

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, August 28, 2023, 1:00 p.m.
21 Reeve Street, Woodstock and online
www.oxfordcounty.ca/livestream

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
4. DELEGATIONS AND PRESENTATIONS
5. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS
6. CONSIDERATION OF CORRESPONDENCE
7. REPORTS
 - 7.1 2023-23 Village Branch Hours 2024
RECOMMENDATIONS
 1. That the Library Board receive Report No. 2023-23, Village Branch Hours - 2024, for discussion;
 2. And further, that the Library Board requests staff to bring forward, in the 2024 Draft Business Plan and Budget for the Board's consideration, adjustments to the Village Branch hours described in Report No. 2023-23 as Option ____ (A,B, or C).
8. UNFINISHED BUSINESS
9. NOTICE OF MOTIONS
10. NEW BUSINESS / ENQUIRIES / COMMENTS
11. CLOSED SESSION

Regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

 - 11.1 Closed session begins
 - 11.2 Report No. 2023-24

11.3 Closed session ends

12. **CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION**

13. **ADJOURNMENT**

To: Oxford County Library Board

From: CEO/Chief Librarian

Village Branch Hours - 2024

RECOMMENDATIONS

1. That the Library Board receive Report No. 2023-23, Village Branch Hours - 2024, for discussion;
2. And further, that the Library Board requests staff to bring forward, in the 2024 Draft Business Plan and Budget for the Board's consideration, adjustments to the Village Branch hours described in Report No. 2023-23 as Option ____ (A,B, or C).

REPORT HIGHLIGHTS

- The Board provided direction at its meeting held August 15, 2023 for staff to provide information on options for increasing Village Branch hours in the draft 2024 Business Plan and Budget.

Implementation Points

Library staff will include the option chosen by the Library Board in the draft 2024 Business Plan and Budget.

Financial Impact







There is no financial impact beyond what has already been approved in the current year's operating budget.

Financial impacts of the Board's preferred option for hours of service for the Library's Village Branches will be presented to the Board as part of the draft 2024 Business Plan and Budget for final consideration.

Communications

Pursuant to Board approval, staff will begin planning the draft 2024 Business Plan and Budget. Communication with branch staff and the public will begin during the 2024 Business Plan and Budget public engagement campaign to inform final approval of the 2024 Business Plans and Budget by County Council.

Strategic Plan (2020-2022)

					
<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>
				5.ii.	

DISCUSSION

Background

Library staff have worked the past year to create a Service Delivery Model for Oxford County Libraries. Included in the draft model provided to the Library Board at the August 15th meeting, were ARUPLO (Administrators of Rural Urban Public Libraries of Ontario) Guidelines, 3rd edition. Below is the language found in those Guidelines.

3.3.2. Hours of Operation

Public libraries operate in an increasingly 24/7 environment. The single greatest barrier to library use as reported in community needs assessments is time....

Library Hours of operation must be available in order for a library to provide an enhanced mandate of government services outlet, public access to the Internet, and community gathering place. Library hours should be allocated to meet community needs. Minimum hours of operation by library type, for a “bricks and mortar” library with staff are as follows:

	Small	Medium	Large	Urban
Hours of operation per week	20-25	25-45	45-65	65+

During the August 15th meeting, the Library Board also received a presentation by StrategyCorp, Inc. for the 2024-2028 Oxford County Strategic Plan. In slide 2 of the What We Heard section (slide 7 of the presentation) the consultants included an implementation consideration to “Consider enhanced hours of operation at village branches.” This aligns with the draft Strategic Goal to “Sustain Service Excellence.”

In response, Library staff were given direction to review the potential to extend Village Branch hours for the 2024 Budget year.

Report No: 2023-23
CORPORATE SERVICES
Board Date: August 28, 2023

Comments

Under direction of the Library Board, staff have prepared three potential options for extension of hours at Village Branches.

Option A was initially proposed by Village Branch Teams. Further changes were made by Library Administration to Harrington Branch to meet Provincial minimums, as well as Innerkip and Otterville Branches to align with each branches' high level of attendance and circulation. This option is a conservative build of branch hours with the exception of the three mentioned above. Should it be chosen, library administrative staff would look to improve hours at other locations in following years based on usage statistics. Staff would aim to reach a minimum of 16 hours per Village Branch location by 2028.

Option B provides a middle level of Village Branch hours. All branches are equally increased to 16 hours of service. This option provides equal access hours across the Village Branch tier. It also provides a minimum of 1 new hour of service (BUR & PRI) and a maximum of 7 new hours of service (HAR). From this point, library administrative staff would review usage statistics over the course of two years before implementing further adjustments to Village Branch hours.

Option C extends the Village Branch hours to the ARUPLO Guideline's minimum number of hours for small branches. Again, the library administrative staff implemented the adjusted hours equally across the Village Branch tier. At this level, all branches would see a minimum of 5 new service hours (BUR & PRI) and a maximum of 11 new service hours (HAR).

	BRO	BUR	EMB	HAR	INN	MTG	OTT	PRI
Current Hours / Week	12	15	12	9	12	12	12	15
Option A:	12	16	13	12	15	13	15	15
Option B:	16	16	16	16	16	16	16	16
Option C:	20	20	20	20	20	20	20	20

County Finance has provided an estimated cost for staffing each potential increase, including salary and benefits. Library staff have opted to keep all positions that are currently part-time the same status for the purpose of the costing. Library Administrative staff would work with County Finance and Human Resource teams to create full-time positions where and when appropriate. In accordance with the County's recruitment policy, full-time appointments would be subject to a competitive posting to allow all interested staff to apply rather than assigned a full-time position.

Report No: 2023-23
CORPORATE SERVICES
Board Date: August 28, 2023

Estimated Staffing Increase to Implement Options:

Option	FTE Increase	Est. Salaries	Est. Benefits	Est. Total Cost
Option A	1.02	\$48,600	\$7,500	\$56,100
Option B	2.09	\$107,200	\$16,600	\$123,800
Option C	3.23	\$179,100	\$28,700	\$207,800

Note: additional costs related increased hours of operations related to each of the respective facilities will be presented in the 2024 draft Business Plan and Budget, based on the preferred option.

Conclusions

The Library Board should consider the recent community consultation to inform a new Strategic Plan and Service Delivery Model, as there was noticeable mention of limited branch hours.

Subject to the Board's direction, Library staff will include the preferred option in the 2024 Draft Business Plan and Budget process.

The Draft 2024 Business Plan will be presented to the Library Board at the September 19th meeting. Upon approval of the Business Plan, staff will bring the Draft 2024 Budget Plan to the October 17th meeting. The Draft Budget, with any requested changes, will be prepared and presented to County Council in December for their approval.

Staff will prepare to release a community survey in each Village Branch location in early 2024 to determine exact hours for implementation of any additional hours that are approved by County Council. The survey will also allow staff to further examine program and collection needs at those locations that may impact future budgets.

SIGNATURE

Departmental Approval:

Original signed by:

Lisa Marie Williams
 CEO/Chief Librarian