

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, May 17, 2021, 1:00 p.m.

Online via YouTube

www.ocl.net/livestream

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING**
 - 4.1. April 19, 2021
5. **DELEGATIONS AND PRESENTATIONS**
 - 5.1. Regina Smith
Re: OLS Board Assembly meeting - verbal update
 - 5.2. Meagan Brennan, Outreach/Teen Librarian
Re: Teen/Outreach verbal update
6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**
7. **CONSIDERATION OF CORRESPONDENCE**
 - 7.1. Stormont, Dundas and Glengarry County Library Board
Re: CELA Resolution

RECOMMENDATION
 1. That the correspondence from Stormont, Dundas and Glengarry County Library Board be received.
8. **REPORTS**
 - 8.1. Statistics

RECOMMENDATION
 1. That the Statistics for the four months ending April 30, 2021 be accepted.

8.2. 2021-12 Librarian's Report

RECOMMENDATION

1. That the Board receive Report No. 2021-12 for information and discussion purposes.

8.3. 2021-13 2020 Oxford County Library Financial Statements

RECOMMENDATION

1. That the Oxford County Library Financial Statements for the year ended December 31, 2020 be accepted.

8.4. 2021-14 Donations, Sponsorship and Fundraising Policy

RECOMMENDATION

1. That the Library Board approve the Donations, Sponsorship and Fundraising Policy as presented.

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

**OXFORD COUNTY LIBRARY BOARD
MINUTES**

**April 19, 2021
Online via YouTube
www.ocl.net/livestream**

Members Present Chair Marcus Ryan
 Vice-Chair David Mayberry
 Warden Larry Martin
 Councillor Don McKay
 Julia Harris
 Laura Langford
 Regina Smith

Staff Present L. Miettinen, CEO/Chief Librarian
 L. Buchner, Director of Corporate Services
 C. McLaren, Branch Services Librarian

1. CALL TO ORDER

1:08 p.m. with Marcus Ryan in the chair.

2. APPROVAL OF AGENDA

RESOLUTION NO. 1

Moved By: David Mayberry
Seconded By: Larry Martin

Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

NIL

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

4.1 March 15, 2021

RESOLUTION NO. 2

Moved By: Laura Langford

Seconded By: David Mayberry

Resolved that the Library Board minutes of March 15, 2021 be accepted.

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. 3

Moved by: Larry Martin

Seconded by: Julia Harris

Resolved that the statistics for the three months ending March 31, 2021 be accepted.

DISPOSITION: Motion Carried

8.2 Financial Reports

RESOLUTION NO. 4

Moved By: David Mayberry

Seconded By: Julia Harris

Resolved that the Financial Reports for the three months ending March 31, 2021 be accepted.

DISPOSITION: Motion Carried

8.3 2021-09 Librarian's Report

RESOLUTION NO. 5

Moved By: Laura Langford

Seconded By: Regina Smith

Resolved that the Board receive Report No. 2021-09 for information and discussion purposes.

DISPOSITION: Motion Carried

- 8.4 2021-10 Board Review of Study Room and Meeting Room Policies

RESOLUTION NO. 6

Moved By: Larry Martin
Seconded By: Regina Smith

Resolved that the Library Board approve the revised Study Room Policy as presented;

And further, that the Library Board approve the Meeting Room Policy as presented.

DISPOSITION: Motion Carried

- 8.5 2021-11 Safety, Security and Emergencies Policy

RESOLUTION NO. 7

Moved By: David Mayberry
Seconded By: Laura Langford

Resolved that the Library Board approve the Safety, Security and Emergencies Policy as presented;

And further, that the Library Board approve the formal adoption of all County of Oxford Corporate Policies and forms relating to Health and Safety.

DISPOSITION: Motion Carried

9. UNFINISHED BUSINESS

NIL

10. NOTICE OF MOTIONS

NIL

11. NEW BUSINESS / ENQUIRIES / COMMENTS

NIL

12. CLOSED SESSION

NIL

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14. ADJOURNMENT

Library Board adjourns at 2:17 p.m.

CHAIR

SECRETARY

Stormont, Dundas and Glengarry County Library Board

THE FOLLOWING RESOLUTION WAS APPROVED BY THE LIBRARY BOARD AT ITS REGULAR MEETING HELD THURSDAY, APRIL 8, 2021:

MOVED BY: Margaret MacDonald

RESOLUTION NO.: 2021-01

SECONDED BY: Francois Landry

DATE: April 8, 2021

WHEREAS at least three million Canadians have print disabilities which include low vision or blindness, learning disabilities like dyslexia, or physical disabilities like Parkinson's, Cerebral Palsy, and others, which prevent them from using traditional print; and

WHEREAS each year in Canada, people with print disabilities read more than 1 million accessible titles, and the majority are in physical formats; and

WHEREAS access to information and ideas is crucial to education, to employment, and to opportunities to connect socially within a community, and yet fewer than 1 in 10 books are available in accessible formats for those with print disabilities; and

WHEREAS the Centre for Equitable Library Access (CELA) provides necessary reading materials for people with print disabilities, including those with vision loss, learning disabilities and physical disabilities, and libraries across the country rely on CELA to provide accessible reading materials and support to patrons that are cost effective and equitable; and

WHEREAS the Federal government has recently decided to reverse its proposed cuts to funding for accessible book production and distribution, but offers no assurances for longer term funding, which is still set to be fully withdrawn by the 2024-2025 fiscal year; and

WHEREAS without a funding guarantee, CELA may face a 50% reduction to its production and distribution budget next year, which will have a devastating impact on its ability to produce and distribute accessible reading materials.

NOW THEREFORE BE IT RESOLVED that the Stormont, Dundas and Glengarry County Library Board requests that the Federal government commit to ongoing, stable funding for CELA, so those with reading disabilities across Canada are not left further behind; and

THAT a copy of this resolution be sent to: public library boards across the country; the Minister of Employment, Workforce Development and Disability Inclusion, Carla Qualtrough; the Minister of Finance, Chrystia Freeland; MP Eric Duncan; and MP Francis Drouin.

Carried

Defeated

Deferred

Frank Prevost

Library Board Chair



| OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS | | | | | | | | | | | | | TOTAL to Date | 2020 TOTAL | |
|--|------|--------|--------|--------|---------|-------|--------|--------|-------------|--------|--------|--------|------------------|---------------|---------|
| | | JAN | FEB | MAR | APR | MAY | JUN | JUL | 2021 AUG | SEP | OCT | NOV | | | DEC |
| BROWNSVILLE | 2020 | 295 | 220 | 146 | 66 | 0 | 15 | 16 | 20 | 23 | 21 | 78 | 151 | 727 | 1,051 |
| | 2021 | 246 | 103 | 130 | 220 | | | | | | | | | 699 | |
| BURGESSVILLE | 2020 | 1,622 | 1,635 | 767 | 23 | 19 | 44 | 529 | 709 | 646 | 809 | 88 | 719 | 4,047 | 7,610 |
| | 2021 | 1,177 | 948 | 825 | 1,225 | | | | | | | | | 4,175 | |
| EMBRO | 2020 | 573 | 590 | 190 | 6 | 28 | 71 | 138 | 160 | 485 | 495 | 595 | 545 | 1,359 | 3,876 |
| | 2021 | 630 | 687 | 682 | 566 | | | | | | | | | 2,565 | |
| HARRINGTON | 2020 | 289 | 244 | 189 | 11 | 1 | 19 | 172 | 168 | 186 | 208 | 304 | 241 | 733 | 2,032 |
| | 2021 | 303 | 384 | 398 | 355 | | | | | | | | | 1,440 | |
| INGERSOLL | 2020 | 9,652 | 8,752 | 4,932 | 82 | 606 | 2,648 | 3,221 | 3,012 | 4,058 | 5,036 | 5,050 | 5,388 | 23,418 | 52,437 |
| | 2021 | 2,941 | 3,114 | 4,404 | 3,556 | | | | | | | | | 14,015 | |
| INNERKIP | 2020 | 1,503 | 1,619 | 671 | 106 | 1 | 114 | 409 | 685 | 738 | 795 | 840 | 712 | 3,899 | 8,193 |
| | 2021 | 889 | 970 | 1,211 | 986 | | | | | | | | | 4,056 | |
| MOUNT ELGIN | 2020 | 912 | 467 | 443 | 72 | 37 | 114 | 247 | 306 | 331 | 535 | 624 | 473 | 1,894 | 4,561 |
| | 2021 | 661 | 667 | 742 | 466 | | | | | | | | | 2,536 | |
| NORWICH | 2020 | 5,791 | 5,120 | 2,596 | 12 | 27 | 2,312 | 2,191 | 1,980 | 2,140 | 2,566 | 3,010 | 2,631 | 13,519 | 30,376 |
| | 2021 | 2,749 | 2,432 | 2,754 | 2,956 | | | | | | | | | 10,891 | |
| OTTERVILLE | 2020 | 1,083 | 1,426 | 369 | 76 | 1 | 42 | 392 | 608 | 691 | 701 | 589 | 725 | 2,954 | 6,703 |
| | 2021 | 820 | 685 | 824 | 796 | | | | | | | | | 3,125 | |
| PLATTSVILLE | 2020 | 1,421 | 1,407 | 716 | 142 | 2 | 344 | 865 | 835 | 866 | 972 | 964 | 972 | 3,686 | 9,506 |
| | 2021 | 998 | 1,236 | 1,184 | 1,108 | | | | | | | | | 4,526 | |
| PRINCETON | 2020 | 696 | 756 | 388 | 45 | 0 | 91 | 458 | 541 | 703 | 474 | 487 | 588 | 1,885 | 5,227 |
| | 2021 | 551 | 548 | 710 | 565 | | | | | | | | | 2,374 | |
| TAVISTOCK | 2020 | 1,882 | 1,844 | 843 | 22 | 17 | 859 | 753 | 804 | 854 | 753 | 743 | 813 | 4,591 | 10,187 |
| | 2021 | 1,054 | 1,016 | 994 | 984 | | | | | | | | | 4,048 | |
| THAMESFORD | 2020 | 1,651 | 1,527 | 836 | 42 | 7 | 803 | 1,163 | 1,197 | 1,009 | 1,025 | 930 | 722 | 4,056 | 10,912 |
| | 2021 | 983 | 871 | 694 | 1,021 | | | | | | | | | 3,569 | |
| TILLSONBURG | 2020 | 8,861 | 8,507 | 4,349 | 325 | 732 | 2,890 | 4,102 | 3,926 | 4,372 | 5,581 | 5,517 | 5,390 | 22,042 | 54,552 |
| | 2021 | 4,542 | 3,833 | 4,951 | 4,252 | | | | | | | | | 17,578 | |
| TOTALS: | 2020 | 36,231 | 34,114 | 17,435 | 1,030 | 1,478 | 10,366 | 14,656 | 14,951 | 17,102 | 19,971 | 19,819 | 20,070 | 88,810 | 207,223 |
| | 2021 | 18,544 | 17,494 | 20,503 | 19,056 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 75,597 | |
| Annual Change: | | -48.8% | -48.7% | 17.6% | 1750.1% | | | | | | | | | -14.9% | |

| | | | | | | | | | | | | | | | |
|---|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Digital TV & Movies | 2020 | 258 | 272 | 491 | 649 | 518 | 387 | 402 | 410 | 322 | 375 | 321 | 297 | 1,670 | 4,702 |
| | 2021 | 407 | 429 | 363 | 412 | | | | | | | | | 1,611 | |
| Zinio (Magazines) Overdrive as of Apr/21 | 2020 | 248 | 334 | 409 | 482 | 638 | 487 | 551 | 747 | 762 | 720 | 1,006 | 600 | 1,473 | 6,984 |
| | 2021 | 856 | 853 | 815 | 41 | | | | | | | | | 2,565 | |
| Tumble Books | 2020 | 910 | 548 | 891 | 1,422 | 703 | 364 | 373 | 394 | 592 | 802 | 467 | 329 | 3,771 | 7,795 |
| | 2021 | 667 | 282 | 364 | 402 | | | | | | | | 329 | 2,044 | |
| Digital Music | 2020 | 2,472 | 2,049 | 2,916 | 2,876 | 2,622 | 2,748 | 2,606 | 3,297 | 1,934 | 2,338 | 2,263 | 1,552 | 10,313 | 29,673 |
| | 2021 | 2,534 | 2,447 | 2,409 | 2,826 | | | | | | | | | 10,216 | |
| Press Reader | 2021 | 655 | 336 | 509 | 574 | | | | | | | | | 2,074 | |
| Digital Audiobooks | 2020 | 4,300 | 4,209 | 4,649 | 5,457 | 5,816 | 5,362 | 5,302 | 5,311 | 5,100 | 5,313 | 4,648 | 5,012 | 18,615 | 60,479 |
| | 2021 | 5,983 | 5,412 | 5,827 | 5,730 | | | | | | | | | 22,952 | |
| Digital ebooks | 2020 | 5,383 | 5,150 | 6,154 | 7,873 | 8,014 | 6,885 | 7,055 | 7,075 | 6,508 | 6,512 | 5,974 | 6,263 | 24,560 | 78,846 |
| | 2021 | 7,448 | 6,630 | 6,851 | 6,863 | | | | | | | | | 27,792 | |
| TOTALS: Audio and ebooks | 2020 | 9,683 | 9,359 | 10,803 | 13,330 | 13,830 | 12,247 | 12,357 | 12,386 | 11,608 | 11,825 | 10,622 | 11,275 | 43,175 | 139,325 |
| | 2021 | 13,431 | 12,042 | 12,678 | 12,593 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,744 | |
| Annual Change: | | 38.7% | 28.7% | 17.4% | -5.5% | | | | | | | | | 17.5% | |

| OXFORD COUNTY LIBRARY - COMPUTER USE BY PUBLIC | | 2021 | | | | | | | | | | | | TOTAL to Date | 2020 TOTAL | |
|--|----------|------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|------------|--------|
| | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | | | |
| BROWNSVILLE | | 2020 | 51 | 70 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 146 | 146 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 12 | 10 | 13 | 2 | 14 | 19 | 12 | 12 | 17 | 0 | 7 | 2 | 37 | 120 |
| | | 2021 | 1 | 1 | 2 | 4 | | | | | | | | | 8 | |
| BURGESSVILLE | | 2020 | 5 | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 12 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 270 | 160 | 200 | 156 | 163 | 150 | 197 | 126 | 213 | 142 | 102 | 96 | 786 | 1,975 |
| | | 2021 | 78 | 42 | 25 | 43 | | | | | | | | | 188 | |
| EMBRO | | 2020 | 21 | 29 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 60 | 60 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 42 | 47 | 32 | 24 | 24 | 13 | 17 | 11 | 24 | 15 | 45 | 24 | 145 | 318 |
| | | 2021 | 32 | 33 | 42 | 45 | | | | | | | | | 152 | |
| HARRINGTON | | 2020 | 4 | 5 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 13 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 11 | 11 | 12 | 2 | 8 | 7 | 16 | 8 | 12 | 8 | 9 | 2 | 36 | 106 |
| | | 2021 | 10 | 7 | 6 | 9 | | | | | | | | | 32 | |
| INGERSOLL | | 2020 | 950 | 875 | 0 | 0 | 0 | 0 | 0 | 67 | 163 | 171 | 157 | | 1,825 | 2,383 |
| | | 2021 | 0 | 0 | 118 | 0 | | | | | | | | | 118 | |
| | Wireless | 2020 | 595 | 634 | 337 | 98 | 96 | 70 | 107 | 109 | 103 | 153 | 129 | 79 | 1,664 | 2,510 |
| | | 2021 | 77 | 81 | 123 | 123 | | | | | | | | | 404 | |
| INNERKIP | | 2020 | 67 | 62 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 153 | 153 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 47 | 47 | 38 | 48 | 41 | 45 | 60 | 66 | 62 | 48 | 27 | 32 | 180 | 561 |
| | | 2021 | 28 | 26 | 51 | 34 | | | | | | | | | 139 | |
| MOUNT ELGIN | | 2020 | 9 | 6 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 19 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 22 | 22 | 12 | 0 | 0 | 1 | 5 | 6 | 12 | 17 | 16 | 22 | 56 | 135 |
| | | 2021 | 3 | 7 | 8 | 2 | | | | | | | | | 20 | |
| NORWICH | | 2020 | 234 | 301 | 129 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 664 | 664 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 424 | 411 | 511 | 483 | 606 | 634 | 605 | 588 | 580 | 479 | 467 | 477 | 1,829 | 6,265 |
| | | 2021 | 414 | 316 | 311 | 427 | | | | | | | | | 1,468 | |
| OTTERVILLE | | 2020 | 24 | 30 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 61 | 61 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 120 | 69 | 62 | 30 | 35 | 59 | 39 | 22 | 32 | 72 | 22 | 17 | 281 | 579 |
| | | 2021 | 14 | 9 | 14 | 88 | | | | | | | | | 125 | |
| PLATTSVILLE | | 2020 | 58 | 74 | 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 175 | 175 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 113 | 87 | 69 | 4 | 5 | 6 | 19 | 26 | 68 | 113 | 114 | 83 | 273 | 707 |
| | | 2021 | 25 | 110 | 90 | 37 | | | | | | | | | 262 | |
| PRINCETON | | 2020 | 57 | 34 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 104 | 104 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 48 | 79 | 30 | 17 | 12 | 26 | 25 | 13 | 29 | 21 | 16 | 15 | 174 | 331 |
| | | 2021 | 12 | 6 | 7 | 17 | | | | | | | | | 42 | |
| TAVISTOCK | | 2020 | 87 | 69 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 178 | 178 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 267 | 205 | 186 | 160 | 175 | 185 | 146 | 104 | 116 | 76 | 60 | 67 | 818 | 1,747 |
| | | 2021 | 78 | 78 | 71 | 85 | | | | | | | | | 312 | |
| THAMESFORD | | 2020 | 138 | 162 | 47 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 347 | 347 |
| | | 2021 | 0 | 0 | 0 | 0 | | | | | | | | | 0 | |
| | Wireless | 2020 | 164 | 192 | 138 | 210 | 201 | 128 | 96 | 112 | 66 | 57 | 59 | 54 | 704 | 1,477 |
| | | 2021 | 38 | 32 | 71 | 58 | | | | | | | | | 199 | |
| TILLSONBURG | | 2020 | 1,086 | 962 | 460 | 0 | 0 | 95 | 163 | 205 | 261 | 240 | 181 | | 2,508 | 3,653 |
| | | 2021 | 0 | 0 | 187 | 0 | | | | | | | | | 187 | |
| | Wireless | 2020 | 1,435 | 1,264 | 806 | 209 | 255 | 292 | 452 | 455 | 509 | 488 | 472 | 484 | 3,714 | 7,121 |
| | | 2021 | 350 | 277 | 373 | 427 | | | | | | | | | 1,427 | |
| TOTALS: | | 2020 | 6,361 | 5,921 | 3,237 | 1,443 | 1,635 | 1,635 | 1,891 | 1,821 | 2,115 | 2,113 | 1,956 | 1,792 | 16,962 | 31,920 |
| | | 2021 | 1,160 | 1,025 | 1,499 | 1,399 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,083 | |
| Annual Change: | | | -81.8% | -82.7% | -53.7% | -3.0% | | | | | | | | | -70.0% | |

To: Oxford County Library Board

From: CEO/Chief Librarian

Librarian's Report – May 2021

RECOMMENDATION

1. That the Board receive Report No. 2021-12 for information and discussion purposes.

COVID-19 Pandemic Response

The provincial a stay-at-home order has been extended until at least June 2. Branch operations continue to provide curbside service with no public access inside the facilities. Curbside statistics remain strong. Curbside hours have been increased at the Mt. Elgin, Burgessville, and Princeton branches, in order to accommodate public demand for better access.

Work continues on the Shopify online store, to be piloted at the Ingersoll and Tillsonburg branches. Patrons will be able to make contactless credit or debit payments on-site, eliminating the need to handle cash. Sarah McDonald is working on an electronic invoice that could be sent to a patron's email account with a link for online payments. This would be particularly useful for patrons who are blocked from accessing electronic resources due to an outstanding balance of \$10 or more.

Many libraries are choosing to reduce their returned materials quarantine period to 24 hours, based on a lack of scientific evidence of surface transmission of COVID-19 from library materials.

However, the most recent Public Services Health and Safety Association (PSHSA) Health and Safety Guidance for Library Employers bulletin recommends the following:

- that any books that have been handled by patrons in the library should be left in a dedicated quarantine area for a 24-hour period prior to recirculating.
- Follow library cleaning routines for visibly contaminated books or other returns.
- For DVDs or other materials with plastic covers, wipe them down with alcohol wipes if not quarantined for 72 hours.

The first point is specific to materials browsing in the library, which is considered "light touch", as opposed to having the materials at home. Given that no browsing is allowed during the stay at home order, the 24 hour quarantine period is felt not to apply at this time.

OCL branch staff were consulted as to their comfort level with remaining at a 72 hour quarantine period. Based on feedback, we have chosen to remain at 72 hours, at least until the stay at home order is lifted.

Virtual programming

I would like to feature the new virtual Reading Buddies program which started in late April, running every Tuesday on Zoom from 5 to 6 p.m. Literacy & Innovation Specialist Holly Brown, who created the program, reports:

The current Virtual Reading Buddies session has been a great success so far with lots of positive feedback from both patrons and our volunteers. We are having so much fun laughing over good children's books and playing literacy-based games. We will be hosting a summer session of Virtual Reading Buddies open to patrons across our branches. The program is for children entering Grades 1-4 in September who are reluctant or struggling readers. The program will take place on Zoom for 1 hour each week on Tuesday evenings 5-6pm from July 6th -August 24th (8 sessions total).

To date, we have 12 eager volunteers who are matched with their "reading buddy". The parent information sheet is attached to this report for the Board's information.

Provincial Re-Accreditation

We have been informed by the Ontario Library Service that due to the ongoing and disruptive nature of the pandemic, all libraries seeking accreditation or re-accreditation in 2021 will be granted another year's extension. While it is our intention to continue to work towards the fulfilment of all requirements within 2021, the extension will be very helpful particularly with regard to the accreditation of branch facilities, given that reduced service levels are likely to continue for some time.

Although the Accessibility/AODA statement was slated for Board review this month, the review will be postponed to a future meeting. Two staff librarians will be attending the Ontario Library and Information Technology Association's virtual annual technology conference in June. This year's event is focusing on accessible technologies, and methods of providing modified technology services in an accessible and inclusive way. Knowledge gained from the conference will be useful in updating our Accessibility policies and practices.

Technology Planning

Oxford County Library has been invited to participate in Phase 3 of Toronto Public Library's Bridge and Edge projects.

Several OCL staff attended the Welcome Webinar on May 12. Sarah McDonald will be the Administrator for the Bridge project, and Cristina McLaren will be the Administrator for the Edge project.

Benefits of the Bridge project:

- Measures the outputs and outcomes of library technology services
- Benchmarks library technology service levels with other public libraries in Ontario
- Gaining an understanding of how prepared frontline staff are to support library technology services, and
- Identifying priorities for library technology services based on evidence.

Benefits of the Edge project:

- Recommends best practices for libraries to align digital strategy with community needs
- Provides tools and data to move from assessment to action
- Empowers libraries to engage and inform stakeholders.

The timeline for the projects runs from May 2021 through February 2022. The work invested in the projects will benefit the creation of a robust, evidence-based Technology Plan. We will look forward to sharing updates with the Board as work on the projects proceeds.

If the Board is interested in learning more about the projects, please visit:
<https://www.torontopubliclibrary.ca/bridgetoolkit/>

Staffing news

The County’s Awards of Excellence and Long Service Awards will be presented at a virtual event on June 17.

Applauding Commitment and Excellence (ACE) Awards recognize commitment and excellence as demonstrated by individual Oxford County staff members or teams. ACE Awards celebrate those staff who have achieved excellence in the demonstration of the County’s corporate values.

Nominated this year for an Innovation Award are two Ingersoll Library staff members, Shannon Van Herzele (Literacy & Innovation Specialist) and Leslie Van Santen (Public Service Clerk). Shannon and Leslie are being recognized through this nomination for the outstanding virtual programming they have created during the pandemic, when in-person programming cannot take place. Of particular note, their “Try This” videos, demonstrating the use of a variety of OCL services such as the Kitchen Library, have been applauded for their innovation and engagement.

Oxford County Library won the Innovation Award in 2017.

Receiving Long Service Awards at the June event:

| | | |
|-----------------|-------------------------------|--------------------|
| Heather Graydon | (Technician) | 30 years’ service |
| Louise Ross | (Innerkip Branch Supervisor) | 30 years’ service |
| Gail Kavelman | (Associate Supervisor) | 25 years’ service |
| Deb Schurink | (Tavistock Branch Supervisor) | 25 years’ service |
| Betsy Ingram | (Princeton Branch Supervisor) | 20 years’ service. |

SIGNATURE

Departmental Approval:

“Lisa Miettinen”

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment 1 Virtual Reading Buddies Parent Information Sheet.

Virtual Reading Buddies

A program to help children entering Grades 1-4 who are struggling or reluctant readers discover the joy of reading. Apply today!



The Reading Buddies Program is for children entering Grades 1-4 in September 2021 and offers free, one-on-one help with volunteers to children who are having difficulty reading by:

- Providing a safe and welcoming environment that inspires a love of reading
- Creating a positive relationship with a volunteer reading partner
- Motivating children to read and actively use library resources
- Introducing children to a variety of reading materials

Reading Buddies sessions are tailored to the interests and abilities of individual children. The program is not designed to duplicate what happens in school or formal tutoring, but rather create a more positive attitude towards reading and practice literacy skills.

Volunteers are trained to encourage and motivate children through the use of interesting reading material (physical books and digital resources), games, crafts and activities that are literacy-based.

Program Dates: 8 sessions on Tuesday evenings

July 6th-August 24th

5-6pm on Zoom.

Weekly sessions include:

- All participants having their webcam on to actively engage with each other.
- 5:00-5:15pm: Group literacy-based game
- 5:15-5:45pm: Your child will be put into a Zoom breakout room with their volunteer buddy for one-on-one support. This may include literacy-based games, conversation, shared reading, and reading to each other. The breakout room will be monitored by library staff.
- 5:45-6:00pm: Group story time led by library staff.

Interested in applying? Please complete this online form:

<https://form.jotform.com/210844817727260>



Questions? Contact Holly Brown, Literacy and Innovation Specialist at hbrown@ocl.net

To: Oxford County Library Board

From: Director of Corporate Services

2020 Oxford County Library Financial Statements

RECOMMENDATION

1. That the Oxford County Library Financial Statements for the year ended December 31, 2020 be accepted.

REPORT HIGHLIGHTS

- Long Term Financial Sustainability Plan sustainability measures for 2016 to 2020
- 2020 year end budget surplus is \$661,451

Implementation Points

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

Financial Impact







The 2020 year end budget surplus of \$661,451 (\$224,137 – 2019) was allocated to the library general reserve as approved by County Council under Report No. CS 2020-49 entitled "Reserves Year End Allocations and Policy Review".

This report is prepared based on the audited 2020 Oxford County Consolidated Financial Statements.

Communications

The County of Oxford 2020 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.

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 2020 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, 2020, as consolidated in the County of Oxford Financial Statements for the year ended December 31, 2020.

This marks the second 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.

Report No: 2021-13
CORPORATE SERVICES
Board Date: May 17, 2021

Performance regarding 2020 achievements with respect to projects and advancement of the County's strategic plan will form part of the 2020 Annual Report which will be available later in the year.

Additionally, Library staff are preparing a 2020 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 2016 - 2020 financial statements.

Table 1 – Sustainability Indicators

| | 2016 | 2017 | 2018 | 2019 | 2020 | Trend |
|--|---------|---------|---------|---------|---------|-------|
| Financial assets to liabilities | 0.92 | 1.08 | 1.03 | 1.51 | 2.36 | |
| Total cash and temporary investments to operating expenses | 0.05 | 0.03 | 0.09 | 0.17 | 0.22 | |
| Net working capital to operating expenses | 0.21 | 0.23 | 0.17 | 0.27 | 0.48 | |
| Net debt to total operating revenue | 0.24 | 0.19 | 0.15 | 0.10 | 0.07 | |
| Accumulated surplus to taxable assessment | 0.0005 | 0.0005 | 0.0004 | 0.0004 | 0.0004 | |
| Net debt to taxable assessment | 0.00009 | 0.00007 | 0.00005 | 0.00003 | 0.00002 | |
| Total debt per household | \$32 | \$26 | \$21 | \$16 | \$11 | |
| Current ratio ¹ | 2.09 | 2.05 | 1.82 | 2.43 | 3.38 | |
| Taxation rates coverage ² | 0.94 | 0.95 | 0.92 | 0.95 | 1.04 | |
| Interest coverage ³ | 4.97 | 5.55 | 0.85 | 20.01 | 43.65 | |
| Sustainability ratio ⁴ | 0.66 | 0.72 | 1.19 | 0.47 | 0.51 | |

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

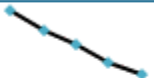

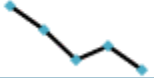
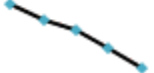
³ earnings before interest/borrowing costs - ability to pay interest on outstanding debt

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

Report No: 2021-13
CORPORATE SERVICES
Board Date: May 17, 2021

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 2016 - 2020 financial statements.

Table 2 – Flexibility Indicators

| | 2016 | 2017 | 2018 | 2019 | 2020 | Trend |
|--|--------|--------|--------|--------|--------|---|
| Debt charges to total revenues | 0.010 | 0.008 | 0.006 | 0.004 | 0.003 |  |
| Total reserves to operating expenses | 0.15 | 0.10 | 0.16 | 0.26 | 0.46 |  |
| Total revenue to taxable assessment | 0.0004 | 0.0003 | 0.0003 | 0.0003 | 0.0003 |  |
| Net book value of capital assets to cost of capital assets | 0.5610 | 0.5423 | 0.5309 | 0.5084 | 0.4852 |  |

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 2015 - 2019 financial statements.

Table 3 – Vulnerability Indicators

| | 2016 | 2017 | 2018 | 2019 | 2020 | Trend |
|--|------|------|------|------|------|---|
| Government transfers to total revenues | 0.05 | 0.04 | 0.04 | 0.03 | 0.04 |  |

Budget Surplus

The Financial Statements include a Statement of Financial Position which identifies the assets, liabilities and accumulated surplus as of December 31, 2020. 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, 2020 totaled \$661,451 (\$224,137 – 2019). Notwithstanding provisions of County's Reserve Policy requiring annual Library year-end surpluses to be contributed to the Library Facility reserve to reduce the County's Asset Management Plan funding gap, the 2020 surplus was contributed to the Library General reserve. This allocation strategy for 2020 recommended by the Board was approved by County Council in order to reserve funds for future years' tax stabilization in response to the ongoing pandemic's economic impacts that our community is experiencing and is likely to continue to experience for an undeterminable amount of time.

The 2020 Library budget operating surplus is explained in Table 4.

Report No: 2021-13
CORPORATE SERVICES
Board Date: May 17, 2021

Table 4 – Operating Budget Surplus

| Description | | 2020 \$ |
|------------------------------------|--|------------------|
| Rev – Development Charges | Development charge revenues for books | \$129,000 |
| Rev – Service Recovery | Reduced computer revenues and other service recovery fees due to branch closures | -21,200 |
| Salaries and benefits | Staff vacancies, savings generated from reduced services due COVID-19 | 418,900 |
| Operating and program expenses | Training, travel, insurance, books, cultural programs, advertising, guides and tools | 74,000 |
| Interdepartmentals | Savings in fleet and facilities costs | 39,400 |
| Other | Other expenses/revenues | 21,351 |
| Library Levy Budget Surplus | | \$661,451 |

Safe restart funding of \$40,781 has been applied against library COVID-19 expenses in 2020.

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 2020 Oxford County Library Financial Statements, consolidated with the County of Oxford's 2020 audited financial statements, are supported by an unqualified Auditor's Report dated May 26, 2021.

SIGNATURES

Departmental Approval:

Original signed by

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

Approved for submission:

Original signed by

Lisa Miettinen
 CEO/Chief Librarian

ATTACHMENT

Attachment 1 – Oxford County Library Board Financial Statements – December 31, 2020



Oxford County Library Board Financial Statements
December 31, 2020

Oxford County Library Board

Statement of Financial Position

As at December 31, 2020 (comparative balances as at December 31, 2019)

| | 2020 | 2019 |
|--|----------------------------|----------------------------|
| Financial assets | | |
| Cash | \$ 851,118 | \$ 708,446 |
| Accounts receivable | 12,040 | 16,634 |
| Due from the County of Oxford | 1,737,835 | 1,166,417 |
| | <u>2,600,993</u> | <u>1,891,497</u> |
| Liabilities | | |
| Accounts payable and accrued liabilities | 179,284 | 139,960 |
| Deferred revenue (Note 1) | 593,851 | 641,806 |
| Net long term liabilities (Note 2) | 331,437 | 468,895 |
| | <u>1,104,572</u> | <u>1,250,661</u> |
| Net financial assets | <u>1,496,421</u> | <u>640,836</u> |
| Non financial assets | | |
| Tangible capital assets (Schedule 1) | 4,565,112 | 4,791,753 |
| Capital work in progress | - | 6,207 |
| Prepaid and deferred charges | - | 4,549 |
| Inventory | 4,152 | 6,454 |
| | <u>4,569,264</u> | <u>4,808,963</u> |
| Accumulated surplus (Note 3) | <u>\$ 6,065,685</u> | <u>\$ 5,449,799</u> |

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, 2020 (comparative figures for year ended December 31, 2019)

| | Budget 2020 | Actual 2020 | Actual 2019 |
|--|----------------------------|----------------------------|----------------------------|
| | (Note 4) | | |
| Revenues | | | |
| Property taxes | \$ 3,994,008 | \$ 3,994,008 | \$ 3,906,935 |
| User fees and charges | 39,485 | 18,820 | 63,092 |
| Government transfer -Safe Federal Restart | - | 40,781 | - |
| Government transfer -Provincial | 138,904 | 138,904 | 138,904 |
| Investment income | - | 9,699 | 14,948 |
| Development charges | 153,222 | 282,190 | 280,148 |
| Donations | - | 2,547 | 83,320 |
| | <u>4,325,619</u> | <u>4,486,949</u> | <u>4,487,347</u> |
| Expenses | | | |
| Salaries, wages and benefits | 2,481,471 | 2,062,534 | 2,295,929 |
| Materials and supplies | 358,209 | 359,547 | 412,597 |
| Contracted services | 24,892 | 22,466 | 21,743 |
| Interfunctional transfers | 1,002,606 | 963,244 | 913,712 |
| Interest on long term debt | 14,983 | 14,983 | 20,134 |
| Amortization | 442,282 | 431,548 | 440,439 |
| | <u>4,324,443</u> | <u>3,854,322</u> | <u>4,104,554</u> |
| Excess revenues over expenses (expenses over revenues) before other | 1,176 | 632,627 | 382,793 |
| Other expenses | | | |
| Loss on disposal of capital assets | - | (16,741) | (4,546) |
| Excess revenues over expenses (expenses over revenues) | 1,176 | 615,886 | 378,247 |
| Accumulated surplus, beginning of year | <u>5,449,799</u> | <u>5,449,799</u> | <u>5,071,552</u> |
| Accumulated surplus, end of year | <u>\$ 5,450,975</u> | <u>\$ 6,065,685</u> | <u>\$ 5,449,799</u> |

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, 2020 (comparative figures for year ended December 31, 2019)

| | 2020 | 2019 |
|---|---------------------|-------------------|
| Excess revenues over expenses (expenses over revenues) | \$ 615,886 | \$ 378,247 |
| Acquisition of tangible capital assets | (221,648) | (208,523) |
| Amortization of tangible capital assets | 431,548 | 440,439 |
| Loss on sale of tangible capital assets | 16,741 | 4,546 |
| Decrease (increase) in prepaid expenses | 4,549 | (4,549) |
| (Increase) in inventory | 2,302 | (6,454) |
| (Increase) in capital work in progress | 6,207 | (6,207) |
| | <hr/> | <hr/> |
| Increase in net financial assets (liabilities) | 855,585 | 597,499 |
| Net financial assets, beginning of year | 640,836 | 43,337 |
| | <hr/> | <hr/> |
| Net financial assets, end of year | \$ 1,496,421 | \$ 640,836 |
| | <hr/> | <hr/> |

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, 2020 (comparative figures for year ended December 31, 2019)

| | 2020 | 2019 |
|--|--------------------------|--------------------------|
| Operating activities | | |
| Excess revenues over expenses (expenses over revenues) | \$ 615,886 | \$ 378,247 |
| Non-cash changes to operations | | |
| Amortization of tangible capital assets | 431,548 | 440,439 |
| Loss on disposal of capital assets | 16,741 | 4,546 |
| Changes in non-cash operating balances | | |
| Accounts receivable | 4,594 | (3,563) |
| Due from Oxford County | (571,418) | (107,123) |
| Accounts payable and accrued liabilities | 39,324 | (23,289) |
| Deferred revenue | (47,955) | 16,092 |
| Prepaid expenses | 4,549 | (4,549) |
| Inventory | 2,302 | (6,454) |
| Net change in cash from operating | <u>495,571</u> | <u>694,346</u> |
| Capital activities | | |
| Acquisition of tangible capital assets | (221,648) | (208,523) |
| (Increase) in capital work in progress | 6,207 | (6,207) |
| Net change in cash from capital | <u>(215,441)</u> | <u>(214,730)</u> |
| Financing activities | | |
| Long term debt principal repayments | <u>(137,458)</u> | <u>(137,457)</u> |
| Net change in cash from financing | <u>(137,458)</u> | <u>(137,457)</u> |
| Increase in cash | 142,672 | 342,159 |
| Cash, beginning of year | <u>708,446</u> | <u>366,287</u> |
| Cash, end of year | <u>\$ 851,118</u> | <u>\$ 708,446</u> |

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, 2020

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, 2020

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

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, 2020

1. Deferred Revenue

The deferred revenue balance is comprised of the following:

| | <u>2020</u> | <u>2019</u> |
|---------------------|-------------------|-------------------|
| Development charges | \$ 389,409 | \$ 444,755 |
| Donations | 204,442 | 197,051 |
| | <u>\$ 593,851</u> | <u>\$ 641,806</u> |

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:

| | <u>2020</u> | <u>2019</u> |
|--|-------------------|-------------------|
| Total long term liabilities incurred on behalf of the Oxford County Library at various rates of interest ranging from 3.22% to 4.65% (2019 - 3.22% to 4.65%) with maturity dates ranging from March 2022 to September 2023 | <u>\$ 331,437</u> | <u>\$ 468,895</u> |

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

| | |
|------|-------------------|
| 2021 | \$ 137,458 |
| 2022 | 110,479 |
| 2023 | 83,500 |
| | <u>\$ 331,437</u> |

(c) The net interest expense for the year ended December 31, 2020 was \$14,983 (2019 - \$20,134).

Oxford County Library Board
Notes to the Financial Statements
December 31, 2020

3. Accumulated Surplus

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

| | <u>2020</u> | <u>2019</u> |
|-------------------------------------|----------------------------|----------------------------|
| Surpluses | | |
| Operating fund | \$ 49,468 | \$ 46,652 |
| Invested in tangible capital assets | 4,233,675 | 4,329,065 |
| | <u>4,283,143</u> | <u>4,375,717</u> |
| Reserves | | |
| Library | <u>1,782,542</u> | <u>1,074,082</u> |
| | <u>\$ 6,065,685</u> | <u>\$ 5,449,799</u> |

4. Budget

The Financial Plan (Budget) By-Law adopted by Council on January 08, 2020 was prepared on a modified accrual basis consistent with the requirements of Section 289 of the Ontario Municipal Act, 2001. The 2020 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 08, 2020 with adjustments as follows:

| | <u>2020</u> |
|---|------------------------|
| Financial Plan (Budget) By-Law surplus for the year | \$ - |
| Add: | |
| Tangible capital assets | 284,000 |
| Debt principal repayment | 137,458 |
| Less: | |
| Amortization | 442,282 |
| Transfers from accumulated surplus | (22,000) |
| | <u>\$ 1,176</u> |

Oxford County Library Board
Notes to the Financial Statements
December 31, 2020

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, 2020

Schedule 1

| | Cost Dec 31, 2019 | Additions | Disposals | Cost Dec 31, 2020 | Accumulated Amortization Dec 31, 2019 | Amortization | Disposals | Accumulated Amortization Dec 31, 2020 | Net Book Value Dec 31, 2020 |
|--------------------------------------|----------------------|------------------|------------------|----------------------|---|------------------|------------------|---|-----------------------------------|
| General | | | | | | | | | |
| Land improvements | 508,601 | - | - | 508,601 | 168,752 | 14,749 | - | 183,501 | 325,100 |
| Buildings | 5,124,946 | 41,208 | 26,633 | 5,139,521 | 1,694,266 | 151,050 | 9,892 | 1,835,424 | 3,304,097 |
| Furniture and fixtures | 2,180,386 | - | - | 2,180,386 | 2,043,177 | 37,066 | - | 2,080,243 | 100,143 |
| Machinery and equipment | 15,002 | - | - | 15,002 | 9,581 | 639 | - | 10,220 | 4,782 |
| Library books | 1,596,313 | 180,440 | 212,026 | 1,564,727 | 717,719 | 228,044 | 212,026 | 733,737 | 830,990 |
| Total Tangible Capital Assets | \$9,425,248 | \$221,648 | \$238,659 | \$9,408,237 | \$4,633,495 | \$431,548 | \$221,918 | \$4,843,125 | \$4,565,112 |

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

Donations, Sponsorship and Fundraising Policy

RECOMMENDATION

1. That the Library Board approve the Donations, Sponsorship and Fundraising Policy as presented.

REPORT HIGHLIGHTS

- Reviews and revises, as required, the Donations, Sponsorship and Fundraising Policy as part of the Board Policy Review schedule.

Implementation Points

The revised policy will be distributed to staff, and salient points highlighted at an upcoming staff development day.







Financial Impact

The recommendation contained in this Report will have no financial impact beyond what has been approved in the current year’s budget.

Communications

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

Strategic Plan (2015-2018)

| | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| WORKS WELL TOGETHER | WELL CONNECTED | SHAPES THE FUTURE | INFORMS & ENGAGES | PERFORMS & DELIVERS | POSITIVE IMPACT |

| | | | | | |
|--|--|--|--|-------|--|
| | | | | 5.ii. | |
|--|--|--|--|-------|--|

DISCUSSION

Background

Capital building projects, beginning with Ingersoll in 1995-1996, necessitated the creation of capital fundraising campaigns and, in most cases, community-based Fundraising Committees. Fundraised revenues were earmarked to help furnish the new libraries with needed furnishings and equipment and to provide enhancements to expand and improve service. Full-scale capital campaigns took place during the Ingersoll, Thamesford, Plattsville, and Norwich projects. Staff played integral support roles in all campaigns. Smaller-scale community capital campaigns were undertaken by staff to support the Brownsville and Tavistock capital projects. The total amount raised in those six campaigns exceeded \$900,000.

Over the past thirteen years, small-scale fundraising has been undertaken to fund specific renovation projects in Otterville, Mount Elgin, and Innerkip.

Over the past ten years, over \$108,000 has been received from community service clubs and individual donors, with the funds largely earmarked for branch-specific program enhancements, primarily directed at children's and youth programming. These include:

- 2016 Ingersoll Children's Area renovations funded by the Ingersoll Community Foundation and the Estate of Ernie and Mavis Underwood
- 2019 donations in honour of Arthur and Isabelle (Snetsinger) Varnum, being used to create a Youth Area at the Thamesford branch.

In 2019, the library received a bequest in the amount of \$75,562.28 from the Estate of Margaret Ann (Peg) Caffyn. The Board is stewarding that donation for the purposes of enhancing services to children and youth.

Six Naming Opportunities have been granted by Library Boards to date:

- Thamesford Program Room (Lions Den), to Thamesford Lions Club
- Norwich stained glass window feature to Leonard Reeves
- Norwich Youth Study Area to Rochdale Credit Union
- Tavistock Children's Area (Mikey's Room) to the Estate of Mike Yarich
- Tillsonburg Reading Tree to John and Liz Lessif
- Ingersoll Children's Area to the Ingersoll Community Foundation and the Estate of Ernie and Mavis Underwood.

Comments

In order to update the Donations, Sponsorship and Fundraising Policy (last reviewed in April 2018), Ontario Library Services sample policies and those of other library systems were

Report No: 2021-14
CORPORATE SERVICES
Board Date: May 17, 2021

reviewed. Certain best practices found in these policies were adopted for inclusion. In addition, procedures were added to address situations that have arisen in order to provide guidance for staff.

Staff member Gail Kavelman assisted in the review of the policy, having been mentored in fundraising principles by the former SOLS Fundraising Consultant.

Conclusions

The proposed amendments and additions outline the Library's fundraising and sponsorship policies and procedures, facilitating the solicitation process by providing clear guidelines for staff and potential donors.

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENTS

- Attachment 1 Draft revised Donations, Sponsorship and Fundraising Policy
- Attachment 2 Donations, Sponsorship and Fundraising Policy (2018) with track changes
- Attachment 3 Association of Fundraising Professionals *Donor Bill of Rights*

| | | | |
|----------------------|---|--------------------------|------|
| Board Motion Number: | 2021-14 | Date of Review: | 2026 |
| Date Approved: | May 17, 2021 | Chairperson's signature: | |
| Reference Documents: | <i>Collection Development Policy Canadian Library Association Position Statement on Corporate Sponsorship Agreement in Libraries A Donor Bill of Rights</i> | | |

DONATIONS, SPONSORSHIP AND FUNDRAISING POLICY

BACKGROUND

Oxford County Public Library is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA).

Oxford County Library (OCL) gratefully accepts and encourages donations, gifts, and sponsorships from individuals, groups, foundations and corporations that help to fulfil the vision, mission and strategic priorities of the library. Donations to OCL will fund enhanced and value-added services and programs, and capital enhancements which support OCL's mission and objectives.

PURPOSE

The purpose of this policy is to provide guidelines with respect to the acceptance of donations and the creation and administration of sponsorship partnerships and fundraising campaigns.

PROCEDURES

For the purpose of this policy,

Donation shall mean a gift or contribution of cash, goods, or services given voluntarily toward an event, project, program or corporate asset as a philanthropic act.

Sponsorship shall mean a gift from a corporate entity, individual or community group in support of an Oxford County Library project or event, in return for some form of recognition.

Section A: Donation Acceptance

The scope of this policy includes Donations of:

- Money
- Books and other print materials
- Audio visual materials
- Art and photographic works
- Equipment (including items for Kitchen Library, musical instruments)
- Other in-kind gifts or services

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| Board Motion Number: | 2021-14 | Date of Review: | 2026 |
| Date Approved: | May 17, 2021 | Chairperson's signature: | |
| Reference Documents: | <i>Collection Development Policy Canadian Library Association Position Statement on Corporate Sponsorship Agreement in Libraries A Donor Bill of Rights</i> | | |

- Property of significant value, such as real estate or securities
 - Planned gifts, such as willed donations, bequests or endowments.
1. The Library reserves the right to refuse Donations or Sponsorship opportunities which it deems inappropriate or unsuitable to the Library's mission, goals, policies, and best interests.

Due to the large volume of book Donations the Library is offered each year, it may only accept items which are in excellent condition and that fall into one of the following categories:

- Hardcover books published in past two years;
- Paperbacks published in the current year;
- Local History materials;
- Works by local authors.

The Library does not accept:

- Magazines, including *National Geographic*;
- Textbooks;
- Encyclopedias;
- VHS tapes or other superseded technologies;
- Unlicensed copies (e.g. galley proofs);
- Most computer books;
- Materials in poor condition;
- Other items as determined by the Library.

2. All Donations become the Library's exclusive property and must be of a clear and unencumbered nature.
3. The Library reserves the right to utilize Donations in the Library's best interests and maintains complete jurisdiction over the disposition and/or eventual disposal of all Donations.
4. The Library has no obligation to inform the donor of the disposition of the Donation materials, to retain intact, or to reserve special library shelving for, unsolicited gifts of private collections.
5. Financial Donations may be allocated for use at a specific branch or branches. However, donated books and other circulating materials cannot be guaranteed to remain in a particular branch location as it is a floating collection.

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6. Donated materials will not be accepted as payment for lost or damaged library materials unless it is an exact copy in pristine condition and the Library wishes to retain a copy in the collection.

Section B: Charitable Receipts

1. Upon request, official receipts will be issued to donors for income tax purposes for Donations of \$10 or more, in accordance with The Income Tax Act.
2. For accepted new gifts-in-kind or services-in-kind, an official receipt will be issued for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with a fair market value over \$1,000. Gifts-in-kind with a fair market value of less than \$1,000 need not be accompanied by a professional appraisal; however, the Library reserves the right to require an expert opinion on the value of the Donation before issuing a receipt.

Section C: Donor Research

1. All research undertaken by the Library on current and potential donors will be limited to its funding development process and no other purpose.
2. Research methods will respect the individual's right to privacy and information will only be acquired through publicly available sources.

Section D: Donor Records

1. The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (*Municipal Freedom of Information and Protection of Privacy Act*), and in accordance with the *Donor Bill of Rights* (Attachment 3).
2. Donors' names and contact information will not be shared in any way with parties outside the Library.
3. Donor information may be used by the Library for ongoing communication and the solicitation of future gifts.

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Section E: Recognition of Support

1. The purpose of donor recognition is to thank donors, to encourage others to give, and to steward healthy long-term relationships between the Library and its donors. The Library will provide recognition of Donations and Sponsorship that is consistent with the applicable fundraising plan and the Donation/Sponsorship level.
2. Donor recognition programs for special fundraising initiatives, such as capital campaigns, will be developed as part of the campaigns.
3. Any signage required for donations and sponsorship will be designed, constructed and installed in a manner that is mutually agreed upon by the donor/sponsor and the Library.
4. The Library respects the wishes of donors who wish to remain anonymous.

Section F: Naming Opportunities

1. From time to time the Library may offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services or branch components in honour of its benefactors.
2. Naming Opportunities should be considered and identified during the formulation of all capital fundraising programs. A list of components or rooms available for naming should be established before the campaign begins. The Library reserves the right to limit the duration of the Naming Opportunity.
3. A request for a Naming Opportunity must be submitted in writing to the Board. The Board reserves the right to refuse a naming request.
4. Naming Opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.
5. The Library reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

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| Board Motion Number: | 2021-14 | Date of Review: | 2026 |
| Date Approved: | May 17, 2021 | Chairperson's signature: | |
| Reference Documents: | <i>Collection Development Policy Canadian Library Association Position Statement on Corporate Sponsorship Agreement in Libraries A Donor Bill of Rights</i> | | |

Section G: Sponsorships

1. A Sponsorship is a mutually beneficial exchange between the Library and an outside organization, business, or individual, in which an external party makes a contribution of cash or in-kind goods or services to the Library in exchange for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their contribution. Tax receipts are not issued to sponsors.
2. The CEO or designate will determine whether the Library will enter into a Sponsorship, and reserves the right to refuse or terminate any Sponsorship they deem inappropriate or unsuitable to the Library's mission, goals, policies, or best interests or that represent a conflict of interest for the County of Oxford. Sponsorship opportunities will be entertained only with companies whose products are legal for children.
3. The Sponsor must have no impact on the policies, practices and priorities of the Library.
4. Sponsorships do not imply endorsement of products by the Library.
5. Where the sponsorship agreement limits the Library's ability to enter into other sponsorships, such an agreement shall clearly define the nature, extent, and time frame of the exclusivity.
6. Sponsorships cannot be made conditional on Library performance measures.
7. Any public use of the name or logo of the Library, affiliated organizations, branches, services and programs must be approved by the CEO or designate.
8. A Sponsorship agreement will neither give unfair advantage to nor cause discrimination against any sector(s) of the community.

Section H: Third-Party Fundraising

1. A written application must be submitted to the CEO by all potential third-party fundraising groups. The CEO may refer any application to the Library Board.
2. All successful applicants must complete a Fundraising Event Agreement, releasing Oxford County Library from all liability connected with the event.




OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

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| Board Motion Number: | 2021-14 | Date of Review: | 2026 |
| Date Approved: | May 17, 2021 | Chairperson's signature: | |
| Reference Documents: | <i>Collection Development Policy</i> <i>Canadian Library Association Position Statement on Corporate Sponsorship Agreement in Libraries</i> <i>A Donor Bill of Rights</i> | | |

3. The fundraising event must adhere to all policies of Oxford County Library and the County of Oxford.
4. The Library reserves the right to refuse an application or cancel a third-party agreement at any time.

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|  | | OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL | |
| Board Motion Number: | | Date of Review: | 2022 |
| Date Approved: | April 16, 2018 | Chairperson's signature: | |

Donations, Sponsorship and Fundraising

BACKGROUND

Oxford County Public Library is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA). ~~The basis of this policy incorporates best practices as established by the Association of Fundraising Professionals and the Canadian Library Association.~~

Oxford County Library (OCL) gratefully accepts and encourages donations, gifts, and sponsorships from individuals, groups, foundations and corporations that help to fulfil the vision, mission and strategic priorities of the library. Donations to OCL will fund enhanced and value-added services and programs, and capital enhancements which support OCL's mission and objectives.

PURPOSE

~~Oxford County Library welcomes and encourages donations, gifts and sponsorship from individuals, groups, foundations and corporations for the purpose of enhancing the services of the library system.~~

~~The Library operates in accordance with its mission, values, and strategic goals.~~

The purpose of this policy is to provide guidelines with respect to the acceptance of donations and the creation and administration of sponsorship partnerships and fundraising campaigns.

PROCEDURES

For the purpose of this policy,

Donation shall mean a gift or contribution of cash, goods, or services given voluntarily toward an event, project, program or corporate asset as a philanthropic act.

Sponsorship shall mean a gift from a corporate entity, individual or community group in support of an Oxford County Library project or event, in return for some form of recognition.

Section A: ~~Gifts~~ (Donation) Acceptance

The scope of this policy includes Donations of:

- Money
- Books and other print materials
- Audio visual materials

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OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL

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| Board Motion Number: | | Date of Review: | 2022 |
| Date Approved: | April 16, 2018 | Chairperson's signature: | |

- Art and photographic works
- Equipment (including items for Kitchen Library, musical instruments)
- Other in-kind gifts or services
- Property of significant value, such as real estate or securities
- Planned gifts, such as willed donations, bequests or endowments.

1. The Library reserves the right to refuse ~~gifts, and~~ Donations or ~~Se~~ponsorship opportunities which it deems inappropriate or unsuitable to the Library's mission, goals, policies and best interests.

Due to the large volume of book Donations the Library is offered each year, it may only accept items which are in excellent condition and that fall into one of the following categories:

- Hardcover books published in past two years;
- Paperbacks published in the current year;
- Local History materials;
- Works by local authors.

The Library does not accept:

- Magazines, including *National Geographic*;
- Textbooks;
- Encyclopedias;
- VHS tapes or other superseded technologies;
- Unlicensed copies (e.g. galley proofs);
- Most computer books;
- Materials in poor condition;
- Other items as determined by the Library.

~~4.~~

2. All ~~gifts and~~ Donations become the Library's exclusive property and must be of a clear and unencumbered nature.
3. The Library reserves the right to utilize ~~gifts and~~ Donations in the Library's best interests and maintains complete jurisdiction over the disposition and/or eventual disposal of all ~~gifts and~~ Donations.

~~4. The Library has no obligation to inform the donor of the disposition of the Donation materials, to retain intact, or to reserve special library shelving for, unsolicited gifts of private collections. Donations may be allocated for use at a specific branch or branches.~~


5. Financial Donations may be allocated for use at a specific branch or branches. However,

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|  | | OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL | |
| Board Motion Number: | | Date of Review: | 2022 |
| Date Approved: | April 16, 2018 | Chairperson's signature: | |

donated books and other circulating materials cannot be guaranteed to remain in a particular branch location as it is a floating collection.

6. Donated materials will not be accepted as payment for lost or damaged library materials unless it is an exact copy in pristine condition and the Library wishes to retain a copy in the collection.

4-7. _____

~~— As a rule, donated materials will not be accepted as payment for lost or damaged library materials or fees.~~

Section B: Charitable Receipts

1. Upon request, official receipts will be issued to donors for income tax purposes for ~~Donations~~ gifts of \$10 or more, in accordance with the Income Tax Act.
2. For accepted new gifts-in-kind or services-in-kind, an official receipt will be issued for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with a fair market value over ~~\$1,0900~~ \$1,0900. Gifts in-kind with a fair market value of less than \$10900 need not be accompanied by a professional appraisal; however, the Library reserves the right to require an expert opinion on the value of the ~~Donation~~ gift before issuing a receipt.

Section C: Donor Research

1. All research undertaken by the Library on current and potential donors will be limited to its funding development process and no other purpose.
2. Research methods will respect the individual's right to privacy and information will only be acquired through publicly available sources.

Section D: Donor Records

1. The Library will maintain records of all ~~De~~onations, the contents of which will be protected by current privacy legislation (*Municipal Freedom of Information and Protection of Privacy Act*), and in accordance with the *Donor Bill of Rights* (Appendix B).
2. Donors' names and contact information will not be shared in any way with parties outside the Library.
3. Donor information may be used by the Library for ongoing communication and the solicitation of future gifts.

Section E: ~~Donor~~ Recognition of Support



OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL

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|----------------------|----------------|--------------------------|------|
| Board Motion Number: | | Date of Review: | 2022 |
| Date Approved: | April 16, 2018 | Chairperson's signature: | |

~~1. The purpose of donor recognition is to thank donors, to encourage others to give, and to steward healthy long-term relationships between the Library and its donors. The Library will provide recognition of Donations and Sponsorship that is consistent with the applicable fundraising plan and the Donation/Sponsorship level.~~

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~~1. The Library will maintain a donor recognition program in support of its Donations, Sponsorship and Fundraising Policy. The purpose of the donor recognition program is to thank donors, to encourage others to give, and to steward healthy long-term relationships between the Library and its donors.~~

2. Donor recognition programs for special fundraising initiatives, such as capital campaigns, will be developed as part of the campaigns.

~~3. Any signage required for donations and sponsorship will be designed, constructed and installed in a manner that is mutually agreed upon by the donor/sponsor and the Library.~~

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~~3-4.~~ The Library respects the wishes of donors who wish to remain anonymous.

Section F: Naming Opportunities

~~1.~~ From time to time the Library may offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services or branch components in honour of its benefactors. ~~The Library reserves the right to limit the duration of the Naming Opportunity.~~

~~1.~~
2. Naming Opportunities should be considered and identified during the formulation of all capital fundraising campaigns. A list of components or rooms available for naming should be established before the campaign begins. The Library reserves the right to limit the duration of the Naming Opportunity.


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3. A request for a Naming Opportunity must be submitted in writing to the Board. The Board reserves the right to refuse a naming request.

4. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.

5. The Library reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

Section G: Sponsorships

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|  | | OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL | |
| Board Motion Number: | | Date of Review: | 2022 |
| Date Approved: | April 16, 2018 | Chairperson's signature: | |

1. A sponsorship is a mutually beneficial exchange between the Library and an outside organization, ~~or business,~~ or individual, in which an external party makes a contribution of cash or in-kind goods or services to the Library in exchange for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their contribution. Tax receipts are not issued to sponsors.
2. The CEO, or designate, ~~will be responsible for determining~~ whether the Library will enter into a sponsorship, and reserves the right. ~~The CEO, or designate, reserves the right~~ to refuse or terminate any sponsorship they deem inappropriate or unsuitable to the Library's mission, goals, policies and best interests or that represent a conflict of interest for the County of Oxford. Sponsorship opportunities will be entertained only with companies whose products are legal for children.
3. The sponsor must have no impact on the policies, ~~and~~ practices and priorities of the Library.
4. Sponsorships do not imply endorsement of products by the Library.
5. Where the sponsorship agreement limits the Library's ability to enter into other sponsorships, such an agreement shall clearly define the nature, extent, and time frame of the exclusivity.
4. ~~5-6.~~ Sponsorships cannot be made conditional on Library performance outcomes.
- 6-7. Any public use of the name ~~and/or~~ logo of the Library, affiliated organizations, branches, services and programs must be approved by the CEO, or designate.
- 7-8. ~~The sponsor will receive a benefits package and level of recognition that is commensurate with the value of its contribution. A Sponsorship agreement will neither give unfair advantage to nor cause discrimination against any sector(s) of the community.~~

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Section H: Third-Party Fundraising

1. A written application must be submitted to the CEO by all potential third-party fundraising groups. The CEO may refer any application to the Library Board.
2. All applicants must complete a Fundraising Event Agreement, releasing Oxford County Library from any liability connected with the event.
3. The fundraising event must adhere to all policies of Oxford County Library.



**OXFORD COUNTY LIBRARY
OPERATIONAL POLICY
MANUAL**

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| Board Motion Number: | | Date of Review: | 2022 |
| Date Approved: | April 16, 2018 | Chairperson's signature: | |

4. ~~The Library reserves the right to refuse an application or cancel a third-party agreement at any time, including during an event.~~

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A DONOR BILL OF RIGHTS

DEVELOPED BY:



Association of Fundraising Professionals (AFP)



Association for Healthcare Philanthropy (AHP)



Council for Advancement and Support of Education (CASE)



Giving Institute: Leading Consultants to Non-Profits

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III

To have access to the organization's most recent financial statements.

IV

To be assured their gifts will be used for the purposes for which they were given.

V

To receive appropriate acknowledgement and recognition.

VI

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

VII

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.