

DRAFT Agenda
Woodstock Public Library Board
January 14, 2025

Date: Tuesday, January 14, 2025
Time: 4:15 p.m.
Place: Library Meeting Room

1. **Call to Order**
2. **Indigenous Acknowledgement**

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

Recommendation:
That the Board approves the Agenda as circulated (or following corrections or additions)
4. **Declaration of Conflict of Interest**
5. **Minutes of the Meeting of November 12, 2024**

Recommendation:
That the Board approves the Minutes of the meeting of November 12, 2024, as circulated (or following corrections)
6. **Business Arising from the Minutes**
 - a) **Strategic Plan**
7. **Chairperson's Remarks**
8. **Delegations/Presentations**

None
9. **Board Education**

None
10. **Consideration of Correspondence**
 - a) **Friends of the Woodstock Public Library**

Minutes of the meetings of November 13, 2024, and December 11, 2024

Recommendation:
That the Board receives the Minutes of the meetings of November 13, 2024, and December 11, 2024, of the Friends of the Woodstock Public Library as information.

11. Administrative Reports

a) Monthly Report

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

b) Statistics

- i) Library Systems Activities for the months of November and December, 2024

c) Policy Review

- i) Report – Health & Safety, and Prevention of Workplace Violence and Harassment Policies

- ii) Health & Safety Policy

Recommendation:

That the Library Board approves the Health & Safety Policy as presented.

- iii) Health & Safety Declaration

- iv) Prevention of Workplace Violence and Harassment Policy

Recommendation:

That the Library Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

- v) Report – Corporate Sponsorship and Donations, Gifts, and Donor Recognition Policies

- vi) Corporate Sponsorship Policy

Recommendation:

That the Library Board approves the Corporate Sponsorship Policy as presented.

- vii) Draft Donations, Gifts, and Donor Recognition Policy

- viii) Report – Intellectual Freedom Policy

- ix) Draft Intellectual Freedom Policy

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

Minutes for September 12, 2024

Recommendation:

That the Board approves the Minutes of the Joint Health and Safety Committee meeting of September 12, 2024.

13. Finance

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

Recommendation:

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

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

14. New Business

15. Notices of Motion

None

16. Attachments

- a) Woodstock Public Library's Local Author Fair;** Woodstock Sentinel Review; November 22, 2024
-

17. Committee of the Whole In-camera

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

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

- (a) the security of the property of the board;*
 - (b) personal matters about an identifiable individual;*
 - (c) a proposed or pending acquisition or disposition of land by the board;*
 - (d) labour relations or employee negotiations*
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
 - (f) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;*
 - (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).*
-

18. Next Meeting

Tuesday, February 11, 2025, 4:15 p.m.

19. Adjournment

VISION

Your Destination for Discovery

MISSION

A welcoming place to create, connect and explore.

Woodstock Public Library Board

DRAFT Meeting Minutes November 12, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, November 12, 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 Deb Tait
Councillor Bernia Martin

b) The following persons were also present:

Lindsay Harris, CEO
Lori Peixoto, recorder

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 24-75

MOVED by K. Whiteford and seconded by B. Martin to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Board Education

a) Intellectual Freedom

G. Green, Public Services Supervisor; and
H. McDonald, Systems and Technical Services Supervisor

L. Harris introduced Ms. Green and Ms. McDonald.

A verbal and slide show presentation on Intellectual Freedom was given to the Board.

At its conclusion, discussion was had on intellectual freedom.

M.A. Silverthorn thanked the presenters for attending.

6. Minutes of the Meeting of October 8, 2024

Motion 24-76

MOVED by D. Barry and seconded by B. Martin to approve the Minutes of the meeting of October 8, 2024.

Motion carried.

7. Business Arising from the Minutes

a) Strategic Plan

L. Harris provided an update on the strategic planning process, noting that a rough draft of the Plan would likely be available at the next regular meeting of the Board.

There were no questions from the Board.

b) FOPL Report – Library Data Comparisons

L. Harris brought forward information on a report provided by FOPL in 2021 that was compiled based on their analysis from the Ministry survey of 2020-2021. L. Harris noted that although FOPL had not recreated the report since that time, it would not be impossible to get the information to generate an in-house report.

K. Whiteford noted how positive the data was, and that there was merit in getting the data compiled if the conclusions were as favourable as they were in 2021.

Motion 24-77

MOVED by K. Whiteford and seconded by D. Tait that the Board requests Library staff compile a report from data gathered by the annual survey of libraries.

Motion carried.

8. Chairperson's Remarks

None.

9. Delegations/Presentations

None.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of September 11, 2024

Motion 24-78

MOVED by K. Leatherbarrow and seconded by L. Wareing that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for September 11, 2024, as information.

Motion carried.

L. Harris reported that the Friends' latest sale, their third of the year, raised just over \$1,800.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported that she had officially completed the APLL program, and discussed the work that went into the year-end leadership project and final presentation at the intensive session.

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

L. Harris reported on a successful Oxford Reads Gala that occurred the evening prior to the Board meeting. A letter of praise that was received from the author of the event was read aloud for the Board, and also shared with Oxford County Library.

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

L. Harris noted the significant increase in social media engagement since the hiring of the Marketing Librarian.

c) Policy Review

None.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

None.

13. Finance

a) Treasurer's Report

Motion 24-79

MOVED by L. Wareing and seconded by K. Whiteford that the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2024, and the DRAFT Summary of Trust Account for the period ending October 31, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2024, be received as information.

L. Harris noted that there were some unexpected plumbing issues affecting the budget for the month.

Motion carried.

b) Budget 2025

i. Budget Report – Revenue Fund (Operating) Budget

L. Harris noted that the majority of increases to the operating budget were due to personnel plus general increases with WSIB premiums. Other changes include snow removal contract increases and the need to replace the water fountain which is at end of life.

Discussion was had regarding the ask for a new management position to oversee the facilities department which was an addition to base budget.

It was noted that the date had been set for the Library to present the budget to City Council on March 6, 2024.

ii. 2025 Revenue Fund (Operating) Budget

Motion 24-80

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the proposed 2025 Draft Revenue Fund (Operating) Budget, including additions to the base budget, for the Woodstock Public Library.

Motion carried.

c) Board Report – Allocation of 2024 Surplus Funds

Motion 24-81

MOVED by K. Whiteford and seconded by D. Tait that the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2024 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Salaries Reserves of the Board.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

None.

17. Committee of the Whole In-camera

Labour relations or employee negotiations, and Personal matters about an identifiable individual

Motion 24-82

MOVED by B. Martin and seconded by D. Tait that the Board moves into Committee of the Whole In-camera at 5:19 pm.

Motion carried.

Motion 24-83

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 5:46 pm.

Motion carried.

Motion 24-84

MOVED by L. Wareing and seconded by D. Barry that the Board approves the Agenda, as amended, for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 24-85

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board approves the Minutes of the Committee of the Whole In-camera for October 8, 2024.

Motion carried.

In closed session, the CEO gave an update and pertinent information regarding pay equity and labour relations.

Motion 24-86

MOVED by K. Whiteford and seconded by B. Martin that the Board receives the CEO's report on pay equity, and authorize the chair to sign the agreement.

Motion carried.

Motion 24-87

MOVED by D. Tait and seconded by D. Barry that the Board grants approval for the written request received on November 12, 2024, subject to the conditions outlined by the Board.

Motion carried.

18. Next Meeting

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

Discussion was had on the meeting for December, and it was agreed that if not necessary, an email would circulate by December 1, 2024.

19. Adjournment

MOVED by M.A. Silverthorn that the meeting adjourn at 5:50 pm.

Vision

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Minutes
Friends of the Woodstock Public Library
November 13, 2024

Present: Matthew Lloyd – Chair
Rick Cole – Vice-Chair
Marion Baker – Secretary
Sylvia Weiser-Sutherland
Laura Schneider
Andie Lennox
Christina Cullen
Peter Ruehlicke
Taziah Fioze-Booker
Karen Leslie
Susan Hamilton
Diana St. Clair
Lauren Lambkin

Regrets: Gerry Wormald, Kathie Richards

Chair Matthew Lloyd calls the meeting to order at 5:02 p.m. and welcomes those present.

Agenda: Moved by: Andie Lennox
Seconded by: Sylvia Weiser-Sutherland

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

Minutes:

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

That the Minutes of the October 9, 2024 meeting be approved. Carried.

Updates and Reports:

Financial:

In the absence of Treasurer Gerry Wormald, Chair Matthew presents the Treasurer's updated Financial report as at November 9, 2024. A short general discussion follows regarding the up-coming maturing of GIC investments.

Membership Update:

Secretary Marion regrets to inform members that Jackie Thompson has resigned her membership in Friends of the Library. Her membership and assistance with the designing of signage and posters for Friends events was always much appreciated.

Library Update - Megan Cook:

Megan Cook, Director of Library Services/Deputy C.E.O. Woodstock Public Library, is unable to attend this evening's meeting but did submit a list of suggested items Friends consider donating funds to Chair Matthew that she would like to be discussed in her absence.

New and Ongoing Business:

General discussion on the topics of:

Pricing: Too high, too low?

Promotion: Was there enough?

Thoughts on set-up: Three members suggested they form a book sale committee that will look after coordinating future book sales. This, pricing, promotion and future pop-up sales will be discussed at the December meeting.

Future of DVD's:

Moved by: Matthew Lloyd

Seconded by: Sylvia Weiser-Sutherland

That the library place unsold DVDs currently in storage at the library on the "free cart" in the library's lobby.

Carried.

Moved by: Matthew Lloyd

Seconded by: Rick Cole

That DVDs no longer be accepted as donations by the library to be sold at book sales.

Carried.

Family Literacy Support:

Moved by: Matthew Lloyd

Seconded by: Karen Leslie

That Friends of the Library support the Library's 2025 Family Literacy Day up to the amount of \$1,500.

Carried.

Donation support:

Moved by: Karen Leslie

Seconded by: Andie Lennox

That Friends of the Library support the Author's Event in 2025 up to the amount of \$1,000.

Carried.

Author Talk:

Chair Matthew had received 15 submitted opinions regarding a list of authors Megan Cook had prepared as possible speakers at the Author's Event to take place in May 2025. Member's choices will be considered by the Woodstock Public Library and the chosen author will be invited to speak in Woodstock.

Date of Next Meeting:

Wednesday, December 11, 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 6:10 p.m.

Matthew Lloyd, Chair _____



Minutes
Friends of the Woodstock Public Library
December 11, 2024

Present: Matthew Lloyd – Chair
Rick Cole – Vice-Chair
Marion Baker – Secretary
Gerry Wormald - Treasurer
Andie Lennox
Sylvia Weiser-Sutherland
Laura Schneider
Karen Leslie
Lauren Lambkin
Susan Hamilton
Taziah Fioze-Booker
Peter Rhuelicke
Diana St. Clair
Kathie Richards

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

Agenda: Moved by: Andie Lennox
Seconded by: Sylvia Weiser-Sutherland

That the Agenda for the December 11, 2024 meeting be approved. Carried

Minutes:

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

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

Updates and Reports:

Financial:

Treasurer Gerry Wormald provides the most recent Financial Report updated as at December 6, 2024 and advises that the non-cashable GIC's be reinvested.

Membership Update:

No Update.

Library Update - Megan Cook:

Further to a motion passed at the November 2024 meeting regarding the non-acceptance of donated DVD's for book sales, Megan announces the library will no longer accept DVD donations. She also announced Family Literacy Day will be observed on Saturday, January 25th. A notice will be sent to Friends members prior to the January meeting asking for volunteers to help children attending the library that day to choose a book they would like to keep.

The library is still reaching out to authors asking about the possibility of his or her attendance at the Author's event which will take place in May, 2025 at Oxford Gardens.

Megan, after discussion with Friends of the Library, recommends that the next Friends book sale take place on Saturday, May 10th.

Moved by: Matthew Lloyd
Seconded by: Peter Ruehlicke

That future book sales close at 2 p.m.
Carried.

Following the passing of the above motion, there is discussion about the creation of a Book Sale Committee to organize book sale set-ups, sign-up sheets and packing up following the sale. No conclusion is reached and discussion will continue at the January 2025 meeting.

Megan Cook also comments on the donations to the library as suggested by library staff, that be considered by Friends of the Library.

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

That Friends of the Library provide funding in the amount of \$4,000 for the purchase of play equipment for the children's library and fund new furniture for the staff room in the amount of \$3,000.

Carried.

There will be discussion at a future date of ways to enhance the adult experience at the library.

Having more prominent signage located in the library lobby regarding Friends membership will be created by library staff and Friends members will be asked to volunteer to promote membership in Friends of the Library in the library lobby on a date yet to be determined.

Date of Next Meeting:

Wednesday, January 8, 2025 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 5:55 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: 14 January 2025

Reinforcing Our Capabilities

The Library held its second staff development day of 2024, in December, which included our second annual staff appreciation event. I received great thanks from several staff members for this event and their gifts, and have been asked by a number of staff to pass along their appreciation to the Library Board for the attendance of the Board Chair at this event.

During the staff development day, I provided my annual CEO State of the Library update to library staff, covering topics such as the budget process and asks for 2025, what new and upcoming projects and changes are being planned for 2025, and also answered anonymous questions during the “CEO Hotseat” event.

As of mid-December of 2024, I officially completed the APLL certification from the Ontario Library Service. My APLL project – a culmination of the two years of study – was awarded a pass with distinction. Graduation will take place during the OLA SuperConference later this month.

In mid-December, I attended a media relations training session with the City of Woodstock’s communications team. This training complimented the training I undertook as part of the APLL program and will help align the Library’s media relations policies and procedures with those of the City.

Upcoming Opportunities

At the beginning of January, I was contacted by a member of the Woodstock community whose intent is to provide a monetary donation of significance to the Library. Full details will be provided to the Library Board upon receipt of the donation, as per the suggested guidelines outlined in the draft Donations, Gifts, and Donor Recognition Policy.

Later in January, I will be accompanying the City's delegation to Minister Cho (Minister of Tourism, Culture and Gaming) during the ROMA conference in Toronto. This is an excellent opportunity to demonstrate the City's united approach to cultural services for our community and the need for expanded funding for our sector.



Subject: Library Services Report for November/December 2024

Action: For Information

Prepared by: Megan Cook, Director of Library Services

Meeting of: January 14, 2025

Contribute Vibrant Spaces

On Saturday, November 16, we hosted a Local Author Fair and officially launched our Local Author Collection. This collection has approximately 35 items right now and continues to grow. We had 25 local authors apply to be a part of our fair. Feedback from attendees and participating authors was positive. Several programming opportunities came out of the fair, including two author visits that are planned in January, 2025. The Local Author Fair is a partnered program with Oxford County Library.

On Monday, November 25, Andrew Carnegie's birthday, we hosted a Patron Appreciation event in the lobby of the library with cake and coffee.

Our Storytime with Santa program was popular again this year. We had a total of 70 attendees.

At the end of December, we expanded our digital offerings within cloudLibrary to include materials for children and teens.

Strengthen Our Community

On Friday, November 8, we held our annual Oxford Reads Gala in partnership with Oxford County Library at the Market Centre Theatre. Emily Austin, author of the selected title, *Everyone In this Room Will Someday Be Dead*, joined host Sarah Acchione for an honest and engaging conversation about the themes in the book, the writing process, and Emily's next book. 199 attendees joined us for this special event.

In late November, representatives from Collab, the library partnership program at CBC/Radio-Canada, reached out to us to discuss an opportunity to work with their

Street Cents team to help facilitate conversations and activities around financial literacy for teens. We look forward to seeing this come to fruition in March, 2025.

In partnership with EarlyON Oxford and the BIA, we ran a Holiday Story Stroll during the month of December. This program is a fun and educational activity that promotes literacy, learning, and exploring our community. Individual pages of *The Wishing Tree* by Meika Hashimoto were placed in the windows of local businesses in downtown Woodstock, encouraging families to walk from store to store to read the book. We estimate approximately 150 people participated.

On Tuesday, December 3, we held an author visit in partnership with College Avenue Secondary School (CASS). Keith Grachow, a graphic novelist, led a workshop for talented art students at CASS. The author had a very positive experience and expressed interest in coming back to Woodstock for another program.

In November and December, we prepared the launch of a new platform, PressReader. PressReader will replace Flipster. It offers same day access to newspapers and magazines from around the world in over 60 languages. PressReader will go live in January, 2025.

Reinforcing Our Capabilities

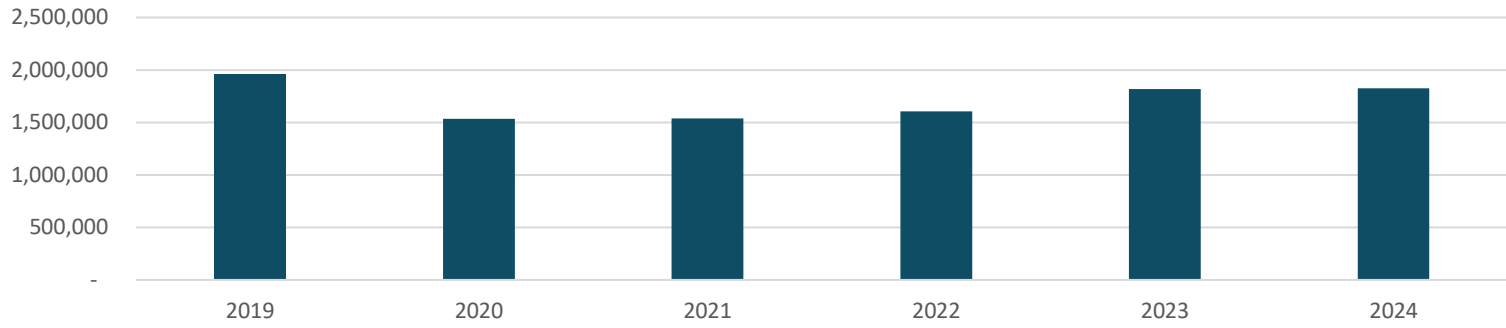
On Friday, December 6, we held our winter Staff Development Day. Staff from Community Employment Services and the Mobile Health Outreach Bus joined us to discuss what they do and the types of support they provide to our community members. We also had a librarian from Stratford Public Library present on best practices for readers' advisory services, a personalized service we provide that helps patrons find books that match their interests, preferences, and reading habits.

In mid-December we opened our applications for our Summer Student – Program Assistant positions. We adjusted the timeline of the application process to better align with the City of Woodstock's summer student application process.



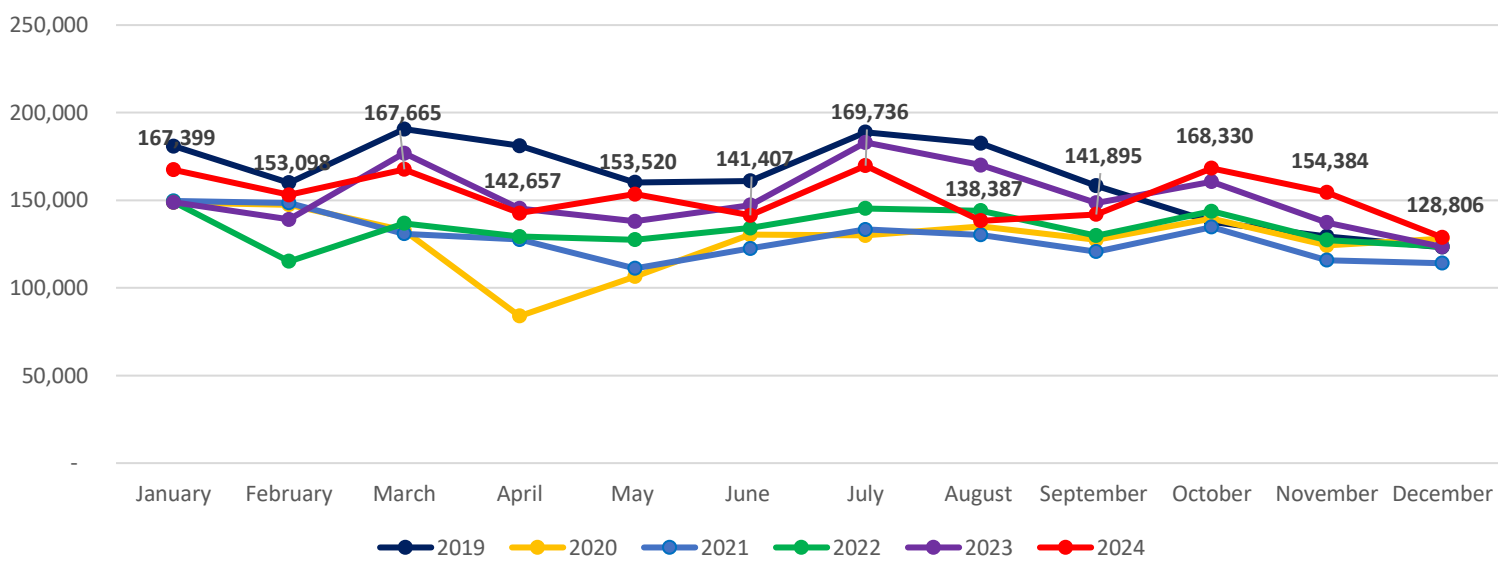
WOODSTOCK Public Library

Total Library Uses 2019 - 2024 YTD

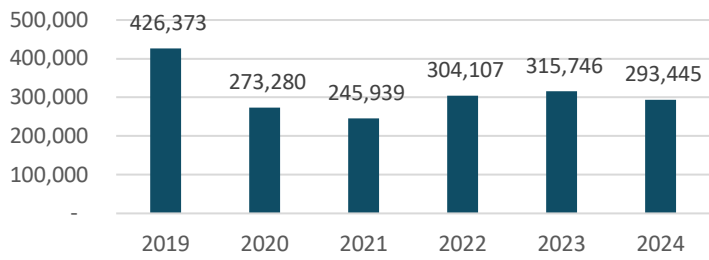


| 2024 | Total Circulation | In Person Visits | Electronic Visits | Social Media Engagments | Program Attendance | Public Computer Use | WIFI Access | Database Searches | Total Library Uses |
|--------------|-------------------|------------------|-------------------|-------------------------|--------------------|---------------------|---------------|-------------------|--------------------|
| January | 25,479 | 11,569 | 91,259 | 32,820 | 1,144 | 1,084 | 1,600 | 2,444 | 167,399 |
| February | 25,816 | 11,445 | 86,320 | 24,776 | 1,296 | 934 | 1,712 | 799 | 153,098 |
| March | 27,447 | 12,424 | 99,361 | 23,214 | 1,747 | 1,138 | 1,664 | 670 | 167,665 |
| April | 24,408 | 12,020 | 86,147 | 13,772 | 1,528 | 1,035 | 1,881 | 1,866 | 142,657 |
| May | 22,186 | 11,230 | 90,099 | 22,155 | 1,854 | 892 | 1,845 | 3,259 | 153,520 |
| June | 22,510 | 10,961 | 87,408 | 11,572 | 3,910 | 993 | 1,662 | 2,391 | 141,407 |
| July | 27,247 | 13,281 | 103,661 | 14,472 | 6,314 | 1,002 | 1,276 | 1,483 | 169,736 |
| August | 26,142 | 11,025 | 82,815 | 10,705 | 3,831 | 927 | 1,219 | 1,723 | 138,387 |
| September | 23,270 | 11,361 | 78,675 | 15,341 | 1,321 | 1,010 | 1,703 | 9,214 | 141,895 |
| October | 24,157 | 12,966 | 93,442 | 31,367 | 1,701 | 1,113 | 1,834 | 1,750 | 168,330 |
| November | 23,372 | 12,879 | 84,440 | 23,339 | 1,461 | 1,150 | 1,745 | 5,998 | 154,384 |
| December | 21,411 | 9,149 | 74,074 | 17,528 | 718 | 796 | 1,524 | 3,606 | 128,806 |
| TOTAL | 293,445 | 140,310 | 1,057,701 | 241,061 | 26,825 | 12,074 | 19,665 | 35,203 | 1,826,284 |

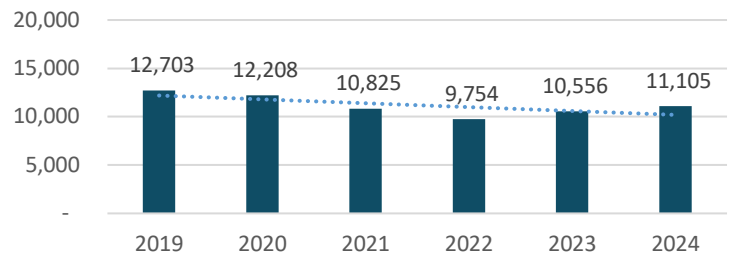
Total Library Uses by Month 2019-2024



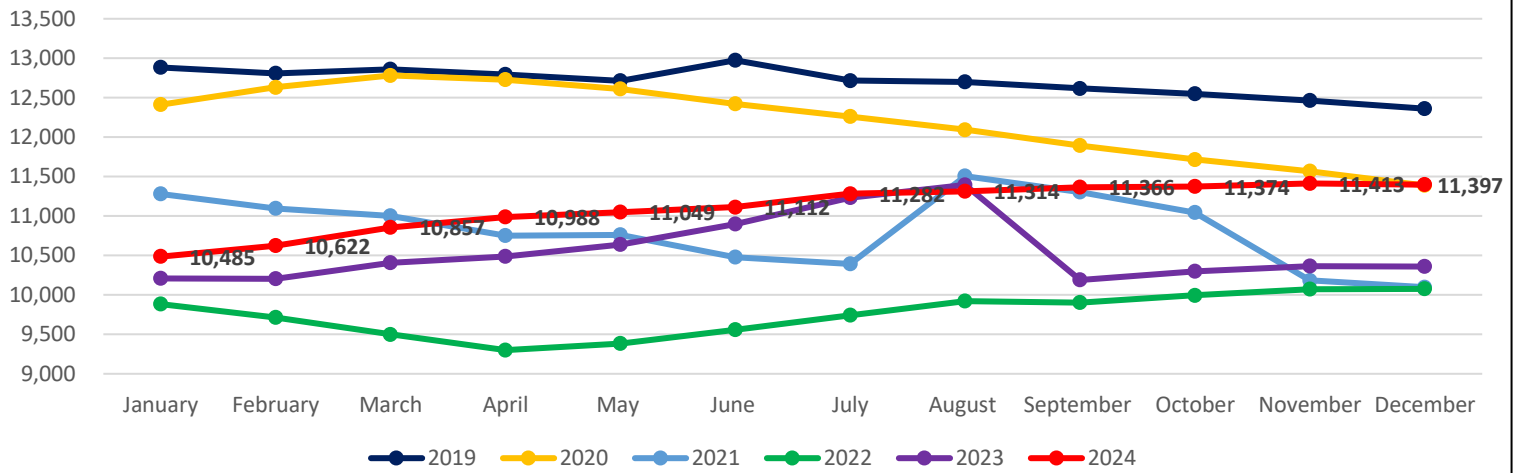
Annual Library Circulation Total 2019-2024



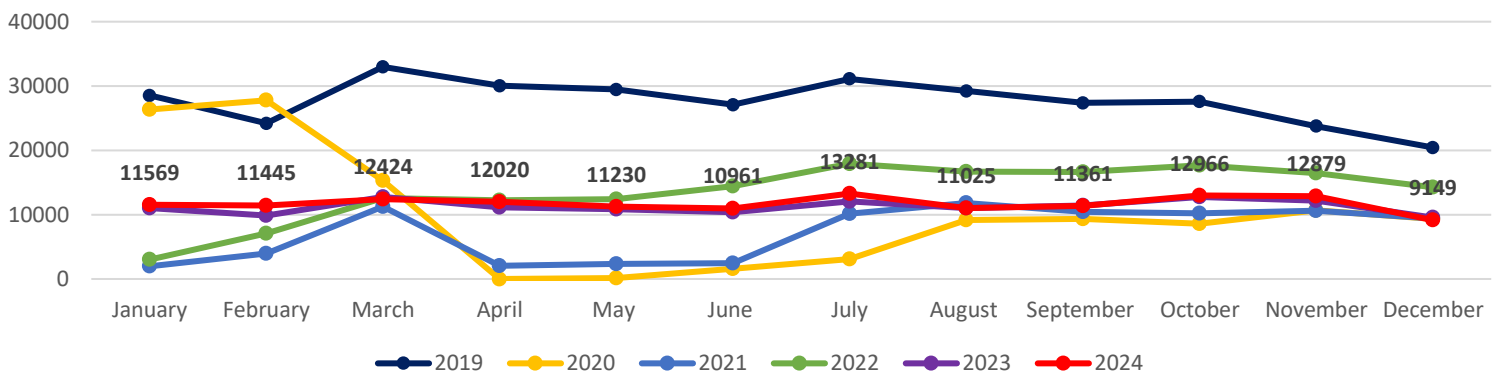
Monthly Average Active Users Count 2019-2024 YTD



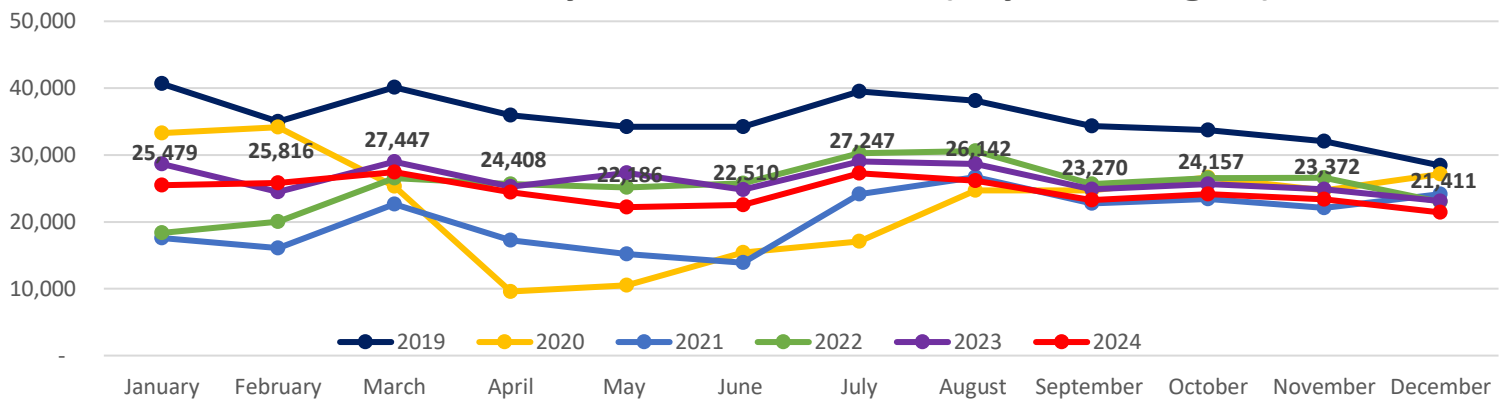
Active Cardholders 2019-2024



In Person Visits - 2019-2024



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





Subject: **Health & Safety and Prevention of Workplace Violence and Harassment Policies**

Action: **For Review and Approval**

Prepared by: **L. Harris**

Meeting of: **January 14, 2025**

Recommendations

That the Library Board approves the Health & Safety Policy as presented.

That the Library Board approves the Prevention of Workplace Violence and Harassment Policy as presented.

Introduction

The Woodstock Public Library Board is committed to providing and promoting a safe working environment for its employees. The Health & Safety, and Prevention of Workplace Violence and Harassment Policies act as the cornerstone of the Library's annual health and safety review.

Discussion

The Library's Health & Safety, and Prevention of Workplace Violence and Harassment policies are required to be reviewed and approved on an annual basis.

The Provincial Government enacted some changes to the Health and Safety Act in late 2024. The change that is applicable to these policies is the extended definition of **workplace**, which now includes remote/online work as a workplace covered under the Act – specifically in terms of workplace violence and harassment. The policies have been updated with this new definition.

Additionally, these policy changes have been reviewed by the Joint Health and Safety Committee with no further comments or suggested changes.



Woodstock Public Library Policy

Policy Name: Health & Safety

Category: Personnel

Version: 14 January 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library Board is committed to the health and safety of its workers. The protection of all workers from injury or occupational disease is a major continuing objective. The Woodstock Public Library Board makes every effort to provide and maintain a safe and healthy work environment by abiding by all applicable legal requirements. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

SCOPE

This policy shall apply to all Library staff, including but not limited to, workers, contractors, volunteers, and members of the Woodstock Public Library Board.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

Employer means a person who employs one or more workers or contractors for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Library means the Woodstock Public Library.

Library Board means the Woodstock Public Library Board.

Worker means any of the following: a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program

approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Workplace means any land, premises, location, or thing at, upon, in, or near which a worker works. For the purpose of this policy, this includes all Library facilities, sponsored events, and meetings, travel while on Library business, virtually through the use of information and communications technology, and any other location where Library business is being conducted.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 The *Ontario Occupational Health and Safety Act (25(2)(J))* requires employers to prepare and review, at least annually, a written occupational health and safety policy, and to develop and maintain a program to implement the policy.
- 1.2 The Woodstock Public Library Board, as Employer, is ultimately responsible for Worker health and safety. The Library Board and its management will take all reasonable steps to prevent injury and create a safe and healthy workplace.
- 1.3 To achieve this, the Library will include health and safety concerns in our organizational activities through ongoing consultation and interaction with the Joint Health and Safety Committee, and Health and Safety Representatives. The Board is dedicated to this through ongoing assessments and annual review of the Library's health and safety program.
- 1.4 Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible for ensuring that workers are aware of potential or actual workplace hazards and follow established safe work practices and procedures. Workers are to receive training in their work tasks to protect their health and safety before commencement of the job.
- 1.5 Every Worker is to protect, and is responsible for, his or her own health and safety by working in compliance with the legislative requirements, safe work practices, procedures, standards, safety rules, and rules of conduct as established by the Library.
- 1.6 It is in the best interest of all levels of the Library to consider health and safety in every activity. Commitment to health and safety is an integral part of this organization, from workers to senior management.

RELATED DOCUMENTS AND POLICIES

Ontario Occupational Health and Safety Act

DOCUMENT REVISION RECORD

Adoption Date: 12 May 2020
Review Cycle: Annually
Last Reviewed: 14 January 2025
Resolution No.: 25-



Woodstock Public Library Board

Health & Safety Policy Declaration

The Management of the Woodstock Public Library Board is committed to the health and safety of its employees. Protection of all employees from injury or occupational disease is a major continuing objective. The Woodstock Public Library Board makes every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

As an **Employer**, we are ultimately responsible for worker health and safety. The Board and its management will take all reasonable steps to prevent personal injury and to maintain workplace health and safety. To achieve this, we include health and safety concerns in our organizational activities through ongoing consultation and interaction with our Joint Occupational Health & Safety Committee. We are dedicated to this through ongoing assessments and annual review of our health and safety program.

Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible to ensure that machinery and equipment are safe and in good working order, and that workers comply with established safe work practices and procedures. Workers are to receive adequate training in their work tasks to protect their health and safety before commencement of the job.

Every **worker** is to protect, and is responsible for, his or her own health and safety by working in compliance with the legislative requirements and the safe work practices and procedures as established by the Board.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety forms an integral part of this organization.

Responsibility: Board, C.E.O., supervisors and workers

Board Chair
Woodstock Public Library Board

Lindsay Harris
Chief Executive Officer

DOCUMENT REVISION RECORD

Adoption Date: 17 Jun 2008
Review Cycle: Annually
Last Reviewed: 14 January 2025
Resolution No.: 00-00



Woodstock Public Library Policy

Policy Name: Prevention of Workplace Violence and Harassment

Category: Personnel

Version: 14 January 2025

POLICY STATEMENT AND RATIONALE

This Policy recognizes that workplace harassment and violence may occur between the following:

- Library co-workers
- Library workers and visitors
- Library workers and clients/contractors
- Library workers and members of the public
- Library workers and family members

This policy applies to all work-related duties and activities which may occur at or away from the workplace, including virtually through the use of information and communications technology.

Every employee of the Woodstock Public Library has the responsibility to ensure a healthy, safe, and respectful work environment.

SCOPE

This policy shall apply to all Library staff, including but not limited to, workers, contractors, volunteers, and Board members of the Woodstock Public Library Board.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

Complainant means a person or persons filing a complaint against another person or persons.

Domestic Violence means a pattern of abusive behaviours by one or both partners in an intimate relationship such as marriage, dating, family, cohabitation, or friends.

Domestic violence may include but is not limited to:

- a) Physical aggression (i.e. hitting, kicking, biting, shoving, restraining, throwing objects), or threats thereof,
- b) Sexual abuse, emotional abuse, controlling or domineering behaviour, intimidation,
- c) Stalking (i.e. unwelcome visits to the workplace, threatening phone calls and/or emails), neglect, and economic deprivation.

Employer means a person who employs one or more workers or contractors for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

HSR means Health and Safety Representative.

JHSC means Joint Health and Safety Committee.

Library means the Woodstock Public Library.

Library Board means the Woodstock Public Library Board.

MLTSD means Ministry of Labour, Training, and Skills Development.

OHRC means Ontario Human Rights Commission.

Respondent means a person or persons who have a complaint filed against them.

Supervisor means Department Heads, Directors, Managers, Superintendents, and Supervisors.

Worker means a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Workplace means any land, premises, location, or thing at, upon, in, or near which a worker works. For the purpose of this policy, this includes all Library facilities, sponsored events, and meetings, travel while on Library business, virtually through the use of information and communications technology, and any other location where Library business is being conducted.

Workplace Harassment means:

- a) Engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome; or
- b) Workplace sexual harassment includes:
 - i. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
 - ii. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; or
- c) Workplace harassment can involve unwelcome words or actions, or a pattern of behaviours that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates, or even discriminates against the targeted individual(s).

Examples of Workplace Harassment may include but aren't limited to:

- i. Making remarks, jokes, or innuendos that ridicule or intimidate.
 - ii. Displaying or circulating offensive pictures or material in print or electronic form.
 - iii. Bullying.
 - iv. Repeated offensive or intimidating phone calls or electronic messages.
 - v. Inappropriate sexual touching, advances, suggestions, or requests.
 - vi. Any offensive or harassing conduct based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over, 16 and over in occupancy of accommodation), marital status (including same sex partners), family status, receipt of public assistance (in accommodation only), and record of offences (in employment only).
- d) Not considered to be Workplace Harassment:

Reasonable action or conduct by an employer, manager, or supervisor relating to the management and direction of workers or the workplace would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker.

Examples can include but aren't limited to:

- i. Changes in work assignments, scheduling, job assessment and evaluation, workplace inspection.
- ii. Implementation of dress code, and disciplinary action.
- iii. Differences of opinion or minor disagreements between co-workers would also not generally be considered workplace harassment.
- iv. In addition, any behaviour that would meet the definition of *Workplace Violence* would not be considered to be *Workplace Harassment*.

Workplace Violence means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of Workplace Violence may include but aren't limited to:

- i. Verbally threatening to attack a worker.
- ii. Leaving threatening notes at or sending threatening electronic messages to a workplace.
- iii. Shaking a fist in a worker's face.
- iv. Wielding a weapon at work.
- v. Hitting or trying to hit a worker.
- vi. Throwing an object at a worker.
- vii. Sexual violence against a worker.
- viii. Kicking an object a worker is standing on; *i.e.* ladder, step-stool.
- ix. Trying to run down/over a worker using a vehicle or equipment; *i.e.* book cart.

Workplace Violence is NOT an accidental violent situation such as a worker tripping over an object and falling into/pushing a co-worker as a result.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 GENERAL POLICY STATEMENT

The Woodstock Public Library Board is committed to the principle of equal rights and opportunities for all employees and to providing and promoting a safe work environment. The Library will take all reasonable steps and abide by all applicable legal requirements to ensure that the workplace is free of violence, harassment, sexual harassment, fear of violence or harassment, threatening acts, and bullying conduct.

The Library Board recognizes a positive work environment is built upon mutual respect, inclusion, and a culture committed to health and safety. The Library will include risks of harassment and/or violence in job hazard assessments.

The Library Board is dedicated to this through an annual review of our program in consultation with the Joint Health & Safety Committee and Health & Safety Representatives.

The Library Board has a zero-tolerance policy toward harassment of any kind, violence, threatening behavior, and bullying in the workplace. Workers in violation of this policy are accountable for their behaviour and may be subject to disciplinary action up to and including termination. External parties in violation of this policy may have their contract terminated and be refused access to the workplace.

The Library maintains a zero-tolerance policy for any verbal, non-verbal or physical behaviour that is threatening or harassing to self, others, property, or physical behaviour that causes or threatens harm to self, others, or property that is initiated by any employee, Library worker family member, client, customer, visitor, contractor, or member of the public.

The Library does not tolerate reprisals or retaliation toward **any person** for complying with this policy. This includes those who report concerns and/or violent incidents, witness violent or inappropriate conduct, and/or cooperate with an investigation. Anyone who initiates reprisals or retaliation will be subject to disciplinary action, up to and including dismissal.

The Library educates and informs all supervisors and workers of their rights and obligations and has developed procedures for reporting and enquiring.

2.0 APPLICATION

2.1 Responsibility

2.1.1 The CEO is responsible for implementing the appropriate procedures to ensure that Library staff understand and adhere to the intent of the policy.

2.2 Confidentiality

2.2.1 Information about complaints and incidents shall be kept confidential to the extent possible by all parties. Information obtained about an incident or complaint of workplace harassment and/or workplace violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary:

- a) to protect workers,
- b) to investigate the complaint/incident,

- c) to take corrective action or otherwise as required by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and/or other applicable legislation.

2.2.2 All parties involved in the investigation, or who reported or witnessed the alleged behaviour, shall maintain strict confidentiality of all information except for reporting of an investigation, participating in an investigation, and providing information to law enforcement or other governing body as required; both throughout the investigation and afterward.

2.2.3 The person(s) conducting the investigation may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation. All records of the investigation will be kept confidential, subject to MFIPPA and the OHRC.

2.3 Employer Responsibilities

2.3.1 The responsibilities of the employer include:

- a) Ensure that the working environment is maintained free of violence and harassment for every person.
- b) Conduct risk assessments as needed to identify actual and/or potential workplace violence and harassment issues.
- c) Inform workers and/or the Joint Health & Safety Committee (JHSC) and Health & Safety Representatives (HSR) of the results of the hazard assessment.
- d) Review all applicable legal requirements and take all reasonable precautions to minimize or eliminate violence and harassment-related issues.
- e) Establish procedures for preventing, reporting, investigating, documenting, and mitigating incidents of violence and harassment.
- f) Ensure workers are provided with information and instruction that is appropriate for the worker on the contents of the policy and procedure with respect to the prevention of workplace violence and harassment.
- g) Provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if a worker can be expected to encounter that person during his or her work and the risk of workplace violence is likely to expose that worker to physical injury.
- h) Review the violence and harassment prevention program at minimum annually in consultation with the JHSC and HSRs.

2.4 Supervisor Responsibilities

2.4.1 The responsibilities of supervisors include:

- a) Act respectfully toward others at work and while conducting work-related activities.
- b) Promote and encourage reporting incidents of violence and harassment.
- c) Maintain records of violence and harassment-related complaints, issues, concerns, and investigations.
- d) Assist in investigating claims of violence, harassment, and domestic violence.

2.5 Worker Responsibilities

2.5.1 The responsibilities of workers include:

- a) Report all instances of workplace violence, harassment, or discrimination of which they are aware; immediately or within 24 hours of the incident, to ensure timely response and corrective action.
- b) Act respectfully at work and while conducting work-related activities.
- c) Attend training and education sessions when required.
- d) Immediately report to supervisor incidents and/or knowledge of workplace violence or harassment.
- e) Cooperate with investigations.
- f) Follow the measures and procedures set out in the Library's violence and harassment prevention program.

3.0 REPORTING PROCEDURE

3.1 Self Help

- a) If you feel that you are being harassed or threatened, and you feel comfortable and confident and it is appropriate, the first step is to tell the person their conduct is unwelcome. Do so as soon as you receive any unwelcome comments or conduct.
- b) Report the incident to the supervisor regardless of the outcome.
- c) If you believe that someone who is not an employee has harassed, discriminated, or threatened to commit a violent act against you (*this may*

include Domestic Violence), immediately report the harassment to your supervisor.

3.2 Management Intervention

- a) Report directly to your supervisor if:
 - Step 3.1 is not appropriate in the situation;
 - You are not comfortable with step 3.1; or
 - You witness an incident and are not directly involved.
- b) The supervisor will address the matter as appropriate to the situation (which may include a documented discussion, investigation, conflict resolution, or other corrective action).
- c) If the supervisor deems that the situation requires more formal resolution and the decision and expertise of a higher authority or specialist, the supervisor shall report the incident to Management.
- d) It is important to report your complaint as soon as possible so that the issue can be investigated to prevent escalation or reoccurrence.

3.3 Formal Report

- a) You are directed to file a formal written report:
 - i. If you are not comfortable reporting the incident to your supervisor;
 - ii. If informal means of resolution are inappropriate or ineffective;
 - iii. If requested by Management; or
 - iv. If the supervisor is the alleged perpetrator.
- b) Individuals initiating a formal complaint shall use the violence and harassment report, or provide the information in a written letter that includes:
 - The name(s) of the offending person(s) and any witnesses,
 - The location, date and time of the incident, and
 - Details of the incident, behaviour, circumstances.
- c) Submit the report to the supervisor, or if the supervisor is the alleged perpetrator, to the next highest level of authority in the workplace.

If Management or the Board are the alleged perpetrators, submit your report to the designated independent third party:

- Ward & Uptigrove Human Resources Solutions at:
HRresults@w-u.on.ca

4.0 INVESTIGATION PROTOCOL

4.1.1 Upon receipt of a formal report an investigation will commence.

4.1.2 The services of an impartial external investigator who possesses appropriate knowledge, experience, and/or qualifications may be used to conduct the investigation if deemed necessary/appropriate by the Library, or the Ministry of Labour.

4.1.3 The investigation may include but is not limited to:

- Interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint,
- Obtain date(s), time(s) and locations of alleged complaint,
- Interview witnesses (if any),
- Review any related documentation, and
- Compile detailed notes of the investigation and maintain them in a confidential manner.

Note: Union representation may be invited to attend during the investigative interview at either side's request.

4.1.4 Management shall make all reasonable efforts to complete the investigation as soon as reasonably possible, and attempt to complete the investigation within 45 days, as dependent on the specific circumstances.

4.1.5 Upon completion of the investigation, a detailed report of the findings will be prepared and forwarded to the appropriate Management personnel and including the Library CEO and the Board as suitable in the circumstances.

4.1.6 The Library will communicate the findings of the investigation with the complainant and the respondent once the investigation is completed.

4.1.7 Full-time and part-time employees affected by an incident will be encouraged to use the free counselling services provided by the Library's *Employee and Family Assistance Program (EFAP)*.

5.0 INVESTIGATION RESULTS AND CORRECTIVE ACTIONS

5.1 Substantiated Evidence Following Investigation

5.1.2 The Library will take appropriate corrective measures, regardless of the respondent's seniority or position.

5.1.3 The responsible supervisor, manager, CEO, or the Board, shall determine the most appropriate actions for resolution, as per the investigation findings.

5.1.4 Corrective measures may include but aren't limited to:

- a) Discipline, such as a verbal warning, written warning, suspension, up to and including termination; as appropriate.
- b) Referral for mandatory counselling (i.e. anger management or sensitivity training).
- c) Updating security measures and protocols.
- d) Training and education for staff.
- e) Removal of a customer or contractor from the premises.

Note: Disciplinary action for violations of this policy and program will be considered by the nature and impact of the violations and be in accordance with the Library's Progressive Discipline policy.

5.1.5 The results of the investigation including corrective action that has been taken (if any) will be furnished in writing to the complainant and the respondent, as appropriate and respecting MFIPPA and other confidentiality obligations.

5.2 Unsubstantiated Evidence Following Investigation

5.2.1 In the event the claim(s) is unsubstantiated, Management may implement corrective actions, appropriate to the situation, to maintain a respectful and productive workplace.

5.2.2 Unsubstantiated allegations will not result in negative consequences to the complainant, witnesses, or alleged harasser.

5.3 False Allegations

5.3.1 Deliberate false and malicious accusations are serious and will result in disciplinary action up to and including termination. An unsubstantiated claim does not mean that there was a deliberate false allegation.

6.0 NOTIFICATIONS

6.1 Notify the Police if there is immediate danger to any person from violent behaviour.

RELATED DOCUMENTS AND POLICIES

Occupational Health and Safety Act (OHSA)

Ministry of Labour Guideline – *Workplace Violence and Harassment: Understanding the Law*

Ontario Human Rights Code

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

MLTSD Code of Practice to Address Workplace Harassment under Ontario's Occupational Health and Safety Act

DOCUMENT REVISION RECORD

Adoption Date: 12 May 2020
Review Cycle: Annually
Last Reviewed: 14 January 2025
Resolution No.: 00-00



Subject: Corporate Sponsorship Policy and Donations, Gifts, and Donor Recognition Policy (Draft)

Action: For Information, Discussion, and Approval

Prepared by: Lindsay Harris

Meeting of: 14 January 2025

Recommendation

That the Library Board approves the Corporate Sponsorship Policy as presented.

That the Library Board review the draft Donations, Gifts, and Donor Recognition Policy, and provide feedback and/or suggested amendments to the CEO prior to the February, 2025 Library Board Meeting.

Introduction

The Library has been the gracious recipient of gifts, donations, and sponsorships from individuals, organizations, and businesses throughout our community. These partner policies are designed to outline the processes, restrictions, and recognition of these opportunities as they, solicited or unsolicited, are proposed to the Library.

Discussion

The Library's Corporate Sponsorship Policy was created and approved in 2022. Minimal changes to grammar and formatting have been made to the updated version.

The draft Donations, Gifts, and Donor Recognition Policy is a new policy that aims to balance the desires of potential donors with the needs and best interests of the Library and its services. The policy ensures the Library remains in compliance with relevant legislation, such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as well as associated Canadian Revenue Agency regulations. Additionally, this policy addresses potential fundraising initiatives, ensuring the framework for such future initiatives is in place prior to its need.



Woodstock Public Library Policy

Policy Name: Corporate Sponsorship Policy

Category: Finance

Version: 14 January 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library welcomes and encourages the business community and other organizations to support the Library through the establishment of sponsorships that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance events, program activities, and services to the community.

This policy outlines the rules and guidelines to govern the solicitation and acceptance of corporate sponsorships.

SCOPE

This policy applies to all arrangements when an external organization sponsors or contributes to Library programs, events, activities, and services.

This policy does not apply to:

- philanthropic gifts or donations,
- grants or funds obtained from any other levels of government,
- arrangements where the Library sponsors or contributes to external projects or other organizations.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

Advertising means a business arrangement where an external organization purchases, buys, or leases space, or time, on Library property, or in publications for the purpose of communicating with the public. Advertising does not generally imply an association between the advertiser and the Library as is the case with a sponsorship.

Donation means a philanthropic gift when a donor contributes cash and/or in-kind goods or services to the Library without expectation or requirement of a reciprocal benefit. While most donors expect some form of recognition as a result of their gift, the recognition is marginal in value relative to the value of the gift as defined by the Canada Revenue Agency.

Sponsorship means a mutually beneficial exchange between the Library and an external organization whereby the sponsor receives a benefit of reciprocal value, such as recognition, acknowledgement, or other promotional considerations, in return for providing cash, products, and/or in-kind services to the Library. A sponsorship is designed to benefit both parties; it is not a philanthropic gift.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Authority

The CEO is accountable for the overall administration of this policy.

2.0 General Guidelines

- The Library endorses the Canadian Library Association's *Position Statement on Corporate Sponsorship Agreement in Libraries (1997)*.
- Sponsorship does not imply endorsement of products or services by the Library.
- Sponsorships cannot be made conditional on Library performance outcomes.
- The Library will ensure the confidentiality of patron records by not selling or providing access to library records.

3.0 Sponsorship Solicitation

The Library is committed to an open, competitive, transparent, and accountable sponsorship process while being sensitive to the need for confidentiality with respect to the potential sponsor's business interests, particularly during the negotiation phase.

As a general principle:

- All suitable and potentially interested external organizations will be given access to information about sponsorship opportunities available with the Library and should have full opportunity to participate.
- In soliciting sponsors, reasonable effort will be made to identify and approach a number of potentially interested and suitable sponsors for each available sponsorship opportunity.

- Single sourcing of sponsorship opportunities will be avoided where possible, but may be considered under the following circumstances:
 - Severe time constraints that preclude the normal process.
 - Only one interested and suitable potential sponsor can be identified.
 - When the Library is approached by an external organization with an unsolicited sponsorship proposition, and it is considered inappropriate to seek competing proposals from other organizations based on the same concept.

4.0 Approval of Sponsorships

- Prior to the solicitation of sponsors for a Library project or event, the sponsorship component of the project must receive concept approval from the CEO or their designate.
- Formal proposals of sponsorship will be brought forward by the CEO to the Board for its review and approval.
- The Board reserves the right to refuse any sponsorship it deems inappropriate or unsuitable to the Library's mission, vision, goals, policies, reputation, and best interests.
- Once negotiations are complete, and appropriate approvals have been received from all parties, the general terms of the sponsorship will be included in a Board report and will be made available as public information at the appropriate time.

5.0 Sponsorship Agreement Criteria

In developing sponsorship arrangements, the Library will:

- Not undermine the integrity of the non-commercial public space that the Library provides.
- Not compromise the public service objectives and practices of the Library or of the sponsored event, service, program or activity.
- Protect the principle of intellectual freedom and equity of access to its programs, services, and collections.
- Not permit sponsors to have any undue impact on the policies and practices of the Library or the information provided by the library, or to influence or alter the basic goals and objectives of Library programs.
- Not seek or accept sponsorships for programs, events, services, or activities involving or targeted to children from companies whose products cannot legally be sold or distributed to children or from companies whose products are inappropriate for use by children.

- Not accept direct marketing of products to children, except where relevant educational materials are promoted in conjunction with programs.
- Not enter into an alliance or partnership with any corporation or organization where the association with the prospective partner would jeopardize the financial, legal, or moral integrity of the Library or adversely impact upon the Library's standing and reputation in the community.
- Not entertain sponsorship opportunities with companies or organizations whose products or activities are detrimental to human health or that discriminate, discredit, or demean any group or groups of people.
- Where a sponsorship agreement limits the Library's ability to enter into other sponsorships, the agreement shall clearly define the nature and extent of the exclusivity, and the timeframe over which the exclusivity is to be granted.

6.0 Written Agreement

- Acceptance will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the Library Board.
- The agreement will define the terms of the sponsorship, roles, and responsibilities of each party, fees, insurance, the duration of any promotion and advertising, and the recognition to be provided to the sponsor.

7.0 Sponsor Recognition

- Sponsors shall be provided with a level of recognition commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs or services which are supported with the agreement.
- Within the general conditions of this policy, a wide range of sponsor recognition may be negotiated including, but not limited to, naming rights, supplier arrangements, public recognition, advertising and/or placement of the sponsor's name or logo on library property (e.g., library cards, buildings, rooms, collections) and/or printed materials (e.g., date due slips, posters, bookmarks, flyers, banners, brochures).
- Any public use of the Library's name and logo must be approved in advance by the CEO.
- Sponsors have marketing rights to promote their involvement with the Library subject to these provisions.

- Sponsors' corporate names and/or logos will not have prominence over the Library's name and/or logo.

8.0 Charitable Tax Receipts

The Canada Revenue Agency (CRA) establishes rules governing the issuance of charitable tax receipts. Charitable tax receipts cannot be issued for funds, products, or in-kind services given to the Library as part of a sponsorship agreement. The CRA should be consulted prior to any sponsorship agreements, to ensure compliance with the *Income Tax Act*.

9.0 Sponsorship Termination

The Board reserves the right to terminate an existing sponsorship agreement in whole or in part, at its sole discretion, should conditions arise during the life of the agreement that, in the opinion of the Board, results in conflict with this policy or no longer supports the best interest of the Library.

RELATED DOCUMENTS AND POLICIES

Income Tax Act, RSC 1985, c1 (5th Supp)

Canadian Library Association – Position Statement on Corporate Sponsorship Agreement in Library (June 21, 1997)

DOCUMENT REVISION RECORD

| | |
|-----------------|-------------------|
| Adoption Date: | 13 September 2022 |
| Review Cycle: | Once per Term |
| Last Reviewed: | 14 January 2025 |
| Resolution No.: | 25- |



Woodstock Public Library Policy

Policy Name: Donations, Gifts, and Donor Recognition Policy

Category: Finance

Version: 14 January 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library welcomes and encourages contributions from individuals, groups, foundations, and businesses for the purpose of enriching and enhancing the programs and services that the Library provides for the residents of Woodstock.

Woodstock Public Library is committed to maintaining its reputation for integrity and ethical fundraising practices in order to retain such financial support. The Library, in all its fundraising practices, will maintain its reputation for open, honest, and transparent reporting involving raising, investment, and disbursement of funds.

SCOPE

The intent of this policy is to provide specific gift acceptance guidelines to Woodstock Public Library employees, Board members, and donors regarding gift acceptance by Woodstock Public Library in accordance with the Canada Revenue Agency (CRA) and the Canadian Income Tax Act. In all gifts and donations, the donor's intent will be taken into account while ensuring the integrity of Woodstock Public Library and its best interest.

This policy does not apply to corporate sponsorships or book/materials donations.

DEFINITIONS

Bequest means a specific provision in a will directing assets from an estate to the Woodstock Public Library.

Designated Gift is a gift that a donor indicates where they would prefer the money to be allocated.

Donation means a voluntary transfer of real or personal property or funds from a donor who freely disposes of his or her property or funds to a recipient who received the property given. The transaction shall not result directly or indirectly in a right, privilege, material benefit, or advantage to the donor or to the person designated by the donor.

In Kind Gift or **In Kind Donation** is charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given.

Planned Gift or **Legacy Gift** is any major gift, made in lifetime or at death, as a part of a donor's overall financial or estate planning. These include gifts of equity, life insurance, personal property, or cash.

Sponsorship is a gift from an individual, corporation, or foundation in support of a Woodstock Public Library project, program, event, or corporate asset in return for an arrangement that benefits both parties. Sponsorships are not covered by this policy.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Acceptance of Donations and Gifts

1.1 Principles

The Woodstock Public Library practices a donor-centered approach to communications and recognition. This means that the interests and sensibilities of donors are paramount in the design and delivery of all communications and recognition, whether written or in person. Specifically, the Library's donor-centered communications and recognition adhere to the following principles:

- Donors can expect to receive prompt acknowledgement of gifts they make to Woodstock Public Library.
- Donors can express preferences for the allocation of their donation, however, the Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition, and eventual disposal of all donations.
- Donors will be encouraged to consult a professional advisor of their choice to work with Woodstock Public Library on facilitating a planned gift or bequest. In order to avoid a conflict of interest by the Library and its representatives, it is the responsibility of the donor's advisor to provide advice on tax, legal, or financial planning to the donor.

1.2 What is Accepted and How

Donations can include outright gifts of cash, pledges, bequests, gifts of life insurance, stocks, and such other gift arrangements as the Board may from time to time approve.

All donations made become property of the Woodstock Public Library. The Library reserves the right to decide the disposition of all gifts received.

The Library Board will be informed of individual cash donations of \$5,000 or more. Donations of \$25,000 and more will be brought to the Board for a

recommendation for use of the funds such as transfer to Reserves and/or used for specific purposes as approved by the Board.

Acceptance and handling of cash donations can be made as follows:

- Online through Canada Helps, accessed at: www.mywpl.ca/about-the-library/donations
- By mail:
Chief Executive Officer
Woodstock Public Library
445 Hunter St.
Woodstock ON N4S 4G7
- Delivered in person to the Library.
Cheques should be made payable to the Woodstock Public Library Board.
A charitable tax receipt will be mailed to the donor once the gift has been processed.

1.3 Refusing a Gift

Woodstock Public Library may refuse the acceptance of a gift if deemed not beneficial to the organization. Donors will be advised accordingly. Woodstock Public Library would decline a gift if any one of the following conditions were known:

- The gift is artwork of any kind. Artwork donation inquiries will be respectfully referred to the Woodstock Art Gallery.
- There are conditions to a gift and/or its designation which are not consistent with the Woodstock Public Library Vision, Mission, or Values.
- The gift is seeking to unduly influence access to Library business.
- The gift could financially jeopardize the donors and/or Woodstock Public Library.
- The gift or terms are illegal.
- Woodstock Public Library does not have the resources to honour the gift term or determine its value.
- Misrepresentation has been made.
- The gift could jeopardize the Library's charitable status.

2.0 Fundraising

Woodstock Public Library may develop fundraising strategies to support fund development for capital projects. Fundraising projects must be consistent with the Library's Mission and objectives, and funds raised will only be used as determined by the Library fundraising strategy.

3.0 Recognition

The Donations and Gifts policy recognizes all individuals, corporations, service clubs, community organizations, and philanthropic foundations that make monetary and in-kind donations to the Library as an unsolicited goodwill gesture.

Donor recognition programs for special initiatives, such as capital projects, will be developed as part of the fundraising strategy.

Each donor reserves the right to remain anonymous and decline public (or private) recognition at all times. In lieu of placing a name on any public listing of donations, the word "Anonymous" shall be inserted in place of the individual's name.

In cases where donors request no public acknowledgement, the Woodstock Public Library will honour their request, subject to any disclosure that may be required pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

4.0 Tax Receipts

Charitable receipts are issued upon request for donations above \$20. Deadlines may be applied to ensure that donations are received in time for a receipt to be issued in the current tax year. Receipts cannot be backdated.

Donors using Canada Helps for their online donation will receive a receipt directly from Canada Helps. The Library cannot reissue tax receipts for online donations.

5.0 Donor Records

The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (MFIPPA) and the Library's Access to Information and Protection of Privacy Policy.

Donor names and contact information will not be sold, leased, rented, or shared in any way with parties outside of the Library.

The Library may use donor lists for the solicitation of future gifts (donations).

RELATED DOCUMENTS AND POLICIES

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Access to Information and Protection of Privacy Policy
Collection Development Policy
Corporate Sponsorship Policy
Purchasing and Disposal Policy

DOCUMENT REVISION RECORD

Adoption Date: DD Month YYYY
Review Cycle: Once per Term
Last Reviewed: DD Month YYYY
Resolution No.: YY__



Subject: Intellectual Freedom Policy – DRAFT

Action: For Information and Discussion

Prepared by: Lindsay Harris

Meeting of: 14 January 2025

Recommendation

That the Library Board review the proposed Intellectual Freedom Policy and provide feedback and/or suggested amendments to the CEO prior to the February, 2025 Library Board Meeting.

Introduction

Intellectual freedom is a cornerstone of public library service throughout Canada. The Library's Intellectual Freedom Policy serves as a foundational document for library collections and services, and demonstrates our commitment to this pillar of library service to our community.

Discussion

It is a sector best-practice for public libraries to have an intellectual freedom policy. While intellectual freedom is referenced within several existing library policies, the Library does not currently have an intellectual freedom policy.

This draft policy clearly states the importance of intellectual freedom in Library decision-making processes and aligns us with our provincial and federal associations by adopting their official statements on intellectual freedom in libraries, as outlined below:

CFLA Statement on Intellectual Freedom and Libraries Adopted 1974, last reviewed 2019.

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in

Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

**Ontario Library Association
Statement on Intellectual Freedom and the Intellectual Rights of the Individual
(2020)**

Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.

6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.

8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.



Woodstock Public Library Policy

Policy Name: Intellectual Freedom Policy

Category: Library Administration

Version: 14 January 2025

POLICY STATEMENT AND RATIONALE

Woodstock Public Library's commitment to intellectual freedom is essential to provide collections, digital and technology services, programming, and outreach that allow the Woodstock community access to all expressions of intellectual activity.

SCOPE

Woodstock Public Library's policy on Intellectual Freedom does not apply to the expression or dissemination of views that promote and/or incite hatred as defined by the *Criminal Code of Canada*. Such communications are prohibited on library premises and may result in a person's immediate expulsion from the premises and referral of the matter to Woodstock Police Services.

The application of this policy to specific services, e.g. collections, programming, room rentals, etc. is described within the respective policies related to those services.

STATEMENT OF INTELLECTUAL FREEDOM

Woodstock Public Library (WPL) endorses the Statement on Intellectual Freedom as set out by the Canadian Library Association and echoed by the Canadian Federation of Library Associations (CFLA). WPL also endorses the Ontario Library Association's (OLA's) Statement on Intellectual Freedom and the Intellectual Rights of the Individual.

RELATED DOCUMENTS AND POLICIES

[CFLA Statement on Intellectual Freedom](#)

[OLA Statement on Intellectual Freedom and the Intellectual Rights of the Individual](#)

Canadian Charter of Rights and Freedoms: Section 2(b)

Criminal Code: Sections 63, 297, 318

Ontario Human Rights Code: Sub-section 13

Access to Information and Protection of Privacy Policy
Bulletin Boards and Distribution of Free Materials Policy
Collection Development Policy
Programming Policy
Public Code of Conduct
Public Use of Library Facilities Policy
Trespass Policy

DOCUMENT REVISION RECORD

Adoption Date: DD Month YYYY
Review Cycle: Once per Term
Last Reviewed: DD Month YYYY
Resolution No.: YY__

Minutes
Woodstock Public Library
Joint Health & Safety Committee
September 12, 2024, 2:15 pm

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

Employee Representatives: N. Bailey
S. Bean (regrets)

Recorder: L. Peixoto

The meeting of the Joint Health & Safety Committee (JHSC) was called to order on Thursday, September 12, 2024, at 2:22 pm in the Meeting Room at the Library.

1. Agenda

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

2. Minutes

Meeting of July 11, 2024

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

3. Workplace Inspections

a) Inspection of August 8, 2024

The Inspection Report was reviewed, and there were no questions or concerns.

b) Inspection of September 10, 2024

- i. The Inspection Report was reviewed, and M. Cook noted that most of the comments on the Report were operational and had been resolved.
- ii. Discussion was had regarding a first aid supply kit found at Children's, and it was decided that logging of supplies taken should be done with the official first aid kit located above the health and safety bulletin board.

4. Co-chair Report – M. Cook

a) Training

M. Cook reported that training by the Building Maintenance Supervisor would be included in the onboarding process for new employees. The training would include safe cleanup of biohazardous materials, PPE, and sharps protection.

5. Branch Communication/Concerns

a) Regulatory Information

None.

b) Mobile Shelving Unit

Discussion was had, and concerns regarding the operation of the mobile shelving unit were resolved.

6. Incident Summary

a) Injuries/Lost Time

None.

7. New Business

a) Outdoor Events – Inclement Weather

M. Cook reported that she sought direction and guidelines from the City regarding staff working at outdoor events during inclement weather. An update would be provided when received from the City.

b) Green Bins

N. Bailey offered thoughts on a composting program as opposed to disposing of food refuse in garbage containers. Discussion was had, and it was determined that the idea would be best brought forward to Senior Team for future discussion.

8. Next Inspection

a) October, 2024 – N. Bailey, M. Cook

b) November, 2024 – S. Bean, L. Peixoto

9. Next Meeting

The next meeting of the JHSC is scheduled for November 14, 2024, at 2:15 pm in the Meeting Room at the Library.

With nothing further, the meeting adjourned at 2:50 pm.

WOODSTOCK
SENTINEL-REVIEW

NOVEMBER 22, 2024

KEEPING OXFORD COUNTY IN TOUCH DAILY

POSTMEDIA



WOODSTOCK PUBLIC LIBRARY

AUTHOR FAIR Woodstock novelist Emily de Angelis was one of the writers featured Nov. 16, at the Woodstock Public Library's Local Author Fair. The event brought together writers from the Woodstock-area community to share their books with library patrons.

THE PANDEMIC IS LONG OVER: ONE ADVOCATE SAYS PARENTS STILL

Ontario
 accused
 of creating
 'cash-for-access'
 culture ahead
 of fundraising

ALLISON JO
 THE CANADIAN PRESS

TORONTO Ont.
 leader is accused
 of creating a "culture"
 and is accused of
 integrity coming
 into an upcoming
 Conservative
 with the promotion
 minister.

The fundraising
 with Doug Sarkaria,
 and totaling
 \$1,000.

The Ontario
 has put out a
 urging members
 the "small, relevant
 event and delving
 Sarkaria about
 illicit operations

"We need to
 an OTA member
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 industry supports
 and we need you
 bring order to
 man Mark Bylsma

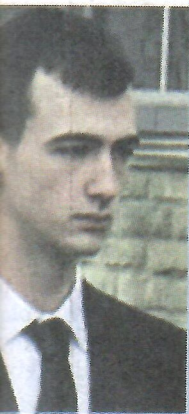
"Participation
 as an investment
 and for our own
 is the only way

NDP Leader
 cabinet minister
 fundraising off
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ADA
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