

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, May 19, 2026, 3:30 p.m.
Oxford County Administration Building - Room 221

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 April 21, 2026
5. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**
6. **CONSIDERATION OF CORRESPONDENCE**
7. **REPORTS**
 - 7.1 2026-16 Key Agenda Items and Policy Review Framework
RECOMMENDATION
 1. That the Library Board receives verbal Report 2026-16 Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2026-17 Librarian Report
RECOMMENDATION
 1. That the Library Board receives Report 2026-17, Librarian Report, for information and discussion.
 - 7.3 2026-18 Q1 Library Business Plan and Budget Update
RECOMMENDATION
 1. That the Library Board receives Report 2026-18, 2026 Q1 Library Business Plan and Budget Update, for information.
 - 7.4 2026-19 Operational Policy Review: Internet Access and Technology Policy - Second Draft
RECOMMENDATION

1. That the Library Board approves amendments to the *Internet Access and Technology Policy* as set out in Attachment 1 to Report 2026-19.

7.5 2026-20 Operational Policy Review: Community Information Policy

RECOMMENDATION

1. That the Library Board approves amendments to the *Community Information Policy* as set out in Attachment 1 to Report 2026-20.

8. UNFINISHED BUSINESS

9. NOTICE OF MOTIONS

10. NEW BUSINESS / ENQUIRIES / COMMENTS

10.1 Alberta Bill 28

11. CLOSED SESSION

11.1 Verbal Report

12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

13. ADJOURNMENT

OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, April 21, 2026

Members Present: Councillor David Mayberry
Katherine Grieve
Cynthia Lacroix
Megan Blair
Alan Dale

Members Absent: Chair Laura Langford
Vice Chair, Councillor Brian Petrie

Staff Present: L.M. Williams, CEO / Chief Librarian
A. Smith, Director of Human Services and Corporate Services
O. O'Reilly, Associate Manager of Financial Operations
M. Griffis, Digital Literacy and Local History Technician
K. De Weerd, Administrative Assistant

1. CALL TO ORDER

Oxford County Library meets in regular session this the twenty-first day of April 2026 in Room 222, Oxford County Administration Building, Woodstock at 3:30 p.m.

RESOLUTION 1

Moved By: Megan Blair
Seconded By: Alan Dale

Whereas the Terms of Reference for the County of Oxford Library requires Board meetings to be conducted in accordance with the County of Oxford Procedural By-law No. 6268-2020 as amended; And whereas, the Library Board has convened a meeting at 3:30 p.m. on Tuesday, April 21, 2026, in the absence of a Chair or Deputy Chair. Now therefore be it resolved, that pursuant to Section 3.9 of the County of Oxford Procedural By-law, the Oxford County Library Board, represented by a quorum of the Board, hereby appoints Board Member Councillor David Mayberry to be Chair of the meeting held on Tuesday, April 21, 2026.

DISPOSITION: Motion Carried

2. APPROVAL OF AGENDA

RESOLUTION 2

Moved By: Megan Blair
Seconded By: Alan Dale

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 MEETINGS

4.1 February 17, 2026

RESOLUTION 3

Moved By: Katherine Grieve

Seconded By: Alan Dale

Resolved that the Library Board minutes of February 17, 2026, be adopted as amended.

DISPOSITION: Motion Carried

4.2 March 25, 2026

RESOLUTION 4

Moved By: Cynthia Lacroix

Seconded By: Megan Blair

Resolved that the Library Board minutes of March 25, 2026, be adopted as amended.

DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF
NIL

6. CONSIDERATION OF CORRESPONDENCE

6.1 Federation of Ontario Public Libraries (FOPL), Member Brief-2026 Advocacy Plan.

RESOLUTION 5

Moved By: Cynthia Lacroix

Seconded By: Katherine Grieve

Resolved that the Library Board direct the CEO/Chief Librarian to work with her counterpart at the Woodstock Public Library to draft a letter to MPP send a letter to the Honorable Ernie Hardeman, MPP Oxford with a copy sent to the Federation of Ontario Public Libraries regarding to support the “We are more than Books” campaign with details of the financial costs and social implications faced by both patrons and staff.

DISPOSITION: Motion Carried

7. REPORTS

7.1. 2026-11 Key Agenda Items and Policy Review Framework (verbal report)

RESOLUTION 6

Moved By: Megan Blair
Seconded By: Alan Dale

Resolved that the Library Board receives verbal Report 2026-11, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2026-12 Librarian Report

RESOLUTION 7

Moved By: Alan Dale
Seconded By: Megan Blair

Resolved that the Library Board receives Report 2026-12, Librarian Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2026-13 Oxford County Library 60th Anniversary Memory Wall

RESOLUTION 8

Moved By: Cynthia Lacroix
Seconded By: Alan Dale

Resolved that the Library Board receives Report 2026-13 titled "Oxford County Library 60th Anniversary Memory Wall" be received as information.

DISPOSITION: Motion Carried

7.4. 2026-14 Operational Policy Review: Internet Access and Technology Policy

RESOLUTION 9

Moved By: Cynthia Lacroix
Seconded By: Alan Dale

Resolved that the Library Board defer amendments to the *Internet Access and Technology Policy* as set out in Attachment 1 to Report 2026-14.

DISPOSITION: Motion Carried

7.5. 2026-15 Governance Policy Review: Board Duties and Responsibilities Policy

RESOLUTION 10

Moved By: Cynthia Lacroix
Seconded By: Katherine Grieve

Resolved that the Library Board approves amendment to the *Board Duties and Responsibilities Policy* as set out in Attachment 1 to Report 2026-15.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. NOTICE OF MOTIONS

NIL

10. NEW BUSINESS/ ENQUIRIES/ COMMENTS

10.1 C. Lacroix wished to extend her kudos to the Innerkip branch team for their Freedom to Read display.

11. CLOSED SESSION

RESOLUTION 11

Moved By: Alan Dale

Seconded By: Megan Blair

That Board rise and go into a Closed Session to consider Verbal Report from the CEO/Chief Librarian regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be on by or on behalf of the library board.

DISPOSITION: Motion Carried at 4:44 p.m.

11.1 Verbal Report by CEO / Chief Librarian

RESOLUTION 12

Moved By: Cynthia Lacroix

Seconded By: Alan Dale

That the Library Board reconvenes in Open Session

DISPOSITION: Motion Carried at 5:02 p.m.

12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

12.1 Verbal Report by CEO / Chief Librarian

RESOLUTION 13

Moved By: Cynthia Lacroix

Seconded By: Alan Dale

That the Library Board supports further exploration of the project with a hard stop to negotiations on the necessary safety components required.

DISPOSITION: Motion Carried

13. ADJOURNMENT

RESOLUTION 14

Moved By: Katherine Grieve
Seconded By: Cynthia Grieve

Resolved that the Board meeting of April 21, 2026, be adjourned at 5:06 p.m. until the next meeting scheduled for May 19, 2026, at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 5:06 p.m.

David Mayberry, Acting CHAIR

Lisa Marie Williams, SECRETARY



Oxford County Library Board - Key Agenda Items 2026

Agenda items	Jan	Feb	Apr	May	Jun	Jul	Sep	Oct	Nov	Notes
2025 Board Evaluation		X								Yearly Agenda Item
2025 Year End Statistics					X					Yearly Agenda Item
Librarian's Report and Monthly Statistics	X	X	X	X	X		X	X	X	Regular Agenda Item
Quarterly Metrics		Q4 (24)			Q1		Q2		Q3	Regular Agenda Item
2026 Business Plan and Budget Update				Q1			Q2		Q3	Regular Agenda Item
2025 Financial Audit					X					Yearly Agenda Item
2027 Business Plan								X		2027 Planning
2027 Budget								X		2027 Planning
CEO/Chief Librarian Performance Goals									X	Yearly Agenda Item
2027 Board Meeting Dates and Library Closures									X	Yearly Agenda Item
2022-2026 Library Board Legacy Document								X		4 Year Document

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2026-17, Librarian Report, for information and discussion.

REPORT HIGHLIGHTS

- This report highlights the monthly usage statistics; as well as further information regarding library service. Quarterly statistics have been delayed but will be provided at the next meeting of the Board.

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 implement a Programs and Services Accessibility Strategy to make OCL inclusive and accessible to all residents.</p> <p>Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.</p> <p>Strategy 3.3 – Expand the Ox on the Run program to increase library access in communities without branches and to meet residents where they are to drive engagement.</p>

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

DISCUSSION

CEO / Chief Librarian

- April 24 – Ontario Library Consortium Spring meeting
- April 24 – Meeting w/ GM representatives

- April 28 – Presented at OLA’s RA in a Day. Session “Tough Stuff: Trigger Warnings and Sensitive Content in RA Discussions”
- April 29 – Ontario Library Service’s CEO networking meeting
- May 1 – Southwestern Ontario Library Administrators (SWOLA) meeting at Stratford Public Library
- May 12 – SWOX municipal office design meeting
- May 14 – Training / webinar: “Municipal Relations and Your Library: Pt. 2 w/ Shelley McKay, Manager, Communications at Hamilton Public Library”

Monthly Statistics

Branch Attendance

Branches continue to see returning visitor attendance in April, leading to a 3.3% increase overall year-to-date.

*Note that the March total was previously reported as a 4% increase overall. However, an error in the formula was discovered that increased the overall attendance by 6% for the month of March.

% Total Change	April	Year to Date
Total Branch Attendance	0.1%	3.3%
Locations of Note	April	Year to Date
Brownsville	86%	32%
Burgessville	45%	14%
Mount Elgin	81%	23%
Otterville	22%	1%

Computer Use

Public Computers and Wi-Fi usage continued their decline in April. Library staff may need to take a deeper look at the issues driving these declines and increase usage moving forward.

Report 2026-17
CORPORATE SERVICES &
HUMAN RESOURCES
Board Date: May 19, 2026

% Total Change	April	Year to Date
Total Computer Use	-3%	-8%
Total Wireless Use	-20%	-16%
Total Use Overall	-13.5%	-12.7%

Physical Circulation

Physical circulation showed a modest increase in April driven by the continued increase of usage at Ox on the Run's holds pickup service.

% Total Change	April	Year to Date
Total Physical Circulation	1%	-2%
Locations of Note	April	Year to Date
Harrington	31%	40%
Mount Elgin	33%	15%

Digital Circulation

Digital circulation saw increases in nearly all areas in April, with a decrease found only in the usage of the digital TV and movies services.

% Total Change	April	Year to Date
Total Digital Circulation	9%	0.2%

Community Outreach

Reuse-A-Paloozaha

The Outreach Services team attended the April 25th event at the Brownsville Community Centre and the May 2nd event at the Innerkip Lions Club.

Ox on the Run

Ox on the Run has begun their May and June tour of rural schools to promote the annual Summer Reading Club.

Bundles of Joy

The outreach team is working to accommodate most of the waitlist through May and June utilizing the Ox on the Run summer students to serve more families on a weekly basis. The team has also developed a plan to sustain the increased delivery schedule in the fall.

Collections and Technology

Integrated Library System (ILS) Performance Issues

Throughout April and May the Library's ILS has been experiencing significant system lag time. Multiple libraries across the Ontario Library Consortium (OLC) have reported similar issues, with transaction delays sometimes exceeding one minute per check-out. This has had a noticeable impact on frontline library services, with some patron transactions taking up to 15 minutes to complete.

After several weeks of investigation and coordination between OLC member libraries, Consortium Support Services and the ILS Vendor; the vendor finally added additional server resources on May 6th. Performance and system lag times have improved significantly since that addition. Library and Consortium staff will continue to monitor the issue closely.

Oxford Reads

Oxford Reads shortlist public voting has ended with 5 excellent contenders selected by the Oxford Reads committee, comprised of OCL and WPL staff. The 5 short list titles included:

- Gin, Turpentine, Pennyroyal, Rue by Christine Higdon
- Horsefly by Mireille Gagné
- How to Survive a Bear Attack by Claire Cameron
- In the Upper Country by Kai Thomas
- Vanished Beyond the Map by Adam Shoalts

Voting was open for two weeks and ended on May 1. The committee has reached out to the winning title's publisher and will announce the title to staff and public once there is confirmation on the Author's attendance at this year's fall gala.

Report 2026-17
CORPORATE SERVICES &
HUMAN RESOURCES
Board Date: May 19, 2026

Lifejacket Lending

OCL is in the process of developing a lifejacket lending program with 18 lifejackets provided by the Town of Tillsonburg's Recreation Department after receiving a grant from Tillsonburg Hydro. Lifejackets will be housed at the Ingersoll Branch storage area due to space limitations at the Tillsonburg Branch but will be holdable by patrons at any service location. Staff are currently working with the legislative services department on a liability waiver and other supporting documentation but hope to launch the lending program this June ahead of the summer season.

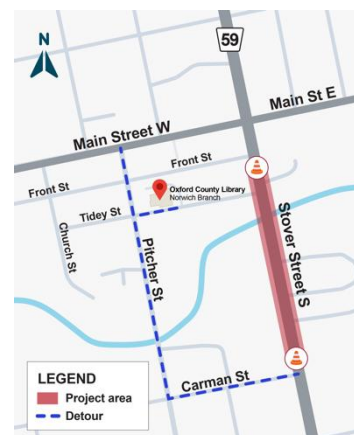
Branches and Programming

Road Construction and Library Services

Several construction projects are anticipated to create lower visitor attendance at branches this spring and summer. The following branches may be affected:

- Princeton
- Norwich
- Burgessville

To mitigate issues and help library visitors find alternative routes, the Community Liaison Coordinator has been working with County Strategic Communications to create detour maps / alternative routes to effected branches.



Treasure Hunt

The OCL Treasure Hunt launched in April as a challenge designed to get families visiting their local branches and beyond to find hidden clues to log on the Beanstack app. So far 24 families have joined the challenge with the highest registrations being found at the Ingersoll, Norwich and Tillsonburg branches. The hunt will continue through June to help promote the Beanstack app in advance of Summer Reading Club.

Local History Day

Ingersoll Branch hosted their very popular Local History Day on May 9th with 50 people in attendance. This daylong celebration featured several local historical organizations and talks by local historian Scott Gilles and OCL's own Dr. Matthew Griffis.

Innerkip's Earth Day

On April 18th, the Innerkip Branch hosted a Beeswax Wrap making program for adults in honour of Earth Day and the Oxford County commitment to zero waste. Ten participants were actively engaged and enjoyed socializing during the program.

Crafty Mornings at Harrington

Harrington Branch launched their new Crafty Mornings program in April with 30 children in attendance. This monthly program blends crafting with storytelling.



Tavistock Intergenerational Storytimes

The Tavistock Branch continues to host successful intergenerational storytimes at the peopleCare long term care residence. The program brings families, grandparents, and home daycare providers with children ages 0-6 to the long-term care residents for engaging stories and songs.

Seed Library

The Seed Library has expanded! Launching for the season in April, the “collection” is now available at the Ingersoll, Innerkip, Plattsville, Princeton and Tillsonburg branches. As of May 11th, Tillsonburg has seen over 275 seed packets “checked-out” for the program.

To view our Program Calendar, go to:

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

Staff News

Staff Development Day – June 1

The next staff development day will be hosted at the Tillsonburg Branch on June 1st and will feature Dr. Erin Aspenlieder speaking on the Foundations of AI.

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



Visitor Attendance 2026

BRANCH	HOURS / WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	13	2025	179	191	195	176	166	268	236	212	287	244	226	169	741	2,549
	13	2026	161	198	292	328									979	979
	% Change			-10%	4%	50%	86%									32%
BURGESSVILLE	16	2025	365	319	355	261	371	343	428	423	314	395	357	332	1,300	4,263
	16	2026	371	338	390	378									1477	1,477
	% Change			2%	6%	10%	45%									14%
EMBRO	13	2025	132	138	167	199	155	142	393	201	169	180	232	91	636	2,199
	13	2026	170	174	206	178									728	728
	% Change			29%	26%	23%	-11%									14%
HARRINGTON	13	2025	147	121	112	179	194	149	177	172	123	155	175	60	559	1,764
	13	2026	113	165	139	148									565	565
	% Change			-23%	36%	24%	-17%									1%
INGERSOLL	51.5	2025	4,135	3,954	5,648	4,663	4,434	5,035	6,535	5,944	5,811	5,255	4,171	3,138	18,400	58,723
	51.5	2026	4,051	4,168	6,144	4,588									18,951	18,951
	% Change			-2%	5%	9%	-2%									3%
INNERKIP	16	2025	403	432	440	543	427	388	564	448	397	417	331	211	1,818	5,001
	16	2026	356	433	403	547									1,739	1,739
	% Change			-12%	0%	-8%	1%									-4%
MOUNT ELGIN	13	2025	103	142	104	95	201	137	164	223	125	131	145	98	444	1,668
	13	2026	125	109	142	172									548	548
	% Change			21%	-23%	37%	81%									23%
NORWICH	35	2025	1,629	1,606	1,676	1,807	1,698	1,580	1,911	1,765	1,697	1,898	1,569	1,250	6,718	20,086
	35	2026	1,517	1,580	1,968	1,776									6,841	6,841
	% Change			-7%	-2%	17%	-2%									2%
OTTERVILLE	16	2025	337	323	376	355	393	253	481	418	320	368	329	280	1,391	4,233
	16	2026	294	298	375	434									1,401	1,401
	% Change			-13%	-8%	0%	22%									1%

OX on the RUN		2025	119	72	265	0	777	470	1,432	617	1,984	848	120	33	456	6,737
		2026	166	239	281	164									850	850
	% Change			39%	232%	6%	100%									86%
PLATTSVILLE	25	2025	806	944	958	1,145	1,034	769	1,102	838	780	1,027	891	683	3,853	10,977
	25	2026	868	860	979	1,100									3,807	3,807
	% Change			8%	-9%	2%	-4%									-1%
PRINCETON*	16	2025	296	350	471	359	332	325	400	322	398	461	297	267	1,476	4,278
	16	2026	317	311	463	373									1,464	1,464
	% Change			7%	-11%	-2%	4%									-1%
TAVISTOCK	35	2025	679	680	918	791	846	710	1,042	901	758	961	768	659	3,068	9713
	35	2026	687	799	1,013	889									3,388	3388
	% Change			1%	18%	10%	12%									10%
THAMESFORD	35	2025	756	714	842	844	877	634	1,094	1,032	725	821	755	572	3,156	9,666
	35	2026	649	727	857	824									3,057	3,057
	% Change			-14%	2%	2%	-2%									-3%
TILLSONBURG	54	2025	5,951	5,592	6,927	6,970	6,189	5,900	8,275	7,353	4,617	7,292	5,844	4,268	25,440	75,178
	54	2026	5,158	5,246	6,659	6,504									23,567	23,567
	% Change			-13%	-6%	-4%	-7%									-7%
TOTAL	*351.5	2025	16,037	15,506	19,189	18,387	17,317	16,633	22,802	20,252	16,521	19,605	16,090	12,078	69,119	210,417
	352	2026	15,003	15,645	20,311	18,403	0	0	0	0	0	0	0	0	71,388	69,362
TOTAL Change 2025 to 2026				-6%	1%	6%	0.1%								3.3%	-67.0%

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



Computer Use 2026

BRANCH		YEAR	JAN*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
BROWNSVILLE	Computers	2025	46	44	55	40	27	36	36	49	46	25	27	18	185	449	
		2026	28	19	44	47										138	138
		% Change	-39%	-57%	-20%	18%											-25%
	Wireless	2025	17	8	9	33	15	21	43	30	36	35	12	12	67	271	
		2026	13	19	18	28										78	78
		% Change	-24%	138%	100%	-15%											16%
	Totals 2025			63	52	64	73	42	57	79	79	82	60	39	30	252	720
	Totals 2026			41	38	62	75	0	0	0	0	0	0	0	0	216	216
% Change			-35%	-27%	-3%	3%										-14%	
BURGESSVILLE	Computers	2025	2	3	2	4	4	2	7	16	9	1	9	0	11	59	
		2026	7	4	3	9										23	23
		% Change	100%	33%	50%	125%											109%
	Wireless	2025	31	27	26	40	31	13	18	22	19	30	26	25	124	308	
		2026	9	8	8	17										42	42
		% Change	-71%	-70%	-69%	-58%											-66%
	Totals 2025			33	30	28	44	35	15	25	38	28	31	35	25	135	367
	Totals 2026			16	12	11	26									65	65
% Change			-52%	-60%	-61%	-41%										-52%	-82%
EMBRO	Computers	2025	5	2	5	3	8	5	8	5	4	2	2	1	15	50	
		2026	4	4	2	2										12	12
		% Change	500%	100%	-60%	-33%											-20%
	Wireless	2025	46	46	92	104	60	47	41	49	49	4	54	55	288	647	
		2026	55	66	133	30										284	284
		% Change	20%	43%	45%	-71%											-1%
	Totals 2025			51	48	97	107	68	52	49	54	53	6	56	56	303	697
	Totals 2026			59	70	135	32									296	296
% Change			16%	46%	39%	-70%										-2%	-58%
HARRINGTON	Computers	2025	1	1	0	0	0	0	0	0	0	3	0	1	1	6	
		2026	0	0	0	0										0	0
		% Change	-100%	-100%	0%	0%											-100%
	Wireless	2025	11	12	15	17	16	20	15	17	6	11	14	14	55	168	
		2026	11	14	17	14										56	56
		% Change	0%	17%	13%	-18%											2%
	Totals 2025			12	13	15	17	16	20	15	17	6	14	14	15	12	174
	Totals 2026			11	14	17	14									56	56
% Change			-8%	8%	13%	-18%										367%	-68%



Computer Use 2026

BRANCH		YEAR	JAN*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
INGERSOLL	Computers	2025	242	232	325	264	276	296	375	344	272	283	243	169	1,063	3,321	
		2026	308	257	348	272										1,185	1,185
	% Change			27%	11%	7%	3%									11%	-64%
	Wireless	2025	213	144	229	232	331	269	289	243	195	276	242	245	818	2,908	
		2026	189	188	255	247									879	879	
	% Change			-11%	31%	11%	6%								7%	-70%	
	Totals 2025			455	376	554	496	607	565	664	587	467	559	485	414	1,881	6,229
	Totals 2026			497	445	603	519									2,064	2,064
% Change			9%	18%	9%	5%									10%	-67%	
INNERKIP	Computers	2025	7	4	4	11	5	6	18	26	13	13	5	4	26	116	
		2026	4	8	13	9										34	34
	% Change			-43%	100%	225%	-18%									31%	-71%
	Wireless	2025	18	36	22	14	18	21	28	15	39	26	24	24	90	285	
		2026	23	8	25	55									111	111	
	% Change			28%	-78%	14%	293%								23%	-61%	
	Totals 2025			25	40	26	25	23	27	46	41	52	39	29	28	116	401
	Totals 2026			27	16	38	64									145	145
% Change			8%	-60%	46%	156%									25%	-64%	
MOUNT ELGIN	Computers	2025	3	4	0	1	0	1	0	0	0	2	1	1	8	13	
		2026	0	0	0	3										3	3
	% Change															-100%	-77%
	Wireless*	2025	10	56	44	20	61	30	26	48	59	68	42	45	130	509	
		2026	11	32	65	44									152	152	
	% Change			10%	100%	100%	100%								17%	-70%	
	Totals 2025			13	60	44	21	61	31	26	48	59	70	43	46	138	522
	Totals 2026			11	32	65	47									155	155
% Change			-15%	-47%	100%	124%									12%	-70%	
NORWICH	Computers	2025	80	67	89	101	74	69	84	136	131	143	112	74	337	1,160	
		2026	87	84	128	79									378	378	
	% Change			9%	25%	44%	-22%								12%	-67%	
	Wireless	2025	215	189	234	253	286	244	228	237	238	279	249	243	891	2,895	
		2026	211	204	253	215									883	883	
	% Change			-2%	8%	8%	-15%								-1%	-69%	
	Totals 2025			295	256	323	354	360	313	312	373	369	422	361	317	1,228	4,055
	Totals 2026			298	288	381	294									1,261	1,261
% Change			1%	13%	18%	-17%									3%	-69%	



Computer Use 2026

BRANCH		YEAR	JAN*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
OTTERVILLE	Computers	2025	66	56	50	45	38	24	50	56	42	50	35	27	217	539	
		2026	30	38	34	46										148	148
	% Change			-55%	-32%	-32%	2%									-32%	-73%
	Wireless	2025	29	16	33	30	42	69	0	0	0	54	27	27	108	327	
		2026	35	26	29	43										133	133
	% Change			21%	63%	-12%	43%									23%	-59%
	Totals 2025			95	72	83	75	80	93	50	56	42	104	62	54	325	866
	Totals 2026			65	64	63	89									281	281
% Change			-32%	-11%	-24%	19%									-14%	-68%	
PLATTSVILLE	Computers	2025	53	56	65	79	58	43	34	47	19	64	44	26	253	588	
		2026	50	57	40	53										200	200
	% Change			-6%	2%	-38%	-33%									-21%	-66%
	Wireless	2025	75	52	73	95	61	47	35	30	44	66	58	56	295	692	
		2026	28	23	48	47										146	146
	% Change			-63%	-56%	-34%	-51%									-51%	-79%
	Totals 2025			128	108	138	174	119	90	69	77	63	130	102	82	548	1,280
	Totals 2026			78	80	88	100									346	346
% Change			-39%	-26%	-36%	-43%									-37%	-73%	
PRINCETON***	Computers	2025	3	0	0	0	0	0	0	0	0	6	15	3	3	27	
		2026	3	14	24	8										49	49
	% Change			0%	100%	100%	100%									1533%	81%
	Wireless	2025	20	25	34	25	47	40	32	25	37	43	33	34	104	395	
		2026	34	19	32	35										120	120
	% Change			70%	-24%	-6%	40%									15%	-70%
	Totals 2025			23	25	34	25	47	40	32	25	37	49	48	37	107	422
	Totals 2026			37	33	56	43									169	169
% Change			61%	32%	65%	72%									58%	-60%	
TAVISTOCK	Computer	2025	7	8	7	3	2	5	8	11	2	6	3	1	7	63	
		2026	4	0	23	20										47	47
	% Change			-43%	100%	100%	100%									571%	-25%
	Wireless	2025	44	43	50	50	42	37	34	11	22	25	36	35	187	429	
		2026	22	17	29	28										96	96
	% Change			-50%	-60%	-42%	-44%									-49%	-78%
	Totals 2025			51	51	57	53	44	42	42	22	24	31	39	36	194	492
	Totals 2026			26	17	52	48									143	143
% Change			-49%	-67%	-9%	-9%									-26%	-71%	



Computer Use 2026

BRANCH	YEAR	JAN*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
THAMESFORD	Computers	2025	27	51	26	27	25	14	20	17	22	20	24	13	131	286
		2026	10	12	40	38									100	100
	% Change		-63%	-76%	54%	41%									-24%	-65%
	Wireless	2025	48	33	46	55	32	36	49	43	37	31	41	40	182	491
		2026	38	31	35	29									133	133
	% Change		-21%	-6%	-24%	-47%									-27%	-73%
	Totals 2025		75	84	72	82	57	50	69	60	59	51	65	53	313	777
	Totals 2026		48	43	75	67									233	233
% Change		-36%	-49%	4%	-18%									-26%	-70%	
TILLSONBURG	Computers	2025	378	379	432	421	407	424	437	299	299	390	328	250	1,610	4,444
		2026	240	309	301	385									1,235	1,235
	% Change		-37%	-18%	-30%	-9%									-23%	-72%
	Wireless	2025	617	526	584	678	654	674	630	674	565	640	624	625	2,405	7,491
		2026	387	409	446	485									1,727	1,727
	% Change		-37%	-22%	-24%	-28%									-28%	-77%
	Totals 2025		995	905	1,016	1,099	1,061	1,098	1,067	973	864	1,030	952	875	4,015	11,935
	Totals 2026		627	718	747	870									2,962	2,962
% Change		-37%	-21%	-26%	-21%									-26%	-75%	
TOTAL COMPUTERS		2025	920	907	1060	999	924	925	1077	1006	859	1008	848	588	3867	11121
		2026	775	806	1000	971									3552	3552
% Change			-16%	-11%	-6%	-3%									-8%	-68%
TOTAL WIRELESS		2025	1394	1213	1491	1646	1696	1568	1468	1444	1346	1588	1482	1480	5744	17816
		2026	1066	1064	1393	1317									4840	4840
% Change			-24%	-12%	-7%	-20%									-16%	-73%
TOTAL USAGE		2025	2,314	2,120	2,551	2,645	2,620	2,493	2,545	2,450	2,205	2,596	2,330	2,068	9,611	28,937
		2026	1,841	1,870	2,393	2,288									8,392	8,392
% Change 2025 to 2026			-20.4%	-11.8%	-6.2%	-13.5%									-12.7%	-71%



Physical Circulation 2026

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2025	197	289	207	226	249	227	239	187	253	347	272	190	919	2,883
	2026	210	231	203	246									890	890
	% CHANGE	7%	-20%	-2%	9%										-3%
BURGESSVILLE	2025	2,365	2,364	2,740	2,151	2,328	2,298	2,995	2,640	2,111	2,500	2,153	2,062	9,620	28,707
	2026	2,189	1,875	2,388	2,016									8,468	8,468
	% CHANGE	-7%	-21%	-13%	-6%										-12%
EMBRO	2025	594	438	558	530	486	557	527	573	477	573	730	523	2,120	6,566
	2026	602	542	650	580									2,374	2,374
	% CHANGE	1%	24%	16%	9%										12%
HARRINGTON	2025	478	408	312	445	475	437	568	766	922	766	570	348	1,643	6,495
	2026	617	656	452	581									2,306	2,306
	% CHANGE	29%	61%	45%	31%										40%
INGERSOLL	2025	9,321	9,466	10,080	9,225	9,319	9,595	12,505	12,321	10,515	10,167	9,457	7,683	38,092	119,654
	2026	9,043	9,098	9,995	9,304									37,440	37,440
	% CHANGE	-3%	-4%	-1%	1%										-2%
INNERKIP	2025	1,173	1,300	1,076	1,127	1,205	1,213	1,442	1,232	1,113	1,095	1,029	764	4,676	13,769
	2026	1,093	917	854	843									3,707	3,707
	% CHANGE	-7%	-29%	-21%	-25%										-21%
MOUNT ELGIN	2025	573	525	412	333	492	643	765	713	552	641	609	471	1,843	6,729
	2026	626	428	627	442									2,123	2,123
	% CHANGE	9%	-18%	52%	33%										15%
NORWICH	2025	3,921	4,006	3,689	3,649	3,550	4,315	5,586	5,475	4,416	4,674	3,804	3,152	15,265	50,237
	2026	3,871	3,698	4,115	3,723									15,407	15,407
	% CHANGE	-1%	-8%	12%	2%										1%



Physical Circulation 2026

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2025	1,055	1,108	1,445	1,303	1,448	1,140	1,410	1,387	1,228	1,284	1,054	1,025	4,911	14,887
	2026	1,113	1,096	1,228	1,212									4,649	4,649
	% CHANGE	5%	-1%	-15%	-7%										-5%
OX on the RUN	2025	66	72	64	68	98	387	647	589	530	440	360	354	270	3,307
	2026	301	386	417	367									1,471	1,471
	% CHANGE	356%	436%	552%	440%										445%
PLATTSVILLE	2025	1,652	1,746	2,210	2,071	1,946	1,875	2,388	2,494	2,162	2,221	1,816	1,465	7,679	24,046
	2026	1,791	1,121	1,879	1,849									6,640	6,640
	% CHANGE	8%	-36%	-15%	-11%										-14%
PRINCETON*	2025	1,274	1,157	1,441	999	868	1,165	1,071	1,320	1,025	899	1,091	771	4,871	13,081
	2026	1,048	911	996	928									3,883	3,883
	% CHANGE	-18%	-21%	-31%	-7%										-20%
TAVISTOCK	2025	2,149	2,052	2,479	2,325	2,099	1,986	2,555	2,319	1,719	1,870	1,565	1,387	9,005	24,505
	2026	1,715	1,685	4,148	2,113									9,661	9,661
	% CHANGE	-20%	-18%	67%	-9%										7%
THAMESFORD	2025	1,559	1,430	1,626	1,844	1,799	1,473	2,327	2,357	1,770	1,881	1,621	1,280	6,459	20,967
	2026	1,541	1,557	1,781	1,730									6,609	6,609
	% CHANGE	-1%	9%	10%	-6%										2%
TILLSONBURG	2025	5,767	6,150	6,133	5,328	5,371	5,284	6,843	6,501	5,466	5,724	5,297	4,795	23,378	68,659
	2026	5,379	4,890	5,250	5,570									21,089	21,089
	% CHANGE	-7%	-20%	-14%	5%										-10%
TOTAL	2025	32,144	32,511	34,472	31,624	31,733	32,595	41,868	40,874	34,259	35,082	31,428	26,270	130,751	404,492
	2026	31,440	29,477	35,400	31,871									128,188	128,188
	% CHANGE	-2%	-9%	3%	1%										-2%

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



Digital Circulation 2026

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2025	853	910	955	853	830	802	805	833	746	867	722	746	3,571	9,922
	2026	756	604	613	555									2,528	2,528
	% Change	-11%	-34%	-36%	-35%										-29%
Digital Magazines / Newspapers	2025	5,747	5,246	5,095	4,301	4,168	4,605	4,129	3,920	4,354	4,329	4,088	4,124	20,389	54,106
	2026	4,567	4,273	4,519	4,706									18,065	18,065
	% Change	-21%	-19%	-11%	9%										-11%
Tumble Books	2025	52	119	72	37	29	39	45	111	69	18	26	31	280	648
	2026	43	51	32	57									183	183
	% Change	-17%	-57%	-56%	54%										-35%
Digital Music	2025	1,310	1,519	1,266	1,158	1,261	859	669	1,067	1,433	1,076	1,585	1,335	5,253	14,538
	2026	1,337	2,037	1,269	1,588									6,231	6,231
	% Change	2%	34%	0%	37%										19%
Digital Audiobooks	2025	4,986	4,475	4,851	4,666	5,088	5,083	5,205	5,397	5,224	5,222	5,287	5,128	18,978	60,612
	2026	5,607	5,401	5,777	5,600									22,385	22,385
	% Change	12%	21%	19%	20%										18%
Digital ebooks	2025	7,402	6,641	7,280	6,537	6,536	6,971	6,971	7,036	6,435	6,552	6,359	6,707	27,860	81,427
	2026	7,217	6,299	6,978	6,582									27,076	27,076
	% Change	-2%	-5%	-4%	1%										-3%
TOTAL Digital Circulation	2025	20,350	18,910	19,519	17,552	17,912	18,359	17,824	18,364	18,261	18,064	18,067	18,071	76,331	221,253
	2026	19,527	18,665	19,188	19,088	-	-	-	-	-	-	-	-	76,468	76,468
	% Change	-4%	-1%	-2%	9%										0.2%

Definitions:




- Digital Movies include the following: Hoopla Movies, Hoopla TV, Hoopla Binge Passes, Kanopy
- Digital Magazines and Newspapers include the following: Overdrive Magazines, Press Reader
- Digital Music includes the following: Freegal, Hoopla Music
- Digital Audiobooks includes the following: Hoopla Audiobooks, Overdrive Audiobooks
- Digital eBooks includes the following: Freading, Hoopla Comics, Hoopla eBooks, Overdrive eBooks



OX ON THE RUN

JUNE 2026



SUN	MON	TUES	WED	THU	FRI	SAT
	1	2 Foldens Community Hall 10:00-11:30am Aspira Harvest Crossing visit*	3 School Visit* EZT Administration Building Hickson 4:30-6:00pm	4 Drumbo Park 10:00-11:30	5 School Visit*	6 Trails Festival Hodges Trail at Cedar Creek 9:00am-1:00pm
7 Bundles of Joy delivery week	8 	9 Wonder Years Child Care visit*	10  Embros Arena 10-11:30am Beachville Legion 4:30-6:00pm	11 School Visit*	12 Kintore Chalmers United Church 10:00-11:30am	13 Royal Roads Family Fun Day Ingersoll 10am-3pm
14	15	16 Foldens Community Hall 10:00-11:30am	17 School Visit* EZT Administration Building Hickson 4:30-6:00pm	18 Drumbo Park 10:00-11:30 School Visit*	19  Mount Elgin Hilltop Park 10-11:30am School Visit*	20 Plattsville Community Event 1:00-4:00pm
21 Bundles of Joy delivery week	22 	23 Tillsonburg Little School visit*	24 School Visit* Beachville Legion 4:30-6:00pm	25 The Maples Home for Seniors visit*	26 SRC Launch Party Ingersoll Library 10:00am-12:00pm	27 Innerkip Canada Day Parade 10:00am-12:00pm
28	29	30 Foldens Community Hall 10:00-11:30am Aspira Harvest Crossing visit*	<p>Please note that stops are subject to change, and may be cancelled due to inclement weather. Please check our social media pages for updates.</p> <p>*indicates a stop is not for public attendance.</p>			

To: Oxford County Library Board

From: Director of Human Resources and Corporate Services

2026 Q1 Library Business Plan and Budget Update

RECOMMENDATION

1. That the Library Board receives Report 2026-18, 2026 Q1 Library Business Plan and Budget Update, for information.

REPORT HIGHLIGHTS

- Delivery of the 2026 goals and objectives is progressing as planned
- Budget variance report is projecting a year end surplus of \$423

Implementation Points

Staff will continue to monitor spending against the Library's budget and take appropriate action where required. The next financial update for the Board will be in September for the period ending June 30, 2026.

Financial Impact

The 2026 year-end forecast as of March 31, 2026 projects a minor surplus of \$423. Additional detailed information regarding the forecasted variances can be found in Attachment 2 to this report.

Communications

This report is intended to update the Board on the Library's progress in meeting the goals and objectives set out for 2026 and a view of the Q1 budget variance with forecasted year end results.

DISCUSSION

Background

In accordance with the reporting provisions contained within the Long-Term Financial Sustainability Plan, staff have prepared progress updates for each of the approved goals and objectives within the business plan, accompanied by a budget variance report as of March 31, 2026.

Comments

The 2026 Business Plan is progressing as planned. Details regarding each of the goals are provided in Attachment 1.

Staff review the financial activity on a monthly basis for potential areas of concern and to ensure spending will remain within the budget provisions approved by the Board. To date, the financial activity is as expected for the first quarter. The year-to-date expenses and forecast figures as of the end of Q1 2026 are presented in Attachment 2 with no emergency or unplanned expenses recorded or expected.

Staff are currently in discussions with General Motors regarding the donation of a BrightDrop vehicle to the Ox on the Run program. This donation would be valued at roughly \$100,000, reducing the need to finance initial capital costs for the Ox on the Run program from the Library Reserve. However, there are still hurdles to overcome regarding this donation. The vehicle is equipped standard with a single seat for the driver. To properly facilitate the Ox on the Run program, two staff members are needed. This would require the addition of a passenger seat to the donated vehicle. Staff are looking at options and costs to add this passenger seat. Due to the uncertainty of adding the passenger seat, this donation has not been incorporated into the Q1 financial update provided. The Board will be kept informed on developments.

Conclusions

Overall, this report indicates that as of the end of the first quarter of 2026, the Library is well positioned to deliver the 2026 Business Plan and Budget as approved.

SIGNATURES

Departmental Approval:

Original signed by *Amy Smith*

Amy Smith
Director of Human Resources and Corporate Services

Report 2026-18
CORPORATE SERVICES
Board Date: May 19, 2026

Approved for submission:

Original signed by 





Lisa Marie Williams
CEO/Chief Librarian


ATTACHMENTS


Attachment 1 – 2026 Q1 Library Business Plan and Budget Update
Attachment 2 – 2026 Q1 Library Variance Report


Report LIB 2026-18 Attachment 1

Goals and Objectives

Description	2026	2027	2028	Strategic Plan	Status Update
<p>Branch Library Accessibility Audit</p> <p>With assistance from the Oxford County Accessibility Committee, the Library will complete accessibility audits of the following branches: Ingersoll Branch, Norwich Branch, Thamesford Branch, Tillsonburg Branch. The audits will focus on Accessibility for Ontarians with Disabilities Act (AODA) compliance, while also reviewing ways to improve accessibility beyond AODA for library specific items such as shelving, furniture design and space layout.</p>	●			 <p>Goal 3.1: Continuous improvement and results-driven solutions</p> <p>LIBRARY STRATEGIC PLAN</p>  <p>Goal 3: Innovate access to service</p>	<p>Library staff plan to undertake the Accessibility Audit in Q3.</p>
<p>Library Board Orientation Planning</p> <p>The Library CEO and Administrative team will prepare a robust orientation plan for the incoming 2027 Library Board. The plan will include on-site training for Board members, an online document portal, introduction to key staff members, and ongoing virtual training to support further learning.</p>	●			 <p>Goal 3.1: Continuous improvement and results-driven solutions</p> <p>LIBRARY STRATEGIC PLAN</p>  <p>Goal 1: Sustain service excellence</p>	<p>Library staff are currently working on an orientation website to provide new board members with orientation materials. They are also working with the Ontario Library Service to provide governance training to the Library Board in Spring 2027.</p> <p>Staff anticipate planning to be complete by Q4, 2026.</p>

 LIBRARY March Variance Reporting For the Period Ending March 31, 2026					
	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
CAPITAL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION	48,279	337,017	337,017	-	-
92605 R - LIBRARIES - CAPITAL	(42,523)	(331,017)	(331,017)	-	-
TOTAL LIBRARY ADMINISTRATION	5,756	6,000	6,000	-	-
BRANCH LIBRARIES					
61011 TAVISTOCK LIBRARY	10,183	15,000	15,000	-	-
61013 TILLSONBURG LIBRARY	1,832	-	-	-	-
TOTAL BRANCH LIBRARIES	12,015	15,000	15,000	-	-
SPECIAL PROGRAMS					
62006 MOBILE OUTREACH	-	300,000	300,000	-	-
92600 R - LIBRARIES	-	(300,000)	(300,000)	-	-
TOTAL SPECIAL PROGRAMS	-	-	-	-	-
OCL ING					
80000 CAPITAL	-	129,888	129,888	-	-
92605 R - LIBRARIES - CAPITAL	-	(129,888)	(129,888)	-	-
TOTAL OCL ING	-	-	-	-	-
Norwich Library					
80000 CAPITAL	-	12,000	12,000	-	-
92605 R - LIBRARIES - CAPITAL	-	(12,000)	(12,000)	-	-
TOTAL Norwich Library	-	-	-	-	-
TILLSONBURG LIBRARY					
80000 CAPITAL	22,723	25,000	25,000	-	-
92605 R - LIBRARIES - CAPITAL	-	(25,000)	(25,000)	-	-
TOTAL TILLSONBURG LIBRARY	22,723	-	-	-	-
TOTAL CAPITAL	40,494	21,000	21,000	-	-
OCL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION					
REVENUES					
GENERAL REVENUES					
3325 REV - SERVICE RECOVERY FEES	(5,458)	(20,000)	(20,000)	-	-
3332 REV - INTEREST	(812)	(3,500)	(3,500)	-	-
3334 REV - DONATIONS	(541)	-	-	-	-
TOTAL GENERAL REVENUES	(6,811)	(23,500)	(23,500)	-	-
GRANTS AND GOVERNMENT TRANSFERS					
3200 REV - PROVINCIAL GOVT	-	(135,675)	(135,675)	-	-
3203 REV - PROV-PAY EQUITY	-	(3,229)	(3,229)	-	-
TOTAL GRANTS AND GOVERNMENT TRANSFER	-	(138,904)	(138,904)	-	-
TOTAL REVENUES	(6,811)	(162,404)	(162,404)	-	-
EXPENSES					
SALARIES AND BENEFITS					
SALARIES	176,956	820,084	820,084	-	-
HONORARIUM	1,221	5,500	5,500	-	-

 LIBRARY March Variance Reporting For the Period Ending March 31, 2026					
	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
BENEFITS	65,161	267,501	267,501	-	-
TOTAL SALARIES AND BENEFITS	243,338	1,093,085	1,093,085	-	-
OPERATING EXPENSES					
5000 MEETING COSTS	-	200	200	-	-
5002 CREDIT CARD COSTS	50	220	150	(70)	(46.7%)
5012 COMPUTER SOFTWARE & SUPPORT	26,527	44,527	44,700	173	0.4%
5015 ADVERTISING/MARKETING/PROMO	617	21,000	21,000	-	-
5018 TELECOMMUNICATIONS	639	2,580	2,700	120	4.4%
5020 MEMBERSHIP/DUES/SUBSCRIPTIONS	11,133	13,008	13,145	137	1.0%
5021 TRAINING/SEMINARS/CONFERENCE	3,195	18,600	18,600	-	-
5023 POSTAGE	812	9,100	9,100	-	-
5025 TRAVEL-EXPENSES, MILEAGE	1,319	15,000	15,000	-	-
5026 TOOLS/EQUIPMENT PURCHASE	962	5,250	5,250	-	-
5029 R & M - EQUIPMENT	13,562	16,424	16,000	(424)	(2.7%)
5045 OFFICE SUPPLIES/EXPENSES	1,041	5,000	5,000	-	-
5303 INSURANCE	(23,311)	16,130	16,130	-	-
6019 SUPPLIES/PROGRAM EXPENSES	931	11,250	11,250	-	-
6020 BOOKS - HARD COPY	1,971	16,000	16,000	-	-
6023 CULTURAL PROGRAMS	8,714	45,500	45,500	-	-
6024 GUIDES & TOOLS	15,769	19,534	20,515	981	4.8%
6028 BOOKS - ELECTRONIC	77,036	271,500	271,500	-	-
TOTAL OPERATING EXPENSES	140,967	530,823	531,740	917	0.2%
CONTRACTED SERVICES					
5050 GARBAGE DISPOSAL	87	200	200	-	-
5308 PURCHASED SERVICES	-	1,000	1,000	-	-
TOTAL CONTRACTED SERVICES	87	1,200	1,200	-	-
INTERDEPARTMENTAL CHARGES	264,346	1,024,154	1,024,154	-	-
TOTAL EXPENSES	648,738	2,649,262	2,650,179	917	0.0%
PROGRAM SURPLUS/(DEFICIT)					
TOTAL PROGRAM SURPLUS/(DEFICIT)	-	-	-	-	-
	641,927	2,486,858	2,487,775	917	0.0%
63000 FUNDRAISING	(15)	-	-	-	-
91600 DC - LIBRARY	6,585	(145,584)	(145,584)	-	-
92141 R - GROWTH - LIBRARY	27,500	15,032	15,032	-	-
92605 R - LIBRARIES - CAPITAL	62,250	249,000	249,000	-	-
TOTAL LIBRARY ADMINISTRATION	738,247	2,605,306	2,606,223	917	0.0%
BRANCH LIBRARIES					
61000 BROWNSVILLE LIBRARY	11,733	45,450	45,422	(28)	(0.1%)
61001 BURGESSVILLE LIBRARY	19,923	92,777	92,813	36	0.0%
61002 EMBRO LIBRARY	9,193	48,036	48,008	(28)	(0.1%)
61003 HARRINGTON LIBRARY	9,898	44,513	44,494	(19)	(0.0%)
61004 INGERSOLL LIBRARY	159,797	798,340	798,340	-	-
61005 INNERKIP LIBRARY	27,889	115,913	115,942	29	0.0%
61006 MT-ELGIN LIBRARY	10,779	54,879	54,838	(41)	(0.1%)

 LIBRARY March Variance Reporting For the Period Ending March 31, 2026					
	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
61007 NORWICH LIBRARY	49,568	299,065	299,028	(37)	(0.0%)
61008 OTTERVILLE LIBRARY	15,328	93,027	92,981	(46)	(0.0%)
61009 PLATTSVILLE LIBRARY	27,063	154,079	154,055	(24)	(0.0%)
61010 PRINCETON LIBRARY	16,720	83,932	83,928	(4)	(0.0%)
61011 TAVISTOCK LIBRARY	64,102	305,340	305,308	(32)	(0.0%)
61012 THAMESFORD LIBRARY	55,486	279,082	279,082	-	-
61013 TILLSONBURG LIBRARY	169,867	856,263	856,209	(54)	(0.0%)
92605 R - LIBRARIES - CAPITAL	44,000	176,000	176,000	-	-
TOTAL BRANCH LIBRARIES	691,346	3,446,696	3,446,448	(248)	(0.0%)
SPECIAL PROGRAMS					
62006 MOBILE OUTREACH	45,354	223,932	223,686	(246)	(0.1%)
TOTAL SPECIAL PROGRAMS	45,354	223,932	223,686	(246)	(0.1%)
TOTAL OCL	1,474,947	6,275,934	6,276,357	423	0.0%
TOTAL LIBRARY	1,515,441	6,296,934	6,297,357	423	0.0%









LIB 2026-18 2026 Q1 Library Business Plan and Budget Update

Final Audit Report

2026-05-12

Created:	2026-05-12
By:	Owen O'Reilly (ooreilly@oxfordcounty.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtWQ2CpOjo08fRMEoihmaVuTIHnbiUTcn

"LIB 2026-18 2026 Q1 Library Business Plan and Budget Update" History

-  Document created by Owen O'Reilly (ooreilly@oxfordcounty.ca)
2026-05-12 - 1:23:56 PM GMT
-  Document emailed to Lisa Marie Williams (lmwilliams@ocl.net) for signature
2026-05-12 - 1:24:01 PM GMT
-  Email viewed by Lisa Marie Williams (lmwilliams@ocl.net)
2026-05-12 - 1:43:47 PM GMT
-  Document e-signed by Lisa Marie Williams (lmwilliams@ocl.net)
Signature Date: 2026-05-12 - 1:44:10 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
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2026-05-12 - 1:44:12 PM GMT
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2026-05-12 - 2:04:13 PM GMT
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Signature Date: 2026-05-12 - 2:04:58 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
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REPORT TO LIBRARY BOARD

Operational Policy Review: Internet Access and Technology Policy – Second Draft

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board approves amendments to the *Internet Access and Technology Policy* as set out in Attachment 1 to Report 2026-19.

REPORT HIGHLIGHTS

- The *Internet Access and Technology Policy*, Attachment 1, was sent back to staff for review at the April 21, 2026 Board Meeting for further review.

IMPLEMENTATION POINTS

The updated 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

Report 2026-19
CORPORATE SERVICES &
HUMAN RESOURCES
Board Date: May 19, 2026

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 information 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>	<p>Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.</p>

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

DISCUSSION

Background

The *Internet Access and Technology Policy* was originally passed in July 2022 as part of Report 2022-15 to replace the *Computer Use and Public Internet Access Policy*.

In 2024, the Library Board reviewed and approved improvements to the *Internet Access and Technology Policy* in November 2024 as part of Report 2024-52.

At the April 21, 2026 meeting, the Board determined that further review was required for section 3.2 Prohibited Use.

Comments

Having reviewed the *Criminal Code*, R.S.O. 1990, c. H. 19, Library staff have determined that providing specific areas of concern from the code should not be included in the Internet Access and Technology Policy. Rather than provide specifics in the policy, branch staff will instead be given examples of violations of the *Criminal Code* when the policy update is provided at the next

Library Staff Development Day in June 2026. This method will allow staff to understand the types of actions that could violate the *Criminal Code* without being overly specific in the policy.

Attachment 1 to this report provides the updated policy with the specific examples removed from both 3.2.1.1 – Criminal Code and 3.2.1.2 – Ontario Human Rights Code.

CONCLUSIONS

The updated *Internet Access and Technology Policy* is intended to provide Library staff and the public with clear guidelines and expectations for public access to the Internet and the use of technology at the Oxford County Library.

This policy will be set for further review every year due to rapid technology changes.

SIGNATURES

Departmental approval:

Original signed b

Lisa Marie Williams
CEO / Chief Librarian

ATTACHMENTS

Attachment 1 Updated *Internet Access and Technology Policy*, 2026 2nd Draft



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

Section:	Operational	Chairperson’s Signature:	
Board Motion Number:	2022-15	Date Approved:	July 11, 2022
Pages:	7	Revision Dates:	November 19, 2024 April 21, 2026

Internet Access and Technology Policy

BACKGROUND

The Oxford County Library is committed to providing internet access and technology resources to members of the public. It is the goal of the Oxford County Library to provide universal access to ideas and knowledge while maintaining a welcoming and supportive environment for all.

Oxford County Library supports the principles of intellectual freedom and equitable access to information, recognizing that access to digital resources and technologies is essential for participation in today’s society.

PURPOSE

This policy provides a framework that demonstrates Oxford County Library’s commitment to open and universal access to technology and internet services that meet the changing needs of the community.

The policy also outlines customer responsibilities for the use of Library technology resources and internet access.

PROCEDURES

1.0 General Information

- 1.1 Oxford County Library, with support from the County of Oxford, provides access to technology and internet resources to ensure universal access.
- 1.2 Customers using Oxford County Library’s equipment and wireless network must abide by the Library’s *Code of Conduct*.
- 1.3 Library staff, at all locations, are committed to supporting customer’s access to the internet and technology use through both informal and formal assistance and training where available.

2.0 Access

- 2.1 Oxford County Library provides access to technology resources and internet services to promote digital literacy and open access to information and online resources to everyone.

2.2 Public Computers / Technology



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- 2.2.1 All customers will have access to in-branch technology, public computers and/or tablet stations. Non-registered visitors may request a guest pass to use the Library's public computers.
- 2.2.2 The Library reserves the right to set time limits or ask customers to limit their time on the public computers and/or other technology. Staff may adjust computer time and scheduling as necessary to ensure equitable access.
- 2.2.3 Food and drinks are not allowed in the public computer or makerspace areas of all Oxford County Library branches.
- 2.2.4 Computer / Technology Use may be denied if a customer's behaviour violates the Library's *Code of Conduct*.
- 2.2.5 Access to technology / computers will be limited within 10 minutes of closing.
- 2.2.6 Customers should save files to personal storage devices or cloud services. Files saved on public computers will be deleted automatically after a session ends.
- 2.2.7 Customers must log out of all personal accounts when finished using a public computer. The Library cannot guarantee the privacy of accounts left logged in.

2.3 Public Wi-Fi Network

- 2.3.1 The Library's public wi-fi network is available to everyone.
- 2.3.2 Customers must accept the County of Oxford's Public Access Terms and Conditions in order to use the wi-fi network.
- 2.3.3 The Library's public wi-fi network is an unsecured connection. Use of the network is at the customer's own risk. Those using the network are responsible for ensuring that their device is equipped with up-to-date security software.
- 2.3.4 The Oxford County Library and the County of Oxford assume no responsibility for any compromised or lost information through use of the public wi-fi network. This includes, but is not limited to:
 - 2.3.4.1 Electrical surges;
 - 2.3.4.2 Disruption of wireless service;
 - 2.3.4.3 Loss or theft of equipment;
 - 2.3.4.4 Security issues, hacking and viruses.



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2.3.5 Customers may use personal devices in the Library provided cords, equipment, or device use does not create safety hazards or disrupt others. Devices causing a disruption to other customers or the integrity of the network may have access blocked.

2.3.6 Oxford County Library does not provide public access to wired (Ethernet) network connections. Customers may not plug personal devices into Library network ports or equipment.

3.0 Customer Responsibilities

3.1 Privacy

3.1.1 Customers are reminded that the computer workstations and the public wireless network are provided in a public area, therefore privacy is not guaranteed. Others may involuntarily be exposed to material displayed on a computer monitor.

3.1.2 Customers must respect the privacy of others when using the Library's Internet connections.

3.1.3 The Library does not monitor individual internet use; however, activity may be reviewed if required by law or when investigating violations of Library policy. Oxford County IT aggregates all system and network traffic logs for a period of 13 months for all systems. This data is used exclusively to monitor the safety and integrity of the network and systems, not customer activity.

3.2 Prohibited Use

3.2.1 The use of Oxford County Library's digital devices or services, including Wi-Fi and Makerspace technology resources may not include or involve any of the activities listed below.

3.2.1.1 Any violation of the Criminal Code.

3.2.1.2 Any violation of the Ontario Human Rights Code.

3.2.1.3 Any other unlawful activities such as defamatory, discriminatory, fraudulent, harassing, threatening, copyrighted, or obscene material

3.2.1.4 Displaying, recording, sending, or printing overtly sexual, fraudulent, harassing, or obscene messages, content, images, or videos.

3.2.1.5 Any attempts to bypass network security or gain unauthorized access to systems or data



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Board Motion Number:	2022-15	Date Approved:	July 11, 2022
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3.2.1.6 Any violation or infringement on the privacy of other people or organizations.

3.2.1.7 Activities intended to cause harm through the introduction of computer viruses, malware, or any similar software intended to circumvent security or cause disruption of services.

3.3 Responsible Use

- 3.3.1 Customers shall not tamper with or willfully damage equipment.
- 3.3.2 Customers shall not install, download or modify software or system settings on library computers
- 3.3.3 Customers are responsible for any damage or loss that may result from their use of technology resources, including items found in the Library's Makerspaces.
- 3.3.4 Customers are required to pay the repair or replacement costs for damaged devices, equipment or spaces.
- 3.3.5 Failure to return digital devices or equipment borrowed will result in lost fee charges, up to or including full replacement costs.
- 3.3.6 Removal of any digital device or equipment without authorization is considered theft and may lead to legal prosecution.
- 3.3.7 All library customers are expected to use headphones/earbuds when accessing sound files. The Library is not obligated to provide headphones/earbuds.
- 3.3.8 Recording audio, video, or photography using library technology or spaces must respect the privacy of others and comply with the Library's *Code of Conduct* and all other policies.
- 3.3.9 Customers using artificial intelligence (AI) tools (e.g., text, image, or media generators) are responsible for ensuring that their use complies with applicable laws, including copyright and privacy legislation, and aligns with the Library's Code of Conduct. Customers are encouraged to critically evaluate AI-generated content for accuracy, bias, and reliability.

3.4 Compliance

- 3.4.1 Library staff are authorized to end the customer's computer / technology session if they are in violation of this policy or the Library *Code of Conduct*.
- 3.4.2 Anyone who misuses library technology or internet access may have privileges restricted or suspended. Repeated misuse will result in removal



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from the Library and/or suspension of all privileges, exclusion from the Library and/or prosecution.

- 3.4.3 Customers who attempt to use the Library's public computers, internet access or technology for unlawful purposes or to install, modify or delete software will result in removal from the library and/or suspension of all privileges, exclusion from the Library and/or prosecution.

4.0 Children & Teen Use of Internet and Technology

- 4.1 Oxford County Library believes in the freedom of the individual and the rights and obligations of parents and caregivers to develop, interpret, and maintain their own code of values as a family. In support of that belief, parents/caregivers are responsible for supervising or restricting the use of the Library's technology by the children in their care.

Children and teens are entitled to access all information, equipment, and services in the Library.

4.2 Filtering Software

- 4.2.1 The Library's computers and/or tablets are not filtered. Public awareness, digital literacy, and parental guidance remain key to helping children use technology safely and responsibly.
- 4.2.2 Children's tablets / computers are available in many branch locations. These workstations pre-loaded with selected games and activities that do not require an internet connection. Parents are encouraged to review the games on these devices for use by children in their care. The Library may periodically review applications and may add/remove at the Library's sole discretion.

4.3 Parental / Caregiver Responsibility

- 4.3.1 Parents/caregivers are responsible for any damage or loss that may result from a child's use of technological resources, including access privileges to materials or online content they deem appropriate.
- 4.3.2 Library staff cannot act in place of, or absence of, a parent/caregiver and is not responsible for enforcing restrictions which a parent/caregiver may place upon a minor's use of technology.

5.0 Technology Assistance

- 5.1 Oxford County Library staff are committed to help people use or learn about available technology. Library staff may provide basic assistance with technology; however, customers are responsible for their own devices, accounts, files, and personal information.



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- 5.2 Assistance provided by staff may be limited based on staff availability and complexity of the request.
- 5.3 Details on the levels of services offered at Oxford County Library Branches and part of the Library's Outreach Services are detailed in the *Service Delivery Model*.

6.0 Reference and Related Documents

6.1 Oxford County Library Policies

- 6.1.1 Oxford County Library. (2023, May). *Code of Conduct*.
- 6.1.2 Oxford County Library. (2022, July). *Children and Teen Services Policy*.
- 6.1.3 Oxford County Library. (2023, October). *Service Delivery Model*.
- 6.1.4 Oxford County Library. (2024, March). *Oxford County Library Strategic Plan 2024-2028*

6.2 Legislation

- 6.2.1 *Criminal Code*, R.S.O. 1990, c. H. 19.
- 6.2.2 *Human Rights Code*, R.S.O 1990, c. H. 19.

6.3 Position Statements

- 6.3.1 Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries*.
- 6.3.2 Canadian Federation of Library Associations. (2024, October). *Statement on Libraries and the Intellectual Freedom of Children and Youth*.
- 6.3.3 Ontario Library Association. (1998, November). *Position on Children's Rights in the Library*. OLA: Ontario Library Association.
- 6.3.4 Ontario Library Association. (2010, June). *Teen's Rights in the Public Library*. OLA: Ontario Library Association.
- 6.3.5 Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*. OLA: Ontario Library Association.

REPORT TO LIBRARY BOARD

Operational Policy Review: Community Information Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board approves amendments to the *Community Information Policy* as set out in Attachment 1 to Report 2026-20.

REPORT HIGHLIGHTS

- The *Community Information Policy* was last revised on November 15, 2021.
- The policy has been revised to focus on the display and distribution of community information, with information collection to be addressed in other policies currently under review.

IMPLEMENTATION POINTS

The updated 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 Operational 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 information 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 1.2 – 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 2.1 – Create and implement a Communications Strategy to build OCL’s brand awareness and service offerings in the community.</p>	

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

DISCUSSION

Background

The *Community Information Policy* was originally passed in May 2015. The policy was condensed and simplified as part of the 2021 policy review.

Operating as a community hub, the Library plays a vital role to provide access to community information, events, services and resources by utilizing physical and digital displays and community information areas.

Comments

The updated *Community Information Policy* includes the following changes:

- Housekeeping and policy format changes.
- Procedures Section
 - Removal of the Community Information Collection and Services section. This information will be covered in a policy currently under review.

Report 2026-20
CORPORATE SERVICES
& HUMAN RESOURCES
Board Date: May 19, 2026

- Community Information Displays in the Library Section (1.0)
 - 1.1 – Inclusion of language recognizing the space limitations at each location.
 - 1.6 – Stronger language to provide clarity to what type of material will be rejected.
 - 1.6.2 – More inclusive language around religion to remove the Christian bias.
 - 1.6.4 – Though political information is still listed in this section, the text points to section 2.0 for further details.
 - 1.7 – Stronger language on the form of appeal.
- Political / Election Campaign Materials (2.0)
 - Adjusted heading to include all politically focused material.
 - 2.3 – Further explanation of when political materials can be displayed and the responsibility for approval.
- References and Related Documents (3.0)
 - Inclusion of this new heading and the required information below.

CONCLUSIONS

The updated *Community Information Policy* is intended to provide Library staff and the public with clear guidelines and expectations for community information display spaces within branches of the Oxford County Library.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
 CEO / Chief Librarian

ATTACHMENTS

Attachment 1 Updated *Community Information Policy*, 2026
 Attachment 2 Tracked Changes version of the updated policy
 Attachment 3 Current *Community Information Policy*, 2021



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

Section:	Operational	Chairperson’s Signature:	Original signed by: Councillor Marcus Ryan, Board Chair
Board Motion Number:	2021-26	Date Approved:	November 15, 2021
Pages:		Revision Dates:	May 19, 2026

COMMUNITY INFORMATION POLICY

BACKGROUND

Oxford County Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The library encourages the display of bulletins, brochures and posters regarding events so that that residents can fully participate in community activities.

PURPOSE

This policy sets out the types of information suitable for collecting, displaying and distributing in the library.

PROCEDURES

1.0 Community Information Displays in the Library

- 1.1. The Library will make available space to display materials about community activities and events. However, due to space limitations and unique community needs at each location, the Library cannot guarantee that approved materials will be displayed or distributed.
- 1.2. The display of materials does not constitute an endorsement of any group.
- 1.3. Library staff will place, post and remove all materials on the bulletin boards, brochure racks, and other selected displace spaces.
- 1.4. Materials will be accepted on a space-available basis using the following priorities:
 - 1.4.1. Notice of library programs, activities and services.
 - 1.4.2. Notice of community interest from Oxford County and Area Municipalities and agencies.
 - 1.4.3. Notice of cultural, educational and recreational events.
- 1.5. All materials become the property of Oxford County Library, and the Library will dispose of materials as it sees fit.
- 1.6. Oxford County Libraries will not display or distribute:



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

Section:	Operational	Chairperson's Signature:	Original signed by: Councillor Marcus Ryan, Board Chair
Board Motion Number:	2021-26	Date Approved:	November 15, 2021
Pages:		Revision Dates:	May 19, 2026

- 1.6.1. Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations, library policies and procedures.
- 1.6.2. Faith-based materials whose primary purpose is to promote faith; however, local church events such as bazaars, benefitting the community at large, may be displayed. Promotional material for a specific faith, religion, or religious service. However, events by a religious organization that are open to and benefit the community at large may be considered for display.
- 1.6.3. Materials advertising and promoting commercial products and services.
- 1.6.4. Materials that advocate a particular political, sectarian or philosophic position. For further information, please see section 2.0.
- 1.6.5. Petitions, pledge forms, and sign-up sheets.
- 1.6.6. Personal ads and notices including notices of items for sale or rent.
- 1.6.7. Poorly produced materials that are difficult to understand.
- 1.6.8. Multiple copies of the same posting.
- 1.7. Any appeals must be submitted in writing and will be resolved by the CEO/Chief Librarian. The final decision rests with the CEO/Chief Librarian.

2.0 Political / Election Campaign Materials

- 2.1. Materials whose primary focus is partisan or political in nature cannot be displayed or distributed in the Library.
- 2.2. In accordance with the Library's *Use of Library Resources During an Election Policy*, no election signs or posters for a specific candidate or political party may be posted on the grounds of a library branch or in a library facility.
- 2.3. Political materials may be eligible when announcing meetings and forums for discussion of community issues. Material of this nature will require approval by the CEO/Chief Librarian or designet.

3.0 References and Related Documents


3.1. Oxford County Library Policies



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

Section:	Operational	Chairperson's Signature:	Original signed by: Councillor Marcus Ryan, Board Chair
Board Motion Number:	2021-26	Date Approved:	November 15, 2021
Pages:		Revision Dates:	May 19, 2026

3.1.1. Oxford County Library. (2025, September). *Use of Library Resources During an Election Policy.*

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Board Motion Number:	2021-26	Date Approved:	November 15, 2021
Pages:		Revision Dates:	May 19, 2026

COMMUNITY INFORMATION POLICY

BACKGROUND

Oxford County Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The library encourages the display of bulletins, brochures and posters regarding events so that that residents can fully participate in community activities.

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PURPOSE

This policy sets out the types of information suitable for collecting, displaying and distributing in the library.

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PROCEDURES

1.0 Community Information Collection and Services

~~1.1. The Library will collect and keep current information on the services of community agencies and organizations. This will include up to date information on:~~

~~1.1.1. Municipal services~~

~~1.1.2. Community groups~~


~~1.1.3. Educational organizations~~

~~1.1.4. Health and social services agencies~~

~~1.1.5. Recreation and cultural institutions.~~

~~1.2. The Library will provide easy, convenient and confidential access to information on agencies and organizations. All requests to display or distribute materials will be handled in a fair and consistent manner.~~

~~1.3. The Library may choose to provide community information in print and/or electronic format.~~

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~~1.4. The Library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Library staff will also refer individuals to other sources of community~~

~~1.5. information, for example, Ontario 211: Community and Social Services Help Line when appropriate.~~

~~1.6. Patron confidentiality will always be respected.~~

2.01.0 Community Information Displays in the Library

~~2.1-1.1.~~ The Library will make available space to display materials about community activities and events. However, due to space limitations and unique community needs at each location, the Library cannot guarantee that approved materials will be displayed or distributed.

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~~2.2-1.2.~~ The display of materials does not constitute an endorsement of any group.

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~~2.3-1.3.~~ Library staff will place, post and remove all materials on the bulletin boards, brochure racks, and other selected display spaces.

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~~2.4-1.4.~~ Materials will be accepted on a space-available basis using the following priorities:

~~2.4-1-1.4.1.~~ Notice of library programs, ~~events,~~ ~~activates~~activities and services.


~~2.4-2-1.4.2.~~ Notice of community interest from ~~local-Oxford~~ County and Area Municipalities and agencies.

~~2.4-3-1.4.3.~~ Notice of cultural, ~~educational~~educational and recreational events.

~~2.5-1.5.~~ All materials become the property of Oxford County Library, and the Library will dispose of materials as it sees fit.

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~~2.6-1.6.~~ ~~The Library reserves the right not to~~ Oxford County Libraries will not display or distribute:

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2.6.1.1.6.1. Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations, library policies and procedures.

2.6.2.1.6.2. Faith-based materials whose primary purpose is to promote faith; however, local church events such as bazaars, benefitting the community at large, may be displayed. Promotional material for a specific faith, religion, or religious service. However, events by a particular religious organization that are open to and benefit the community at large may be considered for display.

2.6.3.1.6.3. Materials advertising and promoting commercial products and services.

2.6.4.1.6.4. Materials that advocate a particular political, sectarian or philosophic position. For further information, please see section 2.0. Partisan or political materials, or materials directed at individual political parties or candidates.

2.6.5.1.6.5. Petitions, pledge forms, and sign-up sheets.

2.6.6.1.6.6. Personal ads and notices including notices of items for sale or rent.

2.6.7.1.6.7. Poorly produced materials that are difficult to understand.


2.6.8.1.6.8. Multiple copies of the same posting.

2.7.1.7. Any appeals must be submitted in writing and will be resolved by the CEO/Chief Librarian. The final decision rests with the CEO/Chief Librarian.

3.02.0 **Political / Election Campaign Materials**

3.1.2.1. Materials whose primary focus is partisan or political in nature cannot be displayed or distributed in the Library.

3.2.2.2. In accordance with the Library's *Use of Library Resources During an Election Policy*, no election signs or posters for a specific candidate or political party may be posted on the grounds of a library branch or in a library facility.

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3-3-2.3. Political materials may be eligible when ~~the~~ announcing meetings and forums for discussion of community issues. Material of this nature will require approval by the CEO/Chief Librarian or designee.

4-03.0 References and Related Documents

4-1-3.1. Oxford County Library Policies

4-1-3.1.1. Oxford County Library. (2025, September). *Use of Library Resources During an Election Policy.*



**OXFORD COUNTY LIBRARY BOARD
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COMMUNITY INFORMATION POLICY

BACKGROUND

Oxford County Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The library encourages the display of bulletins, brochures and posters regarding events in order that residents can fully participate in community activities.

PURPOSE

This policy sets out the types of information suitable for collecting, displaying and distributing in the library.

PROCEDURES

Section A: Community Information Collection and Services

1. The Library will collect and keep current information on the services of community agencies and organizations. This will include up-to-date information on:
 - a) Municipal services
 - b) Community groups
 - c) Educational organizations
 - d) Health and social services agencies and
 - e) Recreation and cultural institutions.
2. The library will provide easy, convenient and confidential access to information on agencies and organizations. All requests to display or distribute materials will be handled in a fair and consistent manner.
3. The library may choose to provide community information in print and/or electronic format.
4. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Library staff will also refer individuals to other sources of community information, for example, Ontario 211: Community and Social Service Help Line (www.Ontario211.ca) when appropriate.
5. Patron confidentiality will always be respected.



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Section B: Community Information Displays in the Library

1. The library will make available space to display materials about community activities and events.
2. The display of material does not constitute an endorsement of any group.
3. Library staff will place, post and remove all materials on the bulletin boards, brochure racks and other selected display spaces.
4. Materials will be accepted on a space-available basis using the following priorities:
 - a) Notices of library programs, events, activities and services.
 - b) Notices of community interest from the local municipalities and agencies.
 - c) Notices of cultural, educational and recreational events.
5. All materials become the property of Oxford County Library, and the library will dispose of materials as it sees fit.
6. The library reserves the right not to display or distribute:
 - a) Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations, library policies and procedures.
 - b) Faith-based materials whose primary purpose is the promotion of faith; however, local church events such as bazaars, benefiting the community at large, may be displayed.
 - c) Materials advertising and promoting commercial products or services.
 - d) Materials that advocate a particular political, sectarian or philosophic position.
 - e) Petitions, pledge forms, and sign-up sheets.
 - f) Personal ads and notices including notices of items for sale or rent.
 - g) Poorly produced materials that are difficult to understand.
 - h) Multiple copies of the same posting.
7. Any appeals must be in writing and will be resolved by the CEO. The final decision rests with the CEO.

Section C: Election Campaign Material

1. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exception:
 - a) Political materials may be eligible when they announce meetings and forums for discussion of community issues.