

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, February 13, 2023, 1:00 p.m.
21 Reeve Street, Woodstock and online
www.oxfordcounty.ca/livestream

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

Proposed Resolution:

Resolved that the Agenda be approved.

3. **DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

4. **MOTION TO DETERMINE THE TERM OF CHAIR AND VICE CHAIR**

Possible Resolutions:

Resolved that the term of the Chair and Vice Chair be four years.

OR

Resolved that the term of the Chair be _____ years and the term of the Vice Chair be _____ years.

And further that the nomination date for election of Chair and Vice Chair be _____.

5. **NOMINATIONS FOR AND ELECTION OF CHAIR**

Proposed Resolutions:

Resolved that _____ be nominated for the position of Chair of the Oxford County Library Board.

Resolved that the nominations for the position of the Chair be closed.

6. **CHAIR PRESIDES OVER BALANCE OF MEETING**

7. **NOMINATIONS FOR AND ELECTION OF VICE CHAIR**

Proposed Resolutions:

Resolved that _____ be nominated for the position of Vice Chair of the Oxford County

Library Board.

Resolved that the nominations for the position of the Vice Chair be closed.

8. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

Proposed Resolution:

Resolved that the Library Board Minutes of November 7, 2022 be adopted.

9. DELEGATIONS AND PRESENTATIONS

9.1 Presentation for Library Board Orientation

10. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

11. CONSIDERATION OF CORRESPONDENCE

12. REPORTS

12.1 2023-01 Key Agenda Items

RECOMMENDATION:

1. That the Library Board receives the Key Agenda Items and Policy Review Framework for information.

12.2 2023-02 Librarian's Report

RECOMMENDATION:

1. That the Board receive Report No: 2023-02 for information and discussion.

12.3 2023-03 2023 Library Board Meeting Schedule

RECOMMENDATION:

1. That the Library Board adopt a schedule for 2023 regular Library Board meetings as set out in Report No.2023-03 with each regular meeting being held at ____ p.m.

12.4 2023-04 OCL Board Member Appointment to Ontario Library Service Board Assembly

RECOMMENDATION:

1. That the Library Board appoint member _____ to represent Oxford County Library Board on the Ontario Library Service Board Assembly for Libraries serving populations of 40,000 to 74,999.

13. UNFINISHED BUSINESS

14. NOTICE OF MOTIONS

15. NEW BUSINESS / ENQUIRIES / COMMENTS

16. CLOSED SESSION

17. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

18. ADJOURNMENT

**OXFORD COUNTY LIBRARY BOARD
MINUTES**

November 7, 2022

Member Present	Chair Marcus Ryan Vice-Chair David Mayberry Warden Larry Martin Councillor Don McKay (arrived at 12:55) Julia Harris
Members Absent	Laura Langford Regina Smith
Staff Present	L.M. Williams, CEO/Chief Librarian L. Buchner, Director of Corporate Services
Staff Absent	L. Mansbridge, Coordinator of Legislative Services/Deputy Clerk

1. CALL TO ORDER

Oxford County Library meets in special session this seventh day of November, 2022 at the Ingersoll Public Library at 12:36 p.m. with Chair Marcus Ryan in the chair.

2. APPROVAL OF AGENDA

RESOLUTION NO 1:

Moved by: David Mayberry

Seconded by: Larry Martin

Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

2. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

NIL

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

RESOLUTION NO 2:

Moved by: David Mayberry

Seconded by: Julia Harris

Resolved that the Library Board Minutes of October 17, 2022 be adopted.

DISPOSITION: Motion Carried

5. DELEGATIONS AND PRESENTATIONS

5.1 Tour of Maker Space - November Maker Month Programs

Verbal Presentation by Lisa Marie Williams and other Ingersoll Branch Staff.

* Deferred to after Unfinished Business

6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

NIL

7. CONSIDERATION OF CORRESPONDENCE

NIL

8. REPORTS

NIL

9. UNFINISHED BUSINESS

9.1 Pending Item

Oxford County Electronic Monitory Policy No. 8.14 adopted by the Board on October 17, 2022 and approved by County Council on October 26, 2022.

RESOLUTION NO 3:

Moved by: Larry Martin

Seconded by: Julia Harris

That the County of Oxford Electronic Monitoring Policy No. 8.14 be received.

DISPOSITION: Motion Carried

10. NOTICE OF MOTIONS

NIL

11. NEW BUSINESS / ENQUIRIES / COMMENTS

11.1 David Mayberry provides thanks to staff for working with Woodstock Public Library on the Gwynne Dyer event, and encouraged staff to host more events of that nature.

11.2 L.M. Williams informs the Board that there could be issues keeping the Plattsville branch open with the impending strike action by CUPE. L.M. Williams is in contact with the School Board and will keep the Board informed.

12. CLOSED SESSION

NIL

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14. ADJOURNMENT

The Oxford County Library Board adjourns its proceedings at 1:15 p.m.

Minutes adopted on _____ by Resolution No. ____.

CHAIR

SECRETARY

To: Oxford County Library Board

From: CEO/Chief Librarian

Key Agenda Items and Policy Review Framework

RECOMMENDATION

- 1. That the Library Board receives the Key Agenda Items and Policy Review Framework for information.**

REPORT HIGHLIGHTS

- The Oxford County Library Board Key Agenda Items list provides an overview of all the annual and regular reports provided to the Library Board and the month that said reports are expected to be brought forward.
- The OCL Policy Review Framework provides an overview of all current library policies and the year in which said policies should be reviewed.

Implementation Points

Library administrative team will work to provide the Key Agenda Items and to the Library Board in a timely manner as projected by the list provided. The library administrative team will also work to provide updated policies to the Library Board within the timeframe set out by the Policy Review Framework.

Should items not be ready according to the schedule, the CEO/Chief Librarian will report to the board on the issues preventing said items to be brought forward in the timeline expected.

Financial Impact

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

Communications

Deadlines for projected Key Agenda Items and policy updates will be communicated internally with Library and Oxford County staff required to complete said items.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
				5.ii.	

DISCUSSION

Background

In fall, 2022, library administration first prepared a Key Agenda Items spreadsheet for the Library Board in order to project the required reports and agenda items for the remainder of the year.

This spreadsheet has been updated and expanded to include a Policy Review Framework to help guide the new Library Board.

Comments

Library staff will update the Key Agenda Items and Policy Review Framework monthly to reflect any anticipated changes or new requirements.

Conclusions

Library staff welcome any comments, discussion, or new items for inclusion in the Key Agenda Items and/or Policy Review framework. Any changes to these items will be adjusted for the March 2023 Library Board meeting.

SIGNATURE

Departmental Approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

Report No: 2022-01
CORPORATE SERVICES
Board Date: February 13, 2023

ATTACHMENTS

Attachment 1 – Key Agenda Items 2023
Attachment 2 – Policy Review Framework 2023 - 2026

Attachment 1 to Report 2023-01



Oxford County Library Board - Key Agenda Items 2023

Agenda items	Feb	Mar	Apr	May	Jun	Sep	Oct	Nov	Dec	Notes
Board Orientation	X	X	X	X	X					2023 Goal
2022 Year End Statistics		X								Yearly Agenda Item
Monthly Statistics		X	X	X	X	X	X	X	X	Regular Agenda Item
Quarterly Metrics and Trends Report				Q1			Q2		Q3	Regular Agenda Item
Monthly Librarian Report	X	X	X	X	X	X	X	X	X	Regular Agenda Item
2023 Business Plan and Budget Update			Q1			Q2		Q3		Regular Agenda Item
2022 Annual Community Report			X							Yearly Agenda Item
2023 Financial Audit			X							Yearly Agenda Item
Technology Plan					X					2023 Goal
Service Delivery Model				X						2023 Goal
2024 Business Plan						X				2024 Planning
2024 Budget Plan							X			2024 Planning

Additional Agenda Items of Note will be added as anticipated.

Attachment 2 to Report 2023-01



Oxford County Library Board - Policy Review Framework 2023 - 2026

Operational Policies	2023	2024	2025	2026	Notes
Oxford County Library Vision, Mission and Values	X				Process
Code of Conduct		X			Reviewed at least once per Board cycle
Children and Teen Services Policy			X		Reviewed at least once per Board cycle
Membership and Circulation Policy			X		Reviewed at least once per Board cycle
Collection Development Policy				X	Reviewed at least once per Board cycle
Community Information Policy				X	Reviewed at least once per Board cycle
Internet and Technology Policy		X		X	Reviewed bi-annually to keep up with new technology needs
Donations, Sponsorship and Fundraising Policy		X			Reviewed at least once per Board cycle
Local History Policy			X		Reviewed at least once per Board cycle
Meeting Room / Study Room Policies		X			Reviewed at least once per Board cycle
Privacy and Access to Personal Information Policy				X	Reviewed at least once per Board cycle
Use of Library Resources During Elections Policy			X		Reviewed as part of planning for next election cycle, will be reviewed earlier should an election be called.
Programming and Outreach Policy		X			Reviewed at least once per Board cycle
Information and Readers' Advisory Policy				X	Reviewed at least once per Board cycle
Diversity and Inclusion Policy	X	X	X	X	Reviewed annually
Indigenous Awareness and Reconciliation Statement	X	X	X	X	Reviewed annually

Oxford County Library Board - Policy Review Framework 2023 - 2026

Governance Policies	2023	2024	2025	2026	Notes
Oxford County Library Board Terms of Reference				X	Reviewed at least once per Board cycle
Advocacy	X				Reviewed at least once per Board cycle
Annual Board Evaluation	X				Reviewed at least once per Board cycle
Board Code of Conduct	X				Reviewed at least once per Board cycle
Board Committees		X			Reviewed at least once per Board cycle
Board Duties and Responsibilities				X	Reviewed at least once per Board cycle
Board Orientation				X	Reviewed at least once per Board cycle
Board Training and Development		X			Reviewed at least once per Board cycle
CEO Performance Appraisal		X			Reviewed at least once per Board cycle
Delegation of Authority			X		Reviewed at least once per Board cycle
Municipal Freedom of Information and Protection of Privacy Act			X		Reviewed at least once per Board cycle
Planning			X		Reviewed at least once per Board cycle
Policy Development			X		Reviewed at least once per Board cycle
Succession Planning		X			Reviewed at least once per Board cycle
Personnel Policies	2023	2024	2025	2026	Notes
County General Policy Manual - Section 5 - Personnel				X	Reviewed at least once per Board cycle
County General Policy Manual - Section 7 - Health and Safety	X				Reviewed at least once per Board cycle
County General Policy Manual - Section 8 - Communications and Technology			X		Reviewed at least once per Board cycle
Accessibility Standards for Customer Service & Multi-Year Accessibly Plan (County)		X			Reviewed at least once per Board cycle

To: Oxford County Library Board

From: CEO/Chief Librarian

Librarian's Report and Monthly Statistics

RECOMMENDATIONS

1. That the Board receive Report No: 2023-02 for information and discussion.

CEO / Chief Librarian

Attended DART's Unlearn Inspiring Positive Change training on January 24th. The session, hosted by Kitchener based UNLEARN, was a facilitated community wide discussion on addressing racism and biases within Oxford County.

Attended a guided tour of Mississauga Library's Hazel McCallion Central Library on January 31st. The tour of the branch construction site was part of the final site visit for the Public Library Leader's course. Four participants were taken through the feasibility study for the project prior to touring the 5-level building currently under construction. The updated Hazel McCallion Central Library will be opening to the public in late fall 2023 and

Lisa Marie received her Certificate in Public Library Leadership from the University of Toronto iSchool and the Canadian Urban Libraries Council (CULC) on Thursday, February 2nd. The 15-month program is designed to engage seasoned library managers who have the desire and potential for the highest levels of leadership in public libraries. It exposes them to themes, experiences, and relationships to augment their preparedness.

Statistics – January 2023

In Attachment 1 to this report, Statistics for:

- Branch Attendance
- Computer Use
- Physical Circulation
- Digital Circulation

Of note: On January 5, 2022 Library branches were closed for in person visits, with only curbside options available. This will be reflected in Branch Attendance, which counted only curbside attendance, and Computer Use statistics. Branches reopened to indoor use, browsing and computer use on Feb. 1, 2022 though indoor spaces and hours were limited.

Report No: 2023-02
CORPORATE SERVICES
Board Date: February 13, 2023

Branch and Programming

Branch Updates

Innerkip Branch has connected with a new private school in the area. This school begun to bring their two classes to the branch for visits and are hoping to have each class visit the library once a month for the remainder of the school year.

Princeton Branch received a donation of a television. Branch staff have set up the television with their Nintendo Wii for older children and tweens.

Tavistock Branch introduced a new Lego using branch donation funds. This new branch feature has proven popular with families. One family was excited to use the library space for visiting with extended family and spent nearly an hour working on models and designs together.



Plattsville Branch partnered with the attached school (Plattsville & District Public School) for World Read Aloud Day on February 1st.

Branch Programming Highlights

Family Literacy Day events were offered at OCL branches throughout the week of January 27th. These events help raise awareness of literacy-related activities for families.

Otterville Branch has begun a Learning Labs program for children ages 7 to 12 to explore the world of STEAM. The first two events this month have proven quite popular with over 10 participants for each event.



Mount Elgin Branch is hosted a Valentine's for Seniors activity, children and families created cards that are being handed out to Seniors by branch staff along with some valentine's goodies. The activity and cards are a big hit with all generations at the branch.

Oxford Reads

Staff at OCL and Woodstock Public Library are gathering library nominations for the long list of potential books for this year's Oxford Reads event. The committee will then narrow the long list to a short list for the public to vote on this Spring. If you are interested in learning more about the program, go to oxfordreads.ca to learn about 2022's book and events.

Black History Month Events and Social Media

OCL staff have been working hard to promote Black History this month. Many events are in partnership with local museums, historical societies or with Oxford Archives.

Ingersoll Branch

Report No: 2023-02
CORPORATE SERVICES
Board Date: February 13, 2023

Saturday, Feb. 18 @ 1:00 PM: Meet Artist Duane Kumala-Thomas to discuss his work on the Ingersoll Underground Railroad Sculpture.

Other special guests include: Councillor Khadijah Haliru, speaking about her story from Nigeria to Brampton to Ingersoll; Historian Heather Rennalls, speaking on Ingersoll's Black history; Councillor Mike Bowman; Oxford Caribbean Canadian Association and more.

Otterville Branch

Thursday, Feb. 23 @ 6:00 PM: Local History Presentation with Gail Lewis from the South Norwich Historical Society. Learn about Black history in Otterville and the restoration and rededication of the African Methodist Episcopal Cemetery.

Tillsonburg Branch

Wednesday, Feb. 22 @ 6:00 PM: Almost Forgotten: Black History in Oxford County, a presentation by Heather Rennalls. This program is provided in partnership with Oxford County Archives.

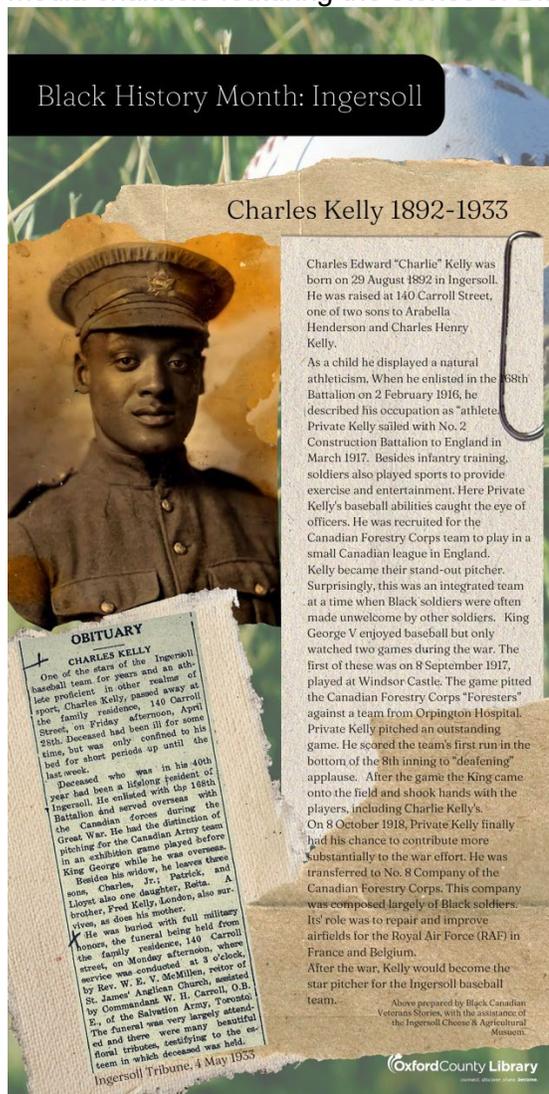
Oxford Black History via Social Media

Report No: 2023-02
CORPORATE SERVICES
Board Date: February 13, 2023

During the month of February, OCL will feature local history information via our social media channels featuring the stories of Black Residents.

Black History Month: Ingersoll

Charles Kelly 1892-1933



Charles Edward "Charlie" Kelly was born on 29 August 1892 in Ingersoll. He was raised at 140 Carroll Street, one of two sons to Arabella Henderson and Charles Henry Kelly.

As a child he displayed a natural athleticism. When he enlisted in the 688th Battalion on 2 February 1916, he described his occupation as "athlete." Private Kelly sailed with No. 2 Construction Battalion to England in March 1917. Besides infantry training, soldiers also played sports to provide exercise and entertainment. Here Private Kelly's baseball abilities caught the eye of officers. He was recruited for the Canadian Forestry Corps team to play in a small Canadian league in England. Kelly became their stand-out pitcher. Surprisingly, this was an integrated team at a time when Black soldiers were often made unwelcome by other soldiers. King George V enjoyed baseball but only watched two games during the war. The first of these was on 8 September 1917, played at Windsor Castle. The game pitted the Canadian Forestry Corps "Foresters" against a team from Orpington Hospital. Private Kelly pitched an outstanding game. He scored the team's first run in the bottom of the 8th inning to "deafening" applause. After the game the King came onto the field and shook hands with the players, including Charlie Kelly's. On 8 October 1918, Private Kelly finally had his chance to contribute more substantially to the war effort. He was transferred to No. 8 Company of the Canadian Forestry Corps. This company was composed largely of Black soldiers. His role was to repair and improve airfields for the Royal Air Force (RAF) in France and Belgium. After the war, Kelly would become the star pitcher for the Ingersoll baseball team.

Obituary: CHARLES KELLY. One of the stars of the Ingersoll baseball team for years and an able pitcher in other realms of life, Charles Kelly, 140 Carroll Street, on Friday afternoon, April 29th, deceased had been ill for some time, but was only confined to his bed for short periods up until the last week. Deceased who was in his 40th year had been a lifelong resident of Ingersoll. He enlisted with the 188th Battalion and served overseas with the Canadian forces during the Great War. He had the distinction of pitching for the Canadian Army team in an exhibition game played before King George while he was overseas. Besides his wife, he leaves three sons, Charles, Jr.; Patrick, and Albert also one daughter, Beata. A brother, Fred Kelly, London, also survives, as does his mother. He was buried with full military honors, the funeral being held from the family residence, 140 Carroll Street, on Monday afternoon, where service was conducted at 3 o'clock by Rev. W. E. V. McMillen, rector of St. James' Anglican Church, assisted by Commandant W. H. Carroll, O.B.E. of the Salvation Army, Toronto. The funeral was very largely attended and there were many beautiful floral tributes, testifying to the esteem in which deceased was held. Ingersoll Tribune, 4 May 1933

Above prepared by Black Canadian Veterans' Stories, with the assistance of the Ingersoll Cheese & Agricultural Museum.

Oxford County Library

Outreach & Teen Services

Teen Book Boxes

This free monthly subscription service for teens ages 12-18 includes a library book, supplies for an activity and some extra goodies for teens. Started in 2021 to provide library services to teens during the pandemic, the program has become a much-loved staple for many teens around the County. Winter, 2023 registration opened in mid-December, and quickly saw over 100 teens registered for the service. Library staff are looking at exploring partnerships with Oxford Tourism and local businesses to include even more goodies for teens in the coming months.

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Ox on the Run

Library Staff are working with County Fleet and Strategic Communications on the planning for OCL's Ox on the Run vehicle. Work includes, mechanical and insurance updates, internal changes and improvements to meet library needs, and wrapping the vehicle for branding purposes.



Outreach / Teen Librarian, Meagan Brennan will be meeting with Social Planning Oxford's Reducing Poverty Together Committee next week to brain storm more ways Ox on the Run can make impacts on poverty rates in the County.

Meagan is also reaching out to OCL mental health partners such as Brightside Youth Hub, Wellkin and CMHA to begin conversations on how Ox on the Run can collaborate.

Systems Librarian, Sarah Adam is working with County IT to secure staff laptops, mobile phone and mi-fi device needs, mobile printing options and all IT needs for circulating of materials from Ox on the Run.

Upcoming Outreach Services

Outreach / Teen Librarian, Meagan Brennan and Brightside Youth Hub are planning pot-luck events to welcome teens and youth into several branches this spring.

Meagan is also working with Upper Deck Youth Centre in Tillsonburg to bring after-school programming back to the centre this spring.

Working with Children's Aid Oxford and Open Door, OCL Outreach Services will be returning to Adam Oliver Housing Co-op in Ingersoll to provide after school programming that includes robotics, crafts and other activities, as well as snacks and homework help. Staff are working with our partners to bring this program back to the Tillsonburg location

Staff News

Ontario Library Association Super Conference

This year Three Oxford County Library Staff presented at the annual OLA Super Conference. Their presentation was titled **Queerifying the Catalogue: 2SLGBTQIA+ Collections and Subject Headings for Meaningful Representation** was a huge success. Sarah Adam, Systems Support Librarian; Ryan van Leeuwen, Library Technician; and Crystal Cooper, Public Service Clerk discussed their work to bring meaningful representation into the library's collections and catalogue via changes to the library's subject headings and book purchases.

Upcoming Events in February

Report No: 2023-02
CORPORATE SERVICES
Board Date: February 13, 2023

Event Name	Branch	Dates
Ingersoll CMHA Wellness Social Group	Ingersoll	Mondays @ 1PM
Tech Help	Ingersoll	Mondays @ 2PM
Crayon Canyon Creations	Ingersoll	Monday, Feb. 13 @ 4PM
Valentine's Day Scavenger Hunt	Tavistock	Week of Valentine's Day
Community Employment Services – Plattsville	Plattsville	Tuesdays, 9AM to 12PM
Purposeful Play Prep for JK	Tavistock	Tuesdays @ 10AM
Ingersoll Coffee & Connect	Ingersoll	Tuesdays @ 10AM
Yarn & Yack	Norwich	Tuesdays, 12:30 to 2:30PM
Kids Coding Club	Brownsville	Tuesdays @ 5PM
Plattsville Storytime	Plattsville	Wednesdays @ 9:30AM
Oxford EarlyON @ Princeton	Princeton	Wednesdays @ 9:30 AM
Shake, Rattle and Read	Ingersoll Tillsonburg	Wednesdays @ 9:30AM
Tales for Tots	Tavistock Thamesford	Wednesdays @ 10AM Wednesdays @ 10:30AM
Community Employment Services – Princeton	Princeton	Wednesdays, 12:00 to 2:00PM
SMART Exercise - Standing Class	Norwich	Wednesdays & Fridays 1:00 to 2:00PM
SMART Exercise – Sitting Class	Norwich	Wednesdays & Fridays 2:15 to 3:15PM
Tech Help	Norwich	Wednesday, Feb. 15 @ 1:00PM
Life Under the Sea Virtual Program	Virtual	Wednesday, Feb. 15 @ 3:00PM
Learning Lab	Otterville	Wednesdays @ 3:00PM
Anti-Valentine's Day Party	Ingersoll	Wednesday, Feb. 15 @ 5:00PM
Writer's Circle	Norwich	Wednesday, Feb. 15 @ 5:00PM
2023 Nature Notes – Exploring Wetlands	Ingersoll	Wednesday, Feb. 15 @ 7:00PM
Read with Me Literacy Help	Norwich	Thursdays
Community Employment Services – Tavistock	Tavistock	Thursday, Feb. 16 11AM

Report No: 2023-02
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Event Name	Branch	Dates
Sip n' Stich	Tillsonburg	Thursday, Feb. 16 @ 1:00PM
Community Employment Services – Thamesford	Thamesford	Thursday, Feb. 16 @ 1:30PM
Squad Zone	Norwich	Thursday, Feb. 16 @ 3:45PM
After School Hangout	Tavistock	Thursday, Feb. 16 @ 4:00PM
Heart Strings – Knitting and Crochet Group	Burgessville	Thursday, Feb. 16 @ 4:30
Local History Talk: Early Postal Communities in Norwich Township	Norwich	Thursday, Feb. 16 @ 5:00PM
Spanish Circle	Norwich	Thursday, Feb. 16 @ 5:00PM
Crafty Night Out – Self Care	Ingersoll	Thursday, Feb. 16 @ 6PM
Tales for Tots	Norwich	Fridays @ 9:30AM
Ukulele Jam for Beginners	Norwich Museum	Saturday, Feb. 18 @ 9:30AM
Family Storytime	Harrington	Saturday, Feb. 18 @ 10:30AM
Lego / K'nex Club	Brownsville	Saturdays @ 11:00AM
Adult Crafternoon: Needle Felting	Tavistock	Saturday, Feb. 18 @ 12:00PM
Underground Railroad – Meet Artist Duane Kumala-Thomas	Ingersoll	Saturday, Feb. 18 @ 1:00PM
Monthly Films for Adults: Fences (2016)	Tillsonburg	Tuesday, Feb. 21 @ 1:00PM
The Write Stuff	Thamesford	Tuesday, Feb 21 @ 2:00PM
Thamesford Book Club	Thamesford	Wednesday, Feb. 22 @ 3:00PM
“Almost Forgotten: Black History in Oxford County” presented by Heather Rennalls	Tillsonburg	Wednesday, Feb. 22 @ 6:00PM
Tillsonburg Homeschool Hub	Tillsonburg	Thursday, Feb. 23 @ 9:30
Free Income Tax Clinic	Ingersoll	Thursday, Feb. 23 @ 10:00AM
Norwich book Club	Norwich	Thursday, Feb. 23 @ 2:00PM
Teen Advisory Group	Virtual	Thursday, Feb. 23 @ 4:00PM

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Event Name	Branch	Dates
Black History in Otterville – presented by Gail Lewis of the South Norwich Historical Society	Otterville	Thursday, Feb. 23 @ 6:00PM
Knits ‘n’ Knots	Thamesford	Friday, Feb. 24 @ 10:00AM
Lunch & Listen	Ingersoll	Friday, Feb. 24 @ 12:00PM
Galaxy in a Jar	Innerkip	Saturday, Feb. 25 @ 10:30AM
Monthly Film Discussion w/ Kanopy	Virtual	Monday, Feb. 27 @ 7:00PM
Family Tree Nuts	Virtual	Tuesday, Feb. 28 @ 1:00PM

To view our Program Calendar, go to:

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

SIGNATURES

Departmental Approval:

Lisa Marie Williams
 CEO/Chief Librarian

ATTACHMENTS

Attachment 1 – Library Statistics January 2023

Attachment 1 to Report 2023-02



Branch Attendance Report for January 2023

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2022	19	12	37	56	55	121	160	88	74	97	123	56	19	898
	2023	86												86	86
BURGESSVILLE	2022	169	180	276	348	312	349	363	419	349	313	260	259	169	3,597
	2023	376												376	376
EMBRO	2022	72	84	135	128	141	151	186	207	130	168	123	105	72	1,630
	2023	149												149	149
HARRINGTON	2022	58	70	90	96	75	127	104	148	117	104	152	102	58	1,243
	2023	134												134	134
INGERSOLL	2022	979	1,824	2,767	2,578	2,544	3,586	3,788	4,120	2,910	3,126	3,986	2,465	979	34,673
	2023	5,370												5,370	5,370
INNERKIP	2022	198	171	290	300	286	336	324	338	274	289	349	190	198	3,345
	2023	385												385	385
MOUNT ELGIN	2022	91	54	76	98	116	145	159	136	119	120	122	95	91	1,331
	2023	140												140	140
NORWICH	2022	324	302	397	610	713	978	1,293	1,668	1,485	1,256	1,414	1,102	324	11,542
	2023	1,456												1,456	1,456
OTTERVILLE	2022	139	131	179	214	209	290	302	370	250	240	265	208	139	2,797
	2023	253												253	253
PLATTSVILLE	2022	294	283	485	416	552	711	734	763	584	474	602	407	294	6,305
	2023	555												555	555
PRINCETON	2022	88	113	94	172	228	240	402	212	219	245	252	164	88	2,429
	2023	279												279	279
TAVISTOCK	2022	302	317	426	525	560	585	756	908	564	696	723	478	302	6,840
	2023	679												679	679
THAMESFORD	2022	178	229	319	431	455	500	737	930	541	588	753	526	178	6,187



Branch Attendance Report for January 2023

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
	2023	672												672	672
TILLSONBURG	2022	2,323	2,725	3,736	3,686	3,373	4,022	4,571	5,258	3,980	4,328	4,664	3,378	2,323	46,044
	2023	4,934												4,934	4,934
	2022	5,234	6,495	9,307	9,658	9,619	12,141	13,879	15,565	11,596	12,044	13,788	9,535	5,234	128,861
	2023	15,468	0	0	0	0	0	0	0	0	0	0	0	15,468	15,468
Change 2022 to 2023		195.5%												195.5%	

Computer Use for January 2023

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
BROWNSVILLE		2022	0	1	0	0	12	16	9	5	8	14	0	0	65	
		2023	10												10	10
	Wireless	2022	12	7	10	19	25	20	59	63	47	39	29	58	12	388
		2023	24												24	24
BURGESSVILLE		2022	0	0	0	0	2	3	1	13	11	1	2	0	0	33
		2023	0												0	0
	Wireless	2022	38	14	19	30	42	44	32	31	34	18	14	12	38	328
		2023	13												13	13
EMBRO		2022	0	0	0	0	2	3	4	1	1	2	0	1	0	14
		2023	1												1	1
	Wireless	2022	53	49	61	120	72	71	285	45	69	75	95	32	53	1,027
		2023	30												30	30
HARRINGTON		2022	0	0	0	0	0	0	1	0	0	0	0	0	1	
		2023	0												0	0
	Wireless	2022	7	12	10	14	6	6	6	7	17	17	23	11	7	136
		2023	10												10	10
INGERSOLL		2022	33	180	224	207	169	220	251	226	227	231	255	238	33	2,223
		2023	272												272	272
	Wireless	2022	53	54	135	103	102	110	146	137	121	87	103	59	53	1,210
		2023	66												66	66
INNERKIP		2022	0	3	11	11	16	30	12	12	8	27	16	6	0	152
		2023	17												17	17
	Wireless	2022	37	32	19	22	56	41	68	21	8	23	30	31	37	388
		2023	10												10	10
MOUNT ELGIN		2022	0	0	1	1	0	0	2	0	0	2	0	0	6	
		2023	0												0	0
	Wireless	2022	11	0	33	45	81	85	36	22	40	53	48	53	11	507
		2023	34												34	34
NORWICH		2022	0	0	3	32	42	31	34	183	214	142	210	136	0	1,027
		2023	158												158	158
	Wireless	2022	345	267	277	363	191	213	237	265	217	233	240	194	345	3,042
		2023	190												190	190

Computer Use for January 2023

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2022	0	6	10	6	9	6	12	19	15	10	11	9	0	113
	2023	15												15	15
	Wireless 2022	14	2	11	11	14	27	72	41	32	24	17	18	14	283
	Wireless 2023	27												27	27
PLATTSVILLE	2022	1	9	15	10	10	4	13	4	3	7	6	7	1	89
	2023	13												13	13
	Wireless 2022	38	75	114	147	123	126	6	13	41	54	149	173	38	1,059
	Wireless 2023	220												220	220
PRINCETON	2022	0	2	0	13	7	17	16	10	7	9	7	3	91	91
	2023	9												9	9
	Wireless 2022	14	1	2	13	17	21	16	13	15	12	10	10	144	144
	Wireless 2023	8												8	8
TAVISTOCK	2022	0	1	5	5	8	5	8	16	21	13	16	9	107	107
	2023	16												16	16
	Wireless 2022	84	8	13	11	24	31	24	22	25	27	22	31	322	322
	Wireless 2023	14												14	14
THAMESFORD	2022	1	7	11	10	14	14	11	17	15	19	17	18	1	154
	2023	13												13	13
	Wireless 2022	37	16	14	26	24	71	107	40	56	63	73	56	37	583
	Wireless 2023	47												47	47
TILLSONBURG	2022	150	251	267	327	350	321	417	496	408	419	390	249	150	3,796
	2023	331												331	331
	Wireless 2022	338	126	652	1,010	863	913	1,143	1,087	895	707	900	550	338	9,184
	Wireless 2023	770												770	770
TOTAL COMPUTER USAGE	2022	1,266	1,123	1,917	2,556	2,269	2,445	3,034	2,814	2,552	2,320	2,699	1,964	1,266	26,959
	2023	2,318	0	0	0	0	0	0	0	0	0	0	0	2,318	2,318
% Change 2022 to 2023		83.1%													

Physical Circulation for January 2023

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2022	234	123	161	288	296	340	388	255	234	177	315	190	234	3,001
	2023	257												257	257
BURGESSVILLE	2022	2,070	1,658	2,665	2,746	2,101	2,212	2,551	3,105	2,484	2,213	2,068	1,585	2,070	27,458
	2023	2,176												2,176	2,176
EMBRO	2022	575	591	761	750	673	733	793	887	676	733	723	690	575	8,585
	2023	710												710	710
HARRINGTON	2022	419	492	733	650	645	594	697	683	651	729	674	709	419	7,676
	2023	648												648	648
INGERSOLL	2022	6,167	6,963	9,840	8,982	8,262	9,227	11,559	12,616	9,370	9,109	9,557	7,748	6,167	109,400
	2023	10,191												10,191	10,191
INNERKIP	2022	1,164	1,293	1,804	1,546	1,485	1,206	1,392	1,477	1,310	1,210	1,306	966	1,164	16,159
	2023	1,420												1,420	1,420
MOUNT ELGIN	2022	785	873	768	839	676	823	815	929	823	721	820	398	785	9,270
	2023	806												806	806
NORWICH	2022	3,418	2,812	2,924	3,719	4,057	4,382	6,034	6,594	4,984	5,130	4,713	3,842	3,418	52,609
	2023	5,262												5,262	5,262
OTTERVILLE	2022	1,097	957	1,730	1,468	1,233	1,593	1,898	1,957	1,339	1,149	1,139	1,403	1,097	16,963
	2023	1,280												1,280	1,280
PLATTSVILLE	2022	1,466	1,392	2,028	1,978	1,910	1,952	2,562	2,718	1,987	1,981	1,967	1,562	1,466	23,503
	2023	2,049												2,049	2,049
PRINCETON	2022	742	872	1,125	1,204	1,034	886	926	1,107	1,134	1,040	1,182	1,219	742	12,471
	2023	1,205												1,205	1,205
TAVISTOCK	2022	1,654	1,720	2,189	2,364	2,382	2,104	2,522	2,958	2,327	2,371	2,376	1,764	1,654	26,731
	2023	2,570												2,570	2,570
THAMESFORD	2022	963	1,257	1,540	1,646	1,706	1,705	2,296	2,527	2,199	1,869	1,802	1,734	963	21,244
	2023	1,980												1,980	1,980
TILLSONBURG	2022	6,263	6,371	7,713	7,836	7,143	7,188	8,147	8,836	7,094	7,578	7,201	6,262	6,263	87,632
	2023	7,588												7,588	7,588
TOTALS:	2022	27,017	27,374	35,981	36,016	33,603	34,945	42,580	46,649	36,612	36,010	35,843	30,072	27,017	422,702
	2023	38,142												38,142	38,142

Digital Circulation for January 2023

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2022	726	644	669	636	561	575	655	641	513	619	766	817	726	7,822
	2023	792												792	792
% Change - Digital TV & Movies		9%												9%	
Digital Magazines and Newspapers *platform change 4/21	2022	2,253	1,325	1,448	1,369	1,692	1,477	1,662	1,627	1,822	2,239	3,051	3,080	2,253	23,045
	2023	3,587												3,587	3,587
% Change - Digital Magazines & Newspapers		59%												59%	
Tumble Books	2022	248	143	162	145	117	138	39	40	10	38	100	57	248	1,237
	2023	92												92	92
% Change - Tumble Books		-63%												-63%	
Digital Music	2022	1,564	1,724	2,837	1,596	2,291	2,430	1,239	1,460	1,605	1,236	1,498	1,965	1,564	21,445
	2023	2,769												2,769	2,769
% Change - Digital Music		77%												77%	
Digital Audiobooks	2022	6,176	5,522	6,153	3,385	3,430	3,424	3,571	3,842	3,536	3,523	3,652	3,565	6,176	49,779
	2023	3,973												3,973	3,973
% Change - Digital Audiobooks		-36%												-36%	
Digital ebooks	2022	6,996	6,315	6,686	6,500	6,464	6,258	6,683	6,827	5,893	6,317	6,055	6,137	6,996	77,131
	2023	6,885												6,885	6,885
% Change - eBooks		-2%												-2%	
TOTAL Digital Circulation	2022	17,963	15,673	17,955	13,631	14,555	14,302	13,849	14,437	13,379	13,972	15,122	15,621	17,963	180,459
	2023	18,098	-	-	-	-	-	-	-	-	-	-	-	18,098	18,098
% Change - Digital Circulation		1%												1%	

Definitions:

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

Digital Magazines and Newspapers include the following: Overdrive Magazines, Zinio (Jan 2021 to April 2021), Press Reader

Digital Music includes the following: Freegal, Hoopla Music

Digital Audiobooks includes the following: Hoopla Audiobooks, Overdrive Audiobooks, Axis 360 Audiobooks

Digital eBooks includes the following: Freading, Hoopla Comics, Hoopla eBooks, Overdrive eBooks, Axis 360 eBooks

To: Oxford County Library Board
From: CEO/Chief Librarian

2023 Library Board Meeting Schedule

RECOMMENDATIONS

1. That the Library Board adopt a schedule for 2023 regular Library Board meetings as set out in Report No. 2023-03 with each regular meeting being held at _____ p.m.

REPORT HIGHLIGHTS

- Establishes a meeting schedule for regular Library Board meetings in 2023 to ensure compliance with the *Public Libraries Act*.

Implementation Points

Upon approval of the 2023 Library Board Meeting Schedule, staff will update the Oxford County Library website for public information.

Financial Impact

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

Communications

Library administrative staff will update the Oxford County Library website and will provide internal communications to all Library and County staff that will be impacted by the new schedule.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.ii.	

DISCUSSION

Background

Report No: 2022-03
CORPORATE SERVICES
Board Date: February 13, 2023

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

Regular Board Meetings must be open to the public, unless a Closed Meeting is warranted by legislation.

Oxford County Library Board meetings have traditionally been held on the third Monday of the month.

Comments

The proposed schedule is presented below for discussion purposes. Any meetings of forthwith committees or special meetings for strategic planning purposes have not been included in the schedule posted for public information.

Meeting Date	Proposed Location
February 13, 2023	Oxford County Administrative Building, Woodstock
March 20, 2023	Oxford County Administrative Building, Woodstock
April 17, 2023	Oxford County Administrative Building, Woodstock
May 15, 2023	Oxford County Administrative Building, Woodstock
June 19, 2023	Oxford County Administrative Building, Woodstock
September 18, 2023	Oxford County Administrative Building, Woodstock
October 16, 2023	Oxford County Administrative Building, Woodstock
November 20, 2023	Oxford County Administrative Building, Woodstock
December 18, 2023	Oxford County Administrative Building, Woodstock

The above schedule outlines 9 meeting dates. These dates should be considered by the Board to provide extra scheduled days should quorum not be met at any given meeting. The extra meeting dates may also allow the Board to complete the Library's Strategic Planning prior to year-end.

Conclusions

The Library Board may adjust the schedule at any time throughout the year, as long as the revised schedule is made publicly available.

SIGNATURE

Departmental Approval:

Report No: 2022-03
CORPORATE SERVICES
Board Date: February 13, 2023

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

To: Oxford County Library Board

From: CEO/Chief Librarian

Board Member Appointment to Ontario Library Service (OLS) Board Assembly

RECOMMENDATION

1. That the Library Board appoint member _____ to represent Oxford County Library Board on the Ontario Library Service Board Assembly for Libraries serving populations of 40,000 to 74,999.

REPORT HIGHLIGHTS

- To appoint a Board Member to attend virtual Ontario Library Service Board Assembly meetings held twice yearly in the Spring and Fall.

Implementation Points

Upon appointing a Board member to the Ontario Library Service Board Assembly, their contact information will be supplied to OLS staff. Board Assembly meeting invitations will be sent directly to the Library Board Member selected to represent Oxford County Library.

Financial Impact

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

Communications

Library staff will update the Library Board section of the website to indicate the OLS representative.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
				5.ii.	

DISCUSSION

Background

Ontario Library Service (OLS) was established through the amalgamation of Ontario Library Service – North (OLS-N) and Southern Ontario Library Service (SOLS) in 2021. With a mandate to deliver programs and services on behalf of the Ontario Ministry of Tourism, Culture and Sport by:

- Increasing cooperation and coordination among Public Library boards and other information providers in order to promote the provision of library services to the public.
- Assist Public Library boards and First Nations public libraries by providing them with services and programs that meet their needs including consultation, training and development services.

Ontario Library Service hosts 9 Board Assemblies based on populations served to represent Ontario public libraries. Oxford County Library's representative will serve in the Board Assembly for populations of 40,000 to 74,999 along with board members from libraries such as Elgin County Library, Middlesex County Library and Region of Waterloo Library.

OLS Board Assembly meetings are held virtually in the Spring and Fall each year. Meetings are a combination of information sharing and updates on various issues of concern to public library boards, including an update from a representative of the Ontario Library Board Association (OLBA).

OLS also offers an email discussion group for Board Assembly members and other interested board members to share comments, questions and best practices about governance and board topics.

More information is available through the [OLS website](#).

Comments

Oxford County Library Board may appoint a member for the entire term of the Board, or for a shorter period of time to allow for more than one Board member to participate.

Report No: 2023-04
CORPORATE SERVICES
Board Date: February 13, 2023

Conclusions

Membership on the OLS Board Assembly is a valuable experience for Board members wishing to gain a greater understanding of library issues and best practices in the wider public library community in Ontario.

SIGNATURE

Departmental Approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian