

DRAFT Agenda
Woodstock Public Library Board
May 13, 2025

Date: Tuesday, May 13, 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. Delegations/Presentations

a) 2024 Woodstock Public Library Audit

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

ii) DRAFT Audited Statements

Recommendation:

That the DRAFT 2024 Woodstock Public Library Board Financial Statements for the year ending December 31, 2024, and the DRAFT 2024 Woodstock Public Library Board Trust Fund Financial Statements for the year ending December 31, 2024, be approved as presented.

6. a) Minutes of the Meeting of April 8, 2025

Recommendation:

That the Board approves the Minutes of the meeting of April 8, 2025, as circulated (or following corrections).

b) Minutes of the Meeting of April 17, 2025

Recommendation:

That the Board approves the Minutes of the meeting of April 17, 2025, as circulated (or following corrections).

7. Business Arising from the Minutes

- a) Strategic Plan**
Verbal Update

8. Chairperson's Remarks

9. Board Education
None

10. Consideration of Correspondence

- a) Friends of the Woodstock Public Library**
Minutes of the meeting of March 12, 2025
Recommendation:
That the Board receives the Minutes of the meeting of March 12, 2025, 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 month of April, 2025
- c) Policy Review**
i) Report – Programming & Outreach Policy and Collections Development Policy
ii) Programming and Outreach Policy
Recommendation:
That the Woodstock Public Library Board approves the revised Programming and Outreach Policy as presented.
iii) Collections Development Policy
Recommendation:
That the Woodstock Public Library Board approves the Collections Development Policy as presented.
iv) Report – Circulation Policy
v) Circulation Policy
Recommendation:
That the Woodstock Public Library Board approves the Circulation Policy as presented (or amended).
vi) Report – Public Code of Conduct
vii) Public Code of Conduct
Recommendation:
That the Woodstock Public Library Board approves the Public Code of Conduct as presented (or amended).

12. Committee Reports

- a) **Ontario Library Service Trustee Assembly**
Verbal Update
- b) **Health and Safety**
None

13. Finance

- a) **Treasurer's Report (as provided by Treasury)**
Recommendation:
That the DRAFT Statement of Revenues and Expenditures for the period ending April 30, 2025, and
the DRAFT Summary of Trust Account for the period ending April 30, 2025, and
the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending April 30, 2025, be received as information.

14. New Business

None

15. Notices of Motion

None

16. Attachments

- a) **Growing Together: Woodstock Public Library launches new strategic plan**; What's on Woodstock; May/June 2025

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, June 10, 2025, 4:15 p.m.

19. Adjournment

VISION

Growing with our community, embracing the opportunities of tomorrow.

MISSION

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.

WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

**WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

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

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board (the "Board"), which comprise the Statement of Financial Position as at December 31, 2024, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board as at December 31, 2024 and its financial performance and its cash flows and changes in net assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

We also:

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

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

May 13, 2025
London, Canada

LICENSED PUBLIC ACCOUNTANT

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash	\$ 38,626	\$ 55,723
Due from City of Woodstock	1,867,348	1,675,169
Accounts receivable	2,745	2,636
	1,908,719	1,733,528
LIABILITIES		
Accounts payable and accrued liabilities	90,560	90,071
	90,560	90,071
NET FINANCIAL ASSETS	1,818,159	1,643,457
NON-FINANCIAL ASSETS		
Tangible capital assets (note 2.d), (Schedule 1)	2,636,197	2,723,737
	2,636,197	2,723,737
ACCUMULATED SURPLUS (page 4) (note 4)	\$ 4,454,356	\$ 4,367,194
Approved by:	Approved by:	
_____	_____	

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024	Actual 2024	Actual 2023
REVENUES			
City of Woodstock	\$ 2,978,620	\$ 2,984,516	\$ 2,799,635
Government grants - operating grants	54,860	54,860	54,860
Government grants - pay equity	5,310	5,308	5,308
Government grants	-	2,745	2,636
Non-resident fees	7,000	8,346	7,957
Fines, fees, rentals and donations	15,250	23,711	27,304
Development charges	80,000	-	80,000
	3,141,040	3,079,486	2,977,700
EXPENDITURES			
Amortization	-	318,804	317,308
Automation	70,000	45,664	36,045
Book covers, repairs and binding	9,000	892	616
Building and equipment maintenance	62,000	62,429	53,306
Consulting	125,000	70,094	4,360
Library materials	328,000	78,684	81,740
Other	3,000	1,976	2,167
Photocopier	4,000	5,102	1,851
Postage	3,500	3,740	2,317
Professional fees	5,500	2,430	1,500
Promotion	26,000	25,790	21,599
Salaries and benefits	2,444,970	2,212,861	2,157,445
Software and licensing	92,000	89,246	67,903
Stationery and supplies	10,000	9,088	9,728
Travel, conventions, training and memberships	30,000	20,142	25,315
Utilities	58,070	45,382	49,657
	3,271,040	2,992,324	2,832,857
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	(130,000)	87,162	144,843
ACCUMULATED SURPLUS, BEGINNING OF YEAR	4,367,194	4,367,194	4,222,351
ACCUMULATED SURPLUS, END OF YEAR	\$ 4,237,194	\$ 4,454,356	\$ 4,367,194

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess revenue over expenditures (page 4)	\$ 87,162	\$ 144,843
Non-cash charges to operations		
Amortization	318,804	317,308
Net change in working capital other than cash (A)	(191,799)	(201,756)
	214,167	260,395
INVESTING ACTIVITIES		
Disposal (acquisition) of tangible capital assets	(231,264)	(245,710)
	(231,264)	(245,710)
Increase (decrease) in cash during the year	(17,097)	14,685
Cash, beginning of year	55,723	41,038
CASH, END OF YEAR	\$ 38,626	\$ 55,723

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

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024	Actual 2024	Actual 2023
Excess of expenditures over revenue (revenue over expenditures) (page 4)	\$ (130,000)	\$ 87,162	\$ 144,843
Amortization of tangible capital assets	-	318,804	317,308
Disposal (acquisition) of tangible capital assets	(47,000)	(231,264)	(245,710)
Increase (decrease) in net financial assets	(177,000)	174,702	216,441
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,643,457	1,643,457	1,427,016
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,466,457	\$ 1,818,159	\$ 1,643,457

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Description of the Board

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

2. Significant accounting policies

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

a. Reporting entity

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

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Designated revenue received in advance of the related expenditures is deferred and recognized in the year that the expenditures are made.

c. Non-financial assets

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

d. Tangible capital assets

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

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

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

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

2. Significant accounting policies continued

d. Tangible capital assets continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as revenue. Tangible capital assets are detailed on the accompanying Schedule 1.

The tangible capital assets were evaluated for any asset retirement obligation as required by PS 3280 for years ending December 31, 2023 and after. The Board has determined that no accrual is required for retirement obligations.

e. Leases

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

f. Financial instruments

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

g. Government grants

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

h. Use of estimates

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

i. Budget

The operating budget approved by the Board, for 2024, is reflected on the Statement of Operations and Accumulated Surplus. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Board does not budget activity within reserves, with the exception being those transactions which affect either operations or capital investments.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

2. Significant accounting policies continued

j. Trust funds

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

3. Pension agreement

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

4. Accumulated Surplus

Accumulated surplus consists of the following:

	2024	2023
Reserve fund		
Marg Toon	\$ 2,531	\$ 2,422
Reserves		
Automation	328,726	328,726
Salary	1,091,872	906,921
Consulting services	395,030	405,388
	1,815,628	1,641,035
Tangible capital assets	2,636,197	2,723,737
ACCUMULATED SURPLUS	\$ 4,454,356	\$ 4,367,194

**WOODSTOCK PUBLIC LIBRARY BOARD
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	Land	Land Improvements	Buildings	Computer Hardware	Equipment	Collection	2024 Total	2023 Total
COST								
Balance, beginning of year	\$ 9,104	\$ 6,348	\$ 4,140,010	\$ 123,674	\$ 367,040	\$ 1,412,150	\$ 6,058,326	\$ 6,035,745
Add:								
Additions during the year	-	-	8,928	11,984	-	210,352	231,264	245,710
Less:								
Disposals during the year	-	-	-	(3,152)	-	(215,317)	(218,469)	(223,129)
Balance, end of year	9,104	6,348	4,148,938	132,506	367,040	1,407,185	6,071,121	6,058,326
ACCUMULATED AMORTIZATION								
Balance, beginning of year	-	6,348	2,339,721	62,068	216,644	709,808	3,334,589	3,240,410
Add:								
Amortization during the year	-	-	93,522	10,086	13,815	201,381	318,804	317,308
Less:								
Disposals during the year	-	-	-	(3,152)	-	(215,317)	(218,469)	(223,129)
Balance, end of year	-	6,348	2,433,243	69,002	230,459	695,872	3,434,924	3,334,589
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 9,104	\$ -	\$ 1,715,695	\$ 63,504	\$ 136,581	\$ 711,313	\$ 2,636,197	\$ 2,723,737

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

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

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board Trust Fund (the "Trust Fund"), which comprise the Statement of Financial Position as at December 31, 2024, and Statements of Operations and Accumulated Surplus, Cash Flows and Changes in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board Trust Fund as at December 31, 2024 and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

We also:

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

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

May 13, 2025
London, Canada

LICENSED PUBLIC ACCOUNTANT

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash	\$ 14,317	\$ 13,611
	14,317	13,611
LIABILITIES		
Due to City of Woodstock	-	-
NET FINANCIAL ASSETS	14,317	13,611
ACCUMULATED SURPLUS (page 4)	\$ 14,317	\$ 13,611

Approved by:

Approved by:

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
REVENUES		
Interest earned	\$ 706	\$ 694
	706	694
EXPENDITURES		
Contribution to City of Woodstock - capital	-	-
Excess revenues over expenditures	706	694
ACCUMULATED SURPLUS, BEGINNING OF YEAR	13,611	12,917
ACCUMULATED SURPLUS, END OF YEAR	\$ 14,317	\$ 13,611

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenues over expenditures (page 4)	\$ 706	\$ 694
Increase in cash during the year	706	694
Cash, beginning of year	13,611	12,917
CASH, END OF YEAR	\$ 14,317	\$ 13,611

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024		2023	
Excess of revenues over expenditures (page 4)	\$	706	\$	694
Increase in net financial assets during the year		706		694
NET FINANCIAL ASSETS, BEGINNING OF YEAR		13,611		12,917
NET FINANCIAL ASSETS, END OF YEAR	\$	14,317	\$	13,611

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD TRUST FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Description of the Trust Fund

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

2. Accounting policies

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

a. Basis of accounting

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

b. Financial instruments

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

c. Use of estimates

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

d. Capital assets

The Trust Fund does not own any capital assets.

e. Budget

The Trust Fund does not set a budget.

Woodstock Public Library Board

DRAFT Meeting Minutes April 8, 2025

A regular meeting of the Woodstock Public Library Board was held on Tuesday, April 8, 2025, at 4:15 pm, via ZOOM technology.

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

1. Call to Order

M.A. Silverthorn called the meeting to order at 4:15 pm via ZOOM.

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 25-25

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

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Committee of the Whole In-camera
Labour relations

Motion 25-26

MOVED by D. Barry and seconded by L. Wareing that the Board moves into Committee of the Whole In-camera at 4:16 pm.

Motion carried.

Motion 25-27

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves out of Committee of the Whole In-camera at 4:34 pm.

Motion carried.

Motion 25-28

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 25-29

MOVED by K. Whiteford and seconded by L. Wareing that the Board approves the Minutes of the Committee of the Whole In-camera for March 11, 2025.

Motion carried.

In closed session, the Board received a verbal update on the negotiations process.

6. Minutes of the Meeting of March 11, 2025

Motion 25-30

MOVED by L. Wareing and seconded by B. Martin to approve the Minutes of the meeting of March 11, 2025.

Motion carried.

7. Business Arising from the Minutes

None.

8. Chairperson's Remarks

M.A. Silverthorn thanked members of the Board for their engagement during the negotiations process.

9. Delegations/Presentations

None.

10. Board Education

a) Valuing Ontario Libraries Toolkit

L. Harris presented the Library's values in toolkit (VOLT), and offered to share the document with any members of the Board who wished to have a copy.

11. Consideration of Correspondence

a) Friends of the Woodstock Public Library

Minutes of the meeting of January 8, 2025

Motion 25-31

MOVED by D. Tait and seconded by B. Martin that the Board receives the Minutes of the meeting of January 8, 2025, of the Friends of the Woodstock Public Library as information.

Motion carried.

12. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris referred to the detailed report before the Board.

There were no questions.

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

M. Cook provided highlights of library programming during the month of March.

M.A. Silverthorn thanked Public Services staff, on behalf of the Board, for the excellent programming offered to the community.

b) Statistics: Library Systems Activities for the month of March, 2025

L. Harris provided details on statistics for the period ending of March 31, 2025, noting that the Library would be surpassing the most recent years' numbers.

There were no questions from the Board.

c) Policy Review

i. Report – Programming & Outreach Policy and Collections Development Policy

L. Harris provided details on the updated policies, noting that procedural language had been removed.

Questions were raised regarding some processes in the policies, and discussion was had. It was decided that the policies would be deferred until the CEO could take the time to compare other library systems policies on the same matters.

ii. Programming and Outreach Policy

Deferred.

iii. Collections Development Policy

Deferred.

13. Committee Reports

a) Ontario Library Service Trustee Assembly

None.

b) Health and Safety

Motion 25-32

MOVED by D. Tait and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee meeting of December 12, 2024.

Motion carried.

14. Finance

a) Treasurer's Report

Motion 25-33

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the DRAFT Statement of Revenues and Expenditures for the period ending March 31, 2025, and the DRAFT Summary of Trust Account for the period ending March 31, 2025, and the DRAFT Summary of the Jessie MacDougall Trust Fund for the period ending March 31, 2025, be received as information.

Motion carried.

15. New Business

None.

16. Notices of Motion

None.

17. Attachments

None.

18. Next Meeting

Tuesday, May 13, 2025, 4:15 pm.

D. Barry and L. Wareing voiced their regrets for the next meeting of the Board.

19. Adjournment

MOVED by D. Barry that the meeting adjourn at 5:19 pm.

Vision

Growing with our community, embracing the opportunities of tomorrow.

Mission

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.

Woodstock Public Library Board

DRAFT Meeting Minutes April 17, 2025

A special meeting of the Woodstock Public Library Board was held on Thursday, April 17, 2025, at 4:15 pm, via ZOOM.

a) The following Board members were present:

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

b) The following Board members sent regrets:

Ken Whiteford, Trustee

c) 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 4:17 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 25-34

MOVED by D. Tait and seconded by L. Wareing to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Committee of the Whole In-camera

Motion 25-35

MOVED by D. Barry and seconded by D. Tait that the Board moves into Committee of the Whole In-camera at 4:18 pm.

Motion carried.

Motion 25-36

MOVED by K. Leatherbarrow and seconded by B. Martin that the Board moves out of Committee of the Whole In-camera at 4:22 pm.

Motion carried.

In closed session, the Board reviewed reports IC-2025-001 and IC-2025-002 presented by the CEO.

Motion 25-37

MOVED by D. Tait and seconded by D. Barry that the Board approves the Memorandum of Settlement negotiated with CUPE Local 1146 – Library Unit, and authorizes the Chair and CEO to sign the new Collective Agreement on behalf of the Board.

Motion carried.

Motion 25-38

MOVED by D. Tait and seconded by B. Martin that the Board approves the 2024-2026 non-union wage increases, as presented

Motion carried by unanimous vote.

6. Next Meeting

Tuesday, May 13, 2025, 4:15 pm.

7. **Adjournment**

MOVED by M.A. Silverthorn that the meeting adjourn at 4:24 pm.

Vision

Growing with our community, embracing the opportunities of tomorrow.

Mission

Woodstock Public Library ignites curiosity and connects our community to a world of ideas, resources, and enriching experiences.



Minutes
Friends of the Woodstock Public Library
March 12, 2025

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

Also present: Megan Cook, Director of Library Services/Deputy C.E.O.
Susan Earle, Librarian

Regrets: Susan Hamilton

Due the threat of inclement weather, the February 12th meeting was cancelled.

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

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

That the Agenda for the March 12, 2025 meeting be approved. Carried.

Minutes:

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

That the Minutes of the January 8, 2025 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald presents his Financial report.

Membership Update:

Secretary Marion introduces and welcomes new Friends member September Quierrez to the meeting.

Library Update - Megan Cook:

Megan Cook welcomes Librarian Susan Earle to the meeting. Susan advises she has been in contact with various Canadian authors, inviting them to attend the Author's Event to be held on Thursday, May 22nd at Oxford Gardens. Toronto Criminal Lawyer/Author Robert Rotenberg responded immediately that he will be very pleased to attend this special evening. Susan also added that a book store in Stratford will also attend as they had at the Terry Fallis visit in May of 2024, and bring copies of Mr. Rotenberg's

books for sale to those in attendance. Oxford Gardens will again provide refreshments for the evening and Woodstock flautist Eugena Rhiel will provide music prior to the introduction of Mr. Rodenburg.

Megan thanks four Friends for volunteering to hand out books to children on Family Literacy Day. She also provides photographs of a new Train Table and a "Market" stall visiting children can play at, both financed by Friends of the Library.

She also announces a Comic Book Day will be held on May 3rd, 2025. This is a new venture for the library and Friends have been invited to volunteer 2 hours each during the hand-out of comics to children attending the library that day. More details about this day will be presented at the April meeting.

The next book sale will take place on Saturday, May 10th. As per a motion passed at an earlier meeting, book sales will now run four hours, from 10 a.m. to 2 p.m. rather than the previous six hours. It is also suggested that a sticker be placed on each book not sold at the sale in order to keep track of what is not selling. To be further discussed.

Book Sale Committee:

After discussion, members Lauren Lambkin, Andie Lennox and Peter Ruehlicke agree to form a Book Sale Committee and will co-ordinate the promotion, volunteers, set-up and the packing up following the sale.

Date of Next Meeting:

Wednesday, April 9, 2025 at 5:00 p.m. in the library meeting room.

Adjournment:

Moved by Karen Leslie that the meeting be adjourned.

The meeting is adjourned at 6 p.m.

Matthew Lloyd, Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: May 13, 2025

Library Space

Last week I attended the Southwestern Ontario Library Administrators (SWOLA) biannual meeting in Brantford. The meeting also includes a tour of the host location. During the tour, I was especially interested in viewing the teen space in Brantford. Their engaging space has used public art, flexible furniture, and collaborative opportunities to create a fun and functional space for teens in a small footprint and on a limited budget. As we examine our spaces through the new Strategic Plan, this example of engaging space use will help inspire our own response to the needs of the youth in our community.

During April, I completed my JHSC certification. With this additional knowledge, I am planning on revising the Library's health and safety training plan later in the year.

Marketing and Communications

Communication of the new Strategic Plan has begun over the last couple of weeks. An article featuring the new Plan was included in the May/June edition of What's On Woodstock (WOW), and the digital and physical editions of the Plan were published on May 8. We will continue to reach out to partners and stakeholders to share the Plan and look for opportunities for alignment and collaboration.

The 2024 Library Impact report has also been published in physical and digital formats. The document features highlights of 2024 as well as the direction of 2025.

Strategic Planning Update

The Library's Senior Team recently held a preliminary meeting to map out immediate

priorities and projects in line with the new Strategic Plan. We are looking to have an Action Plan for the next 12-18 months in place by early June, which will include the creation of a reporting mechanism for future Board meetings.

Our upcoming staff development day will devote time to exploring the Strategic Plan with Library employees, as well as providing an opportunity for staff to provide feedback, ideas, and opportunities to bring the Plan to fruition.



Subject: Library Services Report for April, 2025

Action: For Information

Prepared by: Megan Cook, Director of Library Services

Meeting of: May 13, 2025

Library Space

This month we started to research different options to optimize our current space based on feedback from our community engagement surveys and in line with our strategic planning priorities. During our Staff Development Day next month, we will review our new Strategic Plan with all staff and dedicate half of the day to brainstorm ideas and opportunities for each of the identified priorities, one of which is library space.

Community Connections and Partnerships

The Public Services Team has started to book class visits during the month of May and June to promote the TD Summer Reading Club and our summer programs. On average, we typically connect with just over 2,300 students during these visits each year. Our summer programming is almost all booked and will feature creative and technology-based programming for children and exciting special guests for the whole family!

I met with Community Employment Services to discuss our new Strategic Plan and brainstorm ways we can work together in the future to support youth, newcomers, and job seekers.

Programs and Collections

We partnered with Neighborhood Forest again this year to celebrate Earth Day and offer free trees for children in our community. This year we gave away 141 trees! We continued to celebrate Earth Day by partnering with the Coyote Nature School to offer a program for families on April 26. Participants discovered the importance of trees in our communities through hands-on activities.

Our Public Services Team continued to plan and offer a variety of recreational and educational programs for adults. In April, we offered over 30 programs for adults and older adults with a total attendance of 377. Some of the programs included Money Matters, Travelogue: Cabin for One, Crafty Adults, A Conversation About Alzheimer's, Intro to Interlibrary Loan, Book Club, Knitting and Crochet Drop-in, and more.

This was our first year participating in the One eRead initiative during the month of April. One eRead is an annual digital, bilingual, cross-Canada book club initiated and supported by the Canadian Urban Libraries Council (CULC) to help Canadian public libraries promote digital reading awareness and issues. The high cost of digital content can prevent libraries from diversifying their collections, meaning many authors and books are underrepresented and underexposed to Canadian readers. One eRead demonstrates that when restrictions on access are reduced, readership goes up! This year the title was *Valid* by Chris Bergeron.

Checkouts within CloudLibrary have increased by 59% in the last year and our number of holds have also increased by 49%. This increase can be attributed to a clear focus on our digital collection, purchasing more titles, expanding our collection to include children's materials, and increasing our holds per patron from 4 to 10.

Customer Service

We continued to work on our Customer Service Commitment priorities. This month we focused on working through changes in our phone system, planning a new digital patron onboarding experience, and conducting a review of how we label and organize some of our collection materials. These projects aim to help fulfill our Customer Service Commitment through:

- Providing Courteous and Efficient Customer Service
- Fostering Respectful Relationships
- Creating a Community Space for All

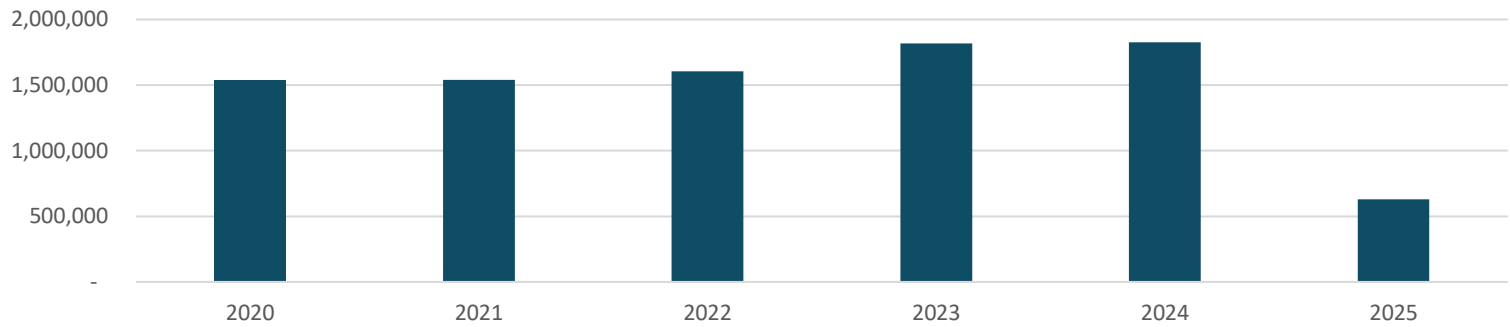
Marketing and Communications

Our new Information Services and Marketing Librarian joined our team on April 14. She has already started creating new and unique content on our social media platforms and in the coming months, will be working on the promotion of our new Strategic Plan and our summer program offerings.



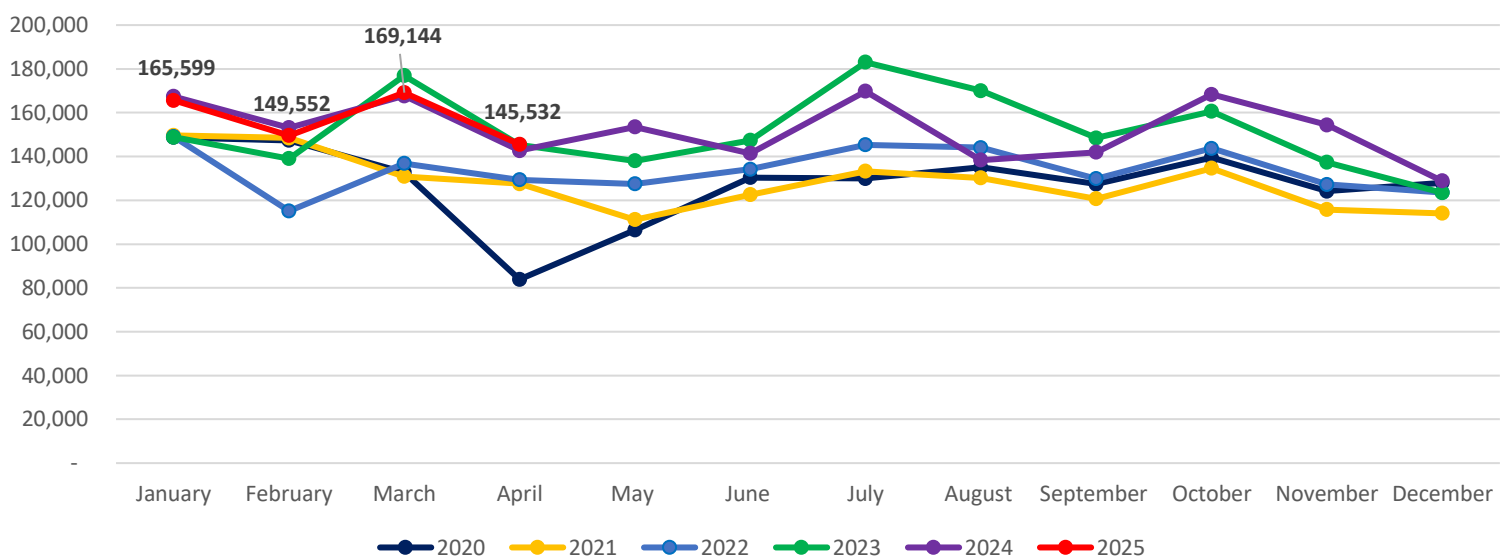
WOODSTOCK Public Library

Total Library Uses 2020 - 2025 YTD

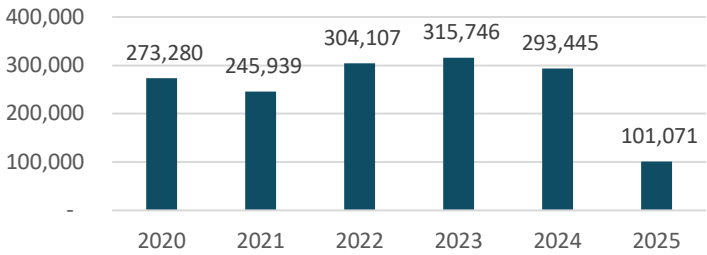


2025	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	24,960	12,270	99,524	21,869	1,136	1,099	1,629	3,112	165,599
February	24,965	11,214	88,962	15,178	2,610	932	1,605	4,086	149,552
March	27,609	14,417	92,962	27,490	2,077	1,034	1,699	1,856	169,144
April	23,537	12,143	87,621	15,903	1,362	1,522	1,675	1,769	145,532
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
TOTAL	101,071	50,044	369,069	80,440	7,185	4,587	6,608	10,823	629,827

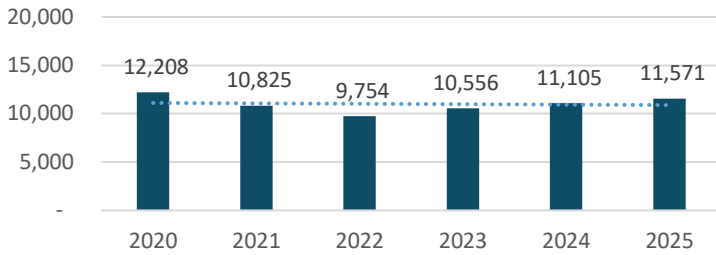
Total Library Uses by Month 2020-2025



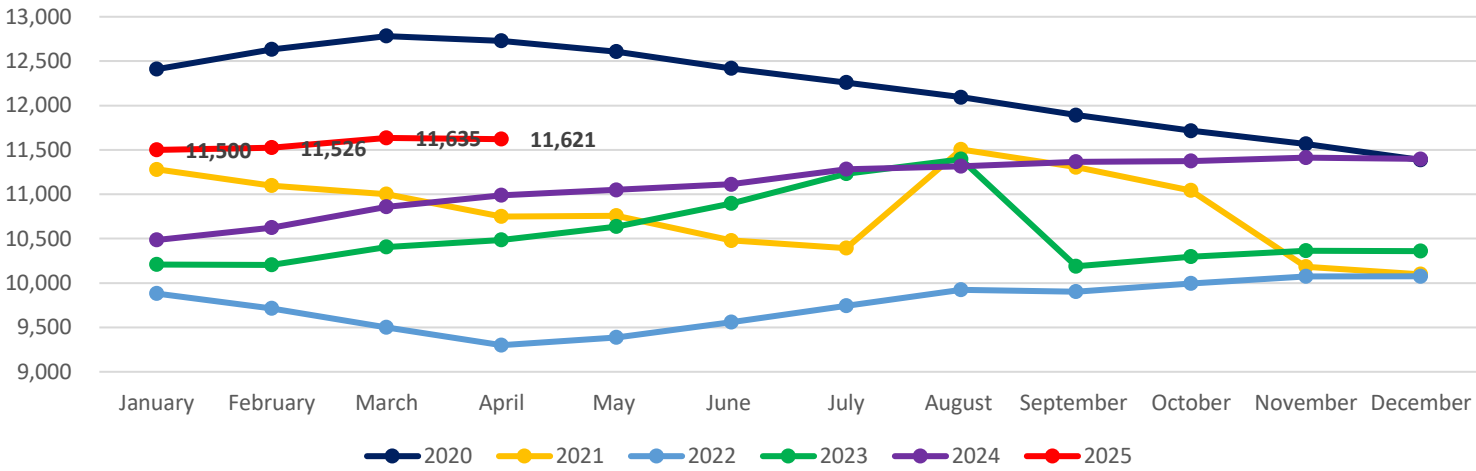
Annual Library Circulation Total 2020-2025



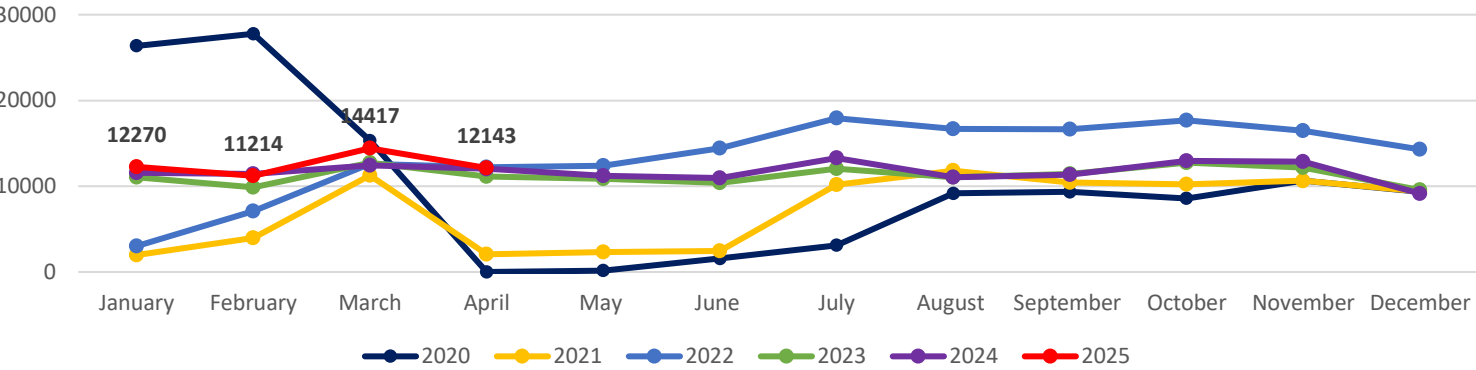
Monthly Average Active Users Count 2020-2025 YTD



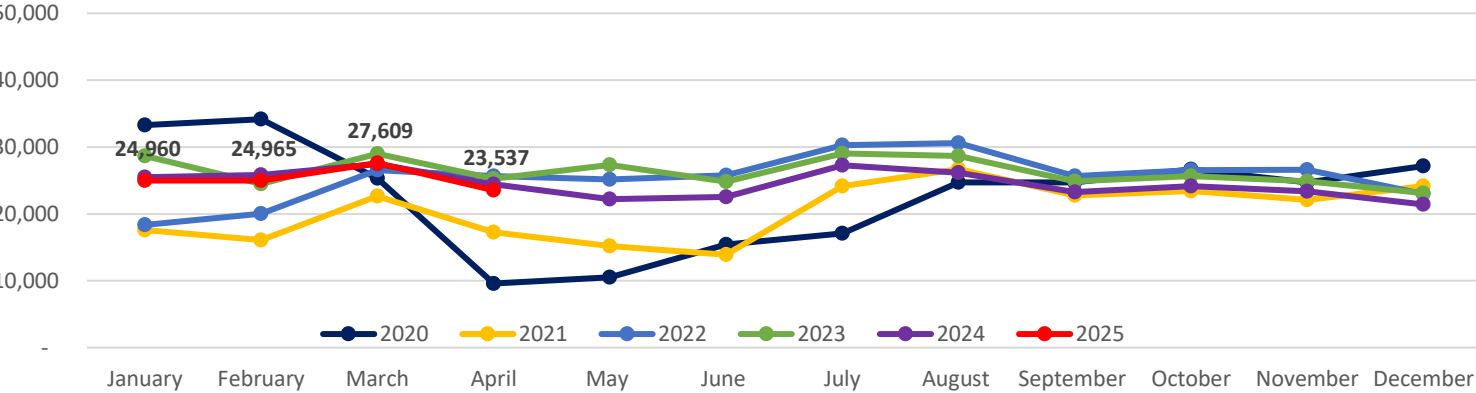
Active Cardholders 2020-2025



In Person Visits - 2020-2025



Total Circulation by Month - 2020-2025 (Physical & Digital)





Subject: **Programming & Outreach Policy and
Collections Development Policy**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **May 13, 2025**

Recommendations

That the Woodstock Public Library Board approves the revised Programming and Outreach Policy as presented.

and

That the Woodstock Public Library Board approves the Collections Development Policy as presented.

Introduction

The Collections Development and Programming and Outreach policies are foundational documents that guide most of the services the Library provides to the community. Both policies were originally created within the last five (5) years, however, have required significant updating.

Discussion

These policies have been updated since they were last presented to the Board, including some articles that have been updated for clarity. Most significantly, a review of other library systems' policies was undertaken regarding the reporting mechanism for community concerns contained in both policies. This section has been revised to reflect current best practices in libraries as a result of that review.

Both the Collections Development and Programming and Outreach Policies provide guidance to Library staff on the development of collections and services to the

Woodstock community. They reflect the Library Board's Intellectual Freedom Policy and designate authority to staff to complete the work on behalf of the Board.

In addition to the creation and implementation of programs and services for our community, these policies also outline mechanisms for members of the Woodstock community to bring forward any concerns in a fully transparent manner. The reconsideration forms will be available on the Library's website, and staff will be able to easily print out the forms should patrons request them.

Both policies have received significant updates in terms of formatting, language, and content. When first created, there was a lack of internal procedural documentation to guide the day-to-day work of staff, and these policies included that procedural information to temporarily fill the gap. In the last few years, the Library's Senior Team has diligently worked on the creation of internal procedures and processes to better guide the daily work of staff in line with the governance portions of these policies.

Considering these recent internal updates, the procedural aspects of the older version of these policies have been removed.



Woodstock Public Library Policy

Policy Name: **Programming and Outreach Policy**

Category: **Library Services**

Version: **May 13, 2025**

POLICY STATEMENT AND RATIONALE

Programming and outreach services support the Library's mission to stimulate imagination and inquiry. Programming and outreach services provide information, invite public discussion, encourage curiosity and creativity, and promote literacy and lifelong learning. Programming and outreach services promote the Library's services and resources. This policy defines the provision of programs and outreach services by Library staff and through co-sponsored or partnership activities.

Responsibility

The ultimate responsibility for library programming and outreach will lie with the CEO, acting in accordance with the principles established by the Library Board. In practice, programming and outreach services are designed, implemented, and evaluated by appropriately trained staff as designated by the CEO.

Policy

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.
2. Outreach Services bring library materials, programs, and services outside library walls, particularly to communities and geographic areas which are underserved.
3. The Woodstock Public Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations' *Statement of Intellectual Freedom and Libraries*. Library sponsorship of a program or outreach service does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

4. Library programs are intended to:
 - a. Stimulate an interest in and use of Library services and collections.
 - b. Develop a love of reading and provide life-long learning opportunities for patrons.
 - c. Promote and support 21st Century literacies, including but not limited to: reading and writing literacy, digital literacy, financial literacy, environmental literacy, as well as science, technology, engineering, art and math (STEAM) literacy.
 - d. Teach research and information skills and help develop critical thinking.
 - e. Stimulate imagination and creativity.
 - f. Promote an awareness of contemporary issues and information required to engage in society.
 - g. Provide access to entertainment, recreational and cultural experiences.
 - h. Reduce social isolation and promote social inclusion by bringing members of the community together.
 - i. Support and strengthen community partnerships.
 - j. Encourage participation by non-users to grow library membership and library use.
5. The Library may:
 - a. Offer programs for children, young adults, adults, and families
 - b. Participate in co-sponsored or partnered programs with other agencies, organizations, institutions, or individuals.
 - c. Sponsor programs in the library facility or outside of the library
 - d. Promote programs through brochures, news releases, and the library's website.
 - e. Allow presenters to display products or books for purchase.
6. Co-sponsored or partnered programs with community organizations or agencies operate with the support of the Library.
 - a. These programs must align with the Library's mission and goals, be of sufficient high quality, and be relevant to the community.
 - b. A co-sponsored program can be a one-off program or one-time series as well as an ongoing program or series.
 - c. The Library may refuse a co-sponsored program opportunity due to space or resource limitations, or if the event is deemed inappropriate or incompatible with the Library's mission or goals.
 - d. The Library will not partner with an organization that violates the Ontario Human Rights Code or the Library's Patron Code of Conduct.

7. Attendance at programs requires compliance with the Library's Patron Code of Conduct and Safety and Conduct of Children in the Library Policy. Staff have the responsibility to ask disruptive and disrespectful participants to change their behavior or leave a program.

Request for Program Reconsideration

1. All programs are designed to be inclusive and safe spaces, providing activities that are innovative and community driven. The Library may deliver programs that present controversial or opposing points of view. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program.
2. In the event of a complaint by a Woodstock Public Library patron or Woodstock community group about any library programming, a request for reconsideration may be made as follows:
 - a. Upon request, Library staff will provide the patron or community group with a copy of the Programming and Outreach Policy and a Request for Program Reconsideration form. The form can be returned to Library staff once completed.
 - b. The completed Request for Program Reconsideration form is then forwarded to the Director of Library Services. The Director and a team of professional librarians will review the complaint. When the review is completed, a written recommendation will be made to the CEO. The recommendation will be guided by the Library Board's position that:
 - i. People have the right to reject for themselves programming and events they do not approve of, but they do not have the right to restrict the participation or enjoyment of others attending programs or events.
 - c. The CEO will then make the final decision and provide the patron with a written explanation for the decision within four weeks of the date of receipt of the complaint. The CEO will submit to the Board a report on requests for reconsideration for their information on an annual basis.

RELATED DOCUMENTS

Woodstock Public Library – Accessibility Policy
Woodstock Public Library – Inclusion and Diversity Policy
Woodstock Public Library – Intellectual Freedom Policy
Woodstock Public Library – Public Use of Library Facilities Policy
Woodstock Public Library – Patron Code of Conduct

DOCUMENT REVISION RECORD

Adoption Date: 14 June 2022
Review Cycle: Once per Term
Last Reviewed: 13 May 2025
Resolution No.: 25-



Woodstock Public Library Policy

Policy Name: Collection Development

Category: Library Services

Version: May 13, 2025

POLICY STATEMENT AND RATIONALE

The Woodstock Public Library strives to provide diverse collections relating to cultures, languages, religious traditions, and peoples, in physical and digital formats. A broad range of authors, content creators, and experiences will be included and highlighted in the collection. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, and budgeting.

Responsibility

The ultimate responsibility for the collection development will lie with the CEO, acting in accordance with the principles established by the Library Board. In practice, selection and de-selection of materials may be made by appropriately trained staff as designated by the CEO.

Underlying Principles

1. The selection of materials for the Library is driven by principles defined in the Library's Mission Statement. Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library patrons, and their knowledge of retrospective, current, and future trends in informational, educational, and recreational materials suitable for public library use. The Library selects:
 - a. Contemporary materials representing varying points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies;
 - b. Source materials and thoughtful interpretations which document or shed light on the past;

- c. Materials that inform and increase an individual's ability to function effectively as a member of society;
 - d. Materials that provide an aesthetic experience, stimulate the imagination, and increase an individual's potential creativity;
 - e. Materials that expand an individual's understanding of the world in which we live;
 - f. Materials that entertain and may enhance an individual's enjoyment of life;
 - g. Special consideration is given to materials with Canadian content that record the Canadian experience or that relates to life in Canada or the lives and works of Canadians.
 - h. Materials that include works written about or created by Indigenous peoples, concerning Indigenous knowledge, information about cultures, histories, Indigenous-settler relations and related issues;
 - i. Materials that support the linguistic diversity of the community, with a special focus to the French language.
2. The Library endeavors to provide equitable access to its extensive collections through a multi-tiered delivery model which rationalizes the location, scope, format, and focus of collections.
 3. The Library and Library staff cannot assume parental responsibility. Parents or legal guardians have the sole right and responsibility of supervising their own children's choices and uses of library materials.

Scope and Size of the Collection

1. The Library provides a collection of books and materials that is responsive to the needs and interests of our diverse community:
 - including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA),
 - including multilingual materials in response to community need,
 - including representation of a wide variety of opinions, lived experience, culture, language, religious tradition, and people.
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.

3. The presence of an item in the Library does not indicate an endorsement of its content by the Library.
4. The Library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA), teens, and children; magazines and periodicals, music and media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
5. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
6. The Library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection.
7. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Selection of Materials

1. Selection responsibility for specific portions of the collection may be delegated to other members of the Library staff. In selecting materials, staff will use professional resources, judgement, knowledge, and experience.
2. The staff will proactively solicit advice from, as well as anticipate the needs and interests of the community.
3. What is purchased, and what remains in the collections, is based on the following criteria:
 - a. recommendations by critics or reviewers,
 - b. public demand,
 - c. relationship of subject to existing collection,
 - d. importance of subject matter in relation to community needs,
 - e. authority or significance of author,
 - f. quality of writing, production, and illustrations,
 - g. accessibility criteria and features,
 - h. authority and standards of publisher,
 - i. suitability of format for library use,
 - j. Canadian content,
 - k. currency and relevancy of the content.
4. All reasonable effort will be made to identify AI generated materials made available in the Library's collections.

5. Digital resources are provided by third party vendors, which limits the library's ability to select or deselect the information these resources provide.

Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn using best practices and established criteria as determined by Library staff.
4. Withdrawn material may be discarded, donated, or sold at the Library's discretion.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Materials Donations

1. The Library accepts gifts of books or other collections materials based on specific criteria to be sold by the Friends of the Library.
2. On rare occasions, donated materials may be added to the Library collection based on need.
3. Gifts of books or other materials may be rejected for donation based upon type and/or the physical condition of those materials. In this case, the donor is responsible for the disposal of the items in question.
4. All accepted donations automatically become the property of the Woodstock Public Library.

Requests for Purchase

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Patrons may use the Request for Purchase form on the Library's website to make such a suggestion, or speak to a staff member for support in submitting their request.

Requests for Materials Reconsideration

1. In the event of objection or complaint by a Woodstock Public Library patron to any material contained in the Library, the steps for a resolution are as follows:
 - a. The patron is provided with a copy of the Collection Development Policy and requested to put his or her objections in writing using the Request for Materials Reconsideration form.
 - b. The completed Request for Reconsideration form is then forwarded to the Director of Library Services. The Director and a team of professional librarians will review the complaint. When the review is completed, a written recommendation will be made to the CEO. The recommendation will be guided by the Library Board's position that:
 - i. People have the right to reject for themselves material they do not approve of, but they do not have the right to restrict the intellectual freedom of others.
 - ii. Parents and legal guardians have the right to determine access to materials for their own minor child(ren) but not to limit what other children can access.
 - c. The CEO will then make the final decision and provide the patron with a written explanation for the decision within four weeks of the date of receipt of the complaint. The CEO will submit to the Board a report on requests for reconsideration for their information on an annual basis.

RELATED DOCUMENTS AND POLICIES

Woodstock Public Library – Accessibility Policy
Woodstock Public Library – Donations, Gifts, and Donor Recognition Policy
Woodstock Public Library – Inclusion and Diversity Policy
Woodstock Public Library – Intellectual Freedom Policy
Woodstock Public Library – Purchasing and Disposal Policy
Woodstock Public Library – Request for Materials Reconsideration Form
[Ontario Human Rights Commission – Right to Read](#)

DOCUMENT REVISION RECORD

Adoption Date: 20 January 2020
Review Cycle: Once per Term
Last Reviewed: 13 May 2025
Resolution No.: 25-



Subject: **Circulation Policy**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **May 13, 2025**

Recommendations

That the Woodstock Public Library Board approves the Circulation Policy as presented or amended.

Introduction

The Circulation Policy is a foundational document that guides the lending of library materials and the use of library card services to the public.

Discussion

The Circulation Policy outlines the expectations and requirements for library cards and library membership. Additionally, library materials fees, potential suspension of services, and confidentiality of personal information by the Library are outlined for staff and members of the public.

This policy has received significant updates in terms of formatting, language, and content to remove the procedural aspects of the previous version.



Woodstock Public Library Policy

Policy Name: Circulation Policy

Category: Library Services

Version: May 13, 2025

POLICY STATEMENT AND RATIONALE

This policy will provide mechanisms to ensure equitable access and fair use of Library collections and services, through the establishment of rules and regulations that protect Library collections in a manner that is consistent with principles of financial accountability, while respecting the dignity and independence of all patrons.

Responsibility

The CEO is responsible for implementing the appropriate procedures to ensure that Library staff understand and adhere to the intent of this policy, and to protect and safeguard the Library's collection and services.

Authority

The Library Board has authority under Section 23(4) of the Public Libraries Act, R.S.O. 1990, c. P44 to establish rules and regulations pertaining to the use of library services, impose fees, and suspend library privileges, and the power to regulate all other matters connected with the management of the Library and Library property.

Accountability

1. Accountability for the delivery of circulation services lies with the CEO, who delegates this activity to qualified and knowledgeable staff.
2. Through the CEO, loan periods, fee schedules, procedures, and guidelines are established and followed.

Underlying Principles

The Library endeavours to:

- Promote universal access to a broad range of human knowledge, experience, information and ideas by making materials widely available.

- Promote intellectual freedom and respect an individual's right to privacy and choice.
- Ensure the Library's stewardship of materials as public assets, held in trust for our community.
- Maximize the use of collections and services in a fair and socially equitable manner for all patrons.

Borrowing of Materials

1. Any member of the public who possesses a borrower's card and whose account is in good standing may borrow eligible materials.
2. Any member of the public may use all materials in the Library without a library card unless the materials, as pre-determined by the Library, require a library card to access them.
3. Materials may be borrowed for established periods of time, depending on material type, demand or special circumstances, such as accessibility needs.
4. A summary of borrowing limits will be listed on the Library's website.

Library Cards

1. A library card may be obtained by a person who is:
 - a. a resident, or taxpayer in the City of Woodstock, without charge,
 - b. a non-resident student attending school within the City of Woodstock, for a small fee,
 - c. A non-resident who does not meet the above criteria, for a fee.

Persons must show identification and proof of residence to obtain a borrower's card. A list of acceptable identification can be found on the Library's website.

2. An internet use card may be obtained by persons who do not meet the criteria above for the sole purpose of using library computer services.
3. By signing the library card, the person agrees to abide by the policies and procedures of the Library.
4. In signing the card, the signer accepts responsibility for the choice, use, and return of all materials borrowed and for any fees accrued.
5. Library cards need to be renewed on a periodic basis by providing identification to confirm personal information. A list of acceptable identification can be found on the Library's website.
6. Library cards are the property of the Library.

Materials Fees

1. Fees are charged for damaged, lost, and/or unreturned materials and levied against the library card on which they are borrowed.
2. The Library does not accept donations of materials in lieu of fees.
3. Members of the Library Board, Library employees, and Library retirees must pay all applicable materials fees.
4. Overdue accounts may be referred to a collection agency.

Suspension of Services

1. Library card holders may have their borrowing services or access to other services suspended if:
 - a. accumulated fees charged to the library card exceed the limit set by the Library,
 - b. the cardholder has been banned for a period of time from Library property under the Patron Code of Conduct and/or Trespass Policy, or
 - c. the cardholder refuses to abide by the terms of this policy.

Confidentiality

1. Confidentiality of all personal information held by the Library in matters related to circulation services is governed by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and related Library policies.
2. Collection, storing, and management of information for borrowing purposes, such as electronic addresses, shall be in accordance with the Government of Canada's Anti-Spam Legislation (CASL) and related Library policies.

RELATED DOCUMENTS AND POLICIES

Canada's Anti-Spam Legislation (CASL) Consolidated Act S.C.2010, c. 23
Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M56
Public Libraries Act, R.S.O. 1990, c. P44

Woodstock Public Library – Accessibility Policy
Woodstock Public Library – Collection Development Policy
Woodstock Public Library – Inclusion and Diversity Policy
Woodstock Public Library – Public Code of Conduct
Woodstock Public Library – Trespass Policy

DOCUMENT REVISION RECORD

Adoption Date: 11 May 2021
Review Cycle: Once Per Term
Last Reviewed: 13 May 2025
Resolution No.: 25-



Subject: **Public Code of Conduct**

Action: **For Review and Approval**

Prepared by: **Lindsay Harris**

Meeting of: **May 13, 2025**

Recommendations

That the Woodstock Public Library Board approves the Public Code of Conduct as presented or amended.

Introduction

The Public Code of Conduct outlines the expectations of behaviour on Library property, in Library programming (onsite and offsite), and in a virtual environment such as social media, or virtual programming.

Discussion

While everyone is welcome at the Library, not all behaviours are welcome at the Library. The safety and acceptance of all persons in our spaces, public and staff, is of utmost importance.

The Public Code of Conduct was last reviewed by the Board in 2018. It has been updated to include stronger language about expectations, tolerance of behaviours, and consequences of inappropriate behaviours in line with the Library's related policies, including the Trespass Policy. Additionally, the application of this policy has been extended to include behaviours in virtual environments.



Woodstock Public Library Policy

Policy Name: **Public Code of Conduct**

Category: **Library Services**

Version: **May 13, 2025**

The Woodstock Public Library provides free and equitable access to services which meet the changing needs of our community. The Library preserves and promotes universal access to a broad range of human knowledge, experience, information, and ideas in a welcoming and supportive environment that is free from discrimination and harassment.

Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed, and all other grounds set out in the *Ontario Human Rights Code*. Discrimination and/or harassment will not be tolerated under any circumstances. These rules are intended to prevent such conduct and to ensure the dignity and safety of the public and the staff, and to maintain the security of library property without disruption to library services.

The Library's Code of Conduct applies to both physical and virtual library spaces.

Be respectful of others.

- Speak and work at a volume that does not disturb others.
- Use cell phones or other technology in a way that does not disturb others.
- Follow the Public Internet Services and Technology Policy while using the internet and library technology.
- Refrain from offensive, harassing, threatening, or discriminatory language or actions.
- Respect the sensibilities of others when viewing materials in the Library.
- Bring in only registered guide or service animals, or animals permitted in Library programming.
- Obtain permission from the Library to distribute literature or post materials on library property. Solicitation is not permitted in the Library or on Library property.
- Respect the privacy of people and staff when filming or recording in the Library. Permission from the Library is required to undertake photography/videography/filming/live streaming/audio recording on Library

premises. Permission must also be given by persons who are being photographed/recorded/filmed/live streamed/audio recorded.

- Wear appropriate attire including shirts and footwear; be mindful of offensive body odour and/or strong scents.
- Report disruptive behaviour to Library staff.
- Smoking or using e-cigarettes inside the Library or on Library property within nine meters of any door is not permitted.
- Consuming, using, or selling alcohol or drugs on Library property is not permitted.

Be respectful of Library property.

- Use the Library's furniture, equipment, computers and materials with care; sleeping is not permitted.
- Consume food and drink in a responsible way and throw out or recycle your garbage.
- Park bicycles, scooters, and small recreational motorized vehicles outside the Library. Small items such as skateboards or roller blades may be brought in but may not be used inside the Library or near the entrance.
- Keep aisles, corridors, and spaces around you clear so others can easily access them.
- Permit inspection by library staff of all personal bags and cases upon leaving the Library.
- Use washrooms only for their intended purposes; library materials may not be taken into the washrooms.

Be safe.

- Keep your belongings with you as the Library is not responsible for lost items.
- Leave the building in case of fire, fire drills, or other emergencies.
- Follow the instructions of Library staff.
- Accompany and supervise children or vulnerable adults in your care.
- Carrying weapons or implements that could be used as weapons are not permitted in the Library.

Code of Conduct – Exclusion and Appeals

This policy outlines the Public Code of Conduct for the Woodstock Public Library. We ask that you respect the Code of Conduct and follow all Library policies. Employees will make every effort to apply these policies in a fair, dignified, and consistent manner for the benefit of everyone.

Any behaviour that does not support a welcoming environment and/or violates the Public Code of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the Library as outlined in the Library's Trespass Policy, and prosecution.

A person has the right to appeal a letter of exclusion or an extension of exclusion, in writing, during the period of exclusion, as outlined in the Library's Trespass Policy.

RELATED DOCUMENTS AND POLICIES

Ontario Human Rights Code

Woodstock Public Library – Accessibility Policy

Woodstock Public Library – Bulletin Boards and Distribution of Free Materials Policy

Woodstock Public Library – Circulation Policy

Woodstock Public Library – Collection Development Policy

Woodstock Public Library – Intellectual Freedom Policy

Woodstock Public Library – Internet Services and Technology Policy

Woodstock Public Library – Programming and Outreach Policy

Woodstock Public Library – Safety of Children in the Library Policy

Woodstock Public Library – Trespass Policy

DOCUMENT REVISION RECORD

Adoption Date: 20 June 1994

Review Cycle: Once Per Term

Last Reviewed: 13 May 2025

Resolution No: 25-

Growing Together: Woodstock Public Library launches new strategic plan

The Woodstock Public Library is planting seeds for the future with a new four-year strategic plan.



More than 10,500 new users have accessed the library since 2018, with 4,300 new cardholders in the last two years alone. The library has also welcomed many newcomers to Canada who are finding a home in the Friendly City.

The strategic plan outlines goals and objectives around library space, community connections and partnerships, programs and collections, customer service, and marketing and communications.

“As a public library, we strive to not only meet the needs of our growing community, but to continuously evolve and embrace new opportunities for the future,” Harris said.

The plan was approved by the library board in March and will be presented to the public in May, but it’s already started to take root.

In 2024 the library added to its local author collection and partnered with the Oxford County Library to host two Local Author Book Fairs.

They’ve also expanded eBook and eAudiobook offerings for children and teens, resources for newcomers learning English as a second language and online language learning through the Mango app — all available for free with your library card.

Most recently, the library introduced PressReader, which gives users access to hundreds of digital newspapers and magazines from around the world in over 60 languages.

“PressReader has been in heavy use since we rolled it out in January,” Harris noted. “More than 2,500 issues were opened in the first two months, which is already double the use of our previous platform in all of 2024.”

You can learn more about the Woodstock Public Library’s collection, programs and services and watch for the 2025–2028 strategic plan at www.mywpl.ca.

Work on the 2025–2028 strategic plan began last year with extensive community consultation including outreach, surveys and focus groups led by a committee of library staff and board members.

“The theme of ‘growing together’ came up very early in the planning process,” said CEO Lindsay Harris. “We heard how loved the library is from hundreds of people and about the need for more dedicated space, resources and programming as Woodstock continues to grow and change.”