AGENDA

OXFORD COUNTY LIBRARY BOARD
BOARD MEETING

Monday, November 15, 2021, 1:00 p.m.
Council Chamber, Oxford County Administration Building, Woodstock

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.   October 18, 2021

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 the ten months ending October 31, 2021 be accepted.

   8.2.   2021-24 Librarian's Report

   RECOMMENDATION

      1.   That the Board receive Report No. 2021-24 for information and discussion purposes.

   8.3.   2021-25 Local History Policy Review

   RECOMMENDATION

      1.   That the Library Board adopt the revised Local History Policy, as attached to Report No. 2021-25.

   8.4.   2021-26 Community Information Policy

RECOMMENDATION

1. That the Library Board adopt the revised Community Information Policy, as attached to Report No. 2021-26.

8.5. 2021-27 CEO Performance Appraisal Goals and Objectives

RECOMMENDATION

1. That the Library Board approve the key objectives for the CEO to support the library's strategies and goals, as presented in Report No. 2021-27.

8.6. 2021-28 2022 Library Board meeting schedule

RECOMMENDATION

1. That the Library Board adopt a schedule for 2022 regular Library Board meetings as set out in Report No. 2022-28 with each regular meeting being held at _____ p.m.

9. UNFINISHED BUSINESS

9.1. Library Board Governance Review - 2021

9.2. Communication and Engagement Activities - 2021 and 2022

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

October 18, 2021
Oxford County Administration Building

Member Present	Chair Marcus Ryan
	Vice-Chair David Mayberry
	Councillor Don McKay
	Warden Larry Martin
	Julia Harris

Members Absent	Laura Langford
	Regina Smith

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

1.   CALL TO ORDER

1:01 p.m. with Marcus Ryan in the chair.

2.   APPROVAL OF AGENDA

RESOLUTION NO. 1

Moved By: Larry Martin
Seconded By: David Mayberry

That the Agenda as amended 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   September 20, 2021

RESOLUTION NO. 2

Moved By: David Mayberry
Seconded By: Julia Harris

Resolved that the Library Board minutes of September 20, 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: David Mayberry
Seconded by: Julia Harris

That the statistics for the nine months ending September 30, 2021 be accepted.

DISPOSITION: Motion Carried

8.2 Financials

RESOLUTION NO. 4

Moved by: Julia Harris
Seconded by: Larry Martin

That the September 2021 update be accepted.

DISPOSITION: Motion Carried

8.3 2021-21 Librarian's Report

RESOLUTION NO. 5

Moved By: Julia Harris
Seconded By: David Mayberry

That the Board receive Report No. 2021-21 for information and discussion purposes.

DISPOSITION: Motion Carried

8.4   2021-22 2022 Library Budget

RESOLUTION NO. 6

Moved By: David Mayberry
Seconded By: Larry Martin

That the Board recommends that County Council approve the 2022 Oxford County Library Business Plan and budget to provide a levy of $4,060,372, subject to possible minor adjustments to interdepartmental charges.

DISPOSITION: Motion Carried

8.5   2021-23 COVID-19 Update: Workplace Vaccination Policy and Proof of Vaccination Requirements

RESOLUTION NO. 7

Moved By: David Mayberry
Seconded By: Larry Martin

That the Library Board approve the formal adoption of Oxford County's COVID-19 Workplace Vaccination Policy.

DISPOSITION: Motion Carried

9.   UNFINISHED BUSINESS

NIL

10.   NOTICE OF MOTIONS

NIL

11.   NEW BUSINESS / ENQUIRIES / COMMENTS

11.1   Retirement of CEO/Chief Librarian

RESOLUTION NO. 8

Moved By: David Mayberry
Seconded By: Larry Martin

That the Library Board accept Lisa Miettinen's resignation for retirement effective March 31, 2022.

DISPOSITION: Motion Carried

11.2   Annual CEO Performance Appraisal

RESOLUTION NO. 9

Moved By: David Mayberry
Seconded By: Don McKay

That Board members Ryan and Smith be appointed to a sub-committee for the purpose of conducting the annual CEO performance appraisal.

DISPOSITION: Motion Carried

12. CLOSED SESSION

RESOLUTION NO. 10

Moved By: David Mayberry
Seconded By: Larry Martin

That the Oxford County Library Board rise and go into a Closed Session to discuss personal matters about an identifiable individual.

DISPOSITION: Motion Carried

RESOLUTION NO. 11

Moved By: David Mayberry
Seconded By: Don McKay

That the Oxford County Library Board rise and reconvene in Open Session.

DISPOSITION: Motion Carried

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

RESOLUTION NO. 12

Moved By: David Mayberry
Seconded By: Julia Harris

That the Board authorizes County HR staff to retain an executive search firm to facilitate the recruitment of a successor CEO/Chief Librarian for the Oxford County Library;

And further, that costs related to recruitment of up to $31,000 be funded from the Library General Reserve;

And that the final candidate recommendation be subject to the Oxford County Library Board's approval, with the hiring committee to be determined at a later date by the Board.

DISPOSITION: Motion Carried

14.   **ADJOURNMENT**

Library Board adjourns at 3:53 p.m.

_____

CHAIR

_____

SECRETARY

OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS		JAN	FEB	MAR	APR	MAY	JUN	JUL	**2021** AUG	SEP	OCT	NOV	DEC	**TOTAL** to Date	**2020** TOTAL
BROWNSVILLE	2020	295	220	146	66	0	15	16	20	23	21	78	151	822	1,051
	2021	246	103	130	220	170	148	151	176	117	81			1,542	
BURGESSVILLE	2020	1,622	1,635	767	23	19	44	529	709	646	809	88	719	6,803	7,610
	2021	1,177	948	825	1,225	1,067	1,244	1,678	2,055	1,652	1,625			13,496	
EMBRO	2020	573	590	190	6	28	71	138	160	485	495	595	545	2,736	3,876
	2021	630	687	682	566	496	699	600	672	624	479			6,135	
HARRINGTON	2020	289	244	189	11	1	19	172	168	186	208	304	241	1,487	2,032
	2021	303	384	398	355	363	395	394	394	285	204			3,475	
INGERSOLL	2020	9,652	8,752	4,932	82	606	2,648	3,221	3,012	4,058	5,036	5,050	5,388	41,999	52,437
	2021	2,941	3,114	4,404	3,556	3,313	2,993	6,905	6,652	5,516	6,075			45,469	
INNERKIP	2020	1,503	1,619	671	106	1	114	409	685	738	795	840	712	6,641	8,193
	2021	889	970	1,211	986	1,043	1,050	1,160	1,282	975	1,020			10,586	
MOUNT ELGIN	2020	912	467	443	72	37	114	247	306	331	535	624	473	3,464	4,561
	2021	661	667	742	466	682	585	456	611	714	735			6,319	
NORWICH	2020	5,791	5,120	2,596	12	27	2,312	2,191	1,980	2,140	2,566	3,010	2,631	24,735	30,376
	2021	2,749	2,432	2,754	2,956	3,214	3,337	3,350	3,435	3,095	3,317			30,639	
OTTERVILLE	2020	1,083	1,426	369	76	1	42	392	608	691	701	589	725	5,389	6,703
	2021	820	685	824	796	892	1,354	1,036	1,373	1,492	1,304			10,576	
PLATTSVILLE	2020	1,421	1,407	716	142	2	344	865	835	866	972	964	972	7,570	9,506
	2021	998	1,236	1,184	1,108	1,094	1,323	1,111	1,457	1,167	1,182			11,860	
PRINCETON	2020	696	756	388	45	0	91	458	541	703	474	487	588	4,152	5,227
	2021	551	548	710	565	446	654	742	659	534	503			5,912	
TAVISTOCK	2020	1,882	1,844	843	22	17	859	753	804	854	753	743	813	8,631	10,187
	2021	1,054	1,016	994	984	931	1,321	1,208	1,637	1,349	1,350			11,844	
THAMESFORD	2020	1,651	1,527	836	42	7	803	1,163	1,197	1,009	1,025	930	722	9,260	10,912
	2021	983	871	694	1,021	773	879	1,065	949	894	1,175			9,304	
TILLSONBURG	2020	8,861	8,507	4,349	325	732	2,890	4,102	3,926	4,372	5,581	5,517	5,390	43,645	54,552
	2021	4,542	3,833	4,951	4,252	4,076	4,281	6,201	5,791	5,066	5,599			48,592	
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	167,334	207,223
	2021	18,544	17,494	20,503	19,056	18,560	20,263	26,057	27,143	23,480	24,649	0	0	215,749	
Annual Change:		-48.8%	-48.7%	17.6%	1750.1%	1155.8%	95.5%	77.8%	81.5%	37.3%	23.4%			28.9%	
Digital TV & Movies	2020	258	272	491	649	518	387	402	410	322	375	321	297	4,084	4,702
	2021	407	429	363	412	392	198	331	438	375	246			3,591	
Zinio (Magazines)	2020	248	334	409	482	638	487	551	747	762	720	1,006	600	5,378	6,984
Overdrive as of Apr/21	2021	856	853	815	41	1,210	637	579	622	608	433			6,654	
Tumble Books	2020	910	548	891	1,422	703	364	373	394	592	802	467	329	6,999	7,795
	2021	667	282	364	402	380	266	168	146	125	288		329	3,417	
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	25,858	29,673
	2021	2,534	2,447	2,409	2,826	2,479	1,944	1,592	1,456	1,754	1,656			21,097	
Press Reader	2021	655	336	509	574	437	464	436	250	235	924			4,820	
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	50,819	60,479
	2021	5,983	5,412	5,827	5,730	5,844	5,567	5,835	5,989	5,360	5,937			57,484	
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	66,609	78,846
	2021	7,448	6,630	6,851	6,863	7,225	6,953	7,353	7,262	6,228	6,494			69,307	
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	117,428	139,325
	2021	13,431	12,042	12,678	12,593	13,069	12,520	13,188	13,251	11,588	12,431	0	0	126,791	
Annual Change:		38.7%	28.7%	17.4%	-5.5%	-5.5%	2.2%	6.7%	7.0%	-0.2%	5.1%			8.0%	

OXFORD COUNTY LIBRARY - COMPUTER USE BY PUBLIC

Location		Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL to Date	2020 TOTAL
BROWNSVILLE		2020	51	70	25	0	0	0	0	0	0	0	0	0	146	146
		2021	0	0	0	0	0	0	0	0	1	0			1	
	Wireless	2020	12	10	13	2	14	19	12	12	17	0	7	2	111	120
		2021	1	1	2	4	7	5	2	12	27	17			78	
BURGESSVILLE		2020	5	4	3	0	0	0	0	0	0	0	0	0	12	12
		2021	0	0	0	0	0	0	0	0	0	0			0	
	Wireless	2020	270	160	200	156	163	150	197	126	213	142	102	96	1,777	1,975
		2021	78	42	25	43	42	51	31	31	48	42			433	
EMBRO		2020	21	29	10	0	0	0	0	0	0	0	0	0	60	60
		2021	0	0	0	0	0	0	0	0	0	0			0	
	Wireless	2020	42	47	32	24	24	13	17	11	24	15	45	24	249	318
		2021	32	33	42	45	36	40	52	35	87	109			511	
HARRINGTON		2020	4	5	4	0	0	0	0	0	0	0	0	0	13	13
		2021	0	0	0	0	0	0	0	0	0	0			0	
	Wireless	2020	11	11	12	2	8	7	16	8	12	8	9	2	95	106
		2021	10	7	6	9	8	11	9	10	16	11			97	
INGERSOLL		2020	950	875	0	0	0	0	0	0	67	163	171	157	2,055	2,383
		2021	0	0	118	0	0	0	121	197	156	194			786	
	Wireless	2020	595	634	337	98	96	70	107	109	103	153	129	79	2,302	2,510
		2021	77	81	123	123	111	243	343	304	229	244			1,878	
INNERKIP		2020	67	62	24	0	0	0	0	0	0	0	0	0	153	153
		2021	0	0	0	0	0	0	2	7	8	9			26	
	Wireless	2020	47	47	38	48	41	45	60	66	62	48	27	32	502	561
		2021	28	26	51	34	51	58	57	39	40	55			439	
MOUNT ELGIN		2020	9	6	4	0	0	0	0	0	0	0	0	0	19	19
		2021	0	0	0	0	0	0	0	0	2	0			2	
	Wireless	2020	22	22	12	0	0	1	5	6	12	17	16	22	97	135
		2021	3	7	8	2	10	1	7	20	17	23			98	
NORWICH		2020	234	301	129	0	0	0	0	0	0	0	0	0	664	664
		2021	0	0	0	0	0	0	7	13	13	14			47	
	Wireless	2020	424	411	511	483	606	634	605	588	580	479	467	477	5,321	6,265
		2021	414	316	311	427	475	453	390	376	378	442			3,982	
OTTERVILLE		2020	24	30	7	0	0	0	0	0	0	0	0	0	61	61
		2021	0	0	0	0	0	0	2	2	0	6			10	
	Wireless	2020	120	69	62	30	35	59	39	22	32	72	22	17	540	579
		2021	14	9	14	88	28	52	55	55	40	17			372	
PLATTSVILLE		2020	58	74	43	0	0	0	0	0	0	0	0	0	175	175
		2021	0	0	0	0	0	0	0	2	6	5			13	
	Wireless	2020	113	87	69	4	5	6	19	26	68	113	114	83	510	707
		2021	25	110	90	37	38	27	21	19	107	159			633	
PRINCETON		2020	57	34	13	0	0	0	0	0	0	0	0	0	104	104
		2021	0	0	0	0	0	0	0	0	0	2			2	
	Wireless	2020	48	79	30	17	12	26	25	13	29	21	16	15	300	331
		2021	12	6	7	17	31	41	13	16	13	21			177	
TAVISTOCK		2020	87	69	22	0	0	0	0	0	0	0	0	0	178	178
		2021	0	0	0	0	0	0	4	9	10	5			28	
	Wireless	2020	267	205	186	160	175	185	146	104	116	76	60	67	1,620	1,747
		2021	78	78	71	85	63	39	11	19	89	147			680	
THAMESFORD		2020	138	162	47	0	0	0	0	0	0	0	0	0	347	347
		2021	0	0	0	0	0	0	1	17	12	3			33	
	Wireless	2020	164	192	138	210	201	128	96	112	66	57	59	54	1,364	1,477
		2021	38	32	71	58	37	46	46	75	86	92			581	
TILLSONBURG		2020	1,086	962	460	0	0	0	95	163	205	261	240	181	3,232	3,653
		2021	0	0	187	0	0	0	159	172	271	247			1,036	
	Wireless	2020	1,435	1,264	806	209	255	292	452	455	509	488	472	484	6,165	7,121
		2021	350	277	373	427	429	537	740	935	664	778			5,510	
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	28,172	31,920
		2021	1,160	1,025	1,499	1,399	1,366	1,604	2,073	2,365	2,320	2,642	0	0	17,453	
Annual Change:			-81.8%	-82.7%	-53.7%	-3.0%	-16.5%	-1.9%	9.6%	29.9%	9.7%	25.0%			-38.0%	

OXFORD COUNTY LIBRARY ATTENDANCE STATISTICS		JAN	FEB	MAR	APR	MAY	JUN	JUL	**2021** AUG	SEP	OCT	NOV	DEC	**TOTAL** to Date	**2020** TOTAL
BROWNSVILLE	2020	107	132	50	0	0	0	0	0	0	0	9	12	289	310
	2021	16	13	15	18	21	33	33	44	58	30			281	
BURGESSVILLE	2020	499	421	205	0	0	0	67	105	107	144	124	97	1,548	1,769
	2021	147	137	152	204	143	175	215	274	248	275			1,970	
EMBRO	2020	187	176	83	0	0	0	0	11	60	60	73	65	577	715
	2021	72	80	92	72	74	91	92	116	115	82			886	
HARRINGTON	2020	107	100	31	0	0	0	49	31	42	37	38	34	397	469
	2021	38	41	53	42	34	46	36	61	62	53			466	
INGERSOLL	2020	6,680	6,365	2,966	0	126	671	1,038	1,084	944	1,915	1,700	1,675	21,789	25,164
	2021	771	851	1,420	870	930	961	2,545	2,330	1,970	2,311			14,959	
INNERKIP	2020	459	495	199	0	0	0	104	153	175	169	149	148	1,754	2,051
	2021	183	197	242	232	204	300	279	318	254	276			2,485	
MOUNT ELGIN	2020	157	153	68	0	0	285	46	55	63	62	69	54	889	1,012
	2021	68	59	76	63	66	101	93	90	94	88			798	
NORWICH	2020	1,953	1,880	898	0	0	0	305	308	324	290	282	237	5,958	6,477
	2021	280	253	281	353	316	378	379	544	511	454			3,749	
OTTERVILLE	2020	383	455	133	0	0	0	76	121	127	102	70	88	1,397	1,555
	2021	104	107	119	83	109	148	116	204	236	240			1,466	
PLATTSVILLE	2020	855	758	372	0	0	89	245	209	243	272	248	253	3,043	3,544
	2021	204	269	274	279	287	367	323	410	329	391			3,133	
PRINCETON	2020	412	375	182	0	0	0	57	88	100	74	91	81	1,288	1,460
	2021	76	83	110	105	104	126	113	140	83	122			1,062	
TAVISTOCK	2020	1062	1,040	508	0	0	148	195	185	221	197	184	165	3,556	3,905
	2021	229	222	228	232	210	243	270	448	428	398			2,908	
THAMESFORD	2020	1,138	1,044	461	0	0	204	204	173	193	229	191	175	3,646	4,012
	2021	140	164	152	180	171	202	203	278	251	278			2,019	
TILLSONBURG	2020	7,480	7,067	3,626	0	109	718	1,359	2,173	2,276	2,571	2,445	2,015	27,379	31,839
	2021	806	1,364	2,104	1,935	1,699	1,897	2,799	3,005	4,088	1,808			21,505	
TOTALS:	2020	21,479	20,461	9,782	0	235	2,115	3,745	4,696	4,875	6,122	5,673	5,099	73,510	84,282
	2021	3,134	3,840	5,318	4,668	4,368	5,068	7,496	8,262	8,727	6,806	0	0	57,687	
Annual Change:		-85.4%	-81.2%	-45.6%		1758.7%	139.6%	100.2%	75.9%	79.0%	11.2%			-21.5%	

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Librarian's Report – November 2021

RECOMMENDATION

1. That the Board receive Report No. 2021-24 for information and discussion purposes.

COVID-19 Pandemic Response

Branches continue to be busy printing vaccine certificates for patrons. Although public libraries do not have to require proof of vaccination for regular uses of the library, meetings, outside uses of library program rooms, and other events do require proof of vaccination. In preparation for the resumption of in-person programming and meetings sometime in the new year, the Verify Ontario app, Ontario's official mobile app for businesses to scan COVID-19 proofs of vaccination, has been installed on all staff iPads. Engaged Patrons, our program booking software, has configured our account to include vaccination status as part of online registration.

Outreach

Ox on the Run, in partnership with EarlyON, continues throughout November. "Playful Park Adventures" are being held in several parks throughout the county this month: Innerkip Park; Ingersoll Victoria Park; Mount Elgin Hilltop Park; Embro Memorial Park; Norwich Harold Bishop Park; Tillsonburg Southridge Park; Plattsville Park; Thamesford Lions Park South; Tavistock Queens Park; and Tillsonburg Memorial Park. The rural stops have been particularly well-received, with good numbers participating and families so happy to be able to participate with their young children in in-person programming.

Outreach/Teen Librarian Meagan Brennan has prepared a summary report of the 2021 Ox on the Run program. It is appended to this Report as Attachment No. 1 for the Board's information.

Ingersoll staff will be participating in the Ingersoll Santa Claus Parade on Saturday December 4. They will be able to reuse materials that had been created for a library float in a previous year's parade.

Staff Training

Four of our programming staff attended the virtual Child and Youth Expo on November 2 and 3. It was a good opportunity to learn about what other systems are doing. A number of us met virtually afterward to discuss options for the resumption of in-person programming.

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

A few of us attended the Ontario Library Association's virtual Marketing Think Tank on October 25.

In the spring, all staff will receive the Creating Safer Spaces training, offered by Rainbow Optimists. The training focuses on services to the LGBT2Q+ community.

Staff Activities

The RFID conversion project is nearing completion, with only three branch collections remaining to be done. The RFID circulation software has been installed in two branches so far, and the speed and accuracy of the equipment is excellent.

The new Home Delivery Portal has been soft-launched, discoverable on the website as of November 2 (www.ocl.net/Services/Home-Delivery-Service) . At this point, it is largely branch staff who are promoting the service to their clients, but a marketing campaign is being prepared and we will begin actively advertising the service in the new year.

Staff News

After 26 years with Oxford County Library, Gail Kavelman retired at the end of October. Gail filmed a number of virtual Storytime segments before she left, so Thursday Morning Stories and Songs will continue to feature Gail through most of the rest of this year. She will be greatly missed, but I know that she will remain a strong ambassador for OCL in the community.

The 2021 winners of the County's ACE Award for Innovation, Shannon Van Herzele and Leslie Van Santen, were selected to present a session on library virtual programming at the 2022 Ontario Library Association's Superconference. Definitely another feather in their caps!

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

_____

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENT

Attachment No. 1 – Ox on the Run Report 2021.

OX ON THE RUN REPORT

2021

OxfordCounty **Library**

connect. discover. share. become.

OVERVIEW

Following the success of our mobile outreach project in 2019, library staff were eager to offer Ox on the Run again this summer in partnership with Oxford EarlyON. A key focus for this year's program was to safely offer literacy-based programs to families across the County, and provide program information, library cards, and connection for community members. After a successful summer of outdoor programs library staff are continuing outdoor programs and outreach until the end of 2021.

BACKGROUND

In 2019, OCL piloted a mobile outreach project labeled Ox on the Run. We offered "pop-up" library services in a variety of locations across Oxford County, and brought technology, books, programs, and information to people who might not otherwise visit our library branches.

Over that summer we made 70 stops, and connected with over 2,500 individuals. Staff overwhelmingly found that these pop-ups were most popular with children and families, and concluded that this demographic should be our focus moving forward. Following the pilot project, OCL planned to launch a year 2 pilot in 2020 to comprehensively evaluate the program and its impact on our community.

Given the Covid-19 pandemic, we did not run the program in the summer of 2020. Staff shifted their focus to reaching children and families virtually, and offered Craft & Connect kits along with curbside services. In the spring of 2021 we saw the opportunity to bring back a scaled-down version of Ox on the Run where it was safe for both staff and families.

PARTNERSHIP

In an effort to coordinate with other county departments, and establish outdoor programming protocols, we reached out to Cara vanKlaveren of Oxford EarlyON. Oxford EarlyON was relaunching after integrating into the County's Human Services department, and was planning to offer a suite of outdoor programs. We already had an established partnership with them working on an outdoor story walk project to be launched in the summer, so it was a natural fit to coordinate our outdoor programs.

Together with the EarlyON team we began plans to schedule partnered storytime events in the parks over the summer months. Our aim was to launch the program in June, and we hoped by that time we would be able to safely offer an outdoor program with a small number of families. As June approached we decided to push the launch to July based on Ontario's tiered reopening plan. By early-July we were able to safely gather 25 people outdoors, and we felt comfortable offering the program.

"This is the first program we've attended with our son because he was born during the pandemic, and nothing has been available to us." – parent

THE PROGRAM

Leading up to the launch of the program, OCL and EarlyON staff marketed our joint summer project with a social media campaign that saw staff popping up in communities to "positively graffiti" parks and public areas with chalk, and let the community know we hoped to see them for Ox on the Run in the summer. We also made calendars available at library branches, and online, for families to take home. Our recognizable brand and mascot "Ollie the Ox" helped families recognize us as the library's returning pop-up program.

We launched our program on July 7, and began offering two types of outdoor programs that fell under the Ox on the Run/EarlyON umbrella. Playful Park Adventures were structured storytime programs with songs, rhymes, and stories ideal for ages 0-6 with caregivers. OCL staff joined in, read books, and offered information and library cards to attendees. The second program we offered was called Stroller Walks and Story Strolls, which was a less structured program for families to attend. We set up a story with book pages around a park or walking trail for families to read while enjoying the interactive prompts along the way. Library staff joined in with families to read the story, encouraged interaction with the book, and offered early literacy tips. In the event of rain or poor weather we offered a virtual meetup over WebEx for the registered families, but found that these were generally not well attended and stopped offering them.

Unlike the pilot project, library staff did not bring books, electronics, and toys for children to play with. We kept our equipment minimal bringing a tent, table, some promotional material, and equipment to register families for library cards. Safety was of utmost importance, and staff wore PPE and socially distanced. Oxford EarlyON required all attendees to preregister, complete a family screening, and bring face masks. In the event that families joined in without registration (ie. Families who happened to be in the park) we required their information for contact tracing. All of these safety measures were established with Southwestern Public Health.

Since EarlyON focuses their programs on ages 0-6 we prepared scavenger hunts and activities for older children that may accompany their families to the program. Library staff typically found that older children were happy to play at the nearby playgrounds and splash pads instead of joining in with us.

Ox on the Run, in partnership with Oxford EarlyON, has continued into the fall of 2021. We're currently gathering survey results from families that attended our programs over the summer. In October, library staff exclusively offered a series of family programs called Art in the Park with an overwhelming response, and positive feedback from the families. We also attended the annual Drumbo Fall Fair. Library staff plan to continue outdoor programming while the weather is in our favour.

"They also attracted the attention of other people in the community who were enjoying the parks which led to some positive conversations about the library and programs with adults." - Holly Brown

OBSERVATIONS

A return to in-person programming was well received by both staff and families. Shannon Van Herzele and Holly Brown, the Literacy and Innovation Specialists, enjoyed meeting their community in person and seeing friendly faces again. Both noted that parents expressed gratitude for the ability to bring their children to a library program again, and many brought their babies for the first time. A mom and her child were noted to have completed a story walk four times because the child was so engaged with the program.

"I had folks in Ingersoll who used to come to toddler time with their children introduce me to babies that they had during the pandemic. They had not had the chance to participate in programs yet, and are looking forward to library storytimes once again." – Shannon Van Herzele

Shannon also noted that she's seeing many of the families from the park programs using the library more often, and engaging with our social media. Holly felt that seeing the families in person was a great way to share library information, and make valuable connections to new community members.

"Some parents started planning to come to the program together as a way to meet up and they hope to continue to meet up at library programming in the future. I also got to meet a few families that were new to the area and a few children had their first experience coming to a community program with us. I was so pleased to connect with some of the children I had only seen virtually on maker programs or Reading Buddies at Art in the Park." – Holly Brown

We chose to promote the newly launched 1000 Books before Kindergarten program over the summer since the families attending Ox on the Run were ideal participants for the program. Many parents took home information and reading lists, and we monitored the registration numbers. As of November 1, we have 123 children participating in the program.

Overall staff were pleased with the response to Ox on the Run despite lower numbers than our pilot year. Challenges we faced were ensuring everyone's safety and social distancing from children, rare challenging interactions with parents who did not agree with the safety protocols, and relying on Oxford EarlyON's registration system. Library staff felt this sent the message to families it was an EarlyON program and not a partnership between both organizations. The focus on young children and their families created a barrier for library staff to offer Ox on the Run to children of all ages as they did not feel they could engage with us. Staff also observed that most of the families that attended Ox on the Run programs were already library users, and we did not create many new library cards.

OUTLOOK FOR 2022

Our hope for this project is to continue Ox on the Run again in 2022 with the ability to bring along technology, robotics, and craft supplies once again to offer a variety of activities for all ages. A return to fairs, markets, housing co-ops, and community events would be most impactful, but will depend on safety measures due to the Covid-19 pandemic. The original intent of Ox on the Run was to connect with people who might not otherwise use the library, and we'd like to shift back to this focus. We would welcome a continued partnership with Oxford EarlyON, and would commit to a smaller number of partnered storytimes in an effort to offer a range of activities to a wider demographic.

Having additional infrastructure, such as a dedicated outreach vehicle with computing devices and wifi, would appeal to older children and teens, and would give us the ability to demonstrate digital resources. A dedicated outreach vehicle with bright, recognizable branding would make us stand out in the community, and give parents piece of mind when their children approach us.

"I'm so excited to have a library card again!" – Ox on the Run attendee

THE NUMBERS

- 4 OCL staff members worked Ox on the Run
- 45 stops made across the County (July–Sept)
- Kids reached – 256+ (July–Sept)
- Adults reached – 166+ (July–Sept)
- Card signups – 15 (July–Sept)
- 1000 Books Before Kindergarten program registrations – 123 (as of Nov 1)

COMMENTS

- Staff heard all summer long "it's so nice to see the library out again!"
- "We're so thankful for in-person programs again."
- "This is the first program we've attended with our son because he was born during the pandemic, and nothing has been available to us."
- "Are the branches open for browsing yet?"
- A young boy proudly announced "I have a library card!"
- "We miss storytimes in the library, but this is great!"
- "I wish Books for Babies wasn't virtual. I can't wait until it's in person again."
- "I used to volunteer for Gail and I can't wait to bring my own daughter to the library for storytimes."
- "I'm so excited to have a library card again!"
- A mom said she might "become one of our groupies!"

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

To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Local History Policy Review

RECOMMENDATION

1. **That the Library Board adopt the revised Local History Policy, as attached to report No. 2021-25.**

REPORT HIGHLIGHTS

- Updates the Local History Policy to more accurately reflect practice and to include feedback provided by Local History & Digital Literacy Technicians and Oxford County Archives staff.

Implementation Points

Upon Board approval of the Policy, it will be added to the Board Policy documents in print and online.

Financial Impact

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

Strategic Plan (2020-2022)

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

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

DISCUSSION

Background

The Ontario Public Library Guidelines recommend the following elements for inclusion in a Local History Policy:

14.7	**Local History Policy -** The library maintains a policy inclusive of its community and territory history that includes: inclusive types of local history materials collected; genealogy collections and their circulation status; geographic area covered; techniques or methods used for materials preservation or digitization; and public access of the materials in the collection or archived by the library or library partners in the community. Policy should recognize that some collection material may have a historical colonial perspective. Local history collections should be developed to recognize all peoples who live or have lived in the library's community and territory. They should reflect respect for, and reconciliation, with Indigenous people. *The above is recommended as a dedicated Local History Policy. The subject may also be addressed in other policies when the library is a local history partner and a First Nation, municipal, county archives or other heritage organization is the main source of local history material.*

OCL and the Oxford County Archives have worked together over the past few years on several projects. A professional grade photographic scanner was purchased by OCL to be housed at the Archives for joint use. In addition to digitizing photographs in our collections, our two institutions were successful in applying for a digitization loan from Archives of Ontario. A photographic collection by John and Edgar Hugill of Ingersoll will be loaned by AO for digitization and hosting on our website.

OCL and Oxford County Archives worked together earlier this year to present the first Virtual Local History Fair.

OCL digitization of the newspaper collection is being aided by the Archives who is providing support in the use of Laserfiche.

OCL and Oxford County Archives staff worked together to prepare a document of Digitization Objectives, Standards & Procedures.

Comments

Many of the changes made to the policy are simple in nature, including updating institutional names. The revised policy recommends that multiple copies of local history publications be purchased so that both reference and circulating copies are available. Print facsimiles of digitized material will be created for circulation.

References to mandatory research fees for staff time beyond 30 minutes have been removed. Staff report that most queries are handled within 30 minutes or less, and many researchers choose to send a donation to the library as a way of thanking staff for their assistance. With the amount of material being digitized and mounted on the Local History webpage, self-serve research is becoming easier.

Conclusions

The draft Policy as revised in combination with the Digitization Objectives, Standards & Procedures document address all aspects of the Ontario Public Library Guidelines pertaining to a Local History Policy:

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

_____

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENTS

Attachment No. 1 – Draft Local History Policy, 2021 revision.
Attachment No. 2 – Local History Policy, 2015, with Track Changes.
Attachment No. 3 – 2021 Local History Infographic
Attachment No. 4 – 2021 Local History Highlights and feedback

	OXFORD COUNTY LIBRARY OPERATIONAL POLICY MANUAL		
SECTION:		APPROVED BY:	Library Board
NUMBER:		SIGNATURE:	
PAGE:		DATE:	November 15, 2021
REFERENCE POLICY:	Collections Development	NEXT REVIEW DATE:	2026

Local History

PURPOSE

Oxford County Library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand Oxford's past. The collection complements the collections of the Oxford County Archives, and will not duplicate those collections. The Library's preferred format for local history materials is digital, in order to ensure greatest access and to facilitate 24/7 self-service research.

DEFINITIONS

Comprehensive local history collection:
  a) would include items in a variety of formats of local interest, both primary and secondary.
     Items to be acquired include but are not limited to:
     i)   Local research
     ii)   Oral histories
     iii) Cemetery record publications
     iv)   Original and/or reproductions of photographs and negatives
     v)   Monographs
     vi)   School yearbooks
     vii) Historical atlases and maps
     viii) Records of local organizations
     ix)   Church Histories
     x)   voter's lists and directories/gazetteers
     xi)   local newspapers if not available on microfilm or digitally.

PROCEDURES

Section 1: Collections

1. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection.

2. Due to the greater availability of space and open hours, and because of the expertise required to assist the public in the use of local history materials, comprehensive local history resources will be offered in the Ingersoll and Tillsonburg branches. Selected

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other branches may offer secondary source local history materials.

3. Oxford County Library will collect materials pertaining to the history of Oxford County and its surrounding areas. Emphasis is given to the acquisition of those items which will contribute to the knowledge of the social, civic, religious, economic, and cultural life of the county, both past and present. Wherever possible, the library will purchase multiple copies of materials – one copy will be designated as Local History Reference, and the rest will be available for loan in the circulating collection. The Library will consult with the Archives and/or local museums to determine the most appropriate repository for original materials of a fragile nature and primary source materials. Museum objects and/or artifacts are generally not acquired, except in limited number for display or interpretation purposes.

4. Writings by local authors that are not about Oxford County or the surrounding area, are subject to the Library's Collection Development Policy. Works by local authors will be catalogued as such for easy identification and retrieval.

5. The Library will subscribe to databases relevant to local history and genealogy research, as budget resources allow.

6. Unpublished primary source materials of a fragile nature should be transferred to an archives facility for preservation and storage. Selected materials could be copied (print, photographic, microform, digital) and made available for general use in the libraries. Wherever possible, primary source materials of potentially significant research interest will be digitized and made available on the library website and a print facsimile added to the library collection.

7. The Library will work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.

8. The Library will strive to collect and maintain materials pertaining to local Indigenous and minority cultures, historic and current, and will work with Indigenous and minority communities to ensure these materials are stored, used, interpreted, and made accessible in a manner that is acceptable to them, showing respect and understanding for the origins and cultural significance of the materials.

Section 2: Users

1. Researchers, local historians, genealogists including patrons referred from other

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branches.

2. Teachers and students at all levels.

3. Individuals and organizations submitting inquiries in person, by mail, telephone, fax, and e-mail.

Section 3: Use

1. Local history materials may be used in the library only and will not circulate. Duplicate copies of materials likely to be useful for circulation are acquired as funds and availability allow. Local History material may be loaned for inter-library use, solely at the discretion of the CEO or designate.

2. In special situations, a short-term loan may be arranged with the approval of the CEO.

3. Some primary and secondary material must be indexed individually by library staff or volunteers. Self-service research is facilitated where indices exist (print and/or on-line). Requests for information requiring staff time for retrieval will be done as time and staff resources allow. Genealogical requests may be referred to the Oxford Branch of Ontario Ancestors (formerly the Oxford Genealogical Society). Research requests requiring access to archival records may be referred to the Oxford County Archives. An individual may request one free e-mail look-up per week. The library reserves the right to charge research fees or to refuse to fill the request if the request would require significant staff time.

Section 4: Donations

1. The Library will solicit donations of local history materials from the community and from other sources and welcomes gifts, in accordance with the Library's Collections Development Policy.

2. Donated materials are assessed by designated staff prior to acceptance in order to establish their suitability for the collection. As the library's preference is to digitize local history materials as appropriate, a loan arrangement will be encouraged, with the original materials to be returned to the donor or redirected.

3. Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected.

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4. A record of provenance will be kept on file for those items donated to the library; this clearly indicates that ownership resides with the library.

5. The Library will have full discretion as to use, display, or disposition of the donated material. Items removed from the collection will be returned to the donor where possible.

Section 5: Relationship to sources outside the Library

1. Cooperation and consultation with local architectural, genealogical, and historical groups and institutions.
   a) Oxford County Archives
   b) Museums throughout the County of Oxford
   c) Oxford Branch of the Ontario Ancestors
   d) Historical and Heritage Societies throughout the County of Oxford.

Section 6: Research Fees

1. Individuals or organizations will be provided with up to 30 minutes of staff time free of charge for local history research and/or retrieval. The Library reserves the right to limit the frequency and number of research/retrieval requests per individual.
   Beyond the initial 30 minutes, research fees as outlined in Section 6 (7) may apply.

2. The requester will be notified of research fees and the estimated time required to conduct the research.

3. The research will not be undertaken until payment is received.

4. If the research cannot be completed within the estimated research time, the researcher will be notified of any additional fees. If they choose not to pay for additional research, the research completed up until that point will be provided to them.

5. If the estimated research time quoted falls short by 30 minutes or less, the researcher will not be billed for the additional time.

6. Research Fees: $30 per hour, with additional 15 minute intervals billed at a rate of $10. Fees will include copying/printing of up to 15 pages single-sided, postage and handling. Additional copying and printing will be billed at the established rate.

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Local History

PURPOSE

Oxford County Library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand Oxford's past. The collection complements the collections of the County of Oxford Archives, and will not duplicate those collections. The Library's preferred format for local history materials is digital, in order to ensure greatest access and to facilitate 24/7 self-service research.

DEFINITIONS

Comprehensive local history collection:
- a) would include items in a variety of formats of local interest, both primary and secondary. Items to be acquired include but are not limited to:
  - i) Local research
  - ii) Oral histories
  - iii) Cemetery record publications
  - iv) Original and/or reproductions of pPhotographs and negatives
  - v) Copies of photographs
  - vi)v) Monographs
  - vii)vi) School yearbooks
  - viii)vii) Historical atlases and maps
  - ix) Microform
  - viii) Records of local organizations
  - x)ix) Church Histories
  - xi)x) voter's lists and directories/gazetteers
  - xii)xi) local newspapers if not available on microfilm or digitally.

- b) would exclude: unpublished primary source materials of a fragile nature.

PROCEDURES

Section 1: Collections

1. Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the local history collection.

2. Due to the greater availability of space and open hours, and because of the expertise

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required to assist the public in the use of local history materials, comprehensive local history resources will be offered in the Ingersoll and Tillsonburg branches. Selected other branches may offer secondary source local history materials.

3. Oxford County Library will collect materials pertaining to the history of Oxford County and its surrounding areas. Emphasis is given to the acquisition of those items which will contribute to the knowledge of the social, civic, religious, economic, and cultural life of the county, both past and present. Wherever possible, the library will purchase multiple copies of materials – one copy will be designated as Local History Reference, and the rest will be available for loan in the circulating collection. The Library will consult with the Archives and/or local museums to determine the most appropriate repository for original materials of a fragile nature and primary source materials. Museum objects and/or artifacts are generally not acquired, except in limited number for display or interpretation purposes.

4. Writings by local authors, that are not about Oxford County or the surrounding area, are subject to the Library's Collection Development Policy. Works by local authors will be catalogued as such for easy identification and retrieval.

5. The Library will subscribe to databases relevant to local history and genealogy research, as budget resources allow.

6. Unpublished primary source materials of a fragile nature should be transferred to an archives facility for preservation and storage. Selected materials could be copied (print, photographic, microform, digital) and made available for general use in the libraries. Wherever possible, primary source materials of potentially significant research interest will be digitized and made available on the library website and a print facsimile added to the library collection.

7. The Library will work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.

8. The Library will strive to collect and maintain materials pertaining to local Indigenous and minority cultures, historic and current, and will work with Indigenous and minority communities to ensure these materials are stored, used, interpreted, and made accessible in a manner that is acceptable to them, showing respect and understanding for the origins and cultural significance of the materials.
7.

Section 2: Users

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1. Researchers, local historians, genealogists including patrons referred from other branches.

2. Teachers and students at all levels.

3. ~~General public, including people from out-of-town.~~

4. Individuals and organizations submitting inquiries in person, by mail, telephone, fax, and e-mail.

Section 3: Use

1. Local history materials may be used in the library only and will not circulate. Duplicate copies of materials likely to be useful for circulation are acquired as funds and availability allow. ~~Duplicate copies~~Local History material may be loaned for inter-library use, solely at the discretion of the CEO or designate.

2. In special situations, a short-term loan may be arranged with the approval of the CEO.

3. Some primary and secondary material must be indexed individually by library staff or volunteers. Self-service research is facilitated where indices exist (print and/or on-line). Requests for information requiring staff time for retrieval will be done as time and staff resources allow. ~~In general, G~~genealogical requests may~~should~~ be referred to the Oxford Branch of Ontario Ancestors (formerly the Oxford Genealogical Society). Research requests requiring access to archival records may~~should~~ be referred to Oxford~~the~~ County Archives. An individual may request one free e-mail look-up per week. The library reserves the right to charge research fees or to refuse to fill the request if the request would require significant staff time.

Section 4: Donations

1. The Library will solicit donations of local history materials from the community and from other sources and welcomes gifts, in accordance with the Library's Collections Development Policy.

2. Donated materials are assessed by designated staff prior to acceptance in order to establish their suitability for the collection. As the library's preference is to digitize local history materials as appropriate, a loan arrangement will be encouraged, with the original materials to be returned to the donor or redirected.

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3. Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected.

4. A record of provenance will be kept on file for those items donated to the library; this clearly indicates that ownership resides with the library.

5. The Library will have full discretion as to use, display, or disposition of the donated material. Items removed from the collection will be returned to the donor where possiblereserves the right to remove materials from the collection once they are filmed and/or digitized, if maintaining the original is deemed to be impractical. Efforts may be made to return items to donors where possible.

Section 5: Relationship to sources outside the Library

1. Cooperation and consultation with local architectural, genealogical, and historical groups and institutions.
   a) Oxford County of Oxford Archives
   b) Museums throughout the County of Oxford
   c) Oxford Branch of the Ontario AncestorsCounty Branch of the OGS
   d) Historical and Heritage Societies throughout the County of Oxford.

Section 6: Research Fees

1. Individuals or organizationsResidents of OCL member municipalities who cannot reasonably access Local History collections in-person will be provided with up to 30 minutes of staff time free of charge for local history research and/or retrieval. The Library reserves the right to limit the frequency and number of research/retrieval requests per individual.
   Beyond the initial 30 minutes, research fees as outlined in Section 6 (7) may apply.
2. Research fees will apply to requests that cannot be completed within a "ready reference" period of time (10 minutes or less), from residents of non-member municipalities.
2. The requester will be notified of research fees and the estimated time required to conduct the research.
   3.
3. The research will not be undertaken until payment is received.
   4.
4. If the research cannot be completed within the estimated research time, the researcher will be notified of any additional fees. If they choose not to pay for additional research, the research completed up until that point will be provided to them.
   5.
5. If the estimated research time quoted falls short by 30 minutes or less, the researcher

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will not be billed for the additional time.

6.

7.6. Research Fees: $30 per hour, with additional 15 minute intervals billed at a rate of $10.

Fees will include copying/printing of up to 15 pages single-sided, postage and handling. Additional copying and printing will be billed at the established rate.

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Oxford County Library
Local History
2021 highlights

Oxford Local History Day, 24 April 2021

Partnered with many local cultural & historical groups to create an inaugural virtual event celebrating the history of Oxford County.

Tillsonburg

Tillsonburg Observer

Tillsonburg History Pin

Town of Tillsonburg on History pin. Explore Tillsonburg's architectural past through historical photographs.

Tillsonburg Newspapers

Welcome to the Tillsonburg Newspaper Database. This includes resources to the Tillsonburg Observer, Liberal and News.
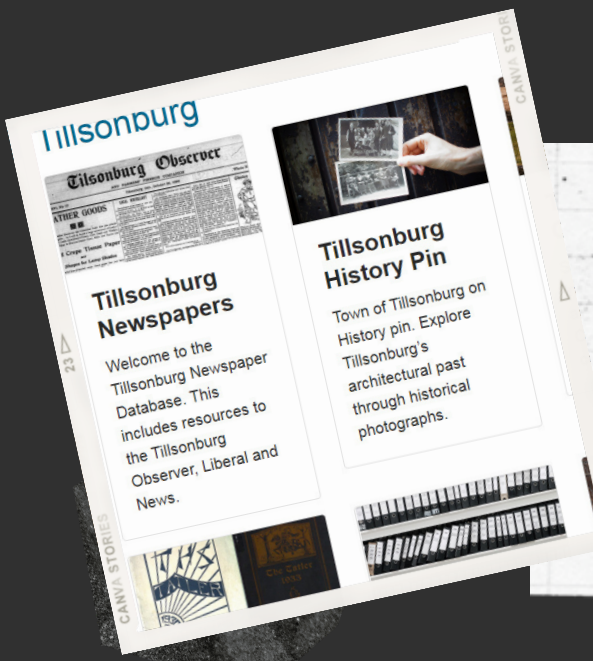
Redesign of Local History page

In collaboration with the Oxford County web team, a geographic reorganization has meant increased functionality for researchers.

2021 OCL Local History by the numbers

166,337	Local History page views
3500	visitors to Ingersoll Historical Photograph Gallery
400	local & family history research requests responded to
195	historical resources scanned, digitized and added
14	community partnerships established through Oxford Local History Day
12	local history workshops developed & presented

oxfordcountycemeteries.ca

Rescued and secured ownership of invaluable county-wide photographic cemetery resource.

Oxford County Library

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OCL Local History Highlights

Institution of Oxford Local History Day, 24 April 2021, worked with many local cultural & historical groups to create a virtual event celebrating the history of Oxford County.

Redesign of Local History page. Organizing resources geographically has increased functionality.

Publication of the local history book, 'Public festivals in Ingersoll, 1855-1930' achieved with the partnership of a local historian and the curator of the Ingersoll Cheese & Agricultural Museum.

Secured ownership of the invaluable photographic cemetery database, oxfordcemeteries.ca and brought it under the umbrella of the Local History page.

Assisted several local researchers to publish articles and biographies of Oxford County citizens

2021 By the numbers:

>166,337 Local History page views

>3500 visitors to Ingersoll Historical Photograph Gallery, which celebrates the image collection of the Ingersoll Library & the Ingersoll Cheese & Agricultural Museum

>400 local & family history research requests responded to

>195 historical resources scanned, digitized and added to Local History page

>14 community partnerships established through Oxford Local History Day.

>12 Zoom workshops to promote Local History page developed and presented

>4 local researchers were assisted to publish articles & biographies of Oxford County citizens

>Responses to research requests received by email in 2021:

>>*"Thank you so much Vicki! Both for the picture of the parade and the amazing information you have sent! My grandfather's memory was a bit off - he had the fire as 1879 - what a description in that article! Wow! The one article you sent confirmed my suspicions that Vance's bakery was in the same building! What I love is that the one article mentions Vance's ice cream - there's a couple of recipes for ice cream right near the front of the book!*

>>*Thank you so much for the obituaries! This information will definitely help to flesh out what I found on Ancestry and Family Search. Thanks so much!"*

Alayne

Vicki,

Thank you so much for the information on Edith Fewster. I did not have the information about the Fewsters and the Prisoner of Zenda. Thank you for providing me this scrapbook. I was able to obtain some pictures of Andrew, Edith and Olive Fewster. I really appreciate all your help. I am currently researching the Petrie/Groves family for my niece and you have helped me tremendously. I will definitely send in a donation by cheque. Thank you again.

Tracey

Thank you so much for setting up today's workshop! I had no idea there was so much information available through the library ~ you have definitely put a lot of work into this. I grew up in West Zorra, my great grandfather was on the Zorra tug-of-war team and I have some of the books you mentioned such as 100 Years in Zorra Church. I went to IDCI so am looking forward to going through the 'Volt' year books, and I am actually related to AG and Bess McCorquodale. So many things I could relate to! Once again, many thanks and keep up the wonderful work!

Sharon

Vicki, you have brought a big smile to my heart today. Thank you so much! It looks like I have some reading to do and I can't wait to dive in! What a joy it is to have your assistance. I'm sincerely grateful for your thoughtfulness. I'll be in touch with you soon regarding some pages from the book.

I feel that by uncovering these histories of the Harris family now, he must be looking down from heaven with a smile. It's a gift that we will pass down to our children as well.

Brenda

Hello Vicki,

Thank you a million times for this information. It beautifully pins down the location and the image of the farm is great. I suspected that the buildings might be long ago gone. Hopefully, they are the original structures from the

1880's but likely not exactly. I hope to venture over that way in the spring or summer to take a trip down memory lane with 85 year old brother who was born on my grandfather Zinkan's farm in Drumbo.

Thank you again, you are an angel in my mind. Ernie

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Community Information Policy Review

RECOMMENDATION

1. **That the Library Board adopt the revised Community Information Policy, as attached to report No. 2021-26.**

REPORT HIGHLIGHTS

- Establishes guidelines for the types of information suitable for collecting, displaying and distributing at library branches.
- Meets the requirement under the Ontario Public Library Guidelines to review all Board policies once per Board term.

Implementation Points

Upon Board approval of the Policy, it will be added to the Board Policy documents in print and online.

Financial Impact

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

Communications

Instructions on the enforcement of the policy will be provided to branch staff at a future training event.

Strategic Plan (2020-2022)

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

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			4.ii		

DISCUSSION

Background

A Community Information Policy is a mandatory policy under the Ontario Public Library Guidelines. The Library Board first approved a Community Information Policy in May, 2015.

The display and distribution of information on community events, services and resources is a vital role played by the public library. Bulletin boards and brochure racks have long been the primary, traditional method, but in recent years, we have added digital signage in high-traffic areas of certain branches.

Care must be taken to ensure that bulletin boards and other displayers are not allowed to become overly crowded, as too much visual noise can render such displays ineffective.

Comments

The draft Policy as revised has been condensed and simplified from the 2015 version, and has been modelled on best practices as reflected in the sample policy provided by Ontario Library Service. Among the notable changes:

- Mandates a "fair and consistent" handling of all requests
- Stipulates that the posting of materials is restricted to library staff
- Adjusts exclusionary language from "not acceptable" to "reserves the right not to display or distribute"
- Allows for an appeals process
- Specifies petitions, pledge forms, and sign-up sheets, in response to issues that have arisen in previous years
- Includes a section pertaining to election campaign material.

Conclusions

The proposed Policy addresses requirements as outlined in the Ontario Public Library Guidelines, and provides branch staff with instructions as to the display and distribution of community information.

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

ATTACHMENTS

Attachment No. 1 – Community Information Policy, 2015.
Attachment No. 2 – Draft Community Information Policy, 2021 revision.

	OXFORD COUNTY LIBRARY BOARD POLICY MANUAL	
Board Motion Number:	2015-13	Date of Review:	
Date Approved:	May 25, 2015	Chairperson's signature:	

Community Information Policy

BACKGROUND

In accordance with the Library's vision statement, the display and distribution of materials connects residents to local services and resources and provides opportunities for involvement within the community.

Each branch of the Oxford County Library system should elect to offer an area within the Library where community information will be shared. In these areas, the Library provides access to information about community activities, agencies, organizations, institutions and the resources and services that these groups offer. This information may be provided in print and/or electronic format.

Library staff are encouraged to provide information to members of the public requesting it, to improve access to municipal and community services and to promote community involvement and engagement.

This policy establishes the types of information suitable for collecting, displaying, and distributing within the library.

This policy conforms to the Canadian Library Association's Statement of Intellectual Freedom (1983) and does not imply the approval or endorsement of any material that is posted.

PURPOSE

To establish the conditions under which the Oxford County Library supports the distribution and display of community information from individuals, community groups, agencies, institutions, and government.

This policy addresses information procedures specific to library operations. It does not replace or duplicate any County policies already in place.

PROCEDURES

Section 1: Collection and Access

1. The library will collect and keep current information on the services of community agencies and organizations, including:

    a. Municipal services
    b. Community groups

Oxford County *growing stronger...together*		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2015-13	Date of Review:	
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c. Health and social services agencies
d. Recreational and cultural institutions

2. The library will provide easy, convenient, and confidential access to information on agencies and organizations.

3. Patron confidentiality will be respected at all times.

Section 2: Displays

1. The Library may elect to provide a public display board for information about events that serve the needs of the local community.

2. All material submitted for display or distribution becomes the property of the Library.

3. The Library reserves the right to dispose of materials as staff deem appropriate.

4. The Library does not return unsolicited material or notify individuals or groups if their materials are not acceptable for any reason.

5. The display of materials does not constitute the Library's endorsement of any individual, group, product, service, or expressed opinions.

6. The Library is not responsible for theft or damage to materials submitted for public display or free distribution within the Library.

Section 3: Acceptable Materials

1. Materials will be accepted as display space is available.

2. Preference will be given to materials of the following types and in this order of priority:
    a. Notices of library programs, events, activities, and services.
    b. Notices of community interest from local municipalities, County Departments, and local non-profit agencies.
    c. Notices of cultural, educational, and recreational events.

3. Materials that are not acceptable for display or distribution at any branch library location include, but are not limited to, the following:

    a. Materials that contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations.
    b. Materials that contravene Oxford County Library policies, procedures, regulations, or *Rules of Conduct*.
    c. Materials whose primary focus is partisan or political in nature; however political materials may be eligible when announcing meetings and forums for discussion

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of community issues.
d. Faith-based materials whose primary purpose and/or editorial policy is the promotion of faith.
e. Materials advertising and promoting commercial products or services.
f. Personal ads and notices, including items for sale or rent, pledge forms.
g. Multiple copies of the same posting in Library display areas (exception: library postings and signage).

Section 4: Distribution

1. The Library may choose to distribute publications from cultural organizations and educational institutions, as space allows, such as:

    a. College or university calendars
    b. Cultural festivals and events brochures

2. Library staff will determine the best location for distributing or displaying acceptable materials.

Section 5: Electronic and On-line Displays

1. The Library may choose to display community information electronically on monitors and other display devices within or outside the library branches. This may replace print notices.

2. Guidelines regarding acceptable electronic material will be consistent with those for print.

3. Decisions regarding online promotion are entirely at the discretion of the Chief Librarian or designate.

Section 6: Submission

1. Materials for display or distribution within the Library will be submitted to the service desk of the branch where it is requested to be displayed; or to Library headquarters.

2. Materials will be reviewed by Library staff to determine eligibility for display and/or distribution.

Oxford County Library connect. discover. share. **become.**		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2021-26	Year of Next Review:	2026
Date Approved:	November 15, 2021	Chairperson's signature:	

COMMUNITY INFORMATION POLICY

BACKGROUND

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

PURPOSE

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

PROCEDURES

Section A: Community Information Collection and Services

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

   a) Municipal services
   b) Community groups
   c) Educational organizations
   d) Health and social services agencies and
   e) Recreation and cultural institutions.

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

3. The library may choose to provide community information in print and/or electronic format.

4. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Library staff will also refer individuals to other sources of community information, for example, Ontario 211: Community and Social Service Help Line (www.Ontario211.ca) when appropriate.

5. Patron confidentiality will always be respected.

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Board Motion Number:	2021-26	Year of Next Review:	2026
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Section B: Community Information Displays in the Library

1. The library will make available space to display materials about community activities and events.

2. The display of material does not constitute an endorsement of any group.

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

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

   a) Notices of library programs, events, activities and services
   b) Notices of community interest from the local municipalities and agencies
   c) Notices of cultural, educational and recreational events.

5. All materials become the property of Oxford County Library, and the library will dispose of materials as it sees fit.

6. The library reserves the right not to display or distribute:

   a) Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations, library policies and procedures.
   b) Faith-based materials whose primary purpose is the promotion of faith; however, local church events such as bazaars, benefiting the community at large, may be displayed
   c) Materials advertising and promoting commercial products or services
   d) Materials that advocate a particular political, sectarian or philosophic position
   e) Petitions, pledge forms, and sign-up sheets
   f) Personal ads and notices including notices of items for sale or rent
   g) Poorly produced materials that are difficult to understand
   h) Multiple copies of the same posting.

7. Any appeals must be in writing and will be resolved by the CEO. The final decision rests with the CEO.

Section C: Election Campaign Material

1. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exception:

   a) Political materials may be eligible when they announce meetings and forums for

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discussion of community issues.

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

CEO Performance Appraisal Goals and Objectives

RECOMMENDATION

1. **That the Library Board approve the key objectives for the CEO to support the library's strategies and goals, as presented in Report No. 2021-27.**

REPORT HIGHLIGHTS

- To inform the Board of 2022 Goals and Objectives established for the CEO/Chief Librarian as part of the annual performance appraisal process.

Implementation Points

Work on all three goals is currently underway and will be ongoing over the remaining months.

Financial Impact

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

Strategic Plan (2020-2022)

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

DISCUSSION

Background

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Given that I will be working for only three months of 2022, the goals and objectives set for myself for 2022 need to be focused primarily on information transfer and documentation in order to assist the transition, and the prioritization of work, including policy review, that should not, in fairness, be left to my successor.

CEO performance appraisal goals for 2022 include the following three objectives:

- Prepare extensive documentation for successor – for example, annual schedule/checklist of recurring deadlines and activities; list of key contacts; up-to-date budget and human resources information. Ensure that files (paper and electronic) are cleaned up and organized.

- Prepare a "Legacy Document" for the Board – outlining activities underway towards strategic goals, challenges and opportunities, including innovative approaches being considered but not yet implemented.

- Focus on policy review, including Board governance policies.

Comments

I would like to share the performance appraisal section under Personal Development that asks the question: "Are there elements of your job that you find difficult or challenging? If so, what training or experiences would help to make these less challenging?"

As a supervisor, I have always found this to be one of the more important pieces of the Performance Appraisal process, as it provides the employee the opportunity to come forward with concerns/ constructive criticisms and provides the employer/supervisor with valuable information.

My answer to the question was:

> "I would like the Board to feel more comfortable with its performance and role. Much remains unchanged from last year, in the sense of COVID having monopolized our attention and efforts and forcing us to dwell on operational matters to a greater extent than we would have liked. The Board has been very supportive of library staff throughout the pandemic – remaining engaged and concerned for the well-being of branch staff and supportive of a gradual approach to recovery.
>
> I know that this year has been challenging for members of the Librarian Team, too, who have had to shoulder increased system-wide operational issues in addition to undertaking an RFID project, supporting branch staff, fielding calls and emails at all hours from patrons, introducing new online and remote services, and maintaining community outreach programming and partnerships as much as possible.
>
> In spite of the added challenges this past year, we have an exceptionally strong Librarian Team, with a dynamic of mutual support and respect."

I have stressed the value of learning lessons from COVID-19's disruptions and being open to reimagining library service. We are in the process of exploring various technologies and innovative options for delivering library services. Our involvement in the Toronto Public Library Bridge and Edge projects and the technology planning that will result from that work will assist the Board and staff in setting strategic goals pertaining to technology and outreach. However, I believe that it would be advantageous for this Board to recommend to the next Board that a strategic planning exercise be undertaken in 2023 to articulate service objectives and priorities for their Board term. The "Legacy document" which I am proposing to complete can serve as a starting point for the articulation of OCL's Strengths, Weaknesses, Opportunities, and Threats to help lay the groundwork for a strategic planning exercise.

A Strategic or Master Plan lays out major initiatives to achieve the library's vision. The framework that a strategic plan provides helps establish meaningful action plans that are incorporated into the annual Business Plan. OCL has not had a Strategic Plan in place since 2012, which I believe has made it more difficult for the Board and staff to feel fully confident that the library is pursuing strategic directions effectively. A Strategic Planning process can further engage, involve, and empower the Board.

Current strategic planning exercises are being undertaken by a number of public library systems in Southwestern Ontario, including: County of Brant; St. Thomas; Brantford; St. Marys; Chatham-Kent; and London.

Conclusions

I greatly appreciate the supportive comments provided by the CEO Appraisal subcommittee and the Director of Corporate Services. My summary comment was: "I will miss my involvement with OCL and County staff. I appreciate the support and trust that the Board has given me. OCL is in a strong place, in spite of the challenges of the past couple of years."

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

Lisa Miettinen
CEO/Chief Librarian

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To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

2022 Library Board meeting schedule

RECOMMENDATION

1.   **That the Library Board adopt a schedule for 2022 regular Library Board meetings as set out in Report No. 2022-28 with each regular meeting being held at _____ p.m.**

REPORT HIGHLIGHTS

-   Establishes a meeting schedule for regular Library Board meetings in 2022 to ensure compliance with the *Public Libraries Act*.

Implementation Points

Upon approval of regular meeting dates and times, the schedule will be posted on the Oxford County Library website for public information.

Financial Impact

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

Strategic Plan (2020-2022)

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

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DISCUSSION

Background

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

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

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

Comments

The proposed schedule is presented for discussion purposes. The Board has expressed a wish to hold informal meetings to facilitate planning and discussion, in advance of the retirement of the current CEO/Chief Librarian. Those meetings need not be included in the schedule posted for public information.

For the purposes of establishing a regular meeting schedule, the following dates and locations are proposed:

MEETING DATE	SCHEDULED AGENDA ITEMS	PROPOSED LOCATION
January 17, 2022 **OR** February 21, 2022	Policy Review	OCAB
March 21, 2022	Policy Review	OCAB
April 18, 2022	Policy Review	OCAB
May 16, 2022	Policy Review	TBD
June 20, 2022	Policy Review	TBD
September 19, 2022	2023 Draft Business Plan	OCAB
October 17, 2022	2023 Draft Budget	OCAB
November 21, 2022	Policy Review	TBD

An eighth meeting is proposed to be held in November, as it may be necessary to hold a regular meeting at the end of the year for the purposes of considering any further policy work required for the completion of re-accreditation requirements.

Conclusions

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

SIGNATURE

Departmental Approval:

"Lisa Miettinen"

_____

Lisa Miettinen
CEO/Chief Librarian