

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, April 18, 2022, 1:00 p.m.
21 Reeve Street, Woodstock and online
www.ocl.net/livestream

1. CALL TO ORDER

Proposed Resolution:

Resolved that, in accordance with subsection 15(3) of the Public Libraries Act R.S.O 1990, the Board hereby appoints Lynn Buchner, Treasurer of Oxford County Library Board and Director of Corporate Services for the County of Oxford, as Secretary of the Oxford County Library Board.

2. APPROVAL OF AGENDA

Proposed Resolution:

Resolved that the Agenda be approved.

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

4.1. March 21, 2022

Proposed Resolution:

Resolved that the Library Board minutes of March 21, 2022 be accepted.

4.2. March 24, 2022

Proposed Resolution:

Resolved that the Special Library Board minutes of March 24, 2022 be accepted.

5. DELEGATIONS AND PRESENTATIONS

5.1. Township of Zorra Administration Community Hub Initiative

Don Macleod, CAO, Township of Zorra

Re: Proposal to construct a community hub facility in the Village of Thamesford

Proposed Resolution:

Resolved that, the information contained in the delegation from Don MacLeod, CAO, Township of Zorra regarding the Township of Zorra Administration and Community Hub initiative, be received.

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

7. CONSIDERATION OF CORRESPONDENCE

8. REPORTS

8.1. Statistics

Proposed Resolution:

Resolved that the Statistics for the three months ending March 31, 2022 be accepted.

8.2. Financial Reports

Proposed Resolution:

Resolved that the March 31, 2022 Business Plan and Budget Update be accepted.

9. UNFINISHED BUSINESS

10. MOTIONS

Proposed Resolution:

Resolved that, in accordance with subsection 15(2) of the Public Libraries Act R.S.O. 1990, and pursuant to the resolution arising from the Closed Session meeting of the Board held on March 24, 2022, the Board hereby appoints Lisa Marie Williams as Chief Executive Officer (CEO)/Chief Librarian of the Oxford County Library Board

11. NEW BUSINESS / ENQUIRIES / COMMENTS

12. CLOSED SESSION

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

14. ADJOURNMENT

OXFORD COUNTY LIBRARY BOARD

MINUTES

March 21, 2022

Council Chamber, Oxford

County Administration

Building, Woodstock

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

Members Absent Julia Harris

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

1. CALL TO ORDER

1:03 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 February 28, 2022

RESOLUTION NO. 2

Moved By: Regina Smith
Seconded By: Laura Langford

Resolved that the Library Board minutes of February 28, 2022 be accepted.

DISPOSITION: Motion Carried

5. DELEGATIONS AND PRESENTATIONS

5.1 Ellen Rabie, Meagan Brennan, Shannon Van Herzele

Staff made a presentation on Maker Culture and described the plans for Maker Spaces in Ingersoll and Tillsonburg and the potential for mobile Maker equipment and programs.

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

NIL

7. CONSIDERATION OF CORRESPONDENCE

NIL

8. REPORTS

8.1. Statistics

RESOLUTION NO. 3

Moved By: Regina Smith
Seconded By: David Mayberry

Resolved that the Statistics for the two months ending February 28, 2022 be accepted.

DISPOSITION: Motion Carried

8.2. 2022-03 Librarian's Report

RESOLUTION NO. 4

Moved By: Larry Martin
Seconded By: David Mayberry

Resolved that the Board receive Report No. 2022-03 for information and discussion purposes.

DISPOSITION: Motion Carried

8.3. 2022-04 Board Governance Policy Review 2022

RESOLUTION NO. 5

Moved By: Regina Smith
Seconded By: Laura Langford

Resolved that the Board Governance policy amendments as set out in Report No. 2022-04 be approved.

DISPOSITION: Motion Carried

8.4. 2022-05 The Library and Political Elections policy

RESOLUTION NO. 6

Moved By: Larry Martin
Seconded By: David Mayberry

Resolved that the Board approve The Library and Political Elections Policy as attached to Report No. 2022-05 be approved.

DISPOSITION: Motion Carried

9. UNFINISHED BUSINESS

NIL

10. MOTIONS

NIL

11. NOTICE OF MOTIONS

NIL

12. NEW BUSINESS / ENQUIRIES / COMMENTS

L. Buchner provided the Board with a brief status update on the CEO recruitment process.

13. CLOSED SESSION

NIL

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

15. ADJOURNMENT

Library Board adjourns at 2:04 p.m.

CHAIR

SECRETARY



**OXFORD COUNTY LIBRARY BOARD
SPECIAL MEETING MINUTES**

March 24, 2022

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

Members Absent Julia Harris
 Regina Smith

Staff Present M. Duben, Chief Administrative Officer
 A. Smith, Director of Human Resources
 L. Buchner, Director of Corporate Services

1. CALL TO ORDER

Oxford County Library Board meets electronically in a special meeting this twenty-fourth day of March, 2022 at 3:05 p.m. with Marcus Ryan in the chair

RESOLUTION NO. 1

Moved By: David Mayberry
Seconded By: Larry Martin

Resolved that, for the purpose of this Special Meeting, the Board hereby appoints Lynn Buchner, Treasurer of Oxford County Library Board and Director of Corporate Services for the County of Oxford as Secretary of the Board.

DISPOSITION: Motion Carried

2. APPROVAL OF AGENDA

RESOLUTION NO. 2

Moved By: Larry Martin
Seconded By: Laura Langford

Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

3. **DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING**
5. **DELEGATIONS AND PRESENTATIONS**
6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**
7. **CONSIDERATION OF CORRESPONDENCE**
8. **REPORTS**
9. **UNFINISHED BUSINESS**
10. **NOTICE OF MOTIONS**
11. **NEW BUSINESS / ENQUIRIES / COMMENTS**
12. **CLOSED SESSION**

RESOLUTION NO. 3

Moved By: Laura Langford

Seconded By: David Mayberry

Resolved that the Board rise and go into a Closed Session to consider a verbal report from the Chair regarding a matter related to labour relations or employee negotiations.

DISPOSITION: Motion Carried at 3:05 p.m.

Oxford County Library Board meets electronically in Closed Session, as part of a special meeting, this twenty-fourth day of March, 2022.

3:06 p.m. with Marcus Ryan in the Chair.

All Members of the Board present with the exception of Julia Harris and Regina Smith.

Staff Participants

M. Duben, Chief Administrative Officer

A. Smith, Director of Human Resources

L. Buchner, Director of Corporate Services

DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

CONSIDERATION OF CORRESPONDENCE:

NIL

REPORTS:

- 1. Verbal report from the Chair.

DELEGATIONS AND PRESENTATIONS:

NIL

UNFINISHED BUSINESS:

NIL

TIME OF COMPLETION OF CLOSED SESSION:

RESOLUTION NO. 4

Moved By: David Mayberry
 Seconded By: Larry Martin

Resolved that the Board reconvene in Open session.

DISPOSITION: Motion Carried at 3:21 p.m.

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

RESOLUTION NO. 5

Moved By: David Mayberry
 Seconded By: Don McKay

Resolved that the Chair's verbal report recommendations be adopted.

DISPOSITION: Motion Carried

14. ADJOURNMENT

The Board adjourns its proceedings at 3:23 p.m.

Minutes adopted on _____ by Resolution No. _____.

CHAIR

SECRETARY

OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS													TOTAL to Date	2021 TOTAL	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	2022 AUG	SEP	OCT	NOV			DEC
BROWNSVILLE	2021	246	103	130	220	170	148	151	176	117	81	56	126	479	1,724
	2022	234	123	161										518	
BURGESSVILLE	2021	1,177	948	825	1,225	1,067	1,244	1,678	2,055	1,652	1,625	1,628	1,860	2,950	16,984
	2022	2,070	1,658	2,665										6,393	
EMBRO	2021	630	687	682	566	496	699	600	672	624	479	615	625	1,999	7,375
	2022	575	591	761										1,927	
HARRINGTON	2021	303	384	398	355	363	395	394	394	285	204	314	435	1,085	4,224
	2022	419	492	733										1,644	
INGERSOLL	2021	2,941	3,114	4,404	3,556	3,313	2,993	6,905	6,652	5,516	6,075	6,129	7,765	10,459	59,363
	2022	6,167	6,963	9,840										22,970	
INNERKIP	2021	889	970	1,211	986	1,043	1,050	1,160	1,282	975	1,020	933	1,069	3,070	12,588
	2022	1,164	1,293	1,804										4,261	
MOUNT ELGIN	2021	661	667	742	466	682	585	456	611	714	735	729	755	2,070	7,803
	2022	785	873	768										2,426	
NORWICH	2021	2,749	2,432	2,754	2,956	3,214	3,337	3,350	3,435	3,095	3,317	2,708	2,977	7,935	36,324
	2022	3,418	2,812	2,924										9,154	
OTTERVILLE	2021	820	685	824	796	892	1,354	1,036	1,373	1,492	1,304	1,346	1,292	2,329	13,214
	2022	1,097	957	1,730										3,784	
PLATTSVILLE	2021	998	1,236	1,184	1,108	1,094	1,323	1,111	1,457	1,167	1,182	1,066	1,193	3,418	14,119
	2022	1,466	1,392	2,028										4,886	
PRINCETON	2021	551	548	710	565	446	654	742	659	534	503	708	773	1,809	7,393
	2022	742	872	1,125										2,739	
TAVISTOCK	2021	1,054	1,016	994	984	931	1,321	1,208	1,637	1,349	1,350	1,232	1,408	3,064	14,484
	2022	1,654	1,720	2,189										5,563	
THAMESFORD	2021	983	871	694	1,021	773	879	1,065	949	894	1,175	1,036	1,128	2,548	11,468
	2022	963	1,257	1,540										3,760	
TILLSONBURG	2021	4,542	3,833	4,951	4,252	4,076	4,281	6,201	5,791	5,066	5,599	5,632	7,632	13,326	61,856
	2022	6,263	6,371	7,713										20,347	
TOTALS:	2021	18,544	17,494	20,503	19,056	18,560	20,263	26,057	27,143	23,480	24,649	24,132	29,038	56,541	268,919
	2022	27,017	27,374	35,981	0	0	0	0	0	0	0	0	0	90,372	
Annual Change:		45.7%	56.5%	75.5%										59.8%	
Digital TV & Movies	2021	407	429	363	412	392	198	331	438	375	246	360	330	1,199	4,281
	2022	402	389	342										1,133	
Zinio (Magazines) Overdrive as of Apr/21	2021	856	853	815	41	1,210	637	579	622	608	433	626	666	2,524	7,946
	2022	1,005	761	793										2,559	
Tumble Books	2021	667	282	364	402	380	266	168	146	125	288	271	329	1,313	3,688
	2022	248	143	162										553	
Digital Music	2021	2,534	2,447	2,409	2,826	2,479	1,944	1,592	1,456	1,754	1,656	1,777	1,567	7,390	24,441
	2022	1,564	1,724	2,837										6,125	
Press Reader	2021	655	336	509	574	437	464	436	250	235	924	741	1,530	1,500	7,091
	2022	1,248	564	655										2,467	
Digital Audiobooks	2021	5,983	5,412	5,827	5,730	5,844	5,567	5,835	5,989	5,360	5,937	5,604	5,267	17,222	68,355
	2022	6,170	5,520	6,153										17,843	
Digital ebooks	2021	7,448	6,630	6,851	6,863	7,225	6,953	7,353	7,262	6,228	6,494	6,099	5,967	20,929	81,373
	2022	6,913	6,197	6,525										19,635	
TOTALS: Audio and ebooks	2021	13,431	12,042	12,678	12,593	13,069	12,520	13,188	13,251	11,588	12,431	11,703	11,234	38,151	149,728
	2022	13,083	11,717	12,678	0	0	0	0	0	0	0	0	0	37,478	
Annual Change:		-2.6%	-2.7%	0.0%										-1.8%	

Goals and Objectives

Description	2022	2023	2024	Status Update
<p>Achieve Provincial Reaccreditation Fulfillment of all requirements under Ontario Public Library Guidelines 2022 Edition. Deadline: 2022 Q4</p>	●			In progress, Board policy review is underway, completion by year end
<p>Policy Review Utilize Social Inclusion practices to review service-related policies. Incorporate Diversity, Equity and Inclusion (DEI) framework.</p>	●			Pending DEI Coordinator appointment
<p>Evaluate Impacts of the Pandemic on Library Services Using a SWOT framework, articulate the lessons learned, successes achieved, opportunities to adapt and improve services. Incorporate recommendations into Service Delivery Policy scheduled for review in 2022.</p>	●			Planned for completion by year end
<p>Development of Technology Plan and Technology Leadership Data from Bridge and Edge Projects (anticipated completion March 2022) to measure performance and outcomes of OCL technology services. Develop plan to address gaps identified through benchmarking re: community value & engagement; technology planning and management; and staff digital expertise. Actively engage branch staff in Maker Culture through the development of Maker Spaces and Maker programs.</p>	●	●		Staff actively implementing Marker Culture spaces and programs



LIBRARY

March Variance Reporting
For the Period Ending March 31, 2022

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE \$	FORECAST VARIANCE %
CAPITAL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION	7,139	42,000	41,570	(430)	(1.0%)
92600 R - LIBRARIES	-	(9,570)	(9,570)	-	- %
TOTAL LIBRARY ADMINISTRATION	7,139	32,430	32,000	(430)	(1.3%)
OCL ING					
80000 CAPITAL	(191,680)	229,000	228,320	(680)	(0.3%)
92605 R - OCL - FACILITIES	-	(229,000)	(228,320)	680	(0.3%)
TOTAL OCL ING	(191,680)	-	-	-	- %
THAMESFORD LIBRARY					
80000 CAPITAL	-	24,600	24,600	-	- %
92605 R - OCL - FACILITIES	-	(24,600)	(24,600)	-	- %
TOTAL THAMESFORD LIBRARY	-	-	-	-	- %
TILLSONBURG LIBRARY					
80000 CAPITAL	-	26,000	26,000	-	- %
92605 R - OCL - FACILITIES	-	(26,000)	(26,000)	-	- %
TOTAL TILLSONBURG LIBRARY	-	-	-	-	- %
TOTAL CAPITAL	(184,541)	32,430	32,000	(430)	(1.3%)
OCL					
LIBRARY ADMINISTRATION					
55070 OUTBREAK PREP					
REVENUES					
TOTAL REVENUES	-	-	-	-	- %
EXPENSES					
OPERATING EXPENSES					
6019 SUPPLIES/PROGRAM EXPENSES	27	5,000	5,000	-	- %
TOTAL OPERATING EXPENSES	27	5,000	5,000	-	- %
TOTAL EXPENSES	27	5,000	5,000	-	- %
	27	5,000	5,000	-	- %
60000 LIBRARY ADMINISTRATION					
REVENUES					
GENERAL REVENUES					
3200 REV - PROVINCIAL GOVT	-	(135,675)	(135,675)	-	- %
3203 REV - PROV-PAY EQUITY	-	(3,229)	(3,229)	-	- %
3325 REV - SERVICE RECOVERY FEES	(3,852)	(10,000)	(10,000)	-	- %
3332 REV - INTEREST	(200)	(200)	-	200	- %
3334 REV - DONATIONS	-	-	-	-	- %

* Includes in-year approved transfer and account reclassifications



LIBRARY
 March Variance Reporting
 For the Period Ending March 31, 2022

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE \$	FORECAST VARIANCE %
TOTAL GENERAL REVENUES	(4,052)	(149,104)	(148,904)	200	(0.1%)
TOTAL REVENUES	(4,052)	(149,104)	(148,904)	200	(0.1%)
EXPENSES					
SALARIES AND BENEFITS					
4000 SALARIES	136,233	621,000	637,890	16,890	2.6%
4050 HONORARIUM	274	1,260	1,260	-	- %
4750 BENEFITS	39,380	181,500	187,752	6,252	3.3%
TOTAL SALARIES AND BENEFITS	175,887	803,760	826,902	23,142	2.8%
OPERATING EXPENSES					
5002 CREDIT CARD COSTS	20	300	300	-	- %
5012 COMPUTER SOFTWARE & SUPPORT	2,915	32,050	32,050	-	- %
5015 ADVERTISING/MARKETING/PROMO	1,844	8,000	8,000	-	- %
5018 TELECOMMUNICATIONS	527	3,040	3,040	-	- %
5020 MEMBERSHIP/DUES/SUBSCRIPTIONS	1,517	20,000	20,000	-	- %
5021 TRAINING/SEMINARS/CONFERENCE	4,981	17,000	17,000	-	- %
5023 POSTAGE	1,296	7,000	7,000	-	- %
5025 TRAVEL-EXPENSES, MILEAGE	444	10,000	10,000	-	- %
5026 TOOLS/EQUIPMENT PURCHASE	648	10,000	10,000	-	- %
5029 R & M - EQUIPMENT	-	13,305	13,305	-	- %
5045 OFFICE SUPPLIES/EXPENSES	1,130	5,000	5,000	-	- %
5303 INSURANCE	15,652	15,652	15,790	138	0.9%
5304 LEGAL	1,065	1,065	-	(1,065)	- %
5308 PURCHASED SERVICES	11,134	21,000	21,000	-	- %
6019 SUPPLIES/PROGRAM EXPENSES	2,537	13,375	13,375	-	- %
6020 BOOKS - HARD COPY	62,308	210,000	210,000	-	- %
6023 CULTURAL PROGRAMS	554	37,000	37,000	-	- %
6024 GUIDES & TOOLS	35,654	50,000	50,000	-	- %
6028 BOOKS - ELECTRONIC	42,511	152,000	152,000	-	- %
TOTAL OPERATING EXPENSES	186,737	625,787	624,860	(927)	(0.1%)
INTERDEPARTMENTAL CHARGES					
7000 CHARGE FROM FINANCE	14,547	58,184	58,184	-	- %
7005 CHARGE FROM CUSTOMER SERVICE	4,752	19,004	19,004	-	- %
7010 CHARGE FROM IT (OPERATING)	100,059	400,241	400,241	-	- %
7011 CHARGE FROM IT - V.O.I.P.	1,995	7,981	7,981	-	- %
7012 CHARGE FROM IT - COPIER	1,293	5,166	5,166	-	- %
7020 CHARGE FROM FACILITIES	12,501	50,000	50,000	-	- %
7030 CHARGE FROM FLEET	5,705	37,242	33,442	(3,800)	(11.4%)

* Includes in-year approved transfer and account reclassifications



LIBRARY

March Variance Reporting
For the Period Ending March 31, 2022

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE \$	FORECAST VARIANCE %
7050 CHARGE FROM HUMAN RESOURCES	14,622	58,486	58,486	-	- %
8300 CAPITAL - CHARGE FROM IS	6,819	27,281	27,281	-	- %
TOTAL INTERDEPARTMENTAL CHARGES	162,293	663,585	659,785	(3,800)	(0.6%)
TOTAL EXPENSES	524,917	2,093,132	2,111,547	18,415	0.9%
	520,865	1,944,028	1,962,643	18,615	0.9%
91600 DC - LIBRARY	(4,122)	(177,285)	(177,285)	-	- %
92170 R - FEDERAL RESTART	(27)	(5,000)	(5,000)	-	- %
92600 R - LIBRARIES	(308,346)	(308,346)	(308,346)	-	- %
TOTAL LIBRARY ADMINISTRATION	208,397	1,458,397	1,477,012	18,615	1.3%
BRANCH LIBRARIES					
55070 OUTBREAK PREP	4,294	4,557	-	(4,557)	- %
61000 BROWNSVILLE LIBRARY	7,314	27,007	30,141	3,134	10.4%
61001 BURGESSVILLE LIBRARY	8,609	51,455	56,321	4,866	8.6%
61002 EMBRO LIBRARY	8,934	36,881	36,899	18	- %
61003 HARRINGTON LIBRARY	5,700	29,480	29,497	17	0.1%
61004 INGERSOLL LIBRARY	132,089	699,741	724,717	24,976	3.4%
61005 INNERKIP LIBRARY	17,637	49,497	49,517	20	- %
61006 MT-ELGIN LIBRARY	8,307	41,381	41,388	7	- %
61007 NORWICH LIBRARY	68,842	241,990	250,796	8,806	3.5%
61008 OTTERVILLE LIBRARY	11,070	54,716	54,732	16	- %
61009 PLATTSVILLE LIBRARY	19,800	110,121	110,143	22	- %
61010 PRINCETON LIBRARY	11,764	60,441	65,851	5,410	8.2%
61011 TAVISTOCK LIBRARY	35,744	166,364	174,457	8,093	4.6%
61012 THAMESFORD LIBRARY	29,537	171,527	171,579	52	- %
61013 TILLSONBURG LIBRARY	159,370	633,821	655,953	22,132	3.4%
92170 R - FEDERAL RESTART	(4,557)	(4,557)	-	4,557	- %
92605 R - OCL - FACILITIES	25,000	100,000	100,000	-	- %
TOTAL BRANCH LIBRARIES	549,454	2,474,422	2,551,991	77,569	3.0%
SPECIAL PROGRAMS					
62008 HEALTHY COMMUNITIES INITIATIVE	(30,500)	-	-	-	- %
TOTAL SPECIAL PROGRAMS	(30,500)	-	-	-	- %
TOTAL OCL	727,351	3,932,819	4,029,003	96,184	2.4%
TOTAL LIBRARY	542,810	3,965,249	4,061,003	95,754	2.4%

* Includes in-year approved transfer and account reclassifications