

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, January 18, 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. November 16, 2020
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 twelve months ending December 31, 2020 be accepted.
 - 8.2. Financial Reports
RECOMMENDATION
 1. That the COVID-19 December 2020 update be accepted.
 - 8.3. 2021-01 Librarian's Report
RECOMMENDATION
 1. That the Board receive Report No. 2021-01 for information and discussion purposes.
 - 8.4. 2021-02 Library Board meeting schedule

RECOMMENDATION

1. That the Oxford County Library Board adopt a schedule for 2021 regular Library Board meetings as set out in Report No. 2021-02 with each regular meeting held at _____ p.m.

8.5. 2021-03 Schedule of Review of Board Policies

RECOMMENDATION

1. That the Oxford County Library Board adopt the schedule of policy review as set out in Report No. 2021-03.

8.6. 2021-04 Approval of fundraising revenue expenditure - Peg Caffyn Bequest

RECOMMENDATION

1. That the Oxford County Library Board approve the expenditure of \$7,500 to finance the creation of Circulating Maker Kits, Read With Me bookpicks, and educational resources for the Tillsonburg Library Children's Area, to be funded from Donation Deferred Revenue.

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****November 16, 2020****Online via YouTube****www.ocl.net/livestream**

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

Members Absent Regina Smith

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

1. CALL TO ORDER

1:04 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 October 19, 2020

RESOLUTION NO. 2

Moved By: Laura Langford
Seconded By: David Mayberry

Resolved that the Library Board minutes of October 19, 2020 be accepted.

DISPOSITION: Motion Carried

5. DELEGATIONS AND PRESENTATIONS

NIL

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

NIL

7. CONSIDERATION OF CORRESPONDENCE

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

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

RESOLUTION NO. 3

Moved by: Don McKay
Seconded by: Laura Langford

That the correspondence from the Minister of Heritage, Sport, Tourism and Culture Industries be received.

DISPOSITION: Motion Carried

7.2 Thamesford Public Library Advisory Committee

Re: September 2020 update and Annual Report

RESOLUTION NO. 4

Moved by: Laura Langford
Seconded by: David Mayberry

That the Thamesford Public Library Advisory Committee September 2020 update and Annual Report be received.

DISPOSITION: Motion Carried

7.3 Janet and Doug Curtis, Thamesford Library patrons

Re: Thamesford Public Library

RESOLUTION NO. 5

Moved by: Larry Martin
Seconded by: Don McKay

That the correspondence from Janet and Doug Curtis be received.

DISPOSITION: Motion Carried

8. REPORTS

8.1 Statistics

RESOLUTION NO. 6

Moved by: Laura Langford
Seconded by: David Mayberry

That the statistics for the ten months ending October 31, 2020 be accepted.

DISPOSITION: Motion Carried

8.2 Financial Reports

RESOLUTION NO. 7

Moved By: Larry Martin
Seconded By: Laura Langford

That the COVID-19 October update be accepted.

DISPOSITION: Motion Carried

8.3 2020-23 Librarian's Report

RESOLUTION NO. 8

Moved By: Don McKay
Seconded By: Laura Langford

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

DISPOSITION: Motion Carried

8.4 2020-24 CEO Performance Appraisal Goals and Objectives

RESOLUTION NO. 9

Moved By: Larry Martin
Seconded By: David Mayberry

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.

DISPOSITION: Motion Carried

8.5 2020-25 Tavistock Library lease agreement renewal

RESOLUTION NO. 10

Moved By: Don McKay

Seconded By: Laura Langford

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.

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 1:37 p.m.

CHAIR

SECRETARY

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	2,741	2,741
	2020	295	220	146	66	0	15	16	20	23	21	78	151	1,051	
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	19,243	19,243
	2020	1,622	1,635	767	23	19	44	529	709	646	809	88	719	7,610	
EMBRO	2019	664	566	605	623	611	577	614	640	510	628	542	470	7,050	7,050
	2020	573	590	190	6	28	71	138	160	485	495	595	545	3,876	
HARRINGTON	2019	204	119	241	145	172	214	383	247	197	182	257	286	2,647	2,647
	2020	289	244	189	11	1	19	172	168	186	208	304	241	2,032	
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	113,962	113,962
	2020	9,652	8,752	4,932	82	606	2,648	3,221	3,012	4,058	5,036	5,050	5,388	52,437	
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	17,893	17,893
	2020	1,503	1,619	671	106	1	114	409	685	738	795	840	712	8,193	
MOUNT ELGIN	2019	654	642	801	770	927	698	864	887	759	691	718	612	9,023	9,023
	2020	912	467	443	72	37	114	247	306	331	535	624	473	4,561	
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	57,449	57,449
	2020	5,791	5,120	2,596	12	27	2,312	2,191	1,980	2,140	2,566	3,010	2,631	30,376	
OTTERVILLE	2019	955	973	890	981	805	1,241	1,535	1,430	1,176	1,170	1,160	847	13,163	13,163
	2020	1,083	1,426	369	76	1	42	392	608	691	701	589	725	6,703	
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	15,596	15,596
	2020	1,421	1,407	716	142	2	344	865	835	866	972	964	972	9,506	
PRINCETON	2019	623	686	746	802	760	667	898	791	637	606	508	488	8,212	8,212
	2020	696	756	388	45	0	91	458	541	703	474	487	588	5,227	
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	21,083	21,083
	2020	1,882	1,844	843	22	17	859	753	804	854	753	743	813	10,187	
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	15,907	15,907
	2020	1,651	1,527	836	42	7	803	1,163	1,197	1,009	1,025	930	722	10,912	
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	101,883	101,883
	2020	8,861	8,507	4,349	325	732	2,890	4,102	3,926	4,372	5,581	5,517	5,390	54,552	
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	405,852	405,852
	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	207,223	
Annual Change:		0.0%	9.7%	-51.1%	-96.9%	-95.3%	-67.5%	-64.9%	-61.7%	-45.4%	-41.5%	-39.6%	-26.0%	-48.9%	
Digital TV & Movies	2019	231	259	238	227	222	198	222	204	220	236	252	272	2,781	2,781
	2020	258	272	491	649	518	387	402	410	322	375	321	297	4,702	
Zinio (Magazines)	2019	282	294	357	270	280	281	203	298	299	93	406	255	3,318	3,318
	2020	248	334	409	482	638	487	551	747	762	720	1,006	600	6,984	
Tumble Books	2019	1,190	1,705	1,871	1,470	1,322	763	180	171	454	584	1,272	868	11,850	11,850
	2020	910	548	891	1,422	703	364	373	394	592	802	467	329	7,795	
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	33,188	33,188
	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	29,673	
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	42,816	42,816
	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	60,479	
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	58,343	58,343
	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	78,846	
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	101,159	101,159
	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	139,325	
Annual Change:		15.0%	18.3%	24.9%	64.1%	69.9%	55.8%	41.1%	36.5%	34.6%	37.4%	24.5%	33.3%	37.7%	

OXFORD COUNTY LIBRARY - COMPUTER USE BY PUBLIC														2020	TOTAL to Date	2019 TOTAL
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
BROWNSVILLE		2019	4	4	6	5	3	12	71	49	40	59	43	24	320	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	602	602
		2020	12	10	13	2	14	19	12	12	17	0	7	2	120	
BURGESSVILLE		2019	14	17	8	28	12	6	3	12	8	7	9	2	126	126
		2020	5	4	3	0	0	0	0	0	0	0	0	0	12	
	Wireless	2019	251	110	182	124	193	219	221	235	310	242	253	190	2,530	2,530
		2020	270	160	200	156	163	150	197	126	213	142	102	96	1,975	
EMBRO		2019	34	51	33	46	62	49	45	43	53	47	20	10	493	493
		2020	21	29	10	0	0	0	0	0	0	0	0	0	60	
	Wireless	2019	39	22	54	32	56	69	348	66	83	100	126	39	1,034	1,034
		2020	42	47	32	24	24	13	17	11	24	15	45	24	318	
HARRINGTON		2019	2	1	2	4	1	2	0	10	2	5	0	9	38	38
		2020	4	5	4	0	0	0	0	0	0	0	0	0	13	
	Wireless	2019	20	9	24	7	14	25	25	35	13	10	40	13	235	235
		2020	11	11	12	2	8	7	16	8	12	8	9	2	106	
INGERSOLL		2019	1,165	806	987	946	803	699	1,018	983	746	823	906	763	10,645	10,645
		2020	950	875	0	0	0	0	0	0	67	163	171	157	2,383	
	Wireless	2019	899	313	856	461	634	722	934	846	752	747	699	537	8,400	8,400
		2020	595	634	337	98	96	70	107	109	103	153	129	79	2,510	
INNERKIP		2019	63	47	66	46	60	55	54	59	58	71	59	49	687	687
		2020	67	62	24	0	0	0	0	0	0	0	0	0	153	
	Wireless	2019	38	31	35	31	131	156	177	91	69	75	61	92	987	987
		2020	47	47	38	48	41	45	60	66	62	48	27	32	561	
MOUNT ELGIN		2019	9	10	12	8	7	7	4	5	12	10	9	5	98	98
		2020	9	6	4	0	0	0	0	0	0	0	0	0	19	
	Wireless	2019	42	28	29	12	15	45	16	16	48	34	31	63	379	379
		2020	22	22	12	0	0	1	5	6	12	17	16	22	135	
NORWICH		2019	492	337	345	256	270	426	611	578	452	378	335	267	4,747	4,747
		2020	234	301	129	0	0	0	0	0	0	0	0	0	664	
	Wireless	2019	689	238	620	339	678	630	621	659	636	581	588	439	6,718	6,718
		2020	424	411	511	483	606	634	605	588	580	479	467	477	6,265	
OTTERVILLE		2019	32	24	24	35	34	34	37	46	43	28	15	12	364	364
		2020	24	30	7	0	0	0	0	0	0	0	0	0	61	
	Wireless	2019	51	17	75	30	53	134	134	118	160	182	127	188	1,269	1,269
		2020	120	69	62	30	35	59	39	22	32	72	22	17	579	
PLATTSVILLE		2019	77	75	115	86	102	102	88	79	92	114	85	22	1,037	1,037
		2020	58	74	43	0	0	0	0	0	0	0	0	0	175	
	Wireless	2019	293	100	237	212	419	249	67	57	168	135	133	31	2,101	2,101
		2020	113	87	69	4	5	6	19	26	68	113	114	83	707	
PRINCETON		2019	25	49	59	34	46	55	34	33	45	49	38	34	501	501
		2020	57	34	13	0	0	0	0	0	0	0	0	0	104	
	Wireless	2019	41	14	50	31	55	146	164	170	80	74	57	40	922	922
		2020	48	79	30	17	12	26	25	13	29	21	16	15	331	
TAVISTOCK		2019	70	57	83	81	96	86	141	115	117	87	69	74	1,076	1,076
		2020	87	69	22	0	0	0	0	0	0	0	0	0	178	
	Wireless	2019	346	170	276	170	363	380	331	278	174	283	262	209	3,242	3,242
		2020	267	205	186	160	175	185	146	104	116	76	60	67	1,747	
THAMESFORD		2019	128	115	118	126	139	108	153	177	168	199	156	122	1,709	1,709
		2020	138	162	47	0	0	0	0	0	0	0	0	0	347	
	Wireless	2019	167	84	248	114	225	180	223	234	204	233	143	175	2,230	2,230
		2020	164	192	138	210	201	128	96	112	66	57	59	54	1,477	
TILLSONBURG		2019	1,067	847	1,158	1,086	1,128	994	1,033	1,112	986	1,090	986	762	12,249	12,249
		2020	1,086	962	460	0	0	0	95	163	205	261	240	181	3,653	
	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	17,270	17,270
		2020	1,435	1,264	806	209	255	292	452	455	509	488	472	484	7,121	
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	82,009	82,009
		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	31,920	
Annual Change:			-19.7%	40.9%	-57.7%	-73.6%	-77.5%	-77.2%	-77.0%	-76.4%	-69.5%	-71.3%	-71.1%	-66.3%	-61.1%	

OXFORD COUNTY LIBRARY ATTENDANCE STATISTICS													2020	TOTAL to Date	2019 TOTAL
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV			
BROWNSVILLE	2019	90	69	120	107	90	124	167	148	121	149	128	97	1,410	1,410
	2020	107	132	50	0	0	0	0	0	0	0	9	12	298	
BURGESSVILLE	2019	443	414	452	432	367	466	467	524	412	532	459	279	5,247	5,247
	2020	499	421	205	0	0	0	67	105	107	144	124	97	1,769	
EMBRO	2019	197	192	211	203	214	188	346	225	233	308	168	117	2,602	2,602
	2020	187	176	83	0	0	0	0	11	60	60	73	65	715	
HARRINGTON	2019	60	46	66	55	78	54	132	159	66	69	160	84	1,029	1,029
	2020	107	100	31	0	0	0	49	31	42	37	38	34	469	
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	86,902	86,902
	2020	6,680	6,365	2,966	0	126	671	1,038	1,084	944	1,915	1,700	1,675	25,164	
INNERKIP	2019	466	408	515	489	510	438	551	557	445	662	465	379	5,885	5,885
	2020	459	495	199	0	0	0	104	153	175	169	149	148	2,051	
MOUNT ELGIN	2019	185	156	182	170	212	160	259	198	166	171	175	144	2,178	2,178
	2020	157	153	68	0	0	285		55	63	62	69	54	966	
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	22,644	22,644
	2020	1,953	1,880	898	0	0	0	305	308	324	290	282	237	6,477	
OTTERVILLE	2019	336	314	364	337	342	369	473	545	400	404	326	276	4,486	4,486
	2020	383	455	133	0	0	0	76	121	127	102	70	88	1,555	
PLATTSVILLE	2019	660	611	797	923	860	802	1,127	902	789	939	790	629	9,829	9,829
	2020	855	758	372	0	0	89	245	209	243	272	248	253	3,544	
PRINCETON	2019	323	273	408	450	417	438	603	422	391	477	401	286	4,889	4,889
	2020	412	375	182	0	0	0	57	88	100	74	91	81	1,460	
TAVISTOCK	2019	1026	741	1,083	940	1,014	927	1,300	1,226	879	1,079	918	757	11,890	11,890
	2020	1062	1,040	508	0	0	148	195	185	221	197	184	165	3,905	
THAMESFORD	2019	882	717	913	902	993	750	1,202	1,246	814	1,147	1,041	787	11,394	11,394
	2020	1,138	1,044	461	0	0	204	204	173	193	229	191	175	4,012	
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	94,338	94,338
	2020	7,480	7,067	3,626	0	109	718	1,359	2,173	2,276	2,571	2,445	2,015	31,839	
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	264,723	264,723
	2020	21,479	20,461	9,782	0	235	2,115	3,699	4,696	4,875	6,122	5,673	5,099	84,236	
Annual Change:		-5.2%	8.1%	-61.0%			-90.0%	-85.3%	-80.0%	-76.2%	-75.2%	-73.0%	-69.2%	-68.2%	

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	450,000	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	80,000	290,000	Branches closed as of March 13; expected that not all branches will reopen until physical distancing limits are lifted; reduced occupancy rates anticipated
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 occur
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 December 31, 2020

	YTD ACTUAL	FORECAST	APPROVED BUDGET	FORECAST VARIANCE \$	FORECAST VARIANCE %	YTD %
REVENUES						
GENERAL REVENUES	(154,791)	(152,812)	(178,389)	(25,577)	14.3%	86.8%
OTHER REVENUES	(153,222)	(282,190)	-	282,190	-	-
CAPITAL REVENUES	(75,110)	(57,000)	(198,222)	(141,222)	71.2	37.9
TOTAL REVENUES	(383,123)	(492,002)	(376,611)	115,391	(30.6)	101.7
EXPENSES						
SALARIES AND BENEFITS	1,949,933	2,048,099	2,481,471	433,372	17.5%	78.6%
OPERATING EXPENSES	499,988	584,032	597,101	13,069	2.2	83.7
DEBT REPAYMENT	152,441	152,441	152,441	-	-	100.0
CAPITAL EXPENSES	10,763	67,000	70,000	3,000	4.3	15.4
OTHER EXPENSES	67,000	639,657	67,000	(572,657)	(854.7)	100.0
INTERDEPARTMENTAL CHARGES	913,004	994,781	1,002,606	7,825	0.8	91.1
TOTAL EXPENSES	3,593,129	4,486,010	4,370,619	(115,391)	(2.6)	82.2
TOTAL LIBRARY	3,210,006	3,994,008	3,994,008	-	-	80.4

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 \$34,000 for re-open costs
 - **Other Expenses:** estimated year end surplus and Development Charge reserve allocations

Services:Collections
Programming
Reference & InformationPublic Space Access
Technology & Coaching

- **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

Notes

- This financial report is based on financial information recorded as of January 12, 2021 and prior to year-end adjustments, therefore is not representative of 2020 final year end results

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
- 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 – January 2021

RECOMMENDATION

- 1. That the Board receive Report No. 2021-01 for information and discussion purposes.**

Evolving Pandemic Response

The entire Province of Ontario was placed in full Lockdown effective December 26, 2020. Initially, it appeared that there would be no change to the level of service that public libraries would be able to provide, i.e. indoor curbside, however the Ministry of Heritage, Sport, Tourism and Culture Industries notified all Library CEOs that members of the public were not to be permitted to enter library facilities. Curbside service could be provided outside the library only.

There are specified permitted services that may be offered inside the library, These include child care services, mental health and addiction support services to a limit of 10 persons, and provision of social services. Such uses of library space have occurred only at the Tillsonburg branch, for groups such as Narcotics Anonymous, however, there have been no further uses since the Stay at Home Order was issued. The library is required to collect and maintain contact tracing information.

Because the branches had been offering outdoor curbside service earlier in the pandemic, it was not a difficult transition. We were able to comply with Provincial orders immediately, without any disruption to service delivery.

Ontario's Stay at Home Order came into effect on January 14. No changes to permitted public library services were made. O. Reg. 82/20 Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 sets out the businesses which "may" open and the guidelines and restrictions for each class of business. Public libraries are playing an important role in the mental health and wellbeing of residents as they continue to cope with the pandemic. We have been providing service in a very safe manner for many months. Having said this, it is important that we support the Provincial Order. We are working with Strategic Communications on the wording of communications pieces for the website and media releases.

We will be asking our patrons not to make a special trip to the library, but to combine it with an essential errand. We will encourage patrons to stock up on reading material so as to minimize the number of visits needed. We will promote our Readers' Advisory services and the fact that staff can do selection on their behalf. We will encourage patrons to remain in their car – staff can bring their materials out to them. And of course, we will continue to promote our online resources and e-book collections.

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We will monitor the situation daily to ensure that our staff are kept safe. If we feel that curbside service is putting our staff at risk, we will re-evaluate whether the service should continue or be temporarily suspended at locations of concern. I have asked all branch staff to come to me or their direct supervisor with any concerns about curbside service and ideas of what could be done to make them feel more protected.

We are proactively responding to the needs of Oxford County residents as the pandemic continues:

- The addition of STEM Village and World Book Online to our suite of online learning resources
- Increased Hoopla downloads for the duration of the Stay at Home Order
- Facebook Be.Live account established to improve our virtual programming
- Implementation of Engaged Patrons software -- a new program calendar and registration tool. Patrons can register for online programming and reminders are sent out prior to the event.
- Planned implementation of mobile printing software at four Medium branches to allow the public to send print job requests to the library from their computers, phones, and mobile devices.
- Craft and activity kits being assembled and handed out to families at curbside.

We continue to issue new library cards – requests for cards are received daily. Since the start of the pandemic, 888 new cards have been registered. Many of these new patrons are wanting to access e-books and our online resources. Throughout the pandemic, people have been able to register for a library account via e-mail, rather than the previous requirement to register in person. Many of these new patrons are accessing e-books and other online resources, and do not require their physical library card, as long as they have their card number and PIN. This has resulted in a large inventory of library cards that have not been picked up at branches. We will be mailing out the physical cards along with a letter welcoming them to Oxford County Library and a pamphlet highlighting our online resources.

Staff training and development

A virtual Staff Development Day was held on Monday, December 14. Cristina McLaren assembled a very enjoyable and informative program. While it was no substitute for our traditional in-person Christmas meeting, we attempted to make it special. A “treat bag” with Habitual Chocolate hot chocolate and two large Christmas cookies was delivered to each OCL staff member in advance of the day. Among the items on the agenda: the “Dewey Divas”, a group of book publisher representatives, gave an entertaining presentation on new and upcoming titles; and Homewood Health, the County’s provider of the Employee and Family Assistance Program, gave a presentation on methods for reducing anxiety.

The Ontario Library Association’s [Superconference](#) 2021 will be virtual. The programme is significantly smaller than the in-person conferences, but there will be sessions designed specifically for Library Board members on Saturday, February 6. These governance sessions include:

- CEO Performance Appraisal
- Municipal Boards for Libraries: making them work effectively

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- What's keeping your Chief Financial Officer up at night?
- Pandemic Town Hall Discussion: how libraries are responding quickly to the community's changing needs
- Leaving No One Behind: ensuring representation and accessibility on your Board.

I would be pleased to register any Board member who is interested in attending the virtual OLBA Boot Camp on February 6. I will be attending all OLBA sessions that day and will be sure to share what I learn with the Board.

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

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

2021 Library Board meeting schedule

RECOMMENDATION

1. That the Oxford County Library Board adopt a schedule for 2021 regular Library Board meetings as set out in Report No. 2021-02 with each regular meeting held at _____ p.m.

REPORT HIGHLIGHTS

- Establishing a meeting schedule for regular Board meetings in 2021 to ensure compliance with the *Public Libraries Act*







Implementation Points

Upon approval of regular meeting dates and times, the schedule will be posted on the Oxford County Library website for public information.

Financial Impact

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

Strategic Plan (2015-2018)

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

DISCUSSION

Background

In December, 2019, section 16(1) of the *Public Libraries Act* was amended, reducing the minimum number of annual public library board meetings from ten per year to seven per year. Library Boards may choose to hold meetings more frequently, however.

Board meetings must be open to the public, unless a Closed meeting is warranted by legislation.

It has been the practice to hold Oxford County Library Board meetings on the third Monday of the month.

Comments

Meeting locations remain undetermined, based on the assumption that COVID-19 conditions will continue to preclude meeting in person. It is to be hoped that some meetings can be held at branch locations later this year, as this gives Board members the opportunity to become familiar with library facilities.

Eight regular meetings are proposed. Additional meetings may be deemed to be necessary if Board decisions on matters arising are required. Fewer mandatory business meetings allows the Board more freedom to meet for other purposes, such as workshops, training opportunities, and tours of other library systems' facilities to learn about innovative approaches.

For discussion purposes, the following schedule of regular meeting dates and locations is proposed:

MEETING DATE	TENTATIVE AGENDA ITEMS	PROPOSED LOCATION
January 18, 2021	Statistical and Financial Reports COVID Update	Online via YouTube
March 15, 2021	Statistical and Financial Reports Policy review	TBD
April 19, 2021	Statistical and Financial Reports Policy Review	TBD
May 17, 2021	Statistical and Financial Reports Policy Review	TBD
June 15, 2021	Statistical and Financial Reports	TBD

Report No: 2021-02
CORPORATE SERVICES
Board Date: January 18, 2021

MEETING DATE	TENTATIVE AGENDA ITEMS	PROPOSED LOCATION
	Policy review Technology Plan	
September 20, 2021	Statistical and Financial Reports 2022 Draft Business Plan Policy review Open Hours Review	TBD
October 18, 2021	Statistical and Financial Reports 2022 Draft Budget Policy review	TBD
November 15, 2021	Statistical and Financial Reports Policy review	TBD

Conclusions

The establishment and posting of the schedule of 2021 regular Board meetings provides the Board with a plan for conducting its business and enables public participation.

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

To: Oxford County Library Board

From: CEO/Chief Librarian

Schedule of Review of Board Policies

RECOMMENDATION

1. That the Oxford County Library Board adopt the schedule of policy review as set out in Report No. 2021-03.

REPORT HIGHLIGHTS

- Establishes a fixed date of review for all policies set within the four year Board term for the purpose of reviewing and revising existing policies, in accordance with Sections 2.3 and 3.1 of the Ontario Public Library Guidelines, 7th ed.

Implementation Points

With a review timeline in place, staff will incorporate policy discussion and review as standing items on Board meeting agendas.







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

A schedule of policy review is an organizational tool for Board purposes and is not typically communicated except through the public posting of Board agenda packages. However, as described in the Comments section of this Report, early planning is underway to establish a Social Inclusion approach to policy and planning work. As this develops, the potential for public communication will be explored with the assistance of Strategic Communication & Engagement.

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>
			4.i.		

DISCUSSION

Background

Policy review is a fundamental governance function of a Public Library Board. Under the Ontario Public Library Guidelines (OPLG), all Board policies are to be reviewed and revised as necessary once per Board term.

Comments

Library Board policies generally fall within three categories: governance; legislative requirements of a Board as Employer; and service-related.

Policies falling within the second category – legislated requirements – can be satisfied through the formal adoption of applicable County policies, given that public library operations are already governed by these policies. To fulfil its governance role under the Public Libraries Act, the Board should formalize its adoption of Policies not created by the Board itself. The OPLG require in some cases that the policy include stipulations referring specifically to public library operations.

With regard to service-related policies, two specific policies have been identified as having a direct and substantial impact on the library's ability to facilitate Social Inclusion. Social Inclusion is defined as:

“...the participatory, authentic, and accountable manner in which institutions uphold and reinforce the principles of access, equity and thus, social inclusion for all.

In particular, social inclusion is the manner in which institutions:

- Are open to understanding and engaging in their communities;
- Explore, view, and challenge barriers, values, and behaviours;
- Develop, implement, and evaluate systems, programs, policies, and procedures;
- Provide equitable access to services and decision making opportunities;
- Demonstrate the level of inclusion through tangible outcomes.”

(Source: Canadian Urban Libraries Council. Social Inclusion Audit: a toolkit. 2010.)

Report No: 2021-03
CORPORATE SERVICES
Board Date: January 18, 2021

With the assistance of community agency partners, a Social Inclusion Panel will be developed in order to seek out input from individuals who represent target audiences on the ways our current Circulation Policy, Collection Policy, and Code of Conduct pose barriers to access. In keeping with the County's commitment to Zero Poverty, the initial target audience will be individuals and families living in low income or poverty.

The following table lists all Board Policies requiring Board review and approval, the year the policy was last reviewed, and a proposed date for review within the remaining two years of this Board's term.

POLICY	LAST REVIEWED	PROPOSED REVIEW DATE
Values and Vision Statements	October 2016	March 2021
Safety, Security,& Emergencies (formal adoption of County policies and plans) Includes: <ul style="list-style-type: none"> • Working Alone • Workplace Violence • Harassment 	November 2015	April 2021
Study Room/Public Meeting Room	February 2016	April 2021
Accessibility/AODA Statement	November 2015	May 2021
Donations, Sponsorship & Fundraising	April 2018	May 2021
Circulation	December 2017	June 2021
Indigenous Awareness and Reconciliation (new requirement)		June 2021
Volunteers (currently a section of the Service Delivery Policy – should be a separate policy)		September 2021

Report No: 2021-03
CORPORATE SERVICES
Board Date: January 18, 2021

POLICY	LAST REVIEWED	PROPOSED REVIEW DATE
Adoption of County Personnel Management Policies	November 2015	September 2021
Code of Conduct	December 2016	October 2021
Community Information	May 2015	October 2021
Privacy and Access (formal adoption of County policy and library-specific reference)		November 2021
Local History/Digitization (policy developed jointly with Oxford County Archives)		November 2021
Board Governance Policy Manual	March 2018	November 2021
Service Delivery Policy	May 2017	2022
Collection Development	June 2018	2022
Children's & Young Adult Services	March 2015	2022
Technology Use (Computer Use and Public Internet Access)	November 2018	2022

Conclusions

The Completion of the review of Policies as outlined in Report No. 2021-03 satisfies reaccreditation requirements under the OPLG (7th ed.). The review schedule does not preclude the Board from considering the establishment of new policies or revising existing policies not included in the schedule on an as-needed basis.

Report No: 2021-03
CORPORATE SERVICES
Board Date: January 18, 2021

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

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

Approval of fundraising revenue expenditure – Peg Caffyn Bequest

RECOMMENDATION

1. That the Oxford County Library Board approve the expenditure of \$7,500 to finance the creation of Circulating Maker Kits, Read With Me bookpacks, and educational resources for the Tillsonburg Library Children’s Area, to be funded from Donation Deferred Revenue.

REPORT HIGHLIGHTS

- Seeks Board approval of the expenditure of funds from the Peg Caffyn Bequest in order to improve services to children and teens.

Financial Impact

The requested funds, in the amount of \$7,500, are available in a deferred donation revenue account which is intended to be used to enhance library services. Approval of these expenditures would have no financial impact beyond what has been approved in the current year’s budget. A breakdown of the costs is provided in the following table:

ITEMS FOR PURCHASE	ESTIMATED COST
Circulating Maker Kit items (see Attachment 1 for details)	\$4,500
Picture Books for additional Read With Me bookpacks	\$1,500
Tillsonburg Children’s Area enhancements	\$1,500







Communications

Publicly recognizing the impacts that a donor’s generosity makes is a good stewardship practice. In addition to including written recognition of the source of funding on circulating

Report No: 2021-04
CORPORATE SERVICES
Board Date: January 18, 2021

Maker Kits, Strategic Communication & Engagement will be consulted regarding possible media coverage of the new resources made possible through the Peg Caffyn Bequest.

Strategic Plan (2015-2018)

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

DISCUSSION

Background

In early 2019, Oxford County Library was the recipient of a bequest in the amount of \$75,562.28 from the Estate of Margaret (Peg) Caffyn. At its May 2019 meeting, the Board authorized the placement of those funds in a deferred revenue account, to be used at a future date to enhance library services, with preference to be given to projects targeting vulnerable and at-risk children and teens. To date, no expenditures have been made from this bequest.

Comments

The manner in which we can provide library services has been altered by the COVID-19 pandemic. All branches are currently restricted to outdoor curbside service. Branch staff have been supplementing curbside delivery with the distribution of take-home craft and activity kits. Bringing literacy-based activities to families increases access to learning opportunities and encourages and builds a relationship with their public library.

In an effort to make educational and fun activity kits available, our Literacy & Innovation Specialist has taken the lead on compiling an inventory of fourteen proposed Circulating Maker Kits. These kits would be available to borrow and would be taken to outreach locations in order to improve access to a target audience of vulnerable children and youth. A description of the kits is attached to this Report as Attachment 1.

Conclusions

The expenditure of \$7,500 from the Peg Caffyn Bequest would result in enhanced services to children and youth in the following ways: the assembly of Circulating Maker Kits; the purchase of picture books in order to create additional Read With Me bookpucks to meet growing demand; and the purchase of resources for the Children's Area of the Tillsonburg branch in order to create a more educational and interactive environment for learning and play.

Report No: 2021-04
CORPORATE SERVICES
Board Date: January 18, 2021

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment 1 Circulating Maker Kits Description, January 18, 2021

LIB 2021-04
Attachment No. 1

#	Age Group	Kit Theme and STEM/Maker Outcomes	Items	Books
1	School Age	Tinker with Straws and Cardboard Maker Kit	<ul style="list-style-type: none"> • Strawbees Maker Kit • Makedo Cardboard-Building System • Octoclips (cardboard connecting system) • a level • kids tape measure • drawing materials, paper, clipboard 	<ul style="list-style-type: none"> • If I Built a House by Chris Van Dusen • If I Built a Car by Chris Van Dusen • Have Fun, Molly Lou Melon by Patty Lovell
2	Preschool/Kindergarten	Build with Me Maker Kit	<ul style="list-style-type: none"> • MagSnaps Magnetic Tiles • Magna Tile Cars • a level • kids tape measure • drawing materials, paper, clipboard 	<ul style="list-style-type: none"> • Dreaming Up by Christy Hale • Rex Wrecks It by Ben Clanton
3	School Age	Marble Maze Maker Kit	<ul style="list-style-type: none"> • Tumble Trax Magnetic Marble Run • Q BA Marble Maze • laminated learning prompts for maze designs 	<ul style="list-style-type: none"> • Rube Goldberg's Simple Normal Humdrum School Day by Jennifer George
4	Tweens/Teens	Weaving and Looms Maker Kit	<ul style="list-style-type: none"> • Multicraft Weaving Loom by Melissa & Doug • Yarn (to be regularly replenished) • Rainbow Loom Kit 	<ul style="list-style-type: none"> • Weaving on a Little Loom: Techniques, Patterns and Projects for Beginners by Fiona Daly • Weave It!: 15 Fun Weaving Projects for Kids by Maria Sigma

LIB 2021-04
Attachment No. 1

				<ul style="list-style-type: none"> • Loom Band It: 60 Rubberband Projects for the Budding Loominer by Kat Roberts
5	School Age	Fun with Gears! Maker Kit	<ul style="list-style-type: none"> • Gears! Gears! Gears! Machines in Motion • Fridge magnetic gears 	<ul style="list-style-type: none"> • Beep Beep Robot! A Spinning Gears Book by Scholastic
6	School Age	Engineer an Amusement Park Maker Kit	<ul style="list-style-type: none"> • Amusement Park Engineer by Thames & Kosmos 	<ul style="list-style-type: none"> • Sophia Valdez, Future Prez by Andrea Beaty • Mr. Ferris and His Wheel by Kathryn Gibbs Davis
7	School Age	Coding Maker Kit <ul style="list-style-type: none"> • Hands on coding skills 	<ul style="list-style-type: none"> • Code & Go Robot Mouse Activity Set • Coding Hopper Set 	<ul style="list-style-type: none"> • How to Code a Sandcastle by Josh Funk • My First Coding Book by Kiki Prottzman
8	Preschool/Kindergarten	Little Bots Maker Kit <ul style="list-style-type: none"> • Early years balance, design, robot introduction, magnets 	<ul style="list-style-type: none"> • Snap Bots Set • Tegu Magnetic Wooden Blocks Magnetron Set 	<ul style="list-style-type: none"> • The Bot That Scott Built by Kim Norman • Boy + Bot by Ame Dyckman • Pete the Cat Robo-Pete by James Dean
9	School Age	Making Connections Maker Kit	<ul style="list-style-type: none"> • Giant Octoplay • Connectagons Deluxe by HearthSong 	<ul style="list-style-type: none"> • The Most Magnificent Thing by Ashley Spires • Be a Maker by Katey Howes
10	School Age	Cubelets Robotics Maker Kit	<ul style="list-style-type: none"> • Cubelets Discovery Set • laminated prompts • usb adapter 	<ul style="list-style-type: none"> • National Geographic Kids Everything Robotics: All the Photos, Facts, and Fun to Make by Jennifer Swanson

LIB 2021-04
Attachment No. 1

11	Tweens/Teens	Manga Maker Kit	<ul style="list-style-type: none"> • Pencil Crayons • Manga Brush Pens and Fineliner Sets • Pencils • Eraser • Sharpener • Pencil Case 	<ul style="list-style-type: none"> • Mastering Manga 1 by Mark Crilley • Mastering Manga 2 by Mark Crilley
12	Preschool/Kindergarten	Magnet Science Maker Kit	<ul style="list-style-type: none"> • Wintergreen Magnet Kit 	<ul style="list-style-type: none"> • Magnets Push Magnets Pull by David A Adler • Magnet Max by Monica Hughes
13	Preschool/Kindergarten	Nursery Rhyme Stem	<ul style="list-style-type: none"> • The Three Billy Goats Gruff Nursery Rhyme Stem Kit 	<ul style="list-style-type: none"> • The Three Billy Goats Gruff by Jerry Pinkney
14	Infants/Preschool	Gears for Babies/Toddlers	<ul style="list-style-type: none"> • Fat Brain Toys FBT-2094 SpinAgain Stacking Toy • PlaySkool Busy Gears • Melissa and Doug Rainbow Caterpillar Gear 	<ul style="list-style-type: none"> • Turn, Crank Zoom by Eric Carle