

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, March 18, 2025, 3:30 p.m.

21 Reeve Street, Woodstock

Recording will be available at <https://www.youtube.com/@oxfordcountyonario>

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 February 18, 2025
5. **DELEGATIONS AND PRESENTATIONS**
 - 5.1 Ryan van Leeuwen, Library Technician re: Oxford County Library Kobo Lending Program
6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**
7. **REPORTS**
 - 7.1 2025-11 Key Agenda Items and Policy Review Update (verbal report)
RECOMMENDATION
 1. That the Library Board receives verbal Report 2025-11, Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2025-12 Librarian Report
RECOMMENDATION
 1. That the Library Board receives Report 2025-12, Librarian Report, for information and discussion.
 - 7.3 2025-13 Governance Policy Review: Planning Policy
RECOMMENDATION
 1. That the Library Board approves amendments to the Planning Policy as set out in Attachment 1 to Report 2025-13.
8. **UNFINISHED BUSINESS**

9. MOTIONS
10. NOTICE OF MOTIONS
11. ENQUIRES
12. ADJOURNMENT



OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, February 18, 2025

Members Present: Chair Julia Harris
Vice Chair Laura Langford
Councillor David Mayberry
Deputy Warden Brian Petrie
Megan Blair
Katherine Grieve

Members Absent: Cynthia Lacroix

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 eighteenth day of February 2025 in Room 222, Oxford County Administration Building, Woodstock at 1:05 p.m. with Chair Julia Harris in the chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
Seconded By: Brian Petrie

Resolved that the agenda be approved as amended to include correspondence regarding the February 7, 2025 Fifth Estate article and episode titled "A Shadow War on Libraries" as Item 6.2.

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: Megan Blair
Seconded By: Laura Langford

Resolved that the Library Board minutes of January 21, 2025 be adopted as amended.

DISPOSITION: Motion Carried



5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

6.1. Letter of Support requested by South-West Oxford Township

RESOLUTION 3

Moved By: Brian Petrie
Seconded By: Laura Langford

That the Library Board receives the correspondence from South-West Oxford Township for information;

And further, that the Library Board provide a letter of support for the Township's application as requested.

DISPOSITION: Motion Carried

6.2. February 7, 2025 Fifth Estate article and episode titled "A Shadow War on Libraries"

RESOLUTION 4

Moved By: David Mayberry
Seconded By: Megan Blair

That the Library Board receives the correspondence regarding the February 7, 2025 Fifth Estate article titled "A Shadow War on Libraries" for information and discussion.

DISPOSITION: Motion Carried

7. REPORTS

7.1. 2025-05 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 5

Moved By: Brian Petrie
Seconded By: David Mayberry

That the Library Board receives verbal Report 2025-05, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2025-06 Librarian's Report

RESOLUTION 6

Moved By: Laura Langford
Seconded By: David Mayberry

That the Library Board receives Report 2025-06, Librarian's Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2025-07 Oxford County Library Board Meeting Schedule Adjustment

RESOLUTION 7

Moved By: David Mayberry

Seconded By: Brian Petrie

That the Library Board adopts the adjusted time for 2025 Library Board meetings to be held at 3:30 PM.

DISPOSITION: Motion Carried

7.4. 2025-08 Governance Policy Review: Delegation of Authority to the CEO/Chief Librarian Policy

RESOLUTION 8

Moved By: Laura Langford

Seconded By: David Mayberry

That the Library Board approves amendments to the Delegation of Authority to the CEO/Chief Librarian Policy as set out in Attachment 1 to Report 2025-08.

DISPOSITION: Motion Carried

7.5. 2025-09 Operational Policy review: Use of Library Resources During an Election Period Policy

RESOLUTION 9

Moved By:

Seconded By:

That the Library Board approves amendments to the Use of Library Resources During an Election Period Policy as set out in Attachment 1 to Report 2025-09 with consistent and decisive language changes as directed by the Board.

DISPOSITION: Motion Carried

7.6. 2025-10 Oxford County Library Board Evaluation for 2024

RESOLUTION 10

Moved By: Brian Petrie

Seconded By: David Mayberry

That the Library Board receives Report 2025-10, "2024 Board Evaluation," for information and discussion.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

11.1 Ox on the Run Vehicle – David Mayberry

12. ADJOURNMENT

RESOLUTION 11

Moved By: Laura Langford

Seconded By: David Mayberry

Resolved that the Board meeting of February 18, 2025 be adjourned until the next meeting scheduled for March 18, 2025 at 3:30 p.m. at the Oxford County Administrative Building.

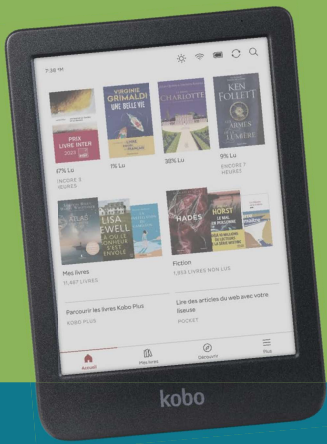
DISPOSITION: Motion Carried at 2:30 PM.

Julia Harris, CHAIR

Lisa Marie Williams, SECRETARY

Report 2025-05
Attachment 1

Kobo Clara Colour



PREPARED BY RYAN VAN LEEUWEN

Report 2025-05
Attachment 1

Plan

To provide the best possible user experience to our patrons and seamless integration for our staff.

CONNECT

Accessibility

DISCOVER

New Collections

SHARE

Ideas

BECOME

Environmentally Sustainable

Problem Solving

Excellent communication fostered collaborative problem solving.

SHARED ACCOUNTS

Syncing and personal accounts.

RESEARCH

Looking at lending models.

CONTAINER

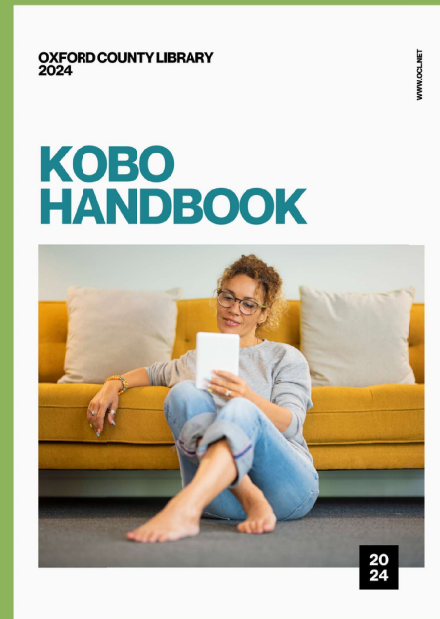
Protecting the technology.

The Container 3D Printer

Reusing playaway cases and using the 3D printer for a custom fit.



GUIDE handbook development



Timing

REASON 1

Launching at a staff meeting was important to give staff the training and opportunity to be hands-on with the devices.

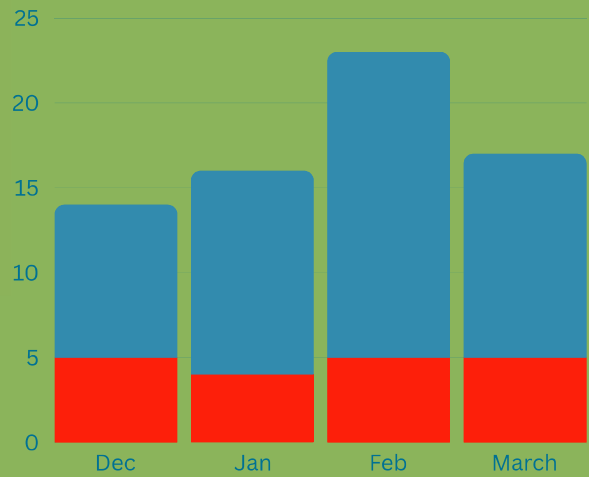
REASON 2

Launching before the holidays was important to drive interest and allow patrons to try Kobos before purchasing them.



Roll Out

The Kobos have been in non-stop circulation since they launched.



Checkouts & Holds

Traction

From out of the gate the Kobos have been very popular.

TARGET 1

Our target was 30 Checkouts for 2025 and we're over half way.

TARGET 2

Becoming a more equitable access library.

Stats

Getting the word out.
Future opportunity.

6 Kobos

Total Available
Market (TAM)

**11
Branches**
Checkouts

31

Checkouts and
holds



THE team

We had a wonderful
collaborative team come
together to make this
happen.



**OXFORD COUNTY LIBRARY
2025**

WWW.OCL.NET

KOBO HANDBOOK



**20
25**



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SET UP THE KOBO CLARA OVER A WI FI CONNECTION

Getting Started

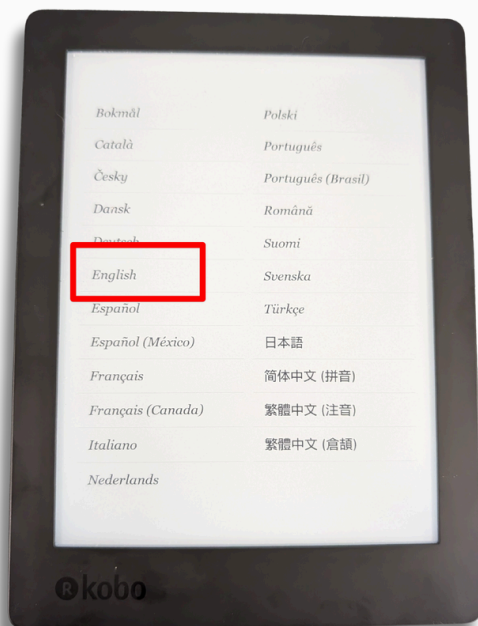
Join the network by entering the password or connecting to a hotspot. See help.kobo.com for more WiFi tips and troubleshooting assistance.

1 Turn on your eReader.

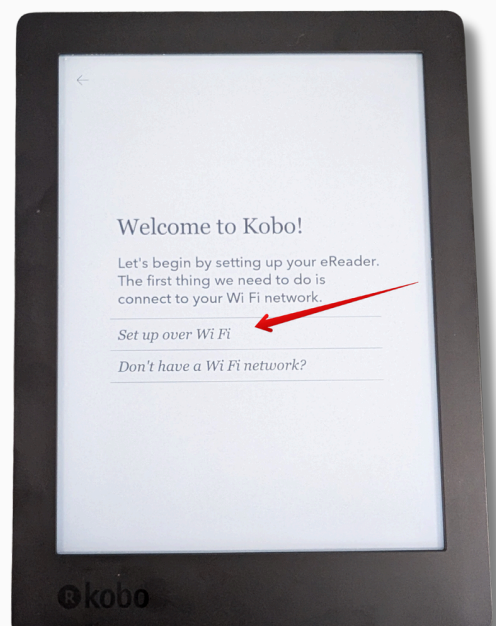


 Power button (located behind eReader)

2 Tap your language.

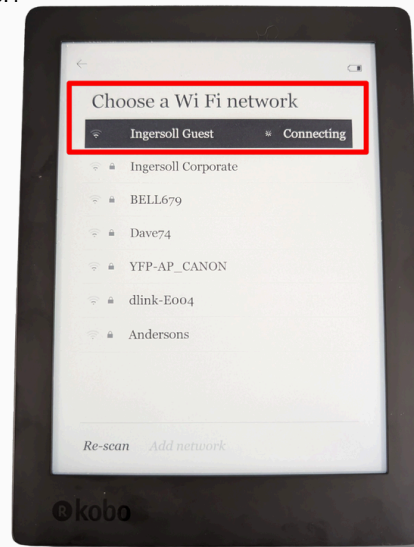


3 Tap *Set up over Wi Fi*.



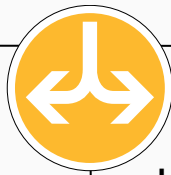
Your eReader will search for local Wi Fi networks and show you a list of what's available.

4 Tap the network you want to connect to.



5a Private Network

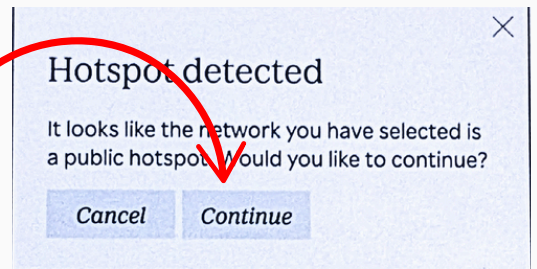
Use the on-screen keyboard to enter the network password and tap **JOIN OR** continue with a hotspot connection 5b;



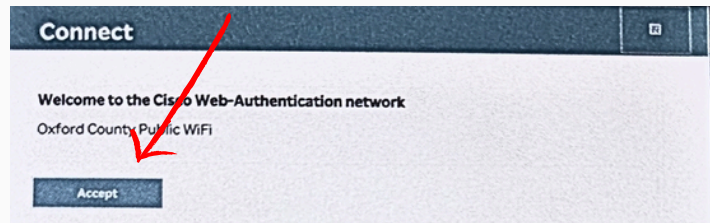
5b Public Network

If you're connecting to Public Hotspot WiFi; follow the instructions below:

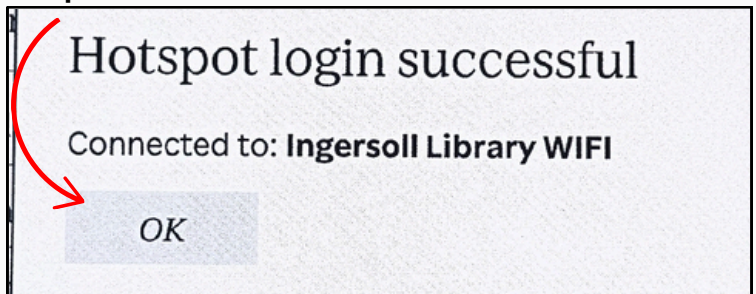
Tap **Continue.**



Tap **Accept.**

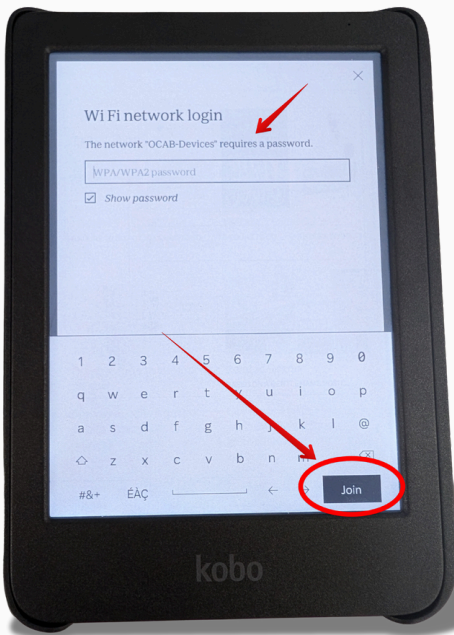


Tap **OK.**



6 If necessary, tap Date, Time, or Time Zone.

7 Tap Continue.



The image shows the Rakuten logo in large, white, three-dimensional letters mounted on a brick building facade. The building has several windows with blue-tinted glass. The logo is the word "Rakuten" in a sans-serif font.

Rakuten Kobo Account

Before you continue on your Kobo, make sure you have a Kobo account.

Don't have a Kobo Account?
Scan the QR code or go to
www.kobo.com/ca/en/SignUp
Follow the onscreen prompts
to sign up with your Google or
Facebook account.



OCL is not responsible for purchases on your own Rakuten Kobo account

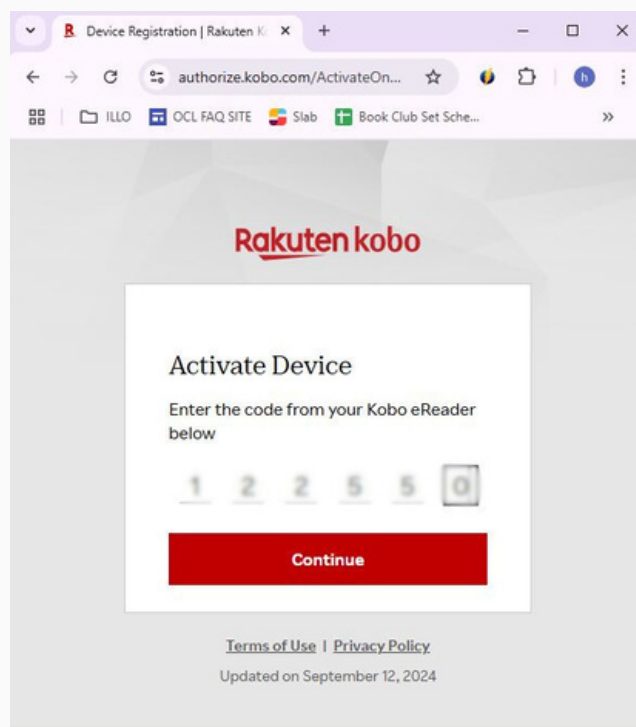
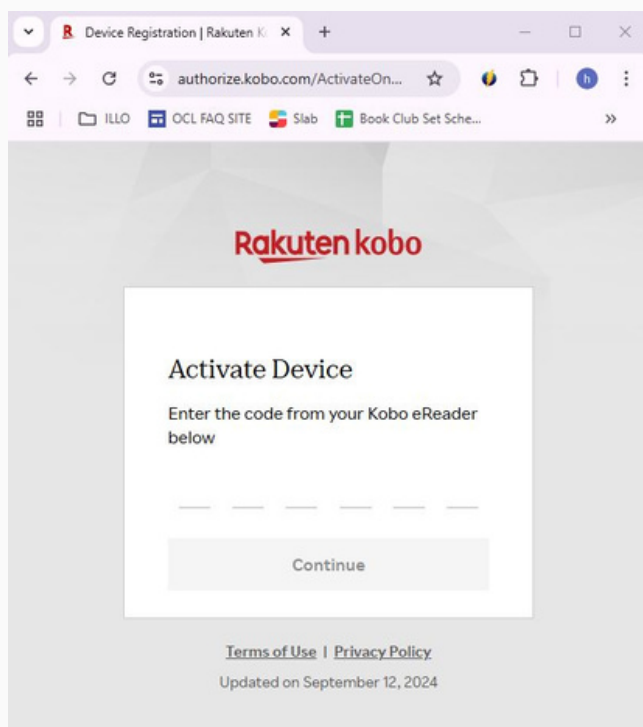


Kobo Account Login

Once connected to WiFi, your Kobo will prompt you to activate. You may sign in on the Kobo by tapping “Use your eReader to activate your device instead” **OR** follow steps 8-10 below.

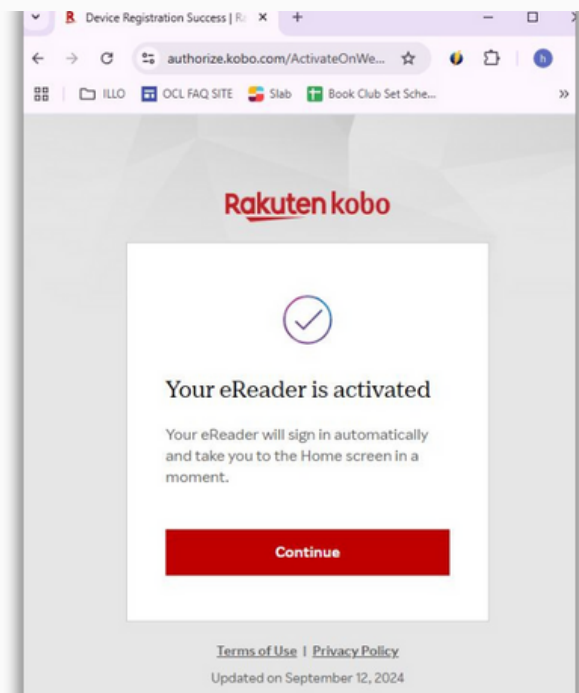
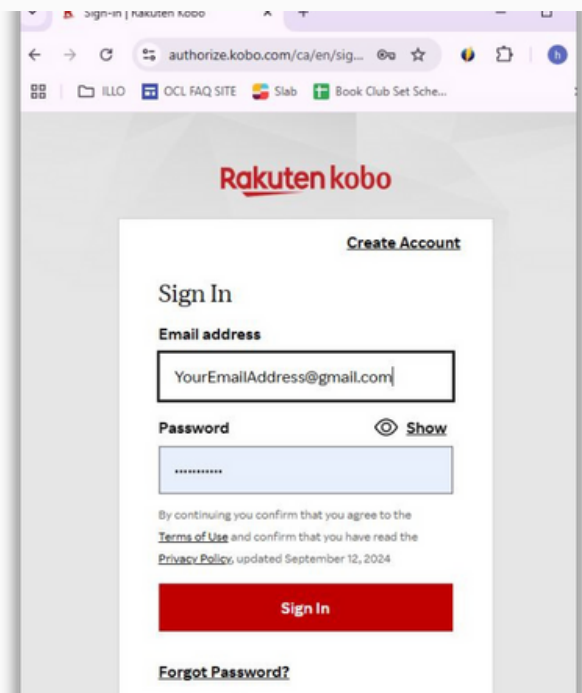
8 Scan the QR code or go to kobo.com/activate

9 Enter the code listed on the Kobo.



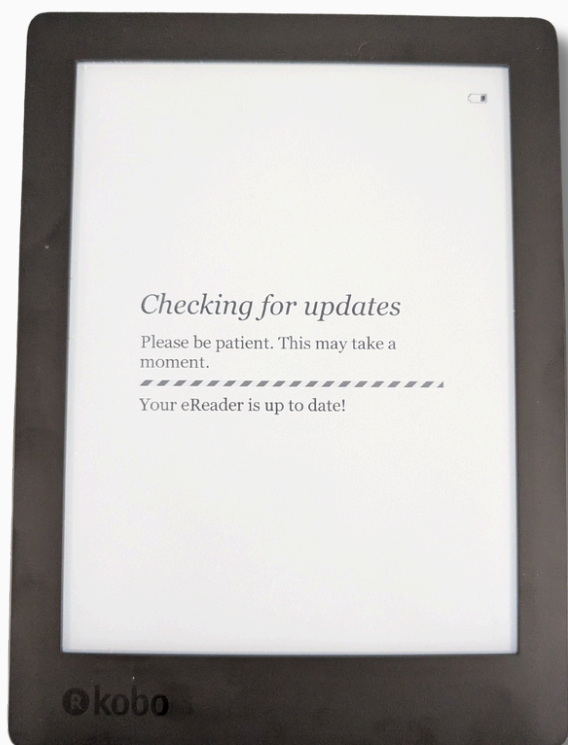
Do NOT enter the example code in the image above

10 After entering the code sign into your Kobo Account.



After you complete the activation your Kobo we begin updating and importing content. This may take up to 10 minutes. If you already own Kobo books, you'll see them being added to your eReader.

11 After the import, Kobo will populate a Kobo Plus ad. If you don't not have Kobo Plus, simply tap the X in the top right corner.





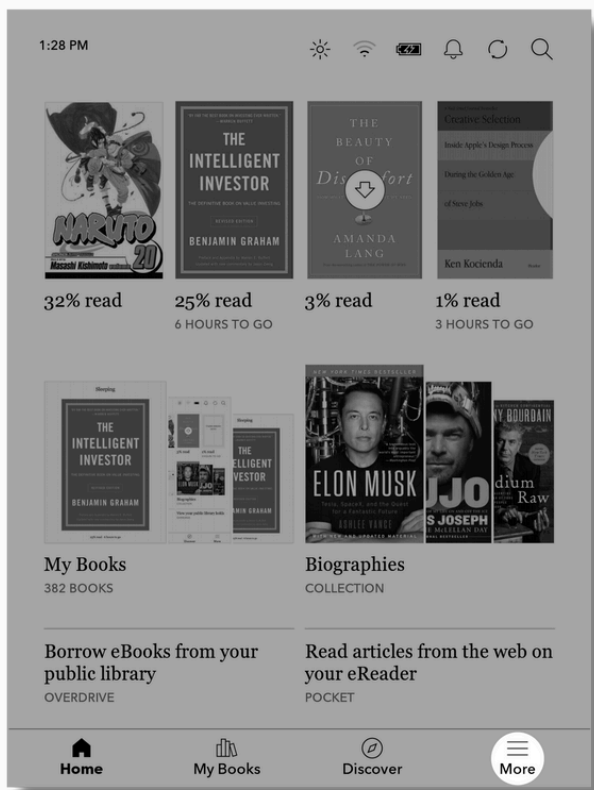
Set up Overdrive on your eReader

To borrow eBooks with OverDrive/Libby, you'll need to sign in using your library card information or an existing OverDrive account.

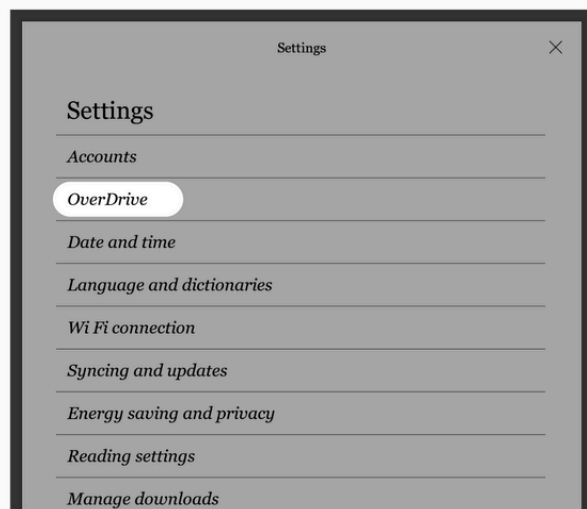
Before you start, you'll need:

- A valid library card from your local library.
- An active Wi Fi connection.

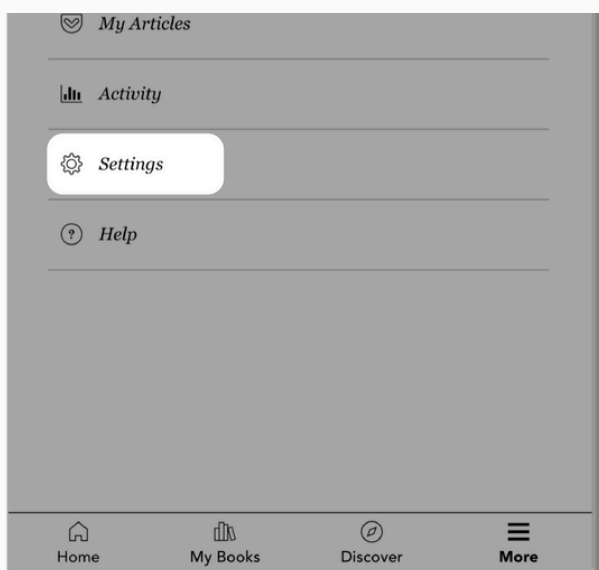
- 1 Go to your Home Screen.
- 2 Tap the **More** icon at the bottom of the screen.



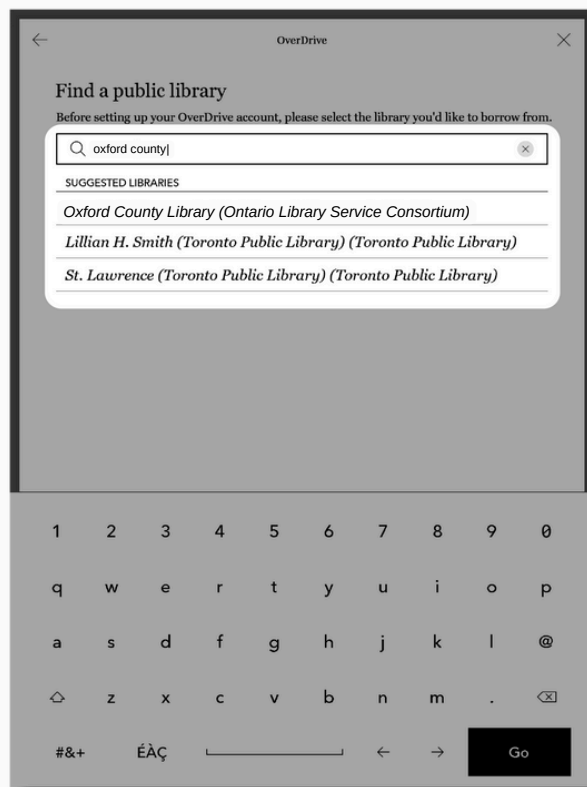
- 4 Tap **Overdrive**.
- 5 Tap **Get Started**.
- 6 Tap **Add Library**.



- 3 Tap **Settings**.



- 7 Under “Find a public library”, enter the name of your library.
- 8 Tap on the name of your library.



9 Sign in to Overdrive by doing **one** of the following:

Scan the QR code using your phone to follow the onscreen steps OR;

OR

Open your web browser and enter the URL shown on your eReader's screen and then enter the code shown on your eReader.

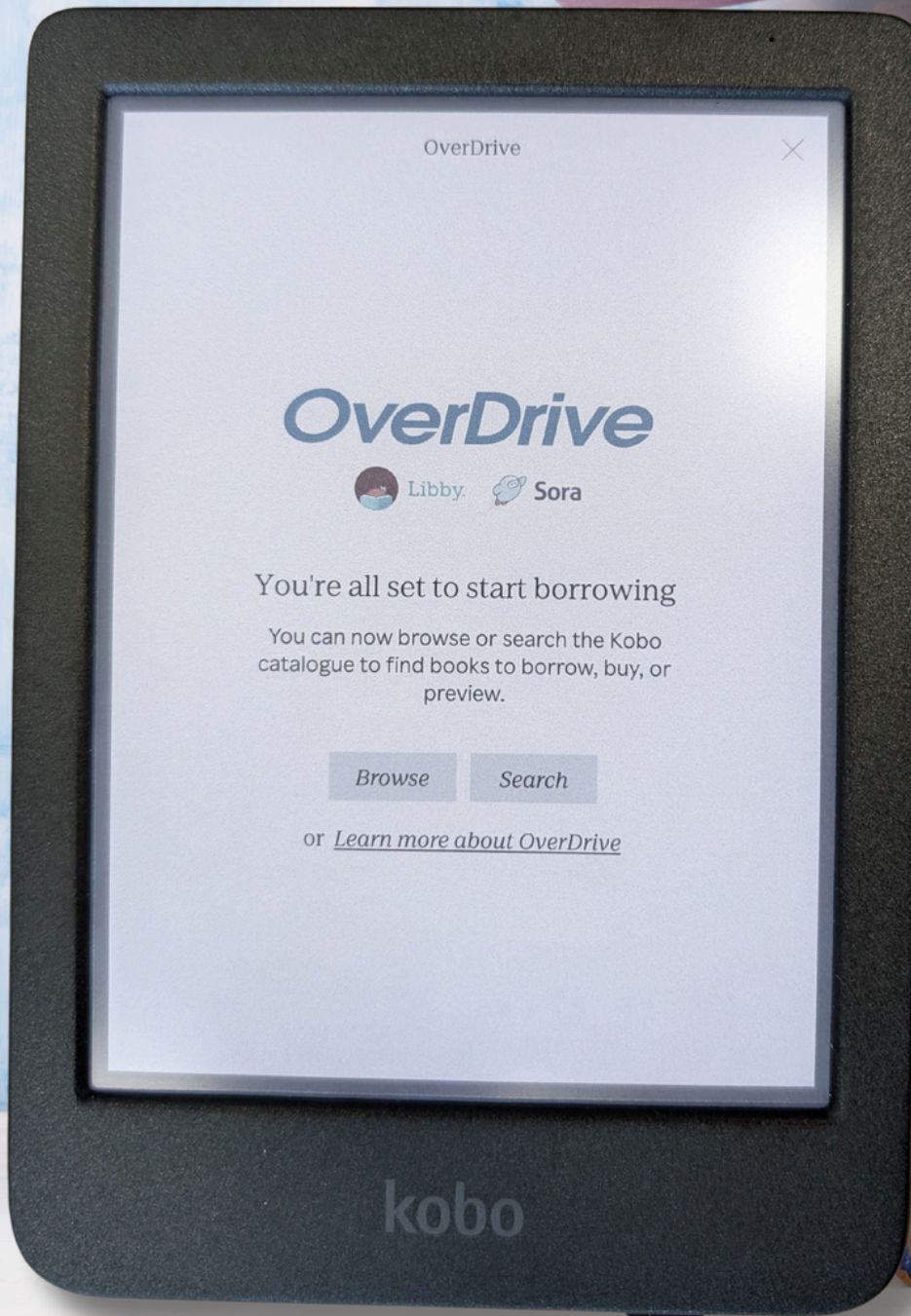


Note: If you tap 'Sign in on this device' to set up OverDrive, you may encounter issues signing in. If you have issues signing into your OverDrive account, it's recommended that you follow the steps above to sign in using the QR code method.



For more detailed instructions scan the QR code or visit:

<https://help.kobo.com/hc/en-us/articles/360017677053-Borrow-eBooks-from-the-public-library-using-your-Kobo-eReader>



**You're
all set
to
Borrow**

Once you are signed in and authenticated, your Kobo will populate the Overdrive screen above. Start browsing & searching or tap the X to exit.

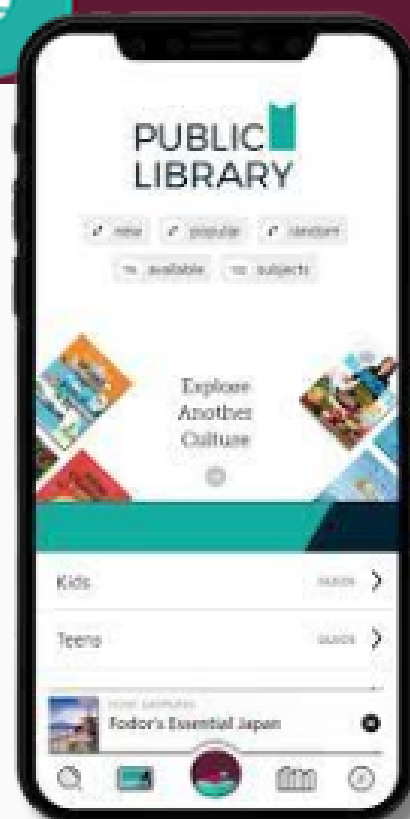


Sign in to Libby

We recommend borrowing books on Libby using the app or an internet browser, then syncing to your Kobo.

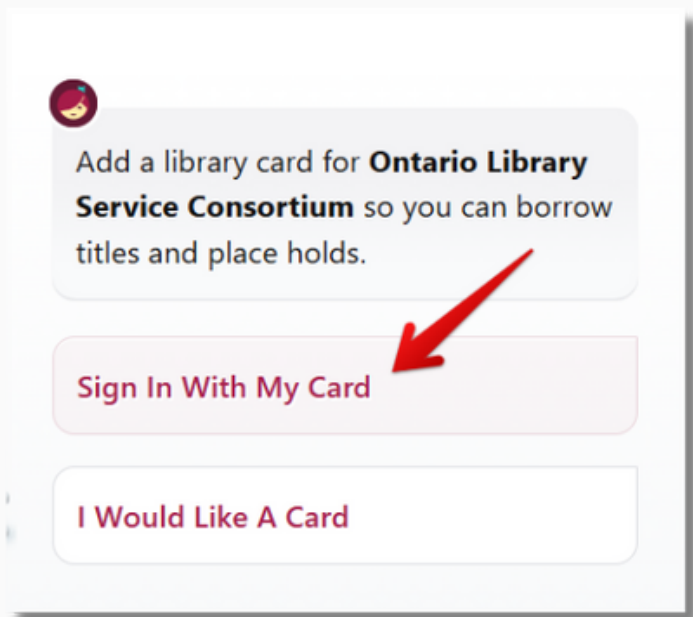
Borrow eBooks on Libby - Read on Kobo

- 1 Scan the QR code or go to libbyapp.com/library/odmc.

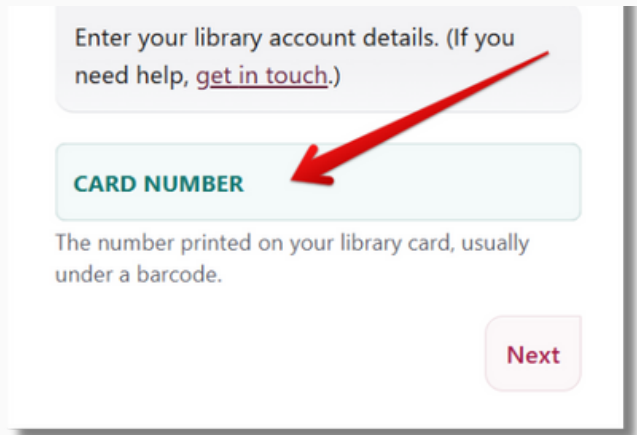


If you're already signed in, skip to Borrowing Books on Libby.

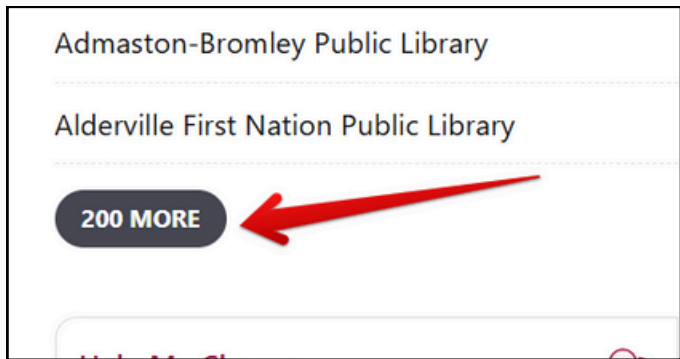
2 Once you're in Libby tap **Sign In With My Card.**



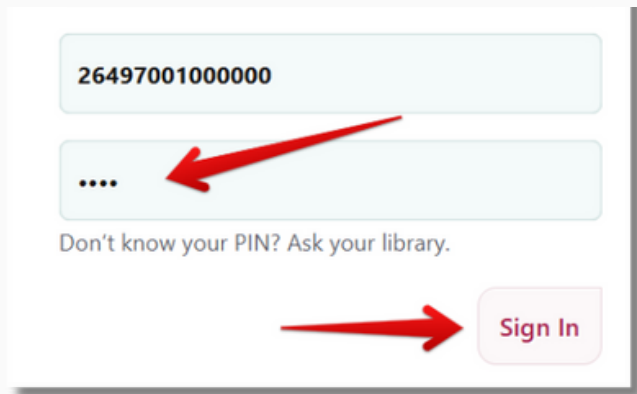
5 Enter your library card number.



3 Tap See 200 More to find Oxford County Public Library.



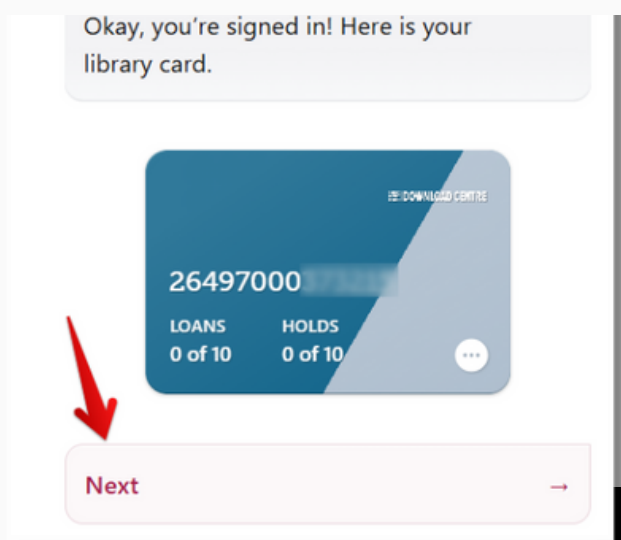
6 Enter your PIN and tap Sign In.



4 Scroll down to Oxford County Public Library.

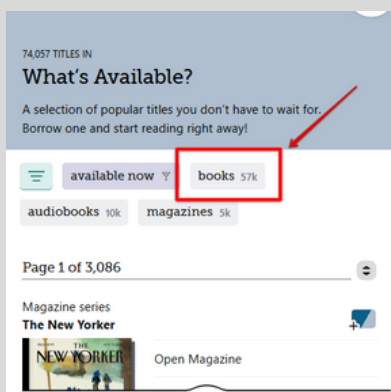
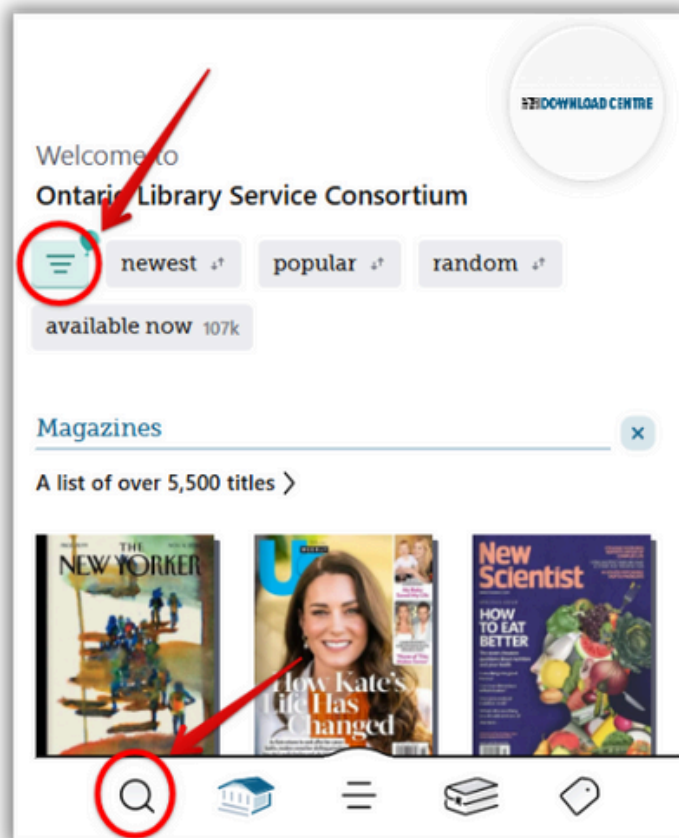


7 Tap Next and you are now signed in to borrow books.



Borrowing Books on Libby

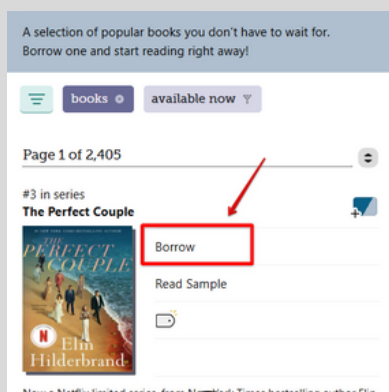
There are many ways find books on Libby. Start by tapping the menu in the top left to browse genres or tap the magnifying glass in the bottom left to search for a title or author.



By tapping “Books” you may filter out eAudiobooks.

Ensure you're viewing eBooks when browsing or searching.

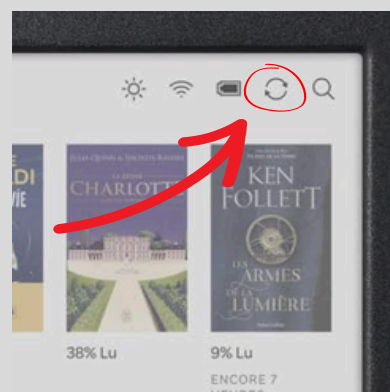
Browse



Tap Borrow to check out a book.

Once you find a book you'd like, tap Borrow. If it is unavailable you may tap Place Hold.

Borrow



Sync to Kobo and find your book in My Books.

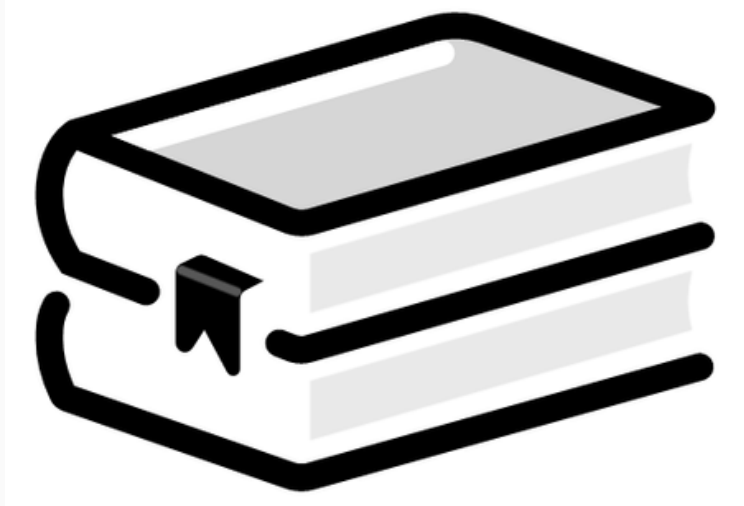
On your kobo ensure your Wifi is connected and tap the Sync button. Once Sync is complete go to My Books.

Sync



Place holds and manage your account

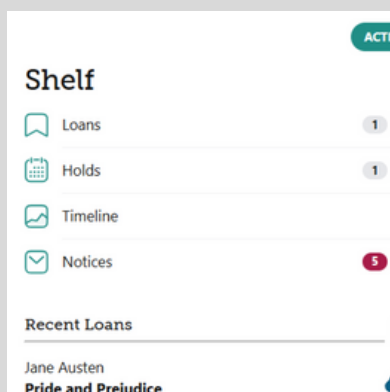
As you browse and search to find a title, you may notice that many say “Place Hold”. You may place these on hold or if you don’t want to see these, tap “Available Now” to filter them out.



Tap Place Hold then follow the prompts.

After placing a hold you may go to the shelf to cancel or deliver an available hold later.

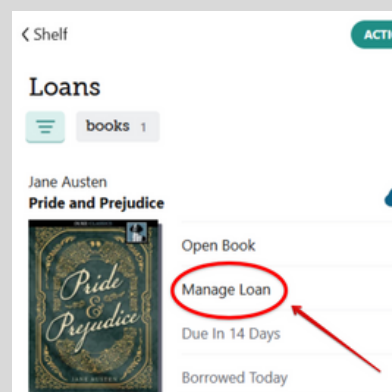
Place Holds



Go to Shelf  to manage Loans and Holds.

Your Libby account allows a maximum of 10 checkouts and 10 holds at any one time.

Manage Account



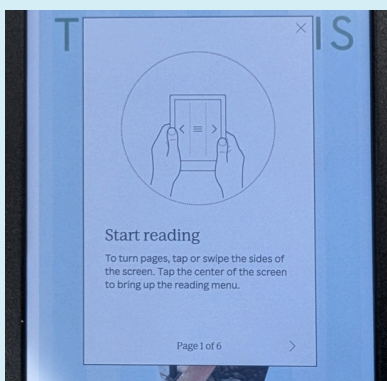
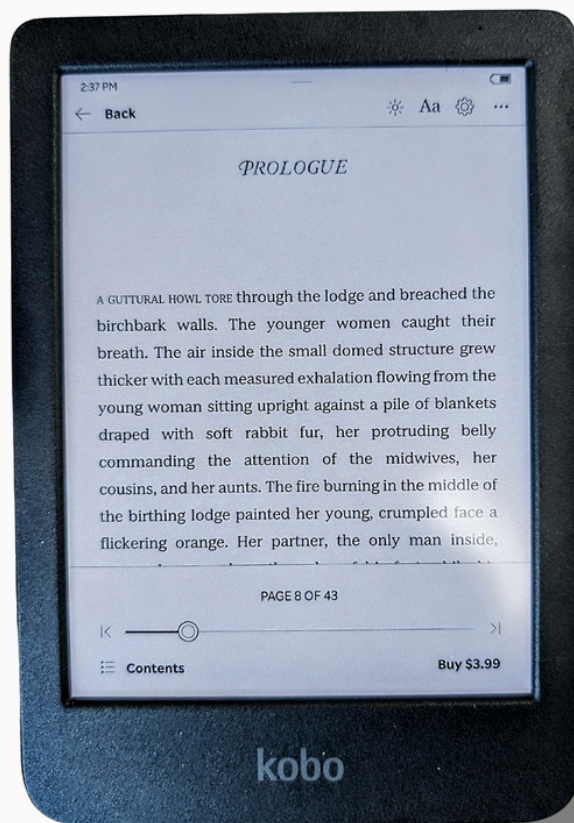
Under Loans, tap Manage Loan to Return a book early.

You may want to return a book early if you are at your maximum of 10 checkouts.

Return Books

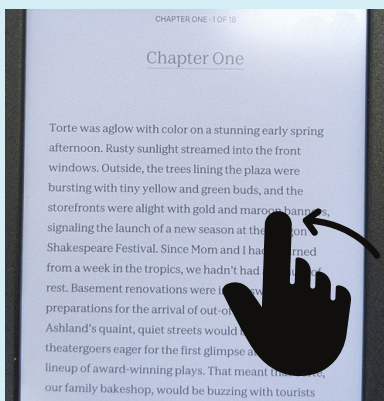
Reading on your Kobo

Once you have borrowed a book, simply tap **My Books** to view your borrowed title and tap the cover to start reading.



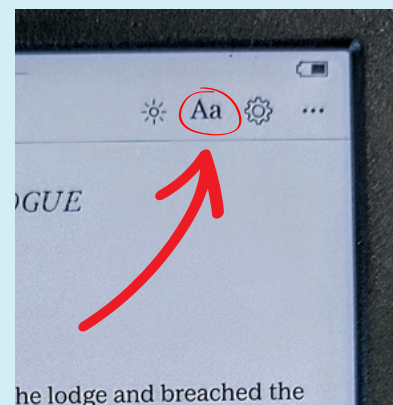
Explore the reading tutorials or tap the x to start reading.

The first time you open a book on the Kobo you will be prompted with a reading tutorial.



Swipe to turn pages or tap the center to view options.

Tap the center for options go back or to adjust font size or screen brightness.



Tap Aa to adjust font size and line spacing.

On your Kobo ensure your Wifi is connected and tap the Sync button.

Tutorial

Options

Font Size

 **Back to Home**



Aa
















THE FUTURE OF DISCOVERY

Even as dueling visions for e-commerce play out today, we must
re. Naturally, the most desirable model is
le now but also will
believe the discovery mod
compelling case. Competing on efficiency and p

Reading Menu

While reading, tap the middle of the screen. The Reading Menu will appear.



-  **Back icon:** Go back to the Home screen.
-  **Screen lock icon:** Lock your eReader's screen orientation (select models only).
-  **ComfortLight icon:** Brighten or dim your screen (select models only).
- Aa** **Font icon:** Make the text larger or smaller and adjust font styling.
-  **Reading stats icon:** See your book reading progress.
-  **Table of contents icon:** See the table of contents.
-  **Reading Settings icon:** Adjust onscreen controls, page appearance and more.
-  **Menu icon:** Write a review, see book details, and more.
-  **Chapter back icon:** Go to the previous chapter.
-  **Chapter forward icon:** Go to the next chapter.
-  **Circle icon:** Drag to skim through pages.
-  **Dot icon:** Tap to go back to a previous page you've opened.
-  **Search icon:** Tap to search for keywords in your book.
-  **Annotation icon:** Tap to see the notes and highlights you've created.

Troubleshooting

If these steps don't work we have a few tips and hints and online resources to check out!

Scan the QR code below or go to help.kobo.com

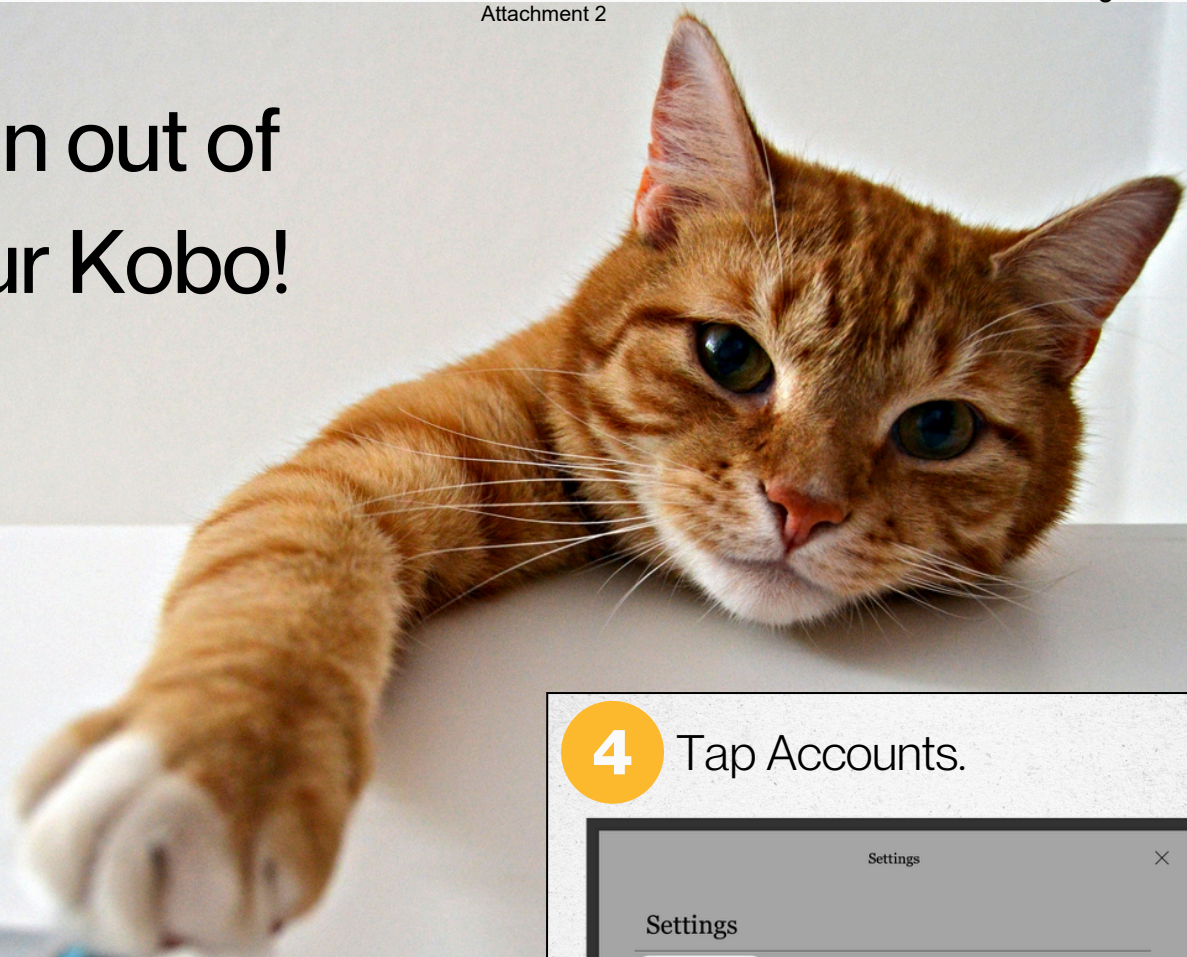


A Few Tips

- To restart the Kobo hold the power button until it powers off.
- Check your WiFi is still connected or try connecting to a different WiFi.
- Try signing out of your library card or Rakuten account.
- Check your borrowed book works on the Libby app.
- Try borrowing a different book to test if the sync works.
- Contact hq_tech@oclnet if you're still experiencing issues.

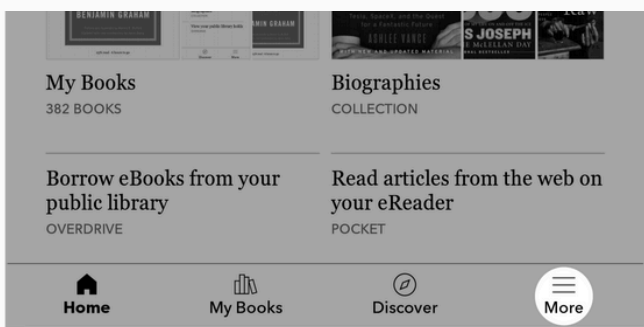


Sign out of your Kobo!

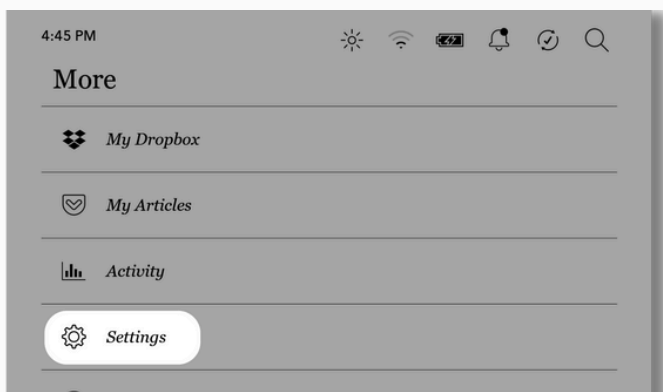


1 Go to your Home Screen.

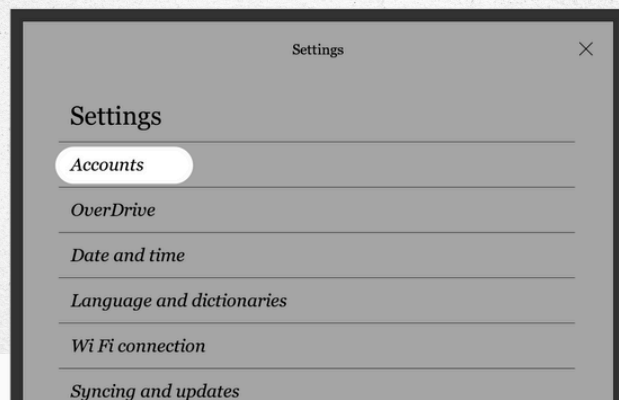
2 Tap the More icon at the bottom of the screen.



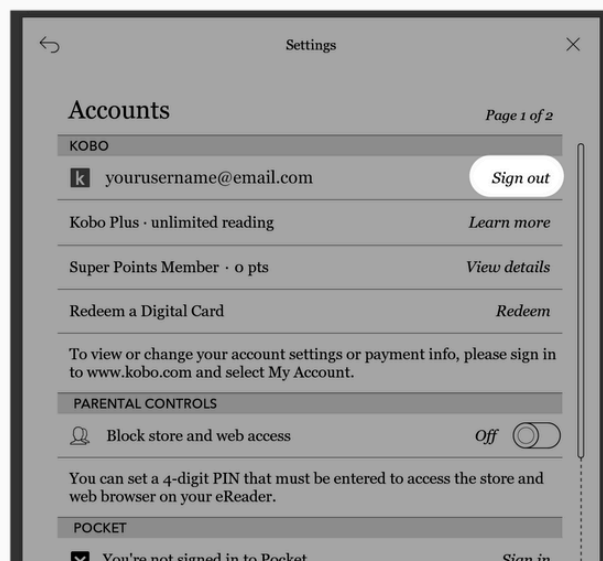
3 Tap Settings.



4 Tap Accounts.



5 Under Kobo, tap **Sign out**. A confirmation screen will appear.



6 Sign out.

Thank you for borrowing a Kobo

Oxford County Library offers many other digital resources to our patrons check them out at ocl.net > Borrow & Learn.

Check out our Cool Stuff to Borrow

Oxford County Library has a lot of cool stuff to borrow. From our Kitchen Lending Library and our Musical Instruments to our Kobos.





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		Q4 (24)			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

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2025-12, Librarian Report, for information and discussion.

REPORT HIGHLIGHTS

- This report highlights the monthly usage statistics and further information regarding library service.

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
 <p>Sustain service excellence</p>	 <p>Grow engagement and member relationships</p>	 <p>Innovate access to service</p>
<p>Strategy 1.1 – Develop and implement long-term facilities plan to meet changing demands and create enjoyable and dynamic spaces for our communities.</p> <p>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.</p> <p>Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.</p>	<p>Strategy 2.1 – Create and implement a Communications Strategy to build OCL's brand awareness and service offerings in the community.</p> <p>Strategy 2.2 – Develop and implement a Patron Management and Growth Plan to increase usership and community engagement with library programs, services and spaces.</p> <p>Strategy 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.</p>	<p>Strategy 3.1 – Plan, design, and implement a Programs and Services Accessibility Strategy to make OCL inclusive and accessible to all residents.</p> <p>Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.</p> <p>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.</p>

See: [Oxford County Library 2024-2028 Strategic Plan](#)

DISCUSSION

CEO / Chief Librarian

- February 24 – County Fleet (Ox on the Run)
- March 3 – Onboarding New Community Liaison Coordinator
- March 3 – County HR Focus Group

Report 2025-12
CORPORATE SERVICES
Board Date: March 18, 2025

- March 6 – County Facilities regular update meeting
- March 7 – ARUPLO meeting

Monthly Statistics

Branch services statistics, including attendance, computer use, and physical circulation saw declines month over month in February due to several closures due to weather.

Date	Branch	Type of Closure
February 12	Brownsville	Closed
February 12	Ingersoll	Closed early
February 13	Brownsville Tillsonburg	Closed
February 13	Tavistock Thamesford	Opened Late
February 15	Otterville	Closed
February 18	Innerkip	Closed Early
February 18	Harrington	Opened Late
February 23	ALL	Closed

Branch Attendance

Innerkip Branch should be highlighted for its significantly positive numbers during this cold and snowy February. The branch saw a 28% increase year over year and has a 26% Increase Year to Date from 2024.

Report 2025-12
CORPORATE SERVICES
Board Date: March 18, 2025

% Total Change	February	Year to Date
2023 to 2024	-11%	-8.8%

Computer Use

Even with the winter weather, several branches saw significant increases in usage during February.

Branch	Type of Use	% Change
Brownsville	Computers	91%
Burgessville	Computers	50%
	Wi-Fi	13%
Innerkip	Wi-Fi	125%
Otterville	Computers	93%
Plattsville	Computers	600%
Thamesford	Computers	292%

% Total Change	February	Year to Date
Total Computer Use	-13%	-19%
Total Wireless Use	-26%	-17%
Total Use Overall	-21.2%	-18.2%

Physical Circulation

Along with negative numbers from many branches due to branch closures, Ox on the Run also saw three canceled stops due to weather. This can be seen in their slightly lower circulation numbers year over year.

Three branches, however, continued to show strong growth in circulation, despite closures.

Branch	February	Year to Date
Brownsville	23%	15%
Burgessville	32%	37%
Innerkip	42%	28%

% Total Change	February	Year to Date
2023 to 2024	-4%	-7%

Digital Circulation

Digital circulation saw strong usage for Streaming TV and Movies (29%) and Music (15%). eBooks continued to show steady usage at 3%. While Audiobooks and digital Magazines and Newspapers saw declines in usage for the first time with (-2% and -15%).

% Total Change	February	Year to Date
2023 to 2024	-2%	1%

Community Outreach

Ox on the Run

Ox on the Run saw 3 cancelled stops (Hickson, Springford and Derham Forge) during February due to weather.

March Break has been busy with a trip to Jakeman's on Saturday, March 8 and fun-filled March Break Camp visits around Oxford County.

The bookmobile has been pulled off the road the week of March Break due to breaking issues. County Fleet has looked at alternative vehicle options for the Ox on the Run. An alternative has been identified and will be reviewed by Outreach Staff for potential suitability in the coming days.

Collections and Technology

Website Changes

The County Web Team completed a move to a new background platform for the Library's website in February. This change did result in a small window of downtime for the site and some display issues that were resolved as they were noted by Library staff.

Staff also added new features to the Library's home page. A new "Upcoming Programs" link shows a direct link to the Library's program calendar. And the "Next Up" listing shows several daily programs right on the home page.

Branches and Programming

Canada Reads with OCL

This year the Library created Book Club Kits to include the five titles nominated for this year's Canada Reads competition.

Ingersoll Branch also hosted a Canada Reads Community Discussion to launch our celebration on March 6 at the Evergreen Coffee Lounge. The event saw 14 people in attendance to discuss the books and this year's theme "One Book to Change the Narrative." Two of those in attendance came from London, excited to find an event on Canada Reads in the region.

Ingersoll will also host four live watch parties March 17 to 20 and have been provided swag to give away at those events by CBC Books. Ingersoll has been featured on the CBC Canada Reads website: <https://www.cbc.ca/books/canadareads/celebrate-canada-reads-2025-in-your-community-1.7463915>

Crafts in this Climate

Ingersoll Branch hosted the County's Coordinator of Community Environment Sustainability for this event on March 3. Those in attendance were able to discuss crafting and environmental impacts while working on collages.

Neighborhood Forest Free Trees

Each year OCL and Woodstock Public Library partner with Neighborhood Forest to provide free trees to children and families in our area to celebrate Earth Day. As of March 12, over 520 trees had been claimed by OCL families.

Financial Literacy at Ingersoll Branch

Partnering with retired financial services executive, Michael Banham, Ingersoll branch will host a Financial Literacy Workshop of March 18 at 6:00 PM

Local History Speaker Series - So, They Came: Young Men Farmers

Featuring guest speaker Dr. Elain Becker, this event will feature the story of Burnside Lodge and the young men from the United Kingdom and helped shape Oxford County's agriculture history. This event will be held at the Tillsonburg Branch on March 22 and 2:00 PM

Six Myths that Keep us Stuck

Join speaker Tammy Adams, a grief recovery method specialist, at the Princeton branch on March 27 at 6:00 PM

Celebrating OCL's 60th Anniversary

Anniversary celebrations have started with special social media posts dedicated to the history of OCL.

Below is an example detailing the former OCL Administration Building in Woodstock. The building served as the Library's headquarters from 1967 to 1997 when operations were moved to the Ingersoll Branch.

OCL Administration Building, 1968

From 1967 to 1997, this building served as headquarters for the Oxford County Library.



Source: Oxford County Archives, Leonard K. Coles Papers fonds.

Local History and Social Media staff are working with County Strategic Communications and Engagement and County Archives on a variety of projects to celebrate several milestone anniversaries in the County this year.

To view our Program Calendar, go to:

<https://engagedpatrons.org/EventsCalendar.cfm?SiteID=2048>

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



Branch Attendance 2025

BRANCH	HOURS / WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	*13	2024	154	190	90	271	236	363	395	238	211	238	239	118	344	2,743
	13	2025	179	191											370	
	% Change			16%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	8%
BURGESSVILLE	*16	2024	264	360	442	359	370	414	481	478	359	443	425	265	624	4,660
	16	2025	365	319											684	
	% Change			38%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	10%
EMBRO	*13	2024	154	145	147	119	176	138	274	242	134	175	207	87	299	1,998
	13	2025	132	138											270	
	% Change			-14%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-10%
HARRINGTON	*13	2024	133	136	113	164	174	94	121	105	126	233	339	134	269	1,872
	13	2025	147	121											268	268
	% Change			11%	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0%
INGERSOLL	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	9,045	57,511
	51.5	2025	4,135	3,954											8,089	8,089
	% Change			-11%	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-11%
INNERKIP	*16	2024	327	337	390	395	338	417	492	481	393	488	492	200	664	4,750
	16	2025	403	432											835	835
	% Change			23%	28%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	26%
MOUNT ELGIN	*13	2024	126	148	142	111	126	124	225	172	141	164	164	86	274	1,729
	13	2025	103	142											245	245
	% Change			-18%	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-11%
NORWICH	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	3,139	20,847
	35	2025	1,629	1,606											3,235	3,235
	% Change			5%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	3%
OTTERVILLE	*16	2024	262	341	317	310	364	382	423	388	367	484	496	237	603	4,371
	16	2025	337	323											660	660
	% Change			29%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	9%

PLATTSVILLE	25	2024	689	900	965	940	892	841	980	871	756	1,016	1,051	659	1,589	10,560
	25	2025	806	944											1,750	1,750
	% Change		17%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	10%
PRINCETON	*16	2024	408	439	524	464	367	314	467	332	272	362	400	252	847	4,601
	16	2025	296	350											646	646
	% Change		-27%	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-24%
TAVISTOCK	35	2024	721	721	744	775	885	778	953	1,041	684	962	783	501	1,442	9548
	35	2025	679	680											1,359	1359
	% Change		-6%	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-6%
THAMESFORD	35	2024	865	753	922	928	981	785	987	965	750	820	826	608	1,618	10,190
	35	2025	756	714											1,470	1,470
	% Change		-13%	-5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-9%
TILLSONBURG	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	13,947	82,889
	54	2025	5,951	5,592											11,543	11,543
	% Change		-12%	-23%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-17%
TOTAL	*351.5	2024	16,933	17,517	18,745	19,031	16,432	16,794	21,366	20,162	15,335	20,082	19,065	12,517	34,450	213,609
	352	2025	15,918	15,506	0	0	0	0	0	0	0	0	0	0	31,424	31,424
TOTAL Change 2024 to 2025			-6%	-11%											-8.8%	-85.3%

*Village Branch Hours Increased - September 9 2024



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
BROWNSVILLE	Computers	2024	23	23	16	30	18	25	56	37	50	38	63	34	46	413	
		2025	46	44												90	90
		% Change	100%	91%												96%	-78%
	Wireless	2024	16	11	36	39	23	31	30	53	34	19	12	17	27	321	
		2025	17	8												25	25
		% Change	6%	-27%												-7%	-92%
	Totals 2024			39	34	52	69	41	56	86	90	84	57	75	51	73	734
	Totals 2025			63	52	0	0	0	0	0	0	0	0	0	0	115	115
	% Change			62%	53%											58%	
BURGESSVILLE	Computers	2024	1	2	10	10	14	5	10	10	6	2	3	7	3	80	
		2025	2	3												5	5
		% Change	100%	50%												100%	-94%
	Wireless	2024	16	24	30	28	25	31	25	29	31	40	29	27	40	335	
		2025	31	27												58	58
		% Change	94%	13%												45%	-83%
	Totals 2024			17	26	40	38	39	36	35	39	37	42	32	34	43	415
	Totals 2025			33	30	0	0	0	0	0	0	0	0	0	0	63	63
	% Change			94%	15%											47%	-85%
EMBRO	Computers	2024	0	6	2	3	3	8	1	6	8	7	5	1	6	50	
		2025	5	2												7	7
		% Change	500%	-67%												17%	-86%
	Wireless	2024	31	85	197	46	43	88	183	25	79	113	163	28	116	1,081	
		2025	46	46												92	92
		% Change	48%	-46%												-21%	-91%
	Totals 2023			31	91	199	49	46	96	184	31	87	120	168	29	122	1,131
	Totals 2024			51	48											99	99
	% Change			65%	-47%											-19%	-91%
HARRINGTON	Computers	2024	1	1	0	1	0	0	0	0	1	2	0	0	2	6	
		2025	1	1												2	2
		% Change	0%	0%												0%	-67%
	Wireless	2024	11	15	12	14	22	16	11	8	10	12	10	10	26	151	
		2025	11	12												23	23
		% Change	0%	-20%												-12%	-85%
	Totals 2023			12	16	12	15	22	16	11	8	11	14	10	10	28	157
	Totals 2024			12	13											25	25
	% Change			0%	-19%											-11%	-84%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
INGERSOLL	Computers	2024	317	291	422	332	240	276	299	360	302	308	301	201	608	3,649	
		2025	242	232												474	474
		% Change	-24%	-20%												-22%	-87%
	Wireless	2024	260	234	422	265	221	207	285	279	222	280	218	194	494	3,087	
		2025	213	144												357	357
		% Change	-18%	-38%												-28%	-88%
	Totals 2024			577	525	844	597	461	483	584	639	524	588	519	395	1,102	6,736
	Totals 2025			455	376											831	831
% Change			-21%	-28%											-25%	-88%	
INNERKIP	Computers	2024	6	12	29	14	9	12	9	26	22	23	8	4	18	174	
		2025	7	4												11	11
		% Change	17%	-67%												-39%	-94%
	Wireless	2024	29	16	29	26	36	53	47	31	41	21	54	12	45	395	
		2025	18	36												54	54
		% Change	-38%	125%												20%	-86%
	Totals 2024			35	28	58	40	45	65	56	57	63	44	62	16	63	569
	Totals 2025			25	40											65	65
% Change			-29%	43%											3%	-89%	
MOUNT ELGIN	Computers	2024	3	4	0	1	0	1	0	0	0	2	1	1	7	13	
		2025	0	0												0	0
		% Change	-100%	-100%												-100%	-100%
	Wireless*	2024	17	0	0	0	0	0	0	0	0	0	0	51	55	17	123
		2025	10	56												66	66
		% Change	-41%	100%												288%	-46%
	Totals 2024			20	4	0	1	0	1	0	0	0	2	52	56	24	136
	Totals 2025			10	56											66	66
% Change			-50%	1300%											175%	-51%	
NORWICH	Computers	2024	313	193	155	141	163	206	315	377	264	223	120	79	506	2,549	
		2025	80	67												147	147
		% Change	-74%	-65%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-71%	-94%
	Wireless	2024	224	243	289	233	313	313	283	369	317	312	248	197	467	3,341	
		2025	215	189												404	404
		% Change	-4%	-22%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%	-88%
	Totals 2024			537	436	444	374	476	519	598	746	581	535	368	276	973	5,890
	Totals 2025			295	256	0	0	0	0	0	0	0	0	0	0	551	551
% Change			-45%	-41%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-43%	-91%	



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
OTTERVILLE	Computers	2024	18	29	29	44	45	23	60	46	82	71	93	39	47	579	
		2025	66	56												122	122
		% Change	267%	93%												160%	-79%
	Wireless	2024	35	29	47	33	46	35	38	32	30	24	23	26	64	398	
		2025	29	16												45	45
		% Change	-17%	-45%												-30%	-89%
	Totals 2024			53	58	76	77	91	58	98	78	112	95	116	65	111	977
	Totals 2025			95	72											167	167
	% Change			79%	24%											50%	-83%
PLATTSVILLE	Computers	2024	12	8	20	40	32	36	40	33	48	64	24	14	20	371	
		2025	53	56												109	109
		% Change	342%	600%												445%	-71%
	Wireless	2024	159	190	164	141	124	140	33	24	58	56	67	30	349	1,186	
		2025	75	52												127	127
		% Change	-53%	-73%												-64%	-89%
	Totals 2024			171	198	184	181	156	176	73	57	106	120	91	44	369	1,557
	Totals 2025			128	108											236	236
	% Change			-25%	-45%											-36%	-85%
PRINCETON	Computers	2024	4	11	2	1	5	0	4	8	1	0	0	0	15	36	
		2025	3	0												3	3
		% Change	-25%	-100%												-80%	-92%
	Wireless	2024	37	63	88	62	72	96	71	86	36	24	26	28	100	689	
		2025	20	25												45	45
		% Change	-46%	-60%												-55%	-93%
	Totals 2024			41	74	90	63	77	96	75	94	37	24	26	28	115	725
	Totals 2025			23	25											48	48
	% Change			-44%	-66%											-58%	-93%
TAVISTOCK	Computers **	2024	11	0	0	0	0	10	43	21	13	10	16	7	11	131	
		2025	7	8												15	15
		% Change	-36%	100%												36%	-89%
	Wireless	2024	35	62	52	48	53	54	26	59	42	55	49	21	97	556	
		2025	44	43												87	87
		% Change	26%	-31%												-10%	-84%
	Totals 2024			46	62	52	48	53	64	69	80	55	65	65	28	108	687
	Totals 2025			51	51											102	102
	% Change			11%	-18%											-6%	-85%



Computer Use 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
THAMESFORD	Computers	2024	21	13	15	21	13	6	17	12	10	9	18	9	34	164
		2025	27	51											78	78
		% Change	29%	292%											129%	-52%
	Wireless	2024	55	46	56	66	74	61	77	68	47	58	54	31	101	693
		2025	48	33											81	81
		% Change	-13%	-28%											-20%	-88%
	Totals 2024		76	59	71	87	87	67	94	80	57	67	72	40	135	857
	Totals 2025		75	84											159	159
	% Change		-1%	42%											18%	-81%
TILLSONBURG	Computers	2024	490	444	368	422	369	356	425	459	381	411	355	241	934	4,721
		2025	378	379											757	757
		% Change	-23%	-15%											-19%	-84%
	Wireless	2024	586	629	765	754	775	804	825	830	696	779	714	549	1,215	8,706
		2025	617	526											1,143	1,143
		% Change	5%	-16%											-6%	-87%
	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	2,149	13,427
	Totals 2025		995	905											1,900	1,900
	% Change		-8%	-16%											-12%	-86%
TOTAL COMPUTERS		2024	1220	1037	1068	1060	911	964	1279	1395	1188	1170	1007	637	2257	12936
		2025	917	903											1820	1820
% Change			-25%	-13%											-19%	-86%
TOTAL WIRELESS		2024	1511	1647	2187	1755	1827	1929	1934	1893	1643	1793	1718	1225	3158	21062
		2025	1394	1213											2607	2607
% Change			-8%	-26%											-17%	-88%
TOTAL USAGE		2023	2,731	2,684	3,255	2,815	2,738	2,893	3,213	3,288	2,831	2,963	2,725	1,862	5,415	33,998
		2024	2,311	2,116											4,427	4,427
% Change 2023 to 2024			-15.4%	-21.2%											-18.2%	-87%



Physical Circulation 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2024	188	235	263	238	271	219	187	181	188	233	201	220	423	2,624
	2025	197	289											486	486
	% CHANGE	5%	23%											15%	-81%
BURGESSVILLE	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	3,447	26,210
	2025	2,365	2,364											4,729	4,729
	% CHANGE	43%	32%											37%	-82%
EMBRO	2024	731	679	885	782	584	604	865	781	642	662	598	430	1,410	8,243
	2025	594	438											1,032	1,032
	% CHANGE	-19%	-35%											-27%	-87%
HARRINGTON	2024	479	518	468	552	477	426	586	585	563	731	618	389	997	6,392
	2025	478	408											886	886
	% CHANGE	0%	-21%											-11%	-86%
INGERSOLL	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	20,277	126,383
	2025	9,321	9,466											18,787	18,787
	% CHANGE	-13%	-1%											-7%	-85%
INNERKIP	2024	1,008	917	1,000	1,305	1,148	1,243	1,478	1,357	1,178	1,209	1,130	1,005	1,925	13,978
	2025	1,173	1,300											2,473	2,473
	% CHANGE	16%	42%											28%	-82%
MOUNT ELGIN	2024	636	636	776	648	508	711	799	707	683	894	634	461	1,272	8,093
	2025	573	525											1,098	1,098
	% CHANGE	-10%	-17%											-14%	-86%
NORWICH	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	8,829	50,477
	2025	3,921	4,006											7,927	7,927
	% CHANGE	-16%	-4%											-10%	-84%



Physical Circulation 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2024	1,108	1,147	1,281	1,289	1,383	1,291	1,271	1,277	1,363	1,107	1,219	995	2,255	14,731
	2025	1,055	1,108											2,163	2,163
% CHANGE		-5%	-3%											-4%	-85%
Ox on the Run	2024	64	115	144	77	188	72	277	478	143	99	37	51	179	1,157
	2025	66	72											138	138
% CHANGE		3%	-37%											-23%	-88%
PLATTSVILLE	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	3,405	22,566
	2025	1,652	1,746											3,398	3,398
% CHANGE		3%	-3%											0%	-85%
PRINCETON	2024	1,334	1,627	1,923	1,486	1,185	999	1,342	1,129	1,211	1,758	1,321	1,048	2,961	16,363
	2025	1,274	1,157											2,431	2,431
% CHANGE		-4%	-29%											-18%	-85%
TAVISTOCK	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	4,743	27,613
	2025	2,149	2,052											4,201	4,201
% CHANGE		-14%	-9%											-11%	-85%
THAMESFORD	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	3,689	23,271
	2025	1,559	1,430											2,989	2,989
% CHANGE		-19%	-19%											-19%	-87%
TILLSONBURG	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	13,608	80,395
	2025	5,767	6,150											11,917	11,917
% CHANGE		-17%	-7%											-12%	-85%
TOTAL	2024	35,563	33,857	36,585	36,452	33,393	37,456	41,028	42,188	34,138	35,294	34,340	28,790	69,420	428,496
	2025	32,210	32,583	0	0	0	0	0	0	0	0	0	0	64,793	64,793
% CHANGE		-9%	-4%											-7%	-85%



Digital Circulation 2025

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2024	740	703	764	696	744	704	769	726	693	733	850	867	1,443	8,989
	2025	853	910											1,763	1,763
	% Change	15%	29%											22%	-80%
Digital Magazines / Newspapers	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	11,386	57,453
	2025	5,747	5,246											10,993	10,993
	% Change	10%	-15%											-3%	-81%
Tumble Books	2024	174	213	192	135	128	183	73	19	36	64	56	53	387	1,326
	2025	52	119											171	171
	% Change	-70%	-44%											-56%	-87%
Digital Music	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	2,850	15,456
	2025	1,310	1,519											2,829	2,829
	% Change	-14%	15%											-1%	-82%
Digital Audiobooks	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	9,259	57,101
	2025	4,986	4,475											9,461	9,461
	% Change	6%	-2%											2%	-83%
Digital ebooks	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	13,611	81,586
	2025	7,402	6,641											14,043	14,043
	% Change	3%	3%											3%	-83%
TOTAL Digital Circulation	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	38,936	221,911
	2025	20,350	18,910	-	-	-	-	-	-	-	-	-	-	39,260	39,260
	% Change	4%	-2%											1%	-82%





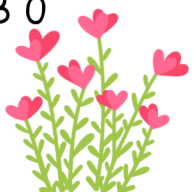
Definitions:

- 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
- Digital eBooks includes the following: Freading, Hoopla Comics, Hoopla eBooks, Overdrive eBooks



OX ON THE RUN

APRIL 2025

SUN	MON	TUES	WED	THU	FRI	SAT
		1 Springford Hall 1:30-3:30pm	2	3 EZT Administration Building Hickson 10am-12pm	4 Chalmers United Church Kintore 10am-12pm	5
6	7 	8	9 Beachville District Museum 1:30-3:30pm	10	11 Drumbo Township Office 1:30-3:30pm	12
13	14	15 Springford Hall 1:30-3:30pm	16  Emburo Community Centre 10-11:30am	17 EZT Administration Building Hickson 10am-12pm	18	19
20 	21	22	23 Beachville District Museum 1:30-3:30pm	24	25  Mount Elgin Community Centre 10-11:30am Drumbo Township Office 1:30-3:30pm	26 Reuse-A-palooza- Aha Sweaburg Ball Park Pavillion 8:00am-12:00pm
27	28	29 Springford Hall 1:30-3:30pm	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.*		

REPORT TO LIBRARY BOARD

Governance Policy Review: Planning Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board approves amendments to the Planning Policy as set out in Attachment 1 to Report 2025-13.

REPORT HIGHLIGHTS

- The updated *Planning Policy*, Attachment 1, has been significantly updated from the original policy adopted on March 21, 2022, Attachment 2.

IMPLEMENTATION POINTS

The updated *Planning Policy* will be distributed once approved.

Financial Impact

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

Communications

Pursuant to Library Board approval, the policy will be posted on the library website for public information under the Governance Policy section.

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
 <p>Sustain service excellence</p>	 <p>Grow engagement and member relationships</p>	 <p>Innovate access to service</p>
<p>Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.</p>		

See: [Oxford County Library 2024-2028 Strategic Plan](#)

DISCUSSION

Background

The current *Planning Policy*, Attachment 2, was passed by the Library Board at the March 21, 2022 meeting as part of the Board Governance Policy Review, Report 2022-04

The policy is being reviewed in 2025 as part of the 4-year Policy Review Framework. All Library policies are required to be reviewed as part of a 4-year cycle for re-accreditation by the Ontario Public Library Guidelines Council.

Comments

The updated *Planning Policy* includes the following changes:

- Simplified Background statement.
- Simplified Purpose statement, with original text moved to the Procedure section.
- Procedure Section
 - 1.0 includes an edited version of text originally found in the Purpose section.

- 2.0 includes edited version of original Procedure text, with added language that includes references to strategic planning and reporting to stakeholders.
- 3.0 provides References and Related Documents information.

CONCLUSIONS

The updated *Planning Policy* will provide the Library Board, CEO/Chief Librarian and staff with clear guidelines and expectations regarding planning for the Library's future operations. The update of this policy will also allow the Library Board to meet their policy review schedule as required for re-accreditation by the Ontario Public Library Guidelines Council.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 Updated *Planning Policy*, 2025
Attachment 2 Current *Planning Policy*, 2022



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	1 of 2	Revision Dates:	March 18, 2025

PLANNING POLICY

BACKGROUND

In order to fulfill its mandate under the *Public Libraries Act, RSO 1990, chapter P.44, s. 20 (a)* the Oxford County Library Board shall make certain that an effective planning process is in place for the Library.

PURPOSE

This policy addresses the Oxford County Library Board's commitment to effective planning for Library service.

PROCEDURES

- 1.0 The Oxford County Library Board shall make certain that an effective planning process is in place for the library that ensures:
 - 1.1 The vision and mission of the Library Board is clearly communicated and realized;
 - 1.2 The Library is able to respond to changing needs and trends in the community;
 - 1.3 Community input is sought during planning processes;
 - 1.4 Key decision makers in the community are aware of the Library's contribution to the community and make a long-term commitment to library services.
 - 1.5 Library funds are responsibly expended in a deliberate and accountable manner;
 - 1.6 Continuity of services is maintained regardless of personnel changes in the Board or staff;
 - 1.7 Services available elsewhere in the community are not unnecessarily duplicated.
- 2.0 To ensure an effective planning process, the Board shall:
 - 2.1 Develop a Strategic Plan that includes the Library's mission, vision and strategic priorities;
 - 2.2 Develop a cycle for reviewing and accessing:
 - 2.2.1 Customer needs in the communities served by the Library;
 - 2.2.2 The services of the Library in light of the assessed customer needs;
 - 2.2.3 Current Board planning documents such as the Service Delivery Model, yearly business and budget plans, technology plans and facilities plans.
 - 2.3 Report to the community and key stakeholders on the Library's progress in fulfilling its plan by means of:



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

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2.3.1 Distribution of an Annual Report; and

2.3.2 Presentations to Area Municipal Councils, County Council, service groups and other community organizations.

3.0 References and Related Documents

3.1 Oxford County Library

3.1.1 Oxford County Library. (2024, March). *Oxford County Library Strategic Plan 2024-2028*.

3.1.2 Oxford County Library. (2023, October). *Service Delivery Model*.



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	1	Revision Dates:	March 18, 2025

PLANNING POLICY

BACKGROUND

Section 20(a) of the Public Libraries Act, RSO 1990, chapter P.44 requires that a library board “shall seek to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs”. An effective planning process will help to ensure that the library can provide this service.

PURPOSE

The Oxford County Library Board shall make certain that an effective planning process is in place for the library that ensures that:

- a) the library needs of the community are met
- b) the library is able to respond to changing needs and trends in the community
- c) community input is received during the planning process
- d) key decision makers in the community make a long-term commitment to library services
- e) there is continuity of services regardless of personnel changes in board or staff
- f) library funds are spent in a deliberate and responsible manner
- g) services available elsewhere in the community are not unnecessarily duplicated

PROCEDURES

1. To ensure an effective planning process, the Board shall, once each term, review and assess:
 - a) client needs in the communities served by the library;
 - b) the services of the library in the light of assessed client needs;
 - c) the library's mission statement, goals and objectives;
 - d) current planning documents.