

**Recommendation:**  
That the Woodstock Public Library Board approves the Public Use of Library Facilities Policy as presented.
13. **Committee Reports**
  - a) **Ontario Library Service Trustee Assembly**  
Verbal Update
  - b) **Health and Safety**  
Minutes for May 9, 2024  
**Recommendation:**  
That the Board approves the Minutes of the Joint Health and Safety Committee meeting of May 9, 2024.
14. **Finance**
  - a) **Treasurer's Report (as provided by Treasury)**  
**Recommendation:**  
That the DRAFT Statement of Revenues and Expenditures for the period ending August 31, 2024, and  
the DRAFT Summary of Trust Account for the period ending August 31, 2024, and  
the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending August 31, 2024, be received as information.

**b) Report – 2025 Capital and Revenue Fund (Operating) Budgets**

**Recommendation:**

That the Woodstock Public Library Board approves the proposed Early Literacy Station replacement capital project for submission of \$8,000.00 to the 2025 City of Woodstock Capital Budget, and

That the Woodstock Public Library Board approves the proposed IT network and security systems upgrades capital project for submission of \$17,500.00 to the 2025 City of Woodstock Capital Budget, and

That the Woodstock Public Library Board approves the proposed IT equipment replacement capital project for submission of \$14,500.00 to the 2025 City of Woodstock Capital Budget, and

That the Woodstock Public Library Board formally rescinds Capital Project 11086 – Carpeting of the Children’s Area in the Library.

**15. New Business**

**a) Library Closure – Staff Development and Recognition Day**

**Recommendation:**

That the Woodstock Public Library close on Friday, December 6, 2024, for staff development and the annual staff appreciation event.

**16. Notices of Motion**

None

**17. Attachments**

None

**18. Next Meeting**

Tuesday, October 8, 2024, 4:15 p.m.

**19. Adjournment**

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# Woodstock Public Library Board

## DRAFT Meeting Minutes June 19, 2024

A regular meeting of the Woodstock Public Library Board was held on Wednesday, June 19, 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

**b) The following Board members sent regrets:**

Councillor Deb Tait

**c) 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**

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 24-44**

MOVED by L. Wareing and seconded by B. Martin to approve the Agenda.

**Motion carried.**

**4. Declaration of Conflict of Interest**

None.

**5. Minutes of the Meeting of May 14, 2024**

**Motion 24-45**

MOVED by D. Barry and seconded by K. Leatherbarrow to approve the Minutes of the meeting of May 14, 2024.

**Motion carried.**

**6. Business Arising from the Minutes**

**a) Strategic Plan**

L. Harris and M. Cook updated Trustees on the meeting held by the Strategic Plan Steering Committee earlier in the day. Discussion was had regarding types of community engagement to be sought over the summer, dates for surveys, and Board Trustee involvement at community events.

**7. Chairperson's Remarks**

M.A. Silverthorn reminded Trustees of the staff appreciation lunch in July.

**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**

L. Harris provided details on training sessions that were attended since the previous meeting, and also noted highlights of the Library's staff development day.

L. Harris noted that City IT support for the Library is now in place, working onsite.

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

M. Cook provided details on library programming, noting that the month of May saw the highest number of program attendees thus far.

M. Cook reported on the success of the Friends' book sale, being the highest in recorded sales in recent history.

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

L. Harris reported that typically, statistics would dip slightly in the month of May, but it wasn't the case this year. Active cardholders and new cardholders stats were continuing to increase.

**c) Policy Review**

None.

**12. Committee Reports**

**a) Ontario Library Service Trustee Assembly**

None.

**b) Health and Safety**

**Motion 24-46**

MOVED by B. Martin and seconded by K. Whiteford that the Board approves the Minutes of the Joint Health and Safety Committee for the meeting of March 27, 2024.

**Motion carried.**

**13. Finance**

**a) Treasurer's Report**

**Motion 24-47**

MOVED by L. Wareing and seconded by K. Leatherbarrow 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.

L. Harris explained that the Library was underspent at the time of the meeting. Some facilities repairs would be on the books in the coming weeks including HVAC and the water fountain refill station. Snow removal quotes were being sought ahead of the winter months, and this would likely change the budget line for the following year.

**Motion carried.**

**14. New Business**

None.

**15. Notices of Motion**

None.

**16. Attachments**

None.

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

**Motion 24-48**

MOVED by K. Whiteford and seconded by B. Martin that the Board moves into Committee of the Whole In-camera at 4:52 pm regarding labour relations and/or employee negotiations.

**Motion carried.**

**Motion 24-49**

MOVED by B. Martin and seconded by L. Wareing that the Board moves out of Committee of the Whole In-camera at 5:12 pm.

**Motion carried.**

**Motion 24-50**

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

**Motion carried.**

**Motion 24-51**

MOVED by D. Barry and seconded by B. Martin that the Board approves the Minutes of the Committee of the Whole In-camera for April 9, 2024.

**Motion carried.**

In closed session, the Board received an update on pay equity and negotiations.

**18. Next Meeting**

Tuesday, September 10, 2024, 4:15 pm.

**19. Adjournment**

MOVED by B. Martin that the meeting adjourn at 5:17 pm.

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**Subject: CEO Monthly Report**

**Action: For Information**

**Prepared by: Lindsay Harris**

**Meeting of: September 10, 2024**

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The summer months have provided a wonderful opportunity to welcome many new and returning families into the Library as they enjoy summer reading and activities. Library staff were exemplary in their enthusiasm and resilience throughout a very busy July and August.

Over the past few months, I have been working with the Library's web developer to refresh the Library website. Most of the updates are on the backend part of the site, however, improvements to accessibility and ease-of-navigation have been implemented as well. The refreshed version of the website launched the last week of August.

Work on the Library's strategic plan continued through the summer, focusing specifically on community engagement through outreach events, a community survey, and fun activities in the Circulation and Children's areas. The committee has reviewed preliminary feedback, and will be implementing the findings as we progress through the strategic planning process.

Other projects in the works for the Management team through the summer and into the fall include the 2025 budget, the Library's Customer Service framework, onboarding new staff, and preparing for a busy autumn.

Special upcoming events and opportunities of note to the Board:

September 30:	National Day for Truth and Reconciliation
October 1-4:	First Nations Public Library Week
October 20-26:	Ontario Public Library Week
October 24:	OLS Virtual Conference for Board Members (evening)
November 8:	Oxford Reads Gala (tickets now available)



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**Subject: Library Services Report for July and August**

**Action: For Information**

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

**Meeting of: September 10, 2024**

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## **Contribute Vibrant Spaces**

This summer, we had 465 children between the ages of 3-12 sign up for the TD Summer Reading Club. For 254 registrants, it was their first time participating in the club. 384 registrants signed up in-person, while 81 children registered for the club online.

Our Children's librarians designed creative and unique programs for kids including family escape room challenges, technology take-apart workshops and food science programs. We had a number of special guests, including a ventriloquist, magician, children's authors, Chaukar the laggar falcon, and Santa! We even had an inflatable planetarium set-up in the library so children could learn about the International Space Station and explore the solar system.

We held a variety of programs outside this summer, including yoga for adults, book clubs, and outreach visits with City summer camps. We also offered virtual book clubs and reading challenges for both children and adults.

## **Strengthen Our Community**

The 2024 Oxford Reads title is *Everyone in this Room Will Someday Be Dead* by Emily Austin. The Gala will take place on Friday, November 8 at the Market Centre in Woodstock.

The Friends of the Library held their first summer pop-up sale featuring DVDs and Video Games. They set up outside on the corner of Hunter and Graham Street and raised a total of \$459.00.

In July and August, Circulation staff created a total of 451 new library cards.

Through the United Way of Oxford and the Ontario Student Nutrition Program, we were able to provide snack bags to youth over the summer. This initiative was created to help address food access in Woodstock and Oxford County.

We received wonderful feedback about our staff throughout the summer:

*The librarians are always helpful, and available! They have such imaginative suggestions... I love my Woodstock Library.*

*I wanted to send a quick note to let you know what an amazing experience I had today. I was greeted right away, and she helped me get a library card. She was so helpful and took time to explain every detail to me. What a breath of fresh air to have such amazing customer service! So friendly and knowledgeable!*

*WPL is the very best! My youth outreach box opened my eyes to books that were exactly my type but I had never heard of them. I tell every teen I know they HAVE to sign up for a youth box. They connected me to literature in such new exciting ways I never considered! Love my local librarians so much!*

## **Reinforcing Our Capabilities**

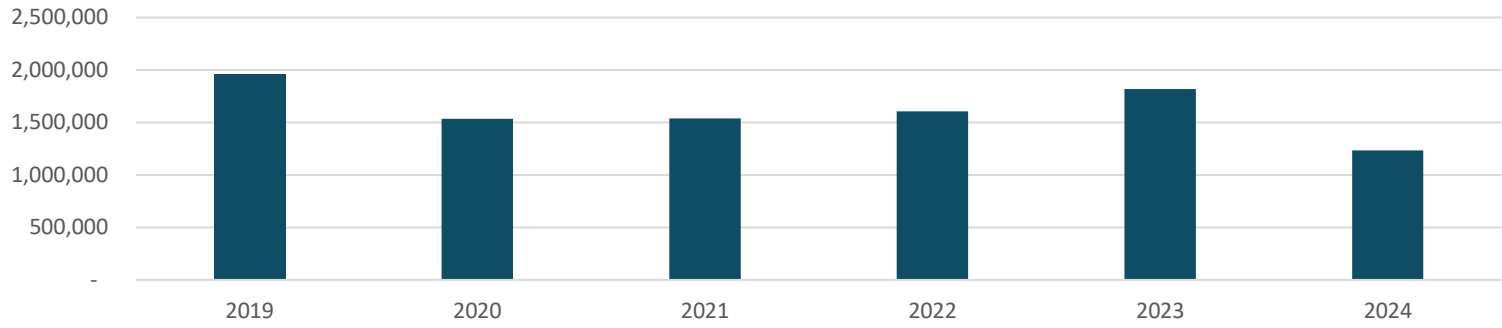
This summer, we filled two new positions: our Marketing and Information Services Librarian and our Systems and Technical Services Supervisor.

We continued to standardize and streamline our onboarding program for new employees. We also worked on finalizing our Customer Service Commitment, a project started in May during our Staff Development Day. Throughout the summer, the Strategic Planning Committee continued to meet and gather feedback through our Community Engagement Survey and by attending outreach events.



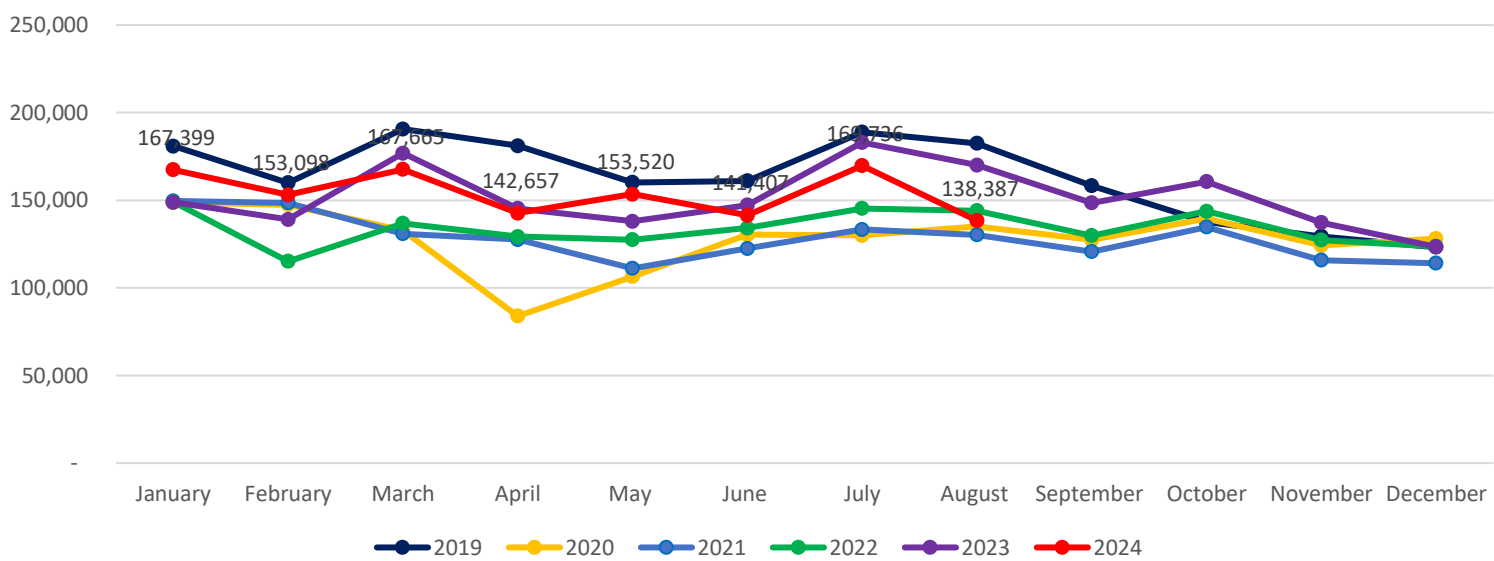
# WOODSTOCK Public Library

### Total Library Uses 2019 - 2024 YTD

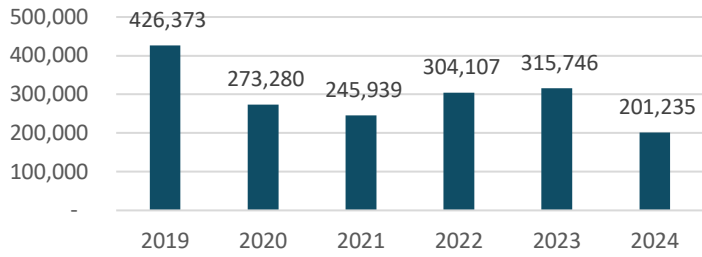


2024	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,479	11,569	91,259	32,820	1,144	1,084	1,600	2,444	<b>167,399</b>
February	25,816	11,445	86,320	24,776	1,296	934	1,712	799	<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	22,186	11,230	90,099	22,155	1,854	892	1,845	3,259	<b>153,520</b>
June	22,510	10,961	87,408	11,572	3,910	993	1,662	2,391	<b>141,407</b>
July	27,247	13,281	103,661	14,472	6,314	1,002	1,276	1,483	<b>168,736</b>
August	26,142	11,025	82,815	10,705	3,831	927	1,219	1,723	<b>138,387</b>
September									-
October									-
November									-
December									-
<b>TOTAL</b>	<b>201,235</b>	<b>93,955</b>	<b>727,070</b>	<b>153,486</b>	<b>21,624</b>	<b>8,005</b>	<b>12,859</b>	<b>14,635</b>	<b>1,232,869</b>

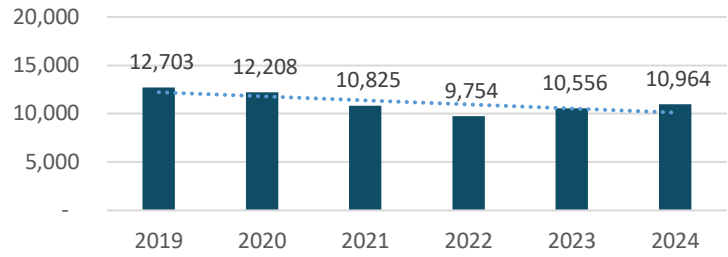
### Total Library Uses by Month 2019-2024



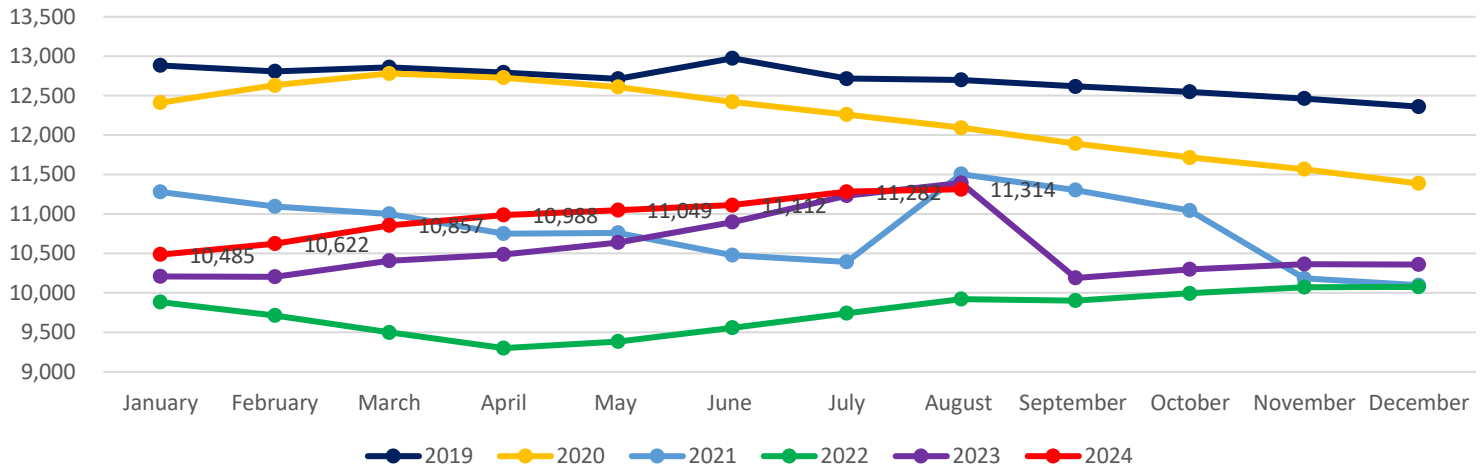
**Annual Library Circulation Total 2019-2024**



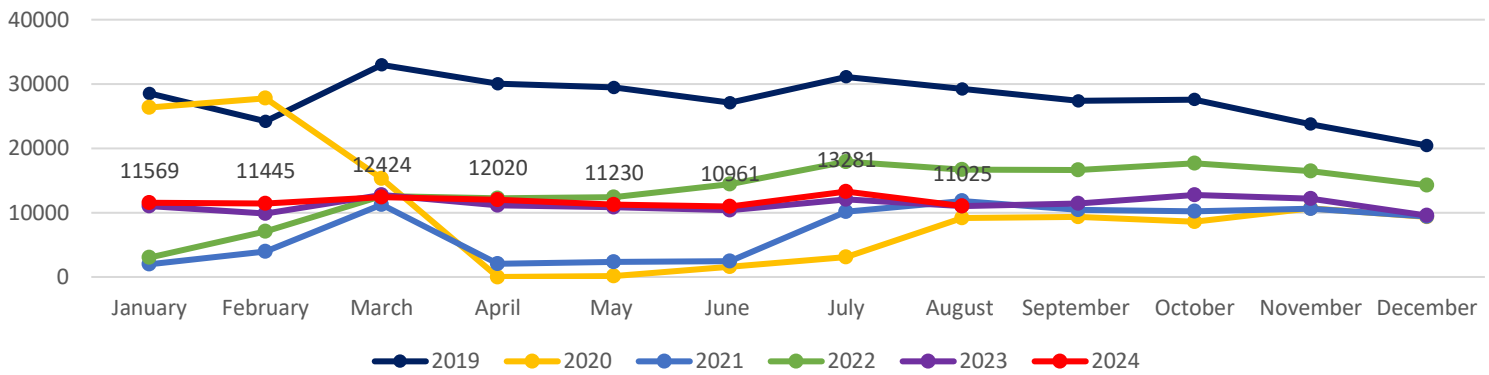
**Monthly Average Active Users Count 2019-2024 YTD**



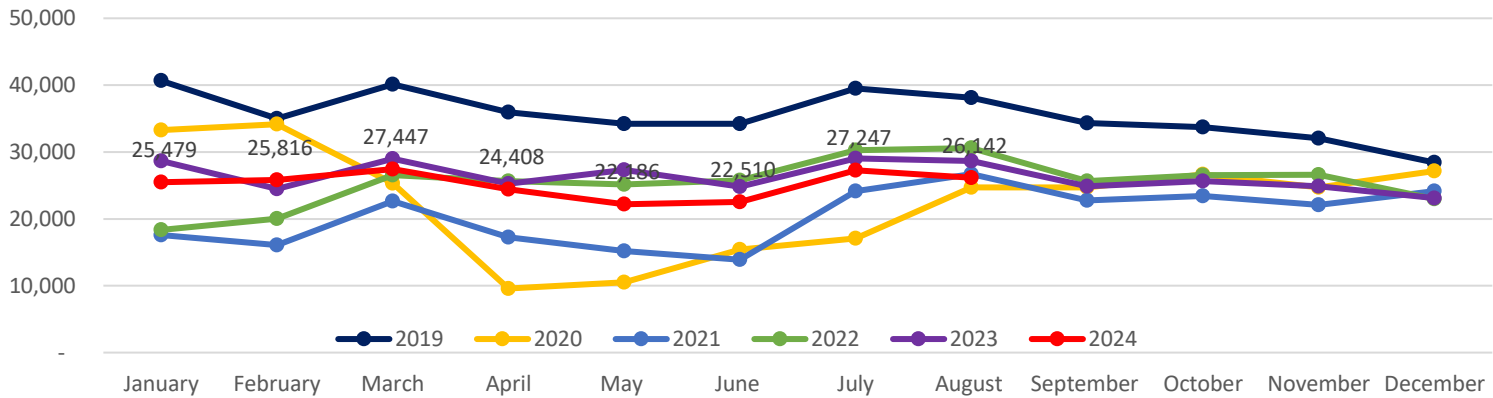
**Active Cardholders 2019-2024**



**In Person Visits - 2019-2024**



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





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**Subject: Public Use of Library Facilities Policy**

**Action: For Review and Approval**

**Prepared by: Lindsay Harris**

**Meeting of: September 10, 2024**

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## **Recommendation**

That the Woodstock Public Library Board approves the Public Use of Library Facilities Policy as presented.

## **Background**

The Public Use of Library Facilities Policy has been updated to align with current practices and to clarify wording. Additionally, the policy has been updated to provide access to the City of Woodstock's liability insurance program, of which the Library is now a part. The application form and fee schedule have been removed from the policy to allow for operational changes as required.

## **Discussion**

The Library often receives requests for the use of the Meeting Room or other space within the building. This policy outlines both the appropriate use of Library spaces as well as the application mechanism.

The City of Woodstock is currently shifting the way renters can access liability insurance should they or their business/organization not have access to it, with the changes to the program scheduled for mid-September. This new process/coverage will allow the Library, which is already covered by the City's insurance program, to also offer this option to rental applicants at a nominal fee. The ability to easily access liability insurance has been the largest barrier to persons wishing to rent the Library's spaces in the past, and this solution will help remove that barrier.



# Woodstock Public Library Policy

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**Policy Name:** Public Use of Library Facilities

**Category:** Library Services

**Version:** 10 September 2024

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish the guidelines for public use of library facilities that promotes the Library's objectives of providing equitable access to services and spaces, while maintaining a welcoming and supportive environment free from discrimination and harassment.

## SCOPE

This policy shall apply to all Board members, staff and volunteers of the City of Woodstock Public Library in their dealings with any members of the public that utilize library facilities.

## DEFINITIONS

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

**City** means the Corporation of the City of Woodstock.

**Gaming** means any activity covered by the *Criminal Code of Canada*, Sections 201 and 202 and the *Ontario Gaming Control Act, 1992*.

**Library** means the Woodstock Public Library.

**Library Board** means the Woodstock Public Library Board.

**Staff** means a staff person who works for the Woodstock Public Library.

## STATEMENT OF AUTHORITY

The *Public Libraries Act, RSO 1990, c. P.44* authorizes public library boards to make rules regulating all matters connected with the management of the library and library

property, and authorizes a board to impose such fees as it considers proper for the use of parts of a building that are not being used for public library purposes.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Responsibility**

- 1.1 The CEO is responsible for implementing the appropriate procedures in order to ensure that the Library staff understand and adhere to the intent of this policy, and to protect and safeguard Library property.

### **2.0 Priority of Use**

- 2.1 Priority for the use of Library facilities are as follows:

- a) Library programs, co-sponsored programs and other Library purposes.
- b) Library-related groups (e.g. Friends of the Library).
- c) City of Woodstock departments, agencies, boards and commissions.
- d) Charitable organizations, non-profit community, cultural and educational groups and organizations.
- e) Other (e.g. commercial groups).

### **3.0 Conditions of Use**

- 3.1 Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- 3.2 All meetings must be conducted in a manner consistent with the Library's Public Code of Conduct, and in accordance with the Terms and Conditions of use, as they may be amended from time-to-time.
- 3.3 Library spaces are not available for use on holidays as defined in the Library's Collective Agreement. Meetings must occur during the Library's hours of operation, and end 15 minutes prior to the closing of the Library building.
- 3.4 No gaming or games of chance, including bingo and lotteries, are permitted.
- 3.5 Charitable fundraising is not permitted on the Library property unless authorized by the Library Board.
- 3.6 Library staff must have access to the facility at all times and may attend for free-of-charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies and the Terms and Conditions of use.



- 3.7 Sales of goods are not permitted unless authorized by the Library except for:
- a) Food and non-alcoholic drink refreshments.
  - b) Books sold at author readings or book signings.
- 3.8 The event space must be left in the same condition as it was prior to use. Chairs and tables must be stacked and stored. Refuse must be removed. Surfaces and floors must be clean and free of debris.
- 3.9 The maximum capacity of each space or room must not be exceeded.
- 3.10 No alcoholic beverages may be sold or consumed on Library premises. Alcoholic beverages may be served only at events sponsored or co-sponsored by the Library, and provided that all legal requirements are met.
- 3.11 The Library is not responsible for equipment or personal articles belonging to any group or individual using Library spaces or attending a program or meeting.
- 3.12 Groups or individuals booking the Library space are responsible for any charges resulting from furniture, building or equipment damage or loss.
- 3.13 The applicant must agree to indemnify and save harmless the Library Board in regard to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the applicant, and anyone in attendance including, without limitation, damage or destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.

#### **4.0 Denial Of Use**

- 4.1 The Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.
- 4.2 The Library reserves the right to deny or cancel a booking when it reasonably believes:
- a) Use by any individual or group for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.
  - b) Use by any individual or group for a purpose or action, that is contrary to the law or any of the Library's policies or Rules of Conduct, including

violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.

- c) There is a likelihood of physical hazard to participants or audiences or a misuse of the premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
  - d) Use by individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in the Library meeting rooms.
  - e) Use will include gaming or games of chance, including bingo and lotteries.
- 4.3 The Library requires potential users of library rental space to confirm that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.
- 4.4 Applicants who are denied permission to use library facilities may have the decision reviewed by the CEO upon written request. The decision of the CEO shall be final.

## **5.0 Booking of Library Spaces**

- 5.1 Booking of library spaces will be done through Library Administration. A rental agreement must be completed and signed by an individual or authorized representative of the organization booking the space. Full payment is required prior to accessing the space. Failure to pay prior to the start time of the booking will result in the cancellation of the booking.
- 5.2 All applicants are required to provide proof of liability insurance prior to accessing the space. Failure to provide proof prior to the start time of the booking will result in the cancellation of the booking. Insurance can be purchased through the Library during the booking process.

## **6.0 Rental Fees**

- 6.1 Rental fees are set out in the Library's Rental Fee Schedule, available on the Library website or by contacting Library Administration.
- 6.2 Applicants requiring insurance can purchase insurance through the Library for an additional fee, as set out in the Library's Rental Fee Schedule.

## **7.0 Cancellation**

- 7.1 The Library reserves the right to cancel a booking with 30 days' notice if the space is required for a Library approved function.

- 7.2 The Library Board reserves the right to refuse or cancel for cause at any time the use of any library space without any liability to or against the Library Board as a result thereof.
- 7.3 The Library reserves the right to deny applications for persons/groups with a history of rental cancellations/no shows.

## **8.0 Parking**

- 8.1 No parking is provided on Library property. Public parking is available in the municipal lot on Hunter Street. Street parking is available as posted.

## **9.0 Publicity**

- 9.1 The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, the individual or group renting the space must not imply in any way in their advertising or publicity that the Library Board endorses the individual's or group's meeting, aims, policies or activities. The Library should appear only as the location of the meeting.
- 9.2 All organizations or individuals must clearly specify their names in advertisements of meetings being held in Library facilities. The contact information of the organization or individual should be listed as a source for further information. Copies of promotional material may be required by the Library prior to release.

## **RELATED DOCUMENTS AND POLICIES**

Public Libraries Act, R.S.O, 1990, c. P. 44

Woodstock Public Library – Library Facilities Rental Agreement

Woodstock Public Library – Rental Fee Schedule

Woodstock Public Library – Patron Code of Conduct Policy

Woodstock Public Library – Use of Library Resources During Elections Policy

## **DOCUMENT REVISION RECORD**

Adoption Date:	09 June 2020
Review Cycle:	Once Per Term
Last Reviewed:	10 September 2024
Resolution No.:	24-

**Minutes**  
**Woodstock Public Library**  
**Joint Health & Safety Committee**  
**May 9, 2024**

**Employer Representatives:** M. Cook, Director of Library Services  
L. Peixoto, Administrative Assistant (regrets)

**Employee Representatives:** N. Bailey  
S. Bean

**Recorder:** M. Cook

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The meeting of the Joint Health & Safety Committee (JHSC) was called to order on Thursday, May 9, 2024, at 2:15 pm in the Conference Room at the Library.

**1. Agenda**

Following an addition under Branch Concerns, the Agenda was approved.

**2. Minutes**

**a) Meeting of March 27, 2024**

The Minutes of the meeting of March 27, 2024, were not available for the meeting. Minutes would be circulated to the Committee, and review/approval via email would occur at a later date.

**3. Workplace Inspections**

**a) Inspection of April 11, 2024**

Strip of window flashing from the exterior of the Flex Space area that was missing was resolved.

**b) Inspection of May 3, 2024**

The Building Maintenance Supervisor reviewed the comments noted in the Inspection Report, and confirmed there were no hazards.

**4. Co-chair Report – M. Cook**

**a) Training**

No training to report.

## 5. Branch Communication/Concerns

### a) Regulatory Information

M. Cook reported that updated green books for 2024 would be sent to the Library from the City's Manager of Health and Safety.

### b) Email to Library Employees, dated April 5, 2024

Re: Solar Eclipse Safety

Consultation was made with the City's Manager of Health and Safety regarding staff safety during the solar eclipse. Signs were posted throughout the library, informing patrons of the eclipse, and communication was sent to all staff noting risks during an eclipse. Windows were covered in the Children's area. There were no workplace incidents reported.

### c) Meeting Room Carpet

Discussion was had regarding the carpet in the Meeting Room, and what would be considered a workplace hazard versus an operational issue. There was no hazard related to the carpet in the Meeting Room.

### d) Scents/Odours

Discussion was had, and it was noted that concerns were raised in 2023 regarding scents and odours in the workplace. Being a public building, enforcement of scent would be difficult. Signage was posted at the main entrance of the building last year regarding scent, and language is noted in the Code of Conduct posted in public spaces, requesting patrons be mindful of this.

A plan would be communicated by supervisors to staff in the case of bothersome scents in the building.

### e) Panic Button, Adult Information Desk

The alarm button cover was broken, but during routine testing, it was confirmed that the alarm was still functional. A replacement button was received and installed. This issue was resolved.

### f) Drug Paraphernalia – safe clean-up and disposal

It was reported that tinfoil was being found in public washrooms on a regular basis. An image of the paraphernalia was forwarded to the City's Manager of Health and Safety, and they advised on proper cleaning and disposal. The CEO communicated the procedure to custodial staff, and information in the form of a Safety Talk would be sent to all staff.

**g) Fire Extinguisher, across from Page workstation**

A concern was brought forward to the JHSC regarding the location of the fire extinguisher on the wall next to the H&S bulletin board, noting it was easy to bump into on entering the staff area from the stairwell. There is appropriate clearance, and therefore, there is no hazard. The location of the fire extinguisher will not change.

**6. 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.

**7. New Business**

There was no new business.

**8. Next Inspection**

a) June, 2024 – M. Cook, N. Bailey

b) July, 2024 – L. Peixoto, S. Bean

**9. Next Meeting**

The next meeting of the JHSC is scheduled for July 11, 2024, at 2:15 pm in the Conference Room at the Library.

With nothing further, the meeting adjourned.

**WOODSTOCK PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES  
JUNE - AUGUST 2024**

<b>REVENUES</b>	<b>2024 BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>JUNE - AUGUST</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	2,154.30	511.40	2,665.70	2,334.30	53.31%
1000-69702-0000 Photocopying	\$ 4,000.00	2,820.05	1,798.55	4,618.60	(618.60)	115.47%
1000-69703-0000 Fines, Fees	\$ 350.00	239.00	158.00	397.00	(47.00)	113.43%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	187.00	88.50	275.50	24.50	91.83%
1000-69706-0000 Interest Earned	\$ 2,000.00	1,526.38	1,106.03	2,632.41	(632.41)	131.62%
1000-69707-0000 Non-resident fee	\$ 7,000.00	2,985.00	2,353.35	5,338.35	1,661.65	76.26%
1000-69708-0000 Miscellaneous	\$ 100.00	6.05	(5.98)	0.07	99.93	0.07%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	42.60	-	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	2,198.68	1,146.50	3,345.18	(345.18)	111.51%
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>\$ 12,159.06</b>	<b>\$ 7,156.35</b>	<b>\$ 19,315.41</b>	<b>\$ 3,251,724.59</b>	<b>0.59%</b>

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PREVIOUS PERIOD YTD</b>	<b>JUNE - AUGUST</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	\$ 389,240.76	222,086.16	\$ 611,326.92	\$ 581,973.08	51.23%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	28.24	851.54	879.78	320.22	73.32%
1000-83610-0103 Salaries & Wages, Part Time	\$ 598,000.00	223,400.60	142,290.03	365,696.63	232,303.37	61.15%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,300.00	5,156.00	2,671.63	7,827.63	3,472.37	69.27%
1000-83610-0105 Vacation Pay	\$ 95,960.00	20,218.69	10,000.31	30,219.00	65,741.00	31.49%
1000-83610-0108 Lieu Pay	\$ -	9,199.46	5,749.53	14,948.99	(14,948.99)	#DIV/0!
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 151,290.00	57,688.96	31,407.76	89,096.72	62,193.28	58.89%
1000-83610-0151 C.P.P.	\$ 99,220.00	36,183.19	20,153.83	56,337.02	42,882.98	56.78%
1000-83610-0152 E.I.	\$ 33,770.00	14,120.37	7,645.55	21,765.92	12,004.08	64.45%
1000-83610-0154 Employers Health Tax	\$ 37,790.00	13,123.53	7,595.47	20,719.00	17,071.00	54.83%
1000-83610-0158 Insurance, EHC, LTD	\$ 184,890.00	58,380.96	47,805.25	106,186.21	78,703.79	57.43%
1000-83610-0171 Workers' Compensation Insurance	\$ 6,150.00	2,556.16	1,480.22	4,036.38	2,113.62	65.63%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	785.91	336.32	1,122.23	1,877.77	37.41%
1000-83610-0198 Pay in Lieu of Benefits	\$ 32,100.00	5,163.98	3,748.67	8,912.65	23,187.35	27.77%
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	23,731.18	14,101.28	37,832.46	7,167.54	84.07%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	2,256.85	1,541.13	3,797.98	3,202.02	54.26%
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	3,054.56	2,620.44	5,675.00	4,325.00	56.75%
1000-83610-0313 Subscriptions & Memberships	\$ 2,500.00	2,262.41	132.28	2,394.69	105.31	95.79%
1000-83610-0314 Postage and Express	\$ 3,500.00	1,058.04	1,898.67	2,956.71	543.29	84.48%
1000-83610-0315 Advertising	\$ 6,000.00	773.12	1,153.47	1,926.59	4,073.41	32.11%
1000-83610-0318 Board Development	\$ 2,500.00	-	-	-	2,500.00	0.00%
1000-83610-0321 Cost of Photocopying	\$ 4,000.00	-	3,262.28	3,262.28	737.72	81.56%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 20,000.00	5,164.32	2,077.06	7,241.38	12,758.62	36.21%
1000-83610-0350 Telephone	\$ 8,400.00	2,693.11	1,624.91	4,318.02	4,081.98	51.41%
1000-83610-0351 Electricity	\$ 33,070.00	5,282.33	6,315.66	11,597.99	21,472.01	35.07%
1000-83610-0352 Heat	\$ 14,500.00	4,930.35	1,306.34	6,236.69	8,263.31	43.01%
1000-83610-0353 Water	\$ 2,100.00	950.74	725.23	1,675.97	424.03	79.81%
1000-83610-0370 Software & Liscensing	\$ 92,000.00	83,687.84	3,965.43	87,653.27	4,346.73	95.28%
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	332.80	460.80	1,539.20	23.04%
1000-83610-0399 Miscellaneous	\$ 1,000.00	-	186.70	186.70	813.30	18.67%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	7,396.93	2,607.09	10,004.02	59,995.98	14.29%
1000-83610-0613 Library Materials	\$ 265,000.00	86,527.59	44,742.01	131,269.60	133,730.40	49.54%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	27.42	6,259.77	6,287.19	4,212.81	59.88%
1000-83610-0625 Covers and Repairs	\$ 9,000.00	491.88	341.15	833.03	8,166.97	9.26%
1000-83610-0626 Cataloguing/Processing	\$ 43,500.00	12,885.09	2,366.58	15,251.67	28,248.33	35.06%
1000-83610-0627 Programmes	\$ 20,000.00	9,266.70	3,222.64	12,489.34	7,510.66	62.45%
1000-83610-0634 Standing Orders	\$ 8,000.00	1,224.20	2,686.85	3,911.05	4,088.95	48.89%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	470.72	15.80	486.52	1,513.48	24.33%
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>\$ 1,092,051.09</b>	<b>\$ 607,307.84</b>	<b>\$ 1,699,358.93</b>	<b>\$ 1,571,681.07</b>	<b>51.95%</b>

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

Balance - June 1, 2024	(\$1,079,892.03)
Add: Revenue	\$7,156.35
Less: Expenses	(\$151,627.14)
Payroll	(\$455,680.70)
Balance - August 31, 2024	<u>(\$1,680,043.52)</u>
Levy to be applied	\$2,978,620.00
Levy Adjusted Balance	<u>\$1,298,576.48</u>

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

Balance - June 1, 2024	\$13,932.39
Add: Bank Interest	\$184.45
Balance - August 31, 2024	<u>\$14,116.84</u>

**SUMMARY OF RESERVE FUNDS**

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

Balance - June 1, 2024	\$2,479.29
Add: Bank Interest	\$32.60
Balance - August 31, 2024	<u>\$2,511.89</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 - August 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 - August 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 - August 31, 2024	<u>\$405,388.09</u>






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**Subject: 2025 Capital and Revenue Fund (Operating) Budgets**

**Action: For Review and Approval**

**Prepared by: Lindsay Harris**

**Meeting of: September 10, 2024**

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## **Recommendations**

That the Woodstock Public Library Board approves the proposed Early Literacy Station replacement capital project for submission of \$8,000.00 to the 2025 City of Woodstock Capital Budget.

That the Woodstock Public Library Board approves the proposed IT network and security systems upgrades capital project for submission of \$17,500.00 to the 2025 City of Woodstock Capital Budget.

That the Woodstock Public Library Board approves the proposed IT equipment replacement capital project for submission of \$14,500.00 to the 2025 City of Woodstock Capital Budget.

That the Woodstock Public Library Board formally rescinds Capital Project 11086 - Carpeting of the Children's Area in the Library.

## **Timelines**

The Director of Administrative Services has circulated the following dates/deadlines for the 2025 Capital and Revenue Fund (Operating) Budgets as follows:

October 4, 2024:	Capital Project submission due
November 12, 2024:	Revenue Fund (Operating) Budget submission due
November 26, 2024:	Capital Budget Review meeting (City Council)
March 6, 2025:	Library Revenue Fund (Operating) Budget presentation (City Council)

Given the deadline to submit capital budgets, any projected capital expenses for 2025 require approval by the Library Board at the September 10, 2024, meeting.

An extension of one day has been granted to the Library Board for submission of the Revenue Fund (Operating) Budget as the Board's November meeting falls on the due date. The Library Board will need to approve its 2025 operating budget at the November 12, 2024, meeting.

## **Discussion**

### **New Capital Projects – Early Literacy Stations**

The first new capital project request is the replacement of the two Early Literacy computer stations in the Children's department. These stations are well loved and in almost constant use by families in our community. In 2023, the stations were used almost 1400 times, and up to the end of August 2024, they have been used 840 times this calendar year. The current stations are over 10 years old. The content is out of date based on today's early literacy standards, and the computers running this software are at end-of-life.

The replacement stations will provide more than 75 educational software programs for children ages two to eight years that support early literacy skills in a fun and interactive manner. The replacements will address the currency issues with both the software and equipment. The cost estimate for this project is based on a quote received by the Library from the sole provider of these stations.

### **New Capital Projects – IT**

The City's IT department has been working diligently to ensure that the Library's infrastructure is aligned with best practices and City standards. The capital requests identified by IT for 2025 include \$17,500.00 for mandatory network and security systems upgrades, as well as \$14,500.00 to replace end-of-life staff equipment.

### **Capital Project 11086 – Carpeting in the Children's Area**

The Library's Senior Team has investigated the practicality of this previously approved capital project. The team believes that this project is no longer desirable, and its implementation would cause unnecessary disruption and maintenance challenges moving forward.

### **2025 Revenue Budget**

Preliminary numbers and suggestions for additions to the 2025 Revenue Fund (Operating) Budget will be brought to the October 8, 2024, Library Board meeting for discussion, before the formal Budget is presented to the Library Board at the November 12, 2024, meeting for approval.



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**Subject: Fall Staff Development Day Closure**

**Action: For Review and Approval**

**Prepared by: Lindsay Harris**

**Meeting of: September 10, 2024**

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## **Recommendation**

That the Woodstock Public Library close on Friday, December 6, 2024, for staff development and the annual staff appreciation event.

## **Background**

The Library continues to build on the semi-annual 2023 staff development days, and highly values this dedicated staff development time. Furthermore, the Library's Senior Team remains committed to providing a minimum of two full-day staff development days during each calendar year as part of its ongoing commitment to supporting staff education needs.

## **Discussion**

The Library will provide adequate notice to the public regarding the closure through our various communication channels.

Ongoing learning is important for Woodstock Public Library staff. Dedicating time without disruption will enhance our ability to provide exceptional customer service to the public and support our staff team.

This day will also include our second annual staff recognition event for staff celebrating a milestone date in their career here at WPL during 2024. Members of the Library Board are welcome to attend the staff recognition portion of the day.