

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, February 18, 2025, 1:00 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 January 21, 2025
5. **DELEGATIONS AND PRESENTATIONS**
6. **CONSIDERATION OF CORRESPONDENCE**
 1. Letter of Support requested by South-West Oxford Township
7. **REPORTS**
 - 7.1 2025-05 Key Agenda Items and Policy Review Update (verbal report)
RECOMMENDATION
 1. That the Library Board receives verbal Report 2025-05, Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2025-06 Librarian Report
RECOMMENDATION
 1. That the Library Board receives Report 2025-06, for information and discussion.
 - 7.3 2025-07 Oxford County Library Board Meeting Schedule Adjustment
RECOMMENDATION
 1. That the Library Board adopts the adjusted schedule for 2025 Library Board meetings as outlined in Report 2025-07 with each regular meeting being held at 3:30 PM.
 - 7.4 2025-08 Governance Policy Review: Delegation of Authority

RECOMMENDATION

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

7.5 Report 2025-09 Operational Policy Review: Use of Library Resources During an Election

RECOMMENDATION

1. 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.

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

RECOMMENDATION

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

8. UNFINISHED BUSINESS

9. MOTIONS

10. NOTICE OF MOTIONS

11. ENQUIRIES

12. ADJOURNMENT



OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

January 21, 2025

Members Present: Chair Julia Harris
Vice Chair Laura Langford
Councilor David Mayberry (arrives at 1:37 p.m.)
Megan Blair
Katherine Grieve
Cynthia Lacroix

Members Absent: Deputy Warden Brian Petrie

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 twenty-first day of January, 2025 in Room 222, Oxford County Administration Building, Woodstock at 1:00 p.m. with Chair Julia Harris in the chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: Laura Langford
Seconded By: Cynthia Lacroix

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: Megan Blair
Seconded By: Laura Langford

Resolved that the Library Board minutes of November 19, 2024 be adopted.

DISPOSITION: Motion Carried



5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

NIL

7. REPORTS

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

RESOLUTION 3

Moved By: Cynthia Lacroix
Seconded By: Kathrine Grieve

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

DISPOSITION: Motion Carried

7.2. 2025-02 Librarian Report

RESOLUTION 4

Moved By: Cynthia Lacroix
Seconded By: Laura Langford

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

DISPOSITION: Motion Carried

7.3. 2024-03 Oxford County Library's Anniversary

RESOLUTION 5

Moved By: Katherine Grieve
Seconded By: Laura Langford

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

DISPOSITION: Motion Carried

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

RESOLUTION 6

Moved By: David Mayberry
Seconded By: Megan Blair

That Report 2025-04 titled "Caffyn Bequest Expenditure Request – Bundles of Joy Outreach Program" be approve for \$4250.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

11.1. Changes to the Library Board Meeting Dates and Times – M. Blair

12. ADJOURNMENT

RESOLUTION 7

Moved By: David Mayberry

Seconded By: Katherine Grieve

Resolved that the Board meeting of January 21, 2025 be adjourned until the next meeting scheduled for February 18, 2025 at 1:00 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 2:03 p.m..

Julia Harris, CHAIR

Lisa Marie Williams, SECRETARY

From: [Mary Ellen Greb](#)
To: [Lisa Marie Williams](#)
Subject: Trillium grant application for Brownsville Park
Date: January 31, 2025 2:10:44 PM

Good afternoon Lisa:

The Township will be applying for a Trillium Grant for Brownsville Park to create a new playground area east of the paved parking lot. The existing playground (west of the parking lot) near the roadway will be eliminated. We are hoping for \$100,000.00 in funding to cover the base of the playground with rubber matting for better accessibility and some unique accessibility equipment. We are still working on the design options.

The application opens on Feb 5 and closes on March 5. I am working to get all the information required by the program as soon as possible.

The Township is looking for letters of support for the project and how it would benefit the community. We are not looking for any money from the County, but would very much appreciate a letter of support.

I would be happy to answer any questions that you have.

Hope you have a wonderful weekend.

Mary Ellen Greb
CAO
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7025 | F: 519-485-2932
C: 519-532-2918 | E: cao@swox.org
[Website](#) | [Facebook](#) | [Twitter](#)

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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 2025-06
CORPORATE SERVICES
Board Date: February 18, 2025

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

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

REPORT HIGHLIGHTS

- This report highlights the monthly usage statistics, quarterly statistics; as well as 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 a 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 implant 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

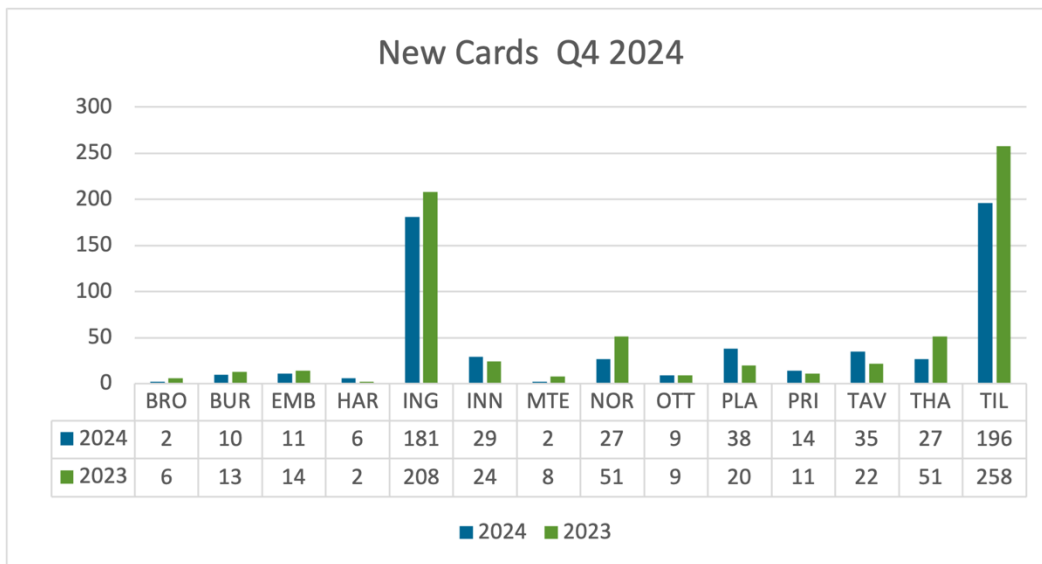
- February 5 – meeting w/ Norfolk County Public Library Staff
- February 6 – Oxford Leads
- February 7 – Ontario Library Consortium Executive Team

Quarterly Statistics

New Card Holders

The fourth quarter of 2024 saw a continued decline in the number of new card registrations between 2023 and 2024.

Q4 Total New Card Holders		
2023	2024	% Change
697	587	-16%



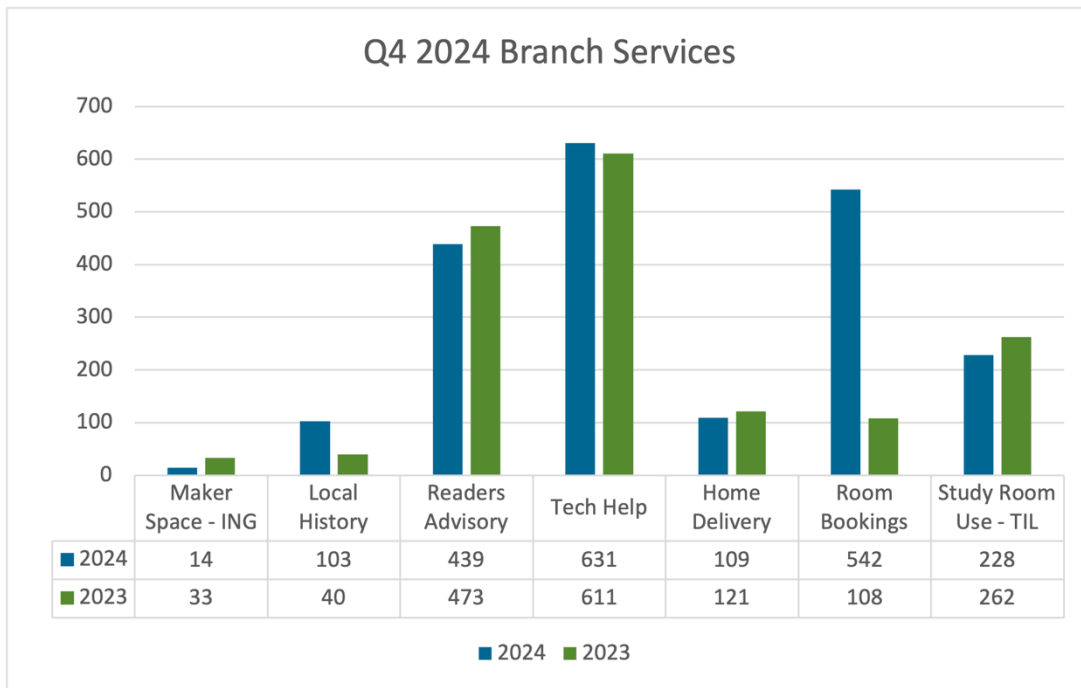
Branch Services

Local History (158%) and Room Books (402%) were the largest drivers of increase services from Q4 2023 to 2024.

Maker Space bookings continued downward, again due to the changes in how space was booked between years.

Technology Help saw continued modest growth at 3% increase.

Q4 Total Branch Services		
2023	2024	% Change
3671	4090	11%

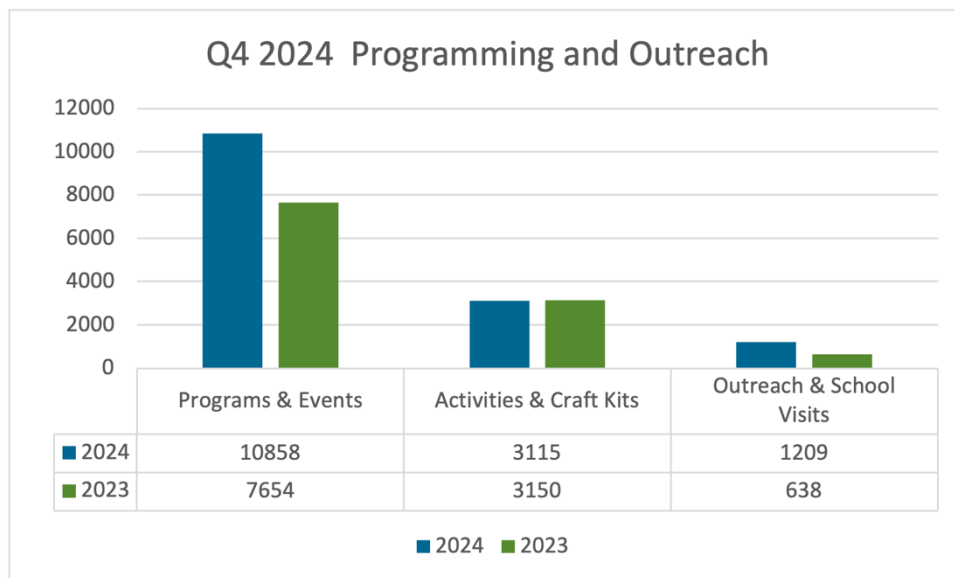


Branch Programming and Outreach

Continued strong growth in attendance at branch programs (42%), branch outreach (89%), and the activities and craft kits provided by branch teams (-1%).

*Branch outreach is defined as being those services offered by our Branch Services teams rather than through the Outreach Services Team, including Ox on the Run.

Q4 Total Branch Programming and Outreach		
2023	2024	% Change
11,442	15,182	33%



Outreach Services / Ox on the Run

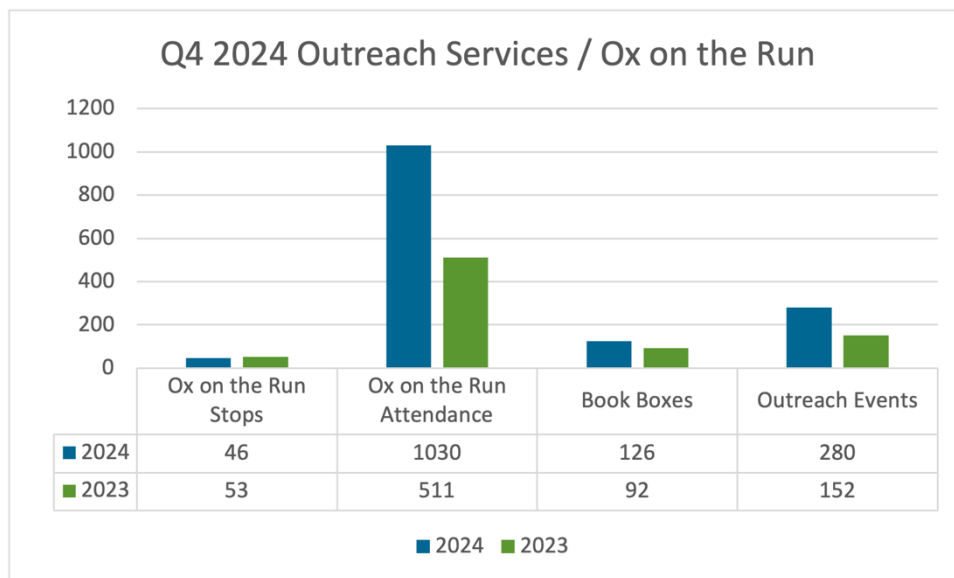
For Q4 staff have included new reporting from the Outreach Services Team.

Book Boxes represents the Teen Book Boxes and Teen Helping Hands Boxes. Teen Book Boxes is one of the Library’s most popular services. Books and activities are selected for each teen by the Outreach Team. Then boxes are delivered to the Teen’s selected branch for pick up. New in 2024, the Teen Helping Hands Boxes utilize donated teen books and activities left over from previous boxes to create these special boxes that go directly to the Helping Hands Food Bank in Tillsonburg. Teens receiving these boxes don’t need to return items to the Library for this special service.

Outreach Events, separate from Branch Outreach, are events attended by our Outreach Services Team. Examples include visits to Brightside Youth Hub or Upper Deck Youth Centre.

Q4 Outreach Services / Ox on the Run			
Service Type	2023	2024	% Change
Ox on the Run Stops	53	46	-13%
Ox on the Run Attendance	511	1030	102%
Book Boxes	92	126	37%
Outreach Events*	152	280	84%

**Report 2025-06
CORPORATE SERVICES
Board Date: February 18, 2025**



Monthly Statistics

Branch Attendance

Thought the overall January attendance is down by -6%, there were several branches to highlight for their increases in attendance.

Branch	January	Notes
Brownsville	16%	Increase of 1 hour over Jan. 2024
Burgessville	38%	Increase of 1 hour over Jan. 2024
Harrington	11%	Increase of 3 hours over Jan. 2024
Innerkip	23%	Increase of 3 hours over Jan. 2024
Otterville	29%	Increase of 3 hours over Jan. 2024
Plattsville	17%	No hours changed

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Negative numbers at the Princeton branch are due to the EarlyON Program's move to a different location in Princeton.

% Total Change	January	Year to Date
2024 to 2025	-6%	-6%

Computer Use

Computer use declines in some areas, such as the Norwich Branch (-74%) are likely due to the increased age of the public computers. Norwich staff have reported that their decline is due to the discontinued use of their public computers by students after school. Students have expressed that they are no longer using library computers as the age of the computers and peripheral devices (keyboard / mice) cause lags and usage issues while gaming. It is likely that other customers are seeing similar issues across the system.

Though the overall usage is down for computer use, below are the branches highlighted with increases.

Branch	
Brownsville	62% overall increase in usage
Burgessville	94% overall increase in usage
Embro	65% overall increase in usage
Plattsville	342% increase in computer usage
Otterville	267% increase in computer usage
Thamesford	29% increase in computer usage

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% Total Change	January	Year to Date
Total Computer Use	-25%	-25%
Total Wireless Use	-8%	-8%
Total Use Overall	-15.4%	-15.4%

Physical Circulation

While overall usage continues to decline, several branches continued to show strong growth in circulation.

Branch	January
Brownsville	5%
Burgessville	43%
Innerkip	16%
Ox on the Run	3%
Plattsville	3%

% Total Change	January	Year to Date
2024 to 2025	-9%	-9%

Digital Circulation

Digital circulation continued with modest growth in most areas.

% Total Change	January	Year to Date
2024 to 2025	4%	4%

Community Outreach

Ox on the Run

Ox on the Run continues to offer their Hold Stops at Kintore, Hickson, Springford Drumbo and Beachville.

They also continue to support EarlyON with partner visits to non-library locations throughout the County.

March Break programming by Ox on the Run will be at: Jakeman's Pancake breakfast, Embro Community Centre w/ EarlyON, Norwich Arena Public Skate and the regularly scheduled Drumbo Bookmobile stop. Staff will also be visiting three March Break Camps at Dereham Forge, Zorra Township and Annandale Museum.

Branches and Programming

Black History Month Events

Ingersoll Branch – “With Special Guest dKT,” Saturday, February 15 at 10 AM

Tillsonburg Branch – “Discover Your Past: Searching for Canada's Early Black Settlers,” Tuesday, February 18 at 1:30 PM

Service Disruptions due to Weather

Branches have experienced several early closures, delayed openings and full day closures due to weather this February. A full list of closures will be presented with February statistics at the March 2025 meeting.

Carnegie Libraries of Ontario

Join the Tillsonburg Digital Literacy and Local History Technician at the Norwich Branch on Thursday, March 6 to discover more about the history of Ontario's Carnegie Libraries.

March Break!

Branches have planned a line-up of exciting carnival themed programs this March Break. The full schedule is currently under development. Highlights below:

Day of Week	Branch	Program	Time
Monday, March 10	TIL	Magic Show with Mr. Oh!	1:00 pm

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Tuesday, March 11	HAR	Make Your Own Juggling Balls!	11:00 am / 4:00 pm
	ING	Teen Program: Hanging Hobbit Doors	1:00 pm
Wednesday, March 12	TIL	Yvette and Her Puppet Friends	1:00 pm
Thursday, March 13	INN	Join the Carnival Train!	3:30 pm
Friday, March 14	TIL	Teen Program: Minecraft Origami and Pixel Art	1:00 pm

To view our Program Calendar, go to:

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

Staff News

Staffing Update

Full-time position openings for Branch Services Librarian, Northern Branches and Community Liaison Coordinator have been filled.

Ingersoll Digital Literacy and Local History Technician position is currently posted, as is the Tillsonburg Literacy Program Specialist position.

Staff Development Day: March 25, 2025

The first Staff Development Day of 2025 will be held at the Ingersoll Branch on March 25.

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	154	2,743
	13	2025	179												179	
	% Change		16%													16%
BURGESSVILLE	*16	2024	264	360	442	359	370	414	481	478	359	443	425	265	264	4,660
	16	2025	365												365	
	% Change		38%													38%
EMBRO	*13	2024	154	145	147	119	176	138	274	242	134	175	207	87	154	1,998
	13	2025	132												132	
	% Change		-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
HARRINGTON	*13	2024	133	136	113	164	174	94	121	105	126	233	339	134	133	1,872
	13	2025	147												147	147
	% Change		11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	11%
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	4,634	57,511
	51.5	2025	4,135												4,135	4,135
	% Change		-11%													-11%
INNERKIP	*16	2024	327	337	390	395	338	417	492	481	393	488	492	200	327	4,750
	16	2025	403												403	403
	% Change		23%													23%
MOUNT ELGIN	*13	2024	126	148	142	111	126	124	225	172	141	164	164	86	126	1,729
	13	2025	103												103	103
	% Change		-18%													-18%
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	1,553	20,847
	35	2025	1,629												1,629	1,629
	% Change		5%													5%



Branch Attendance 2025

BRANCH	HOURS / WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	*16	2024	262	341	317	310	364	382	423	388	367	484	496	237	262	4,371
	16	2025	337												337	337
	% Change		29%													29%
PLATTSVILLE	25	2024	689	900	965	940	892	841	980	871	756	1,016	1,051	659	689	10,560
	25	2025	806												806	806
	% Change		17%													17%
PRINCETON	*16	2024	408	439	524	464	367	314	467	332	272	362	400	252	408	4,601
	16	2025	296												296	296
	% Change		-27%													-27%
TAVISTOCK	35	2024	721	721	744	775	885	778	953	1,041	684	962	783	501	721	9,548
	35	2025	679												679	679
	% Change		-6%													-6%
THAMESFORD	35	2024	865	753	922	928	981	785	987	965	750	820	826	608	865	10,190
	35	2025	756												756	756
	% Change		-13%													-13%
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	6,728	82,889
	54	2025	5,951												5,951	5,951
	% Change		-12%													-12%
TOTAL	*351.5	2024	16,933	17,326	18,745	19,031	16,432	16,794	21,366	20,162	15,335	20,082	19,065	12,517	16,933	213,609
	352	2025	15,918												15,918	15,918
TOTAL Change 2024 to 2025			-6%												-6.0%	-92.5%

*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	23	413	
		2025	46												46	46	
		% Change	100%													100%	-89%
	Wireless	2024	16	11	36	39	23	31	30	53	34	19	12	17	16	321	
		2025	17												17	17	
		% Change	6%													6%	-95%
	Totals 2024			39	34	52	69	41	56	86	90	84	57	75	51	39	734
	Totals 2025			63												63	63
	% Change			62%												62%	
BURGESSVILLE	Computers	2024	1	2	10	10	14	5	10	10	6	2	3	7	1	80	
		2025	2												2	2	
		% Change	100%													100%	-98%
	Wireless	2024	16	24	30	28	25	31	25	29	31	40	29	27	16	335	
		2025	31												31	31	
		% Change	94%													94%	-91%
	Totals 2024			17	26	40	38	39	36	35	39	37	42	32	34	17	415
	Totals 2025			33	0	0	0	0	0	0	0	0	0	0	0	33	33
	% Change			94%												94%	-92%
EMBRO	Computers	2024	0	6	2	3	3	8	1	6	8	7	5	1	0	50	
		2025	5												5	5	
		% Change	-500%													-500%	-90%
	Wireless	2024	31	85	197	46	43	88	183	25	79	113	163	28	31	1,081	
		2025	46												46	46	
		% Change	48%													48%	-96%
	Totals 2023			31	91	199	49	46	96	184	31	87	120	168	29	31	1,131
	Totals 2024			51												51	51
	% Change			65%												65%	-95%
HARRINGTON	Computers	2024	1	1	0	1	0	0	0	0	1	2	0	0	1	6	
		2025	1												1	1	
		% Change	100%													0%	-83%
	Wireless	2024	11	15	12	14	22	16	11	8	10	12	10	10	11	151	
		2025	11												11	11	
		% Change	0%													0%	-93%
	Totals 2023			12	16	12	15	22	16	11	8	11	14	10	10	12	157
Totals 2024			12												12	12	
% Change			0%												0%	-92%	



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	317	3,649
		2025	242												242	242
		% Change	-24%													-24%
	Wireless	2024	260	234	422	265	221	207	285	279	222	280	218	194	260	3,087
		2025	213												213	213
		% Change	-18%													-18%
		Totals 2024	577	525	844	597	461	483	584	639	524	588	519	395	577	6,736
		Totals 2025	455												455	455
		% Change	-21%												-21%	-93%
INNERKIP	Computers	2024	6	12	29	14	9	12	9	26	22	23	8	4	6	174
		2025	7												7	7
		% Change	17%													17%
	Wireless	2024	29	16	29	26	36	53	47	31	41	21	54	12	29	395
		2025	18												18	18
		% Change	-38%													-38%
		Totals 2024	35	28	58	40	45	65	56	57	63	44	62	16	35	569
		Totals 2025	25												25	25
		% Change	-29%												-29%	-96%
MOUNT ELGIN	Computers	2024	3	4	0	1	0	1	0	0	0	2	1	1	3	13
		2025	0												0	0
		% Change	100%													300%
	Wireless*	2024	17	0	0	0	0	0	0	0	0	0	51	55	17	123
		2025	10												10	10
		% Change	-41%													-41%
		Totals 2024	20	4	0	1	0	1	0	0	0	2	52	56	20	136
		Totals 2025	10												10	10
		% Change	-50%												-50%	-93%
NORWICH	Computers	2024	313	193	155	141	163	206	315	377	264	223	120	79	313	2,549
		2025	80												80	80
		% Change	-74%													-74%
	Wireless	2024	224	243	289	233	313	313	283	369	317	312	248	197	224	3,341
		2025	215												215	215
		% Change	-4%													-4%
		Totals 2024	537	436	444	374	476	519	598	746	581	535	368	276	537	5,890
		Totals 2025	295												295	295
		% Change	-45%												-45%	-95%



Computer Use 2025

connect. discover. share. become.

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	18	579	
		2025	66													66	66
		% Change	267%													267%	-89%
	Wireless	2024	35	29	47	33	46	35	38	32	30	24	23	26	35	398	
		2025	29													29	29
		% Change	-17%													-17%	-93%
		Totals 2024	53	58	76	77	91	58	98	78	112	95	116	65	53	977	
		Totals 2025	95												95	95	
		% Change	79%												79%	-90%	
PLATTSVILLE	Computers	2024	12	8	20	40	32	36	40	33	48	64	24	14	12	371	
		2025	53													53	53
		% Change	342%													342%	-86%
	Wireless	2024	159	190	164	141	124	140	33	24	58	56	67	30	159	1,186	
		2025	75													75	75
		% Change	-53%													-53%	-94%
	Totals 2024	171	198	184	181	156	176	73	57	106	120	91	44	171	1,557		
	Totals 2025	128												128	128		
	% Change	-25%												-25%	-92%		
PRINCETON	Computers	2024	4	11	2	1	5	0	4	8	1	0	0	0	4	36	
		2025	3													3	3
		% Change	-25%													-25%	-92%
	Wireless	2024	37	63	88	62	72	96	71	86	36	24	26	28	37	689	
		2025	20													20	20
		% Change	-46%													-46%	-97%
	Totals 2024	41	74	90	63	77	96	75	94	37	24	26	28	41	725		
	Totals 2025	23												23	23		
	% Change	-44%												-44%	-97%		
TAVISTOCK	Computers **	2024	11	0	0	0	0	10	43	21	13	10	16	7	11	131	
		2025	7													7	7
		% Change	-36%													-36%	-95%
	Wireless	2024	35	62	52	48	53	54	26	59	42	55	49	21	35	556	
		2025	44													44	44
		% Change	26%													26%	-92%
	Totals 2024	46	62	52	48	53	64	69	80	55	65	65	28	46	687		
	Totals 2025	51												51	51		
	% Change	11%												11%	-93%		



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	21	164
		2025	27												27	27
		% Change	29%												29%	-84%
	Wireless	2024	55	46	56	66	74	61	77	68	47	58	54	31	55	693
		2025	48												48	48
		% Change	-13%												-13%	-93%
	Totals	2024	76	59	71	87	87	67	94	80	57	67	72	40	76	857
		2025	75												75	75
		% Change	-1%												-1%	-91%
TILLSONBURG	Computers	2024	490	444	368	422	369	356	425	459	381	411	355	241	490	4,721
		2025	378												378	378
		% Change	-23%												-23%	-92%
	Wireless	2024	586	629	765	754	775	804	825	830	696	779	714	549	586	8,706
		2025	617												617	617
		% Change	5%												5%	-93%
	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	1,076	13,427
		2025	995												995	995
		% Change	-8%												-8%	-93%
TOTAL COMPUTERS	2024	1220	1037	1068	1060	911	964	1279	1395	1188	1170	1007	637	1220	12936	
	2025	917												917	917	
	% Change	-25%												-25%	-93%	
TOTAL WIRELESS	2024	1511	1647	2187	1755	1827	1929	1934	1893	1643	1793	1718	1225	1511	21062	
	2025	1394												1394	1394	
	% Change	-8%												-8%	-93%	
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	2,731	33,998	
	2024	2,311												2,311	2,311	
	% Change 2023 to 2024	-15.4%												-15.4%	-93%	



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	188	2,624
	2025	197												197	197
	% CHANGE	5%												5%	-92%
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	1,652	26,210
	2025	2,365												2,365	2,365
	% CHANGE	43%												43%	-91%
EMBRO	2024	731	679	885	782	584	604	865	781	642	662	598	430	731	8,243
	2025	594												594	594
	% CHANGE	-19%												-19%	-93%
HARRINGTON	2024	479	518	468	552	477	426	586	585	563	731	618	389	479	6,392
	2025	478												478	478
	% CHANGE	0%												0%	-93%
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	10,724	126,383
	2025	9,321												9,321	9,321
	% CHANGE	-13%												-13%	-93%
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	1,008	13,978
	2025	1,173												1,173	1,173
	% CHANGE	16%												16%	-92%
MOUNT ELGIN	2024	636	636	776	648	508	711	799	707	683	894	634	461	636	8,093
	2025	573												573	573
	% CHANGE	-10%												-10%	-93%
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	4,650	50,477
	2025	3,921												3,921	3,921
	% CHANGE	-16%												-16%	-92%



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	1,108	14,731
	2025	1,055												1,055	1,055
	% CHANGE	-5%												-5%	-93%
Ox on the Run	2024	64	115	144	77	188	72	277	478	143	99	37	51	64	1,157
	2025	66												66	66
	% CHANGE	3%												3%	-94%
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	1,600	22,566
	2025	1,652												1,652	1,652
	% CHANGE	3%												3%	-93%
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	1,334	16,363
	2025	1,274												1,274	1,274
	% CHANGE	-4%												-4%	-92%
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	2,486	27,613
	2025	2,149												2,149	2,149
	% CHANGE	-14%												-14%	-92%
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	1,925	23,271
	2025	1,559												1,559	1,559
	% CHANGE	-19%												-19%	-93%
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	6,978	80,395
	2025	5,767												5,767	5,767
	% CHANGE	-17%												-17%	-93%
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	35,563	428,496
	2025	32,210												32,210	32,210
	% CHANGE	-9%												-9%	-92%



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	740	8,989
	2025	853												853	853
% Change - Digital TV & Movies		15%												15%	-91%
Digital Magazines and 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	5,237	57,453
	2025	5,747												5,747	5,747
% Change - Digital Magazines & Newspapers		10%												10%	-90%
Tumble Books	2024	174	213	192	135	128	183	73	19	36	64	56	53	174	1,326
	2025	52												52	52
% Change - Tumble Books		-70%												-70%	-96%
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	1,527	15,456
	2025	1,310												1,310	1,310
% Change - Digital Music		-14%												-14%	-92%
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	4,685	57,101
	2025	4,986												4,986	4,986
% Change - Digital Audiobooks		6%												6%	-91%
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	7,180	81,586
	2025	7,402												7,402	7,402
% Change - eBooks		3%												3%	-91%
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	19,543	221,911
	2025	20,350	-	-	-	-	-	-	-	-	-	-	-	20,350	20,350
% Change - Digital Circulation		4%												4%	-91%

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: Freeding, Hoopla Comics, Hoopla eBooks, Overdrive eBooks



OX ON THE RUN FEBRUARY 2025



SUN MON TUES WED THU FRI SAT



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

						1
2	3	4 Springford Hall 1:30-3:30	5	6 EZT Administration Building Hickson 10am-12pm	7 Chalmers United Church Kintore 10am-12pm	8
9	10 	11	12 Embryo Community Centre 10-11:30am Beachville District Museum 1:30-3:30	13	14 Mount Elgin Community Centre 10-11:30am Drumbo Township Office 1:30-3:30	15
16	17	18 Springford Hall 1:30-3:30	19	20 EZT Administration Building Hickson 10am-12pm	21 Chalmers United Church Kintore 10am-12pm	22
23 	24	25	26 Beachville District Museum 1:30-3:30	27	28 Drumbo Township Office 1:30-3:30	



OX ON THE RUN MARCH 2025



SUN MON TUES WED THU FRI SAT

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

1
Active Living Fair
Ingersoll Services
for Seniors
9:30am-2pm

2

3

4
Springford Hall
1:30-3:30

5

6
EZT
Administration
Building
Hickson
10am-12pm

7
Chalmers United
Church
Kintore
10am-12pm

8

Pancake Breakfast
Jakeman's Maple
Products
10:30am-1:00pm


9

10

11

12

Embro Community
Centre
10-11:30am

13

Norwich Arena
Public Skate
1:30-3:00pm

14
Drumbo Township
Office 1:30-3:30

15

16

17


18
Springford Hall
1:30-3:30

19

20
EZT
Administration
Building
Hickson
10am-12pm

21
Chalmers United
Church
Kintore
10am-12pm

22

23
/

24
/

25

26
Beachville District
Museum 1:30-3:30

27

28

Mount Elgin
Community Centre
10-11:30am
Drumbo Township
Office 1:30-3:30

29

30

31

REPORT TO LIBRARY BOARD

Library Board Meeting Schedule Adjustment

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board adopts the adjusted schedule for 2025 Library Board meetings as outlined in Report 2025-07 with each regular meeting being held at 3:30 PM.

REPORT HIGHLIGHTS

- The adjusted schedule was requested by the Library Board at the January 2025 meeting.

IMPLEMENTATION POINTS

Upon approval of the adjusted 2025 Library Board Meeting Schedule, staff will update the Oxford County Library website for public information and make room bookings where needed.

Financial Impact

There is no financial impact beyond what has been included in the 2025 Business Plan and Budget.

Communications

Library administrative staff will update the Oxford County Library website and will provide internal communications to all Library and County staff impacted by the changes to the 2025 schedule.

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

In accordance with the *Public Libraries Act*, section 16(1), a Library Board is required to hold at least seven regular meetings annually. However, Library Boards may choose to hold meetings more frequently.

Regular Board Meetings must be open to the public, unless the Board wishes to hold a Closed Meeting for a reason that is permitted by legislation.

Comments

The proposed schedule below is presented for the Library Board’s review. All meetings set out in the schedule will be available in a hybrid format, allowing members to attend in-person or virtually in accordance with the Procedure By-law.

**Report 2025-07
CORPORATE SERVICES
Board Date: February 18, 2025**

Meeting locations will be updated once dates are approved. March and April dates have already been scheduled to occur at the Oxford County Administrative Building.

Meeting Date	Proposed Location
March 19, 2025	Oxford County Administrative Building, Woodstock
April 16, 2025	Oxford County Administrative Building, Woodstock
May 21, 2025	TBD
June 18, 2025	TBD
July 16, 2025	TBD
September 17, 2025	TBD
October 15, 2025	TBD
November 19, 2025	TBD

As noted in report 2024-48, meeting dates in August and December have not been included in the above schedule as vacations and absences during these months present challenges in achieving quorum. Special meetings may be called by the Chair or majority of Board members, subject to the notice provisions contained in the Procedure By-law – by including notice on the website as soon as possible, no later than 48 hours prior to the meeting, except in the event of an emergency.

CONCLUSIONS

This revised schedule may be adjusted at any time throughout the year. An update to the schedule will be made available as soon as the revision has been approved.

SIGNATURES

Departmental approval:

Original signed by

 Lisa Marie Williams
 CEO/Chief Librarian

REPORT TO LIBRARY BOARD

Governance Policy Review: Delegation of Authority to the CEO/Chief Librarian

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. 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.

REPORT HIGHLIGHTS

- The updated *Delegation of Authority to the CEO/Chief Librarian Policy*, Attachment 1, has been significantly updated from the original policy adopted on March 21, 2022, Attachment 2.

IMPLEMENTATION POINTS

The updated *Delegation of Authority to the CEO/Chief Librarian 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 *Delegation of Authority to the CEO 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 *Delegation of Authority to the CEO/Chief Librarian Policy*, Attachment 1, has been significantly updated. A tracked changes version of the policy has not been provided.

Changes are summarized as follows:

- Background – Updated language to reflect the background / need for the policy based on the Public Libraries Act.
- Purpose – Simplified purpose to explain the purpose of the policy. Language in current policy was moved to the procedure section.
- Procedure – Established Board Direction and CEO/Chief Librarian Responsibilities. The policy also includes a references and related documents section as updated to most policies.

CONCLUSIONS

The updated *Delegation of Authority to the CEO/Chief Librarian Policy* will provide the Library Board, CEO/Chief Librarian and Library Staff with clear guidelines and expectations regarding the Board/CEO relationship and operational authority for library services. 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 *Delegation of Authority to the CEO/Chief Librarian Policy, 2025*
Attachment 2 Current *Delegation of Authority to the CEO Policy, 2022*



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

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

DELEGATION OF AUTHORITY TO THE CEO/CHIEF LIBRARIAN

BACKGROUND

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 15(2), the Library Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Library and its staff.

Thus, the Library Board’s official connection to the library staff, its achievement and conduct will be through the CEO/Chief Librarian. Therefore, the authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the CEO/Chief Librarian.

PURPOSE

This policy establishes how the Library Board will delegate authority to the CEO/Chief Librarian.

PROCEDURES

1.0 Board Direction

1.1 The Library Board shall give direction to the CEO/Chief Librarian through decisions made by the Board acting as a body. Only decisions made in this manner are binding on the CEO/Chief Librarian. As such, the Library Board directs the CEO/Chief Librarian through:

- 1.1.1 Decisions made at duly constituted board meetings;
- 1.1.2 Approved written policies;
- 1.1.3 Approved budgets and plans;
- 1.1.4 Approved CEO/Chief Librarian Position Description.

2.0 CEO/Chief Librarian Responsibilities

2.1 In addition to the general supervision over, and direction of, the operations of the Oxford County Library and its staff, as outlined in the current CEO/Chief Librarian position description, the Library Board delegates to the CEO/Chief Librarian the responsibilities to:

- 2.1.1 conduct the Board’s official correspondence;
 - 2.1.2 be the signing officer for contracts with vendors and granting agencies;
- and,



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

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

2.1.3 have the other powers and duties that the Library Board assigns to the CEO/Chief Librarian from time to time.

2.2 The Library Board grants the CEO/Chief Librarian the authority to further delegate and to authorize further delegations of any powers, duties, or functions delegated to the CEO/Chief Librarian by the Library Board under this or any other policy to any member of the Oxford County Library staff.

2.3 The CEO/Chief Librarian will ensure that the Library Board remains informed on library matters and will provide assurance that the Library’s activities are compliant with legal and/or fiscal obligations.

3.0 References and Related Documents

3.1 Legislation

3.1.1 Public Libraries Act, R.S.O. 1990, c. P. 444.

3.2 Oxford County Library

3.2.1 Oxford County Library. (November, 2024). *CEO/Chief Librarian Performance Appraisal Policy.*

3.2.2 Oxford County Library. (March, 2022). *Board Duties and Responsibilities Policy.*

3.2.3 Oxford County Library. (May, 2024). *Board Code of Conduct.*

3.3 Oxford County

3.3.1 Oxford County . (June, 2022). *Oxford County Library Board Terms of Reference.*



**OXFORD COUNTY LIBRARY
BOARD GOVERNANCE
POLICY MANUAL**

Board Motion Number:	2022-04	Date of Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	

DELEGATION OF AUTHORITY TO THE CEO

BACKGROUND

The board's official connection to the library staff, its achievement, and conduct will be through the Chief Executive Officer. Therefore, the authority and accountability of staff, as far as the board is concerned, is considered to be the authority and accountability of the Chief Executive Officer (CEO).

PURPOSE

The board shall give direction to the CEO through decisions made by the board acting as a body. Only decisions made in this manner are binding on the CEO. Such decisions include but are not limited to:

- a) Decisions made at duly constituted board meetings
- b) Approved written policies
- c) Approved budgets and plans
- d) Approved CEO Position Description

PROCEDURES

1. Decisions or instructions of individual board members, officers or committees are binding on the CEO only if the board has specifically authorized such exercise of authority.
2. The board shall not give instructions to persons who report directly or indirectly to the CEO.
3. The board shall not evaluate, either formally or informally, any staff other than the CEO.

REPORT TO LIBRARY BOARD

Operational Policy Review: Use of Library Resources During an Election Period Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. 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.

REPORT HIGHLIGHTS

- The updated *Use of Library Resources During an Election Period Policy*, Attachment 1, has been significantly updated to provide full clarity on use of Library during an election period. As such, a tracked changes version has not been provided.
- The policy has been reviewed by the Director of Corporate Services and the County Clerk.

IMPLEMENTATION POINTS

The updated *Use of Library Resources During an Election Period Policy*, will be distributed to staff once approved. The policy will also be reviewed with staff during the next Staff Development Day.

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 Operational Policy section.

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A copy of the policy will also be sent to all branches as the Province is currently in an election period.

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 policy, Attachment 2, was passed by the Library Board at the March 21, 2022 meeting. The policy was enacted to ensure compliance with the *Municipal Elections Act 1996*, the Ontario *Elections Finance Act*, and the Canada *Elections Act*.

The *Use of Library Resources During an Election Period Policy*, Attachment 1, has been set for review 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

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The revised *Use of Library Resources During an Election Period Policy*, Attachment 1, includes the following changes:

- Update of title to align with other library systems' election related policies. This change would help provincial and federal candidates, etc. find the policy.
- Removal of direct legislation quotes. This change was done throughout the document to make the policy easier to read.
- Background section is expanded to include reference to legislation.
- Purpose section is expanded to include a responsibility statement formerly found in Procedure section.
- Definitions – New section added to help define language throughout the policy.
- Procedures
 - Use of Library Resources and Facilities
 - Expanded rules for use based on newer examples
 - Employee, Volunteer and Board Member Participation in Elections Campaigns
 - Expanded guidelines, including references to codes of conduct and library marketing materials and vehicles.
 - Requests for Information about the Library
 - Housekeeping changes.
 - References and Other Related Documents added.

CONCLUSIONS

The updated *Use of Library Resources During an Election Period Policy*, Attachment 1, is intended to provide the Library Board, employees, volunteers, and the public with clear guidelines and expectations during an election period. The review and update of this policy also assists the Library in meeting requirements 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 Revised *Use of Library Resources During an Election Period Policy*, 2025
 Attachment 2 Current *Library and Political Elections Policy*, 2022



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USE OF LIBRARY RESOURCES DURING AN ELECTION PERIOD

BACKGROUND

Oxford County Library must act and appear to act in a non-partisan way at all times, especially during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues.

The Library must comply with legislation related to elections. These regulations are included in the *Municipal Elections Act, 1996* as amended by *Bill 181*, the *Municipal Elections Modernization Act, 2016*.

PURPOSE

The purpose of this policy is to provide a consistent approach and direction on how Library Resources can and cannot be used during municipal, school board, provincial and federal election campaigns or questions on the ballot.

It is also to ensure that Oxford County Library is in compliance with relevant legislation including, but not limited to, the *Municipal Elections Act*, the *Ontario Elections Finances Act*, the *Canada Elections Act*, and relevant municipal by-laws.

This policy applies to Board members, employees and volunteers at the Library in their dealings with candidates and political parties and the use of Library resources during political campaigns.

It is the responsibility of the CEO/Chief Librarian to ensure that the Library complies with legislation related to elections at all levels – municipal, provincial, and federal.

DEFINITIONS

Campaigning Any activity by or on behalf of a Candidate, Political Party, Third Party Advertisers, registrant, advocate or Question on a Ballot meant to elicit support during the Election Period.

Campaign Materials Any materials used to solicit support during an Election Period, including but not limited to literature, banners, posters, pictures, buttons, clothing or other paraphernalia. Campaign materials also include materials in media such as print, displays, electronic, radio or television or other online sources such as websites of social media.

Candidate Any person who has filed and not withdrawn a nomination for an elected office at the municipal, school board, provincial or federal level in an election or by-election.



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Contribution Money, goods and/or services given to and accepted by or on behalf of a person for his or her election campaign.

Election An election or by-election at the municipal, school board, provincial or federal level of government, or the submission of a question to the electors.

Election Period The official period of an election:

- for a municipal election, this refers to the period starting on the day an election is called and ending on election day;
- for a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day;
- for a question on a ballot, the election period commences on the day the municipality passes a by-law to put a question to the electorate and ends on voting day; and,
- for a by-election, the election period commences when the by-election is called and ends on voting day.

Election Sign Any sign that is intended to influence individuals to vote or against any Candidate or any question on a ballot, including but not limited to an Election sign as defined by any Oxford County and/or area municipality by-law.

Library Resources Include, but are not limited to, Library employees and volunteers; programs, events and services; Library facilities and infrastructure; and Library equipment and supplies.

Member of Council The Warden and County Councillors, as well as Mayors and Councillors at the Area Municipal level.

Non-partisan Not in support or opposition to any Political Party, Platform or Candidate for public office.

Political Party Those registered with the *Ontario Election Finances Act* or in the registry of parties referred to in the *Canada Elections Act*. For municipal or school board elections, or for ballot questions, the term means any organization(s) whose fundamental purpose is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election, or to promote the acceptance of a certain position on a ballot question.



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Public Rights-of-Way The municipal-owned portion of land that includes roadways, shoulders, sidewalks, and other types of easements to a property.

Question on a Ballot Any question or by-law submitted to the electors by the municipal governments, a school board, an elected local board, or the Minister of Municipal Affairs and Housing under the *Municipal Elections Act, 1996*.

Registrant An individual, corporation or trade union who has registered as a third party for the election with the Area Municipal Clerks Department under the *Municipal Elections Act, 1996*.

Supporter One who supports a “yes” or “no” response to a ballot question but not incurring expenses like a registrant.

Third-Party Advertisers An individual, trade union whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a Candidate.

Voting Day The day on which the final vote is to be taken in an election.

PROCEDURES

1.0 Campaign Contributions

- 1.1 In accordance with the *Municipal Elections Act, S.88.8(4)*, the Library Board may not contribute to the campaign of any candidate or political party in the form of money, goods or services.
- 1.2 In accordance with the *Ontario Elections Finances Act, S.16(1)*, the Library Board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services
- 1.3 In accordance with the *Canada Elections Act, S.363(1)*, the Library Board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, or leadership contestant of federal political parties in the form of money, goods or services

2.0 Use of Library Resources and Property



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- 2.1 All candidates and political parties have equal access to publicly available resources and services of the Library.
- 2.2 Candidates cannot use equipment, supplies, staff, or other operational Library Resources nor may they use the Library’s logo in any campaign material.
- 2.3 “All Candidate” meetings can be held in the Library, either as a program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular Library program or event.
- 2.4 Due to the limited availability of space and the priority given to all candidate meetings, the Library will not rent meeting rooms, study rooms, or any other spaces to a candidate, political party, registrant or supporter of a question on a ballot for use as part of the election process and/or a specific campaign.
- 2.5 Candidates and political parties are permitted to distribute campaign materials on public rights-of-way at the Library, unless prohibited by a municipal by-law.
- 2.6 In accordance with the Library’s *Community Information Policy*, during an election political materials will only be eligible for posting or display in the Library for the sole purpose of announcing meetings and forums for discussion of community issues.
- 2.7 No election sign or poster specific to a candidate or political party may be posted on the grounds of a Library branch or in a Library facility.
- 2.8 The Library’s free Wi-Fi and internet services may be used by voters for online municipal voting.
- 2.9 The Library will promote awareness of the election; provide general information on elections; and provide technical assistance for individuals voting online during a municipal voting period.

3.0 Employee, Volunteer and Board Member Participation in Election Campaigns

- 3.1 Oxford County Library Employees and/or volunteers involved in a political campaign must be politically neutral in carrying out their Library duties and must not participate in campaign activities during their working hours.
- 3.2 While engaging in election related activities, Library employees and/or volunteers shall not wear any clothing, such as branded shirts or name badges, which identifies them as an employee of the Oxford County Library; further they shall



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not use any vehicles, staff assigned technology tools, or other staff resources owned by the Library.

- 3.3 Any Library employee running as a candidate in the municipal election will comply with Section 30 of the *Municipal Elections Act*, 1996.
- 3.4 Library employees running for political office at any level must comply with Section 4.0 of the Oxford County *Employee Code of Conduct*, 2013 which states that those running for County Council will be required to take a leave of absence while campaigning.
- 3.5 Library Board members may continue their board responsibilities when they are running for office.
- 3.6 Library Board members must adhere to the Oxford County *Council Code of Conduct*, specifically Section 8.0, Work of a Political/Personal Nature when running for office.

4.0 Requests for Information about the Library

- 4.1 The CEO/Chief Librarian will coordinate requests for information about the Library received from candidates or political parties.
- 4.2 Information that is provided by the Library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.
- 4.3 Any candidate or political party may request a meeting with the CEO/Chief Librarian or a tour of Library branches.

5.0 References and Related Documents

5.1 Legislation

- 5.1.1 Ontario. *Municipal Elections Act*, 1996, S.O. 1996, c. 32
- 5.1.2 Ontario. *Elections Finances Act*, R.S.O. 1990, c. E.7
- 5.1.3 Canada. *Canada Elections Act*, S.C. 2000, c.9
- 5.1.4 Ontario. *Public Libraries Act*, R.S.O 1990, c. P.44

5.2 Oxford County Library



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5.2.1 Oxford County Library. (2021, November). *Community Information Policy*.

5.3 Oxford County

5.3.1 County of Oxford. (2013, March). *Employee Code of Conduct*.

5.3.2 County of Oxford. (2007, November). *Council Code of Conduct*.



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Date Approved:	March 21, 2022	Chairperson's signature:	
Reference Documents:	<i>Community Information Policy.</i> <i>Meeting Room Policy.</i>		

THE LIBRARY AND POLITICAL ELECTIONS

BACKGROUND

One of Oxford County Library's core values is to support the community in civic engagement and participation.

The Library must act and appear to act in a non-partisan way at all times, especially during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues. This policy applies to municipal, provincial, and federal elections.

PURPOSE

The purpose of this policy is to provide a consistent approach and direction on how Library resources can and cannot be used during municipal, school board, provincial and federal election campaigns or questions on the ballot. It is also to ensure that Oxford County Library is in compliance with relevant legislation including, but not limited to, the *Municipal Elections Act*, the Ontario *Elections Finances Act*, the *Canada Elections Act* and relevant municipal by-laws.

This policy applies to Board members, employees and volunteers at the Library in their dealings with candidates and political parties and the use of Library resources during political campaigns.

PROCEDURES

Section 1: Responsibility and application

1. This policy applies to Board members, employees, and volunteers of the library in their dealings with candidates and political parties and the use of library resources during political campaigns.
2. It is the responsibility of the Library CEO to ensure that the library complies with legislation related to elections at all levels – municipal, provincial, and federal.

Section 2: Use of library resources and property

1. It is the responsibility of the library to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage in the use of library resources at any time.
2. For municipal elections, by May 1st in the election year, the library will establish the rules



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and procedures with respect to use of library resources during the period leading up to the municipal election. This requirement is found in the *Municipal Elections Act 1996*, Clause 88.18 *Use of municipal, board resources* which states:

“Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

3. Rules for use of library resources and property are as follows:
 - a. All candidates and political parties have equal access to publicly available resources and services of the library.
 - b. Meeting rooms may be rented in accordance with the Oxford County Library Meeting Room Policy.
 - c. Candidates cannot use equipment, supplies, staff, or other operational resources of the library nor may they use the library’s logo in any campaign material.
 - d. “All-candidates” meetings can be held in the library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.
 - e. Candidates and political parties are permitted to distribute campaign materials on public rights-of-way at the library, unless prohibited by a municipal by-law.
 - f. In accordance with the *Canada Elections Act* section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. During municipal and provincial elections candidates will be granted the same right to campaign in the library.
 - g. In accordance with the Oxford County Library Community Information Policy, during an election political materials may be eligible for posting or display in the library for the sole purpose of announcing meetings and forums for discussion of community issues.
 - h. No election sign or poster specific to a candidate or political party can be posted on the grounds of the library or in the library building.

Section 3: Campaign contributions

The Library will comply with legislation on campaign contributions at all levels.

1. Municipal Elections

The Board may not contribute to the campaign of any candidate or political party in the form of money, goods or services. This is in accordance with the *Municipal Elections Act*, Section 88.8 which reads:



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“Contributions to candidates

88.8 (1) *A contribution shall not be made to or accepted by a person or an individual acting under the person’s direction unless the person is a candidate. 2016, c. 15, s. 51.*

Only during election campaign

(2) A contribution shall not be made to or accepted by a candidate or an individual acting under the candidate’s direction outside the candidate’s election campaign period described in section 88.24. 2016, c. 15, s. 51.

Who may contribute

- (3) Only the following persons may make contributions:*
- 1. An individual who is normally resident in Ontario.*
 - 2. Subject to subsection (5), the candidate and his or her spouse. 2016, c. 15, s. 51.*

Who cannot contribute

- (4) For greater certainty, and without limiting the generality of subsection (3), the following persons and entities shall not make a contribution:*
- 1. A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.*
 - 2. A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.*
 - 3. A corporation that carries on business in Ontario.*
 - 4. A trade union that holds bargaining rights for employees in Ontario.*
 - 5. The Crown in right of Canada or Ontario, a municipality or a local board. 2016, c. 15, s. 51.”*


2. Provincial Elections

The Board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services in accordance with the Ontario *Elections Finances Act*, Section 16(1) which reads:

“16 (1) Contributions to parties, constituency associations, nomination contestants, candidates and leadership contestants registered under this Act may be made only by persons individually. 2016, c. 22, s. 10 (1).”

3. Federal Elections

The Board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, and leadership contestant

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of federal political parties in the form of money, goods or services in accordance with the *Canada Elections Act*, Section 363(1) which reads:

“363 (1) No person or entity other than an individual who is a Canadian citizen or is a permanent resident as defined in subsection 2(1) of the Immigration and Refugee Protection Act shall make a contribution to a registered party, a registered association, a nomination contestant, a candidate or a leadership contestant.”

Section 4: Employee, Volunteer and Board Member Participation in Election Campaigns

1. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out their library duties and must not participate in campaign activities during their working hours.
2. With respect to a municipal election, any library employee running as a candidate in the municipal election will comply with the entirety of Section 30 of the *Municipal Elections Act* which reads, in part:
“30 (1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day. 1996, c. 32, Sched., s. 30 (1); 2002, c. 17, Sched. D, s. 9 (1).”
3. Board members may continue their library board responsibilities when they are running for office.

Section 5: Requests for Information about the Library

1. The CEO will coordinate requests for information about the Library received from candidates or political parties.
2. Information that is provided by the Library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.
3. Any candidate or political party may request a meeting with the CEO or tour of the Library.

REPORT TO LIBRARY BOARD

2024 Board Evaluation

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receive Report 2025-10, 2024 “Board Evaluation”, for information and discussion.

REPORT HIGHLIGHTS

- This report presents the results of the Oxford County Library Board’s 2024 Evaluation.

IMPLEMENTATION POINTS

Library administration will look to improve communication, training and development opportunities based on the results of the evaluation and discussion that arises from Report 2025-10.

Financial Impact

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

Communications

Key findings from the Board Evaluation process are included in this report, which has been made publicly available as part of the meeting’s agenda package.

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

At the September 17, 2024 meeting the Library Board reviewed and adopted a revised Annual Board Evaluation Policy. During that meeting the Board suggested some edits to the evaluation form included with the revised policy. The edited Evaluation Form was approved by the Library Board at the October 15, 2024 meeting and the deadline for the 2024 evaluation was set.

Comments

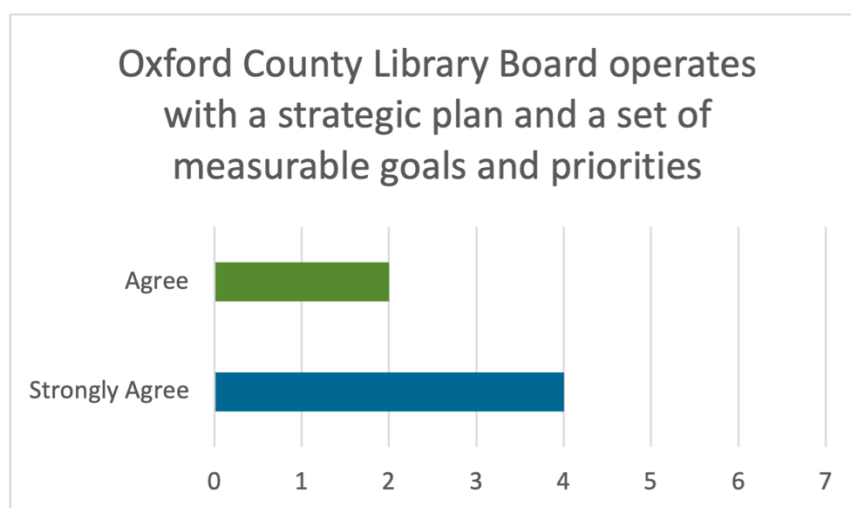
The questionnaire response rate was 86% with 6 out of 7 responses received by February 2025.

Section A of the questionnaire provided statements on “How well the Board has done its job?” Below is a table that provides an average rating derived from all 6 responses.

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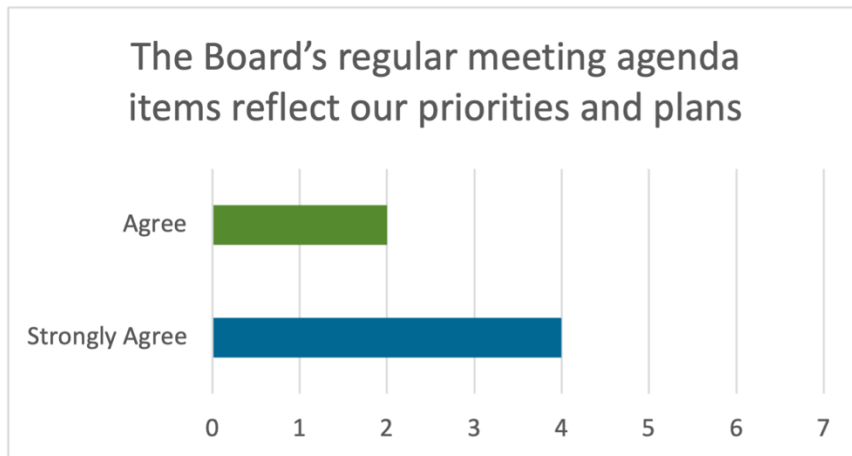
Section A: How Well has the Board done its job?	
Rating Scale: 5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree	
Statement	Average
Oxford County Library Board operates with a strategic plan and a set of measurable goals and priorities.	4.67
The Board's regular meeting agenda items reflect our priorities and plans.	4.67
The Board has created or reviewed in this period policies as part of the regular review cycle.	4.67
The Board collaborates with the Library CEO/Chief Librarian to set goals and revise policies when appropriate.	4.33
The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.	3.83
The Board has understood and respected that our role is in governance and not operations.	4.17
TOTAL (out of 30)	26.34

Statement 1: Oxford County Library Board operates with a strategic plan and a set of measurable goals and priorities.



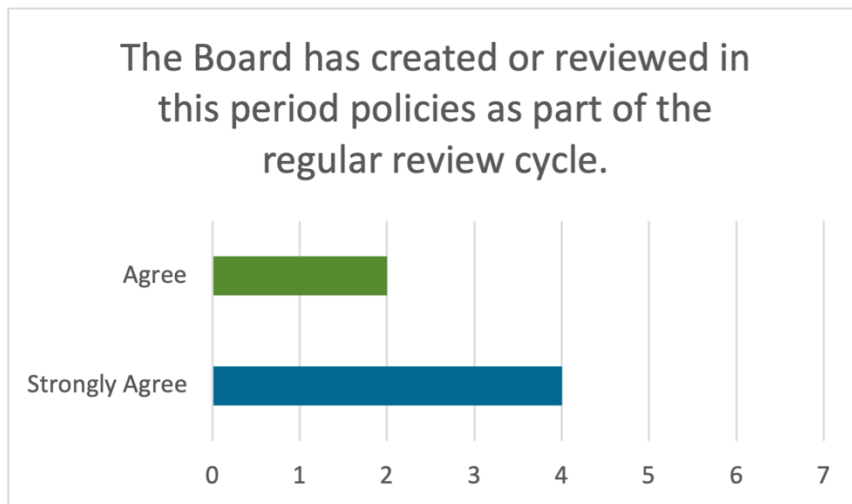
Four respondents rated this statement as “Strongly Agree”. Two respondents rated the statement as “Agree.” Overall, the average response rating for this statement is 4.67.

Statement 2: The Board's regular meeting agenda items reflect our priorities and plans.



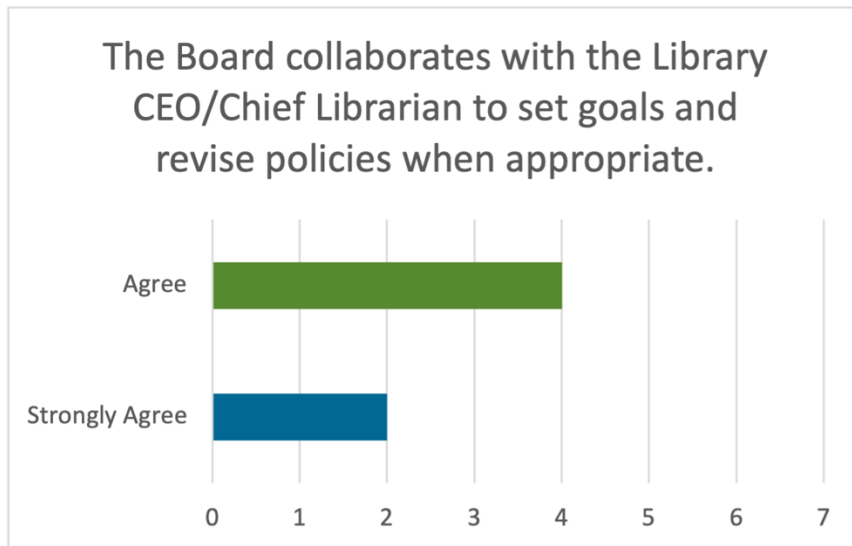
Four respondents rated this statement as “Strongly Agree”. Two respondents rated the statement as “Agree.” Overall, the average response rating for this statement is 4.67.

Statement 3: The Board has created or reviewed in this period policies as part of the regular review cycle.



Four respondents rated this statement as “Strongly Agree”. Two respondents rated the statement as “Agree.” Overall, the average response rating for this statement is 4.67.

Statement 4: The Board collaborates with the Library CEO/Chief Librarian to set goals and revise policies when appropriate.



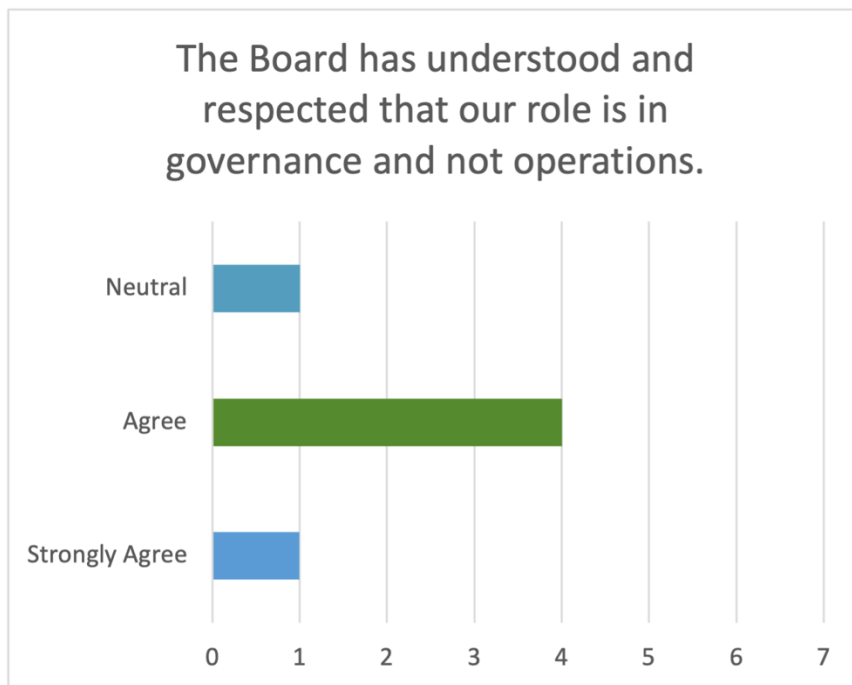
Four respondents rated this statement as “Agree”. Two respondents rated the statement as “Strongly Agree.” Overall, the average response rating for this statement is 4.33.

Statement 5: The Board has ensured that the Library’s accomplishments and challenges have been communicated to key stakeholders.



Two respondents rated this statement at “Neutral”, while four respondents rated it at “Agree” giving the average response a 3.83 rating. This is the lowest rating area for Section A and, thus an area for discussion to improve the rating going forward.

Statement 6: The Board has understood and respected that our role is in governance and not operations.



One respondent rated this statement at “Strongly Agree.” Four respondents rated the statement at “Agree.” Finally, one respondent rated this statement at “Neutral.” This is the widest range of responses found in Section A. Library Staff can look for further development opportunities for the Board to better understand the role regarding governance verses operations should the Board wish to explore these concepts further.

Comments from this section included:

- This has been a challenging and very productive year!
- The Board has matured, and meetings run smoothly. There is generally consensus.
- As Board members continue to evolve as a team, the strategic plan is helpful in guiding focus on what is best for the community. Members encourage surfacing of various perspectives.
- In interpreting 'key stakeholders', my assumption is this means the County and community. While we publish agendas and minutes; I'm not sure if there isn't more, we can do to ensure stakeholders know the impact of OCL.
- With respect to setting goals: while we are well guided by the strategic plan, I wonder if we should also be looking a bit further out to plan for emerging opportunities and potential challenges.
- Room for improvement but overall functioning well related to stakeholder communication and governance.

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Both comments and ratings discuss stakeholder communication as an area for discussion. Currently the Library has been providing updates to Area Municipalities through presentations of the Annual Report Cards and on the first year of service for Ox on the Run. Library staff also regularly attended community organization events and meetings to increase awareness of the Library. Involvement in community events and meetings are generally reported to the Board through the Librarian Report received monthly.

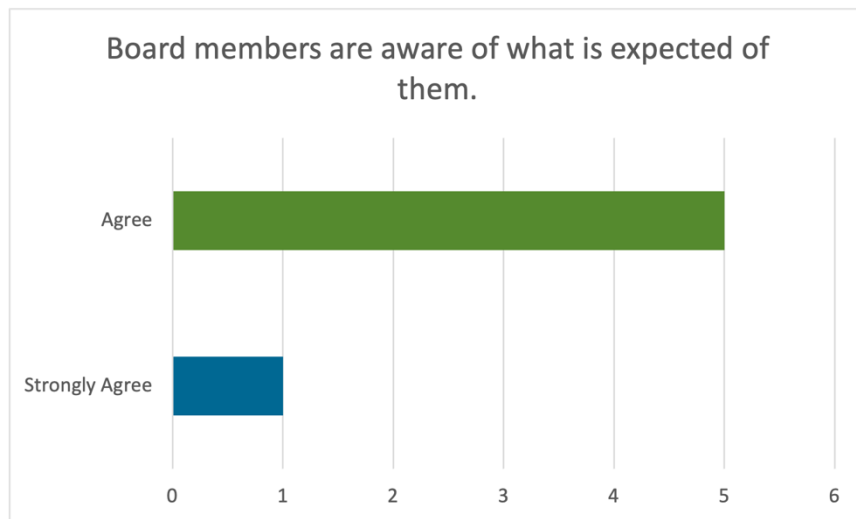
Staff are open to new avenues of engaging with Library Stakeholders through discussion with the Board.

Section B of the questionnaire provided statements on “How well has the Board conducted itself?”

Below is a table that provides an average rating derived from all 6 responses.

Section B How well has the Board conducted itself?	
Rating Scale: 5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree	
Statement	Average
Board members are aware of what is expected of them.	4.17
The agenda of board meetings is well planned to address all necessary board business.	4.67
Board members come to meetings prepared.	4.83
Written reports are provided at least 72 hours in advance of board meetings as laid out in the Oxford County Procedural By-Law.	4.83
All members of the Board are provided the opportunity to participate in discussions.	4.83
The Board does a good job encouraging and dealing with different points of view.	4.83
All members of the Board support decisions made.	4.83
TOTAL (out of 35)	32.99

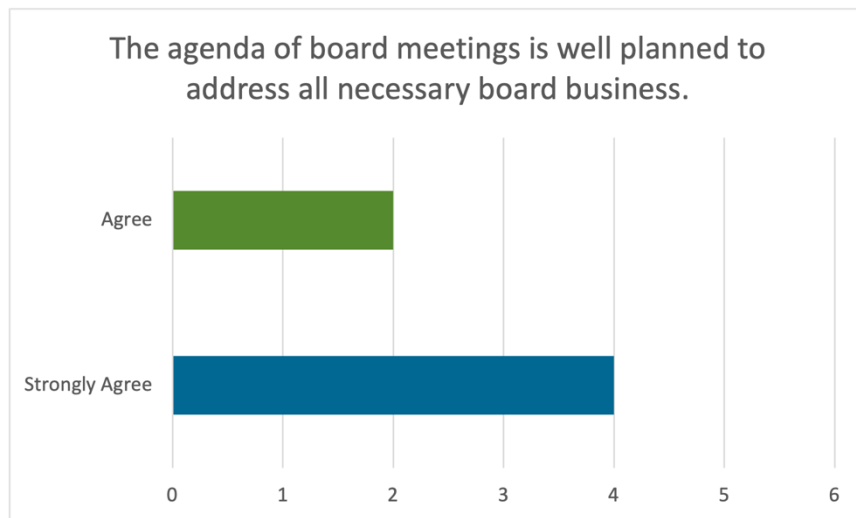
Statement 1: Board members are aware of what is expected of them.



One respondent rated this statement as “Strongly Agree,” while five respondents rated it as “Agree.” The average response rating for this statement is 4.17. This is the lowest rated statement in Section B.

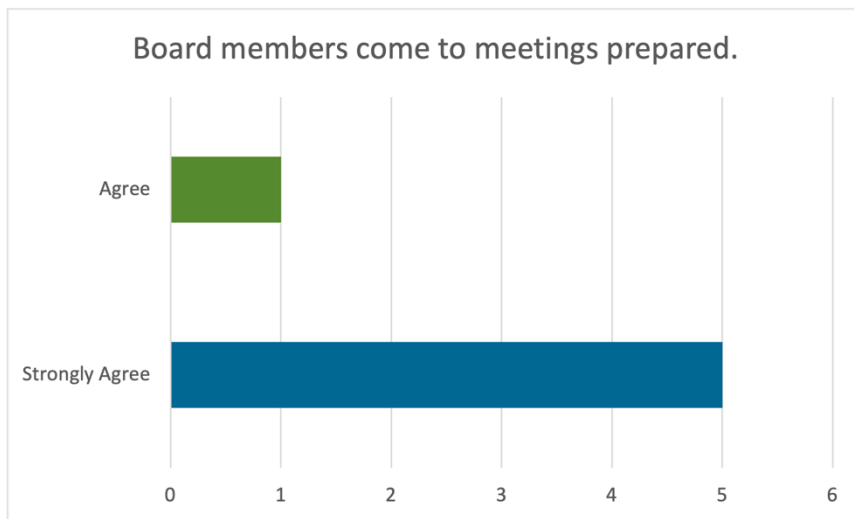
This statement, while higher in rating than in 2023 is still on the lower end of the “Agree” rating.

Statement 2: The agenda of board meetings is well planned to address all necessary board business.



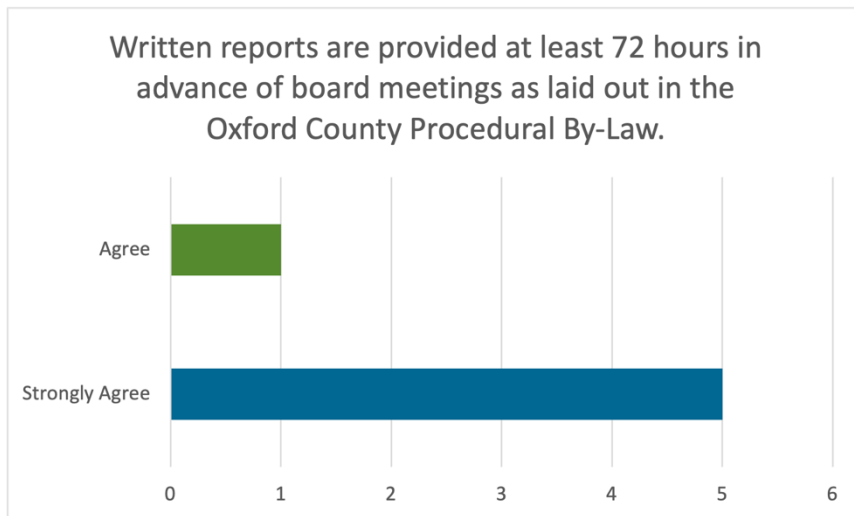
Four respondents rated this statement as “Strongly Agree,” while two respondents rated it at “Agree.” The overall average rating for this statement is 4.67.

Statement 3: Board members come to meetings prepared.



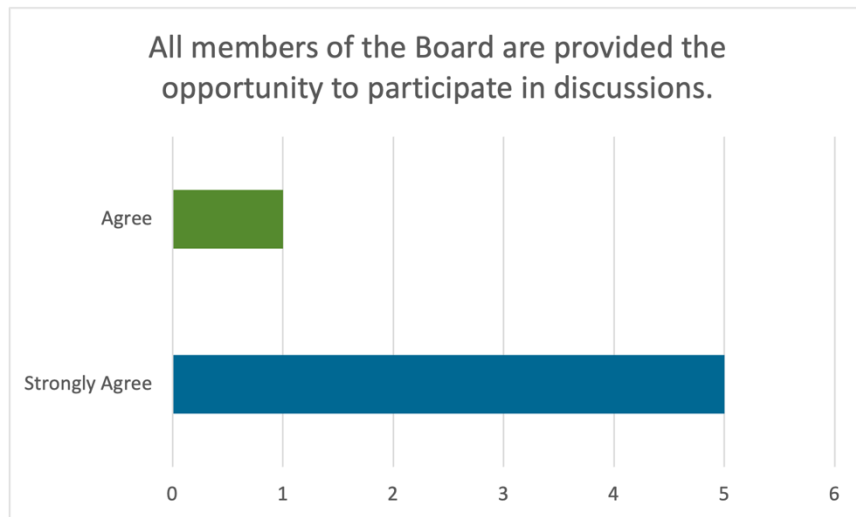
Five respondents rated this statement at “Strongly Agree,” while only one rated the statement at “Agree.” The overall average rating for this statement is 4.83.

Statement 4: Written reports are provided at least 72 hours in advance of board meetings as laid out in the Oxford County Procedural By-Law.



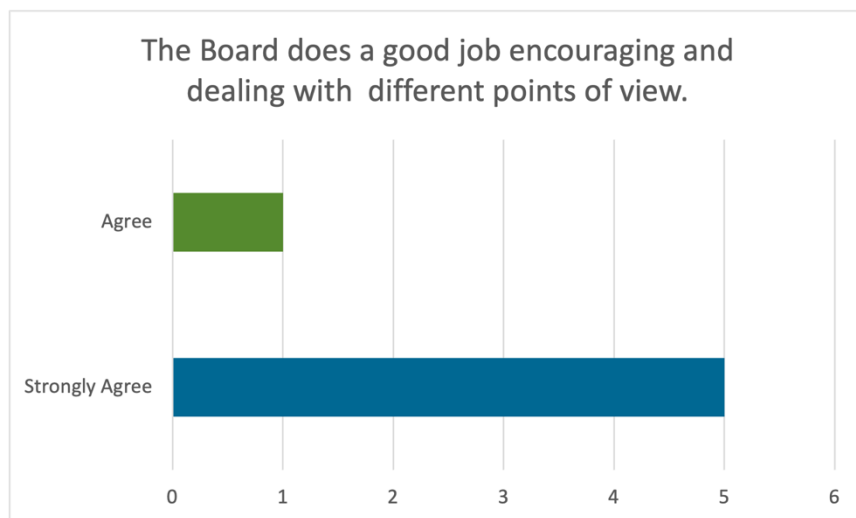
Five respondents rated this statement as “Strongly Agree,” while one respondent rated the statement as “Agree.” The overall average rating for this statement is 4.83. This rating has improved significantly from the 2023 Board Evaluation with an overall rating of 4.43.

Statement 5: All members of the Board are provided the opportunity to participate in discussions.



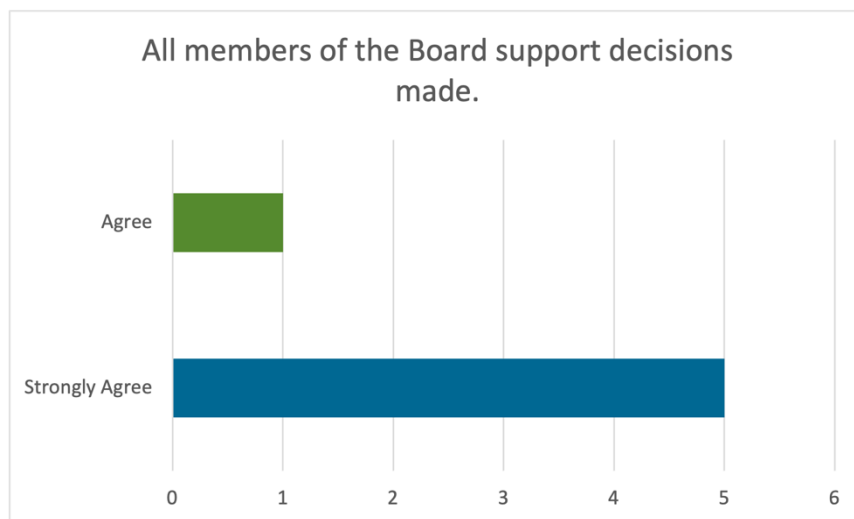
Five respondents rated this statement as “Strongly Agree,” while one respondent rated the statement as “Agree.” The overall average rating for this statement is 4.83.

Statement 6: The Board does a good job encouraging and dealing with different points of view.



Five respondents rated this statement as “Strongly Agree,” while one respondent rated the statement as “Agree.” The overall average rating for this statement is 4.83.

Statement 7: All members of the Board support decisions made.



Five respondents rated this statement as “Strongly Agree,” while one respondent rated the statement as “Agree.” The overall average rating for this statement is 4.83.

Comments from this section include:

- Staff support is very strong and much appreciated.
- I wonder whether more Board input into the agenda is desirable.
- Board members are punctual, polite and prepared.
- Some increased awareness related to governance vs. operations needed.

Comments, as well as the lower score on the first statement from section B, suggest that further training on governance versus operations may be needed.

Regarding input into the agenda, the Board is reminded that the Enquiries section of the Agenda is included to provide the Board with the opportunity to request further information or to request a future report by library staff.

CONCLUSIONS

The second annual Board Evaluation has provided a successful mid-term review. While both ratings and comments have uncovered further areas for development and consideration, the Board has marked improvement in areas outlined in the 2023 evaluation.

Library administration welcomes further thoughts on continued improvements.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian