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AGENDA

OXFORD COUNTY LIBRARY BOARD

Monday, June 20, 2022, 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. **ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING**

   Proposed Resolution:

   Resolved that the Library Board Minutes of May 16, 2022 be adopted.

5. **DELEGATIONS AND PRESENTATIONS**

6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**

7. **CONSIDERATION OF CORRESPONDENCE**

8. **REPORTS**

   8.1.   Statistics

   RECOMMENDATION:

   1.   That the statistics for materials circulation and attendance be received as information.

   8.2.   2022-08 2021 Oxford County Library Financial Statements

   RECOMMENDATION:

   1.   That the Oxford County Library Financial Statements for the year ended December 31, 2021 be accepted.

   8.3.   2022-09 Librarian's Report

RECOMMENDATION:

1. That the Library Board receive the Librarian's Report No. 2022-09 for information and discussion.

8.4. 2022-10 Library Code of Conduct

RECOMMENDATION:

1. That the Library Board approve the revised and updated Code of Conduct, formerly Rules of Conduct, as attached to Report No. 2022-10.

8.5. 2022-11 Collection Development Policy

RECOMMENDATION:

1. That the Library Board approve the revised and updated Collection Development Policy as attached to Report No. 2022-11.

8.6. 2022-12 Oxford County Library Board Adoption of County Policies

RECOMMENDATION:

1. That the Library Board approve formal re-adoption of all County Policies and Forms, as found in the Oxford County General Policy Manual as governing the operation of County library services and staff.

8.7. 2022-13 Policy Review Update

RECOMMENDATION:

1. That the Library Board receive Report No. 2022-13 entitled " Review of Board Policies Update" as information and schedule an additional Board meeting on July 18, 2022 for the purpose of considering policies necessary to meet re-accreditation requirements.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTIONS

11. NEW BUSINESS / ENQUIRIES / COMMENTS

12. CLOSED SESSION

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

14. ADJOURNMENT

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OXFORD COUNTY LIBRARY BOARD

MINUTES

May 16, 2022

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

1. CALL TO ORDER

Oxford County Library Board meets in regular session this sixteenth day of May, 2022, in the Council Chamber, Oxford County Administration Building, Woodstock at 1:00 p.m. with Chair Marcus Ryan in the chair.

RESOLUTION NO. 1

Moved By: David Mayberry
Seconded By: Regina Smith

Resolved that, in accordance with subsection 15(3) of the *Public Libraries Act* R.S.O 1990, the Board hereby appoints Lisa Marie Williams, CEO/Chief Librarian of the Oxford County Library as Secretary of the Oxford Library Board for the remainder of this term of the Oxford County Library Board with authority to delegate duties of the Secretary as deemed appropriate.

DISPOSITION: Motion Carried

2. APPROVAL OF AGENDA

RESOLUTION NO. 2

Moved by: David Mayberry
Seconded by: Julia Harris

Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

2

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

   NIL

4. **ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING**

   RESOLUTION NO. 3

   Moved by: David Mayberry
   Seconded by: Julia Harris

   Resolved that the Library Board Minutes of April 18, 2022 be adopted.

   DISPOSITION: Motion Carried

5. **DELEGATIONS AND PRESENTATIONS**

   NIL

6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**

   NIL

7. **CONSIDERATION OF CORRESPONDENCE**

   NIL

8. **REPORTS**

   8.1   Statistics

   RESOLUTION NO. 4

   Moved by: Julia Harris
   Seconded by: David Mayberry

   Resolved that the statistics for materials circulation and attendance be received as information.

   DISPOSITION: Motion Carried

   8.2   2022-06 Librarian's Report

   RESOLUTION NO. 5

   Moved by: Julia Harris
   Seconded by: Laura Langford

   Resolved that the Oxford County Library Board receive the Librarian's Report No. 2022-06 for information and discussion.

   DISPOSITION: Motion Carried

3

8.3   2022-07 Library Board Terms of Reference 2023

RESOLUTION NO.6

Moved by: Regina Smith
Seconded by: Julia Harris

Resolved that the Oxford County Library Board amend the Terms of Reference as follows:

"The Board shall consist of 7 persons appointed by Council of the County of Oxford of whom not more than 2 shall be members of the said Council and the remainder of whom shall be citizen appointees. "

DISPOSITION: Motion Carried

RESOLUTION NO. 7

Moved by: Regina Smith
Seconded by: Julia Harris

Resolved that the Oxford County Library Board adopt the Terms of Reference for the 2023 session of the board, as attached to Report No. 2022-07, as amended.

DISPOSITION: Motion Carried

9.   UNFINISHED BUSINESS

As a follow up to the delegation of April 18, 2022 by the CAO of the Township of Zorra, Chair Marcus Ryan provides an update related to a proposed administration and community hub facility in the Township of Zorra. Chair Marcus Ryan informs the Board that Zorra Township has not yet made a decision on the new municipal offices.

10.   NOTICE OF MOTIONS

NIL

11.   NEW BUSINESS / ENQUIRIES / COMMENTS

11.1 Introduction to CEO/Chief Librarian Lisa Marie Williams.

12.   CLOSED SESSION

NIL

13.   CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14.   ADJOURNMENT

4

The Oxford County Library Board adjourns its proceedings at 1:55 p.m. until the next meeting scheduled for June 20, 2022 at 1:00 p.m.

Minutes adopted on _____, 2022 by Resolution No._____.

_____

CHAIR

_____

SECRETARY

Branch Attendance Report for May 2022

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	**2019**	90	69	120	107	90	124	167	148	121	149	128	97	476	1410
	2021	16	13	15	18	21	33	33	44	58	30	26	24	83	331
	2022	19	12	37	56	55								179	
BURGESSVILLE	**2019**	443	414	452	432	367	466	467	524	412	532	459	279	2,108	5247
	2021	147	137	152	204	143	175	215	274	248	275	280	176	783	2426
	2022	169	180	276	348	312								1,285	
EMBRO	**2019**	197	192	211	203	214	188	346	225	233	308	168	117	1,017	2602
	2021	72	80	92	72	74	91	92	116	115	82	107	84	390	1077
	2022	72	84	135	128	141								560	
HARRINGTON	**2019**	60	46	66	55	78	54	132	159	66	69	160	84	305	1029
	2021	38	41	53	42	34	46	36	61	62	53	86	65	208	617
	2022	58	70	90	96	75								389	
INGERSOLL	**2019**	8274	6908	8698	8430	7549	7333	7714	7205	6286	6644	6548	5313	39,859	86902
	2021	771	851	1,420	870	930	961	2,545	2,330	1,970	2,311	2,543	1,942	4,842	19444
	2022	979	1,824	2,767	2,578	2,544								10,692	
INNERKIP	**2019**	466	408	515	489	510	438	551	557	445	662	465	379	2,388	5885
	2021	183	197	242	232	204	300	279	318	254	276	260	189	1,058	2934
	2022	198	171	290	300	286								1,245	
MOUNT ELGIN	**2019**	185	156	182	170	212	160	259	198	166	171	175	144	905	2178
	2021	68	59	76	63	66	101	93	90	94	88	105	83	332	986
	2022	91	54	76	98	116								435	
NORWICH	**2019**	1851	1674	1966	1687	1743	1762	2207	2137	2239	1939	2008	1431	8,921	22644
	2021	280	253	281	353	316	378	379	544	511	454	418	302	1,483	4469
	2022	324	302	397	610	713								2,346	

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Branch Attendance Report for May 2022

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2019	336	314	364	337	342	369	473	545	400	404	326	276	1,693	4486
	2021	104	107	119	83	109	148	116	204	236	240	230	168	522	1864
	2022	139	131	179	214	209								872	
PLATTSVILLE	2019	660	611	797	923	860	802	1127	902	789	939	790	629	3,851	9829
	2021	204	269	274	279	287	367	323	410	329	391	319	287	1,313	3739
	2022	294	283	485	416	552								2,030	
PRINCETON	2019	323	273	408	450	417	438	603	422	391	477	401	286	1,871	4889
	2021	76	83	110	105	104	126	113	140	83	122	125	107	478	1294
	2022	88	113	94	172	228								695	
TAVISTOCK	2019	1026	741	1083	940	1014	927	1300	1226	879	1079	918	757	4,804	11890
	2021	229	222	228	232	210	243	270	448	428	398	414	376	1,121	3698
	2022	302	317	426	525	560								2,130	
THAMESFORD	2019	882	717	913	902	993	750	1202	1246	814	1147	1041	787	4,407	11394
	2021	140	164	152	180	171	202	203	278	251	278	287	210	807	2516
	2022	178	229	319	431	455								1,612	
TILLSONBURG	2019	7866	6408	9328	8104	7759	7329	8650	8037	7227	10209	7430	5991	39,465	94338
	2021	806	1,364	2,104	1,935	1,699	1,897	2,799	3,005	4,088	1,808	1,706	2,756	7,908	25967
	2022	2,323	2,725	3,736	3,686	3,373								15,843	
TOTALS:	2019	22,659	18,931	25,103	23,229	22,148	21,140	25,198	23,531	20,468	24,729	21,017	16,570	112,070	264723
	2021	3,134	3,840	5,318	4,668	4,368	5,068	7,496	8,262	8,727	6,806	6,906	6,769	21,328	71362
	2022	5,234	6,495	9,307	9,658	9,619	0	0	0	0	0	0	0	40,313	
Change 2021 to 2022		67.0%	69.1%	75.0%	106.9%	120.2%								89.0%	
Change 2019 to 2022		-76.9%	-65.7%	-62.9%	-58.4%	-56.6%								-64.0%	

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Computer Use for May 2022

			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE		2021	0	0	0	0	0	0	0	0	1	0	0	0	0	1
		2022	0	1	0	0	0								1	
	Wireless	2021	1	1	2	4	7	5	2	12	27	17	13	15	15	106
		2022	12	7	10	19	25								73	
BURGESSVILLE		2021	0	0	0	0	0	0	0	0	0	0	2	0	0	2
		2022	0	0	0	0	2								2	
	Wireless	2021	78	42	25	43	42	51	31	31	48	42	39	22	230	494
		2022	38	14	19	30	42								143	
EMBRO		2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2022	0	0	0	0	2								2	
	Wireless	2021	32	33	42	45	36	40	52	35	87	109	91	75	188	677
		2022	53	49	61	120	72								355	
HARRINGTON		2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2022	0	0	0	0	0								0	
	Wireless	2021	10	7	6	9	8	11	9	10	16	11	18	16	40	131
		2022	7	12	10	14	6								49	
INGERSOLL		2021	0	0	118	0	0	0	121	197	156	194	233	226	118	1,245
		2022	33	180	224	207	169								813	
	Wireless	2021	77	81	123	123	111	243	343	304	229	244	220	157	515	2,255
		2022	53	54	135	103	102								447	
INNERKIP		2021	0	0	0	0	0	0	2	7	8	9	10	5	0	41
		2022	0	3	11	11	16								41	
	Wireless	2021	28	26	51	34	51	58	57	39	40	55	63	48	190	550
		2022	37	32	19	22	56								166	
MOUNT ELGIN		2021	0	0	0	0	0	0	0	0	2	0	0	1	0	3
		2022	0	0	1	1	0								2	
	Wireless	2021	3	7	8	2	10	1	7	20	17	23	10	26	30	134
		2022	11	0	33	45	81								170	
NORWICH		2021	0	0	0	0	0	0	7	13	13	14	9	0	0	56
		2022	0	0	3	32	42								77	
	Wireless	2021	414	316	311	427	475	453	390	376	378	442	442	377	1,943	4,801
		2022	345	267	277	363	191								1,443	

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Computer Use for May 2022

			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE		**2021**	0	0	37	0	0	0	2	2	0	6	11	8	37	66
		2022	0	6	10	6	9								31	
	Wireless	**2021**	14	9	14	88	28	52	55	55	40	17	36	27	153	435
		2022	14	2	11	11	14								52	
PLATTSVILLE		**2021**	0	0	0	0	0	0	0	2	6	5	4	1	0	18
		2022	1	9	15	10	10								45	
	Wireless	**2021**	25	110	90	37	38	27	21	19	107	159	154	85	300	872
		2022	38	75	114	147	123								497	
PRINCETON		**2021**	0	0	0	0	0	0	0	0	0	2	3	2	0	7
		2022	0	2	0	13	7								22	
	Wireless	**2021**	12	6	7	17	31	41	13	16	13	21	15	12	73	204
		2022	14	1	2	13	17								47	
TAVISTOCK		**2021**	0	0	0	0	0	0	4	9	10	5	4	0	0	32
		2022	0	1	5	5	8								19	
	Wireless	**2021**	78	78	71	85	63	39	11	19	89	147	144	144	375	968
		2022	84	8	13	11	24								140	
THAMESFORD		**2021**	0	0	0	0	0	0	1	17	12	3	4	9	0	46
		2022	1	7	11	10	14								43	
	Wireless	**2021**	38	32	71	58	37	46	46	75	86	92	60	44	236	685
		2022	37	16	14	26	24								117	
TILLSONBURG		**2021**	0	0	187	0	0	0	159	172	271	247	287	301	187	1,624
		2022	150	251	267	327	350								1,345	
	Wireless	**2021**	350	277	373	427	429	537	740	935	664	778	719	584	1,856	6,813
		2022	338	126	652	1,010	863								2,989	
TOTAL COMPUTER USAGE		**2021**	1,160	1,025	1,536	1,399	1,366	1,604	2,073	2,365	2,320	2,642	2,591	2,185	6,486	22,266
		2022	1,266	1,123	1,917	2,556	2,269	0	0	0	0	0	0	0	9,131	
% Change 2021 to 2022			9.1%	9.6%	24.8%	82.7%	66.1%								40.8%	

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Physical Circulation for May 2022

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2019	197	156	326	240	189	235	252	254	199	258	240	195	1,108	2,741
	2021	246	103	130	220	170	148	151	176	117	81	56	126	869	1,724
	2022	234	123	161	288	296								1,102	
BURGESSVILLE	2019	1,805	1,504	1,715	1,685	1,482	1,454	1,731	1,759	1,666	1,755	1,657	1,030	8,191	19,243
	2021	1,177	948	825	1,225	1,067	1,244	1,678	2,055	1,652	1,625	1,628	1,860	5,242	16,984
	2022	2,070	1,658	2,665	2,746	2,101								11,240	
EMBRO	2019	664	566	605	623	611	577	614	640	510	628	542	470	3,069	7,050
	2021	630	687	682	566	496	699	600	672	624	479	615	625	3,061	7,375
	2022	575	591	761	750	673								3,350	
HARRINGTON	2019	204	119	241	145	172	214	383	247	197	182	257	286	881	2,647
	2021	303	384	398	355	363	395	394	394	285	204	314	435	1,803	4,224
	2022	419	492	733	650	645								2,939	
INGERSOLL	2019	10,247	8,563	10,320	8,815	8,713	8,591	12,338	11,258	9,006	9,265	8,936	7,910	46,658	113,962
	2021	2,941	3,114	4,404	3,556	3,313	2,993	6,905	6,652	5,516	6,075	6,129	7,765	17,328	59,363
	2022	6,167	6,963	9,840	8,982	8,262								40,214	
INNERKIP	2019	1,632	1,269	1,600	1,699	1,443	1,613	1,649	1,576	1,222	1,618	1,407	1,165	7,643	17,893
	2021	889	970	1,211	986	1,043	1,050	1,160	1,282	975	1,020	933	1,069	5,099	12,588
	2022	1,164	1,293	1,804	1,546	1,485								7,292	
MOUNT ELGIN	2019	654	642	801	770	927	698	864	887	759	691	718	612	3,794	9,023
	2021	661	667	742	466	682	585	456	611	714	735	729	755	3,218	7,803
	2022	785	873	768	839	676								3,941	
NORWICH	2019	5,380	4,657	4,906	4,179	4,387	4,508	5,649	5,421	4,237	4,970	5,132	4,023	23,509	57,449
	2021	2,749	2,432	2,754	2,956	3,214	3,337	3,350	3,435	3,095	3,317	2,708	2,977	14,105	36,324
	2022	3,418	2,812	2,924	3,719	4,057								16,930	
OTTERVILLE	2019	955	973	890	981	805	1,241	1,535	1,430	1,176	1,170	1,160	847	4,604	13,163
	2021	820	685	824	796	892	1,354	1,036	1,373	1,492	1,304	1,346	1,292	4,017	13,214
	2022	1,097	957	1,730	1,468	1,233								6,485	
PLATTSVILLE	2019	1,293	1,164	1,210	1,498	1,366	1,213	1,555	1,399	1,266	1,381	1,260	991	6,531	15,596
	2021	998	1,236	1,184	1,108	1,094	1,323	1,111	1,457	1,167	1,182	1,066	1,193	5,620	14,119
	2022	1,466	1,392	2,028	1,978	1,910								8,774	

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Physical Circulation for May 2022

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
PRINCETON	2019	623	686	746	802	760	667	898	791	637	606	508	488	3,617	8,212
	2021	551	548	710	565	446	654	742	659	534	503	708	773	2,820	7,393
	2022	742	872	1,125	1,204	1,034								4,977	
TAVISTOCK	2019	1,517	1,339	1,689	1,768	1,686	1,794	2,390	2,395	1,750	1,833	1,679	1,243	7,999	21,083
	2021	1,054	1,016	994	984	931	1,321	1,208	1,637	1,349	1,350	1,232	1,408	4,979	14,484
	2022	1,654	1,720	2,189	2,364	2,382								10,309	
THAMESFORD	2019	1,393	1,190	1,363	1,278	1,159	1,146	1,551	1,498	1,239	1,511	1,622	957	6,383	15,907
	2021	983	871	694	1,021	773	879	1,065	949	894	1,175	1,036	1,128	4,342	11,468
	2022	963	1,257	1,540	1,646	1,706								7,112	
TILLSONBURG	2019	9,678	8,280	9,222	8,478	8,068	7,931	10,393	9,503	7,474	8,248	7,717	6,891	43,726	101,883
	2021	4,542	3,833	4,951	4,252	4,076	4,281	6,201	5,791	5,066	5,599	5,632	7,632	21,654	61,856
	2022	6,263	6,371	7,713	7,836	7,143								35,326	
TOTALS:	2019	36,242	31,108	35,634	32,961	31,768	31,882	41,802	39,058	31,338	34,116	32,835	27,108	167,713	405,852
	2021	18,544	17,494	20,503	19,056	18,560	20,263	26,057	27,143	23,480	24,649	24,132	29,038	94,157	268,919
	2022	27,017	27,374	35,981	36,016	33,603								159,991	
Change 2021 to 2022		45.7%	56.5%	75.5%	89.0%	81.1%								69.9%	
Change 2019 to 2022		-25%	-12%	1%	9%	6%								-5%	

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Digital Circulation for May 2022

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2021	852	764	545	807	768	592	575	607	801	676	637	558	**3,736**	**8,182**
Digital Magazines and Newspapers	2021	1,511	1,189	1,324	615	1,647	1,101	1,015	872	843	1,357	1,367	2,196	**6,286**	**15,037**
*platform change 4/21															
Tumble Books	2021	667	282	364	402	380	266	168	146	125	288	271	329	**2,095**	**3,688**
Digital Music	2021	2,534	2,447	2,409	2,826	2,479	1,944	1,592	1,456	1,754	1,656	1,777	1,567	**12,695**	**24,441**
Digital Audiobooks	2021	5,983	5,412	5,827	5,730	5,844	5,567	5,835	5,989	5,360	5,937	5,604	5,267	**28,796**	**68,355**
Digital ebooks	2021	7,448	6,630	6,851	6,863	7,225	6,953	7,353	7,262	6,228	6,494	6,099	5,967	**35,017**	**81,373**
% Change eBooks		-6%	-5%	-2%	-5%	-11%								**-6%**	
TOTAL Digital Circulation	2021	18,995	16,724	17,320	17,243	18,343	16,423	16,538	16,332	15,111	16,408	15,755	15,884	**88,625**	**201,076**
	2022	17,963	15,673	17,955	13,631	14,555	-	-	-	-	-	-	-	**79,777**	**-**
% Change Digital Circulation		-5%	-6%	4%	-21%	-21%								**-10%**	

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

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

Oxford County Library
connect. discover. share. *become.*

To: **Oxford County Library Board**

From: **Director of Corporate Services**

2021 Oxford County Library Financial Statements

RECOMMENDATION

1. **That the Oxford County Library Financial Statements for the year ended December 31, 2021 be accepted.**

REPORT HIGHLIGHTS

- Long Term Financial Sustainability Plan sustainability measures for 2017 to 2021

- 2021 year end budget surplus is $335,326

Implementation Points

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

Financial Impact

The 2021 year end budget surplus of $335,326 ($661,451 – 2020) was allocated to the library general reserve as approved under the County's 6.20 Reserve Policy.

This report is prepared based on the audited 2021 Oxford County Consolidated Financial Statements.

Communications

The County of Oxford 2021 Consolidated Financial Statements contains Note 15 that refers to the Ministry of Tourism and Culture public library operating grant and pay equity funding in the amounts of $135,675 and $3,229 respectively, which are consolidated in the Statement of Operations and Accumulated Surplus. This note to the County's Consolidated Financial Statements satisfies the Ministry's annual public library funding reporting requirements.

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Strategic Plan (2020-2022)

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

DISCUSSION

Background

As a regional municipality established under the *Municipal Act, 2001*, the Treasurer is required to prepare consolidated financial statements of the County of Oxford that reflect the assets, liabilities, revenues, expenses and changes in investment in tangible capital assets of the County and enterprises accountable to the County and which are owned or controlled by the County. The consolidated financial statements of the County have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA Canada"). The 2021 consolidated financial statements of the County of Oxford have been audited by Scrimgeour & Company, Chartered Accountants, as appointed by County Council in accordance with the *Municipal Act, 2001*.

Attachment 1 to this report is the Oxford County Library Financial Statements for the year ended December 31, 2021, as consolidated in the County of Oxford Financial Statements for the year ended December 31, 2021.

This marks the third year for including a note in the Library's financial statements to address the unpredictability of the ongoing pandemic's impact on library services and its financial position, which states as follows:

> "In 2020, a coronavirus outbreak was declared a pandemic by the World Health Organization which prompted the Government of Ontario to declare a state of emergency on March 17, 2020. As a result of these declarations, significant economic and social impacts have been and continue to be experienced world-wide. As the full extent of impacts from the ongoing pandemic are yet to be determined, estimates contained in these statements, including those based on actuarial assumptions, are subject to change."

Comments

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

Performance regarding 2021 achievements with respect to projects and advancement of the County's strategic plan will form part of the 2021 Annual Report which will be available later this month. Prior to the end of the current Board's term in 2022, the Board will release a Board Legacy report that documents significant achievements and milestones met during their term.

Additionally, Library staff are preparing a 2021 report card of key system performance indicators that, once received by the Board, will be posted on the library website and circulated at all branch locations.

Sustainability measures the degree to which a government can maintain its existing service and financial commitment. Table 1 provides a list of sustainability measures based on the County's 2017 - 2021 financial statements.

Table 1 – Sustainability Indicators

	2017	2018	2019	2020	2021	Trend
Financial assets to liabilities	1.08	1.03	1.51	2.36	2.42	
Total cash and temporary investments to operating expenses	0.03	0.09	0.17	0.22	0.13	
Net working capital to operating expenses	0.23	0.17	0.27	0.48	0.45	
Net debt to total operating revenue	0.19	0.15	0.10	0.07	0.04	
Accumulated surplus to taxable assessment	0.0005	0.0004	0.0004	0.0004	0.0004	
Net debt to taxable assessment	0.00007	0.00005	0.00003	0.00002	0.00001	
Total debt per household	$26	$21	$16	$11	$6	
Current ratio[1]	2.05	1.82	2.43	3.38	2.91	
Taxation rates coverage[2]	0.95	0.92	0.95	1.04	0.95	
Interest coverage[3]	5.55	0.85	20.01	43.65	23.97	
Sustainability ratio[4]	0.72	1.19	0.47	0.51	0.58	
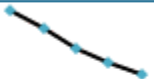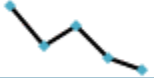
Notes:
[1] current assets/current liabilities - ability to meet short term debt obligations
[2] total tax revenue/total expenses - ability to cover its costs through tax revenue
[3] earnings before interest/borrowing costs - ability to pay interest on outstanding debt
[4] capital expenditures/amortization - net increase or decrease in the asset base

Flexibility Indicators measure the degree to which a municipality can change its debt or tax burden to meet its existing service and financial commitments. Table 2 presents flexibility indicators based on the County's 2017 - 2021 financial statements.

Table 2 – Flexibility Indicators

	2017	2018	2019	2020	2021	Trend
Debt charges to total revenues	0.008	0.006	0.004	0.003	0.002	
Total reserves to operating expenses	0.10	0.16	0.26	0.46	0.44	
Total revenue to taxable assessment	0.0003	0.0003	0.0003	0.0003	0.0003	
Net book value of capital assets to cost of capital assets	0.5423	0.5309	0.5084	0.4852	0.4690	

Vulnerability indicators measure the degree to which a government is dependent on sources of funding from outside its control or influence or the extent to which it is exposed to risks that could impair its existing ability to meet service and financial obligations. Table 3 exhibits a vulnerability indicator based on the County's 2017 - 2021 financial statements.

Table 3 – Vulnerability Indicators

	2017	2018	2019	2020	2021	Trend
Government transfers to total revenues	0.04	0.04	0.03	0.04	0.03	

Budget Surplus

The Financial Statements include a Statement of Financial Position which identifies the assets, liabilities and accumulated surplus as of December 31, 2021. Note 3 to the Financial Statements provides a breakdown of the components of the accumulated surplus which includes invested in tangible capital assets, the Library surplus (budget to actual) discretionary reserves and special purpose reserves.

The budget surplus at December 31, 2021 totaled $335,326 ($661,451 – 2020). The Library's 2022 budget included a contribution from the General Library Reserve equivalent to the 2021 projected surplus of $308,346 in order to minimize the levy increase as our community continues to recover from the financial impacts of the pandemic. This approach reduced the 2022 levy by 7.7% while maintaining healthy reserve balances, including the Library Facilities Reserve with a sufficient balance to fund capital needs over the 10 year period.

The 2021 Library budget operating surplus is explained in Table 4.

Table 4 – Operating Budget Surplus

Description		2021 $
Salaries and benefits	Staff vacancies, savings generated from reduced services due COVID-19	288,054
Operating and program expenses	Software, advertising, training, travel, cultural programs, advertising	53,666
Other	Other expenses/revenues	(6,394)
Library Levy Budget Surplus		**$335,326**

Safe restart funding of $11,872 has been applied against library COVID-19 expenses in 2021.

Conclusions

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

Overall the 2021 Oxford County Library Financial Statements, consolidated with the County of Oxford's 2021 audited financial statements, are supported by an unqualified Auditor's Report dated June 8, 2022.

SIGNATURES

Departmental Approval:

Original signed by:

_____

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

Approved for submission:

Original signed by:

_____

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENT

Attachment 1 – Oxford County Library Board Financial Statements – December 31, 2021

Oxford County Library Board Financial Statements
December 31, 2021

Oxford County Library Board
Statement of Financial Position
As at December 31, 2021 (comparative balances as at December 31, 2020)

	2021	2020
Financial assets		
Cash	$ 526,788	$ 851,118
Accounts receivable	19,921	12,040
Due from the County of Oxford	2,345,492	1,737,835
	2,892,201	2,600,993
Liabilities		
Accounts payable and accrued liabilities	370,567	179,284
Deferred revenue (Note 1)	628,407	593,851
Net long term liabilities (Note 2)	193,979	331,437
	1,192,953	1,104,572
Net financial assets	**1,699,248**	**1,496,421**
Non financial assets		
Tangible capital assets (Schedule 1)	4,381,583	4,565,112
Capital work in progress	191,680	-
Inventory	11,611	4,152
	4,584,874	4,569,264
Accumulated surplus (Note 3)	**$ 6,284,122**	**$ 6,065,685**

The summary of significant accounting policies and notes to the financial statement are an integral part of this financial statement.

Oxford County Library Board
Statement of Operations and Accumulated Surplus
For the year ended December 31, 2021 (comparative figures for year ended December 31, 2020)

	Budget 2021 (Note 4)	Actual 2021	Actual 2020
Revenues			
Property taxes	$ 3,994,008	$ 3,994,008	$ 3,994,008
User fees and charges	23,320	21,721	18,820
Government transfer -Safe Federal Restart	-	11,872	40,781
Government transfer -Provincial	138,904	138,904	138,904
Government transfer -Other	-	615	-
Investment income	-	7,459	9,699
Development charges	212,461	212,461	282,190
Donations	-	25,065	2,547
	4,368,693	4,412,105	4,486,949
Expenses			
Salaries, wages and benefits	2,545,783	2,257,729	2,062,534
Materials and supplies	440,736	448,525	359,547
Contracted services	28,972	57,400	22,466
Interfunctional transfers	1,022,356	992,327	963,244
Interest on long term debt	9,740	9,740	14,983
Amortization	440,439	422,646	431,548
	4,488,026	4,188,367	3,854,322
Excess revenues over expenses (expenses over revenues) before other	**(119,333)**	**223,738**	**632,627**
Other expenses			
Loss on disposal of capital assets	-	(5,301)	(16,741)
Excess revenues over expenses (expenses over revenues)	**(119,333)**	**218,437**	**615,886**
Accumulated surplus, beginning of year	6,065,685	6,065,685	5,449,799
Accumulated surplus, end of year	**$ 5,946,352**	**$ 6,284,122**	**$ 6,065,685**

The summary of significant accounting policies and notes to the financial statement are an integral part of this financial statement.

Oxford County Library Board
Statement of Change in Net Financial Assets (Liabilities)
For the year ended December 31, 2021 (comparative figures for year ended December 31, 2020)

	2021	2020
Excess revenues over expenses	$ 218,437	$ 615,886
Acquisition of tangible capital assets	(244,418)	(221,648)
Amortization of tangible capital assets	422,646	431,548
Loss on sale of tangible capital assets	5,301	16,741
Decrease in prepaid expenses	-	4,549
Decrease (increase) in inventory	(7,459)	2,302
Decrease (increase) in capital work in progress	(191,680)	6,207
Increase in net financial assets	202,827	855,585
Net financial assets, beginning of year	1,496,421	640,836
Net financial assets, end of year	$ 1,699,248	$ 1,496,421

The summary of significant accounting policies and notes to the financial statement are an integral part of this financial statement.

Oxford County Library Board
Statement of Cash Flows
For the year ended December 31, 2021 (comparative figures for year ended December 31, 2020)

	2021	2020
Operating activities		
Excess revenues over expenses	$ 218,437	$ 615,886
Non-cash changes to operations		
Amortization of tangible capital assets	422,646	431,548
Loss on disposal of capital assets	5,301	16,741
Changes in non-cash operating balances		
Accounts receivable	(7,881)	4,594
Due from Oxford County	(607,657)	(571,418)
Accounts payable and accrued liabilities	191,283	39,324
Deferred revenue	34,556	(47,955)
Prepaid expenses		4,549
Inventory	(7,459)	2,302
Net change in cash from operating	249,226	495,571
Capital activities		
Acquisition of tangible capital assets	(244,418)	(221,648)
Decrease (increase) in capital work in progress	(191,680)	6,207
Net change in cash from capital	(436,098)	(215,441)
Financing activities		
Long term debt principal repayments	(137,458)	(137,458)
Net change in cash from financing	(137,458)	(137,458)
Increase (decrease) in cash	**(324,330)**	**142,672**
Cash, beginning of year	851,118	708,446
Cash, end of year	$ **526,788**	$ **851,118**

The summary of significant accounting policies and notes to the financial statement are an integral part of this financial statement.

Oxford County Library Board
Summary of Significant Accounting Policies
December 31, 2021

Management's Responsibility for the Financial Statements

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

Tangible Capital Assets

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

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

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

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

Government Transfer

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

Oxford County Library Board
Summary of Significant Accounting Policies
December 31, 2021

Deferred Revenue

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

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

Revenue Recognition

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

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

Non-Financial Assets

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

Oxford County Library Board
Notes to the Financial Statements
December 31, 2021

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1. Deferred Revenue

The deferred revenue balance is comprised of the following:

	2021	2020
Development charges	$ 446,189	$ 389,409
Donations	182,218	204,442
	$ 628,407	$ 593,851

2. Net Long Term Liabilities

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

	2021	2020
Total long term liabilities incurred on behalf of the Oxford County Library at various rates of interest ranging from 3.22% to 4.65% (2020 - 3.22% to 4.65%) with maturity dates ranging from March 2022 to September 2023	$ 193,979	$ 331,437

(b) Of the net long term liabilities reported in (a) of this note, the minimum principal repayments required are estimated as follows:

2022	$ 110,479
2023	83,500
	$ 193,979

(c) The net interest expense for the year ended December 31, 2021 was $9,740 (2020 - $14,983).

Oxford County Library Board
Notes to the Financial Statements
December 31, 2021

3. Accumulated Surplus

Accumulated surplus consists of individual fund surpluses and reserves as follows:

	2021	2020
Surpluses		
Operating fund	$ 56,202	$ 49,468
Invested in tangible capital assets	4,379,284	4,233,675
	4,435,486	4,283,143
Reserves		
Library	1,848,636	1,782,542
	$ 6,284,122	$ 6,065,685

4. Budget

The Financial Plan (Budget) By-Law adopted by Council on January 13, 2021 was prepared on a modified accrual basis consistent with the requirements of Section 289 of the Ontario Municipal Act, 2001. The 2021 actuals are reported on a full accrual basis which includes; amortization of, gains and losses on disposal of and certain revenues related to, capital assets, but excludes debt repayment, capital asset costs and transfers of accumulated surplus. This is consistent with the Public Sector Accounting Standard. As a result, the budget figures presented in the Statement of Operations and Accumulated Surplus represent the Financial Plan adopted by Council on January 13, 2021 with adjustments as follows:

	2021
Financial Plan (Budget) By-Law surplus for the year	$ -
Add:	
Tangible capital assets	588,965
Debt principal repayment	137,458
Less:	
Amortization	440,439
Transfers from accumulated surplus	405,317
	$ (119,333)

Oxford County Library Board
Notes to the Financial Statements
December 31, 2021

5. **Significant Event**

In 2020, a coronavirus outbreak was declared a pandemic by the World Health Organization which prompted the Government of Ontario to declare a state of emergency on March 17, 2020. As a result of these declarations, significant economic and social impacts have been and continue to be experienced world-wide. As the full extent of impacts from the ongoing pandemic are yet to be determined, estimates contained in these statements, including those based on actuarial assumptions, are subject to change.

Oxford County Library Board
Schedule of Tangible Capital Assets
As at December 31, 2021

Schedule 1

	Cost Dec 31, 2020	Additions	Disposals	Cost Dec 31, 2021	Accumulated Amortization Dec 31, 2020	Amortization	Disposals	Accumulated Amortization Dec 31, 2021	Net Book Value Dec 31, 2021
General									
Land improvements	508,601	-	-	508,601	183,501	14,750	-	198,251	**310,350**
Buildings	5,139,521	-	-	5,139,521	1,835,424	151,938	-	1,987,362	**3,152,159**
Furniture and fixtures	2,180,386	37,447	30,122	2,187,711	2,080,243	31,027	24,822	2,086,448	**101,263**
Machinery and equipment	15,002	27,175	-	42,177	10,220	1,398	-	11,618	**30,559**
Library books	1,564,727	179,796	280,744	1,463,779	733,737	223,533	280,743	676,527	**787,252**
Total Tangible Capital Assets	**$9,408,237**	**$244,418**	**$310,866**	**$9,341,789**	**$4,843,125**	**$422,646**	**$305,565**	**$4,960,206**	**$4,381,583**

![Oxford County Library logo — connect. discover. share. become.]

To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Librarian's Report

RECOMMENDATIONS

1. That the Board receive the Librarian's Report No. 2022-09 for information and discussion.

DISCUSSION

CEO & Chief Librarian Activities

Meetings / Training:
- May 18th – Introduction Meeting w/ David Harvey CEO, Woodstock Public Library
- May 25th – Introduction Meeting w/ Brandon Fratarcangeli, Consultant with Ontario Library Service to review OLS services for CEOs.
- June 1st – Tour of Oxford County Archives
- June 7th – Oxford Local Immigration Partnership meeting
- June 9th – OLS New CEO Networking Meeting
- June 9th – OLC's DEI Committee Meeting
- June 10th – ARUPLO Meeting
- June 14th – Oxford County Orientation and Health & Safety training
- June 15th – Public Library Leaders Human Resources Virtual Discussion with instructors Maureen Sawa, CEO at Greater Victoria Public Library and Jeanne Weissel, Director of People and Culture at Greater Victoria Public Library.
- June 16th – OPLG Council Re-accreditation discussion with OLS Consultant Peggy Malcolm.

Staff Activities

TD Summer Reading Cub
This year's Summer Reading Club theme is Once Upon a Summer Reading Club 2022. Queens, Kings, Knights and Nobles of Oxford County are invited to join the program by using the Summer Reading challenge on Beanstack and by joining in at events across Oxford County. The Summer Reading Club will run from June 13th until September 2nd. More information on the program and events can be found on the Library website at https://www.ocl.net/Programs-events/Summer-Reading-Club.

![Committed to 100% RE | Zero Waste | Zero Poverty logo]

Teen Photography Contest
Staff launched the 7th Annual Teen Photography Contest in June with a deadline to enter by August 19th. This year's contest categories are: Once Upon a Time, Beach Read, Oxford at Work, and Blast from the Past. After the deadline, the community will be encouraged to vote online for their favourite photos. Seven winners will be selected, with winners announced by August 29th. More information, as well as a look at the past two years' contest entries, can be found at: https://www.ocl.net/Programs-events/Teen-Photography-Contest.

Oxford Reads
Oxford Reads announced, a partnership between OCL and Woodstock Public Library, announced the 2022 title for the County wide reading program on June 7th. This summer, County residents will be encouraged to read *Driven: The Secret Lives of Taxi Drivers* by Marcello Di Cintio. The book, selected through community voting this spring, explores the immigration experiences, struggles, survival and perseverance through the lens of Taxi Drivers' stories from across North America.
Staff are currently busy creating programming for the Fall that will culminate with the Virtual Oxford Reads Gala.

Ox on the Run
The Library's Mobile Unit has been busy already this year with visits to the Victory Park in Ingersoll, Foldens Park in South-West Oxford and Coronation Park in Tillsonburg. Staff reported that each stop has been a huge success with families familiar with the library and those new to Mobile Unit taking part in the Ox's fun activities. At the Foldens Family Fun Day, staff greeted dozens of families and made ten new library cards.

The Ox will also be visiting the Drumbo Splash Pad on Friday, June 17th and the Oxford Pride's Family Fun Day in Woodstock on Saturday, June 18th along with the Woodstock Public Library. The Complete Ox on the Run 2022Calendar can be found as Attachment 1 to this report. The ongoing summer calendar will be available on the library website shortly at https://www.ocl.net/Services/Ox-on-the-Run.

Ingersoll Branch
Ingersoll hosted a book sale on May 28th. The event raised just under $300 and was well received by customers and community members. Staff are considering hosting a second book sale later this fall.

The Branch hosted Drag Storytime on Saturday, June 4th with approximately 70 people in attendance. The program received many positive comments from attendees. During the event the Ingersoll OPP also attended and interacted positively with those in attendance.

Ingersoll Branch hosted two vaccination clinics on Thursday, June 9th and Friday, June 10th in partnership with the Ministry of Health and Southwestern Public Health.

The branch currently is undergoing exterior façade work, with replacement of some of the larger windows expected sometime this summer. Staff have placed notices on the library doors, as well as on the library website and social media channels to inform customers that the entrance may be obscured by scaffolding.

Tillsonburg Branch
Tillsonburg hosted their first Drag Storytime the afternoon of Saturday, June 4th with 22 people in attendance. Families enjoyed songs and books about kindness and appreciating people's differences.

Staff Day, May 30th
Ingersoll Branch hosted OCL's in person Staff Day on May 30th. Approximately 30 staff participated in the training event.
The Staff Day Agenda included:
- **EarlyOn Introduction** – Staff from EarlyOn visited to discuss programming and ongoing changes as they move into their new space and continue to offer virtual programs.
- **Support Services / Systems Updates** – Sarah McDonald, Systems Librarian, discussed recent updates to several of the library's support services such as Bibliocommons, Nische Academy and Engage Patrons.
- **Summer Reading Review** – Literacy and Innovation Specialists, Holly Brown and Shannon Van Herzele discussed the Summer Reading Program with staff in preparation for launch on June 13th.
- **Outreach and Teen Services Update** – Meagan Brennan, Outreach and Teen Librarian, introduced OCL's two new summer students to the team and reviewed the summer line up for Ox on the Run. Meagan also discussed the success of the Teen Book Box program and the Teen Advisory Group.
- **Visioning Exercise** – Lisa Marie Williams, CEO & Chief Librarian, took the team through a visioning exercise to help with the revision of the library's current Mission/Vision statement. Ms. Williams will be preparing a report for the Board on the results of that exercise for the Board at a later date.

Tavistock Plant Swap – May 28th
Tavistock Branch hosted their first Plant Swap on May 28th. Branch Supervisor, Amy Cole, and Associate Supervisor, Shelly Paulocik, set up a table outside of the library for the morning and provided plant swapping, seeds from the Seed Library and gardening advice to 31 participants. Ms. Cole used the opportunity to also promote current library services in Tavistock and discuss other potential ideas that the community would like to see at the library.

EarlyON – Prenatal Health Fair
Cristina McLaren, Branch Services Librarian, attended the June 11th EarlyON Prenatal Health Fair at the Goff Hall Reeves Community Complex in Woodstock. She met with new and/or expecting parents to promote Oxford County's library services and programs.

Oxford Rural Entrepreneurs Networking Meeting
Branch Services Librarian, Cristina McLaren also represented OCL at the May 19th. The event hosted over 50 local entrepreneurs. Cristina met with a number of small business owners to highlight the resources available through OCL branches.

The next event will be held in Tavistock on June 16th. Tavistock Branch Supervisor, Amy Coles, will be in attendance to represent the library.

Thamesford Public Library Advisory Committee – Calithumpian Book Sale
TPLAC hosted the annual Calithumpian Book Sale on Saturday, May 21st and Monday, May 23rd. The group reported great attendance for the sale and raised a total of $815.25. Branch Supervisor, Jessica Dertinger, reported that the group is currently planning the return of in person programming by TPLAC for fall and winter programming in 2022, including the group's highly anticipated gingerbread decorating and winter floral demonstrations.

Attachment 2 to this report includes minutes from TPLAC meetings in 2021 and 2022.

Ontario Library Association's Annual Institute on the Library as Place
Ellen Rabie, Ingersoll Community Librarian, will be representing OCL at the July 7th and 8th Annual Institute on the Library as Place in Toronto. This year's theme is Libraries that Work. Ellen will be speaking to the Evolution of Library Space in a Rural / Suburban environment and will showcase the work being done to create OCL's first Library Makerspace.

Staff News

The library welcomed the following new staff members in late May and early June:
- Heather Mathers as the new Tillsonburg Community Librarian
- Genevieve Jane, a Tillsonburg Page, has accepted the position of Public Service Clerk at Tillsonburg.
- Alyssa Stoutenburg has joined the Tavistock Branch as a Page.
- Jeff Gay is joining the Norwich Branch as a Page.
- Asti Bembu Ndule will be joining the Otterville Branch as a Page.
- Melyssa Croft ad Lauren Gillanders have joined the Library Mobile Unit team as our Summer Students.

Over the summer, the library will be saying goodbye to the following staff members:
- Alyssa Routly – Innerkip Page
- Brooke Fewster – Thamesford Page
- Betsy Ingram – Branch Supervisor, Princeton
  Betsy began her career with OCL in 2000 working at the now closed Oxford Centre Branch, before moving to Princeton Library. She has been an excellent representative of the Oxford County Library over the course of her long career. She shows care and support for library community members and has taken special steps to ensure that all are welcomed at the Princeton Library and by extension, all of OCL. She has worked closely with individuals in the Princeton area living with neurodiversity ensuring they feel a sense of safety and belonging at the library branch. She is also commended for her efforts at providing library services to Woodingford Lodge residents, her other County workplace. Her creativity with children's programming and activities has kept local families engaged throughout the years. Always patient, kind, and willing to help in any way she can, Betsy will be truly missed at OCL by the Princeton community and her colleagues and co-workers from across the County.

SIGNATURES

Departmental Approval:

Original signed by:

_____

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 – Ox on the Run Calendar for 2022
Attachment 2 – TPLAC Minutes for 2021 and 2022 meetings

OX ON THE RUN
JUNE 2022

OxfordCounty Library
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MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4 **Drag Storytimes** 11am – Ingersoll Branch 2pm – Tillsonburg Branch	5 **Quiet Earth Book Festival** 1–5pm
6	7	8 **Ox on the Run Victoria Park, Ingersoll** 3–5pm	9	10	11 **Foldens Family Fun Day, Foldens** 10–2pm	12
13	14 **Ox on the Run Coronation Park, Tillsonburg** 4–6pm	15	16	17 **Ox on the Run Drumbo Splash Pad, Drumbo** 2–4pm	18 **Oxford Pride's Family Fun Day, Woodstock** 11–4pm	19
20 Hello Summer	21 **Ox on the Run Hilltop Park, Mt. Elgin** 3–5pm	22 **Ox on the Run Memorial Park, Tillsonburg** 3–5pm	23	24 **Ox on the Run Harold Bishop Park, Norwich** 2–4pm	25	26
27	28 **Ox on the Run Victoria Park, Ingersoll** 4–7pm	29	30 **Ox on the Run Victoria Park, Ingersoll** 12–3pm	Join Oxford County Library outside this summer for storytimes, crafts, and fun for all ages! For more info visit ocl.net/Services/Ox-on-the-Run		

OX ON THE RUN JULY 2022

Oxford County Library
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SUN	MON	TUE	WED	THU	FRI	SAT
Join Oxford County Library outside this summer for storytimes, crafts, and fun for all ages! For more info visit ocl.net/Services/Ox-on-the-Run			*Art in the Park requires registration. Sign up at ocl.net!		**1** Happy Canada Day!	**2**
3	**4** Ox on the Run Coronation Park, Tillsonburg 4–6pm	**5** *Art in the Park Victoria Park, Ingersoll 1–3pm	**6**	**7** Ox on the Run South Lions Park, Thamesford 1–3pm	**8** Norwich Nostalgia Days 8–8pm	**9** Norwich Nostalgia Days 8–3pm
10	**11** Ox on the Run Hilltop Park, Mt. Elgin 4–6pm	**12** Ox on the Run Memorial Park, Embro 1–3pm	**13** Ox on the Run Victoria Park, Ingersoll 12–2pm	**14** Ox on the Run Queens Park, Tavistock 1–3pm	**15**	**16**
17	**18** Ox on the Run Victoria Park, Ingersoll 4–6pm	**19** *Art in the Park Victoria Park, Ingersoll & Coronation Park, Tillsonburg 1–3pm	**20** Ox on the Run Memorial Park, Tillsonburg 2–4pm	**21** Sollgood Social Market, Ingersoll 5–8pm	**22** Ox on the Run Harold Bishop Park, Norwich 10–12pm	**23**
24	**25** Ox on the Run Plattsville Park, Plattsville 1–3pm	**26** Ox on the Run North Park, Thamesford 10–12pm	**27** Ox on the Run Drumbo Park, Drumbo 12–2pm	**28** Ox on the Run Hilltop Park, Mt. Elgin 4–6pm	**29** Ox on the Run Otterville Park, Otterville 2–4pm	**30**

OX ON THE RUN AUGUST 2022

Oxford County Library
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SUN	MON	TUE	WED	THU	FRI	SAT
*Art in the Park requires registration. Sign up at ocl.net!	**1** Civic Holiday	**2** *Art in the Park Victoria Park, Ingersoll 1–3pm	**3**	**4** Ox on the Run Coronation Park, Tillsonburg 12–2pm	**5**	**6**
7	**8** Ox on the Run Southridge Park, Tillsonburg 2–4pm	**9** Ox on the Run South Lions Park, Thamesford 4–6pm	**10** Ox on the Run Harold Bishop Park, Norwich 12–2pm	**11** Ox on the Run Wallace Park, Embro 1–3pm	**12** Ox on the Run Queens Park, Tavistock 11–2pm	**13**
14	**15** Ox on the Run Victoria Park, Ingersoll 12–2pm	**16** *Art in the Park Victoria Park, Ingersoll 1–3pm	**17**	**18** Sollgood Social Market, Ingersoll 5–8pm	**19** Ox on the Run Hilltop Park, Mt. Elgin 11–2pm	**20**
21	**22** Ox on the Run Drumbo Park, Drumbo 2–4pm	**23** *Art in the Park Coronation Park, Tillsonburg 1–3pm	**24** Ox on the Run Harold Bishop Park, Norwich 12–2pm	**25** Ox on the Run Innerkip Park, Innerkip 12–2pm	**26**	**27**
28	**29** Adam Oliver BBQ, Ingersoll 2–4pm	**30** Ox on the Run Otterville Park, Otterville 12–2pm	**31** Dereham Forge BBQ, Tillsonburg 2–4pm	Join Oxford County Library outside this summer for storytimes, crafts, and fun for all ages! For more info visit ocl.net/Services/Ox-on-the-Run		

Thamesford Public Library Advisory Committee Meeting Minutes
Tuesday July 6, 2021 at 6:30pm, informal meeting outdoors at Ellen's home
In Attendance: Ellen Wallace, Ruth Merrill, Bunny Warner, Evelina Prangley and Jessica Dertinger

Regrets: Irene Graham, Sandra Pearson

1) Approval of agenda

2) Review of the June 2020 final report
   - Bunny motioned for approval, seconded by Evelina.

3) Review of Covid year 2020-2021: no formal meetings
   - Adhoc with $150.00 contribution to the Teen Photography Contest summer of 2021. Motion passed with online consensus. FYI only

4) Library report – Jessica
   - Brief review of current library procedures and curbside pickup
   - Potential opening of library at Stage 3 – week of July 26, 2021
   - Proposed hours for Thamesford Library
     - Tuesdays 3:00 – 7:00pm
     - Thursdays 8:00am – 12:00pm
     - Saturday 10:00am – 2:00pm
     - Curbside pickup will remain available
   - Restrictions and occupancy levels will be in place

5) Review of Chair position moving forward
   - Ruth is stepping down and requests that another member consider stepping into to Chair the coming year
   - Evelina volunteered to become Chair for the 2021-2022 year
   - Ellen motioned that Evelina takes over the role of Chair. Seconded by Bunny. AIF

6) Financial report
   - Current bank balance is $731.69 (with an outstanding cheque of $150.00 for the teen photography contest) = $581.69
   - Current petty cash balance is $82.10
   - Total Balance= $663.79
   - Bunny motioned to send a cheque for $50.00 to Susan Hunter for the flower boxes at the front of the library, seconded by Evelina.

7) Book Sale

- Due to physical distancing and occupancy restrictions at the library a date for a potential book sale is unknown. The committee will discuss further at the next meeting in the Fall. More details about restrictions and potential dates will likely be available.

Meeting adjourned at 8:02pm by Ruth
Next meeting is to be determined. Jessica will send an email to connect with the committee toward the end of August.

Thamesford Public Library Advisory Committee Meeting Minutes
Tuesday November 2, 2021 at 7:00pm, Thamesford Library

In Attendance: Sandra Pearson, Bunny Warner, Ruth Merrill, Evelina Prangley and Jessica Dertinger

Regrets: Irene Graham and Ellen Wallace

Approval of agenda - AIF

1) Review of the minutes from July 6, 2021 meeting
   - Sandra motioned for approval, seconded by Bunny.

2) Library report – Jessica
   - Brief review of current library procedures
   - Thamesford Library open to patrons
     - Tuesdays 3:00 – 7:00pm
     - Thursdays 8:00am – 12:00pm
     - Saturday 10:00am – 2:00pm
     - Curbside pickup still available
   - Patrons coming back to the library and happy to be able to come into the branch to browse, branch traffic is comparable to curbside numbers
   - New shelving for teen area to be delivered this week
   - Library programs remain online, at least until New Year
   - Potential for in person programming in the New Year, dependant on case numbers, likely to start with adult programs with proof of vaccination required to attend

3) Financial report
   - Review of the TPLAC Year End Financial Report for Sept. 2020 – Sept. 2021 – see attached
   - Bank balance = $520.44, Petty Cash $82.10
   - Total = $602.54
   - Evelina motioned for approval of Financial Report, seconded by Ruth. AIF.

4) Status of November and December Projects
   i. Christmas Floral Demo – TPLAC would like to align with Library and will not be hosting 2021 Floral Demo – looking forward to 2022 Christmas program
   ii. Gingerbread House Program – Sandra contacted The Olde Bakery Café in Ingersoll who can put together an individually packaged and decorated gingerbread cookie for $1.50 (orders of 6 or more no tax)
       - Jessica will create 60 numbered handouts with seasonal colouring page and space to record 3 seasonal books (author and title), Child's name and age. (Registration sheet corresponding to handouts)

- Children will be able to pick up handouts at the branch starting the week of November 23, 2021 (Library staff will have seasonal book displays at branch)
- Children will return completed handout starting Saturday December 18 and be able to pick up a cookie
- Jessica will create a "Merry Christmas" tag using the TPLAC logo that will be added to the cookie package

- Ruth motioned for the purchase of 5 dozen (60 cookies) at $1.50 to be purchased from The Olde Bakery Café with a pickup date before Saturday December 18. Seconded by Bunny, AIF.

5) Other projects
   i. Write in Thamesford – the Thamesford Writing Club is currently not active
      1. TPLAC will pause the Write in Thamesford project for 2022 but revisit in 2023
   ii. Thamesford Historical Walking Tour – Ellen proposed the creation of a Thamesford walking tour highlighting in town destinations and the local history collection at the library
      1. Everyone agreed that this is an excellent idea and would like to explore the idea further at our next meeting
      2. Things to be discussed – what locations to be highlighted, what the map/brochure/handout will look like and distribution

Meeting adjourned at 8:15pm by Ruth
Next meeting: Tuesday February 8, 2022

Thamesford Public Library Advisory Committee Meeting Minutes
Tuesday March 28, 2022 at 7:00pm, Thamesford Library

In Attendance: Sandra Pearson, Bunny Warner, Ellen Wallace , Evelina Prangley and Jessica Dertinger

Regrets: Irene Graham and Ruth Merrill

1) Approval of agenda - AIF

2) Review of the minutes from November 2, 2021 meeting
   - Evelina motioned for approval, AIF.

3) Library report – Jessica
   a. Brief review of current library procedures
   b. Slow return to regular operations – soft seating returned, restrictions reduced but still wanting to create space for physical distancing
   c. Thamesford Library current hours
      i. Tuesdays 2:00 – 7:00pm
      ii. Wednesday 2:00-7:00pm
      iii. Thursdays 9:00am – 3:00pm
      iv. Fridays 2:00pm – 5:00pm
      v. Saturday 9:00am – 1:00pm
      vi. Curbside pickup still available
      vii. New shelving and furniture for teen area
      viii. Library programs remain online, however plans to have in person programming for most branches to start in May
      ix. Another expansion of hours is planned for April – which will bring the branch back to our regular operating hours at 35 hours per week

4) Financial report
   a. Total balance = $505.79 (includes bank balance and petty cash)
   b. Bank fees of $3.75 per month
   c. Cost of Gingerbread cookies $74.25
   d. Bunny will contact Susan Hunter to see if she is still interested in looking after yellow flower boxes
      i. Cheque for $50.00 and Thank you card signed by TPLAC members will be arranged at next meeting

5) Calithumpian Weekend Book sale
   - Some Calithumpian events taking place and town wide yard sales planned
   - TPLAC will plan to host annual book sale but will need to be mindful of any future restrictions that are announced
   - Book sale dates Saturday May 21 (8am-2pm) and Monday May 23 (11am-3pm)

- Jessica will contact Zorra Township (Stephanie Starchuck) about the availability of the lobby space
- A poster will be made advertising the sale and donations of books at the library starting May 1st (display in library and at post office)

6) Thamesford Historical Walking Tour / Trivia Trail
   1. Everyone agreed that this is an excellent idea
   2. Things to be discussed – what locations to be highlighted, format, prizes and distribution
   3. Further discussion to take place at Tuesday June 7, 2022 meeting

7) Communications
   a. Jessica will send a Village Voice entry for May – include Write in Thamesford 2023, Booksale + donation collection starting at library May 1 and recruitment of new members
   b. Evelina will add a recruitment post to What's Up Thamesford (Facebook)

Meeting adjourned at 8:30pm by Ellen
Next meeting: Tuesday April 12, 2022 at 7pm, Thamesford Library

Thamesford Public Library Advisory Committee Meeting Minutes
Tuesday April 19, 2022 at 7:00pm, Thamesford Library

In Attendance: Sandra Pearson, Bunny Warner, Ellen Wallace, Evelina Prangley, Mandi Morehouse, Andrea Parker-Payne and Jessica Dertinger

Regrets: Irene Graham and Ruth Merrill

1) Welcome to new members – introductions of committee members

2) Approval of agenda – Approved by Bunny, seconded by Ellen. AIF
   - Addition of Thank you card signing and cheque for Susan Hunter

3) Review of the minutes from March 28, 2022 meeting
   i. Approved by Evelina, seconded by Bunny. AIF

4) Library Report
   i. Brief report
   ii. New hours – 35 hours a week
   iii. Tales for Tots story time resuming in May
   iv. Thamesford Book Club resuming in May

5) Financial Report – no updates from March 28

6) Status of upcoming projects
   - Calithumpian Book Sale
     - Setup Friday May 20, 2022 starting at 1pm
       o Mandi
       o Jessica
       o Ellen
       o Evelina (after 3pm)

   i. Saturday May 21, 2022; 8:00am – 2:00pm
      1. Andrea (8 - 12pm)
      2. Jessica (8 - 2pm)
      3. Ellen (8 - ?)
      4. Evelina (9 – 2pm)
      5. Amanda (12 -2pm)

   ii. Monday May 23; 11:00am – 3:00pm
      1. Bunny (11 – 3pm)
      2. Ellen (11 – 3pm)
      3. Evelina (11 – 3pm)
   iii. Jessica will confirm with ING staff the number of leftover items that they can accept for their book sale
   iv. Jessica will contact Calithumpian committee to see if the book sale poster can be posted on their Facebook page

- Thamesford Historical Walking Tour
  - To be discussed at next meeting in June
  - Committee members to consider possible locations

Meeting adjourned at 8:10pm by Ellen
Next meeting: Tuesday June 7, 2022 at 7pm, Thamesford Library

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Code of Conduct

RECOMMENDATION

1. **That the Library Board approve the revised and updated Code of Conduct, formerly Rules of Conduct, as attached.**

REPORT HIGHLIGHTS

- This report will highlight the changes to the *Code of Conduct,* formerly *Rules of Conduct,* as part of the Policy Review schedule.
- The policy update is required as part of the library's re-accreditation process by the Ontario Public Library Guidelines Council.

Implementation Points

The revised *Code of Conduct* will be distributed to staff, once approved. Library Leadership will also review highlights with staff in any upcoming staff meetings.

Financial Impact

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

Communications

Pursuant to Board approval, the revised *Code of Conduct* will be posted on the website. Staff will also look to post the revised *Code of Conduct* in branches where space is available.

Strategic Plan (2020-2022)

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

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Report No: 2022-10
CORPORATE SERVICES
Board Date: June 20, 2022

DISCUSSION

Background

The Library Board last passed an update to the *Rules of Conduct* on December 12, 2016. At a later date, Library staff renamed the policy the *Code of Conduct* in order to remove the punitive nature of the policy name.

The *Ontario Public Library Guidelines* (2022 ed.) requests that libraries provide a "Code of Behaviour" that "informs patrons regarding reasonable behaviour when accessing library services and sets out consequences when these behaviours are not met."

The library's Diversity, Equity and Inclusion (DEI) Committee led the revision of the *Code of Conduct* with an intent to create a more positive and forward-looking document. The DEI Committee strived to also include more plain language to allow both staff and customers to understand the document more quickly.

Comments

The revised *Code of Conduct* is a departure from the previous list of sixteen rules. Instead, the new policy takes on the form of three main principles for positive behaviour in the library, coupled with guidelines for behaviours. The included guidelines for behaviour were written by library staff and were guided by the original sixteen rules of conduct, as well as other behaviours that staff regularly see in the library and in virtual library spaces.

Conclusions

The updated *Code of Conduct* will provide staff and the public with clear, and easy to remember, principles for behaviour.

SIGNATURE

Departmental Approval:

Original signed by:

_____

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment No. 1 – Draft *Code of Conduct* (2022)
Attachment No. 2 – Current *Code of Conduct* as approved by the Library Board on December 12, 2016.

Oxford County **LIBRARY**
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OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

Code of Conduct

BACKGROUND

The Oxford County Library is committed to providing quality service, community support, and equitable access to information in a welcoming and safe environment for our customers and our employees.

The library is a unique gathering place for the diverse communities we serve. As a public library, we respect individual rights, while recognizing that they must be balanced with the rights of others.

PURPOSE

The Oxford County Library *Code of Conduct* is intended to ensure the comfort and safety of all library customers anywhere the library conducts its business, either in person, by phone, or through online services and social media.

Customers are to respect this *Code of Conduct* and to follow all library policies, as well as all municipal, provincial and federal laws, codes, rules and regulations including public health requirements.

PROCEDURES

Be respectful and considerate of others.

- Refrain from foul, abusive, or discriminatory language or actions. They will not be tolerated.
- Speak and work at a soft volume.
- Wear clothing and footwear.
- Bring in only registered guide or service animals.
- Respect others with sensitivities to scents.
- Written permission must be received from subjects of any photos or videos taken of them. Parents or guardians must provide permission for children under the age of 18.
- Obtain permission from the CEO/Chief Librarian or designate to distribute literature or post materials on library property. Solicitation is not permitted in the library.
- Report disruptive behaviour to a library staff member.

Be safe.

- Supervise those in your care at all times.
- Assistive mobility devices are welcome.
- Keep entrances, aisles, hallways, and spaces around you clear.
- Recreational equipment cannot be used in the library.
- The library is not responsible for lost items.
- Leave the building in case of fire, fire drills or other emergencies.
- Respect all library, local and/or provincial health and safety recommendations and requirements.

Oxford County Library connect. discover. share. *become.*		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

Be respectful of library property.

- Eating and drinking are allowed in designated areas only, and at staff discretion.
- Clean up after yourself. Recycle and throw out your garbage in the bins provided.
- Use the library's materials, computers, equipment, furniture, and spaces with care.

This *Code of Conduct* will be applied in a fair and respectful manner for the benefit of all.

Customers that disrespect the policies of the library and/or refuse to modify their behaviour will be asked to leave. Continued problems with library policies and behaviuor may result in the suspension of library privileges, cost-recovery charges, exclusion from the library for a period of time or permenantly and/or prosecution.

Questions about this *Code of Conduct* can be referred to the library administration.

Code of Conduct

Oxford County Library is committed to providing quality service, community support, and access to information in a welcoming environment. The Library's Code of Conduct is intended to ensure the comfort and safety of all library clients. Staff make every effort to apply these rules in a fair and positive manner for the benefit of all.

1. All individuals on library property are expected to be respectful and considerate of others, including fellow clients, library personnel, and library property and to refrain from disruptive, offensive, or abusive behaviour.

2. Children are the sole responsibility of their parents and/or legal guardians while visiting the Library. Children requiring supervision must not be left unattended on library premises.

3. All individuals on library property must wear appropriate attire, including shoes and shirts.

4. Animals and pets are not permitted in the library or within 3 metres of the entrances, with the exception of service animals or those scheduled in library-authorized programs.

5. The Library is a non-smoking facility; smoking, the use of e-cigarettes and vaporizers on Library premises are prohibited.

6. The Library is not responsible for personal belongings of clients. Do not leave items of value unattended. Shopping carts are not permitted inside the library.

7. Public computer workstations are limited to one user at a time, except by staff permission.

8. Eating and drinking are allowed in designated areas only, and at staff discretion.

9. Sporting equipment is not permitted to be used on Library property. This includes, but is not limited to, in-line skates and roller blades, skateboards, and scooters.

10. Loitering that results in disorderly or disruptive behaviour is not allowed on library property at any time.

11. Members of the public are not permitted into non-public areas unless authorized by library staff.

12. Restroom facilities are to be used for their intended purposes only. Vandalism and inappropriate behaviour will not be tolerated.

13. Cell phone users may be directed to make and receive calls outside of the library.

14. Persons, including the media, wishing to film or take photos in the Library must have the permission of library staff.

15. Posting notices, distributing circulars or petitions, soliciting or engaging in any commercial or charitable activity on library property must not be conducted without prior approval of the Library CEO or designate.

16. In any situation where staff think the laws of Ontario or Canada have been contravened the police will be contacted. The Library reserves the right to ask to inspect bags.

Any violations of the Code of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.

Questions about this Code of Conduct can be referred to library administration.

The Code of Conduct was amended by the Oxford County Library Board, December 2016.

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Report No: 2022-11
CORPORATE SERVICES
Board Date: June 20, 2022

To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Collection Development Policy

RECOMMENDATION

1. **That the Library Board approve the revised and updated Collection Development Policy as attached.**

REPORT HIGHLIGHTS

- The updated *Collection Development Policy,* Attachment 1 has been significantly updated from the 2018 *Collection Development Policy*, Attachment 2.
- The policy update is required as part the library's re-accreditation process by the Ontario Public Libraries Guidelines Council.

Implementation Points

The revised *Collection Development Policy* will be distributed to staff, once approved. Library Leadership will also review policy highlights with staff in any upcoming staff meetings.

Financial Impact

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

Communications

Pursuant to Board approval, the policy will be posted on the website.

Strategic Plan (2020-2022)

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

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DISCUSSION

Background

The Library Board last reviewed the *Collection Development Policy* as part of the June 18, 2018 meeting. As a provincially accredited library, Oxford County Library is required to review policies and make required updates and changes to policy as part of the re-accreditation process. The 2022 edition of the Ontario Public Library Guidelines identified two specific areas that required update to the *Collection Development Policy*.

The first area was updates to 14.10 – **Indigenous Awareness and Reconciliation**;

> *"The public library recognizes and embraces the principles of Truth and Reconciliation with Ontario's diverse Indigenous population. The library engages in meaningful dialogue with Indigenous people and First Nation bands. In cases where local Indigenous people and First Nation bands prefer to engage in dialogue with the municipality and not the library, the library stays informed and is available as a supportive resource and partner. Resources available to the public library include meaningful dialogue with Indigenous people and First Nation bands as well as resources and strategies developed by the Canadian and International library community. The library sector acknowledges its need to recognize and embrace the principles of Truth and Reconciliation with Ontario's diverse Indigenous populations.*
>
> *Subject to the frameworks developed by the library sector, as updated and inclusive of dialogue with Indigenous people, three elements should be included in each Library's policy documents.*
> *1) a statement that endorses a Respect and Land Acknowledgement Declaration for original Indigenous peoples;*
> *2) a collection development policy statement that addresses the value of Indigenous collection materials and enables Indigenous authors and content creators to be included and highlighted;*
> *3) a policy statement that highlights the provision of library services for Indigenous people and that can include plans or policies to partner with Indigenous people and their communities"*

While the 2018 Guidelines did require this area in the policy, staff have worked to update and highlight Oxford County Library's commitment to reconciliation by adding the **Indigenous, Inuit and Métis Material** section to the policy. This section expands upon the original language found in the **Background** section of the 2018 policy by addressing specific areas of the Ninety-Four *Calls to Action* that the library will commit to addressing through the policy. The policy will also require staff to collect and promote the *First Nations Community Reads* program and titles each year as a way to continually promote Indigenous, Inuit and Métis authors, illustrators and creators.

The second area referenced in the guidelines for update was the addition of section 14.11 – **Diversity**;

> *"The public library recognizes and embraces the diverse nature of every Ontario community. The Library's governing body endorses a statement on diversity and includes that the library has:*

> 1) *assessed the barriers to accessing its services through an inclusion lens;*
> 2) *created a collection development policy statement regarding the inclusion of diverse materials that enables a broad range of authors, content creators, and experiences to be included and highlighted;*
> 3) *and actively promotes collections and services of a diverse nature."*

By adding the **Diverse and Inclusive Collections** section to the policy, the library commits to specific actions that fulfil the requirements of the guidelines outlined above.

In addition to the updates required by the Ontario Public Library Guidelines (2022), the updated policy has been revised to provide staff better guidance and understanding for collection development.

Comments

The updated *Collection Development Policy* has been significantly changed from the 2018 Board approved policy. The restructuring and expanding of the policy was done to improve understanding and readability; while also updating particular aspects of collection development that have become increasingly needed in the policy.

Some highlights of note in the updated policy:

- Moving **Responsibility of Collection** to the forefront of the procedures to highlight the CEO/Chief Librarian's responsibility for the collection.
- Focusing the **Scope and Size** section on four main areas of importance.
- Explaining the rights of children and teens to the collection; and the importance of parental responsibility for the portions of the library's collection used by said children.
- Including statements of support for the Ontario Library Association's position statements on the *Children's Rights in the Library* and *Teen's Rights in the Library*.
- Updating language on **Selection of Material**; with new guidelines specific to digital collections and resources.
- Providing language regarding material that violates the *Criminal Code*.
- Providing new and/or expanded language for **Indigenous, Inuit and Métis Materials** and **Diverse and Inclusive Collections**.
- Updating language in the former **Withdrawal and Replacement of Items** section as part of the new **Collection Maintenance** section.
- Providing more fulsome details in the **Gifts and Donations** section.
- Removing redundancy from the **Requestion an Item for Purchase** section.
- Providing expanded language on **Intellectual Freedom**.
- Providing expanded language on the **Request to Reconsider Material**.
- Providing expanded **References and Related Documents.**

In updating the policy, staff used a variety of resources including: knowledge of current and potential collection development issues at Oxford County Library and public libraries across North America; recently updated policies from other library systems such as Oakville Public

Library and Woodstock Public Library; and requirements by the Ontario Public Library Guidelines.

Conclusions

The updated *Collection Development Policy* will provide staff with clear guidelines, while informing the public of the processes for the selection, maintenance, access and reconsideration of library materials.

SIGNATURE

Departmental Approval:

Original signed by:

_____

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 – Draft *Collection Development Policy* (2022)
Attachment 2 – Current *Collection Development Policy*, as approved by the Library Board June 18, 2018.

Oxford County Library connect. discover. share. *become.*	OXFORD COUNTY LIBRARY BOARD POLICY MANUAL		
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COLLECTION DEVELOPMENT POLICY

BACKGROUND

The collections at the Oxford County Library are selected and maintained in support of the library's commitment to provide equitable access to ideas and knowledge. The library is committed to making the collections accessible to all by offering a variety of borrowing material.

The Oxford County Library strives to provide collections that:
- recognize the diverse nature, varied backgrounds, and needs of the residents of the many communities that make-up Oxford County;
- represent a wide range of ideas, creative thought, and information within the constraints of availability to purchase, space, and budget; and
- meet present and future literacy, learning, information, culture, and leisure needs of the residents of the communities the library serves.

PURPOSE

This policy serves to provide parameters for the development and maintenance of library collections and to provide a basis for collection evaluation, planning, and budgeting.

PROCEDURES

Responsibility

The Oxford County Library Board delegates the responsibility for library collections to the CEO/Chief Librarian, who may further delegate this responsibility to members of staff who are qualified by reason of education and training.

Collection Scope and Size

1. The library provides a collection of physical, digital, and non-traditional items that is responsive to the needs and interest of the community.

2. Collections shall include, but are not limited to, the following areas:

    a. Fiction and non-fiction for adults, teens, and children;

    b. Magazines and newspapers;

    c. Audio/Visual material;

    d. Local history and items of local interest;

    e. Non-traditional collections such as equipment and technology.

3. Where possible, the library will provide materials in a variety of formats, including physical and digital formats.

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4. Where possible, the library will work to pool resources with other libraries by participating in shared or consortia collections. To provide library customers experiencing print or perceptual disabilities with a broader collection, the library will work with the Centre for Equitable Library Access (CELA) as a member library.

Access to the Collection

1. Except where limited by law, children and teens are entitled to access all materials provided by the library. Oxford County Library believes in the freedom of the individual and the rights and obligations of parents and guardians to develop, interpret, and maintain their own code of values as a family. In support of this belief, parents and/or those responsible for the child are responsible for the selection, usage, and safe return of materials borrowed by the children in their care. No items will be excluded from the library collection because it may come into the possession of children.

2. The library supports the Ontario Library Association's *Position on Children's Rights in the Library* (1998) and *Teen's Rights in the Public Library* (2010).

3. Access to collections will not be restricted based on age of the borrower, except where restrictions are mandated in accordance with provincial or federal legislation.

4. The library may control use of any collection material in order to protect items deemed susceptible to theft or damage, or to ensure the widest possible use of materials by borrowers.

5. Placement of materials is solely at the discretion of the Oxford County Library.

Selection Guidelines

1. The selection of library materials is based on the professional judgement of library staff. In selecting items for inclusion in the library's collections, staff will use professional resources, knowledge, and experience, as well as knowledge of collection space, size, and budget.

2. Some or all of the following criteria may be taken into consideration during the selection process for all materials, whether purchased or donated:

    a. Anticipated or expressed needs and interests of Oxford County's diverse community;

    b. Representation of a diverse range of experiences, including Canadian, Indigenous and/or local perspectives;

    c. Reputation, authority or significance of the creator and/or publisher/producer;

    d. Recommendations and comments of professional and independent critics and reviewers;

    e. Quality of writing, production and/or illustrations;

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    f.   Suitability of style and/or reading level for the intended audience;

    g. Format of material, technical quality and/or effectiveness of medium to content;

    h. Relationship to existing collections;

    i.   Availability through other libraries or institutions;

    j.   Purchase price and other budgetary considerations;

    k. Availability through the Library's regular vendors or wholesalers.

3. The following criteria may be used for consideration of digital collections and resources:

    a. Ease of access;

    b. Hardware / Network requirements;

    c. Comparison of content with other available formats;

    d. Licensing requirements and restrictions;

    e. Staff training and customer assistance requirements;

    f.   Cost considerations in relation to the overall development of the collection.

4. Oxford County Library does not acquire resources that violate the *Criminal Code* (1985) definition of "obscene material," "sedition" or "hate propaganda", and the case law interpreting those provisions, including the application of *The Canadian Charter of Rights and Freedoms* (1982).

Indigenous, Inuit, and Métis Material

1. In the spirit of Truth and Reconciliation and the Ninety-Four *Calls to Action* (National Truth and Reconciliation Commission of Canada, 2015), the Oxford County Library commits to collecting materials related to Indigenous, Inuit and Métis cultures and peoples.

2. The library commits to addressing the following *Calls to Action* (2015, p. 7-8) through collection development activities:

    62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators to:

        i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory educational requirement for Kindergarten to Grade Twelve students.

    69. We call upon Library and Archives Canada to:

        iii. Commit more resources to its public education materials and programming on residential schools.

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3. The library's collections will include titles by and about Indigenous, Inuit, and Métis communities that are representative of Canada and specifically Ontario. The library's collections will include titles presented in the First Nations Community Reads program.

Diverse and Inclusive Collections

1. The Oxford County Library recognizes its responsibility to provide access to material created by diverse authors and creators.

2. With an aim to creating diverse and inclusive collections, the library will:

   a. Seek content created by, and representative of, underrepresented and systemically oppressed groups protected by *The Canadian Charter of Rights and Freedoms* (1982)*.*

   b. Apply an inclusive lens on how materials and resources are catalogued, labeled, displayed, promoted, and withdrawn.

   c. Advocate for inclusive and anti-oppressive cataloguing standards and strive to eliminate systemic oppression found in library classification.

Collection Maintenance

1. An up-to-date, attractive, and useful collection is maintained through continuous and systematic withdrawal of materials to maintain the integrity of the library's collection. This work is essential to ensure the vitality, size, and scope of the overall library collection.

2. Qualified library staff will regularly assess the library's material using some of the following guidelines:

   a. Physical condition;

   b. Accuracy;

   c. Currency;

   d. Usage;

   e. Availability of newer, more up-to-date material;

   f. Relevance to needs and interests of the community;

   g. Ability to meet the scope of the collection;

   h. Space demands of individual branch and/or library system as a whole.

3. Withdrawn material may be discarded, sold, or donated to community groups and organizations.

4. Replacement of items depends upon the demand, availability of more current materials, market availability for repurchase, and the extent of coverage in the collection.

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Gifts and Donations

1. The library accepts donations of new books and other materials that fit the library's selection guidelines as outlined above.

2. Guidelines on the donation material for the collection are available in library branches.

3. The library accepts cash or monetary donations for the purchase of library materials. Specific titles or requests will be added only if they fit the library's selection guidelines as outlined above.

4. The library reserves the right to refuse donations which it deems inappropriate or unsuitable or that do not meet selection guidelines.

5. The library may limit the acceptance of donated materials to specific times or branch locations.

6. Library staff will use the collection maintenance guidelines as outlined above for the withdrawal of donated items.

7. Materials that are not added to the collection will be discarded, sold, or donated.

8. The library does not evaluate donated items for addition to the collection and will not provide a receipt for tax purposes for said items.

Requesting an Item for Purchase

1. Requests from library customers for the purchase of items are accepted and are given due consideration. To make a request, library customers are asked to use the form available on the library's website or speak with a staff member in branch.

2. Requests must meet the following criteria in order to be considered:

    a. Requestor must be a current Oxford County Library cardholder who resides in Oxford County (library barcode is required).

    b. Book requests must include the ISBN for the title being suggested.

3. Requests for local author's/creator's material will be considered based on the selection guidelines as outlined above.

4. The library reserves the right not to respond to unsolicited purchase request emails.

5. Requests not selected for purchase may be diverted to our Interlibrary Loan process, depending on availability.

Intellectual Freedom

1. The Oxford County Library Board has adopted the Canadian Federation of Library Association's (CFLA) *Statement on Intellectual Freedom and Libraries* (2019) and the

Oxford County LIBRARY connect. discover. share. become.		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
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Ontario Library Association's *Statement on Intellectual Freedom and the Intellectual Rights of the Individual* (2020). These statements are available as an addendum to this policy and are available on the library's website.

2. The library's collection development activities incorporate and endorses these Intellectual Freedom statements by endeavoring to make available a wide variety of materials and by encouraging Freedom of Expression and access to library services and resources.

Requests to Reconsider Material

1. The library recognizes that some items are controversial and that any given item may offend some customer. Not all items selected for inclusion in the collection will be suitable for every customer.

2. Library customers who object to material in the collection are asked to complete a written request using the *Request for Reconsideration of Oxford County Library Material* form. These forms are available at branches and on the library's website.

3. Responses to these requests are guided by the Board's position that:

    a. People have the right to reject for themselves material of which they do not approve. However, they do not have the right to restrict the intellectual freedom of others.

    b. It is the right and obligation of parents and guardians to develop, interpret, and maintain their own code of values as a family. However, one's family values cannot restrict the intellectual freedom of others.

4. Decisions made about challenged library materials will be communicated to the originators of the request following the completion of a formal staff review.

5. The final decision concerning library materials rests with the CEO/Chief Librarian.

References and Related Documents:

Position Statements

Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries.* CFLA-FCAB. http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/

Ontario Library Association. (1998, November). *Position on Children's Rights in the Library.* OLA: Ontario Library Association. https://accessola.com/wp-content/uploads/2020/08/1998-OLAChildrensRightsLibrary.pdf

Ontario Library Association. (2010, June). *Teen's Rights in the Public Library.* OLA: Ontario Library Association. https://accessola.com/wp-content/uploads/2020/08/2010-OLAPosition_TeenRights.pdf

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Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*. OLA: Ontario Library Association. https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf

Legislation

Canadian Charter of Rights and Freedoms, Part 1 of the *Constitution Act,* 1982, being Schedule B to the *Canada Act 1982* (UK), 1982, c.11, s. 2(b) and s. 7.

Criminal Code, R.S.C., 1985, c. C-46.

Human Rights Code, R.S.O. 1990, c. H. 19.

Public Libraries Act, R.S.O. 1990, c. P. 44.

Other Documents

Canadian Federation of Library Association. (2016). *Truth and Reconciliation Report and Recommendations*. CFLA-FCAB. http://cfla-fcab.ca/wp-content/uploads/2018/10/Truth-and-Reconciliation-Committee-Report-and-Recommendations-ISBN1.pdf

National Truth and Reconciliation Commission of Canada. (2015). *Truth and Reconciliation Commission of Canada: Calls to Action*. National Centre for Truth and Reconciliation: Reports. https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf

OxfordCountyLibrary connect. discover. share. become.		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2018-15	Date of Review:	2022
Date Approved:	June 18, 2018	Chairperson's signature:	

COLLECTION DEVELOPMENT POLICY

BACKGROUND

The collections support the library's values statement to encourage and support lifelong learning. It is the goal of the Oxford County Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats.

The Oxford County Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report. The Oxford County Library will make efforts to ensure that materials by and about First Nations people and communities are represented in the collection.

The Oxford County Library Board has adopted the Canadian Library Association Statement on Intellectual Freedom and the Ontario Library Association Statement on the Intellectual Rights of the Individual. These statements are available as an addendum to this policy and are available on the Library website. The library's collection development policy incorporates and endorses these Intellectual Freedom statements by endeavoring to make available a wide variety of materials, encouraging freedom of expression and access to library services and resources.

PURPOSE

This policy serves to provide parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

PROCEDURES

Collection Scope and Size

1. The library provides a collection of books and materials that is responsive to the needs and interests of the community:

    a. including a variety of alternative formats,

    b. including multilingual materials in response to community need

2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.

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3. The presence of an item in the library does not indicate an endorsement of its content.

4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.

5. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, youth and children; magazines, picture books, music, local history and items of local interest, and adult literacy. Collections are available in physical and digital formats.

6. The library may participate in consortia and purchasing pools to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection the library will participate in accessible format initiatives.

7. Recognized, professional standards and guidelines will be used to determine the appropriate size of the collection. Planning for budgets and facilities should reflect these standards.

8. Physical access to library materials will not be restricted except for purposes of protection again theft or damage.

9. Access is not restricted by age except in the case of videorecording collections in accordance with Provincial and/or Federal film classification legislation.

10. Responsibility for the use of the collection by children rests solely with their parents or legal guardians.

Selection of Materials

1. The board delegates the responsibility for the collection to the CEO/Chief Librarian.

2. Selection responsibility for specific portions of the collections may be delegated to staff, except in cases of titles that may be extremely contentious or controversial. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.

3. Acquisitions are based on the following criteria:

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a) recommendations by critics or reviewers

b) public demand

c) importance of subject matter in relation to community needs

d) authority or significance of author

e) quality of writing, production and illustrations

f) accessibility criteria and features

g) authority and standards of publisher

h) suitability of format for library use

i) Canadian content

j) Suitability of subject, style, and reading level for intended audience

k) Scholarship, timeliness, and permanence

l) Availability through other libraries or institutions

m) Purchase price and other budgetary considerations

n) Availability through the Library's regular vendors or wholesalers

It is not required that all or most criteria be met to be acceptable.

Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.

2. The ongoing process of withdrawal is the responsibility of the CEO/Chief Librarian. This responsibility may be shared with other members of the staff.

3. Items may be withdrawn based on the following considerations:

   a) Relevance to needs and interests of the community

   b) Physical condition

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     c) Timeliness

     d) Frequency of circulation

     e) Lack of local content

     f) Availability of newer, more up-to-date materials

4. Withdrawn material may be discarded, sold, or donated to community groups and organizations.

5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

6. The Library may decide not to replace materials that are repeatedly stolen or damaged.

Gifts and Donations

1. The library accepts gifts of new books and other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if they satisfy selection criteria.

2. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.

3. Materials not added to the collection are discarded, sold, or donated.

Requests from Members of the Community

1. Suggestions from the community for the purchase of items are accepted and are given due consideration.

2. Individuals who object to materials in the collection may express their concern by completing a "Request for Reconsideration of Oxford County Library Material". These forms are available at the branch libraries and on the library website. Responses to these requests are guided by the board's position that:

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a) people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
b) it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children

The final decision regarding library materials rests with the CEO/Chief Librarian.

3. Recommendations for purchase of self-published or locally authored materials may be considered based on the following criteria:
   a) Requester is a current Oxford County Library cardholder and resides in Oxford County (library barcode is required)
   b) ISBN for the title is included with the recommendation
   c) Inclusion of any reviews from standard review journals (eg. Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly, Quill and Quire)
   d) Materials are subject to the general selection criteria outlined in this policy

4. The Library reserves the right to not respond to unsolicited purchase recommendations.

5. Recommendations for self-published ebooks may be directed to the Oxford County Library's consortia ebook vendors for inclusion in their catalogue.

Related Documents:

1. Canadian Library Association's *Statement on Intellectual Freedom and Libraries*
2. Ontario Library Association's *Statement on the Intellectual Rights of the Individual*

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Board Adoption of County Policies

RECOMMENDATION

1. **That the Library Board approve the formal re-adoption of all County Policies and Forms, as found in the Oxford County General Policy Manual as governing the operation of county library services and staff.**

REPORT HIGHLIGHTS

- Formal adoption of existing County policies and forms was first done in 2015 as recommended in Report No. 2015-27.
- A number of County Policies have been revised, removed or newly implemented since the 2015 formal adoption by the Library Board.
- Formal adoption of said policies also fulfills requirements of *The Public Libraries Act*, R.S.O. 1990, c. P.44, the *Employment Standards* Act, 2000, S.O. 2000, c. 41 and ensures compliance with the *Ontario Public Library Guidelines* (2022).

Implementation Points

Upon formal adoption of the Oxford County's polices and forms, the library will be in compliance with all provincial laws and with the Ontario Public Library Guidelines requirements for Provincial Accreditation.

Library Staff will bring any new policies and/or forms to the Library Board on a regular basis for adoption and will bring a review of all forms for adoption as part of the regular four-year policy review cycle.

Financial Impact

There is no financial impact associated with this report and recommendation.

Communications

Pursuant to Board approval, library staff will review all items in the General Policy Manual, as amended, on a regular basis. Library Leadership will also review important updates at staff meetings when appropriate.

![Committed to 100% RE | Zero Waste | Zero Poverty logo]

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.ii	6.i

DISCUSSION

Background

As part of the 2022 Library Business Plan, staff have been tasked to achieve Provincial Reaccreditation. In order to meet compliance with the 2022 edition of the Ontario Public Library Guidelines, the Library Board must pass all required policies.

A County Library, as part of the *Public Libraries Act*, R.S.O. 1990, c. P. 44, s.7 (7), is also understood to be a "corporation" under the management and control of a board. As such, the Library Board must meet all requirements of an employer under the *Employment Standards Act,* 2000, S.O. 2000, c. 41. As such, the Library Board must pass a written policy on the disconnecting from work (General Policy Manual 5.48). The requirement for this policy prompted the investigation of County Policies and formal adoption by the Library Board.

The Library Board first formally adopted all Oxford County policies and forms in 2015 as recommended in Report No. 2015-27. Since that time, a number of County policies have been revised, removed or newly implemented.

The Library Board renewed formal adoption of the Oxford County Health and Safety policies and forms in 2021 as recommended in Report No. 2021-11. As of June of 2022, at least one major policy update has been approved in the Health and Safety section of the General Policy Manual.

Comments

The Oxford County General Policy Manual includes policies under the following headings: Introduction; Organizational; Personnel; Finance; Health and Safety; Communication; General; Oxford County Administration Building (OCAB); and Forms.

A list of the policies and the dates of last revision / implementation is included as Attachment 1 to this Report. This list does not include the Forms area of the General Policy Manual, as said forms are regularly updated to meet the needs of all County and Library staff.

Conclusions

The adoption of applicable Oxford County polices and forms is a formality, given that library operations have already been traditionally governed by these policies and that the Board last adopted the General Policy Manual in 2015. However, to fulfil its governance role under the *Public Libraries Act*, R.S.O. 1990, c. P.44, the Library Board should formalize its acceptance and adoption of all applicable Polices not created by the Library Board itself.

SIGNATURE

Departmental Approval:

Original signed by:

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENT

Attachment 1 – Oxford County. General Policy Manual. Table of Contents.

OxfordCounty *Growing stronger together*	**GENERAL POLICY MANUAL**		
SECTION:	TABLE OF CONTENTS	APPROVED BY:	
NUMBER:	1.0	SIGNATURE:	
PAGE:	1	DATE:	September 10, 2010
REFERENCE POLICY:		REVISED:	June 20, 2022

1.0   Table of Contents

2.0   Introduction

Number	Title	Date / Revised
2.02	Corporate Policy Development	2009

3.0   Organization

Number	Title	Date / Revised
3.01	Visual identity Policy	2022
3.04	Archives Management Policy	2022
3.05	Flag Protocol Policy	2021
3.06	Proclamations Policy	2021

4.0   Committee and Board Mandates
Blank

5.0   Personnel

Number	Title	Date / Revised
5.02	Employee Code of Conduct	2013
5.03	Recruitment	2013
5.04	Criminal Background / Vulnerable Sector Checks	2020
5.06	Harassment and Discrimination Prevention / Respect in the Workplace	2022
5.07	Dress Code	2022
5.08	Performance Appraisals	2019
5.09	Progressive Discipline	2019
5.11	Nepotism	2010
5.15	Vacations	2018
5.16	Awards Programs	2016
5.18	Alcohol and Drug Impairment in the Workplace	2018
5.22	Leaves of Absence	2019
5.23	Jury Duty	2010
5.25	Temporary (Contract) Employees	2018
5.27	Long Term Disability	2012
5.28	Stand-By Compensation	2019
5.29	Acting Pay – Non-Union Management	2022
5.30	Overtime – Non-Union Employees	2019
5.32	Attendance Management	2011

![Oxford County logo] **Oxford**County *Growing stronger together*	**GENERAL POLICY MANUAL**	

SECTION:	TABLE OF CONTENTS	APPROVED BY:	
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REFERENCE POLICY:		REVISED:	June 20, 2022

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NUMBER:	1.0	SIGNATURE:	
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7.03	Accident – Incident Investigation	2017
7.04	Workplace Incident – Injury – Illness Reporting	2014
7.05	Reporting and Resolving Health and Safety Concerns	2016
7.08	Occupational Immunization Program	2021
7.09	Health and Safety Related Work Refusal	2015
7.10	Workplace Violence Prevention	2022
7.11	Workplace Emergency Planning and Response	2014
7.12	Health and Safety Training	2016
7.13	First Aid Policy	2017
7.14	WHIMIS	2016
7.15	Hot Weather / Heat Stress	2013
7.16	Preventative Maintenance	2017
7.17	Personal Protective Equipment and Clothing	2020
7.18	Designated Substances	2014
7.19	Mobile Communication Device While Driving	2018
7.20	Respiratory Protection Program	2015
7.21	Contractor Health and Safety Program	2013
7.22	Workplace Safety Response Systems (Panic Alarms)	2018
7.23	Confined Space Entry Program	2019
7.24	Electrical Safety	2016
7.25	Fall Prevention	2019
7.26	Lockout/Tagout	2017
7.27	Hearing Protection and Noise Control	2014
7.28	Hot Work	2013
7.29	Psychological Health and Safety Policy	2018
7.30	Workplace Ergonomics	2019

8.0 Communication

Number	Title	Date / Revised
8.02	Anti-Spam	2014
8.03	Digital Signatures	2020
8.04	Technology Use	2011
8.05	Web, Intranet and Social Media Management	2011
8.06	Electronic File, E-mail and Data Storage and Security Policy	2010
8.07	Remote Access to Network Resources, Dial up and Virtual Private Network	2009
8.08	Purchase and Disposal of Information Technology (IT)	2009

	Oxford County *Growing stronger together*	**GENERAL POLICY MANUAL**	
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NUMBER:	1.0	SIGNATURE:	
PAGE:	4	DATE:	September 10, 2010
REFERENCE POLICY:		REVISED:	June 20, 2022

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Review of Board Policies Update

RECOMMENDATIONS

1. **That the Library Board receive Report No. 2022-13 entitled "Review of Board Policies Update" for information and schedule an additional Board meeting on July 18, 2022 for the purpose of considering policies necessary to meet re-accreditation requirements.**

REPORT HIGHLIGHTS

- Update to Report No. 2021-03 *Schedule of Review of Board Policies* as adopted by the Board on January 18th, 2021.

- Updates the outstanding policies required in Sections 2.3 and 3.1 of the Ontario Public Library Guidelines for 2022.

- Set an additional meeting date to review and update remaining policies in order to meet the re-accreditation deadline of December 31, 2022

Implementation Points

Library staff will work toward new timelines, as discussed and directed in the discussion of this report, to meet the review deadline required for re-accreditation by the Ontario Public Library Guidelines Council.

Financial Impact

The recommendations, as found in this report, will have no financial impact beyond what has already been approved in the current year's operating budget.

Communications

Pursuant upon Board adoption, any newly scheduled Library Board meetings will be added to the library's website.

Committed to
100% RE | Zero Waste | Zero Poverty

Report No: 2022-13
CORPORATE SERVICES
Board Date: June 20, 2022

Strategic Plan (2020-2022)

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

DISCUSSION

Background

Policy review is a fundamental governance function of a Public Library Board. Under the Ontario Public Library Guidelines, all Board policies are to be reviewed and revised as necessary once per Board term.

Comments

In January 2021, Library staff brought forward Report Number 2021-03 *Schedule of Review of Board Policies* which outlined a list of policies that required review by the Library Board for re-accreditation purposes and a proposed date of review for the last two years of the Board's term.

The below table lists the policies first outlined as part of the January 2021 report, along with the date of last review and the status for the review cycle.

Seven policies have yet to be presented to the Library Board for review and adoption, not including those that will be presented as part of the June 20th Board Agenda. Outstanding policies have been highlighted in blue.

Policy	Date of Last Review	Status
Library Mission, Vision, Values statements	March 2021 No Formal Adoption	Outstanding – Draft Available by October 2022
Safety, Security & Emergencies Policy **(Formal adoption of County's Health and Safety Policies – including: Working Alone; Workplace Violence; Harassment)**	April 2021 Motion #: 2021-11	Complete
Study Room Policy / Meeting Room Policy	April 2021 Motion #: 2021-10	Complete

Accessibility in the Library Policy	February 2022 Motion #: 2022-02	Complete
Donations, Sponsorship & Fundraising Policy	May 2021 Motion #: 2021-14	Complete
Circulation Policy	December 2017 Motion #: 2017-30	Outstanding – Draft Available by July 2022
Indigenous Awareness and Reconciliation	New Requirement for OLPG	Outstanding – No Draft Date Yet Determined
Adoption of County Personnel Management Policies	November 2015 Motion #: 2015-27	*June 20, 2022 Board Meeting Agenda Item
Code of Conduct	December 2016 Motion #: 2016-	*June 20, 2022 Board Meeting Agenda Item
Community Information Policy	November 2021 Motion #: 2021-26	Completed
Privacy and Access to Personal Information Policy **(Included in Adoption of County Policies)**	June 2015 Motion #: 2015-15	*June 20, 2022 Board Meeting Agenda Item Library Specific Policy – Outstanding – Draft Available by July 2022
Local History / Digitization Policy	November 2021 Motion #: 2021-25	Completed
Board Governance Policy Manual	March 2022 Motion #: 2022-04	Completed
Service Delivery Policy	May 2017 Motion #: 2017-14	Outstanding – Draft Available by September 2022
Collection Development Policy	June 2018 Motion #: 2018-15	*June 20, 2022 Board Meeting Agenda Item
Children and Young Adult Services Policy	March 2015 Motion #: 2015-08	Outstanding – Draft Available by July 2022

Computer Use and Public Internet Access Policy (Technology Policy)	November 2018 Motion #: 2018-26	Outstanding – Draft Available by July 2022

Conclusions

With the addition of a newly scheduled Library Board meeting, Staff will be able to prepare all outstanding policies for review and approval. Said review and approval will satisfy the reaccreditation requirements in the policy section of the Ontario Public Library Guidelines (2022 ed.)

SIGNATURE

Departmental Approval:

Original signed by:

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Lisa Marie Williams

CEO/Chief Librarian