

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, June 17, 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 May 20, 2025
- 5. DELEGATIONS AND PRESENTATIONS AND CONSIDERATION THEREOF**
- 6. CONSIDERATION OF CORRESPONDENCE**
- 7. REPORTS**
 - 7.1 2025-23 Key Agenda Items and Policy Review Update (verbal report)
RECOMMENDATION
 1. That the Library Board receives verbal Report 2025-23, Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2025-24 Librarian Report
RECOMMENDATION
 1. That the Library Board receives Library Report 2025-24 for information and discussion.
 - 7.3 2025-25 2024 Oxford County Library Financial Statements
RECOMMENDATION
 1. That the Oxford County Library Financial Statements for the year ended December 31, 2024 be accepted.
 - 7.4 2025-26 2024 Year End Statistics

RECOMMENDATION

1. That the Library Board receives verbal Report 2025-26, 2024 Year End Statistics, for information and discussion.

8. UNFINISHED BUSINESS

9. MOTIONS

10. NOTICE OF MOTIONS

11. ENQUIRIES

12. ADJOURNMENT



OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, May 20, 2025

Members Present: Vice Chair Laura Langford
Councilor David Mayberry
Katherine Grieve
Cynthia Lacroix

Members Absent: Chair Julia Harris
Megan Blair
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 twentieth day of May, 2025 in Room 222, Oxford County Administration Building, Woodstock at 3:28 p.m. with Vice Chair Laura Langford in the chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
Seconded By: Katherine Grieve
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: Katherine Grieve
Seconded By: David Mayberry
Resolved that the Library Board minutes of April 15, 2025 be adopted.
DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

NIL

7. REPORTS

7.1. 2025-18 Oxford County Library Facilities Plan (Presentation by Consultant)

RESOLUTION 3

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

That the Library Board receives Report 2025-18 Oxford County Library Facilities Plan and the Library Facilities Plan document as set out in Attachment 2.

DISPOSITION: Motion Carried

7.2. 2025-19 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 4

Moved By: Katherine Grieve

Seconded By: David Mayberry

That the Library Board receives verbal Report 2025-19, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.3. 2025-20 Librarian's Report

RESOLUTION 5

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

That the Library Board receives Report 2025-20, Librarian's Report, for information and discussion.

DISPOSITION: Motion Carried

7.4. 2025-21 Q1 Library Business Plan and Budget Update

RESOLUTION 6

Moved By: Cynthia Lacroix

Seconded By: Katherine Grieve

That the Library Board receives Report 2025-21, 2025 Q1 Library Business Plan and Budget Update, for information.

DISPOSITION: Motion Carried

7.5. 2025-22 Peg Caffyn Bequest Expenditure Request - Children's Spaces Refresh In Rural Branches

RESOLUTION 7

Moved By: David Mayberry
Seconded By: Katherine Grieve

That the Library Board approves up to \$4,700 to be expended from the Peg Caffyn Bequest Fund to enhance children's play spaces as set out in Report 2025-22, titled "Peg Caffyn Bequest Expenditure Request – Children's spaces Refresh in Rural Branches".

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

11.1 C. Lacroix requests staff report back regarding implementation and discussions with partner organizations regarding the facilities plan.

11.2 K. Grieve enquires about the impact of measles outbreaks on branch libraries.

12. ADJOURNMENT

RESOLUTION 8

Moved By: Katherine Grieve
Seconded By: Cynthia Lacroix

Resolved that the Board meeting of May 20, 2025 be adjourned until the next meeting scheduled for June 17, 2025 at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 5:23 p.m..

Laura Langford, VICE CHAIR

Lisa Marie Williams, SECRETARY



Oxford County Library Board - Key Agenda Items 2025

Agenda items	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Notes
2024 Board Evaluation		X									Yearly Agenda Item
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

[illegible]

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2025-24, Librarian Report, for information and discussion.

REPORT HIGHLIGHTS

- This report highlights the monthly usage 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

- May 26 – Media Interview via email with Simcoe Reformer
- June 2 – OCL Staff Development Day
- June 6 – Administrators of Rural Urban Public Libraries in Ontario

Report 2025-24
CORPORATE SERVICES
Board Date: June 17, 2025

- June 9 – Vendor Demo – Niche Academy
- June 11 – County IT – Re: Equipment
- June 12 – County Long Service and ACE Awards

Monthly Statistics

Branch Attendance

May saw a 4% increase of the last year with several branches seeing strong increases in attendance.

	May	Year to Date
Total Attendance	4%	-3.2%
Harrington*	11%	5%
Ingersoll	24%	-4%
Innerkip*	26%	26%
Mount Elgin*	60%	-1%
Norwich	5%	4%
Oterville	8%	12%
Plattsville	16%	11%

*Village Branches with increased hours.

Computer Use

Computer usage saw a small increase in usage overall in May with just 13 more computer uses during the month. Wireless usage continued to slide, however, bring the total usage down by 4.3%.

	May	Year to Date
Total Computer Use	1%	-9%

Report 2025-24
CORPORATE SERVICES
Board Date: June 17, 2025

Total Wireless Use	-7%	-17%
Total Use Overall	-4.3%	-13.9%

Computer usage at six overall branches saw strong growth in May, including:

Branch	May
Brownsville	50%
Embro	167%
Ingersoll	15%
Plattsville	81%
Thamesford	92%
Tillsonburg	10%

Physical Circulation

Circulation of in branch library material continues to slide at -5% for May. Staff have reviewed trends in circulation and see only small decreases in usage across collections, with higher uses being seen in many children's materials.

The Library has also seen a decrease in Interlibrary loan due to a staffing gap during April and May.

	May	Year to Date
2023 to 2024	-5%	-7%

The following branches saw increased circulation in May.

Branch	May
Burgessville	6%

Report 2025-24
CORPORATE SERVICES
Board Date: June 17, 2025

Innerkip	5%
Otterville	5%
Plattsville	12%
Thamesford	7%

Digital Circulation

Digital circulation has bounced back in many categories with an increase of 3% in May.

	May	Year to Date
2023 to 2024	3%	0%

Increases have returned to Magazines and Newspapers (7%) and Audiobooks (9%), with TV and Movie usage staying strong at 12% for the month.

Community Outreach

Ox on the Run

The Ox on the Run team has been busy visiting schools across the county to promote SRC and their bookmobile stops over the summer months. The OOTR will be making shorter, more frequent stops in each municipality during July and August to meet the needs of the communities. In addition to their scheduled stops and school visits in June, the team will also be visiting Tillsonburg Little School, Folden's Family Fun Day, Oxford Pride's Family Fun Day, and the SRC Launch Party in Ingersoll.

Bundles of Joy

Outreach Services staff launched the Bundles of Joy program on May 13 with 15 families registered. Working with Ingersoll branch staff, books are packed and delivered by Ox on the Run to different communities every two weeks during the afternoon. Registered families will receive a new bag every 4 weeks.

The program has had a tremendously positive response with many people noting that they wish this program had been available when their children were young.

Rainbow Storytime

This year's drag storytime event in partnership with Oxford Pride and Woodstock Public Library was a great success. Held on Saturday, June 7 at the Early Bird Cafe in Woodstock, the event saw a full house. Oxford Pride received a grant to give books to all the children in attendance, and OCL and WPL staff helped pick titles. Both libraries also offered a craft table for the families after the storytime ended.

With two years in a row without protestors the Oxford Pride committee expressed interest in hosting the storytime once again in a library branch in 2026.

OCL staff will also be in attendance for Oxford Pride's Family Fun Day on Saturday, June 14 in Woodstock.

Collections and Technology

Oxford Reads

The 2025 Oxford Reads title has been selected. Staff are currently working with the publisher representatives and selected author. The title will be announced shortly.

Branches and Programming

Summer Reading – Read Around the World!

Summer Reading launched Tuesday, June 10th. New this year, staff have put together Teen and Adult Summer Reading Challenges to engage new groups to keep reading over the summer months.

TD Summer Reading Club's StoryWalk is back this year, highlighting "Let's go! haw êkwa!" by Cree-Métis author and illustrator Julie Flett.

The StoryWalk calendar, and further information about all summer programming can be found at: <https://www.ocl.net/programs-events/summer-reading-club/>

Innerkip's Focus on Health

The Innerkip Branch has focused programming on health to support seniors in the community. Programming included a MAiD talk with Nurse Practitioner Julie Campbell and Bereavement Services Specialist Faye Brekelman; as well as a Dementia 101 program with the Alzheimer's Society.

Korean Cooking Demonstration

Plattsville Branch welcomed Jed La for a well-attended Korean cooking demonstration. 19 highly engaged customers attended with lots of questions and note taking for the event.



To view our Program Calendar, go to:

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

Staff News

Little Branches, Rural Roots Conference

OCL's two rural Branch Librarians attended this conference focused on information sharing for rural libraries in May. Some conference topics included: fundraising, cybersecurity, renovating branches on a budget, and workplace culture.

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

PLATTSVILLE	25	2024	689	900	965	940	892	841	980	871	756	1,016	1,051	659	4,386	10,560
	25	2025	806	944	958	1,145	1,034								4,887	4,887
	% Change		17%	5%	-1%	22%	16%								11%	
PRINCETON**	*16	2024	408	439	524	464	367	314	467	332	272	362	400	252	2,202	4,601
	16	2025	296	350	471	359	332								1,808	1,808
	% Change		-27%	-20%	-10%	-23%	-10%								-18%	
TAVISTOCK	35	2024	721	721	744	775	885	778	953	1,041	684	962	783	501	3,846	9548
	35	2025	679	680	918	791	846								3,914	3914
	% Change		-6%	-6%	23%	2%	-4%								2%	
THAMESFORD	35	2024	865	753	922	928	981	785	987	965	750	820	826	608	4,449	10,190
	35	2025	756	714	842	844	877								4,033	4,033
	% Change		-13%	-5%	-9%	-9%	-11%								-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	35,128	82,889
	54	2025	5,951	5,592	6,927	6,970	6,189								31,629	31,629
	% Change		-12%	-23%	-2%	-6%	-7%								-10%	
TOTAL	*351.5	2024	16,933	17,517	18,940	19,207	16,598	16,794	21,366	20,162	15,335	20,082	19,065	12,517	89,195	214,516
	352	2025	15,918	15,506	19,189	18,387	17,317	0	0	0	0	0	0	0	86,317	86,317
TOTAL Change 2024 to 2025			-6%	-11%	1%	-4%	4%								-3.2%	

*Village Branch Hours Increased - September 9 2024

**Princeton Branch statistics may be affected by road construction April to December 2025

[illegible]

[illegible]

[illegible]

[illegible]



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	6,208	14,731
	2025	1,055	1,108	1,445	1,303	1,448								6,359	6,359
	% CHANGE	-5%	-3%	13%	1%	5%								2%	
Ox on the Run	2024	64	115	144	77	188	72	277	478	143	99	37	51	588	1,157
	2025	66	72	64	68	98								368	368
	% CHANGE	3%	-37%	-56%	-12%	-48%								-37%	
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	9,187	22,566
	2025	1,652	1,746	2,210	2,071	1,946								9,625	9,625
	% CHANGE	3%	-3%	5%	7%	12%								5%	
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	7,555	16,363
	2025	1,274	1,157	1,441	999	868								5,739	5,739
	% CHANGE	-4%	-29%	-25%	-33%	-27%								-24%	
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	11,667	27,613
	2025	2,149	2,052	2,479	2,325	2,099								11,104	11,104
	% CHANGE	-14%	-9%	0%	1%	-2%								-5%	
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	9,460	23,271
	2025	1,559	1,430	1,626	1,844	1,799								8,258	8,258
	% CHANGE	-19%	-19%	-23%	-6%	6%								-13%	
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	33,548	80,395
	2025	5,767	6,150	6,133	5,328	5,371								28,749	28,749
	% CHANGE	-17%	-7%	-8%	-24%	-14%								-14%	
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	175,850	428,496
	2025	32,210	32,583	34,536	31,692	31,831	0	0	0	0	0	0	0	162,852	162,852
	% CHANGE	-9%	-4%	-6%	-13%	-5%								-7%	

* Princeton Branch statistics may be affected by road construction April to December 2025



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	3,647	8,989
	2025	853	910	955	853	830								4,401	4,401
	% Change	15%	29%	25%	23%	12%								20.7%	-51%
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	25,338	57,453
	2025	5,747	5,246	5,095	4,301	4,168								24,557	24,557
	% Change	10%	-15%	-8%	-5%	7%								-3.1%	-57%
Tumble Books	2024	174	213	192	135	128	183	73	19	36	64	56	53	842	1,326
	2025	52	119	72	37	29								309	309
	% Change	-70%	-44%	-63%	-73%	-77%								-63.3%	-77%
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	6,736	15,456
	2025	1,310	1,519	1,266	1,158	1,261								6,514	6,514
	% Change	-14%	15%	-7%	-5%	-4%								-3.3%	-58%
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	23,479	57,101
	2025	4,986	4,475	4,851	4,666	5,088								24,066	24,066
	% Change	6%	-2%	-1%	1%	9%								2.5%	-58%
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	34,236	81,586
	2025	7,402	6,641	7,280	6,537	6,536								34,396	34,396
	% Change	3%	3%	2%	-5%	0%								0.5%	-58%
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	94,278	221,911
	2025	20,350	18,910	19,519	17,552	17,912	-	-	-	-	-	-	-	94,243	94,243
	% Change	4%	-2%	-2%	-3%	3%								0.0%	-58%

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

JUNE 2025

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Attachment 2



SUN	MON	TUES	WED	THU	FRI	SAT
1 	2	3	4 Beachville District Museum 1:30- 3:30pm	5	6 Drumbo Township Office 1:30-3:30pm	7
8	9 Cops and Rodder's Car Show Ingersoll Cheese & Agricultural Museum 5-8pm	10 Springford Hall 1:30-3:30pm	11  Embryo Community Centre 10-11:30am	12 Ezt Administration Building Hickson 10am-12pm	13 Chalmers United Church Kintore 10-11am	14  Oxford Pride Family Day Woodstock Museum Square 11am-5pm
15	16	17	18 Beachville District Museum 1:30- 3:30pm	19	20 Drumbo Township Office 1:30-3:30pm	21 Foldens Family Fun Day 10am-2pm
22	23 	24 Springford Hall 1:30-3:30pm	25	26 Ezt Administration Building Hickson 10am-12pm	27 SRC Launch Party Ingersoll Library 10am-1pm Chalmers United Church Kintore 3-4pm	28
29	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.*				

To: Oxford County Library Board

From: Director of Corporate Services

2024 Oxford County Library Financial Statements

RECOMMENDATION

1. That the Oxford County Library Financial Statements for the year ended December 31, 2024 be accepted.

REPORT HIGHLIGHTS

- Long Term Financial Sustainability Plan sustainability measures for 2020 to 2024
- 2024 year end budget surplus is \$295,523

Implementation Points

Staff will post the Financial Statements on the County's website for public information.

Financial Impact

The 2024 year end budget surplus of \$295,523 (\$16,304 – 2023) was allocated to the Library operating reserve as approved under the County's Reserve Policy 6.20.

This report is prepared based on the audited 2024 County of Oxford Consolidated Financial Statements.

Communications

The County of Oxford 2024 Consolidated Financial Statements contains Note 16 that refers to the Ministry of Tourism and Culture public library operating grant and pay equity funding in the amounts of \$135,675 and \$3,229 respectively, which are consolidated in the Statement of Operations and Accumulated Surplus. This note to the County's Consolidated Financial Statements satisfies the Ministry's annual public library funding reporting requirements.

DISCUSSION

Background

As a regional municipality established under the *Municipal Act, 2001*, the Treasurer is required to prepare consolidated financial statements of the County of Oxford that reflect the assets, liabilities, revenues, expenses and changes in investment in tangible capital assets of the County and enterprises accountable to the County and which are owned or controlled by the County. The consolidated financial statements of the County have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA Canada"). The 2023 consolidated financial statements of the County of Oxford have been audited by Scrimgeour & Company, Chartered Accountants, as appointed by County Council in accordance with the *Municipal Act, 2001*.

Attachment 1 to this report is the Oxford County Library Financial Statements for the year ended December 31, 2024, as consolidated in the County of Oxford Financial Statements for the year ended December 31, 2024.

Comments

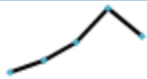


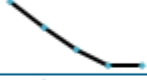







In September 2011, County Council adopted a Long Term Financial Sustainability Plan that sets out sustainability measures based on "Indicators of Government Financial Condition", defined and approved by the Public Sector Accounting Board. They include a core set of indicators for assessing financial condition of the government entity based on financial statements prepared on the full accrual basis of accounting. Financial condition is measured in terms of ability to meet obligations in respect of service commitments and financial commitments, using elements of sustainability, flexibility and vulnerability and provides an overall assessment of the municipality's financial condition.

Performance regarding 2024 achievements with respect to projects and advancement of the Board's strategic plan will form part of the 2024 Annual Community Report which will be delivered at an upcoming Library Board meeting. Prior to the end of the current Board's term in 2026, the Board will release a Board Legacy report that documents significant achievements and milestones met during their term.

Sustainability measures the degree to which a government can maintain its existing service and financial commitment. Table 1 provides a list of sustainability measures based on the Library's 2020 - 2024 financial statements.

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Table 1 – Sustainability Indicators

	2020	2021	2022	2023	2024	Trend
Financial assets to liabilities	2.36	2.42	2.51	2.70	2.55	
Total cash and temporary investments to operating expenses	0.22	0.13	0.12	0.26	0.16	
Net working capital to operating expenses	0.48	0.45	0.41	0.28	0.27	
Net debt to total operating revenue	0.07	0.04	0.02	-	-	
Accumulated surplus to taxable assessment	0.0004	0.0004	0.0004	0.0004	0.0004	
Net debt to taxable assessment	0.00002	0.00001	0.00001	0.00000	0.00000	
Total debt per household	\$11	\$6	\$3	\$0	\$0	
Current ratio ¹	3.38	2.91	2.72	2.71	2.57	
Taxation rates coverage ²	1.04	0.95	0.92	0.82	0.92	
Interest coverage ³	43.65	23.97	5.62	(393.92)	-	
Sustainability ratio ⁴	0.51	0.58	1.46	0.44	0.97	

Notes:

¹ current assets/current liabilities - ability to meet short term debt obligations

² total tax revenue/total expenses - ability to cover its costs through tax revenue

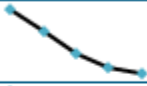
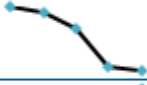
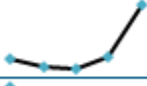
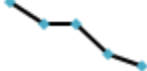
³ earnings before interest/borrowing costs - ability to pay interest on outstanding debt

⁴ capital expenditures/amortization - net increase or decrease in the asset base

Flexibility Indicators measure the degree to which a municipality can change its debt or tax burden to meet its existing service and financial commitments. Table 2 presents flexibility indicators based on the County's 2020 - 2024 financial statements.


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Table 2 – Flexibility Indicators

	2020	2021	2022	2023	2024	Trend
Debt charges to total revenues	0.003	0.002	0.001	0.000	-	
Total reserves to operating expenses	0.46	0.44	0.39	0.26	0.25	
Total revenue to taxable assessment	0.0003	0.0003	0.0003	0.0003	0.0004	
Net book value of capital assets to cost of capital assets	0.4852	0.4690	0.4698	0.4484	0.4401	

Vulnerability indicators measure the degree to which a government is dependent on sources of funding from outside its control or influence or the extent to which it is exposed to risks that could impair its existing ability to meet service and financial obligations. Table 3 exhibits a vulnerability indicator based on the County's 2020 - 2024 financial statements.

Table 3 – Vulnerability Indicators

	2020	2021	2022	2023	2024	Trend
Government transfers to total revenues	0.04	0.03	0.03	0.04	0.02	

Budget Surplus

The Financial Statements include a Statement of Financial Position which identifies the assets, liabilities and accumulated surplus as of December 31, 2024. Note 4 to the Financial Statements provides a breakdown of the components of the accumulated surplus which includes investment in tangible capital assets, the Library surplus (budget to actual) discretionary reserves, and special purpose reserves.

The budget surplus at December 31, 2024 totaled \$295,523 (\$16,304 - 2023). The year-end surplus has been contributed to the Library operating reserve. The 2024 Library budget operating surplus is explained in Table 4.

Table 4 – Operating Budget Surplus

Description		2024
Revenues	Interest income	\$5,600
	Higher service recovery fees	14,800
Salaries and benefits	Staff vacancies	190,300
Operating and program expenses	Savings in book purchases – electronic and hard copy	42,400
	Computer software and advertising savings	22,200
Other	Other expenses	20,223
Library Budget Surplus		\$295,523

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Conclusions

The five year financial indicator comparatives as illustrated in this report suggest that the Library is well positioned in the short and mid-term to meet its service levels and financial obligations.

Overall, the 2024 Oxford County Library Financial Statements, consolidated with the County of Oxford's 2024 audited financial statements, are supported by an unqualified Auditor's Report dated June 11, 2025.

SIGNATURES

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENT

Attachment 1 – Oxford County Library Board Financial Statements – December 31, 2024



Oxford County Library Board Financial Statements
December 31, 2024

Oxford County Library Board**Statement of Financial Position****As at December 31, 2024** (comparative balances as at December 31, 2023)

	2024	2023
Financial assets		
Cash	\$908,840	\$1,350,245
Accounts receivable	16,238	18,971
Due from the County of Oxford	1,618,148	975,106
	<u>2,543,226</u>	<u>2,344,322</u>
Liabilities		
Accounts payable and accrued liabilities	143,970	165,259
Deferred revenue (Note 2)	851,901	702,968
	<u>995,871</u>	<u>868,227</u>
Net financial assets	<u>1,547,355</u>	<u>1,476,095</u>
Non financial assets		
Tangible capital assets (Schedule 1)	4,228,336	4,260,178
Capital work in progress	2,812	-
Inventory	13,597	10,765
	<u>4,244,745</u>	<u>4,270,943</u>
Accumulated surplus (Note 4)	<u>\$5,792,100</u>	<u>\$5,747,038</u>

The accompanying notes are an integral part of these financial statements.

Oxford County Library Board

Statement of Operations and Accumulated Surplus

For the year ended December 31, 2024 (comparative figures for year ended December 31, 2023)

	Budget 2024 (Note 5)	Actual 2024	Actual 2023
Revenues			
Property taxes	\$5,223,742	\$5,223,742	\$4,288,199
User fees and charges	59,500	86,981	52,091
Government transfer -Provincial	138,904	138,904	138,904
Government transfer -Other	-	-	34,600
Investment income	-	42,719	38,030
Development charges	71,649	248,432	157,160
Donations	-	12,666	13,049
	<u>5,493,795</u>	<u>5,753,444</u>	<u>4,722,033</u>
Expenses			
Salaries, wages and benefits	3,198,446	3,005,734	2,761,460
Materials and supplies	665,773	694,283	601,227
Contracted services	23,000	22,327	37,377
Rents and financial expenses	7,000	820	-
Interfunctional transfers	1,504,955	1,579,222	1,384,745
Interest on long term debt	-	-	1,230
Amortization	412,725	387,434	421,750
	<u>5,811,899</u>	<u>5,689,820</u>	<u>5,207,789</u>
Excess revenues over expenses (expenses over revenues) before other	(318,104)	63,624	(485,756)
Other expenses			
Loss on disposal of capital assets	-	(18,562)	-
Excess revenues over expenses (expenses over revenues)	(318,104)	45,062	(485,756)
Accumulated surplus, beginning of year	<u>5,747,038</u>	<u>5,747,038</u>	<u>6,232,794</u>
Accumulated surplus, end of year	<u>\$5,428,934</u>	<u>\$5,792,100</u>	<u>\$5,747,038</u>

The accompanying notes are an integral part of these financial statements.

Oxford County Library Board**Statement of Change in Net Financial Assets (Liabilities)****For the year ended December 31, 2024** (comparative figures for year ended December 31, 2023)

	Budget 2024	Actual 2024	Actual 2023
Excess revenues over expenses (expenses over revenues)	\$(318,104)	\$45,062	\$(485,756)
Acquisition of tangible capital assets	(565,000)	(374,154)	(184,591)
Amortization of tangible capital assets	412,725	387,434	421,750
Loss on sale of tangible capital assets	-	18,562	-
(Increase) in inventory	-	(2,832)	(4,225)
(Increase) in capital work in progress	-	(2,812)	-
Increase (decrease) in net financial assets	(470,379)	71,260	(252,822)
Net financial assets, beginning of year	1,476,095	1,476,095	1,728,917
Net financial assets, end of year	\$1,005,716	\$1,547,355	\$1,476,095

The accompanying notes are an integral part of these financial statements.

Oxford County Library Board**Statement of Cash Flows****For the year ended December 31, 2024** (comparative figures for year ended December 31, 2023)

	2024	2023
Operating activities		
Excess revenues over expenses (expenses over revenues)	\$45,062	\$(485,756)
Non-cash changes to operations		
Amortization of tangible capital assets	387,434	421,750
Loss on disposal of capital assets	18,562	-
Changes in non-cash operating balances		
Accounts receivable	2,733	(3,219)
Due from Oxford County	(643,042)	1,355,120
Accounts payable and accrued liabilities	(21,289)	(183,267)
Deferred revenue	148,933	(6,470)
Inventory	(2,832)	(4,225)
Net change in cash from operating	<u>(64,439)</u>	<u>1,093,933</u>
Capital activities		
Acquisition of tangible capital assets	(374,154)	(184,591)
(Increase) in capital work in progress	<u>(2,812)</u>	<u>-</u>
Net change in cash from capital	<u>(376,966)</u>	<u>(184,591)</u>
Financing activities		
Long term debt principal repayments	<u>-</u>	<u>(83,500)</u>
Net change in cash from financing	<u>-</u>	<u>(83,500)</u>
Increase (decrease) in cash	(441,405)	825,842
Cash, beginning of year	<u>1,350,245</u>	<u>524,403</u>
Cash, end of year	<u>\$908,840</u>	<u>\$1,350,245</u>

The accompanying notes are an integral part of these financial statements.

Oxford County Library Board

Notes to the Financial Statements

December 31, 2024

1. Significant Accounting Policies

Management's Responsibility for the Financial Statements

The financial statements of the Oxford County Library Board are the representation of management in accordance with accounting policies as recommended by the Public Sector Accounting Board. The preparation of financial statements in conformity with Canadian public sector accounting standards established by the Public Sector Accounting Board "PSAB" of the Chartered Professional Accountants "CPA" Canada requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees, and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land Improvements	30 to 40 years
Buildings	35 years
Furnishings and fixtures	10 years
Library books	7 years
Machinery and equipment	10 years

Assets under construction are not amortized until the asset is available for use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt.

Government Transfer

Government transfers from the province or federal government are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

Revenue Recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Taxation revenues are recognized when the tax is authorized and the taxable event has occurred.

Oxford County Library Board
Notes to the Financial Statements
December 31, 2024

Deferred Revenue

In accordance with PSAB requirements, obligatory reserve funds are reported as a component of deferred revenue. Development charge collections have been segregated, as required by the Development Charges Act, to finance a portion of the cost of growth-related capital projects. Revenue recognition occurs when the library has incurred the expenditure for which the development charges were collected.

Revenues received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general library purposes are accounted for as deferred revenue. The revenue is recognized in the year in which it is used for the specified purpose.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, determines the change in net financial liabilities for the year.

2. Deferred Revenue

The deferred revenue balance is comprised of the following:

	2024	2023
Development charges	\$ 665,410	\$ 523,001
Donations	186,491	179,967
	<u>\$ 851,901</u>	<u>\$ 702,968</u>

3. Net Long Term Liabilities

(a) The balance of long term liabilities reported on the Statement of Financial Position is made up of the following:

	2024	2023
Total long term liabilities incurred on behalf of the Oxford County Library at a rate of interest of -% (2023 - 3.22%) with maturity date of September 2023	<u>\$ -</u>	<u>\$ -</u>

(b) The net interest expense for the year ended December 31, 2024 was \$NIL (2023 - \$1,230).

Oxford County Library Board
Notes to the Financial Statements
December 31, 2024

4. Accumulated Surplus

	2024	2023
Surpluses		
Operating fund	\$ 114,714	\$ 109,466
Invested in tangible capital assets	4,231,148	4,260,178
	<u>4,345,862</u>	<u>4,369,644</u>
Reserves		
Library	1,446,238	1,377,394
	<u>\$ 5,792,100</u>	<u>\$ 5,747,038</u>

5. Budget

The Financial Plan (Budget) By-Law adopted by Council on January 10, 2024 was prepared on a modified accrual basis consistent with the requirements of Section 289 of the Ontario Municipal Act, 2001. The 2024 actuals are reported on a full accrual basis which includes; amortization of, gains and losses on disposal of and certain revenues related to, capital assets, but excludes debt repayment, capital asset costs and transfers of accumulated surplus. This is consistent with the Public Sector Accounting Standard. As a result, the budget figures presented in the Statement of Operations and Accumulated Surplus represent the Financial Plan adopted by Council on January 10, 2024 with adjustments as follows:

	2024
Financial Plan (Budget) By-Law surplus for the year	\$ -
Add:	
Tangible capital assets	565,000
Less:	
Amortization	412,725
Transfers from accumulated surplus	468,379
	<u>\$ (316,104)</u>

Oxford County Library Board
Schedule of Tangible Capital Assets
As at December 31, 2024

Schedule 1

	Cost Dec 31, 2023	Additions	Disposals	Cost Dec 31, 2024	Accumulated Amortization Dec 31, 2023	Amortization	Disposals	Accumulated Amortization Dec 31, 2024	Net Book Value Dec 31, 2024
General									
Land improvements	519,948	10,990	-	530,938	225,791	15,725	-	241,516	289,422
Buildings	5,391,248	144,137	43,078	5,492,307	2,259,761	167,936	24,516	2,403,181	3,089,126
Furniture and fixtures	2,189,782	8,745	8,743	2,189,784	2,132,611	7,092	8,743	2,130,960	58,824
Machinery and equipment	58,666	-	-	58,666	21,214	5,004	-	26,218	32,448
Library books	1,341,740	210,282	216,369	1,335,653	601,829	191,677	216,369	577,137	758,516
Total Tangible Capital Assets	\$9,501,384	\$374,154	\$268,190	\$9,607,348	\$5,241,206	\$387,434	\$249,628	\$5,379,012	\$4,228,336

REPORT TO LIBRARY BOARD

2024 Year End Statistics

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2025-26, 2024 Year End Statistics, for information and discussion.

REPORT HIGHLIGHTS

- Highlighting the key statistics and performance indicators for 2024.

IMPLEMENTATION POINTS

Information provided in this report will help shape the Library's 2024 Annual Community Report Card, which will be presented to Area Councils and distributed to partner organizations.

Financial Impact

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

Communications

The information within this report has and will be used in reporting to other government organizations and in planning for 2026.

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 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.</p>	

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

DISCUSSION

Background

Year-End statistics are traditionally provided to the Library Board in advance of the creation of the Annual Community Report Card. Data within this report has been captured, in part, for the Provincial Annual Survey of Libraries.

Comments

Active Library Card Holders

2024 continued to show strong active library card membership with a 16% increase over 2023. This increase could be contributed to the full year of Ox on the Run in the community, increasing the Library's visibility throughout the year.

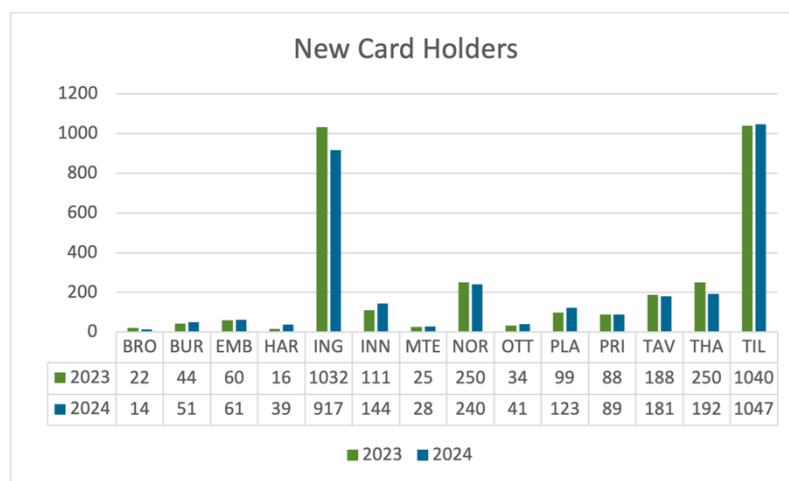
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	2021	2022	2023	2024
Active Library Card Holders	16,551	17,691	18,841	20,454

New Card Holders

Though Active Card Holders grew significantly in 2024, new card statistics dropped by 3% or roughly 100 less new cards created in 2024.

Ox on the run registered 132 new cards in 2024, up from 101 in 2023. Those cards are reported in the below chart under the branch identified by the cardholder as their “home branch.”

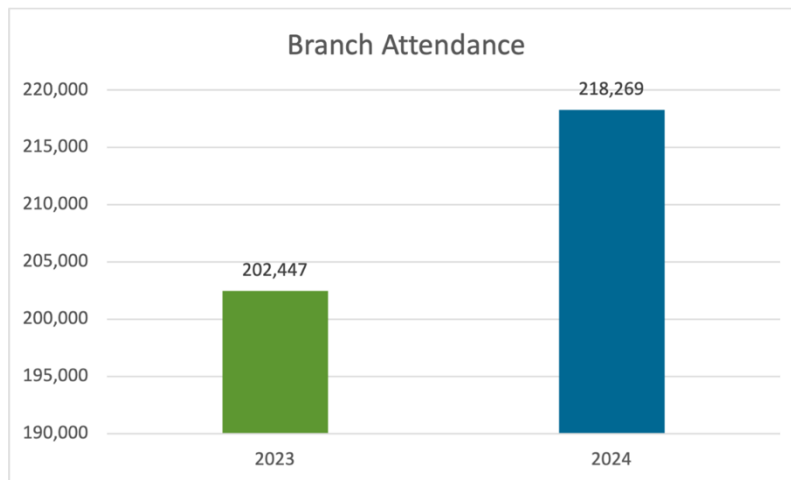


Branches that saw significant new memberships in 2024 include:

Branch	% Change
Harrington	144%
Innerkip	30%
Otterville	21%
Plattsville	24%

Branch Attendance

Branch attendance in 2024 increased moderately from 2023 at 7.8% or nearly 16,000 more visits.



2024 Branch Attendance of Note

Branches	% Change
Brownsville	73%
Harrington	25%
Plattsville	28%
Princeton	22%

Brownsville and Harrington both continue to show strong growth in 2024 that was first marked in 2023's report.

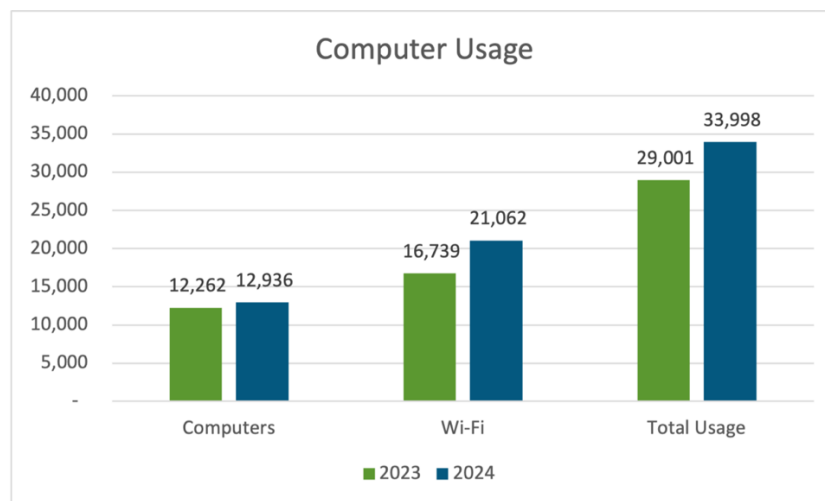
Princeton's growth, while strong through 2024 did start to weaken later in the year, although the branch did receive more service hours starting in September.

Plattsville's growth was steady throughout the year, with dips only in August and December.

Computer and Wireless Usage

Computer use in 2024 showed strong growth overall at 17% increase. Computer usage, at 5%, showed continued interest in providing public computers at nearly all branch locations. Wireless usage, at 26%, showed the continued need to provide and increase the service at all locations.

Computer and Wireless	% Change
Total Computer Use	5%
Total Wireless Use	26%
Total Use Overall	17%



Ten of the fourteen branches showed significant increases in either computer use or wireless usage during 2024.

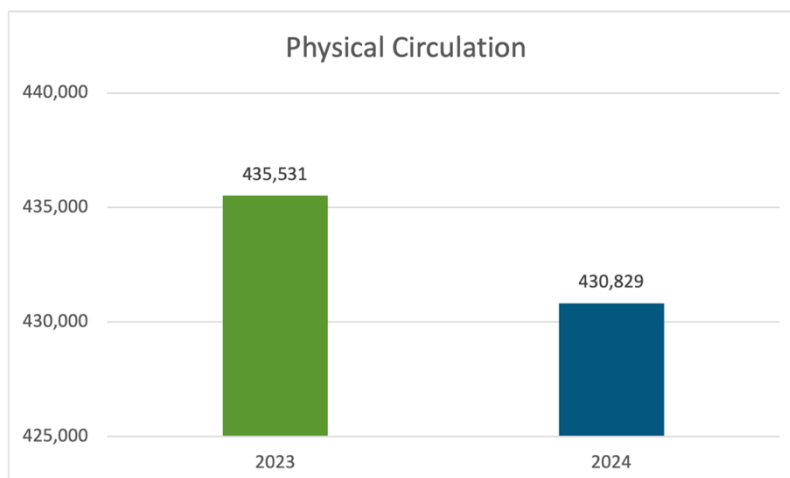
Branch	Service	% Change
Brownsville	Computer Use	100%
	Wireless	65%
Burgessville	Computer Use	90%

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Embro	Computer Use	285%
Ingersoll	Wireless	94%
Innerkip	Computer Use	83%
	Wireless	28%
Otterville	Computer Use	96%
	Wireless	95%
Princeton	Wireless	117%
Plattsville	Computer Use	138%
Tavistock	Wireless	118%
Tillsonburg	Wireless	42%

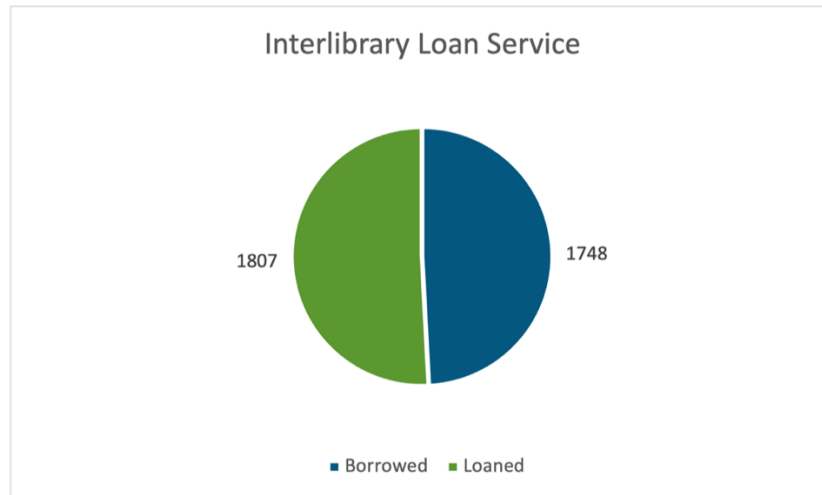
Physical Circulation

Circulation of library materials saw a slight decline in 2024 of 1% overall, representing 4,700 less items circulating from 2023.



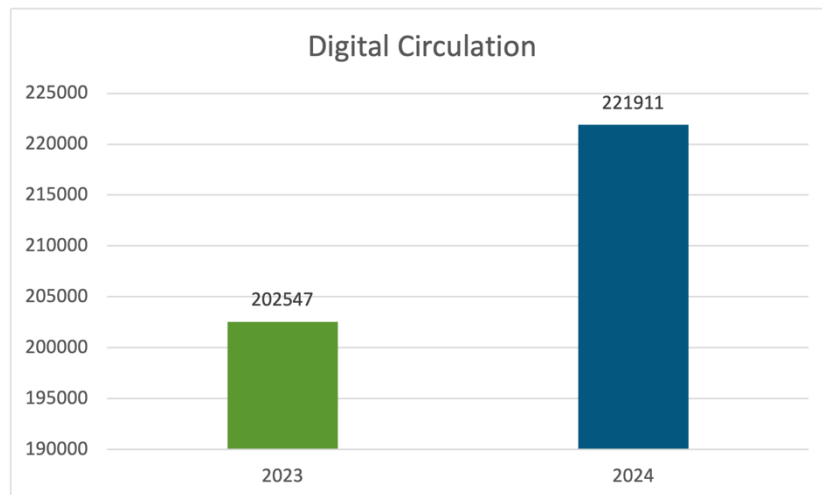
Interlibrary Loan

In 2024 the Library provided a nearly balanced system with 1,748 items borrowed from other libraries and 1,807 items loaned out.



Digital Circulation

Overall digital circulation climbed by 10% or around 20,000 more uses in 2024. The greatest use increases came from digital magazines and newspapers (42%) and audiobooks (14%). Music saw a sharp decline at 28%.



Branch Services

The Branch Services chart below tracks the usage of seven services in comparison to 2023 usage.

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Ingersoll's Maker Space saw a slight decline of 28% from 2023, however, the total number is just over 30. This is due to a change in how staff track usage of the space. In 2023 they tracked individuals. Realizing that was harder to accurately track, the branch staff switched to tracking bookings of the space in 2024.

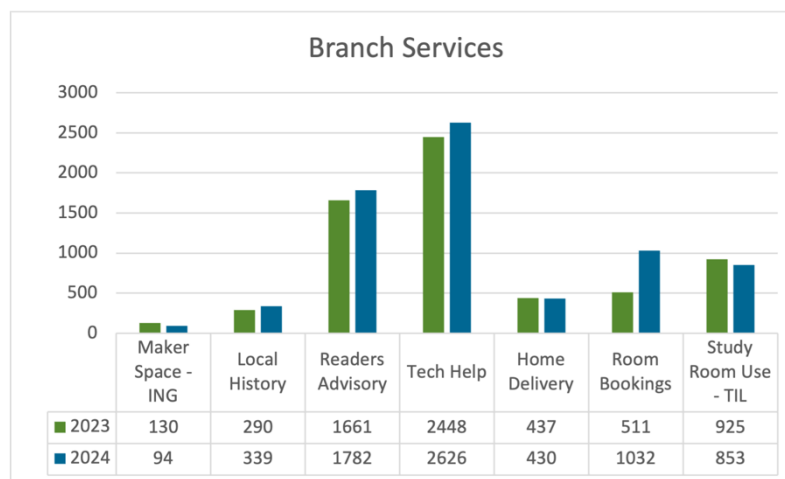
Local History requests grew by 17% in 2024 with nearly 50 more requests. While Ingersoll and Tillsonburg are the primary branches for such requests, branches across the system answered 339 requests in 2024.

Readers' Advisory and Tech Help continue to represent the Library's core services with each seeing growth of 7%. These services depend heavily on staff knowledge and experience.

Home Delivery services stayed relatively steady in 2024 with 7 less deliveries in the year, or 2% reduction. The service relies heavily on library volunteers to deliver material and dedicated staff making selections for customers unable to visit a branch location.

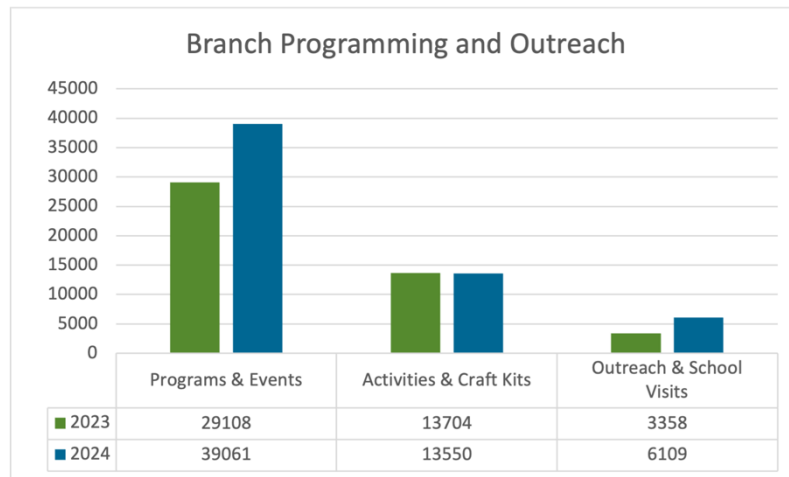
Room Bookings saw a 102% increase from 2023. These bookings are often free bookings provided to community partners, though some bookings are paid bookings by individuals or businesses.

Finally, Study Room use at the Tillsonburg branch saw an 8% decrease due to stricter code of conduct implementations such as a no sleeping rule in the space. This decrease represents about 75 fewer uses during the year, showing that the space is still extremely popular for individuals looking for a quiet space to work, read or study.



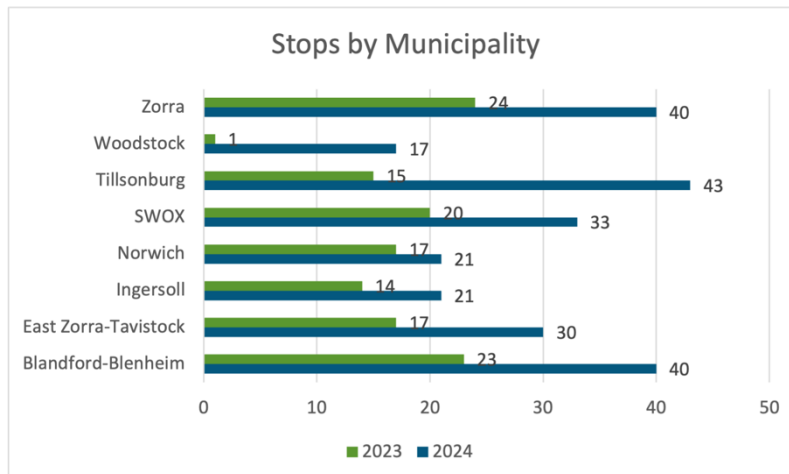
Programming and Outreach Attendance

2024 was a very busy year for programming at the Library. Hosting over 2,275 programs, branches saw a 34% increase in program attendances. At the same time, staff continued to offer in branch passive activities like scavenger hunts and take-home craft kits for families at the same rate as 2023. Branch outreach and school visits also rose by 82% with nearly double the number of visits from 2023.



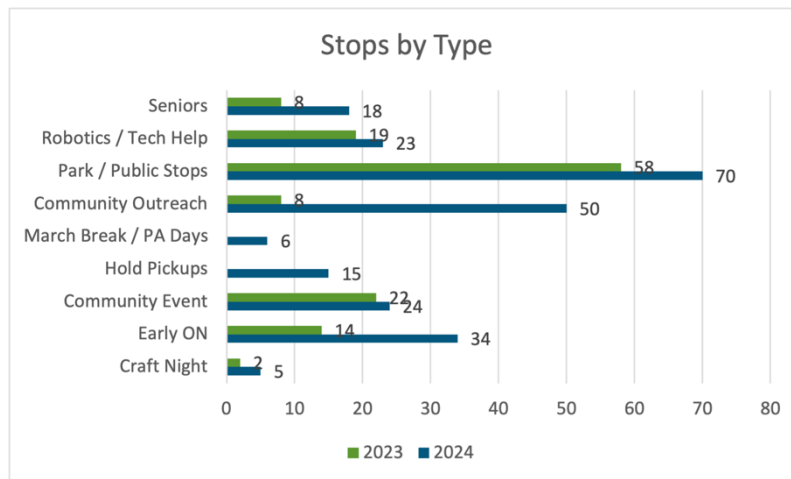
Ox on the Run

2024 marked the first full year of Ox on the Run's pilot project, started in June of 2023. In 2024, the team made 245 stops with 5,048 visitors. They also made 132 new cards for community members visiting the bookmobile.



The above chart shows the breakdown of Ox on the Run's 245 stops by municipality. Stops recorded for Woodstock include visits to INGAMO and DASO, as well as community events held in the City.

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Ox on the Run supported the community in 2024 with several different types of stops.

Stop Type	% Change	Description
Seniors	60%	Visits to seniors' residences and long-term care homes.
Robotics / Tech Help	17%	STEM programming and/or technology assistance sessions.
Park / Public Stops	17%	Visits to local parks, recreation centres, community halls or local businesses.
Community Outreach	84%	Visits to local cooperative housing, social service agencies, or food banks.
March Break / PA Days	100%	New in 2024, these visits were specifically held for families during school breaks.
Hold Pickups	100%	New in 2024, these visits were for piloting hold pickup type stops for communities without a rural branch location.

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Community Events	8%	Fairs, festivals and other events hosted throughout the year.
EarlyON	59%	Co-sponsored programs with EarlyON at non-library locations.
Craft Nights	60%	Adult focused craft night events at non-library venues.

Through 2024, the team used the different types of visits to help focus what types of events were most welcomed by the community and what created the most demand for services.

CONCLUSIONS

2024 was the second year of full service after pandemic closures. The year also saw an increase in Village Branch hours starting in September. Staff reported high attendance and participation in nearly all areas of Library Service in 2024. It is anticipated that this level of service may be hard for staff to maintain at current budget and staffing levels, as have been seen with declining numbers in 2025.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
 CEO / Chief Librarian