

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, June 21, 2021, 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. May 17, 2021
5. DELEGATIONS AND PRESENTATIONS
6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS
7. CONSIDERATION OF CORRESPONDENCE
8. REPORTS
 - 8.1. Statistics
RECOMMENDATION
 1. That the Statistics for the five months ending May 31, 2021 be accepted.
 - 8.2. 2021-15 Librarian's Report
RECOMMENDATION
 1. That the Board receive Report No. 2021-15 for information and discussion purposes.
 - 8.3. 2021-16 Approval of unbudgeted expenditure - personal safety alarms at rural branches
RECOMMENDATION
 1. That the Oxford County Library Board approve an unbudgeted expenditure of up to \$20,000 to establish a new intrusion alarm and monitoring system at all branches, to be funded from the library general reserve.

8.4. 2021-17 Canada Healthy Communities Initiative application

RECOMMENDATION

1. That the Library Board authorize staff to prepare a grant application under the Canada Healthy Communities Initiative for the purposes of creating an Outdoor Learning Classroom in playground space behind the Tillsonburg branch.

8.5. 2021-18 Indigenous Awareness and Reconciliation Policy

RECOMMENDATION

1. That the Library Board approve the Indigenous Awareness and Reconciliation Policy as presented.

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****May 17, 2021****Online via YouTube****www.ocl.net/livestream**

Members Present Chair Marcus Ryan
 Vice-Chair David Mayberry
 Warden Larry Martin
 Regina Smith

Members Absent Councillor Don McKay
 Julia Harris
 Laura Langford

Staff Present L. Miettinen, CEO/Chief Librarian
 L. Buchner, Director of Corporate Services
 C. McLaren, Branch Services Librarian
 M. Brennan, Outreach/Teen Librarian

1. CALL TO ORDER

1:00 p.m. with Marcus Ryan in the chair.

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

Moved By: David Mayberry

Seconded By: Larry Martin

Resolved 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 April 19, 2021

RESOLUTION NO. 2

Moved By: Regina Smith
Seconded By: David Mayberry

Resolved that the Library Board minutes of April 19, 2021 be accepted.

DISPOSITION: Motion Carried

5. DELEGATIONS AND PRESENTATIONS

5.1 Regina Smith

Re: OLS Board Assembly meeting

R. Smith provided a verbal update on the first meeting of the Ontario Library Service Board Assembly serving populations of 40,000 to 74,999 and an overview of the mandate of the OLS.

5.2 Meagan Brennan, Outreach/Teen Librarian

Re: Outreach and Teen programming

M. Brennan provided a verbal update on upcoming programs, including Ox on the Run, Teen Subscription Boxes, Teen Trivia, and the Teen Photography Contest.

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

RESOLUTION NO. 3

Moved By: Larry Martin
Seconded By: David Mayberry

Resolved that the Delegations and Presentations as presented to the Board be received.

DISPOSITION: Motion Carried

7. CONSIDERATION OF CORRESPONDENCE

7.1 Stormont, Dundas and Glengarry County Library Board

Re: CELA Resolution

RESOLUTION NO. 4

Moved By: Larry Martin
Seconded By: David Mayberry

Resolved that the correspondence from Stormont, Dundas and Glengarry County Library Board be received and supported by the Oxford County Library Board.

DISPOSITION: Motion Carried

8. REPORTS

8.1 Statistics

RESOLUTION NO. 5

Moved by: Regina Smith
Seconded by: David Mayberry

Resolved that the statistics for the four months ending April 30, 2021 be accepted.

DISPOSITION: Motion Carried

8.2 2021-12 Librarian's Report

RESOLUTION NO. 6

Moved By: Larry Martin
Seconded By: Regina Smith

Resolved that the Board receive Report No. 2021-12 for information and discussion purposes.

DISPOSITION: Motion Carried

8.3 2021-13 2020 Oxford County Library Financial Statements

RESOLUTION NO. 7

Moved By: David Mayberry
Seconded By: Larry Martin

Resolved that the Oxford County Library Financial Statements for the year ended December 31, 2020 be accepted.

DISPOSITION: Motion Carried

8.4 2021-14 Donations, Sponsorship and Fundraising Policy

RESOLUTION NO. 8

Moved By: David Mayberry
Seconded By: Regina Smith

Resolved that the Library Board approve the Donations, Sponsorship and Fundraising Policy as presented.

DISPOSITION: Motion Carried

9. UNFINISHED BUSINESS

NIL

10. NOTICE OF MOTIONS

NIL

11. NEW BUSINESS / ENQUIRIES / COMMENTS

NIL

12. CLOSED SESSION

NIL

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14. ADJOURNMENT

Library Board adjourns at 2:08 p.m.

CHAIR

SECRETARY

OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS													TOTAL to Date	2020 TOTAL	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	2021 AUG	SEP	OCT	NOV	DEC			
BROWNSVILLE	2020	295	220	146	66	0	15	16	20	23	21	78	151	727	1,051
	2021	246	103	130	220	170								869	
BURGESSVILLE	2020	1,622	1,635	767	23	19	44	529	709	646	809	88	719	4,066	7,610
	2021	1,177	948	825	1,225	1,067								5,242	
EMBRO	2020	573	590	190	6	28	71	138	160	485	495	595	545	1,387	3,876
	2021	630	687	682	566	496								3,061	
HARRINGTON	2020	289	244	189	11	1	19	172	168	186	208	304	241	734	2,032
	2021	303	384	398	355	363								1,803	
INGERSOLL	2020	9,652	8,752	4,932	82	606	2,648	3,221	3,012	4,058	5,036	5,050	5,388	24,024	52,437
	2021	2,941	3,114	4,404	3,556	3,313								17,328	
INNERKIP	2020	1,503	1,619	671	106	1	114	409	685	738	795	840	712	3,900	8,193
	2021	889	970	1,211	986	1,043								5,099	
MOUNT ELGIN	2020	912	467	443	72	37	114	247	306	331	535	624	473	1,931	4,561
	2021	661	667	742	466	682								3,218	
NORWICH	2020	5,791	5,120	2,596	12	27	2,312	2,191	1,980	2,140	2,566	3,010	2,631	13,546	30,376
	2021	2,749	2,432	2,754	2,956	3,214								14,105	
OTTERVILLE	2020	1,083	1,426	369	76	1	42	392	608	691	701	589	725	2,955	6,703
	2021	820	685	824	796	892								4,017	
PLATTSVILLE	2020	1,421	1,407	716	142	2	344	865	835	866	972	964	972	3,688	9,506
	2021	998	1,236	1,184	1,108	1,094								5,620	
PRINCETON	2020	696	756	388	45	0	91	458	541	703	474	487	588	1,885	5,227
	2021	551	548	710	565	446								2,820	
TAVISTOCK	2020	1,882	1,844	843	22	17	859	753	804	854	753	743	813	4,608	10,187
	2021	1,054	1,016	994	984	931								4,979	
THAMESFORD	2020	1,651	1,527	836	42	7	803	1,163	1,197	1,009	1,025	930	722	4,063	10,912
	2021	983	871	694	1,021	773								4,342	
TILLSONBURG	2020	8,861	8,507	4,349	325	732	2,890	4,102	3,926	4,372	5,581	5,517	5,390	22,774	54,552
	2021	4,542	3,833	4,951	4,252	4,076								21,654	
TOTALS:	2020	36,231	34,114	17,435	1,030	1,478	10,366	14,656	14,951	17,102	19,971	19,819	20,070	90,288	207,223
	2021	18,544	17,494	20,503	19,056	18,560	0	0	0	0	0	0	0	94,157	
Annual Change:		-48.8%	-48.7%	17.6%	1750.1%	1155.8%								4.3%	

Digital TV & Movies	2020	258	272	491	649	518	387	402	410	322	375	321	297	2,188	4,702
	2021	407	429	363	412	392								2,003	
Zinio (Magazines)	2020	248	334	409	482	638	487	551	747	762	720	1,006	600	2,111	6,984
	2021	856	853	815	41	1,210								3,775	
Overdrive as of Apr/21	2020	910	548	891	1,422	703	364	373	394	592	802	467	329	4,474	7,795
	2021	667	282	364	402	380							329	2,424	
Digital Music	2020	2,472	2,049	2,916	2,876	2,622	2,748	2,606	3,297	1,934	2,338	2,263	1,552	12,935	29,673
	2021	2,534	2,447	2,409	2,826	2,479								12,695	
Press Reader	2021	655	336	509	574	437								2,511	
Digital Audiobooks	2020	4,300	4,209	4,649	5,457	5,816	5,362	5,302	5,311	5,100	5,313	4,648	5,012	24,431	60,479
	2021	5,983	5,412	5,827	5,730	5,844								28,796	
Digital ebooks	2020	5,383	5,150	6,154	7,873	8,014	6,885	7,055	7,075	6,508	6,512	5,974	6,263	32,574	78,846
	2021	7,448	6,630	6,851	6,863	7,225								35,017	
TOTALS: Audio and ebooks	2020	9,683	9,359	10,803	13,330	13,830	12,247	12,357	12,386	11,608	11,825	10,622	11,275	57,005	139,325
	2021	13,431	12,042	12,678	12,593	13,069	0	0	0	0	0	0	0	63,813	
Annual Change:		38.7%	28.7%	17.4%	-5.5%	-5.5%								11.9%	

OXFORD COUNTY LIBRARY - COMPUTER USE BY PUBLIC														TOTAL to Date	2020 TOTAL	
												2021				
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
BROWNSVILLE		2020	51	70	25	0	0	0	0	0	0	0	0	146	146	
		2021	0	0	0	0	0							0		
	Wireless	2020	12	10	13	2	14	19	12	12	17	0	7	2	51	120
		2021	1	1	2	4	7								15	
BURGESSVILLE		2020	5	4	3	0	0	0	0	0	0	0	0	12	12	
		2021	0	0	0	0	0							0		
	Wireless	2020	270	160	200	156	163	150	197	126	213	142	102	96	949	1,975
		2021	78	42	25	43	42								230	
EMBRO		2020	21	29	10	0	0	0	0	0	0	0	0	60	60	
		2021	0	0	0	0	0							0		
	Wireless	2020	42	47	32	24	24	13	17	11	24	15	45	24	169	318
		2021	32	33	42	45	36								188	
HARRINGTON		2020	4	5	4	0	0	0	0	0	0	0	0	13	13	
		2021	0	0	0	0	0							0		
	Wireless	2020	11	11	12	2	8	7	16	8	12	8	9	2	44	106
		2021	10	7	6	9	8								40	
INGERSOLL		2020	950	875	0	0	0	0	0	67	163	171	157	1,825	2,383	
		2021	0	0	118	0	0							118		
	Wireless	2020	595	634	337	98	96	70	107	109	103	153	129	79	1,664	2,510
		2021	77	81	123	123	111								515	
INNERKIP		2020	67	62	24	0	0	0	0	0	0	0	0	153	153	
		2021	0	0	0	0	0							0		
	Wireless	2020	47	47	38	48	41	45	60	66	62	48	27	32	180	561
		2021	28	26	51	34	51								190	
MOUNT ELGIN		2020	9	6	4	0	0	0	0	0	0	0	0	19	19	
		2021	0	0	0	0	0							0		
	Wireless	2020	22	22	12	0	0	1	5	6	12	17	16	22	56	135
		2021	3	7	8	2	10								30	
NORWICH		2020	234	301	129	0	0	0	0	0	0	0	0	664	664	
		2021	0	0	0	0	0							0		
	Wireless	2020	424	411	511	483	606	634	605	588	580	479	467	477	2,435	6,265
		2021	414	316	311	427	475								1,943	
OTTERVILLE		2020	24	30	7	0	0	0	0	0	0	0	0	61	61	
		2021	0	0	0	0	0							0		
	Wireless	2020	120	69	62	30	35	59	39	22	32	72	22	17	316	579
		2021	14	9	14	88	28								153	
PLATTSVILLE		2020	58	74	43	0	0	0	0	0	0	0	0	175	175	
		2021	0	0	0	0	0							0		
	Wireless	2020	113	87	69	4	5	6	19	26	68	113	114	83	278	707
		2021	25	110	90	37	38								300	
PRINCETON		2020	57	34	13	0	0	0	0	0	0	0	0	104	104	
		2021	0	0	0	0	0							0		
	Wireless	2020	48	79	30	17	12	26	25	13	29	21	16	15	186	331
		2021	12	6	7	17	31								73	
TAVISTOCK		2020	87	69	22	0	0	0	0	0	0	0	0	178	178	
		2021	0	0	0	0	0							0		
	Wireless	2020	267	205	186	160	175	185	146	104	116	76	60	67	993	1,747
		2021	78	78	71	85	63								375	
THAMESFORD		2020	138	162	47	0	0	0	0	0	0	0	0	347	347	
		2021	0	0	0	0	0							0		
	Wireless	2020	164	192	138	210	201	128	96	112	66	57	59	54	905	1,477
		2021	38	32	71	58	37								236	
TILLSONBURG		2020	1,086	962	460	0	0	0	95	163	205	261	240	181	2,508	3,653
		2021	0	0	187	0	0								187	
	Wireless	2020	1,435	1,264	806	209	255	292	452	455	509	488	472	484	3,969	7,121
		2021	350	277	373	427	429								1,856	
TOTALS:		2020	6,361	5,921	3,237	1,443	1,635	1,635	1,891	1,821	2,115	2,113	1,956	1,792	18,597	31,920
		2021	1,160	1,025	1,499	1,399	1,366	0	0	0	0	0	0	0	6,449	
Annual Change:			-81.8%	-82.7%	-53.7%	-3.0%	-16.5%								-65.3%	

To: Oxford County Library Board

From: CEO/Chief Librarian

Librarian's Report – June 2021

RECOMMENDATION

1. That the Board receive Report No. 2021-15 for information and discussion purposes.

COVID-19 Pandemic Response

A schedule of services for the 3-step provincial Roadmap to Reopening is attached to this Report. It sets out levels of service to be provided at each stage of reopening. We undertook extensive consultation with branch staff and peer library systems in determining the steps of service recovery.

As of Friday, June 11, the requirement to quarantine returned library materials was rescinded by the Province. While many library systems immediately discontinued quarantine, we have chosen to take a staged approach. Quarantine was reduced to 48 hours on Monday, June 14, and when the Province enters Step 2, it will be reduced to 24 hours.

Our summer mobile outreach, Ox on the Run, will be delayed until July or until groups of 25 people can gather outdoors. This decision was made jointly with EarlyON staff under the guidance of Southwestern Public Health. In the meantime, staff are going around to communities with sidewalk chalk to advertise summer stops, and to drop off activity bags to Adam Oliver and Dereham Forge Housing Co-ops.

Virtual programming

The Summer Reading Program got underway on June 15th. For information on the program, please visit: <https://www.ocl.net/Programs-events/Summer-Reading-Club>

Of particular note this year, we have partnered with the Newfoundland and Labrador Public Library on a Province to Province Digital Pen Pal program for ages 7 to 18.

In last month's Librarian's Report, I featured the new virtual Reading Buddies program. The first round of sessions ended on June 15, and Literacy & Innovation Specialist Holly Brown reported:

"Last night we wrapped up our first run of virtual reading buddies. I cannot stress enough how wonderful our volunteers are and the amount of time and energy they put into this program--far beyond my expectations. They learned how to choose appropriate books using our eLibrary, made powerpoint slides and interactive games, and one volunteer even made an invite for me to send her buddy to have a Reading & Pajama Party on the

Report No: 2021-15
CORPORATE SERVICES
Board Date: June 21, 2021

last session. I can't wait for our volunteer base to continue to develop and grow. I had to share this one warm and fuzzy moment with you both. Volunteer xxxx wrote her buddy xxxx a poem about her growth as a reader in the program and wishes for xxxx moving forward."

The poem is included at the end of this month's Board agenda package.

On June 2, Ingersoll staff hosted a successful virtual Class Visit with a Grade 2 class at Royal Roads Public School. The classroom teacher wrote:

*Hi Leslie (and Luke and Shannon),
 What a great presentation! Thank you all so much! I could tell that the students were excited about all that the library has to offer. Many eyes lit up when you mentioned those craft kits, and I loved hearing their interest in their favourite series. It probably makes you miss the kids more like it does me.*

*Thank you all for the hard work you put into that. 😊!
 I would love to pass along info to our families if you send it to me. I took a few notes about the summer reading program and curbside, but if you give me the official facts, I'll send out an email to our Grade 2 families.*

Thank you again! It was fun and engaging. 😊

Staffing news

I am so very pleased to be able to report that Shannon Van Herzele and Leslie Van Santen were the winners of the Innovation Award presented at the County's Awards of Excellence and Long Service Awards virtual event on June 17.

In addition, Betsy Ingram, our Princeton Branch Supervisor and part-time Receptionist at Woodingford Lodge, was the recipient of the Customer Service Award for her administrative role at Woodingford Lodge. The following description of Betsy's nomination is posted on the County intranet:

"Her voice is often the first one you'll hear when calling Woodingford Lodge. She is charming and always helpful. Her creativity and willingness to assist and go above and beyond her role are observed each day. Her colleagues often look to her for guidance and consider her a role model. During the COVID-19 pandemic, she has exhibited resiliency, flexibility and a commitment to Woodingford Lodge worthy of recognition. Betsy is intuitive to the needs of residents and staff at Woodingford Lodge. She goes out of the way to help others."

And finally, it is with regret that I announce the departure of Ingersoll Community Librarian Luke McKee. He and his family are relocating to Barrie to be closer to family members. It is a wonderful opportunity for them, but we will miss Luke's many contributions to the Ingersoll branch and the system as a whole.

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment 1 Reopening Schedule, post stay-at-home Order. June 2021.

REOPENING SCHEDULE, POST STAY-AT-HOME ORDER, June 2021**This is an internal document only – not for public use**

Factors to consider:

On May 19, it was announced that the Province would not be returning to the colour-coded framework. On May 20, the Province released its “Roadmap to Reopening” three step plan. Each Step would be of at least 3 weeks’ duration.

Step 1 is expected to begin on June 11. For public libraries, contactless holds pickup, computer use, and printing/faxing/scanning services are allowed. Browsing is not permitted.

Browsing will be permitted in Step 2, which would commence no earlier than July 5. It has been decided that indoor access to the facility will not be permitted until Step 2, at which time the public is allowed full access to the Large branches.

Whether mask compliance will be enforced could necessitate revisiting proposed service levels.

Assumptions:

Service levels at a particular branch may be restricted if local community behavior warrants stricter measures to ensure staff safety.

occupancy restrictions will follow public health guidelines

screening requirements will follow public health guidelines

Virtual tech assistance continues to be offered through <https://www.ocl.net/Services/Tech-Help>

DRAFT Service level options:**Step 1 – June 11 through July 4 (may be delayed/extended subject to case counts and positivity rates)**

Large branch reopening Step 1:

Building access	Restricted to indoor or outdoor curbside service.
Collection access	No browsing allowed. Non-traditional collections available to circulate
Public uses	Washrooms are unavailable.
Public computers	TBD: Chromebooks may be made available at a station near curbside for urgent need.
Printing/scanning/faxing	Can be arranged with staff via remote printing or by appointment for pickup at curbside.
Tech help	Unavailable.
Programs	Virtual programs prioritized. Activity kits may be made available at curbside.
Room rental	At staff discretion, urgent uses may be allowed, subject to contact tracing and occupancy limitations
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Medium branch reopening Step 1:

Building access	Restricted to indoor or outdoor curbside service.
Collection access	No browsing allowed. Non-traditional collections available to circulate at curbside.
Public uses	Washrooms are unavailable.
Public computers	Unavailable.
Printing/scanning/faxing	Can be arranged with branch staff via remote printing or appointment.
Tech help	Unavailable.
Programs	Virtual programs only. Activity kits may be made available at curbside.
Room rental	Unavailable.
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Small branch reopening Step 1:

Building access	Restricted to indoor or outdoor curbside service.
Collection access	No browsing allowed. Non-traditional collections available to circulate at curbside.
Public uses	Washrooms are unavailable.
Public computers	Unavailable.
Printing/scanning/faxing	May be arranged with branch staff by appointment for pickup at curbside.
Tech help	Unavailable.
Programs	Virtual programs only. Activity kits may be made available at curbside.
Room rental	Unavailable.
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Step 2 – July 5 through July 25 (may be delayed/extended subject to case counts and positivity rates)

Large branch reopening Step 2:

Building access	Public allowed into all areas of library at 25% occupancy and other restrictions
Collection access	Browsing allowed
Public uses	Washrooms available Study tables available Tillsonburg Study Rooms available
Public computers	60 minute limit. Extensions at staff discretion. Number of stations reduced to ensure physical distancing. Reservations recommended.
Printing/scanning/faxing	Available based on staff availability
Tech help	Basic computer centre assistance available, physically distanced. Coaching available at staff discretion by appointment and/or during scheduled drop-in hours. Table screens available.
Programs	Virtual programs prioritized.

	At staff discretion, authorized in-person programs, pre-registration required
Room rental	Community partners' use of program rooms allowed, subject to contact tracing and occupancy limitations
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Medium branch reopening Step 2:

Building access	Limited to indoor or outdoor curbside service.
Collection access	No browsing allowed. Non-traditional collections available to circulate.
Public uses	Washrooms available Seating available
Public computers	In select locations, limited access by appointment for matters of some urgency.
Printing/scanning/faxing	Available on demand based on staffing capacity
Tech help	Limited basic computer centre assistance available, physically distanced.
Programs	Virtual programs prioritized. Activity kits may be made available at curbside.
Room rental	At staff discretion, community partners' use of program rooms allowed, subject to contact tracing and occupancy limitations
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Small branch reopening Step 2:

Building access	Limited to indoor or outdoor curbside service.
Collection access	No browsing allowed. Non-traditional collections available to circulate at curbside.
Public uses	Washrooms available.
Public computers	In select locations, limited access by appointment for matters of some urgency.
Printing/scanning/faxing	Can be arranged with branch staff by appointment.
Tech help	Basic computer centre assistance available, physically distanced.
Programs	Virtual programs only. Activity kits may be made available at curbside.
Room rental	Unavailable
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Step 3 – July 26 through Labour Day (may be delayed/extended subject to case counts and positivity rates)

Curbside service may be offered as an option.

Large branch reopening Step 3:

Building access	Public allowed into all areas of library with occupancy limited to allow for physical distancing and other restrictions
Collection access	Browsing permitted
Public uses	Washrooms available Study tables available Tillsonburg Study Rooms available Soft seating available
Public computers	60 minute limit. Extensions at staff discretion. Number of stations reduced to ensure physical distancing. Reservations recommended.
Printing/scanning/faxing	Available on demand based on staffing capacity
Tech help	Computer centre assistance available, physically distanced. Coaching available by appointment and/or during scheduled drop-in hours. Table screens available.
Programs	Virtual programs prioritized. At staff discretion, authorized in-person programs. Pre-registration may be required.
Room rental	At staff discretion, public and community partners' use of program rooms allowed, subject to contact tracing and occupancy limitations
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Medium branch reopening Step 3:

Building access	Public allowed into all areas of library with occupancy limited to allow for physical distancing and other restrictions. Duration of visits may be limited.
Collection access	Browsing permitted
Public uses	Washrooms available Seating available
Public computers	60 minute limit. Extensions at staff discretion. Number of stations reduced to ensure physical distancing. Appointments may be required.
Printing/scanning/faxing	Available on demand based on staffing capacity
Tech help	Basic computer centre assistance available, physically distanced. Tech help available at staff discretion, appointments may be required.
Programs	Virtual programs prioritized. At staff discretion, authorized in-person programs, pre-registration required.
Room rental	At staff discretion, community partners' use of program rooms allowed, subject to contact tracing and occupancy limitations
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

Small branch reopening Step 3:

Building access	Public allowed into all areas of library with occupancy limited to allow for physical distancing and other restrictions. Duration of visits may be limited based on size of branch. Appointments may be required. Open hours may be split between in-branch and curbside service.
Collection access	Browsing permitted with strict occupancy limits.
Public uses	Washrooms available Seating available
Public computers	In select locations, limited access by appointment.
Printing/scanning/faxing	Available on demand based on staffing capacity
Tech help	In select locations, basic computer centre assistance available, physically distanced.
Programs	Virtual programs prioritized. Authorized in-person programs, pre-registration required
Room rental	Unavailable
Volunteers	Select use of volunteers (e.g. Home Delivery, Reading Buddies)

To: Oxford County Library Board
From: CEO/Chief Librarian

Approval of unbudgeted expenditure – personal safety alarms at rural branches

RECOMMENDATION

1. That the Oxford County Library Board approve an unbudgeted expenditure of up to \$20,000 to establish a new intrusion alarm and monitoring system at all branches, to be funded from the library general reserve.

REPORT HIGHLIGHTS

- Seeks Board approval of an unbudgeted expenditure to replace the personal safety alarm system at rural branches and to install personal safety alarm systems at the Large branches in order to provide enhanced protection for branch staff.

Implementation Points

Upon Board approval, the Branch Services Librarian will work with Public Works staff to proceed with the implementation of the new system.

Financial Impact

The requested funds, to an upset limit of \$20,000, are proposed to be funded by the Library General Reserve which has a 2021 year end projected balance of \$634,000.

A breakdown of the costs is provided in the following table:

	INSTALLATION COST	ANNUAL MONITORING COST
Brownsville	1,376	480
Burgessville	1,385	480
Embros	1,385	480

Report No: 2021-16
CORPORATE SERVICES
Board Date: June 21, 2021

	INSTALLATION COST	ANNUAL MONITORING COST
Harrington	1,392	480
Ingersoll	2,400	630
Innerkip	1,385	480
Mt. Elgin	1,488	480
Norwich	365	774
Otterville	1,385	480
Plattsville	1,638	480
Princeton	1,385	480
Tavistock	1,472	480
Thamesford	365	722
Tillsonburg	365	769
Total Cost	17,786	7,695
2021 Approved Budget	-	6,657
Funding Requirement	\$17,786*	\$1,038**







*The proposed vendor monitors security at Norwich, Thamesford and Tillsonburg currently. The scope of work at branches with an existing security system is limited to the addition of a panic button, a hold up button, and a contact for connection to the existing panel.

** Annual monitoring fees for the system currently in place at the 12 rural branches are \$366 per branch.

Currently, for Norwich and Thamesford, separate monitoring fees are paid annually to both the security company and the company supplying the personal safety devices. Panic button installation by the current security company will not increase the annual security monitoring fee, resulting in an annual savings of \$732.

Monitoring fees for the proposed new system will represent an increased cost of \$1,038 annually.

Strategic Plan (2015-2018)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
					6.i.

DISCUSSION

Background

Personal safety alarms (safety pendant plus call button device) were installed in all 12 rural branch locations in 2014 as a means of mitigating safety concerns pertaining to working alone. This was in addition to standard safety protocols established and documented in branch Procedure Manuals.

Staff are encouraged to wear the pendant on their person at all times when working alone. A call button is positioned discreetly at the service desk. When the pendant or button is pushed, it engages a call through the telephone line and over the speaker of the pendant.

Branch Services Librarian Cristina McLaren has been receiving regular complaints from branch staff regarding the slow response time of the monitoring company during monthly maintenance checks of the system. Branch staff do not feel confident that the personal alarm service in place is providing them with adequate protection.

Comments

During the past few months and with the assistance of the County Facilities department, the Branch Services Librarian has been researching options for personal safety systems. The proposed system is supplied by the vendor that provides personal security services to County Human Services staff who work in vulnerable environments.

Personal safety systems are proposed for the Ingersoll and Tillsonburg branches as well. Although staff at the Large branches do not work alone, the potential for encountering situations in which staff could be vulnerable exists. County Facilities staff are currently investigating options for the Ingersoll branch, a joint use facility, which does not have an intrusion system already in place. Installation and monitoring costs for Ingersoll are not known at this time. For this reason, the requested upset limit has been adjusted to allow for estimated installation costs at the Ingersoll branch.

The proposed new system would initiate a direct call through to emergency response, unlike the current system which calls the monitoring company which then answers the call either through the landline or the pendant device which acts as a speaker. Only in the event that branch staff

Report No: 2021-16
CORPORATE SERVICES
Board Date: June 21, 2021

indicate that emergency response is required, or if no response is received, does the monitoring company contact emergency services, resulting in delayed response time.

While the existing system was a good available option in 2014 and was being used by other county library systems, it is no longer the best option for personal safety protection at our rural branches.

The following table outlines the security measures in place and the proposed additions:

	CURRENT LEVEL OF PROTECTION			PROPOSED LEVEL OF PROTECTION		
	Intrusion	Personal alarm	CCTV	Intrusion	Personal alarm	CCTV
BRO		✓		✓	✓	
BUR		✓		✓	✓	
EMB		✓		✓	✓	
HAR		✓		✓	✓	
ING			✓	✓	✓	✓
INN		✓		✓	✓	
MTE	✓	✓		✓	✓	
NOR	✓	✓	✓	✓	✓	✓
OTT		✓		✓	✓	
PLA	✓	✓		✓	✓	
PRI	✓	✓		✓	✓	
TAV		✓		✓	✓	
THA	✓	✓	✓	✓	✓	✓
TIL	✓		✓	✓	✓	✓
TOTAL	6	12	4	14	14	4

Conclusions

A more effective personal safety system would provide branch staff with improved protection when working alone.

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
 CEO/Chief Librarian

Report No: 2021-16
CORPORATE SERVICES
Board Date: June 21, 2021

To: Oxford County Library Board

From: CEO/Chief Librarian

Canada Healthy Communities Initiative application

RECOMMENDATION

1. That the Library Board authorize staff to prepare a grant application under the Canada Healthy Communities Initiative for the purposes of creating an Outdoor Learning Classroom in playground space behind the Tillsonburg branch.

REPORT HIGHLIGHTS

- Seeks Board approval to apply for funding to enhance an existing public space adjacent to the Tillsonburg Library.

Implementation Points

If approved, staff will prepare an application for submission to the Canada Healthy Communities Initiative. Applicants will be notified of the results by August 13, 2021, and work could begin this fall.

Financial Impact







There is no financial impact beyond what has already been approved in the current year's operating budget, as the grant and in-kind contributions would cover all costs of the proposed project.

The estimated budget request for the project is anticipated to be \$32,000.

Communications

If the application was successful, Strategic Communications would be asked to assist with a Media Release. The library would liaise with the Town of Tillsonburg and the local Horticultural Society in advertising and promoting this joint project.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.ii					

DISCUSSION

Background

The Canada Healthy Communities Initiative supports innovative, community-based projects that will help address ongoing needs arising from COVID-19. It funds small-scale infrastructure projects that create more vibrant, inclusive public spaces. In addition to physical infrastructure, this initiative supports social and digital infrastructure as well.

A fenced playground open to all is situated behind the Tillsonburg Library on Town property. It contains playground equipment and two picnic tables. There are no trees or shade structure in the playground. Many families use the playground daily, but there is no tie-in between the playground and the library next door.

The Healthy Communities Initiative could provide the funds to revitalize the playground and connect it directly to library programs centred on food security and the environment.

During the past two years, under the direction of Community Librarian Merley Wheaton, the Tillsonburg Library established a Seed Library similar to the one in place at the Ingersoll Library. Merley has established connections with Town staff and members of the local Horticultural Society, resulting in efforts to grow vegetables around the library exterior and in a Town planter behind the library. Seeds are harvested for the Seed Library.

Seed Libraries provide education about sustainable food systems from seed to table; protect biodiversity within the food system, and, in tandem with the Kitchen Lending Library, are springboards for various food-related programming in the branches such as the Cookbook Club and crockpot cooking workshops targeting youth and low income families.

Merley has initiated a potential ongoing partnership between the Town, Horticultural Society, and interested town residents to transform the playground into an outdoor learning classroom. Raised garden beds, a pergola structure for shade, and interpretive signage along the fence and at the entrance to the playground would be installed. The town has committed to providing support which would include maintenance. The BIA has committed to practical supports for the garden elements including watering. The Horticultural society is willing to provide some support with the ongoing maintenance of the gardens.

Report No: 2021-17
CORPORATE SERVICES
Board Date: June 21, 2021



(Photo taken from west, library building in background)

Comments

Included among the priorities of the Healthy Communities Initiative are:

- Revitalizing and improving an existing public space structure ... to create more space outdoors for children to play while maintaining social distance
- Designing and programming a community food garden to provide residents living on low incomes with healthier food options.

The construction of a pergola over the central area would provide shade where none exists. A local artist has offered to paint the surface of the two picnic tables to transform them into interactive learning and play spaces (community and garden related activities or games). The tables could be a gathering spot for an outdoor children's program or classroom visits.

Raised garden beds would be located inside the playground against the existing chain link fence. Educational elements such as bug houses, rain gauges and a weather vane could be included throughout the garden area.

Report No: 2021-17
CORPORATE SERVICES
Board Date: June 21, 2021

Interpretive library signage (3' x 2') would be installed on the fence and a double-sided free-standing welcome sign would be installed near the entrance. The signage would be updated seasonally by the library. Similar to a story walk, the signs/story panels would engage children and families and would link, through QR codes, to items in the library catalogue and links to library services. The availability of wifi near the exterior of the library would be advertised. At the present time, the library's wireless signal extends to just inside the entrance of the playground. Seating exists in Library Lane and at the rear of the building within sight of the playground.

Oxford County Library was successful in receiving a food security grant in the amount of \$2,690 through the Maple Leaf Community Fund, administered by the Oxford Community Foundation. With this grant, two Garden Towers will be installed in the Ingersoll and Tillsonburg branches. Garden Towers are vertical, aeroponic growing systems for growing up to 20 lettuces, leafy greens, edible flowers, and herbs.

Staff would be able to develop programming to connect the benefits of the Seed Library, the Garden Tower, and the outdoor playground gardens.

Conclusions

The pandemic has stressed the importance of developing ways of offering a presence and services outside of library facilities. A successful application to the Healthy Communities Initiative would greatly enhance the partnerships and program opportunities through indoor and outdoor food security and education installations.

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

To: Oxford County Library Board

From: CEO/Chief Librarian

Indigenous Awareness and Reconciliation Policy

RECOMMENDATION

1. That the Library Board approve the Indigenous Awareness and Reconciliation Policy as presented.

REPORT HIGHLIGHTS

- Recognizes the principles of Truth and Reconciliation with Ontario's diverse Indigenous population.

Implementation Points

The traditional territorial acknowledgement will be implemented as directed by the Board. The Library will remain mindful of Indigenous awareness and reconciliation when writing policies, developing procedures and planning programs and services.







Financial Impact

The recommendation contained in this Report will have no financial impact beyond what has been approved in the current year's budget.

Communications

Pursuant to Board approval, the policy will be posted on the library website.

Strategic Plan (2015-2018)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT

			4.i		
--	--	--	-----	--	--

DISCUSSION

Background

The Truth and Reconciliation Commission of Canada was established in 2008 to document the history and impacts of the residential school system. The final report of the Commission was released in 2015 and identified 94 “Calls to Action” to “redress the legacy of residential schools and advance the process of Canadian reconciliation”. In 2016, the Canadian Federation of Library Associations established a Truth and Reconciliation Committee, and the seventh edition of the Ontario Public Library Guidelines (OPLG) included a guideline for Indigenous Awareness and Reconciliation. This guideline was made a mandatory component of provincial accreditation in the 2021 edition of the OPLG.

As prescribed in section 14.10 of the 2021 Edition of the Ontario Public Library Guidelines (OPLG), a library’s policy documents should include three elements relating to Indigenous awareness and reconciliation:

- 1) A statement that endorses a Respect and Land Acknowledgement Declaration for original Indigenous peoples;
- 2) A collection development policy statement that addresses the value of Indigenous collection materials and enables Indigenous authors and content creators to be included and highlighted;
- 3) A policy statement that highlights the provision of library services for Indigenous people and that can include plans or policies to partner with Indigenous people and their communities.

Comments

The Declaration that is proposed in the draft Policy was prepared by Merley Wheaton, Tillsonburg Community Librarian. Merley has completed the course Indigenous Canada offered by the University of Alberta, has received training as a Blanket Exercise facilitator, which teaches Indigenous history in Canada through an interactive experience, and is a trained Circle Keeper, following traditional Indigenous teachings and processes for alternative justice resolutions. He worked on an Indigenous Land Recognition statement for Stratford Public Library.

The Declaration was prepared in consultation with the Chair of the County’s Indigenous Advisory Committee. City of Woodstock staff were consulted regarding the traditional territorial acknowledgement adopted by the City of Woodstock in November, 2020 for use at various City events.

Report No: 2021-18
CORPORATE SERVICES
Board Date: June 21, 2021

Many Ontario public libraries have adopted Respect and Land Acknowledgement Declarations, and are implementing them in various ways. It is common practice that the Statement is read at the beginning of special library events, such as our Oxford Reads gala event. Abbreviated Statements can be read at the beginning of Board meetings, or, alternatively, the abbreviated Statement can be published as part of the Board Agenda document and library event programmes.

The second element of section 14.10 of the OPLG has been satisfied, as the Library's Collection Development Policy (last reviewed in 2018) includes the following statement: "The Oxford County Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report. The Oxford County Library will make efforts to ensure that materials by and about First Nations people and communities are represented in the collection".

When the Service Delivery Policy is next reviewed by the Board, it will be amended to include a statement highlighting services for Indigenous people and plans for collaboration with Indigenous communities and groups.

Conclusions

Approval of this policy is a first step in the Library's work toward advancement of reconciliation and will institute deliberate practices with regard to collections development and programming inclusive of Indigenous culture and community.

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment 1 Draft Indigenous Awareness and Reconciliation Policy

OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL

Board Motion Number:	2021-18	Date of Review:	2025
Date Approved:	June 21, 2021	Chairperson's signature:	

Indigenous Awareness and Reconciliation

PURPOSE

Oxford County Library recognizes the unique knowledge, teachings, languages and cultures of Indigenous Peoples, and as settlers, we acknowledge the Indigenous Peoples of Canada as the original inhabitants. We wish to recognize Indigenous Peoples as fellow knowledge keepers and storytellers from whom we have much to learn. In order to show respect to Indigenous Peoples, to honour their diverse experiences and history, and to further the goal of reconciliation as outlined in the Truth and Reconciliation Commission, Oxford County Library will seek to implement practices and policies that lead to understanding, inclusion, and reparations.

PROCEDURES

Definitions:

Aboriginal Peoples: The collective noun used in the *Constitution Act 1982* and includes the Indian (or First Nations), Inuit and Metis Peoples. Some First Nations prefer not to be called Aboriginal Peoples.

Anishinaabeg/Anishinaabek/Anishnabek/Anishnaabeg: This name covers all the Algonkian/Ojibwa Nations including Ojibway, Odawa, Algonquin, Potawatomi, Nipissing, Mississaugas, and Saulteau.

Between the Lake Purchase: Treaty 3 of the Upper Canada Treaties signed December 7, 1792 to clarify the ceded land of the previous Between the Lake Purchase signed in 1784.

First Nation(s): First Nation is a term used to identify Indigenous peoples of Canada who are neither Métis nor Inuit. This term came into common usage in the 1970s to replace the term "Indian" and "Indian band" which many find offensive. First Nations people includes both status and non-status Indians so there's a need to be careful with its usage, especially if in reference to programs that are specifically for status-Indians.

Haudenosaunee: This name refers to the Iroquois Confederacy comprised of these Nations: Mohawk, Oneida, Onondaga, Cayuga, Seneca and Tuscarora.

Indigenous Peoples: A collective noun for First Nations, Inuit and Metis.

Inuit: Indigenous people in northern Canada, living mainly in Nunavut, Northwest Territories, northern Quebec and Labrador. Ontario has a very small Inuit population. Inuit are not covered by the Indian Act.



OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL

Board Motion Number:	2021-18	Date of Review:	2025
Date Approved:	June 21, 2021	Chairperson's signature:	

Métis Peoples: Métis Peoples are people of mixed Indigenous and European ancestry. The Métis National Council adopted the following definition of “Métis” in 2002: “Métis” means a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation Ancestry and who is accepted by the Métis Nation.” *Métis are now covered by the Indian Act.

Treaties: Indigenous treaties in Canada are constitutionally recognized agreements between the Crown and Indigenous peoples. Most of these agreements describe exchanges where Indigenous nations agree to share some of their interests in their ancestral lands in return for various payments and promises. On a deeper level, treaties are sometimes understood, particularly by Indigenous people, as sacred covenants between nations that establish a relationship between those for whom Canada is an ancient homeland and those whose family roots lie in other countries. Treaties therefore form the constitutional and moral basis of alliance between Indigenous peoples and Canada.

Section 1: Declaration

Oxford County Library will use a Respect and Acknowledgement Declaration at the beginning of special library events and at other times as deemed suitable by the Board.

Full Statement:

We [I] will begin this event (Name the Event) by acknowledging that we are meeting on the original land inhabited by Indigenous peoples from the beginning. This land is shared with us through a treaty relationship governed by the Between the Lakes Purchase, Treaty 3 of the Upper Canada Treaties.

[As settlers] we are grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land. May we be careful stewards of the land like those who came before us.

In particular, we acknowledge that the land on which we gather is the traditional territory of the Ho-de-no-sau-nee-ga (Haudenosaunee), Anishinabewak, Attiwonderonk (Neutral) and Mississaugas of the Credit First Nation. We would like to recognize the Indigenous communities in close proximity including Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).

We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of Métis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening this community in particular, and our province and country as a whole.

Our recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to the collective commitment to make the promise and the challenge of Truth and Reconciliation real in [our] communities, and in particular to bring justice for murdered and missing indigenous women and girls across Canada.

Abbreviated Statement:



OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL

Board Motion Number:	2021-18	Date of Review:	2025
Date Approved:	June 21, 2021	Chairperson's signature:	

We (I) acknowledge that the land on which we gather is the traditional territory of the Ho-de-no-sau-nee-ga (Haudenosaunee), Anishinabewak, Attiwonderonk (Neutral) and Mississaugas of the Credit First Nation. This land is shared with us through a treaty relationship governed by the Between the Lakes Purchase, Treaty 3 of the Upper Canada Treaties.

E-mail Signature notation (optional):

Sent from the traditional territory of the Ho-de-no-sau-nee-ga (Haudenosaunee), Anishinabewak, Attiwonderonk (Neutral) and Mississaugas of the Credit First Nation.

Section 2: Collections

Oxford County Library will ensure that materials by and about Indigenous people and communities are represented in the collection. Library collections will reflect and include relevant and historically accurate and respectful materials. Culturally appropriate language will be used in subject headings and catalogue records.

Section 3: Services

Oxford County Library will provide welcoming spaces and library services to Indigenous peoples, and share elements of Indigenous culture through public programming in collaboration with local Indigenous stakeholders and partners.

When organizing an event at which an Indigenous Elder will be attending the following protocols will be used to ensure a respectful process and experience for all:

[Indigenous Corporate Training Inc – First Nation Elder Protocol](#)

Section 4: References

[Canadian Association of University Teachers – Guide to Acknowledging First Peoples and Traditional Territory](#)

[Indigenous and Northern Affairs Canada – Treaties and Agreements](#)

[Indigenous Peoples Terminology Guidelines for Usage](#)

<https://native-land.ca/#>

<https://www.ontario.ca/page/treaties>

[Ontario Federation of Labour - Traditional Territory Acknowledgement](#)