

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, November 16, 2020, 1:00 p.m.

Online via YouTube

www.ocl.net/livestream

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING
 - 4.1. October 19, 2020
5. DELEGATIONS AND PRESENTATIONS
6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS
7. CONSIDERATION OF CORRESPONDENCE
 - 7.1. Lisa MacLead, Minister of Heritage, Sport, Tourism and Culture
Re: 2020-21 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants

RECOMMENDATION
 1. That the correspondence from the Minister of Heritage, Sport, Tourism and Culture Industries be received.
 - 7.2. Thamesford Public Library Advisory Committee
Re: September 2020 update and Annual Report

RECOMMENDATION
 1. That the Thamesford Public Library Advisory Committee September 2020 update and Annual Report be received.
 - 7.3. Janet and Doug Curtis, Thamesford Library patrons
Re: Thamesford Public Library

RECOMMENDATION

1. That the correspondence from Janet and Doug Curtis be received.

- 7.4. Dennis Guy, Manager Strategic Initiatives
Re: OCL and Future Oxford All Stars

RECOMMENDATION

1. That the correspondence from Dennis Guy be received.

8. REPORTS

- 8.1. Statistics

RECOMMENDATION

1. That the Statistics for the 10 months ending October 31, 2020 be accepted.

- 8.2. Financial Reports

RECOMMENDATION

1. That the COVID-19 October update be accepted.

- 8.3. 2020-23 Librarian's Report

RECOMMENDATION

1. That the Board receive Report No. 2020-23 for information and discussion purposes.

- 8.4. 2020-24 CEO Performance Appraisal Goals and Objectives

RECOMMENDATION

1. That the Board approve the key objectives for the CEO to support the library's strategies and goals, as presented in Report No. 2020-24.

- 8.5. 2020-25 Tavistock Library lease agreement renewal

RECOMMENDATION

1. That the Board receive Report No. 2020-25 as information;
2. And further, that the Board recommend to County Council that Council authorize renewal of a lease agreement for the Tavistock Library branch.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTIONS

11. NEW BUSINESS / ENQUIRIES / COMMENTS

12. CLOSED SESSION

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

14. ADJOURNMENT

OXFORD COUNTY LIBRARY BOARD**MINUTES****October 19, 2020****Council Chamber, Oxford County Administration Building, Woodstock**

Members Present Chair Marcus Ryan
 Vice-Chair David Mayberry
 Warden Larry Martin
 Councillor Don McKay
 Laura Langford

Members Absent Regina Smith

Staff Present L. Miettinen, CEO/Chief Librarian
 L. Buchner, Director of Corporate Services

1. CALL TO ORDER

1:01 p.m. with Marcus Ryan in the chair.

2. APPROVAL OF AGENDA**RESOLUTION NO. 1**

Moved By: David Mayberry

Seconded By: Larry Martin

That the Agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

NIL

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

4.1 September 21, 2020

RESOLUTION NO. 2

Moved By: David Mayberry

Seconded By: Laura Langford

Resolved that the Library Board minutes of September 21, 2020 be accepted.

DISPOSITION: Motion Carried

5. DELEGATIONS AND PRESENTATIONS

NIL

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

NIL

7. CONSIDERATION OF CORRESPONDENCE

NIL

8. REPORTS

8.1 Statistics

RESOLUTION NO. 3

Moved by: Don McKay

Seconded by: Laura Langford

That the statistics for the nine months ending September 30, 2020 be accepted.

DISPOSITION: Motion Carried

8.2 Financial Reports

RESOLUTION NO. 4

Moved By: Larry Martin

Seconded By: Laura Langford

That the COVID-19 September 2020 update be accepted.

DISPOSITION: Motion Carried

8.3 2020-21 Librarian's Report

RESOLUTION NO. 5

Moved By: David Mayberry

Seconded By: Don McKay

That the Board receive Report No. 2020-21 for information and discussion purposes.

DISPOSITION: Motion Carried

8.4 2020-22 2021 Library Budget

RESOLUTION NO. 6

Moved By: D. Mayberry

That the proposed budget be increased by \$20,000 for the purposes of increased advertising and promotion of library services.

DISPOSITION: Motion Not Carried

RESOLUTION NO. 7

Moved By: Don McKay

Seconded By: Larry Martin

That the Board recommends that County Council approve the 2021 Oxford County Library Business Plan and Budget to provide a levy of \$3,994,008 subject to possible minor adjustments to interdepartmental charges.

DISPOSITION: Motion Carried

9. UNFINISHED BUSINESS

NIL

10. NOTICE OF MOTIONS

NIL

11. NEW BUSINESS / ENQUIRIES / COMMENTS

Chair Ryan reported on his meeting with Woodstock Public Library Board Chair Ken Whiteford. They had a constructive discussion and agreed that there is potential for staff of both library systems to work together as opportunities arise. The Library CEOs are encouraged to continue to work together and bring ideas forward to their respective Boards.

12. CLOSED SESSION

NIL

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14. ADJOURNMENT

Library Board adjourns at 1:45 p.m.

CHAIR

SECRETARY

**Ministry of Heritage,
Sport, Tourism and
Culture Industries**

**Ministère des Industries du
patrimoine, du sport, du
tourisme et de la culture**



Minister

Ministre

6th Floor
438 University Avenue
Toronto, ON M5G 2K8

6^e étage
438, avenue University
Toronto (Ontario) M5G 2K8

September 8th, 2020

Mrs. Lisa Miettinen
Oxford County Public Library Board
lmiettinen@ocl.net

Dear Mrs. Miettinen:

Re: 2020-21 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants

I am pleased to approve \$138,904 for your public library under the Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants program for the 2020-21 fiscal year. This includes pay equity funding of \$3,229.

This annual funding will support your organization to continue providing public library services and access to information this year. By investing more than \$21 million in operating grants, the government is helping people access free resources and services at over 300 public libraries and First Nations public libraries in across the province.

We acknowledge the immediate impact of COVID-19 on Ontario's heritage, sport, tourism and culture industries and on the long-term sustainable operations of organizations in the sector. We understand that this is an unprecedented event and the operations of many organizations in the sector have been disrupted.

We will work with you in the coming days, weeks and months to ensure that when this public health crisis is over, Ontario will once again be in the best position to welcome back the world to our province.

Libraries continue to provide valuable opportunities to learn and share in Ontario's diverse culture and play an important role in communities at this challenging time.

Kindest regards,

A handwritten signature in black ink, appearing to read 'Lisa MacLeod'.

Lisa MacLeod
Minister of Heritage, Sport, Tourism and Culture Industries

September 2020 – MEMO -Update from the Chair – Ruth Merrill.

TPLAC Informal meet at the Gazebo in September .
Attendance not monitored and minutes not taken.

1. Agreed that the annual reports of the Chair and the Treasurer for the 2019-2020 year will be tabled and put on the agenda for the first scheduled meeting on **Tuesday, October 13, 2020** – the location will be determined and forwarded with the agenda.
2. Also tabled for that meeting is the confirmation or change in the officers for the new year. If you are willing to let your name put forward for any of the three positions please let us know prior to next meeting. Meanwhile the current officers will continue until that meeting.
3. We are still in a COVID-19 Restricted period. We understand that the Thamesford Library possibly will not be opening until after Christmas. That means the Lions Den is not available for us to meet in. We also understand that the Beatty Room is now available for us on a restrictive basis. Ellen has offered her backyard patio??
4. It is unlikely that the children's gingerbread event will be possible this year.
5. However, the adult event of Christmas floral arrangement could be a possibility as we can determine that in a more short notice basis.
6. Ellen has practically concluded the history book projects.
7. The Write in Thamesford Booklet – Ellen is in touch with the Writing Club.
8. Remember the email from Bunny regarding the issue of isolation of seniors and making available a communicating lending device through the library. Our role needs to be defined – whether it is money for the devices, setting up workshops for learning and using the devices. Give it some more thought. It needs also discussion with the library and with the friendship club.
9. **Our first scheduled meeting of October 13, 2020 (after Thanksgiving weekend) will be confirmed prior to it..**
10. Special Thank you to Susan Hunter for the care and maintenance of the lovely flower boxes in front of the Library. (\$50.00 cost).
11. We will need a motion if another contribution to the 2020 Summer Photography contest is to be made.

Thamesford Public Library Advisory Committee

Annual Report from the Chair: for the 2019 – 2020 year

This was the year of the Pandemic. We held a total of five meetings - September 3, 2019, October 1, 2019, November 5, 2019, January 7, 2020, March 3, 2020.

At our Year end meeting in June 2019 we said our temporary Goodbyes to our Thamesford Librarian Jessica Dertinger who was going off on Maternity Leave. At the start of September 2019 we welcomed Gail Kavelman as the new librarian and Branch supervisor who will cover for Jessica during her absence. Our committee members continued to be Past Chair Ellen Wallace, Treasurer Bunny Warner, Village Voice contact Gwen Greenaway, Sandra Pearson, Evelina Pringley, Irene Graham and the new chair for the year Ruth Merrill.

We began September 2019 with a bank balance of \$1288.19. The money is designated to projects as necessary over the course of our meetings. The bank balance at our March meeting was \$791.69.

At the end of the 2019 fiscal year (June) we had designated the sum of \$100 (one hundred dollars) to support the Summer Teen Photography which is a project of the Oxford County Libraries, that includes Thamesford. We also reviewed our Guidelines to include the statement in writing, that the chair and the treasurer will be the signing officers at the bank.

Our two events for November were successful beyond our expectations. The Gingerbread Workshop was again divided into two sessions for a total of 44 children taking home a gingerbread house each. The response was overwhelming. Gail had a big hand in increasing the participation. She also participates in the actual day of the events by a singing and storytelling interlude. Also special thanks to members Sandra and Bunny for doing the detailed preparation work and everyone for volunteering. The second event was an evening Adult program of Christmas floral arrangements. Members Ellen and Irene arranged this years event inviting Nicole from Dic and Nic floral pics from Dorchester. Also a good turnout and enjoyed by all. Thank you Evalina for the Hot Chocolate and set up and take down.

At the start of this year, 2020 we continued the discussion as to whether the cooking class program could continue. The Growing Chef out of London had become very costly and awkward in time arrangements – as to when we could have them come and as to when they were available. We recognized that there was a good deal of interest in the community and especially for the children and parents that had participated before. It was left in limbo due to the pandemic. Possibly it was a good thing we did not commit the money to that project.

In March the Library and the schools, and most public spaces in the community were shut down due to the pandemic. Another project in limbo is Ellen's History books projects – although no actual decision was made Ellen has found a way for improving them. She will update us at some point.

Our last meeting was in March and the plan was to continue the publication of the “Write in Thamesford” booklet. We advertised for contributions. Todate that project is still on our agenda to be decided on. Our May fund raising was halted due to the pandemic and in fact everything was stopped. **The library and the Beatty Room were closed to the public.**

This September we will start again to explore how best to continue. At end of August the Library remains closed but books are available for pick up. Susan Hunter kept the flowers blooming in the pots out front. And as of recently, the Beatty Room is now available with restrictions. The committee is on hold to regroup when the pandemic will allow us to do so. Thank you to the TPLAC for a good year.

Submitted by Ruth Merrill, June/September 2020.

Lisa:

Oct 16, 2020

I understand you are looking for feedback from library patrons on where they would like to see services move to over the next few months assuming the current pandemic situation doesn't worsen significantly & you are once again forced into lockdown.

My husband & I are in the unique situation of having access to 3 library systems... Middlesex County (Dorchester branch); London Public Library (East London branch) & Oxford County Library (Stamford branch).

We do not have internet nor cable TV service as the rural area we live in is considered a "dead zone" for internet & cable TV is cost prohibitive as we are both retired & our monetary priorities do not lean toward this form of costly entertainment.

Fortunately, all 3 library systems have excellent DVD selections, however, we are blessed to have an exceptional customer service oriented librarian in the form of Gail Kavelman @ Stamford. Since Gail has been assigned to this branch, I can't begin to tell you the number of times she has gone above & beyond & out of her way to source material for us; in the form of books, DVD's as well as resource/research material.

Having worked in the public service myself for many years, I can honestly say I've never encountered anyone quite like Gail. She is the epitome of what customer service represents - she cares about her patrons & does everything in her power to accommodate their needs & requests. Since Covid struck & we are unable to get into the branch ourselves, Gail knows our tastes well enough that she takes the initiative to simply drop in our bag each week books & DVD's that she feels may be of interest to my husband & myself & she's usually "spot on" with her selections. We've never

experienced such exceptional, personalized service!

Thank you for allowing me the opportunity to sing Sail's praises - something I've wanted to do for a while now - but that's not the feedback you're looking for at the moment.

When it comes to Hannah's curbside service, we've used both the Tuesday morning & Thursday afternoon pickup times & found them both convenient & not overly busy (ie, we didn't have to wait long for the patron(s) ahead of us). This past week - a very wet & miserable Thursday afternoon - there were 3 patrons in the lobby of the branch, which some might argue didn't allow for exact social distancing. I don't think any of us were terribly concerned - we simply "jockeyed for position" & made it work respecting the rules. Perhaps with more signage (ie; "only 2 people in lobby at a time") would help, but people are creatures of habit & get used to accessing an area - not always reading any/new signs. To her credit, again, Sail made a point of asking the patrons to stay 6ft apart; recognizing the social distancing rules, while swiftly & courteously tending to the patron she was serving. Short of having a second library employee on hand at the door (which would just mean adding another "body" to the lobby) to monitor traffic flow & headcount, this is a situation that patrons will just have to understand & get used to over time. In a perfect world, this winter will be lovely weather on pickup days, but that's not going to happen & there will be minor glitches. Provided all patrons continue to "mask up", & given the short amount of time we are exposed to one another for pickup, I don't believe any major issues will arise if the 6ft distance cannot be maintained on rare occasions.

The one thing both my husband & I miss about reduced service is computer access (not having some internet service). As patrons of the Middlesex Library we each can access the

Dorchester branch computers, once a week for 45 minutes. We simply book ahead by phone; we are pre-screened by a library staff member regarding Covid questions; wear our mask of course (or obtain one from the library) & sanitize our hands before touching the computer or any furnishings. Only 2 patrons are allowed to be at the computers at a time & they are probably 15-20 feet apart. All library shelves have been covered with white sheets, so you can not get access to the collection. Photocopies are allowed (at no cost) but a library staff member does the copying - patrons cannot touch the copier. I haven't used the London Library computers, but I believe their system is similar - 45 minutes & book ahead.

Regarding the Sharnford branch computers, given their location within the library, distancing might be an issue as the square footage of Sharnford is maybe 75% smaller than the Dorchester branch. As my personal usage, I access the computer only on Thursday mornings so I can see grocery store flyers before shopping in London on Fridays, & to download my "off" on PC Optimum. Once I'm done at the library, I drive down the road to Shopper's Drug Mart for "Senior's Day", so I basically "one-stop-shop" in the village of Dorchester on Thursday morning. ∴ I wouldn't likely use the Sharnford computer. My husband, Doug, on the other hand would likely use the Sharnford computer, but given that winter is fast approaching it would need to be a "good weather" day (unless he's looking for an excuse to get away from me for an hour!).

With respect to opening the library to "inside" browsing, please don't read that decision - just take a wait & see position & watch what other areas/systems do & the subsequent results. Patrons haven't suffered too greatly over the last few months & the library system has made lots of opportunities available to select from your collection (ie, order online, call the branch). Current

procedures allow your staff minimal exposure to patrons, plus each item in the collection is quarantined upon its return. How could that practice ever be followed if you open the doors to "browsing". Despite people's best intentions, they are still going to cough, sneeze, sniffle - they grab a tissue from their pocket or purse & then go back to "browsing" through that book or DVD case - they don't sanitize their hands every few minutes. If people need someplace to "hang out", this new normal would say it shouldn't be the local library branch. Sanitizing the collection, shelves, furnishings would become a full time, all day, never ending job for library staff & they don't need that kind of aggravation - that's not what they signed up for.

Hopefully this letter offers you one patron's point of view. You are all doing an exceptional job & should be commended for your dedication & hard work during these difficult times.

If you have any questions, or need clarification on any points made, please feel free to call. Would be happy to hear from you. In the meantime, please stay safe & healthy!

Sincerely,
 Janet & Doug Curtis
 [redacted]
 [redacted]
 [redacted]
 Worcester

From: Dennis Guy
Sent: November 2, 2020 11:38 AM
To: Lisa Miettinen <lmiettinen@ocl.net>
Cc: Sarah McDonald <smcdonald@ocl.net>; Michael Duben <mduben@oxfordcounty.ca>
Subject: OCL and Future Oxford | All Stars (the people who make it happen)

Lisa-

I want to thank you for supporting Future Oxford's recent 'Zero Waste Innovators' virtual Speakers Series. When we first touched base in late August, I wasn't sure exactly we were heading; it turned out to be a great partnership and well-received series of events.

I want to make an explicit shout out for Sarah (McDonald) from your team who jumped in without hesitation to be a part of designing the events alongside Future Oxford volunteers and Oxford County staff. Not only did she help with the technical needs we had, but she went out of her way to add value to the sessions with recommendations for library resources that people can access post-events, related to the topics we were discussing. It was evident in her *delivery* of the recommendations that she's passionate about the library system, learning, and environmental issues. She definitely shone through as one of our all-stars.

I know the Libraries have embraced the vision of Future Oxford in the past, and it's evident that you continue to embrace the goals of community wellbeing, economic vibrancy, and environmental leadership.

So thank you Lisa, and thank you Sarah!
-dennis

dennis guy
Manager | Strategic Initiatives
519.539.9800 ext 3230



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OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS													2020	TOTAL to Date	2019 TOTAL
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
BROWNSVILLE	2019	197	156	326	240	189	235	252	254	199	258	240	195	2,306	2,741
	2020	295	220	146	66	0	15	16	20	23	21			822	
BURGESSVILLE	2019	1,805	1,504	1,715	1,685	1,482	1,454	1,731	1,759	1,666	1,755	1,657	1,030	16,556	19,243
	2020	1,622	1,635	767	23	19	44	529	709	646	809			6,803	
EMBRO	2019	664	566	605	623	611	577	614	640	510	628	542	470	6,038	7,050
	2020	573	590	190	6	28	71	138	160	485	495			2,736	
HARRINGTON	2019	204	119	241	145	172	214	383	247	197	182	257	286	2,104	2,647
	2020	289	244	189	11	1	19	172	168	186	208			1,487	
INGERSOLL	2019	10,247	8,563	10,320	8,815	8,713	8,591	12,338	11,258	9,006	9,265	8,936	7,910	97,116	113,962
	2020	9,652	8,752	4,932	82	606	2,648	3,221	3,012	4,058	5,036			41,999	
INNERKIP	2019	1,632	1,269	1,600	1,699	1,443	1,613	1,649	1,576	1,222	1,618	1,407	1,165	15,321	17,893
	2020	1,503	1,619	671	106	1	114	409	685	738	795			6,641	
MOUNT ELGIN	2019	654	642	801	770	927	698	864	887	759	691	718	612	7,693	9,023
	2020	912	467	443	72	37	114	247	306	331	535			3,464	
NORWICH	2019	5,380	4,657	4,906	4,179	4,387	4,508	5,649	5,421	4,237	4,970	5,132	4,023	48,294	57,449
	2020	5,791	5,120	2,596	12	27	2,312	2,191	1,980	2,140	2,566			24,735	
OTTERVILLE	2019	955	973	890	981	805	1,241	1,535	1,430	1,176	1,170	1,160	847	11,156	13,163
	2020	1,083	1,426	369	76	1	42	392	608	691	701			5,389	
PLATTSVILLE	2019	1,293	1,164	1,210	1,498	1,366	1,213	1,555	1,399	1,266	1,381	1,260	991	13,345	15,596
	2020	1,421	1,407	716	142	2	344	865	835	866	972			7,570	
PRINCETON	2019	623	686	746	802	760	667	898	791	637	606	508	488	7,216	8,212
	2020	696	756	388	45	0	91	458	541	703	474			4,152	
TAVISTOCK	2019	1,517	1,339	1,689	1,768	1,686	1,794	2,390	2,395	1,750	1,833	1,679	1,243	18,161	21,083
	2020	1,882	1,844	843	22	17	859	753	804	854	753			8,631	
THAMESFORD	2019	1,393	1,190	1,363	1,278	1,159	1,146	1,551	1,498	1,239	1,511	1,622	957	13,328	15,907
	2020	1,651	1,527	836	42	7	803	1,163	1,197	1,009	1,025			9,260	
TILLSONBURG	2019	9,678	8,280	9,222	8,478	8,068	7,931	10,393	9,503	7,474	8,248	7,717	6,891	87,275	101,883
	2020	8,861	8,507	4,349	325	732	2,890	4,102	3,926	4,372	5,581			43,645	
TOTALS:	2019	36,242	31,108	35,634	32,961	31,768	31,882	41,802	39,058	31,338	34,116	32,835	27,108	345,909	405,852
	2020	36,231	34,114	17,435	1,030	1,478	10,366	14,656	14,951	17,102	19,971	0	0	167,334	
Annual Change:		0.0%	9.7%	-51.1%	-96.9%	-95.3%	-67.5%	-64.9%	-61.7%	-45.4%	-41.5%			-51.6%	
Digital TV & Movies	2019	231	259	238	227	222	198	222	204	220	236	252	272	2,257	2,781
	2020	258	272	491	649	518	387	402	410	322	375			4,084	
Zinio (Magazines)	2019	282	294	357	270	280	281	203	298	299	93	406	255	2,657	3,318
	2020	248	334	409	482	638	487	551	747	762	720			5,378	
Tumble Books	2019	1,190	1,705	1,871	1,470	1,322	763	180	171	454	584	1,272	868	9,710	11,850
	2020	910	548	891	1,422	703	364	373	394	592	802			6,999	
Digital Music	2019	2,890	2,157	2,748	3,531	2,598	2,824	3,151	3,277	2,859	2,300	2,100	2,753	28,335	33,188
	2020	2,472	2,049	2,916	2,876	2,622	2,748	2,606	3,297	1,934	2,338			25,858	
Digital Audiobooks	2019	3,336	3,185	3,570	3,382	3,403	3,337	3,658	3,921	3,763	3,805	3,796	3,660	35,360	42,816
	2020	4,300	4,209	4,649	5,457	5,816	5,362	5,302	5,311	5,100	5,313			50,819	
Digital ebooks	2019	5,086	4,728	5,082	4,740	4,738	4,522	5,101	5,151	4,862	4,801	4,736	4,796	48,811	58,343
	2020	5,383	5,150	6,154	7,873	8,014	6,885	7,055	7,075	6,508	6,512			66,609	
TOTALS: Audio and ebooks	2019	8,422	7,913	8,652	8,122	8,141	7,859	8,759	9,072	8,625	8,606	8,532	8,456	84,171	101,159
	2020	9,683	9,359	10,803	13,330	13,830	12,247	12,357	12,386	11,608	11,825	0	0	117,428	
Annual Change:		15.0%	18.3%	24.9%	64.1%	69.9%	55.8%	41.1%	36.5%	34.6%	37.4%			39.5%	

OXFORD COUNTY LIBRARY - COMPUTER USE BY PUBLIC													2020	TOTAL	2019											
													JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	to Date	TOTAL
BROWNSVILLE		2019	4	4	6	5	3	12	71	49	40	59	43	24	253	320										
		2020	51	70	25	0	0	0	0	0	0	0	0	0	146											
	Wireless	2019	68	15	65	33	79	54	54	67	44	47	42	34	526	602										
		2020	12	10	13	2	14	19	12	12	17	0			111											
BURGESSVILLE		2019	14	17	8	28	12	6	3	12	8	7	9	2	115	126										
		2020	5	4	3	0	0	0	0	0	0	0			12											
	Wireless	2019	251	110	182	124	193	219	221	235	310	242	253	190	2,087	2,530										
		2020	270	160	200	156	163	150	197	126	213	142			1,777											
EMBRO		2019	34	51	33	46	62	49	45	43	53	47	20	10	463	493										
		2020	21	29	10	0	0	0	0	0	0	0			60											
	Wireless	2019	39	22	54	32	56	69	348	66	83	100	126	39	869	1,034										
		2020	42	47	32	24	24	13	17	11	24	15			249											
HARRINGTON		2019	2	1	2	4	1	2	0	10	2	5	0	9	29	38										
		2020	4	5	4	0	0	0	0	0	0	0			13											
	Wireless	2019	20	9	24	7	14	25	25	35	13	10	40	13	182	235										
		2020	11	11	12	2	8	7	16	8	12	8			95											
INGERSOLL		2019	1,165	806	987	946	803	699	1,018	983	746	823	906	763	8,976	10,645										
		2020	950	875		0	0	0	0	0	67	163			2,055											
	Wireless	2019	899	313	856	461	634	722	934	846	752	747	699	537	7,164	8,400										
		2020	595	634	337	98	96	70	107	109	103	153			2,302											
INNERKIP		2019	63	47	66	46	60	55	54	59	58	71	59	49	579	687										
		2020	67	62	24	0	0	0	0	0	0	0			153											
	Wireless	2019	38	31	35	31	131	156	177	91	69	75	61	92	834	987										
		2020	47	47	38	48	41	45	60	66	62	48			502											
MOUNT ELGIN		2019	9	10	12	8	7	7	4	5	12	10	9	5	84	98										
		2020	9	6	4	0	0	0	0	0	0	0			19											
	Wireless	2019	42	28	29	12	15	45	16	16	48	34	31	63	285	379										
		2020	22	22	12	0	0	1	5	6	12	17			97											
NORWICH		2019	492	337	345	256	270	426	611	578	452	378	335	267	4,145	4,747										
		2020	234	301	129	0	0	0	0	0	0	0			664											
	Wireless	2019	689	238	620	339	678	630	621	659	636	581	588	439	5,691	6,718										
		2020	424	411	511	483	606	634	605	588	580	479			5,321											
OTTERVILLE		2019	32	24	24	35	34	34	37	46	43	28	15	12	337	364										
		2020	24	30	7	0	0	0	0	0	0	0			61											
	Wireless	2019	51	17	75	30	53	134	134	118	160	182	127	188	954	1,269										
		2020	120	69	62	30	35	59	39	22	32	72			540											
PLATTSVILLE		2019	77	75	115	86	102	102	88	79	92	114	85	22	930	1,037										
		2020	58	74	43	0	0	0	0	0	0	0			175											
	Wireless	2019	293	100	237	212	419	249	67	57	168	135	133	31	1,937	2,101										
		2020	113	87	69	4	5	6	19	26	68	113			510											
PRINCETON		2019	25	49	59	34	46	55	34	33	45	49	38	34	429	501										
		2020	57	34	13	0	0	0	0	0	0	0			104											
	Wireless	2019	41	14	50	31	55	146	164	170	80	74	57	40	825	922										
		2020	48	79	30	17	12	26	25	13	29	21			300											
TAVISTOCK		2019	70	57	83	81	96	86	141	115	117	87	69	74	933	1,076										
		2020	87	69	22	0	0	0	0	0	0	0			178											
	Wireless	2019	346	170	276	170	363	380	331	278	174	283	262	209	2,771	3,242										
		2020	267	205	186	160	175	185	146	104	116	76			1,620											
THAMESFORD		2019	128	115	118	126	139	108	153	177	168	199	156	122	1,431	1,709										
		2020	138	162	47	0	0	0	0	0	0	0			347											
	Wireless	2019	167	84	248	114	225	180	223	234	204	233	143	175	1,912	2,230										
		2020	164	192	138	210	201	128	96	112	66	57			1,364											
TILLSONBURG		2019	1,067	847	1,158	1,086	1,128	994	1,033	1,112	986	1,090	986	762	10,501	12,249										
		2020	1,086	962	460	0	0	0	95	163	205	261			3,232											
	Wireless	2019	1,799	611	1,885	1,089	1,591	1,536	1,622	1,534	1,366	1,645	1,473	1,119	14,678	17,270										
		2020	1,435	1,264	806	209	255	292	452	455	509	488			6,165											
TOTALS:		2019	7,925	4,202	7,652	5,472	7,269	7,180	8,229	7,707	6,929	7,355	6,765	5,324	69,920	82,009										
		2020	6,361	5,921	3,237	1,443	1,635	1,635	1,891	1,821	2,115	2,113	0	0	28,172											
Annual Change:			-19.7%	40.9%	-57.7%	-73.6%	-77.5%	-77.2%	-77.0%	-76.4%	-69.5%	-71.3%			-59.7%											

OXFORD COUNTY LIBRARY ATTENDANCE STATISTICS													TOTAL to Date	2019 TOTAL			
		JAN	FEB	MAR	APR	MAY	JUN	JUL	2020						AUG	SEP	OCT
BROWNSVILLE	2019	90	69	120	107	90	124	167	148	121	149	128	97	1,185	1,410		
	2020	107	132	50	0	0	0	0	0	0	0	0	0	289			
BURGESSVILLE	2019	443	414	452	432	367	466	467	524	412	532	459	279	4,509	5,247		
	2020	499	421	205	0	0	0	67	105	107	144			1,548			
EMBRO	2019	197	192	211	203	214	188	346	225	233	308	168	117	2,317	2,602		
	2020	187	176	83	0	0	0	0	11	60	60			577			
HARRINGTON	2019	60	46	66	55	78	54	132	159	66	69	160	84	785	1,029		
	2020	107	100	31	0	0	0	49	31	42	37			397			
INGERSOLL	2019	8,274	6,908	8,698	8,430	7,549	7,333	7,714	7,205	6,286	6,644	6,548	5,313	75,041	86,902		
	2020	6,680	6,365	2,966	0	126	671	1,038	1,084	944	1,915			21,789			
INNERKIP	2019	466	408	515	489	510	438	551	557	445	662	465	379	5,041	5,885		
	2020	459	495	199	0	0	0	104	153	175	169			1,754			
MOUNT ELGIN	2019	185	156	182	170	212	160	259	198	166	171	175	144	1,859	2,178		
	2020	157	153	68	0	0	285		55	63	62			843			
NORWICH	2019	1,851	1,674	1,966	1,687	1,743	1,762	2,207	2,137	2,239	1,939	2,008	1,431	19,205	22,644		
	2020	1,953	1,880	898	0	0	0	305	308	324	290			5,958			
OTTERVILLE	2019	336	314	364	337	342	369	473	545	400	404	326	276	3,884	4,486		
	2020	383	455	133	0	0	0	76	121	127	102			1,397			
PLATTSVILLE	2019	660	611	797	923	860	802	1,127	902	789	939	790	629	8,410	9,829		
	2020	855	758	372	0	0	89	245	209	243	272			3,043			
PRINCETON	2019	323	273	408	450	417	438	603	422	391	477	401	286	4,202	4,889		
	2020	412	375	182	0	0	0	57	88	100	74			1,288			
TAVISTOCK	2019	1026	741	1,083	940	1,014	927	1,300	1,226	879	1,079	918	757	10,215	11,890		
	2020	1062	1,040	508	0	0	148	195	185	221	197			3,556			
THAMESFORD	2019	882	717	913	902	993	750	1,202	1,246	814	1,147	1,041	787	9,566	11,394		
	2020	1,138	1,044	461	0	0	204	204	173	193	229			3,646			
TILLSONBURG	2019	7,866	6,408	9,328	8,104	7,759	7,329	8,650	8,037	7,227	10,209	7,430	5,991	80,917	94,338		
	2020	7,480	7,067	3,626	0	109	718	1,359	2,173	2,276	2,571			27,379			
TOTALS:	2019	22,659	18,931	25,103	23,229	22,148	21,140	25,198	23,531	20,468	24,729	21,017	16,570	227,136	264,723		
	2020	21,479	20,461	9,782	0	235	2,115	3,699	4,696	4,875	6,122	0	0	73,464			
Annual Change:		-5.2%	8.1%	-61.0%			-90.0%	-85.3%	-80.0%	-76.2%	-75.2%			-67.7%			

Operations/Service Level

- Provincial Government issued Order closing public library services effective March 24th
- Delivery of virtual programming and technical support – refer to calendar of programs and events www.ocl.net/Programs-events/Calendar
- Provincial Government announces stage one of their Framework for Reopening our Province
 - Public libraries permitted to open or expand their services on May 19 for curbside pickup and delivery
 - Public libraries permitted to reopen with limited on-site services, such as computer access and contactless book pickup and drop-off – in adherence with public health guidelines
 - In Stage 3, libraries may reopen for all on-site services, as long as materials that are circulated, returned or used for more than light browsing are disinfected or quarantined before being recirculated
- Oxford County Library Recovery Plan
 - Curbside pickup and delivery
 - Large branches – began May 27th
 - Medium branches – began June 10th
 - Small branches – began July 14
 - “limited on-site services” in place in Tillsonburg – began July 13
 - Stage 3 reopening in Ingersoll and Tillsonburg – began late-September
 - Holds pick-up, browsing, computer use
 - Visits of no more than one hour encouraged
 - Limited use of meeting rooms by community partners

Staffing

BUDGET FTE – 35.43 (Adjusted for seasonality)

Current Staffing Level	FTE	Comments
Active - Productive	29.83	Limited administrative staff working at HQ; others working from home; branch staff working alone or in controlled staff “bubbles” in branches, staff team remotely monitoring social media and e-mail accounts to support SCE, responding to patron queries and registering/renewing accounts; and virtual programming (Facebook Live) done remotely. Increased curbside pickups for certain locations and the establishment of curbside service at Embro in mid-August.
Redeployed – Out	0.40	Deployed to Paramedic Services PPE HUB
Inactive - Unpaid Leave	5.20	Staff on DEL due to lack of work, some part-time staff working reduced hours. Staff on DEL scheduled to return to work in early September.

Key Performance Indicators

	2020 Forecast	2020 Budget	Impact
Number of active library cards	16,000	16,800	Increase in card requests in order to access online resources should mitigate any significant decline in accounts

	2020 Forecast	2020 Budget	Impact
% of collection purchase requests filled	80.0%	85.0%	Reduced purchasing of print material in 2020 is anticipated
Physical & electronic materials circulation	400,000	590,000	Electronic downloads will increase; physical circulation will decrease due to the closures, mitigated by curbside pickup and the anticipated reopening of at least some branches
Branch attendance	82,000	290,000	Branches closed as of March 13; expected that not all branches will reopen until physical distancing limits are lifted; reduced occupancy rates in place
Number of programs offered	500	2,900	Upon reopening, limitations on in-person, in-branch events will impact our ability to provide programming; however, virtual programming will continue and be enhanced
Attendance at programs	5,000	34,000	Upon reopening, limitations on in-person, in-branch events will impact our ability to provide programming
Attendance at Tech Coaching Sessions	500	1,500	Upon reopening, occupancy limitations will impact our ability to provide tech help. Tech help is available virtually via Webex, by appointment. FAQ sheets available in branch to assist computer users with common issues.

Financial Forecast Period ending October 31, 2020

	YTD ACTUAL	FORECAST	APPROVED BUDGET	FORECAST VARIANCE \$	FORECAST VARIANCE %	YTD %
REVENUES						
GENERAL REVENUES	(153,917)	(152,812)	(178,389)	(25,577)	14.3%	86.3%
OTHER REVENUES	(153,222)	(282,190)	-	282,190	-	-
CAPITAL REVENUES	(29,118)	(57,000)	(198,222)	(141,222)	71.2	14.7
TOTAL REVENUES	(336,257)	(492,002)	(376,611)	115,391	(30.6)	89.3
EXPENSES						
SALARIES AND BENEFITS	1,681,501	2,048,099	2,481,471	433,372	17.5%	67.8%
OPERATING EXPENSES	441,539	584,032	597,101	13,069	2.2	73.9
DEBT REPAYMENT	153,222	152,441	152,441	-	-	100.5
CAPITAL EXPENSES	4,274	67,000	70,000	3,000	4.3	6.1
OTHER EXPENSES	50,250	639,657	67,000	(572,657)	(854.7)	75.0
INTERDEPARTMENTAL CHARGES	746,668	994,781	1,002,606	7,825	0.8	74.5
TOTAL EXPENSES	3,077,454	4,486,010	4,370,619	(115,391)	(2.6)	70.4
TOTAL LIBRARY	2,741,197	3,994,008	3,994,008	-	-	68.6

Comments

- Due to the closure of Libraries during the COVID-19 Pandemic
 - **General Revenues:** reduction in service recoveries and \$3,600 in room rentals
 - **Other Revenues:** Development Charge revenues for operations – book collection
 - **Capital Revenues:** Development Charge revenues for capital
 - **Salaries and Benefits:** surplus remains the same as last month's projection
 - **Operating Expenses:** increase estimated \$50,000 for re-open costs
 - **Other Expenses:** estimated year end surplus and Development Charge reserve allocations

- **Capital:** Fire Alarm to be purchased for Ingersoll, funded from Reserves – funded by Other Revenues – Facilities Reserve – defer self-check kiosks \$15,000 to 2021

Next Steps/Mitigation Efforts

- Staff will continue to monitor and respond to new provincial orders and directives as they arise
- Staff will continue to aspire to find innovative ideas and solutions to deliver the best possible library services within permitted restrictions, while ensuring staff and the public we serve are well protected in accordance with public health guidelines
- Training for all front-line staff on preventing COVID-related behavior issues
- Planning for re-opening Medium branches under controlled conditions
- Planning for moving curbside-level service with limited browsing indoors at most Small branches
- Staff will continue to provide the Board and Council with monthly updates of the COVID-19 impact on service levels and the 2020 budget

To: Oxford County Library Board

From: CEO/Chief Librarian

Librarian's Report – November 2020

RECOMMENDATION

1. That the Board receive Report No. 2020-23 for information and discussion purposes.

Upcoming programming and partnerships

In 2021, we will be distributing free day-use permits for Ontario Parks. While a few select public library systems have been distributors of provincial park passes in the past, all public libraries are being offered the opportunity in 2021.

Given the recent success of the Zero Waste Innovators virtual events, we are planning to meet with the Future Oxford Partnership to discuss concepts for lecture/seminar series.

There may be an opportunity to work with Community Futures Oxford and the Woodstock Public Library to explore ways to assist local small businesses using the libraries' existing Makerspace resources and/or ways to increase such resources.

We have offered to distribute craft kits at our curbside locations as well as at Ingersoll and Tillsonburg branches to families who are attending the weekly virtual "Crafty & Creative" programs run by EarlyON. In early December, we are meeting with Early Years staff to discuss ways in which we can work with the EarlyON Child and Family Centre programs. These may include Family Fun Kits, purchases and developed by EarlyON, but distributed as part of the OCL circulating collection.

Phased Reopenings – next steps

In the past month, Cristina and I completed our visits to Medium and Small branches, at which we met with branch supervisors to discuss what the next step in service delivery should look like at each branch. We visited Mount Elgin, Brownsville, Burgessville, Innerkip, Harrington, and Embro. Cristina secured permission from the respective townships to use their space in the facilities to allow library service to move indoors. In Brownsville, curbside service will occur in the entrance foyer. In Embro, we have access to the Green Room next door to the library, allowing people to enter through the front door and exit through the side door. We were delighted to see the beautiful landscaping that has been completed at the Harrington Hall and the accessibility ramp that was installed by the Township of Zorra.

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Cristina has prepared the following schedule for Small and Medium branch reopenings.

All Small and Medium branches are now open for curbside service. Service has moved indoors at Embro, Innerkip, Plattsville, and Thamesford, although full access for browsing is not yet available. The limited space in several of our facilities has resulted in public access being limited to facility vestibules until such time as occupancy limits are loosened or safety measures fully in place.

*plexiglass installation

	Priority 1 (Nov/Dec 2020)	Priority 2 (Jan 2021)	Priority 3 (Mar 2021)	Notes
BRO			*	Outdoor curbside began Nov 6/20. Doorbell for front door to announce arrival as staff cannot see the building entrance when inside the library.
BUR		*		Winter curbside will move indoors (requires plexiglass).
EMB			*	Winter curbside has moved indoors; Green Room booked for this through March/April 2021.
HAR		*		Winter curbside will be inside front foyer. Plexiglass not required until inside branch. Doorbell at entrance.
INN			*	Winter curbside inside front foyer. Plexiglass not required until inside branch.
MTE		*		Winter curbside to move inside branch (requires plexiglass installation).
NOR	*			Medium branch; most plexiglass has been installed.
OTT			*	Winter curbside is outdoors but under covered roof; staff have full view of front entry.
PLA		*		Nov 9/2020 beginning to let small groups of students into school library; consider access to public for browsing; plexiglass already installed at service desk.

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PRI	*			In advance of PLA opening; plexiglass has been installed around desk.
TAV	*			Medium branch; in need of additional plexiglass.
THA	*			Medium branch; in need of additional plexiglass.

ready soon
ready first

We will consider the presence of COVID cases in the community before opening up additional branches for full access and browsing.

Staff training and development

Staff attended the following virtual courses and information events:

- Ontario Library Association’s Child and Youth Expo
- Community Legal Education Ontario: Workers’ Rights during COVID-19
- Public Libraries Association: Providing Library Senior Services in a COVID-19 World
- United Way Oxford: Us and Them Homelessness Panel
- SOLS and OLS-North Merger information session.

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

To: Oxford County Library Board

From: CEO/Chief Librarian

CEO Performance Appraisal Goals and Objectives

RECOMMENDATION

- 1. That the Board approve the key objectives for the CEO to support the library's strategies and goals, as presented in Report No. 2020-24.**

REPORT HIGHLIGHTS

- To inform the Board of 2021 Goals and Objectives established for the CEO/Chief Librarian as part of the annual performance appraisal process.

Implementation Points

Work is underway on all three objectives, and will continue throughout 2021.

Financial Impact

There are no budget implications anticipated beyond those included in the 2021 draft budget.

The Treasurer has reviewed this report and agrees with the financial impact statement.

Risks/Implications

These goals address the 2021 Business Plan goals adopted by the Board and the need to ensure strong internal capacity.

Strategic Plan (2015--2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

- 4.i. A County that informs and engages** – Harness the power of the community through conversation and dialogue by:

- *Fostering greater involvement in County and community events and/or program /project implementation.*

DISCUSSION

Background

CEO performance appraisal goals for 2021 include the following three objectives, which support the library's Business Plan goals:

- Assure that reaccreditation is achieved. This will entail establishing a detailed work plan and delegation of tasks to members of the Librarian Team.
- Assuming that COVID-19 will continue to disrupt operations to some extent in 2021, focus on time management in order to accomplish Business Plan goals. Analyze existing organizational structure to identify gaps and opportunities to address emerging needs.
- Lead the community and stakeholder consultation process, and apply what is learned to the development of a Communications and Awareness Plan.

Comments

A significant portion of the work required for re-accreditation is policy review. As described in the 2020 and 2021 Library Business Plans, the upcoming round of policy review will work to engage staff and the public in meaningful ways to ensure that our policies do not create or sustain unnecessary barriers to access, particularly for our communities' most vulnerable members. As there are many policies that must be reviewed and established over the next 12 months, I will engage other members of the Librarian Team to assume responsibility for driving the review of certain policies. In the 5 years since OCL was initially accredited, there have been additional policy requirements established by the Province, such as enhanced AODA requirements and policy around Indigenous Awareness and Reconciliation.

Other accreditation requirements are, in fact, identified strategic priorities, such as community analysis, communications and advocacy, reporting to the public, performance measurement, and a technology plan. There is exciting potential here to explore and incorporate new and innovative approaches and technologies.

The timeline established for the Business Plan goals, with the exception of reaccreditation which has a December 31, 2021 deadline, extend over a two year period, allowing flexibility to accommodate ongoing COVID-19 disruption to library operations. As discussed at previous meetings, the means by which we accomplish the goals and objectives may prove to be different than originally planned -- for example, the methods of conducting community consultation. Board and Supervisor comments reiterated the need to be flexible and to adjust plans as required.

The health and well-being of staff and the public we serve continues to be of greatest importance. As I stated in my Review, cracks are showing as stressors around challenging patron encounters and a general state of COVID exhaustion take their toll.

Conclusions

I appreciate the thoughtful observations and comments that were made by the Board CEO Appraisal sub-committee and the Director of Corporate Services. As I stated in my summary comments, I am grateful for the support that the Board and Lynn have provided during these difficult months and I have shared their comments of appreciation with our branch staff.

I look forward to moving ahead with our planned projects and exploring innovative ways to improve services and play a role in our communities' recovery.

SIGNATURES

Departmental Approval:

"Lynn Buchner"

Lynn Buchner
Director of Corporate Services

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

To: Oxford County Library Board

From: CEO/Chief Librarian

Tavistock Library lease agreement renewal

RECOMMENDATIONS

1. That the Board receive Report No. 2020-25 as information;
2. And further, that the Board recommend to County Council that Council authorize renewal of a lease agreement for the Tavistock Library branch.

REPORT HIGHLIGHTS

- Tavistock branch lease agreement expires December 31, 2020
- Proposed lease agreement renewal for the Tavistock facility offers a rental rate that is below the stated market value

Implementation Points

Once approved by the Library Board, County Public Works staff will prepare a Report seeking County Council approval of a 10 year term lease agreement for the Tavistock Library branch at 40 Woodstock Street South.

Financial Impact

The proposed new rental rate represents an increase of \$17,200 starting in 2021 for the first 5 years and an increase of \$8,600 in 2026 for the last 5 years of the agreement to reflect increases in local rental rates. This anticipated increase was included in the 2021 Draft Library Budget.

The Treasurer has reviewed this report and agrees with the financial impact statement.

Risks/Implications

The current lease agreement expires on December 31, 2020.

Strategic Plan (2015--2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report

supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

- 5. ii. A County that performs and delivers results**– Deliver exceptional services by:
- Regularly reviewing service level standards to assess potential for improved access to services/amenities

DISCUSSION

Background

Prior to the summer of 2010, the Tavistock branch was located at 31 Maria Street, a Carnegie library building constructed in 1916. The serious functional limitations of the building had long been recognized.

Recommendation 5 of the 2007 Facility Planning Study, completed by dmA Planning & Management Services read as follows: “The Tavistock branch is deficient in most respects and should be replaced with a fully functional library branch”. Recommendation 7 of the same Report read: “A new branch of about 5,000 sq. feet should be provided as soon as possible to replace the existing Tavistock library”. A preliminary capital cost estimate of \$1,401,840 for a new 5,000 square foot branch, based on a base construction cost of \$200/sq. ft., was prepared.

Prior to the completion of the Facility Planning Study, the Library Board had entered into a partnership in principle with Tri-County Mennonite Homes (TCMH), a New Hamburg-based non-profit community service agency which develops and maintains residential projects for seniors and developmentally disabled individuals. TCMH had purchased 40 acres of land at the east end of the village of Tavistock, with the intent of constructing a continuum of care residential complex, including an 80-bed long term care facility. In 2004, TCMH approached OCL and the London YMCA to determine their interest in a public library and daycare construction project on the site. TCMH hired a consultant to conduct a Community Consultation, which yielded feedback on the Maria Street library building. The facility was widely considered to be a major impediment to usage. Planning for the complex continued over the next two years, but the TCMH project ultimately did not proceed.

In 2008 and 2009, a shared-use facility to include a public library and a daycare centre was proposed to be constructed adjacent to the East Zorra-Tavistock Community Complex. This project also did not proceed.

There had been some concerns regarding both of the previously proposed locations – that the TCMH complex location was removed from the core area and not easily accessible by pedestrians; and that the Community Complex area would be less accessible to pedestrians than a location on the main street.

In late 2009, the opportunity arose to relocate the library to the main floor of the former Oxford Hotel, situated at 40 Woodstock Street South. Over several months, space planning was completed and extensive renovations undertaken by the building owner. The second and third floors of the building were converted to affordable apartments for seniors. The library opened in its new location at 40 Woodstock Street South in the summer of 2010. Public response to the

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move was without exception very positive. One year after moving to the new location, circulation rates had doubled, and attendance had increased almost threefold.

Comments

As the current lease agreement expires at the end of this year, Public Works staff entered into negotiations with the landlord to establish a renewal of the lease. After some negotiation, the landlord has agreed to maintain a rate below net market costs and will continue to include exterior maintenance costs.

The landlord has been accommodating and responsive to all branch needs over the past 10 years. The branch location is considered to be ideal, being in the centre of the downtown area with a strong curbside presence.

Staff have consulted with township senior staff regarding the availability of alternative space, including municipally owned space, but no suitable options appear to exist at the present time.

Conclusions

In Ontario and elsewhere, the trend is towards new library branch construction as part of municipally owned multi-use facilities. There are several examples of successful new branch locations in multi-use facilities in our region. In the absence of such an option, the Tavistock branch satisfies key factors such as a core location in the business district, ample parking, full accessibility, and a physical layout that is able to support a wide range of library programs and provide community space.

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian