AGENDA

OXFORD COUNTY LIBRARY BOARD
BOARD MEETING

Tuesday, January 21, 2025, 1:00 p.m.

21 Reeve Street, Woodstock

Recording will be available at https://www.youtube.com/@oxfordcountyontario

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 19, 2024

5. **DELEGATIONS AND PRESENTATIONS**

6. **CONSIDERATION OF CORRESPONDENCE**

7. **REPORTS**

    7.1   2025-01 Key Agenda Items and Policy Review (verbal report)

    RECOMMENDATION

    1.   That the Library Board receives verbal Report 2025-01, Key Agenda Items and Policy Review for information and discussion.

    7.2   2025-02 Librarian Report

    RECOMMENDATION

    1.   That the Library Board receives Report 2025-02 Librarian Report, for information and discussion.

    7.3   2025-03 Oxford County Library's Anniversary

    RECOMMENDATION

    1.   That Report 2025-03 titled "Oxford County Library's Anniversary" be received as information.

    7.4   2025-04 Caffyn Bequest Expenditure Request – Bundles of Joy Outreach Program

RECOMMENDATION

1. That Report 2025-04 titled "Caffyn Bequest Expenditure Request – Bundles of Joy Outreach Program" be approved.

8. UNFINISHED BUSINESS

9. MOTIONS

10. NOTICE OF MOTIONS

11. ENQUIRIES

12. ADJOURNMENT

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OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, November 19, 2024

Members Present:	Chair Julia Harris
	Vice Chair Laura Langford
	Councilor Brian Petrie
	Councilor David Mayberry
	Megan Blair
	Cynthia Lacroix
Members Absent:	Katherine Grieve
Staff Present:	L.M. Williams, CEO/Chief Librarian
	L. Buchner, Director of Corporate Services

1. CALL TO ORDER

Oxford County Library meets in regular session this the nineteenth day of November 2024 in Room 222, Oxford County Administration Building, Woodstock at 12:59 PM with Chair Julia Harris in the chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: Cynthia Lacroix
Seconded By: Laura Langford

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

RESOLUTION 2

Moved By: David Mayberry
Seconded By: Laura Langford

Resolved that the Library Board minutes of October 15, 2024 be adopted.

DISPOSITION: Motion Carried

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5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

5.1 Meagan Brennan, Outreach/Teen Librarian Re: ABOS Conference

RESOLUTION 3

Moved By: Laura Langford
Seconded By: Cynthia Lacroix

That the Library Board receives the presentation by Meagan Brennan, Outreach/Teen Librarian for information and discussion.

DISPOSITION: Motion Carried

6. CONSIDERATION OF CORRESPONDENCE

6.1 Letters of Support Ox on the Run program

RESOLUTION 4

Moved By: Cynthia Lacroix
Seconded By: Megan Blair

That the Library Board receives the resolutions from the Townships of Blandford Blenheim, East Zorra-Tavistock, South-West Oxford and Zorra, and refers them to consideration of the Library Board's decision regarding the future of Ox on the Run at the end of the pilot program in 2025.

DISPOSITION: Motion Carried

7. REPORTS

7.1. 2024-50 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 5

Moved By: David Mayberry
Seconded By: Cynthia Lacroix

That the Library Board receives Verbal Report 2024-50, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2024-51 Librarian's Report

RESOLUTION 6

Moved By: Cynthia Lacroix
Seconded By: Laura Langford

That the Library Board receives Report 2024-51, Librarian's Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2024-52 Internet Access and Technology Policy Update and Review

RESOLUTION 7

Moved By: David Mayberry
Seconded By: Megan Blair

That the Library Board approves the Internet Access and Technology Policy as set out in Attachment 1 to Report 2024-52, as amended.

DISPOSITION: Motion Carried

7.4. 2024-53 Board Orientation, Training and Development Policy

RESOLUTION 8

Moved By: Laura Langford
Seconded By: David Mayberry

That the Library Board approves the new Board Orientation, Training and Development Policy as set out in Attachment 1 to Report 2024-53 and rescinds the former Board Orientation and the Board Training and Development Policies.

DISPOSITION: Motion Carried

7.5. 2024-54 Q3 Library Business Plan and Budget Update

RESOLUTION 9

Moved By: David Mayberry
Seconded By: Cynthia Lacroix

That the Library Board receives Report 2024-54 entitled "2024 Q3 Library Business Plan and Budget Update" for information.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

8.1 Request that the CEO/Chief Librarian send the Board Evaluation form in a fillable format to members of the Board for the December 1, 2024 deadline.

9. MOTIONS

NIL

9. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

11.1 Discussion around the Library Technology Report. Staff provided reference to the final report provided at the August 2024 meeting.

12. ADJOURNMENT

RESOLUTION 10

Moved By: David Mayberry
Seconded By: Brian Petrie

Resolved that the Board meeting of November 19, 2024 be adjourned until the next meeting scheduled for January 21, 2025 at 1:00 PM at the Oxford County Administration Building.

<u>DISPOSITION:</u> Motion Carried at 2:15.

_____

Julia Harris, CHAIR

_____

Lisa Marie Williams, SECRETARY

Oxford County Library Board - Key Agenda Items 2025

Agenda items	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Notes
2024 Board Evaluation		X									Yearly Agenda Item - Delayed
2024 Year End Statistics					X						Yearly Agenda Item
Librarian's Report and Monthly Statistics	X	X	X	X	X	X		X	X	X	Regular Agenda Item
Quarterly Metrics		Q3 (23)		Q4 (23)	Q1			Q2		Q3	Regular Agenda Item
2025 Business Plan and Budget Update					Q1		Q2			Q3	Regular Agenda Item
2024 Annual Community Report					X						Yearly Agenda Item
2024 Financial Audit						X					Yearly Agenda Item
2026 Business Plan								X			2024 Planning
2026 Budget									X		2024 Planning
Library Facilities Plan				X							2024 / 2025 Goal
CEO/Chief Librarian Performance Goals										X	Yearly Agenda Item
2025 Board Meeting Dates and Library Closures									X		Yearly Agenda Item

Oxford County Library Board - Policy Review 2025

Operational Policy	Jan	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Notes
Diversity and Inclusion Policy								X			
Children and Teen Services Policy				X							
Membership and Circulation Policy			X								
Local History Policy							X				
Use of Library Resources During Elections Policy		X									
Indigenous Awareness and Reconciliation Statement										X	Possible link w/ Oxford County via "Indigenous Consultation Plan" approved in the 2025 budget.
Governance Policies	Jan	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Notes
Delegation of Authority		X									
Municipal Freedom of Information and Protection of Privacy Act						X					
Planning			X								
Policy Development				X							
County Policies	Jan	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Notes
County General Policy Manual - Section 8 - Communications and Technology										X	

REPORT TO LIBRARY BOARD

Librarian Report

To: **Oxford County Library Board**

From: **CEO / Chief Librarian**

RECOMMENDATION

1. **That the Library Board receives Report 2025-02, Librarian Report, for information and discussion.**

REPORT HIGHLIGHTS

- This report highlights the monthly usage statistics and information regarding library programs, services and collections.

IMPLEMENTATION POINTS

Financial Impact

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

Communications

Library staff regularly use e-blasts, social media, in branch signage, and other sources for the promotion of library services and programs. Some programs are given further consideration, utilizing social media boosts, print ads, and news releases with the assistance of Strategic Communications and Engagement.

Library statistics gathered for this document are utilized to present the yearly Community Report Card statistics.

2024-2028 LIBRARY STRATEGIC PLAN

Oxford County Library Board approved the 2024-2028 Library Strategic Plan on February 20, 2024. The Plan outlines three key goals to advance the Library's vision to "Connect, discover, share, become." These goals are: *(1) Sustain service excellence, (2) Grow engagement and member relationships, and (3) Innovate access to service*.

The recommendation in this report supports the following strategic goals.
Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
Sustain service excellence	Grow engagement and member relationships	Innovate access to service
Strategy 1.1 – Develop and implement a long-term facilities plan to meet changing demands and create enjoyable and dynamic spaces for our communities.	Strategy 2.1 – Create and implement a Communications Strategy to build OCL's brand awareness and service offerings in the community.	Strategy 3.1 – Plan, design, and implement a Programs and Services Accessibility Strategy to make OCL inclusive and accessible to all residents.
Strategy 1.2 – Develop and implement a referral framework to ensure that customers with diverse needs are referred to program and service supports provided by the most appropriate community organizations.	Strategy 2.2 – Develop and implement a Patron Management and Growth Plan to increase usership and community engagement with library programs, services and spaces.	Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.
Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.	Strategy 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.	Strategy 3.3 – Expand the Ox on the Run program to increase library access in communities without branches and to meet residents where they are to drive engagement.

See: Oxford County Library 2024-2028 Strategic Plan

DISCUSSION

CEO / Chief Librarian

- November 21 – Library Equity, Inclusion and Diversity Staff Committee
- November 25 – ARUPLO Executive
- December 3 – Library Facilities Tour with Monteith Brown

- December 6 – ARUPLO Meeting
- December 10 – Microsoft Teams Training
- December 11 – Oxford County Council
- December 16 – Library Staff Day & Monteith Brown Staff Session
- December 16 – Oxford County HR Leadership Meeting
- December 17 – Library Facilities Tour with Monteith Brown
- January 8 – Oxford County Council

Monthly Statistics

Branch Attendance

December attendance statistics were lower than expected due to a December 5 weather event that led to the closure of nine branches and limited holiday week hours.

% Total Change	December	Year End
2023 to 2024	-13.3%	7.8%

Computer Use

Several branches have been seeing significantly less usage of computers in the fall of 2024. These include Norwich, Tavistock and Thamesford branches. Age of computers and ability to keep up with demand could be a factor.

Plattsville branch has seen a significant drop in Wi-Fi usage since September 2024. Staff believe this is likely due to the new cell phone restrictions in place at Ontario Schools. Students likely are no longer using the branch's Wi-Fi connection while in school.

Thamesford branch also saw a significant drop in Wi-Fi usage in December. This could have been due to less usage of the Beaty Room by outside groups.

% Total Change	December	Year End
Total Computer Use	-35%	5%
Total Wireless Use	10%	26%
Total Use Overall	-11.3%	17.2%

Physical Circulation

After an amazing year in 2023, physical material circulation has leveled out in 2024. December saw most branches up or down within 5% of 2023. This should be noted even with the negative attendance hours.

Staff anticipate that 2025 will continue on this pattern. However, they are working to increase spending on several collection areas to see if increased titles and availability help increase circulation.

% Total Change	December	Year End
2023 to 2024	-1%	-1%

Digital Circulation

Digital circulation continued on trend with the exceptions of a negative usage in audiobooks for the first time in 2024.

Staff will be reviewing 2024 and ongoing 2025 usage for potential areas to revise offerings in the 2026 budget.

% Total Change	December	Year End
2023 to 2024	2%	10%

Community Outreach

Ox on the Run

Ox on the Run has had significant problems with vehicle suspension the latter half of November and most of December. Unfortunately, the vehicle is down again as of January 16 due to new suspension issues. Staff are looking at the potential for an alternative vehicle to be needed to finish the pilot project. Ox on the Run staff are often using their own transportation to continue to offer services while the ambulance awaits repairs.

Ox on the Run is piloting hold pickup options this winter at a variety of locations after the positive pilot in Drumbo during the summer months.

Collections and Technology

Canada Reads Collection

Collections staff are excited to introduce new Canada Reads Book Club Kits. The kits will provide up to 8 copies of a title along with a potential discussion guide.

New Kobo Reader Collection

Staff have put together a new Kobo Reader Collection that aims to help create accessibility and availability of eReaders for the public. In fall 2024 staff purchased 6 Kobo Clara eReaders and have loaded them with items from the Library's digital collections. The collection has proved quickly popular with a growing holds list in 2025.

Branches and Programming

Facilities Review Update

Consultants with Monteith Brown have been working with the Library's administrative team to complete the Library Facilities Review. Tours and a staff session were held in December. The consultant team will also be reaching out to municipalities and other partners soon to book time to discuss facilities with these key stakeholders.

At this point we anticipate the draft review will be presented to the Library Board at the April meeting.

Tillsonburg Branch

The Tillsonburg branch has been experiencing a significant increase in incidents in January. As of January 16, the branch has had 6 incident reports issued and three individuals trespassed from the property. Illegal substances usage is the main cause of the incidents.

Oxford Reads

Nominations are open for the 2025 Oxford Reads title until February 21. After the deadline, OCL and WPL committee members will narrow down the list to 5 short listed titles.

To view our Program Calendar, go to:
https://engagedpatrons.org/EventsCalendar.cfm?SiteID=2048

Staff News

Open Positions

The Library is currently hiring a new Branch Services Librarian to head the Northern Branch Region. This position works from the Tavistock branch.

A new Community Liaison Coordinator position is also currently posted for the Library. This position will lead the social media team, and work closely with County Strategic Communications and Engagement on projects to achieve Strategic Goals 2.1 and 2.2.

The Library will also be seeking a new Local History and Digitization Technician for the Ingersoll branch in the coming weeks after the retirement of a long-time staff member.

CONCLUSIONS

Library Staff continue to work toward continued service excellence through community outreach; collections and technologies; and branch services and programs.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 Monthly Statistics
Attachment 2 Ox on the Run Schedule

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Branch Attendance 2024

BRANCH	HOURS PER WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	12	2023	86	86	88	86	94	135	177	156	153	195	170	155	1,581	1,581
	*13	2024	154	190	90	271	236	363	395	238	211	238	239	118	2,743	2,743
	% Change 23 to 24		79%	121%	2%	215%	151%	169%	123%	53%	38%	22%	41%	-24%	73%	73%
BURGESSVILLE	15	2023	376	351	397	364	299	428	508	384	346	318	347	337	4,455	4,455
	*16	2024	264	360	442	359	370	414	481	478	359	443	425	265	4,660	4,660
	% Change 23 to 24		-30%	3%	11%	-1%	24%	-3%	-5%	24%	4%	39%	22%	-21%	5%	5%
EMBRO	12	2023	149	122	151	140	132	126	186	280	145	143	118	106	1,798	1,798
	*13	2024	154	145	147	119	176	138	274	242	134	175	207	87	1,998	1,998
	% Change 23 to 24		3%	19%	-3%	-15%	33%	10%	47%	-14%	-8%	22%	75%	-18%	11%	11%
HARRINGTON	9	2023	134	120	102	132	161	141	100	119	142	131	131	84	1,497	1,497
	*13	2024	133	136	113	164	174	94	121	105	126	233	339	134	1,872	1,872
	% Change 23 to 24		-1%	13%	11%	24%	8%	-33%	21%	-12%	-11%	78%	159%	60%	25%	25%
INGERSOLL	51.5	2023	5,370	4,574	5,817	4,378	4,270	5,336	5,190	5,682	4,138	4,803	4,647	3,749	57,954	57,954
	51.5	2024	4,634	4,411	5,637	5,510	3,582	4,700	6,063	5,623	4,119	5,090	4,776	3,366	57,511	57,511
	% Change 23 to 24		-14%	-4%	-3%	26%	-16%	-12%	17%	-1%	0%	6%	3%	-10%	-1%	-1%
INNERKIP	12	2023	385	343	385	412	449	414	537	495	378	377	367	326	4,868	4,868
	*16	2024	327	337	390	395	338	417	492	481	393	488	492	200	4,750	4,750
	% Change 23 to 24		-15%	-2%	1%	-4%	-25%	1%	-8%	-3%	4%	29%	34%	-39%	-2%	-2%
MOUNT ELGIN	12	2023	140	109	127	119	125	122	186	218	114	122	177	129	1,688	1,688
	*13	2024	126	148	142	111	126	124	225	172	141	164	164	86	1,729	1,729
	% Change 23 to 24		-10%	36%	12%	-7%	1%	2%	21%	-21%	24%	34%	-7%	-33%	2%	2%
NORWICH	35	2023	1,456	1,289	1,869	1,307	1,464	1,842	1,752	1,713	1,448	1,487	1,616	1,439	18,682	18,682
	35	2024	1,553	1,586	1,650	1,657	1,621	1,645	1,990	2,044	1,448	2,264	1,950	1,439	20,847	20,847
	% Change 23 to 24		7%	23%	-12%	27%	11%	-11%	14%	19%	0%	52%	21%	0%	12%	12%
OTTERVILLE	12	2023	253	300	370	284	286	304	320	362	215	344	377	306	3,721	3,721
	*16	2024	262	341	317	310	364	382	423	388	367	484	496	237	4,371	4,371
	% Change 23 to 24		4%	14%	-14%	9%	27%	26%	32%	7%	71%	41%	32%	-23%	17%	17%
PLATTSVILLE	25	2023	555	583	700	700	615	724	590	878	668	783	815	633	8,244	8,244
	25	2024	689	900	965	940	892	841	980	871	756	1,016	1,051	659	10,560	10,560
	% Change 23 to 24		24%	54%	38%	34%	45%	16%	66%	-1%	13%	30%	29%	4%	28%	28%

Branch Attendance 2024

BRANCH	HOURS PER WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
PRINCETON	15	2023	279	220	398	273	251	317	328	375	297	334	366	326	3,764	3,764
	*16	2024	408	439	524	464	367	314	467	332	272	362	400	252	4,601	4,601
	% Change 23 to 24		46%	100%	32%	70%	46%	-1%	42%	-11%	-8%	8%	9%	-23%	22%	22%
TAVISTOCK	35	2023	679	629	937	665	699	820	860	971	541	733	770	596	8,900	8900
	35	2024	721	721	744	775	885	778	953	1,041	684	962	783	501	9,548	9548
	% Change 23 to 24		6%	15%	-21%	17%	27%	-5%	11%	7%	26%	31%	2%	-16%	7%	7%
THAMESFORD	35	2023	672	593	796	713	908	732	1,196	1,227	672	937	808	820	10,074	10,074
	35	2024	865	753	922	928	981	785	987	965	750	820	826	608	10,190	10,190
	% Change 23 to 24		29%	27%	16%	30%	8%	7%	-17%	-21%	12%	-12%	2%	-26%	1%	1%
TILLSONBURG	54	2023	4,934	4,480	6,702	5,383	5,642	5,687	7,453	8,058	6,396	7,269	7,478	5,739	75,221	75,221
	54	2024	6,728	7,219	7,104	7,387	6,690	6,213	7,996	7,660	5,934	7,786	7,342	4,830	82,889	82,889
	% Change 23 to 24		36%	61%	6%	37%	19%	9%	7%	-5%	-7%	7%	-2%	-16%	10%	10%
TOTAL	335	2023	15,468	13,799	18,839	14,956	15,395	17,128	19,383	20,918	15,653	17,976	18,187	14,745	202,447	202,447
	*351.5	2024	17,018	17,686	19,187	19,390	16,802	17,208	21,847	20,640	15,694	20,525	19,490	12,782	218,269	218,269
TOTAL Change 2023 to 2024			10.0%	28.2%	1.8%	29.6%	9.1%	0.5%	12.7%	-1.3%	0.3%	14.2%	7.2%	-13.3%	7.8%	7.8%

*Village Branch Hours Increased - September 9 2024

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Computer Use 2024

BRANCH	YEAR		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	Computers	2023	10	1	11	7	14	12	11	29	27	42	23	20	207	207
		2024	23	23	16	30	18	25	56	37	50	38	63	34	413	413
	% Change		130%	2200%	45%	329%	29%	108%	409%	28%	85%	-10%	174%	70%	100%	100%
	Wireless	2023	24	17	18	17	21	18	11	15	16	15	6	16	194	194
		2024	16	11	36	39	23	31	30	53	34	19	12	17	321	321
	% Change		-33%	-35%	100%	129%	3%	3%	3%	3%	3%	3%	3%	3%	65%	65%
	Totals 2023		34	18	29	24	35	30	22	44	43	57	29	36	401	401
	Totals 2024		39	34	52	69	41	56	86	90	84	57	75	51	734	734
	% Change		15%	89%	79%	188%	17%	87%	291%	105%	95%	0%	159%	42%	83%	
BURGESSVILLE	Computers	2023	0	1	2	10	3	5	2	8	2	0	3	6	42	42
		2024	1	2	10	10	14	5	10	10	6	2	3	7	80	80
	% Change		100%	100%	400%	0%	367%	0%	400%	25%	200%	200%	0%	17%	100%	90%
	Wireless	2023	13	25	25	21	30	64	29	19	26	13	9	4	278	278
		2024	16	24	30	28	25	31	25	29	31	40	29	27	335	335
	% Change		23%	-4%	20%	33%	-17%	-52%	-14%	53%	19%	208%	222%	575%	21%	21%
	Totals 2023		13	26	27	31	33	69	31	27	28	13	12	10	320	320
	Totals 2024		17	26	40	38	39	36	35	39	37	42	32	34	415	415
	% Change		31%	0%	48%	23%	18%	-48%	13%	44%	32%	223%	167%	240%	30%	30%
EMBRO	Computers	2023	1	1	0	0	0	0	1	1	4	0	3	2	8	13
		2024	0	6	2	3	3	8	1	6	8	7	5	1	37	50
	% Change		-100%	500%	200%	300%	300%	800%	0%	500%	100%	700%	67%	-50%	363%	285%
	Wireless	2023	30	31	49	39	68	59	318	39	107	129	176	48	1,093	1,093
		2024	31	85	197	46	43	88	183	25	79	113	163	28	1,081	1,081
	% Change		3%	174%	302%	18%	-37%	49%	-42%	-36%	-26%	-12%	-7%	-42%	-1%	-1%
	Totals 2023		31	32	49	39	68	59	319	40	111	129	179	50	1,101	1,106
	Totals 2024		31	91	199	49	46	96	184	31	87	120	168	29	1,118	1,131
	% Change		0%	184%	306%	26%	-32%	63%	-42%	-23%	-22%	-7%	-6%	-42%	2%	2%
HARRINGTON	Computers	2023	0	0	0	2	0	0	0	0	0	0	0	5	7	7
		2024	1	1	0	1	0	0	0	0	1	2	0	0	6	6
	% Change		100%	100%	100%	100%	0%	0%	0%	0%	100%	200%	0%	-500%	-14%	-14%
	Wireless	2023	10	18	8	12	10	12	9	5	11	12	6	12	125	125
		2024	11	15	12	14	22	16	11	8	10	12	10	10	151	151
	% Change		10%	-17%	50%	17%	120%	33%	22%	60%	-9%	0%	67%	-17%	21%	21%
	Totals 2023		10	18	8	14	10	12	9	5	11	12	6	17	132	132
	Totals 2024		12	16	12	15	22	16	11	8	11	14	10	10	157	157
	% Change		20%	-11%	50%	7%	120%	33%	22%	60%	0%	17%	67%	-41%	19%	19%

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Computer Use 2024

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
INGERSOLL	Computers	2023	272	222	332	332	318	268	295	331	301	265	343	233	3,512	3,512
		2024	317	291	422	332	240	276	299	360	302	308	301	201	3,649	3,649
	% Change		17%	31%	27%	0%	-25%	3%	1%	9%	0%	16%	-12%	-14%	4%	4%
	Wireless	2023	66	87	155	117	138	147	147	133	167	155	156	127	1,595	1,595
		2024	260	234	422	265	221	207	285	279	222	280	218	194	3,087	3,087
	% Change		294%	169%	172%	126%	60%	41%	94%	110%	33%	81%	40%	53%	94%	94%
	Totals 2023		338	309	487	449	456	415	442	464	468	420	499	360	5,107	5,107
	Totals 2024		577	525	844	597	461	483	584	639	524	588	519	395	6,736	6,736
	% Change		71%	70%	73%	33%	1%	16%	32%	38%	12%	40%	4%	10%	32%	32%
INNERKIP	Computers	2023	17	8	12	8	0	0	19	16	7	6	2	0	95	95
		2024	6	12	29	14	9	12	9	26	22	23	8	4	174	174
	% Change		-65%	50%	142%	75%	900%	1200%	-53%	63%	214%	283%	300%	400%	83%	83%
	Wireless	2023	10	11	22	14	54	53	6	11	23	15	77	12	308	308
		2024	29	16	29	26	36	53	47	31	41	21	54	12	395	395
	% Change		190%	45%	32%	86%	-33%	0%	683%	182%	78%	40%	-30%	0%	28%	28%
	Totals 2023		27	19	34	22	54	53	25	27	30	21	79	12	403	403
	Totals 2024		35	28	58	40	45	65	56	57	63	44	62	16	569	569
	% Change		30%	47%	71%	82%	-17%	23%	124%	111%	110%	110%	-22%	33%	41%	41%
MOUNT ELGIN	Computers	2023	0	0	0	2	3	0	0	0	0	1	0	0	5	6
		2024	3	4	0	1	0	1	0	0	0	2	1	1	9	13
	% Change		100%	100%	100%	-50%	-300%	100%	0%	0%	0%	0%	0%	0%	300%	117%
	Wireless*	2023	34	28	46	18	54	25	24	23	35	56	61	31	435	435
		2024	17	0	0	0	0	0	0	0	0	0	51	55	123	123
	% Change		-50%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%	77%	-72%	-72%
	Totals 2023		34	28	46	20	57	25	24	23	35	57	61	31	440	441
	Totals 2024		20	4	0	1	0	1	0	0	0	2	52	56	132	136
	% Change		-41%	-86%	-100%	-95%	-100%	-96%	-100%	-100%	-100%	-96%	-15%	81%	-70%	-69%
NORWICH	Computers	2023	158	138	215	130	176	220	259	260	213	197	210	216	2,392	2,392
		2024	313	193	155	141	163	206	315	377	264	223	120	79	2,549	2,549
	% Change		98%	40%	-28%	8%	-7%	-6%	22%	45%	24%	13%	-43%	-63%	7%	7%
	Wireless	2023	190	159	232	238	274	296	310	259	196	190	199	143	2,686	2,686
		2024	224	243	289	233	313	313	283	369	317	312	248	197	3,341	3,341
	% Change		18%	53%	25%	-2%	14%	6%	-9%	42%	62%	64%	25%	38%	24%	24%
	Totals 2023		348	297	447	368	450	516	569	519	409	387	409	359	5,078	5,078
	Totals 2024		537	436	444	374	476	519	598	746	581	535	368	276	5,890	5,890
	% Change		54%	47%	-1%	2%	6%	1%	5%	44%	42%	38%	-10%	-23%	16%	16%

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Computer Use 2024

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	Computers	2023	15	10	14	119	7	21	13	21	6	19	22	29	296	296
		2024	18	29	29	44	45	23	60	46	82	71	93	39	579	579
	% Change		20%	190%	107%	-63%	543%	10%	362%	119%	1267%	274%	323%	34%	96%	96%
	Wireless	2023	27	12	28	7	6	14	26	29	24	10	21	0	204	204
		2024	35	29	47	33	46	35	38	32	30	24	23	26	398	398
	% Change		30%	142%	68%	371%	667%	150%	46%	10%	25%	140%	10%	1000%	95%	95%
	Totals 2023		42	22	42	126	13	35	39	50	30	29	43	29	500	500
	Totals 2024		53	58	76	77	91	58	98	78	112	95	116	65	977	977
	% Change		26%	164%	81%	-39%	600%	66%	151%	56%	273%	228%	170%	124%	95%	95%
PLATTSVILLE	Computers	2023	13	15	15	13	9	3	11	19	11	22	16	9	156	156
		2024	12	8	20	40	32	36	40	33	48	64	24	14	371	371
	% Change		-8%	-47%	33%	208%	256%	1100%	264%	74%	336%	191%	50%	56%	138%	138%
	Wireless	2023	220	223	251	260	354	272	10	17	176	208	226	141	2,358	2,358
		2024	159	190	164	141	124	140	33	24	58	56	67	30	1,186	1,186
	% Change		-28%	-15%	-35%	-46%	-65%	-49%	230%	41%	-67%	-73%	-70%	-79%	-50%	-50%
	Totals 2023		233	238	266	273	363	275	21	36	187	230	242	150	2,514	2,514
	Totals 2024		171	198	184	181	156	176	73	57	106	120	91	44	1,557	1,557
	% Change		-27%	-17%	-31%	-34%	-57%	-36%	248%	58%	-43%	-48%	-62%	-71%	-38%	-38%
PRINCETON	Computers	2023	9	14	10	7	13	2	3	3	9	9	3	1	83	83
		2024	4	11	2	1	5	0	4	8	1	0	0	0	36	36
	% Change		-56%	-21%	-80%	-86%	-62%	-100%	33%	167%	-89%	-100%	-100%	-100%	-57%	-57%
	Wireless	2023	8	15	23	22	40	44	38	32	23	20	29	24	318	318
		2024	37	63	88	62	72	96	71	86	36	24	26	28	689	689
	% Change		363%	320%	283%	182%	80%	118%	87%	169%	57%	20%	-10%	17%	117%	117%
	Totals 2023		17	29	33	29	53	46	41	35	32	29	32	25	401	401
	Totals 2024		41	74	90	63	77	96	75	94	37	24	26	28	725	725
	% Change		141%	155%	173%	117%	45%	109%	83%	169%	16%	-17%	-19%	12%	81%	81%
TAVISTOCK	Computers **	2023	16	21	25	15	20	16	20	45	12	46	34	27	297	297
		2024	11	0	0	0	0	10	43	21	13	10	16	7	131	131
	% Change		-31%	-100%	-100%	-100%	-100%	-38%	115%	-53%	8%	-78%	-53%	-74%	-56%	-56%
	Wireless	2023	14	16	20	32	20	19	15	28	16	20	24	31	255	255
		2024	35	62	52	48	53	54	26	59	42	55	49	21	556	556
	% Change		150%	288%	160%	50%	165%	184%	73%	111%	163%	175%	104%	-32%	118%	118%
	Totals 2023		30	37	45	47	40	35	35	73	28	66	58	58	552	552
	Totals 2024		46	62	52	48	53	64	69	80	55	65	65	28	687	687
	% Change		53%	68%	16%	2%	33%	83%	97%	10%	96%	-2%	12%	-52%	24%	24%

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Computer Use 2024

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
THAMESFORD	Computers	2023	13	17	18	26	24	22	16	13	8	19	29	21	226	226
		2024	21	13	15	21	13	6	17	12	10	9	18	9	164	164
	% Change		62%	-24%	-17%	-19%	-46%	-73%	6%	-8%	25%	-53%	-38%	-57%	-27%	-27%
	Wireless	2023	47	92	65	57	59	43	49	49	49	38	49	166	763	763
		2024	55	46	56	66	74	61	77	68	47	58	54	31	693	693
	% Change		17%	-50%	-14%	16%	25%	42%	57%	39%	-4%	53%	10%	-81%	-9%	-9%
	Totals 2023		60	109	83	83	83	65	65	62	57	57	78	187	989	989
	Totals 2024		76	59	71	87	87	67	94	80	57	67	72	40	857	857
	% Change		27%	-46%	-14%	5%	5%	3%	45%	29%	0%	18%	-8%	-79%	-13%	-13%
TILLSONBURG	Computers	2023	331	338	476	372	447	388	387	430	402	431	516	412	4,930	4,930
		2024	490	444	368	422	369	356	425	459	381	411	355	241	4,721	4,721
	% Change		48%	31%	-23%	13%	-17%	-8%	10%	7%	-5%	-5%	-31%	-42%	-4%	-4%
	Wireless	2023	770	676	1,156	352	357	325	391	394	387	473	483	363	6,127	6,127
		2024	586	629	765	754	775	804	825	830	696	779	714	549	8,706	8,706
	% Change		-24%	-7%	-34%	114%	117%	147%	111%	111%	80%	65%	48%	51%	42%	42%
	Totals 2023		1,101	1,014	1,632	724	804	713	778	824	789	904	999	775	11,057	11,057
	Totals 2024		1,076	1,073	1,133	1,176	1,144	1,160	1,250	1,289	1,077	1,190	1,069	790	13,427	13,427
	% Change		-2%	6%	-31%	62%	42%	63%	61%	56%	37%	32%	7%	2%	21%	21%
TOTAL COMPUTERS		2023	855	786	1130	1043	1034	957	1037	1176	1002	1057	1204	981	12256	12262
		2024	1220	1037	1068	1060	911	964	1279	1395	1188	1170	1007	637	12919	12936
	% Change		43%	32%	-5%	2%	-12%	1%	23%	19%	19%	11%	-16%	-35%	5%	5%
TOTAL WIRELESS		2023	1463	1410	2098	1206	1485	1391	1383	1053	1256	1354	1522	1118	16739	16739
		2024	1511	1647	2187	1755	1827	1929	1934	1893	1643	1793	1718	1225	21062	21062
	% Change		3%	17%	4%	46%	23%	39%	40%	80%	31%	32%	13%	10%	26%	26%
TOTAL USAGE		2023	2,318	2,196	3,228	2,249	2,519	2,348	2,420	2,229	2,258	2,411	2,726	2,099	28,995	29,001
		2024	2,731	2,684	3,255	2,815	2,738	2,893	3,213	3,288	2,831	2,963	2,725	1,862	33,981	33,998
% Change 2023 to 2024			17.8%	22.2%	0.8%	25.2%	8.7%	23.2%	32.8%	47.5%	25.4%	22.9%	0.0%	-11.3%	17.2%	17%

Physical Circulation 2024

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2023	257	123	196	186	202	195	249	187	191	291	240	176	2,493	2,493
	2024	188	235	263	238	271	219	187	181	188	233	201	220	2,624	2,624
% CHANGE 2023 to 2024		-27%	91%	34%	28%	34%	12%	-25%	-3%	-2%	-20%	-16%	25%	5%	5%
BURGESSVILLE	2023	2,176	1,958	2,185	1,918	1,626	2,414	2,809	2,423	1,887	1,708	1,898	1,588	24,590	24,590
	2024	1,652	1,795	2,129	2,003	2,189	1,966	2,621	2,861	2,286	2,211	2,542	1,955	26,210	26,210
% CHANGE 2023 to 2024		-24%	-8%	-3%	4%	35%	-19%	-7%	18%	21%	29%	34%	23%	7%	7%
EMBRO	2023	710	707	760	650	730	665	913	921	820	573	672	697	8,818	8,818
	2024	731	679	885	782	584	604	865	781	642	662	598	430	8,243	8,243
% CHANGE 2023 to 2024		3%	-4%	16%	20%	-20%	-9%	-5%	-15%	-22%	16%	-11%	-38%	-7%	-7%
HARRINGTON	2023	648	571	584	588	689	703	617	449	625	477	593	346	6,890	6,890
	2024	479	518	468	552	477	426	586	585	563	731	618	389	6,392	6,392
% CHANGE 2023 to 2024		-26%	-9%	-20%	-6%	-31%	-39%	-5%	30%	-10%	53%	4%	12%	-7%	-7%
INGERSOLL	2023	10,191	8,887	10,956	10,355	10,394	10,529	12,343	12,607	10,579	10,596	10,138	8,636	126,211	126,211
	2024	10,724	9,553	10,152	10,835	9,734	12,638	12,638	12,210	9,784	10,036	9,771	8,308	126,383	126,383
% CHANGE 2023 to 2024		5%	7%	-7%	5%	-6%	20%	2%	-3%	-8%	-5%	-4%	-4%	0%	0%
INNERKIP	2023	1,420	1,227	1,356	1,350	1,455	1,295	1,387	1,481	1,242	1,128	1,057	890	15,288	15,288
	2024	1,008	917	1,000	1,305	1,148	1,243	1,478	1,357	1,178	1,209	1,130	1,005	13,978	13,978
% CHANGE 2023 to 2024		-29%	-25%	-26%	-3%	-21%	-4%	7%	-8%	-5%	7%	7%	13%	-9%	-9%
MOUNT ELGIN	2023	806	628	902	655	809	792	822	974	759	967	855	537	9,506	9,506
	2024	636	636	776	648	508	711	799	707	683	894	634	461	8,093	8,093
% CHANGE 2023 to 2024		-21%	1%	-14%	-1%	-37%	-10%	-3%	-27%	-10%	-8%	-26%	-14%	-15%	-15%
NORWICH	2023	5,262	3,993	5,053	3,814	3,593	3,789	4,553	4,584	3,748	3,691	3,631	3,936	49,647	49,647
	2024	4,650	4,179	4,167	4,059	3,884	4,378	4,789	5,545	3,586	4,109	3,694	3,437	50,477	50,477
% CHANGE 2023 to 2024		-12%	5%	-18%	6%	8%	16%	5%	21%	-4%	11%	2%	-13%	2%	2%

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Physical Circulation 2024

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2023	1,280	1,436	1,453	1,355	1,302	1,279	1,516	1,511	1,272	1,249	1,507	1,259	16,419	16,419
	2024	1,108	1,147	1,281	1,289	1,383	1,291	1,271	1,277	1,363	1,107	1,219	995	14,731	14,731
% Change 2023 to 2024		-13%	-20%	-12%	-5%	6%	1%	-16%	-15%	7%	-11%	-19%	-21%	-10%	-10%
Ox on the Run	2023						96	150	203	107	96	49	70	771	771
	2024	64	115	144	77	188	72	277	478	143	99	37	51	1,745	1,745
% CHANGE 2023 to 2024							-25%	85%	135%	34%	3%	-24%	-27%	126%	126%
PLATTSVILLE	2023	2,049	1,914	2,114	1,877	1,863	1,769	2,146	2,515	1,926	1,774	1,583	1,500	23,030	23,030
	2024	1,600	1,805	2,109	1,941	1,732	1,903	2,062	2,294	1,970	1,758	1,859	1,533	22,566	22,566
% CHANGE 2023 to 2024		-22%	-6%	0%	3%	-7%	8%	-4%	-9%	2%	-1%	17%	2%	-2%	-2%
PRINCETON	2023	1,205	1,121	1,434	1,336	1,270	1,244	1,251	1,353	1,265	1,272	1,235	1,145	15,131	15,131
	2024	1,334	1,627	1,923	1,486	1,185	999	1,342	1,129	1,211	1,758	1,321	1,048	16,363	16,363
% CHANGE 2023 to 2024		11%	45%	34%	11%	-7%	-20%	7%	-17%	-4%	38%	7%	-8%	8%	8%
TAVISTOCK	2023	2,570	2,152	3,010	2,335	2,145	2,381	2,602	3,025	2,107	2,192	2,113	1,783	28,415	28,415
	2024	2,486	2,257	2,480	2,299	2,145	2,344	2,607	2,687	2,167	2,161	2,118	1,862	27,613	27,613
% CHANGE 2023 to 2024		-3%	5%	-18%	-2%	0%	-2%	0%	-11%	3%	-1%	0%	4%	-3%	-3%
THAMESFORD	2023	1,980	1,587	1,779	1,850	1,820	1,765	2,523	2,354	1,909	1,793	1,799	1,563	22,722	22,722
	2024	1,925	1,764	2,106	1,965	1,700	1,857	2,334	2,571	1,962	1,841	1,911	1,335	23,271	23,271
% CHANGE 2023 to 2024		-3%	11%	18%	6%	-7%	5%	-7%	9%	3%	3%	6%	-15%	2%	2%
TILLSONBURG	2023	7,588	6,830	8,236	7,236	6,518	6,707	7,994	7,879	7,024	6,693	6,851	6,044	85,600	85,600
	2024	6,978	6,630	6,702	6,973	6,265	6,805	7,172	7,525	6,412	6,485	6,687	5,761	80,395	80,395
% CHANGE 2023 to 2024		-8%	-3%	-19%	-4%	-4%	1%	-10%	-4%	-9%	-3%	-2%	-5%	-6%	-6%
TOTAL	2023	38,142	33,134	40,018	35,505	34,416	35,623	41,875	42,466	35,461	34,500	34,221	30,170	435,531	435,531
	2024	35,627	33,972	36,729	36,529	33,581	37,528	41,305	42,666	34,281	35,393	34,377	28,841	430,829	430,829
% CHANGE 2023 to 2024		-7%	3%	-8%	3%	-2%	5%	-1%	0%	-3%	3%	0%	-4%	-1%	-1%

Digital Circulation 2024

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2023	792	706	673	655	643	658	680	758	843	901	907	723	8,939	8,939
	2024	740	703	764	696	744	704	769	726	693	733	850	867	8,989	8,989
% Change - Digital TV & Movies		-7%	0%	14%	6%	16%	7%	13%	-4%	-18%	-19%	-6%	20%	1%	1%
Digital Magazines and Newspapers	2023	3,587	2,650	3,663	3,306	2,744	3,119	2,967	3,053	3,277	3,707	4,133	4,384	40,590	40,590
	2024	5,237	6,149	5,521	4,532	3,899	3,852	4,152	3,785	4,719	5,035	5,170	5,402	57,453	57,453
% Change - Digital Magazines & Newspapers		46%	132%	51%	37%	42%	24%	40%	24%	44%	36%	25%	23%	42%	42%
Tumble Books	2023	92	66	73	79	62	92	25	31	86	205	224	233	1,268	1,268
	2024	174	213	192	135	128	183	73	19	36	64	56	53	1,326	1,326
% Change - Tumble Books		89%	223%	163%	71%	106%	99%	192%	-39%	-58%	-69%	-75%	-77%	5%	5%
Digital Music	2023	2,769	2,346	1,418	1,455	1,389	1,366	1,573	1,465	1,573	1,686	2,696	1,871	21,607	21,607
	2024	1,527	1,323	1,357	1,219	1,310	1,393	1,121	1,235	1,179	1,070	1,203	1,519	15,456	15,456
% Change - Digital Music		-45%	-44%	-4%	-16%	-6%	2%	-29%	-16%	-25%	-37%	-55%	-19%	-28%	-28%
Digital Audiobooks	2023	3,973	3,646	4,133	4,001	4,221	3,812	4,030	4,557	4,228	4,485	4,423	4,394	49,903	49,903
	2024	4,685	4,574	4,908	4,638	4,674	4,516	5,027	5,009	4,801	5,023	4,998	4,248	57,101	57,101
% Change - Digital Audiobooks		18%	25%	19%	16%	11%	18%	25%	10%	14%	12%	13%	-3%	14%	14%
Digital ebooks	2023	6,885	6,489	6,865	6,489	6,437	6,318	7,065	7,181	6,648	7,000	6,390	6,473	80,240	80,240
	2024	7,180	6,431	7,148	6,915	6,562	6,720	6,894	7,153	6,894	6,806	6,586	6,297	81,586	81,586
% Change - eBooks		4%	-1%	4%	7%	2%	6%	-2%	0%	4%	-3%	3%	-3%	2%	2%
TOTAL Digital Circulation	2023	18,098	15,903	16,825	15,985	15,496	15,365	16,340	17,045	16,655	17,984	18,773	18,078	202,547	202,547
	2024	19,543	19,393	19,890	18,135	17,317	17,368	18,036	17,927	18,322	18,731	18,863	18,386	221,911	221,911
% Change - Digital Circulation		8%	22%	18%	13%	12%	13%	10%	5%	10%	4%	0%	2%	10%	10%

Definitions:

Digital Movies include the following: Hoopla Movies, Hoopla TV, Hoopla Binge Passes, Kanopy

Digital Magazines and Newspapers include the following: Overdrive Magazines, Press Reader

Digital Music includes the following: Freegal, Hoopla Music

Digital Audiobooks includes the following: Hoopla Audiobooks, Overdrive Audiobooks

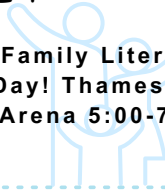Digtal eBooks includes the following: Freading, Hoopla Comics, Hoopla eBooks, Overdrive eBooks

OX ON THE RUN
JANUARY 2025

OX on the RUN
Mobile Library Unit

Oxford County Library
connect. discover. share. become.

SUN	MON	TUES	WED	THU	FRI	SAT
			1	**2**	**3** Drumbo Township Office 1:30-3:30	**4**
5	**6**	**7** Springford Hall 1:30-3:30	**8**	**9** EZT Administration Building Hickson 10am-12pm	**10** Chalmers United Church Kintore 10am-12pm	**11**
12	**13**	**14**	**15** EarlyON Embro Community Centre 10-11:30am Beachville District Museum 1:30-3:30	**16**	**17** Drumbo Township Office 1:30-3:30	**18**
19	**20**	**21** Springford Hall 1:30-3:30	**22**	**23** EZT Administration Building Hickson 10am-12pm	**24** Chalmers United Church Kintore 10am-12pm	**25**
26	**27** Family Literacy Day! Thamesford Arena 5:00-7:00	**28**	**29** Beachville District Museum 1:30-3:30	**30**	**31** EarlyON Mount Elgin Community Centre 10-11:30am Drumbo Township Office 1:30-3:30	

Please note that stops are subject to change, and may be cancelled due to inclement weather. Please check our social media pages for updates.

Oxford County Library
connect. discover. share. *become.*

REPORT TO LIBRARY BOARD

Oxford County Library's Anniversary

To: **Oxford County Library Board**

From: **CEO / Chief Librarian**

RECOMMENDATION

1. **That Report 2025-03 titled "Oxford County Library's Anniversary" be received as information.**

REPORT HIGHLIGHTS

- In 2025 Oxford County Library will celebrate its 60-year anniversary. Additionally, The County will be celebrating 175 years since incorporation and 50 years since restructuring. County Archives will also be celebrating 25 years since its inception in 2000.

- To commemorate these anniversaries, Oxford County Library and Oxford County Archives will host a series of events, exhibits, and videos. County Archives is also planning a special publication to promote the County's rich history over the last 175 years.

IMPLEMENTATION POINTS

Educational engagements and celebratory events will be planned and delivered in collaboration with Oxford County Archives over the course of the year.

Financial Impact

There is no financial impact beyond what has been approved in the 2025 operating budget.

Communications

A communications plan, including webpages, social media posts, events and outreach initiatives has been created with the help of Strategic Communications and Engagement. The Library Board will be kept informed of all Anniversary related programs and events throughout the year.

Committed to
100% RE | Zero Waste | Zero Poverty | 100% Housed

2024-2028 LIBRARY STRATEGIC PLAN

Oxford County Library Board approved the 2024-2028 Library Strategic Plan on February 20, 2024. The Plan outlines three key goals to advance the Library's vision to "Connect, discover, share, become." These goals are: *(1) Sustain service excellence, (2) Grow engagement and member relationships, and (3) Innovate access to service*.

The recommendation in this report supports the following strategic goal.

Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
Sustain service excellence	Grow engagement and member relationships	Innovate access to service
	Strategy 2.1 – Create and implement a Communications Strategy to build OCL's brand awareness and service offerings in the community.	

See: Oxford County Library 2024-2028 Strategic Plan

DISCUSSION

Background

Oxford County Library was formed in January 1965 after changes to the *Public Libraries Act* in 1959 made the formation of county libraries possible. OCL, at that time, served all municipalities except Ingersoll, Tillsonburg and Woodstock; which had voted to keep their municipal library boards. Over the next few years, OCL expanded to seventeen branches (Beachville, Brownsville, Burgessville, Drumbo, East Oxford, Embro, Harrington, Innerkip, Kintore, Mount Elgin, Norwich, Otterville, Plattsville, Princeton, Tavistock and Thamesford) and seven deposit stations (Bright, Brooksdale, Dereham, Salford, Springford, Sweaburg and Uniondale).

Ingersoll joined the Oxford County Library in 1969, serving the public from the Carnegie building at 1 Charles Street East until 1996 when a shared facility with the Library and Town of Ingersoll was built at 130 Oxford Street.

Tillsonburg was the most recent municipality to join OCL in 2013, serving the Town of Tillsonburg and surrounding communities from 2 Library Lane after renovations to the branch were completed that year.

Today, Oxford County Library serves seven of the area municipalities that make-up Oxford County.

Comments

Oxford County Library and County Archives have planned several events and activities, including:

- Local History Speaker Series to be held at various OCL branches
- Social media campaigns
- Pop-Up banners celebrating historical milestones to be used at Library events throughout the year
- An online "memory wall" for sharing people's memories of the Oxford County Library
- A short video about the history of OCL
- A celebratory event to be held in Fall 2025

Library staff continue to work on other ways to tie the anniversary celebrations into other programs and services.

CONCLUSIONS

Oxford County Library is excited to share the rich past of Oxford County and commemorate the County, Library and Archives place in history.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
CEO / Chief Librarian

Report 2025-04
CORPORATE SERVICES
Board Date: January 21, 2025

REPORT TO LIBRARY BOARD

Caffyn Bequest Expenditure Request – Bundles of Joy Outreach Program

To: **Oxford County Library Board**

From: **CEO / Chief Librarian**

RECOMMENDATION

1. **That Report 2025-04 titled "Caffyn Bequest Expenditure Request – Bundles of Joy Outreach Program" be approved.**

REPORT HIGHLIGHTS

- Library staff are seeking approval to extend funds from the Peg Caffyn Bequest to fund a new outreach initiative targeting families with infants.

- The Bundles of Joy outreach program will utilize partnerships with Southwestern Public Health and Oxford EarlyON to serve families with newborns in Oxford County.

IMPLEMENTATION POINTS

Upon approval, library staff will work with partner organizations to implement the program.

Financial Impact

The funds required for the initial pilot program is $4,500. This initial request would fund 50 to 60 families in the program. The funding details and the impact on the Bequest are outlined in the tables below.

Table 1 Funding Request

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ITEM DESCRIPTION	FUNDING REQUEST
Branded Totes	$1,500
Program Logo / Social Media Marketing	1,500
Books	500
Other Branded Merchandise	500
Early Literacy Pamphlets and Printing	200
Circulation Tags	50
Total Cost	**$4,250**

Table 2 Bequest Fund

PEG CAFFYN BEQUEST	FUNDING
Current Bequest Balance as of January 2025	$58,597
Requested Funds	4,250
Anticipated Balance	$54,347

Communications

Publicly recognizing the impacts that a donor's generosity makes is good stewardship practice. As such, library staff will include details regarding the Peg Caffyn Bequest to any literature and / or marketing of the Bundles of Joy program.

2024-2028 LIBRARY STRATEGIC PLAN

Oxford County Library Board approved the 2024-2028 Library Strategic Plan on February 20, 2024. The Plan outlines three key goals to advance the Library's vision to "Connect, discover, share, become." These goals are: *(1) Sustain service excellence, (2) Grow engagement and member relationships, and (3) Innovate access to service.*

The recommendation in this report supports the following strategic goals.

Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
Sustain service excellence	Grow engagement and member relationships	Innovate access to service
	Strategy 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.	Strategy 3.3 – Expand the Ox on the Run program to increase library access in communities without branches and to meet residents where they are to drive engagement.

See: Oxford County Library 2024-2028 Strategic Plan

DISCUSSION

Background

In 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 the May 2019 meeting, the Library Board authorized the placement of those funds into a deferred revenue account. The Library Board stipulated that the funds be used to enhance library services, with a preference to be given to projects targeting vulnerable and at-risk children and teens.

In recent years Library staff have requested funds for enhancements to branch children's spaces; to launch the Library's children's Maker Kit collections; to enhance the Read with Me book pack collection; and to pilot a children's multilingual collection with books in Ukrainian, Arabic and Punjabi.

Comments

Oxford County Library's Outreach Services Team is excited to pilot a monthly delivery program to serve rural families who have welcomed an infant in the last twelve months. Recognizing that it can be challenging to make the trip to a Library branch with a new baby, the Outreach Services team aims to bring the Library to families through the Bundles of Joy program. Partnering with Oxford Early ON and Southwestern Public Health, each kit will include books for baby, some helpful resources for the new parents, and even activities for older siblings in the house.

Deliveries will be made by the Ox on the Run staff monthly. A reminder notification will be sent to participants on the delivery date requesting that the previous months books and tote bag be left at the front door or porch.

Families that participate in the program will be eligible to enjoy the service for up to 12 months. After receiving 12 bundles Ox on the Run staff will be sure families are aware of services available at Ox on the Run stops or at a local branch and/or EarlyON program site.

Should the Ox on the Run pilot not be extended past December 2025, the Bundles of Joy program will move to a volunteer provided program similar to the Library's Home Delivery service.

CONCLUSIONS

Inspired by their time at the Association of Bookmobiles and Outreach Services Conference last fall, the Outreach Services Team is excited to begin the Bundles of Joy program pilot with the help of funding by the Peg Caffyn Fund.

SIGNATURES

Departmental approval:

Original signed by

_____

Lisa Marie Williams
CEO/Chief Librarian