

REPORT

Oakville Public Library Board

Meeting Date: August 21, 2025

FROM: Oakville Public Library

DATE: August 12, 2025

SUBJECT: Employee Retention and Turnover Metrics – August 21, 2025

RECOMMENDATION:

That the Employee Retention and Turnover Metrics report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) regularly reviews employee retention and turnover to support its commitment to attracting and retaining talent.
- OPL's turnover rate for Q2 2025 is consistent with the previous two years. The highest reason for turnover continues to be "Personal."

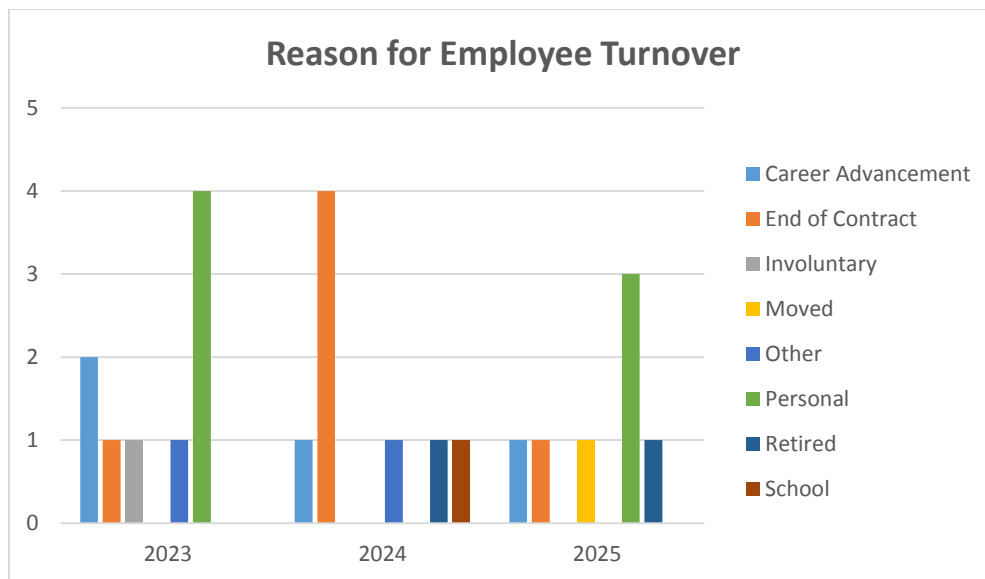
BACKGROUND:

As of Q2 2025, we have a total of 7 employees who have separated from OPL as indicated in Chart 2.

There are no distinguishing patterns for the reason for separation in 2025 to date. OPL notes that "personal" continues to be the dominate reason for separation which includes taking employment closer to home or pursuing new opportunities outside of work. Overall, OPL is projecting a similar number of separations in 2025 as the previous year. This is based on the consistent turnover rate seen over the last five years.

Chart 1: Turnover Rate

Turnover Rate % (as of June 30)	
2023	6.82%
2024	5.76%
2025	4.86%

Chart 2: Reasons for Turnover**Chart 3: Employment Status/Turnover Rate**

Employment Status	
Full-time	2%
Part-time	3%
Casual	13%

Chart 4: Retention

Retention Rate % (Q2 2025)	
	90%

Definitions

- Retention Rate % calculation - # of staff with 1+ years *100/# of employees at the beginning of a period (January 1)
- Turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)
- Personal – Defined based on Service Canada's Record of Employment (ROE) with the exception of Career and Retired
- Employment status/turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)

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