

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, September 16, 2025, 3:30 p.m.

21 Reeve Street, Woodstock

Recording will be available at <https://www.youtube.com/@oxfordcountyonario>

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 June 15, 2025
5. DELEGATIONS AND PRESENTATIONS
6. CONSIDERATION OF CORRESPONDENCE
7. REPORTS
 - 7.1 2025-27 Key Agenda Items and Policy Review Update (verbal report)
RECCOMENDATION
 1. That the Library Board receives verbal Report 2025-27, Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2025-28 Librarian Report
 1. That the Library Board receives Librarian Report 2025-28 for information and discussion.
 - 7.3 2025-29 2025 Q2 Business and Budget Plan Update
 - 7.4 2025-30 2024 Ox on the Run Pilot Project Review and Future Planning
 1. That the Library Board receives Report 2025-30, Ox on the Run Pilot Project Review and Future Planning for information and discussion;
 2. And further, that the Library Board approve the proposal with to make Ox on the Run a permanent library service as outlined in the report.
8. UNFINISHED BUSINESS

9. NOTICE OF MOTIONS
10. NEW BUSINESS / ENQUIRIES / COMMENTS
11. ADJOURNMENT



OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, June 15, 2025

Members Present: Deputy Warden Brian Petrie
 Councilor David Mayberry
 Vice Chair Laura Langford
 Megan Blair
 Cynthia Lacroix

Members Absent: Chair Julia Harris
 Katherine Grieve

Staff Present: L.M. Williams, CEO/Chief Librarian
 L. Buchner, Director of Corporate Services

1. CALL TO ORDER

Oxford County Library meets in regular session on this the fifteenth day of June 2025 in Room 411, Oxford County Administration Building, Woodstock at 3:30 p.m. with Vice Chair Laura Langford as Chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
 Seconded By: Brian Petrie

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

RESOLUTION 2

Moved By: David Mayberry
 Seconded By: Cynthia Lacroix

Resolved that the Library Board minutes of May 15, 2025, be adopted.

DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF



NIL

6. CONSIDERATION OF CORRESPONDENCE

NIL

7. REPORTS

7.1. 2025-23 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 3

Moved By: Brian Petrie

Seconded By: Megan Blair

That the Library Board receives verbal Report 2025-23, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2025-24 Librarian Report

RESOLUTION 4

Moved By: Brian Petrie

Seconded By: Cynthia Lacroix

That the Library Board receives Report 2025-24, Librarian Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2025-25 Oxford County Library Financial Statements

RESOLUTION 5

Moved By: David Mayberry

Seconded By: Megan Blair

That the Oxford County Library Financial Statements for the year ended December 31, 2024, be accepted.

DISPOSITION: Motion Carried

7.4. 2025-26 2024 Year End Statistics

RESOLUTION 6

Moved By: Brian Petrie

Seconded By: David Mayberry

That the Library Board receives verbal Report 2025-26, 2024 Year End Statistics, for information and discussion.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

NIL

12. ADJOURNMENT

RESOLUTION 7

Moved By: Brian Petrie

Seconded By: Cynthia Grieve

Resolved that the Board meeting of June 15, 2025, be adjourned until the next meeting scheduled for September 16, 2025, at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 3:46 p.m.

Laura Langford, CHAIR

Lisa Marie Williams, SECRETARY



Oxford County Library Board - Key Agenda Items 2025

Agenda items	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Notes
2024 Board Evaluation		X									Yearly Agenda Item
2024 Year End Statistics						X					Yearly Agenda Item
Librarian's Report and Monthly Statistics	X	X	X	X	X	X		X	X	X	Regular Agenda Item
Quarterly Metrics		Q4 (24)			Q1				Q2	Q3	Regular Agenda Item
2025 Business Plan and Budget Update					Q1			Q2		Q3	Regular Agenda Item
2024 Financial Audit						X					Yearly Agenda Item
2026 Business Plan									X		2024 Planning
2026 Budget									X		2024 Planning
Library Facilities Plan					X						2024 / 2025 Goal
CEO/Chief Librarian Performance Goals										X	Yearly Agenda Item
2025 Board Meeting Dates and Library Closures										X	Yearly Agenda Item

[illegible]



Report 2025-28
CORPORATE SERVICES
Board Date: September 16, 2025

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2025-28, Librarian Report, for information and discussion.

REPORT HIGHLIGHTS

- This report highlights the monthly usage statistics; as well as further information regarding library service.

IMPLEMENTATION POINTS

Financial Impact

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

Communications

Library staff regularly use e-blasts, social media, in branch signage, and other sources for the promotion of library services and programs. Some programs are given further consideration, utilizing social media boosts, print ads, and news releases with the assistance of Strategic Communications and Engagement.

Library statistics gathered for this document are utilized to present the yearly Community Report Card statistics.




2024-2028 LIBRARY STRATEGIC PLAN

Report 2025-28
CORPORATE SERVICES
Board Date: September 16, 2025

Oxford County Library Board approved the **2024-2028 Library Strategic Plan** on February 20, 2024. The Plan outlines three key goals to advance the Library's vision to "Connect, discover, share, become." These goals are: (1) *Sustain service excellence*, (2) *Grow engagement and member relationships*, and (3) *Innovate access to service*.

The recommendation in this report supports the following strategic goals.

Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
 <p>Sustain service excellence</p>	 <p>Grow engagement and member relationships</p>	 <p>Innovate access to service</p>
<p>Strategy 1.1 – Develop and implement a long-term facilities plan to meet changing demands and create enjoyable and dynamic spaces for our communities.</p> <p>Strategy 1.2 – Develop and implement a referral framework to ensure that customers with diverse needs are referred to program and service supports provided by the most appropriate community organizations.</p> <p>Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.</p>	<p>Strategy 2.1 – Create and implement a Communications Strategy to build OCL's brand awareness and service offerings in the community.</p> <p>Strategy 2.2 – Develop and implement a Patron Management and Growth Plan to increase usership and community engagement with library programs, services and spaces.</p> <p>Strategy 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.</p>	<p>Strategy 3.1 – Plan, design, and implement a Programs and Services Accessibility Strategy to make OCL inclusive and accessible to all residents.</p> <p>Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.</p> <p>Strategy 3.3 – Expand the Ox on the Run program to increase library access in communities without branches and to meet residents where they are to drive engagement.</p>

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

DISCUSSION

CEO / Chief Librarian or designate

- July 7 and September 8 – Oxford County United Way Meeting (Sarah Adam chairs)
- July 15 – Vendor Demo – Mugo

Report 2025-28
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- August 6 – Training: Protecting Access: Concrete ways to prepare for and respond to book challenges
- August 14, 26 – County IT – re: public computer, iPad and Chromebook replacements
- September 2 – MakerSpace tour at Ingersoll Branch with staff from WPL
- September 9 – Oxford Reads planning meeting at WPL
- September 12 – OLC AGM

Monthly Statistics

Branch Attendance

July saw a 6% increase of the last year and several branches saw strong increases throughout July and August.

% Total Change	June	July	August	Year to Date
Total Attendance	-3%	6%	-1%	-1.5%
Embro	3%	43%	-17%	9%
Ingersoll	7%	8%	6%	0%
Otterville	-34%	14%	8%	5%
Plattsville	-9%	12%	-4%	7%
Thamesford	-19%	11%	7%	-5%

Computer Use

Computer and wireless usage saw declines in June and July. August saw an 11% increase in wireless usage.

% Total Change	June	July	August	Year to Date
Total Computer Use	-4%	-16%	-22%	-12%
Total Wireless Use	-19%	-24%	11%	-14%

Report 2025-28
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Total Use Overall	-13.9%	-20.8%	-2.8%	-13.3%
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Physical Circulation

Physical circulation saw a 4% increase in July. Overall, physical circulation is down 6% year to date. Ox on the Run has seen a large increase in circulation compared to 2024 with a total 41% overall physical circulation increase.

% Total Change	June	July	August	Year to Date
2024 to 2025	-12%	4%	-2%	-6%
Ox on the Run	438%	134%	23%	41%

Digital Circulation

Digital circulation saw a 6% increase in June and is up 1% overall for the year to date.

% Total Change	June	July	August	Year to Date
2024 to 2025	6%	-1%	2%	1%

Community Outreach

Outreach Events

- Staff from the Ingersoll branch held a booth at the baseball tournament in Ingersoll in July to promote our services and collection.
- Tavistock Branch has begun a partnership with EarlyON to be outside in Queen's Park monthly for play, Storytimes, and to promote library services and programs to families with young children.
- Staff are scheduled to be at numerous Community Fall Fairs in September, including Drumbo, Tavistock, and Embro Fall Fairs.

Ox on the Run

- The Ox on the Run team have had a busy summer attending summer camps and community events in addition to their regular rotation of stops around the County. The team provided activities for children at camps in Drumbo and Beachville, attended Norwich Nostalgia Days, and attended the Kiwanis Harvest Festival in Ingersoll.
- The Bundles of Joy program is at capacity with 20 families enrolled in the program. The Ox on the Run team delivers to homes every other week.

Collections and Technology

New Collections

Radon monitors are available to borrow. Radon monitors help detect radon levels in homes—a leading cause of lung cancer among non-smokers. A home theatre projector is being processed and will soon be available to borrow.

Technology

We are in the process of replacing all public computers in Ingersoll and Tillsonburg with updated, more accessible devices. These new units sit directly on the desk, eliminating the need for a separate tower and making them easier to use for patrons with mobility challenges. Newer computers that are being removed from Ingersoll and Tillsonburg will be redeployed in other branches with the highest needs and oldest units.

Quick Pick Titles

Quick Picks (10 day loans of new book titles) were previously not displayed in our online catalogue. They have been added to the catalogue for patrons and we are hoping this will increase their discoverability and circulation.

Branches and Programming

Summer Reading Club

Summer Reading Club this year was very successful on a system-wide level and saw an increase in child participants. We added two new categories Teen SRC and Adult SRC, so that all ages can participate. 513 children registered, 151 adults registered, and 23 teens registered. The TDSRC Storywalk of the book “Let’s Go! Ha wkwa” by Julia Flett took place at every branch location.

Teen Programs

The 10th annual Teen Photography Contest wrapped at the end of August with over 40 submissions to the contest. This year’s grand prize winner is Lia Snow with additional winners for each category, staff favourite, and photographer’s choice.

OCL 60th Anniversary Event

The OCL 60th Anniversary event is being held at the Ingersoll Branch on September 20th at 11am. Key supporters, past staff, and advocates for the library have been invited.

North Branches

Innerkip, Tavistock, and Embro welcomed the Amazing Corbin to perform a World of Magic Show, which was tailored to the Summer Reading Club theme and demonstrated magic tricks and facts about different places around the world. Attendance was high at all locations for this program.

Embro Branch welcomed new summer performers to the branch including the Massasauga Reptile Show and The Amazing Corbin. Both programs were highly educational and welcomed over 80 attendees, including community members and children attending the Dramarama summer camp in the theatre.

Plattsville Branch incorporated more hands-on STEM-based programming into their Summer Reading Club plans this summer, which allowed families to have new experiences such as creating tie-dye items and building and testing small boats.

Tavistock Branch had local businesses generously support Summer Reading Programming, including Tavi Chill Ice Cream Shop providing a free kiddie cone to every child reading the Story Walk that was spread out between the branch and local business windows, and New Orleans Pizza donated four large pizzas to the Summer Reading Club End Party. Tavistock is increasing their children's programming this Fall to include more outreach to schools, partnerships with EarlyON, and weekly Storytimes to meet the increasing needs of families in the community. They are also adding more adult programming including a weekly fibre arts program and a monthly book club.

Innerkip Branch held adult summer reading club programming for the first time this year and patron enthusiasm was high. This included a successful Block Printing for Adults program:



Princeton Branch summer programming was affected by the road construction in front of the branch and the closure and construction in the public park behind the branch, which impacted accessibility and decreased family outings to the library. Princeton Branch is finding success in adult programs such as "Learn to Crochet" and will be starting more social programs for adults. Princeton is also piloting a "Homeschool Reading Buddies" program to better reach out and connect with the local homeschool community.

South Branches

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Brownsville Branch had a great turnout at the Little Hobby Hill Farm visit (41), and the paint and plant program in the library (18). One of the associate supervisors started a STEM club in July that has seen a great response from the community!

Burgessville Branch had great attendance for Summer Reading programs. The Children's Fairy Gardens program was full, as well as our Teen and Adult Tropical Paint Night. The Little Hobby Hill Farm event was a large success with 63 people in attendance.

Mount Elgin Branch had a wonderful travel-themed display that allowed children to place a flag on a large world map. Throughout the summer MTE patrons were able to cover many locations and learned about flags around the world. The branch also had several successful programs including one with Trash Theatre that allowed children to learn about bees and honey. The program allowed participants to explore bee specimens with a digital microscope which was big hit with the children.

Norwich Branch staff ran a special weekly program for summer called Global Galivanter. Each week participants explored different themes and attendance was consistent. Staff noticed that they, "didn't have my "regulars" who come during the school year come during the Summer. I had a different group of people." Staff were able to reach a new audience with this program and will hopefully continue to see these children into the school year.

Otterville Branch had 34 people (23 kids, 6 teens, and 5 adults) sign up for Summer Reading Club this year which is a huge jump from other years. The branch also saw great attendance at programs including 10 children at Kids Paint Night with Dianne and 51 attended the Little Hobby Hill Farm event.

Thamesford Branch's community reading display had children racing across the sky in an individually designed plane and several community members reached their summer reading goals. Staff curated a weekly selection of books geared to the weekly themes at Camp Quest and the Township of Zorra day camps. These camps have grown in attendance, which makes regular weekly visits to the library difficult but it has been nice to continue to stay connected with the camps by providing books. Staff were able to host the Township of Zorra Camp in July and in August for 2 visits. These visits welcomed 113 campers and leaders to the branch.

To view our Program Calendar, go to:

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

Staff News

No staff updates to share.

CONCLUSIONS

Library Staff continue to work toward continued service excellence through community outreach; collections and technologies; and branch services and programs. Summer Reading Club was expanded to two new audiences this year, teens and adults, and saw an increase in participation across age groups. Library outreach and collections continue to expand and develop.

SIGNATURES

Report authors:

Original signed by

Holly Brown
Branch Services Librarian

Original signed by

Sarah Adam
Systems Librarian

Departmental approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 Monthly Statistics
Attachment 2 Ox on the Run Schedule



Branch Attendance 2025

BRANCH	HOURS / WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	*13	2024	154	190	90	271	236	363	395	238	211	238	239	118	1,937	2,743
	13	2025	179	191	195	176	166	268	236	212					1,623	1,623
	% Change		16%	1%	117%	-35%	-30%	-26%	-40%	-11%					-16%	
BURGESSVILLE	*16	2024	264	360	442	359	370	414	481	478	359	443	425	265	3,168	4,660
	16	2025	365	319	355	261	371	343	428	423					2,865	2,865
	% Change		38%	-11%	-20%	-27%	0%	-17%	-11%	-12%					-10%	
EMBRO	*13	2024	154	145	147	119	176	138	274	242	134	175	207	87	1,395	1,998
	13	2025	132	138	167	199	155	142	393	201					1,527	1,527
	% Change		-14%	-5%	14%	67%	-12%	3%	43%	-17%					9%	
HARRINGTON	*13	2024	133	136	113	164	174	94	121	105	126	233	339	134	1,040	1,872
	13	2025	147	121	112	179	194	149	177	172					1,251	1,251
	% Change		11%	-11%	-1%	9%	11%	59%	46%	64%					20%	
INGERSOLL	51.5	2024	4,634	4,411	5,637	5,510	3,582	4,700	6,063	5,623	4,119	5,090	4,776	3,366	40,160	57,511
	51.5	2025	4,135	3,954	5,648	4,663	4,434	5,035	6,535	5,944					40,348	40,348
	% Change		-11%	-10%	0%	-15%	24%	7%	8%	6%					0%	
INNERKIP	*16	2024	327	337	390	395	338	417	492	481	393	488	492	200	3,177	4,750
	16	2025	403	432	440	543	427	388	564	448					3,645	3,645
	% Change		23%	28%	13%	37%	26%	-7%	15%	-7%					15%	
MOUNT ELGIN	*13	2024	126	148	142	111	126	124	225	172	141	164	164	86	1,174	1,729
	13	2025	103	142	104	95	201	137	164	223					1,169	1,169
	% Change		-18%	-4%	-27%	-14%	60%	10%	-27%	30%					0%	
NORWICH	35	2024	1,553	1,586	1,650	1,657	1,621	1,645	1,990	2,044	1,448	2,264	1,950	1,439	13,746	20,847
	35	2025	1,629	1,606	1,676	1,807	1,698	1,580	1,911	1,765					13,672	13,672
	% Change		5%	1%	2%	9%	5%	-4%	-4%	-14%					-1%	
OTTERVILLE	*16	2024	262	341	317	310	364	382	423	388	367	484	496	237	2,787	4,371
	16	2025	337	323	376	355	393	253	481	418					2,936	2,936
	% Change		29%	-5%	19%	15%	8%	-34%	14%	8%					5%	

PLATTSVILLE	25	2024	689	900	965	940	892	841	980	871	756	1,016	1,051	659	7,078	10,560
	25	2025	806	944	958	1,145	1,034	769	1,102	838					7,596	7,596
	% Change		17%	5%	-1%	22%	16%	-9%	12%	-4%					7%	
PRINCETON**	*16	2024	408	439	524	464	367	314	467	332	272	362	400	252	3,315	4,601
	16	2025	296	350	471	359	332	325	400	322					2,855	2,855
	% Change		-27%	-20%	-10%	-23%	-10%	4%	-14%	-3%					-14%	
TAVISTOCK	35	2024	721	721	744	775	885	778	953	1,041	684	962	783	501	6,618	9548
	35	2025	679	680	918	791	846	710	1,042	901					6,567	6567
	% Change		-6%	-6%	23%	2%	-4%	-9%	9%	-13%					-1%	
THAMESFORD	35	2024	865	753	922	928	981	785	987	965	750	820	826	608	7,186	10,190
	35	2025	756	714	842	844	877	634	1,094	1,032					6,793	6,793
	% Change		-13%	-5%	-9%	-9%	-11%	-19%	11%	7%					-5%	
TILLSONBURG	54	2024	6,728	7,219	7,104	7,387	6,690	6,213	7,996	7,660	5,934	7,786	7,342	4,830	56,997	82,889
	54	2025	5,951	5,592	6,927	6,970	6,189	5,900	8,275	7,353					53,157	53,157
	% Change		-12%	-23%	-2%	-6%	-7%	-5%	3%	-4%					-7%	
TOTAL	*351.5	2024	16,933	17,517	18,940	19,207	16,598	17,062	21,602	20,374	15,335	20,082	19,065	12,517	148,233	215,232
	352	2025	15,918	15,506	19,189	18,387	17,317	16,633	22,802	20,252	0	0	0	0	146,004	146,004
TOTAL Change 2024 to 2025			-6%	-11%	1%	-4%	4%	-3%	6%	-1%					-1.5%	

*Village Branch Hours Increased - September 9 2024

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



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	Computers	2024	23	23	16	30	18	25	56	37	50	38	63	34	228	413
		2025	46	44	55	40	27	36	36	49					333	333
	% Change		100%	91%	244%	33%	50%	44%	-36%	32%					46%	-19%
	Wireless	2024	16	11	36	39	23	31	30	53	34	19	12	17	239	321
		2025	17	8	9	33	15	21	43	30					176	176
	% Change		6%	-27%	-75%	-15%	-35%	-32%	43%	-43%					-26%	-45%
	Totals 2024		39	34	52	69	41	56	86	90	84	57	75	51	467	734
	Totals 2025		63	52	64	73	42	57	79	79	0	0	0	0	509	509
	% Change		62%	53%	23%	6%	2%	2%	-8%	-12%					9%	
BURGESSVILLE	Computers	2024	1	2	10	10	14	5	10	10	6	2	3	7	62	80
		2025	2	3	2	4	4	2	7	16					40	40
	% Change		100%	50%	-80%	-60%	-71%	-60%	-30%	60%					100%	-50%
	Wireless	2024	16	24	30	28	25	31	25	29	31	40	29	27	208	335
		2025	31	27	26	40	31	13	18	22					208	208
	% Change		94%	13%	-13%	43%	24%	-58%	-28%	-24%					0%	-38%
	Totals 2024		17	26	40	38	39	36	35	39	37	42	32	34	270	415
	Totals 2025		33	30	28	44	35	15	25	38	0	0	0	0	248	248
	% Change		94%	15%	-30%	16%	-10%	-58%	-29%	-3%					-8%	-40%
EMBRO	Computers	2024	0	6	2	3	3	8	1	6	8	7	5	1	29	50
		2025	5	2	5	3	8	5	8	5					41	41
	% Change		500%	-67%	150%	0%	167%	-38%	700%	-17%					41%	-18%
	Wireless	2024	31	85	197	46	43	88	183	25	79	113	163	28	698	1,081
		2025	46	46	92	104	60	47	41	49					485	485
	% Change		48%	-46%	-53%	126%	40%	-47%	-78%	96%					-31%	-55%
	Totals 2024		31	91	199	49	46	96	184	31	87	120	168	29	727	1,131
	Totals 2025		51	48	97	107	68	52	49	54					526	526
	% Change		65%	-47%	-51%	118%	48%	-46%	-73%	74%					-28%	-53%
HARRINGTON	Computers	2024	1	1	0	1	0	0	0	0	1	2	0	0	3	6
		2025	1	1	0	0	0	0	0	0					2	2
	% Change		0%	0%	0%	0%	0%	0%	0%	0%					-33%	-67%
	Wireless	2024	11	15	12	14	22	16	11	8	10	12	10	10	109	151
		2025	11	12	15	17	16	20	15	17					123	123
	% Change		0%	-20%	25%	21%	-27%	25%	36%	113%					13%	-19%
	Totals 2024		12	16	12	15	22	16	11	8	11	14	10	10	112	157
	Totals 2025		12	13	15	17	16	20	15	17					125	125
	% Change		0%	-19%	25%	13%	-27%	25%	36%	113%					12%	-20%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
INGERSOLL	Computers	2024	317	291	422	332	240	276	299	360	302	308	301	201	2,537	3,649
		2025	242	232	325	264	276	296	375	344					2,354	2,354
	% Change		-24%	-20%	-23%	-20%	15%	7%	25%	-4%					-7%	-35%
	Wireless	2024	260	234	422	265	221	207	285	279	222	280	218	194	2,173	3,087
		2025	213	144	229	232	331	269	289	243					1,950	1,950
	% Change		-18%	-38%	-46%	-12%	50%	30%	1%	-13%					-10%	-37%
	Totals 2024		577	525	844	597	461	483	584	639	524	588	519	395	4,710	6,736
	Totals 2025		455	376	554	496	607	565	664	587					4,304	4,304
	% Change		-21%	-28%	-34%	-17%	32%	17%	14%	-8%					-9%	-36%
INNERKIP	Computers	2024	6	12	29	14	9	12	9	26	22	23	8	4	117	174
		2025	7	4	4	11	5	6	18	26					81	81
	% Change		17%	-67%	-86%	-21%	-44%	-50%	100%	0%					-31%	-53%
	Wireless	2024	29	16	29	26	36	53	47	31	41	21	54	12	267	395
		2025	18	36	22	14	18	21	28	15					172	172
	% Change		-38%	125%	-24%	-46%	-50%	-60%	-40%	-52%					-36%	-56%
	Totals 2024		35	28	58	40	45	65	56	57	63	44	62	16	384	569
	Totals 2025		25	40	26	25	23	27	46	41					253	253
	% Change		-29%	43%	-55%	-38%	-49%	-58%	-18%	-28%					-34%	-56%
MOUNT ELGIN	Computers	2024	3	4	0	1	0	1	0	0	0	2	1	1	9	13
		2025	0	0	0	0	0	0	0	0					0	0
	% Change		-100%	-100%	0%	-100%	0%	-100%	0%	0%					-100%	-100%
	Wireless*	2024	17	0	0	0	0	0	0	0	0	0	51	55	17	123
		2025	10	56	44	20	61	30	26	48					295	295
	% Change		-41%	100%	100%	100%	100%	100%	100%	100%					1635%	140%
	Totals 2024		20	4	0	1	0	1	0	0	0	2	52	56	26	136
	Totals 2025		10	56	44	20	61	30	26	48					295	295
	% Change		-50%	1300%	100%	1900%	100%	2900%	100%	100%					1035%	117%
NORWICH	Computers	2024	313	193	155	141	163	206	315	377	264	223	120	79	1,863	2,549
		2025	80	67	89	101	74	69	84	136					700	700
	% Change		-74%	-65%	-43%	-28%	-55%	-67%	-73%	-64%					-62%	-73%
	Wireless	2024	224	243	289	233	313	313	283	369	317	312	248	197	2,267	3,341
		2025	215	189	234	253	286	244	228	237					1,886	1,886
	% Change		-4%	-22%	-19%	9%	-9%	-22%	-19%	-36%					-17%	-44%
	Totals 2024		537	436	444	374	476	519	598	746	581	535	368	276	4,130	5,890
	Totals 2025		295	256	323	354	360	313	312	373					2,586	2,586
	% Change		-45%	-41%	-27%	-5%	-24%	-40%	-48%	-50%					-37%	-56%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	Computers	2024	18	29	29	44	45	23	60	46	82	71	93	39	294	579
		2025	66	56	50	45	38	24	50	56					385	385
	% Change		267%	93%	72%	2%	-16%	4%	-17%	22%					31%	-34%
	Wireless	2024	35	29	47	33	46	35	38	32	30	24	23	26	295	398
		2025	29	16	33	30	42	69	0	0					219	219
	% Change		-17%	-45%	-30%	-9%	-9%	97%	-100%	-100%					-26%	-45%
	Totals 2024		53	58	76	77	91	58	98	78	112	95	116	65	589	977
	Totals 2025		95	72	83	75	80	93	50	56					604	604
	% Change		79%	24%	9%	-3%	-12%	60%	-49%	-28%					3%	-38%
PLATTSVILLE	Computers	2024	12	8	20	40	32	36	40	33	48	64	24	14	221	371
		2025	53	56	65	79	58	43	34	47					435	435
	% Change		342%	600%	225%	98%	81%	19%	-15%	42%					97%	17%
	Wireless	2024	159	190	164	141	124	140	33	24	58	56	67	30	975	1,186
		2025	75	52	73	95	61	47	35	30					468	468
	% Change		-53%	-73%	-55%	-33%	-51%	-66%	6%	25%					-52%	-61%
	Totals 2024		171	198	184	181	156	176	73	57	106	120	91	44	1,196	1,557
	Totals 2025		128	108	138	174	119	90	69	77					903	903
	% Change		-25%	-45%	-25%	-4%	-24%	-49%	-5%	35%					-24%	-42%
PRINCETON***	Computers	2024	4	11	2	1	5	0	4	8	1	0	0	0	35	36
		2025	3	0	0	0	0	0	0	0					3	3
	% Change		-25%	-100%	-100%	-100%	-100%	0%	-100%	-100%					-91%	-92%
	Wireless	2024	37	63	88	62	72	96	71	86	36	24	26	28	575	689
		2025	20	25	34	25	47	40	32	25					248	248
	% Change		-46%	-60%	-61%	-60%	-35%	-58%	-55%	-71%					-57%	-64%
	Totals 2024		41	74	90	63	77	96	75	94	37	24	26	28	610	725
	Totals 2025		23	25	34	25	47	40	32	25					251	251
	% Change		-44%	-66%	-62%	-60%	-39%	-58%	-57%	-73%					-59%	-65%
TAVISTOCK	Computers **	2024	11	0	0	0	0	10	43	21	13	10	16	7	85	131
		2025	7	8	7	3	2	5	8	11					51	51
	% Change		-36%	100%	100%	100%	100%	-50%	-81%	-48%					-40%	-61%
	Wireless	2024	35	62	52	48	53	54	26	59	42	55	49	21	389	556
		2025	44	43	50	50	42	37	34	674					974	974
	% Change		26%	-31%	-4%	4%	-21%	-31%	31%	1042%					150%	75%
	Totals 2024		46	62	52	48	53	64	69	80	55	65	65	28	474	687
	Totals 2025		51	51	57	53	44	42	42	685					1,025	1,025
	% Change		11%	-18%	10%	10%	-17%	-34%	-39%	756%					116%	49%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
THAMESFORD	Computers	2024	21	13	15	21	13	6	17	12	10	9	18	9	118	164
		2025	27	51	26	27	25	14	20	17					207	207
	% Change		29%	292%	73%	29%	92%	133%	18%	42%					75%	26%
	Wireless	2024	55	46	56	66	74	61	77	68	47	58	54	31	503	693
		2025	48	33	46	55	32	36	49	43					342	342
	% Change		-13%	-28%	-18%	-17%	-57%	-41%	-36%	-37%					-32%	-51%
	Totals 2024		76	59	71	87	87	67	94	80	57	67	72	40	621	857
	Totals 2025		75	84	72	82	57	50	69	60					549	549
	% Change		-1%	42%	1%	-6%	-34%	-25%	-27%	-25%					-12%	-36%
TILLSONBURG	Computers	2024	490	444	368	422	369	356	425	459	381	411	355	241	3,333	4,721
		2025	378	379	432	421	407	424	437	382					3,260	3,260
	% Change		-23%	-15%	17%	0%	10%	19%	3%	-17%					-2%	-31%
	Wireless	2024	586	629	765	754	775	804	825	830	696	779	714	549	5,968	8,706
		2025	617	526	584	678	654	674	630	674					5,037	5,037
	% Change		5%	-16%	-24%	-10%	-16%	-16%	-24%	-19%					-16%	-42%
	Totals 2024		1,076	1,073	1,133	1,176	1,144	1,160	1,250	1,289	1,077	1,190	1,069	790	9,301	13,427
	Totals 2025		995	905	1,016	1,099	1,061	1,098	1,067	1,056					8,297	8,297
	% Change		-8%	-16%	-10%	-7%	-7%	-5%	-15%	-18%					-11%	-38%
TOTAL COMPUTERS		2024	1220	1037	1068	1060	911	964	1279	1395	1188	1170	1007	637	8934	12936
		2025	917	903	1060	998	924	924	1077	1089					7892	7892
% Change			-25%	-13%	-1%	-6%	1%	-4%	-16%	-22%					-12%	-39%
TOTAL WIRELESS		2024	1511	1647	2187	1755	1827	1929	1934	1893	1643	1793	1718	1225	14683	21062
		2025	1394	1213	1491	1646	1696	1568	1468	2107					12583	12583
% Change			-8%	-26%	-32%	-6%	-7%	-19%	-24%	11%					-14%	-40%
TOTAL USAGE		2024	2,731	2,684	3,255	2,815	2,738	2,893	3,213	3,288	2,831	2,963	2,725	1,862	23,617	33,998
		2025	2,311	2,116	2,551	2,644	2,620	2,492	2,545	3,196					20,475	20,475
% Change 2024 to 2025			-15.4%	-21.2%	-21.6%	-6.1%	-4.3%	-13.9%	-20.8%	-2.8%					-13.3%	-40%



Physical Circulation 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2024	188	235	263	238	271	219	187	181	188	233	201	220	1,782	2,624
	2025	197	289	207	226	249	227	239	187					1,821	1,821
	% CHANGE	5%	23%	-21%	-5%	-8%	4%	28%	3%					2%	
BURGESSVILLE	2024	1,652	1,795	2,129	2,003	2,189	1,966	2,621	2,861	2,286	2,211	2,542	1,955	17,216	26,210
	2025	2,365	2,364	2,740	2,151	2,328	2,298	2,995	2,640					19,881	19,881
	% CHANGE	43%	32%	29%	7%	6%	17%	14%	-8%					15%	
EMBRO	2024	731	679	885	782	584	604	865	781	642	662	598	430	5,911	8,243
	2025	594	438	558	530	486	557	527	573					4,263	4,263
	% CHANGE	-19%	-35%	-37%	-32%	-17%	-8%	-39%	-27%					-28%	
HARRINGTON	2024	479	518	468	552	477	426	586	585	563	731	618	389	4,091	6,392
	2025	478	408	312	445	475	437	568	766					3,889	3,889
	% CHANGE	0%	-21%	-33%	-19%	0%	3%	-3%	31%					-5%	
INGERSOLL	2024	10,724	9,553	10,152	10,835	9,734	12,638	12,638	12,210	9,784	10,036	9,771	8,308	88,484	126,383
	2025	9,321	9,466	10,080	9,225	9,319	9,595	12,505	12,321					81,832	81,832
	% CHANGE	-13%	-1%	-1%	-15%	-4%	-24%	-1%	1%					-8%	
INNERKIP	2024	1,008	917	1,000	1,305	1,148	1,243	1,478	1,357	1,178	1,209	1,130	1,005	9,456	13,978
	2025	1,173	1,300	1,076	1,127	1,205	1,213	1,442	1,232					9,768	9,768
	% CHANGE	16%	42%	8%	-14%	5%	-2%	-2%	-9%					3%	
MOUNT ELGIN	2024	636	636	776	648	508	711	799	707	683	894	634	461	5,421	8,093
	2025	573	525	412	333	492	643	765	713					4,456	4,456
	% CHANGE	-10%	-17%	-47%	-49%	-3%	-10%	-4%	1%					-18%	
NORWICH	2024	4,650	4,179	4,167	4,059	3,884	4,378	4,789	5,545	3,586	4,109	3,694	3,437	35,651	50,477
	2025	3,921	4,006	3,689	3,649	3,550	4,315	5,586	5,475					34,191	34,191
	% CHANGE	-16%	-4%	-11%	-10%	-9%	-1%	17%	-1%					-4%	



Physical Circulation 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2024	1,108	1,147	1,281	1,289	1,383	1,291	1,271	1,277	1,363	1,107	1,219	995	10,047	14,731
	2025	1,055	1,108	1,445	1,303	1,448	1,140	1,410	1,387					10,296	10,296
	% CHANGE	-5%	-3%	13%	1%	5%	-12%	11%	9%					2%	
Ox on the Run	2024	64	115	144	77	188	72	277	478	143	99	37	51	1,415	1,157
	2025	66	72	64	68	98	387	647	589					1,991	1,991
	% CHANGE	3%	-37%	-56%	-12%	-48%	438%	134%	23%					41%	
PLATTSVILLE	2024	1,600	1,805	2,109	1,941	1,732	1,903	2,062	2,294	1,970	1,758	1,859	1,533	15,446	22,566
	2025	1,652	1,746	2,210	2,071	1,946	1,875	2,388	2,494					16,382	16,382
	% CHANGE	3%	-3%	5%	7%	12%	-1%	16%	9%					6%	
PRINCETON*	2024	1,334	1,627	1,923	1,486	1,185	999	1,342	1,129	1,211	1,758	1,321	1,048	11,025	16,363
	2025	1,274	1,157	1,441	999	868	1,165	1,071	1,320					9,295	9,295
	% CHANGE	-4%	-29%	-25%	-33%	-27%	17%	-20%	17%					-16%	
TAVISTOCK	2024	2,486	2,257	2,480	2,299	2,145	2,344	2,607	2,687	2,167	2,161	2,118	1,862	19,305	27,613
	2025	2,149	2,052	2,479	2,325	2,099	1,986	2,555	2,319					17,964	17,964
	% CHANGE	-14%	-9%	0%	1%	-2%	-15%	-2%	-14%					-7%	
THAMESFORD	2024	1,925	1,764	2,106	1,965	1,700	1,857	2,334	2,571	1,962	1,841	1,911	1,335	16,222	23,271
	2025	1,559	1,430	1,626	1,844	1,799	1,473	2,327	2,357					14,415	14,415
	% CHANGE	-19%	-19%	-23%	-6%	6%	-21%	0%	-8%					-11%	
TILLSONBURG	2024	6,978	6,630	6,702	6,973	6,265	6,805	7,172	7,525	6,412	6,485	6,687	5,761	55,050	80,395
	2025	5,767	6,150	6,133	5,328	5,371	5,284	6,843	6,501					47,377	47,377
	% CHANGE	-17%	-7%	-8%	-24%	-14%	-22%	-5%	-14%					-14%	
TOTAL	2024	35,563	33,857	36,585	36,452	33,393	37,456	41,028	42,188	34,138	35,294	34,340	28,790	296,522	428,496
	2025	32,210	32,583	34,536	31,692	31,831	32,982	42,515	41,463	0	0	0	0	279,812	279,812
	% CHANGE	-9%	-4%	-6%	-13%	-5%	-12%	4%	-2%					-6%	

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



Digital Circulation 2025

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2024	740	703	764	696	744	704	769	726	693	733	850	867	5,846	8,989
	2025	853	910	955	853	830	802	805	833					6,841	6,841
	% Change	15%	29%	25%	23%	12%	14%	5%	15%					17%	-24%
Digital Magazines / Newspapers	2024	5,237	6,149	5,521	4,532	3,899	3,852	4,152	3,785	4,719	5,035	5,170	5,402	37,127	57,453
	2025	5,747	5,246	5,095	4,301	4,168	4,605	4,129	3,920					37,211	37,211
	% Change	10%	-15%	-8%	-5%	7%	20%	-1%	4%					0%	-35%
Tumble Books	2024	174	213	192	135	128	183	73	19	36	64	56	53	1,117	1,326
	2025	52	119	72	37	29	39	45	111					504	504
	% Change	-70%	-44%	-63%	-73%	-77%	-79%	-38%	484%					-55%	-62%
Digital Music	2024	1,527	1,323	1,357	1,219	1,310	1,393	1,121	1,235	1,179	1,070	1,203	1,519	10,485	15,456
	2025	1,310	1,519	1,266	1,158	1,261	859	669	1,067					9,109	9,109
	% Change	-14%	15%	-7%	-5%	-4%	-38%	-40%	-14%					-13%	-41%
Digital Audiobooks	2024	4,685	4,574	4,908	4,638	4,674	4,516	5,027	5,009	4,801	5,023	4,998	4,248	38,031	57,101
	2025	4,986	4,475	4,851	4,666	5,088	5,083	5,205	5,397					39,751	39,751
	% Change	6%	-2%	-1%	1%	9%	13%	4%	8%					5%	-30%
Digital ebooks	2024	7,180	6,431	7,148	6,915	6,562	6,720	6,894	7,153	6,894	6,806	6,586	6,297	55,003	81,586
	2025	7,402	6,641	7,280	6,537	6,536	6,971	6,971	7,036					55,374	55,374
	% Change	3%	3%	2%	-5%	0%	4%	1%	-2%					1%	-32%
TOTAL Digital Circulation	2024	19,543	19,393	19,890	18,135	17,317	17,368	18,036	17,927	18,322	18,731	18,863	18,386	147,609	221,911
	2025	20,350	18,910	19,519	17,552	17,912	18,359	17,824	18,364	-	-	-	-	148,790	148,790
	% Change	4%	-2%	-2%	-3%	3%	6%	-1%	2%					1%	-33%

Definitions:

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




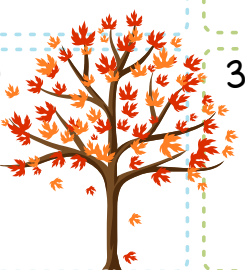
OX ON THE RUN

SEPTEMBER 2025

Report 2025-28
Attachment 2

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

SUN	MON	TUES	WED	THU	FRI	SAT
	1	2 	3	4	5 Kintore Chalmers United Church 10:00-11:00am	6
7 Tavistock Fall Fair 12:00-3:00pm	8	9	10 Foldens Park 1:30-2:30pm	11 Drumbo Park 10-11am Hickson Park 11:30am-12:30pm	12	13 Tillsonburg Airport Wings & Wheels 9:00am-4:00pm
14 Embro Fall Fair 10:00am-4:00pm	15	16	17 Beachville Legion 4:30-6:00pm	18	19 Kintore Chalmers United Church 10:00-11:00am	20 Drumbo Fair 9:00am-5:00pm
21 Drumbo Fair 9:00am-4:30pm	22	23	24 Foldens Park 1:30-2:30pm	25 Drumbo Park 10-11am Hickson Park 11:30am-12:30pm	26 Norwich Harold Bishop Park 10:00-11:00	27
28	29 	30	<p>*Please note that stops are subject to change, and may be cancelled due to inclement weather. Please check our social media pages for updates.*</p>			

To: Oxford County Library Board

From: CEO / Chief Librarian

2025 Q2 Library Business Plan and Budget Update

RECOMMENDATION

1. That the Library Board receives Report 2025-29, 2025 Q2 Library Business Plan and Budget Update, for information and discussion.

REPORT HIGHLIGHTS

- Delivery of the 2025 goals and objectives is progressing as planned
- Budget variance report is projecting a preliminary year end surplus of \$62,967

Implementation Points

Staff will continue to monitor the Library's budget and take appropriate action as required. The next financial update for the Board will be in November for the period ending September 30, 2025.

Financial Impact

The 2025 year-end forecast as of June 30, 2025 projects a surplus of \$62,967. Additional detailed information regarding the forecasted variances can be found on Attachment 2 to this report.

The projected surplus largely relates to \$67,000 in salaries and benefits due to vacancies.

Communications

This report is intended to update the Board on the Library's progress in meeting the goals and objectives set out for 2025 and a view of the Q2 budget variance with forecasted year end results.

DISCUSSION

Background

In accordance with the reporting provisions contained within the Long-Term Financial Sustainability Plan, staff have prepared progress updates for each of the approved goals and objectives within the business plan, accompanied by budget variance reports as of June 30, 2025.

Comments

The 2025 Business Plan is progressing as planned. Details regarding each of the goals are provided in Attachment 1.

As part of the 2024 and 2025 Budget and Business Plans, the 2024-2025 Library Facilities Plan was presented to the Library Board at the May 2025 meeting.

Staff review the financial activity on a monthly basis for potential areas of concern and to ensure spending will remain within the budget provisions approved by the Board. To date, the financial activity is as expected for the second quarter, with the only forecasted variances related to the final insurance premiums paid which came in slightly below budget, as well as some slight savings due to staffing vacancies. The year-to-date expenses and forecast figures as of the end of Q2 2025 are presented on Attachment 2 with no emergency or unplanned expenses recorded.

Conclusions

Overall, this report demonstrates that, the Library is well positioned to deliver the 2025 Business Plan and Budget as approved.

SIGNATURES

Departmental Approval:

Original signed by


Owen O'Reilly (Sep 8, 2025 13:46:13 EDT)

Owen O'Reilly, CPA, CMA
Manager of Financial Services

Report 2025-29
CORPORATE SERVICES
Board Date: September 16, 2025

Approved for submission:

Original signed by *Amy Smith*

Amy Smith
Director of Human Resources


ATTACHMENTS

Attachment 1 – 2025 Q2 Library Business Plan and Budget Update
Attachment 2 – 2025 Q2 Library Variance Report

Goals and Objectives

Description	2025	2026	2027	Status Update
Organizational Review and Onboarding Plan <p>Oxford County Library is at a critical growth stage and intends to optimize staffing in order to meet future demands. The Library aims to achieve Strategy 1.3 in the Library Strategic Plan by developing and implementing “a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain Oxford County Library service excellence.” The review, undertaken by staff with the help of County Human Resources, will look at the current organizational structure and recommend changes to meet current and future needs. Goals of the review will be to: design an effective organizational structure, develop and strengthen the onboarding and training processes, and develop processes to assist with change management. The review should be completed prior to July 2025 in order to assist Library Administration with changes that may influence the 2026 budget.</p>	●			<p>A Library Staff Onboarding Committee has met and started work for a Library Staff Onboarding Plan. The CEO/Chief Librarian is making progress on reviewing of position descriptions, succession planning, and potential organizational structure changes to meet long term goals and organizational demands. Structure changes for 2026 will be completed for inclusion in the 2026 Business and Budget planning process.</p>
Oxford County Library 60 Year Anniversary <p>Collaborate with Oxford County Archives and Strategic Communications and Engagement for the celebration of Oxford County Library's 60-year anniversary, along with the anniversaries of Oxford County (175) and Archives (25). Planning will include communications plan and programming plan. Key performance indicators such as program attendance, social media statistics and other engagement will be reviewed for effectiveness.</p>	●			<p>Library staff are working in collaboration with Strategic Communications and Fleet on the design and implementation of a wrap for the Library delivery van. As of the end of Q2, design work for the wrap is underway and the physical work is due to be completed by the end of September.</p> <p>Library and Communications staff have also completed the work on a 1–2-minute video highlighting library services of the past and present. The video features historic and current photos to tie together library services from the past and into the future.</p> <p>Pop-up banners, celebrating the history of Oxford County Libraries, have been purchased and are on a shared schedule to promote the Library's 60-year anniversary. Banners are also being used on social media to highlight branch histories.</p> <p>Finally, library staff are currently working on a September event to mark the anniversary.</p>

Description	2025	2026	2027	Status Update
Branch Level Payment Solution <p>With the help of County Corporate Services, Library staff will investigate and implement payment solutions that can be scaled for usage at all Oxford County Library branches. Staff will look at current payment solution in place at Resource Branches and the needs of smaller Regional and Village branches to find a solution that is budget friendly, while also providing expanded options for customer service.</p>	●			Pending corporate-wide review planned to begin in Q3.
Communication Strategy for Patron Management, Brand Awareness and Growth <p>In order to increase community awareness of Oxford County Library's programs, services and collections; staff will work closely with Strategic Communications to create a communication strategy focused on deepening relationships with existing and new members and increasing usership and community engagement. Through this goal, the Library aims to achieve Strategies 2.1 and 2.2 in the Library Strategic Plan. Key Performance Indicators will be developed to show success of the strategy over the short, mid and long term.</p>	●			<p>The new Community Liaison Coordinator is currently making progress in reviewing and updating all library created evergreen materials and social media branding to increase brand awareness.</p> <p>Automatic email notifications for library cardholders. These emails focus on ways to deepen cardholder's relationship and engagement with the Library.</p> <p>Staff are also exploring usage of social media strategies to increase engagement and further the Library's reach.</p>

 LIBRARY June Variance Reporting For the Period Ending June 30, 2025					
	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
CAPITAL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION	109,345	287,800	287,800	-	-
92605 R - LIBRARIES - CAPITAL	(109,345)	(287,800)	(287,800)	-	-
TOTAL LIBRARY ADMINISTRATION	-	-	-	-	-
BRANCH LIBRARIES					
61004 INGERSOLL LIBRARY	2,461	-	-	-	-
TOTAL BRANCH LIBRARIES	2,461	-	-	-	-
OCL ING					
80000 CAPITAL	-	99,788	99,788	-	-
92605 R - LIBRARIES - CAPITAL	-	(99,788)	(99,788)	-	-
TOTAL OCL ING	-	-	-	-	-
Norwich Library					
80000 CAPITAL	8,511	15,000	15,000	-	-
92605 R - LIBRARIES - CAPITAL	(8,511)	(15,000)	(15,000)	-	-
TOTAL Norwich Library	-	-	-	-	-
THAMESFORD LIBRARY					
80000 CAPITAL	21,532	7,200	7,200	-	-
92605 R - LIBRARIES - CAPITAL	(17,651)	(7,200)	(7,200)	-	-
TOTAL THAMESFORD LIBRARY	3,881	-	-	-	-
TOTAL CAPITAL	6,342	-	-	-	-
OCL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION					
REVENUES					
GENERAL REVENUES					
3200 REV - PROVINCIAL GOVT	-	(135,675)	(135,675)	-	-
3203 REV - PROV-PAY EQUITY	-	(3,229)	(3,229)	-	-
3325 REV - SERVICE RECOVERY FEES	(11,476)	(20,000)	(20,000)	-	-
3332 REV - INTEREST	(1,915)	(3,715)	-	3,715	-
3334 REV - DONATIONS	(1,033)	(3,294)	-	3,294	-
TOTAL GENERAL REVENUES	(14,424)	(165,913)	(158,904)	7,009	(4.4%)
TOTAL REVENUES	(14,424)	(165,913)	(158,904)	7,009	(4.4%)
EXPENSES					
SALARIES AND BENEFITS					
SALARIES	298,641	675,000	741,068	66,068	8.9%
HONORARIUM	1,900	5,500	5,500	-	-
BENEFITS	98,268	219,438	220,089	651	0.3%
TOTAL SALARIES AND BENEFITS	398,809	899,938	966,657	66,719	6.9%
OPERATING EXPENSES					
5000 MEETING COSTS	-	200	200	-	-
5002 CREDIT CARD COSTS	96	150	150	-	-
5003 BAD DEBTS EXPENSE	1	1	-	(1)	-
5012 COMPUTER SOFTWARE & SUPPORT	25,360	33,029	42,750	9,721	22.7%
5015 ADVERTISING/MARKETING/PROMO	5,987	25,000	25,000	-	-
5018 TELECOMMUNICATIONS	1,085	3,050	3,290	240	7.3%
5020 MEMBERSHIP/DUES/SUBSCRIPTIONS	12,628	12,978	13,480	502	3.7%
5021 TRAINING/SEMINARS/CONFERENCE	8,113	18,600	18,600	-	-



LIBRARY
June Variance Reporting
For the Period Ending June 30, 2025

	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
5023 POSTAGE	1,692	8,900	8,900	-	-
5025 TRAVEL-EXPENSES, MILEAGE	3,334	14,000	14,000	-	-
5026 TOOLS/EQUIPMENT PURCHASE	5,035	5,100	5,000	(100)	(2.0%)
5029 R & M - EQUIPMENT	12,837	14,500	14,500	-	-
5045 OFFICE SUPPLIES/EXPENSES	2,273	4,000	4,000	-	-
5050 GARBAGE DISPOSAL	80	80	-	(80)	-
5303 INSURANCE	15,356	15,356	18,050	2,694	14.9%
5308 PURCHASED SERVICES	328	1,000	1,000	-	-
5310 CONSULTANT FEES	75,962	75,962	74,485	(1,477)	(2.0%)
6006 DONATION WITHDRAWAL	3,294	3,294	-	(3,294)	-
6019 SUPPLIES/PROGRAM EXPENSES	4,348	11,000	11,000	-	-
6020 BOOKS - HARD COPY	14,746	15,000	15,000	-	-
6023 CULTURAL PROGRAMS	20,340	45,500	45,500	-	-
6024 GUIDES & TOOLS	16,137	20,756	20,756	-	-
6028 BOOKS - ELECTRONIC	130,688	262,338	262,338	-	-
TOTAL OPERATING EXPENSES	359,720	589,794	597,999	8,205	1.4%
INTERDEPARTMENTAL CHARGES	468,963	892,737	897,459	4,722	0.5%
TOTAL EXPENSES					-
91600 DC - LIBRARY	(128,167)	(197,990)	(204,170)	(6,180)	3.0%
92141 R - GROWTH - LIBRARY	6,253	11,088	18,375	7,287	39.7%
92600 R - LIBRARIES	(19,035)	(18,665)	(18,665)	-	-
92605 R - LIBRARIES - CAPITAL	122,500	245,000	245,000	-	-
TOTAL LIBRARY ADMINISTRATION	1,194,619	2,255,989	2,343,751	87,762	3.7%
BRANCH LIBRARIES					
61000 BROWNSVILLE LIBRARY	16,307	39,593	39,127	(466)	(1.2%)
61001 BURGESSVILLE LIBRARY	40,566	90,721	86,436	(4,285)	(5.0%)
61002 EMBRO LIBRARY	17,789	44,799	45,107	308	0.7%
61003 HARRINGTON LIBRARY	21,385	41,313	43,884	2,571	5.9%
61004 INGERSOLL LIBRARY	343,390	844,056	843,581	(475)	(0.1%)
61005 INNERKIP LIBRARY	59,825	110,742	86,589	(24,153)	(27.9%)
61006 MT-ELGIN LIBRARY	22,353	50,696	51,355	659	1.3%
61007 NORWICH LIBRARY	122,894	270,010	271,022	1,012	0.4%
61008 OTTERVILLE LIBRARY	35,459	85,796	84,812	(984)	(1.2%)
61009 PLATTSVILLE LIBRARY	42,153	138,516	133,084	(5,432)	(4.1%)
61010 PRINCETON LIBRARY	30,002	70,211	69,563	(648)	(0.9%)
61011 TAVISTOCK LIBRARY	127,917	263,061	253,291	(9,770)	(3.9%)
61012 THAMESFORD LIBRARY	103,701	238,270	234,168	(4,102)	(1.8%)
61013 TILLSONBURG LIBRARY	341,772	797,978	816,841	18,863	2.3%
92600 R - LIBRARIES	(2,974)	(2,974)	(2,974)	-	-
92605 R - LIBRARIES - CAPITAL	86,500	173,000	173,000	-	-
TOTAL BRANCH LIBRARIES	1,409,039	3,255,788	3,228,886	(26,902)	(0.8%)
SPECIAL PROGRAMS					
62006 MOBILE OUTREACH	86,298	171,712	173,819	2,107	1.2%
TOTAL SPECIAL PROGRAMS	86,298	171,712	173,819	2,107	1.2%
TOTAL OCL	2,689,956	5,683,489	5,746,456	62,967	1.1%
TOTAL LIBRARY	2,696,298	5,683,489	5,746,456	62,967	1.1%



LIB 2025-29 2025 Q2 Library Business Plan and Budget Update

Final Audit Report

2025-09-09

Created:	2025-09-08
By:	Owen O'Reilly (ooreilly@oxfordcounty.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4vWuPlhQVsrjC9gN1JoUhzsgqvTNKpL4

"LIB 2025-29 2025 Q2 Library Business Plan and Budget Update" History

-  Document created by Owen O'Reilly (ooreilly@oxfordcounty.ca)
2025-09-08 - 5:45:13 PM GMT
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2025-09-08 - 5:45:18 PM GMT
-  Email viewed by Owen O'Reilly (ooreilly@oxfordcounty.ca)
2025-09-08 - 5:45:57 PM GMT
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2025-09-08 - 5:48:14 PM GMT
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REPORT TO LIBRARY BOARD

Ox on the Run Pilot Project Review and Future Planning

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATIONS

1. That the Library Board receive Report 2025-30, Ox on the Run Pilot Project Review and Future Planning for information and discussion;
2. And further, that the Library Board approve the proposal within to make Ox on the Run a permanent library service as outlined in the report.

REPORT HIGHLIGHTS

- Ox on the Run has completed its two-year pilot as of June 2025.
- Staff provide further options to continue Ox on the Run as a permanent year-round bookmobile service.

IMPLEMENTATION POINTS

Library Staff will begin planning the future of Ox on the Run based on the resolutions passed at the September 2025 Library Board Meeting.

Financial Impact

Financial impacts for the Ox on the Run service, though outlined here, will be included in the 2026 Business and Budget plan for further approvals.

The most notable cost for the Ox on the Run service to continue will be for a new vehicle. Costing is outlined below as provided by Oxford County Fleet. Basic up-fitting cost are currently anticipated at \$200,000 for shelving, accessibility ramp, and inverter supply to power library equipment. Extended costs that could be considered include full vehicle heating / cooling systems, sun-shade awning, upgraded flooring, and more.

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New Vehicle Costs

Item	One Time	Yearly
Vehicle	\$85,000	
Up-Fitting Costs	\$200,000 - \$ 400,000*	
Vehicle Wrap	\$10,000	
Annual Capital Replacement		\$35,000**
Average Repair & Maintenance (8 years)		\$3,000
Average Fuel Costs (unleaded / CNG)		\$1,900
Average Annual Fees (License/Insurance)		\$1,200
TOTAL	\$295,000 – 495,000	\$41,100

*Basic to upgraded up-fitting costs, final costs will be based on the Library Board's approved budget.

**Annual replacement cost included is based on a basic up-fitting package.

Ox on the Run operational costs are anticipated to increase. However, other operational costs could be shifted to the library's regular operating budget with minimal impacts. Currently, staff anticipate an increase of approximately \$25,000 to \$30,000. Full operational impacts will be included in the draft 2026 Business and Budget plan based on the Board's decision to move the project forward.

Currently Anticipated 2026 Budget

Ox on the Run	2026 Budget Estimate
Capital Budget	\$295,000
Operational Budget	\$210,000
TOTAL	\$505,000

Communications

Communication plans for the future of Ox on the Run will be prepared and executed after the passing of the 2026 Library Business and Budget Plan by Oxford County Council.

2024-2028 LIBRARY STRATEGIC PLAN

Oxford County Library Board approved the [2024-2028 Library Strategic Plan](#) on February 20, 2024. The Plan outlines three key goals to advance the Library's vision to "Connect, discover, share, become." These goals are: (1) *Sustain service excellence*, (2) *Grow engagement and member relationships*, and (3) *Innovate access to service*.

The recommendation in this report supports the following strategic goal.

Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
 <p>Sustain service excellence</p>	 <p>Grow engagement and member relationships</p>	 <p>Innovate access to service</p>
		<p>Strategy 3.3 – Expand the Ox on the Run program to increase library access in communities without branches and to meet residents where they are to drive engagement.</p>

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

DISCUSSION

Background

Ox on the Run first launched as a 5-month pilot project in 2019 to offer "pop-up" library services across the County. During the first year, staff used a County-owned pickup truck to bring a tent, table and equipment to locations where the team offered a variety of services and family programming.

After the closure of Libraries in 2020 due to the COVID-19 pandemic, staff were able to offer Ox on the Run again in 2021 on a smaller scale in partnership with Oxford EarlyON to offer storytimes and activities for families in parks over the summer months.

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In 2022, Ox on the Run returned to full-summer service, operating from June to September to welcome families back and reintroduce library services. Two summer students were hired, and a rental van was used to keep the service going.

In 2023 the Ox on the Run full-year pilot project began. Two full-time contract staff were hired, and a decommissioned ambulance was purchased.

Comments

Over the course of the pilot project, from June 2023 to present, Ox on the Run has become a well-loved service committed to bringing the Library to communities, organizations, and individuals underserved by Oxford County Library.

During Year 1, staff continued the summer services of previous years, while enhancing school visits and offering programming and drop-in services throughout the year.

Year 2 saw the staff refine the offerings of Ox on the Run by starting a pilot hold program in Drumbo in August 2024. With the success of that pilot, staff worked to create regular stops in Drumbo, Kintore, Beachville, and Springford; while also maintaining ongoing partnerships with EarlyON and CAS.

Ox on the Run's 2-year pilot statistics, outlined below, show continued growth of the service

Ox on the Run Pilot Statistics

Year	Number of Stops	Attendance	New Card Registrations	Circulation
Year 1 (June 2023 – May 2024)	234	4814	151	1359
Year 2 (June 2024 – May 2025)	228	5333	102	1520
TOTAL	462	10,147	253	2879

Ox on the Run's attendance each year puts it in line with Village Branches operating 16 hours per week based on 2024 branch statistics. However, this does not hold true for the circulation of materials. This is likely in part due to the collection size on the bookmobile vs a branch library and the newness of hold pickup services.

New card registrations cannot be compared to branches as the statistics for new card registrations do not separate Ox on the Run cards from branch locations.

Not included in the chart above are the community visibility visits. These include school visits, parades, and other visits where an exact count of visitors could not be quantified. Over the

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course of the 2-year pilot, staff attended 24 “community visibility” events reaching approximately 238 people at each visit (based on average attendance at each event).

Costs of Current Pilot

Costs for the pilot project can be separated into three different types.

First are the capital costs associated with the start of the service. These costs include the purchase of a retired ambulance from Oxford County Paramedic Services, as well as computer and service equipment used by staff.

Operational costs for the pilot can also be separated by vehicle costs and program costs, including staff salaries and benefits for running the program.

Overall Pilot Costs – 2023 to 2025

	2023	2024	2025*	TOTAL
Capital Budget	\$17,503.08	-	-	\$17,503.08
Operational Budget – Vehicle costs	\$9,702.56	\$10,243.06	\$4,359.00	\$24,304.62
Operational Budget – Staff and Program costs	\$107,118.42	\$160,131.49	\$167,353.00	\$434,602.91
TOTAL	\$134,324.06	\$170,374.55	\$171,712.00	\$476,410.61

*2025 Budget Forecast as of July 31, 2025.

Operational vehicle costs for the first two years of the pilot program have been averaged below to show the regular operational costs associated with Ox on the Run’s aging vehicle.

While the 2025 forecast costs are lower, unanticipated repairs could create a higher budget impact by year-end. To this end, County fleet staff have budgeted using the prior two years average.

Unanticipated repairs in 2023 / 2024 arose from several issues related to the age of the vehicle. These included new brakes and suspension, fuel filter replacement, rate valve replacement, new hinge pins and bushings on driver’s door, level sensor replacement, front wheel bearings replacement, indirect fuel injector replacement, and new windshield.

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Operational Vehicle Costs – Average over 2023 and 2024

Expense Type	Average Cost Per Year
Fuel	\$1,570.87
Insurance	\$800.00
License	\$361.00
Repair & Maintenance	\$7,626.01
TOTAL	\$10,357.88

Currently anticipated 2026 budget has been included in the Financial Section of this report.

Reception of Service

The Ox on the Run pilot program has continued to receive a highly positive response across Oxford County, serving as a vital extension of library services to residents who may otherwise face barriers to access. Community engagement has increased over the program, with residents regularly visiting the bookmobile at scheduled stops to borrow materials, pick up holds, and access information resources. In addition to public stops, the program has been especially well-received at senior residences, housing co-operatives, children's camps, and local daycares. These targeted visits have provided meaningful opportunities to support early literacy development, accessibility to services for residents, and reduces social isolation among older adults. Feedback from these communities has consistently emphasized the value of the program in promoting accessibility, inclusion, and community connection throughout the region. (Attachment 1: Ox on the Run Letters of Support)

The Bundles of Joy program has also been a welcome addition to Ox on the Run services in 2025 with the program reaching capacity. Participants have given positive feedback and remarked on how wonderful it was to have library services when home with small children. The Outreach Services team has partnered with organizations such as Oxford County Community Health Centre, Journey Well Health & Wellness, and Southwestern Public Health who have been eager to share information about Bundles of Joy with clients.

Oxford County Library Planning Documentation

Ox on the Run has been included in planning documents over the course of the last three years as both staff and outside consultants reviewed available data and interviewed stakeholders and the community regarding the need for the service.

The Oxford County Library 2024-2028 Strategic Plan highlighted Ox on the Run as part of Goal Three: Innovate access to service. Strategy 2.2 speaks to expanding the Ox on the Run program to increase access in communities without branch locations and to meet the needs of residence to drive engagement.

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Ox on the Run was also recently highlighted in the Oxford County Library Facilities Plan. The plan highlighted the need to make the service permanent as part of Recommendation 10 (pg. 114).

Future for Ox on the Run

Looking ahead, the Outreach Services team strongly recommend the continuation of the Ox on the Run program on a year-round basis, maintaining the model of mobile library service delivery that has proven both effective and well-received throughout Oxford County. The consistent community engagement and positive feedback underscore the program's role in advancing equitable access to library resources, particularly in underserved areas. In addition to providing core services, there are promising opportunities to expand initiatives such as the Bundles of Joy home delivery program. Furthermore, continued Ox on the Run presence at community events would enhance visibility, expand usership, and foster new partnerships. Staff are confident that these developments would strengthen the program's impact and ensure its continued alignment with the library's goals of accessibility, inclusion, and community engagement.

CONCLUSIONS

Over the course of the pilot project, Ox on the Run has grown to be an invaluable service driving engagement and access to library collections, programs and services, and is advancing goals set out in our Strategic Plan. As such, staff recommend the service move from the pilot phase to a permanent service and that library staff work with their partners in County Capital Finance and Fleet to secure a new Bookmobile through an early procurement process for delivery in early 2027.

SIGNATURES

Report author:

Original signed by

Meagan Brennan
Outreach & Teen Librarian

Departmental approval:

Original signed by

Lisa Marie Williams
CEO / Chief Librarian

ATTACHMENTS

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Attachment 1 Ox on the Run Letters of Support, 2025
Attachment 2 Ox on the Run Support from Area Councils, 2024

Friday, August 8, 2025 at 14:24:18 Eastern Daylight Time

From: Stephen Flindall [REDACTED]
Sent: Thursday, June 12, 2025 9:31 AM
To: Meagan Brennan [REDACTED]
Subject: RE: Support for Ox on the Run bookmobile

Meagan,

Sorry for the delay-I needed to get it approved before I could send. I hope this helps this amazing initiative.

Oxford CAS has facilitated the Open Door Program which is a community outreach program that operated out of the Adam Oliver Housing Complex in Ingersoll and the Dereham Forge Housing Program in Tillsonburg. The Open Door Program ran after-school programs as well as camps which ran over the summer and March Break as well as community BBQ's at the end of August. This program ran in collaboration with other community organizations-one of which was the Oxford County Library. As part of this collaboration the Library visited our program with the Ox on the Run Bookmobile. Some of the children and families in these communities hadn't had interactions with the library community for a variety of reasons (e.g. not having transportation, not knowing about programming, not having exposure to opportunities provided by the library). Each time the Ox on the Run attended any of our programs the children were excited to have a chance to visit it-to exchange library books, hear story time, get a library card for the first time and browse the books that were available to them. The families in the community also visited the Ox on the Run when it visited our locations. This resource has been a wonderful addition to the programs that we ran in the community.

Let me know if you need anything else..

***Stephen Flindall (he/him), CYW
Child & Family Support Worker***

Education Liaison/Youth in Transition Worker

The Children's Aid Society of Oxford County
712 Peel Street, Woodstock, ON N4S 0B4
Tel: 519-539-6176 ext. 316
Cell: 519-619-5426
Fax: 519-421-0123



To Whom This May Concern,

My name is Karen Rohrer and I am the Resident Engagement Manager at Harvest Crossing Retirement Home in Tillsonburg. Over the past several months, our residents have enjoyed the monthly visits of the "Ox on the Run" mobile book unit for oxford county. Each month we post their visit on our activity calendar and when the day arrives, we have several residents anxiously awaiting their arrival, bringing an assortment of new books, audiobooks, DVD's etc. for their enjoyment. This is a wonderful service as it allows the opportunity for seniors to access library resources safely from their home. For many, physically visiting the library would be impossible due to mobility issues, restricted vision, and long-term illness. Jenna and Nicole are so friendly and go out of their way to try to meet the variety of requests from our residents. I realize there is the library book drop-off program, however when the mobile unit is here, our residents are allowed to select their own books , rather than have someone else pick them out for them. We strive to maintain the independence of our residents and by offering this mobile library program this helps to allow just that! As well, we have a couple of residents who do not participate in any of our other programs yet they always take part in selecting a few books when Jenna and Nicole are here, so I really hope you consider keeping this program going for the many benefits it offers. Ox on the Run is more than just a library book service. On occasion, Jenna and Nicole will offer a "CRAFTERNOON" which again enables our residents to take part in this craft activity. We cannot thank-you enough for bringing this service into our facility and I hope you make this a permanent project as it truly enriches the lives of our residents!

All the Best Karen Rohrer

Karen Rohrer

Resident Engagement Manager, **Harvest Crossing Aspira** Retirement Living

p: (519) 688-0448 ext 226

f: (519) 688-1856

e: krohrer@siennaliving.ca

15 Harvest Ave

Tillsonburg, Ontario, N4G 0E2

To Whom It May Concern:

I am writing in support of the proposal to make the mobile library Ox on the Run a permanent project. As the curatorial administrator of the Norwich & District Museum I have worked with Nicole and Jenna, hosting activities for children and craft nights for adults at the museum. I know from patron feedback that the children who attended the March Break activities we ran together in 2024 had a great time, and I personally very much enjoyed the craft night we held in December. For a smaller museum, it is extremely helpful to have local partners like Ox on the Run that we can work alongside for these kinds of events, which help our community learn about what both the museum and the library have to offer.

As a patron of Oxford County Library, I have enjoyed seeing them at local festivals and taking part in their craft nights at other museums. The cemeterarium I created at the craft night at Beachville Museum last October still has a prized place on my windowsill. Furthermore, as an employee of a non-profit I am acutely aware of the importance of public services that remove barriers and increase access to services. In a rural county such as Oxford, it strikes me as imperative that our smaller communities have access to library services and the mobile library strikes me as a fantastic way to do that.

Matthew Lloyd

To whom it may concern,

I'm writing to express how much we appreciate the OX ON THE RUN service.

Ox On The Run is an amazing program that helps enhances literacy in our own program. We enjoy this service monthly when their team comes out and joins our childcare program. This program provides the children with extra literacy learning opportunities, give them a library experience they wouldn't otherwise receive as well as providing my staff with other books and literacy ideas to incorporate into their classrooms.

The ladies dedicate their time and energy to this program. We love having them come into our centre.

This program is a great way to connect with the community and allows the children to learn new stories and songs. Ox On The Run brings so much more fun to learning and helping the children in developing the needed skills that literacy brings to everyday life. We are very grateful for this program and would hate to see it be discontinued.

Sincerely

Danielle Underhill

Executive Director

Tillsonburg Little School

Friday May 16, 2025
I enjoy having ~~at~~ on the Run come
to Kintore. I live right in the
village and it's nice to just walk
down the street.

Michelle West
~~Michelle~~ West



Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario N0J 1G0

Phone: (519) 463-5347
Fax: (519) 463-5881
Website: www.blandfordblenheim.ca

November 7, 2024

To: Kathryn Deweerd <kdeweerd@ocl.net>

Re: Support for Ox on the Run Pilot Extension.

Please be advised that at the Regular Meeting of Council held on November 6, 2024, the Council of the Corporation of the Township of Blandford-Blenheim carried the following resolution:

Resolution No. 2024-11-06-11

Moved by Councillor Banbury

Seconded by Councillor Demarest

Whereas Oxford County Library Board at it's meeting of August 21, 2024 adopted the recommendations contained in Report 2024-35 titled "Ox on the Run Pilot Extension," which extended the Ox on the Run Pilot for a third year through 2025;

And whereas the Ox on the Run pilot serves the underserviced villages and community members of Blandford-Blenheim Township;

Be it hereby resolved that the Council of the Township of Blandford-Blenheim provides support for the Oxford County Library Board and the Ox on the Run Pilot extension.

.Carried

If you have any questions, please contact the undersigned.

Thank you,

Sarah Matheson

Sarah Matheson

Clerk

Township of Blandford-Blenheim

smatheson@blandfordblenheim.ca



**Resolution Page
Regular Meeting of Council**

Agenda Number: b.

**Resolution
Number**

Title: Oxford County Library Board Request for support of the Ox on the Run Pilot extension

Date: Wednesday, November 6, 2024

Moved by: Jeremy Smith

Seconded by: Scott Zehr

WHEREAS the Oxford County Library Board at it's meeting of August 21, 2024 adopted the recommendations contained in Report 2024-35 titled "Ox on the Run Pilot Extension," which extended the Ox on the Run Pilot for a third year through 2025.

AND WHEREAS the Ox on the Run pilot serves the underserviced villages and community members of East Zorra-Tavistock Township

THEREFORE the Council of the Township of East Zorra-Tavistock provides support for the Oxford County Library Board and the Ox on the Run Pilot extension.

CARRIED



TOWNSHIP OF SOUTH-WEST OXFORD
R. R. # 1, Mount Elgin, ON N0J 1N0
312915 Dereham Line
Phone: (519) 877-2702; (519) 485-0477
Fax: (519) 485-2932

November 8, 2024

Oxford County Library Board
c/o Julia Harris, Board Chair
21 Reeve St, P.O. Box 1614
Woodstock, ON N4S 7Y3

Re: Letter of Support for the Ox on the Run Pilot Extension

Dear Julia Harris:

The Council of the Township of South-West Oxford passed a resolution of support for the Ox on the Run Mobile outreach program at their meeting held on November 5th, 2024:

“RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support to the Oxford County Library Board for the Ox on the Run pilot extension.”

The Council of the Township of South-West Oxford are in support of the Ox on the Run Mobile Outreach program, and recognize need for supporting our underserved communities such as Beachville, Salford and Sweaburg.

The program's partnership with local organizations such as Oxford EarlyON and the Beachville District Museum have been mutually beneficial, and have enriched programming for our residents. These collaborations not only enhance the resources available, but create meaningful opportunities for community engagement and learning.

The Township of South-West Oxford acknowledges the value that this programming brings to our residents, particularly those in villages without brick-and-mortar library services. The Township supports the Oxford County Library Board's extension of the Ox on the Run Pilot for a third year through 2025.

Yours Truly,

A handwritten signature in blue ink that reads 'Nicole Chambers'.

Nicole Chambers
Clerk's Assistant/Records Management Co-ordinator
Township of South-West Oxford



CORPORATION OF THE TOWNSHIP OF ZORRA

163 Brock Street, PO Box 189 Thamesford, ON, N0M 2M0

Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520

Item 10(c)

Date: November 6, 2024

19-11-2024

Moved by

Seconded by

WHEREAS the Oxford County Library Board at its meeting on August 21, 2024 adopted the recommendations contained in Report 2024-35 titled "Ox on the Run Pilot Extension," which extended the Ox on the Run Pilot for a third year through 2025;

AND WHEREAS the Ox on the Run pilot serves the underserved villages and community members of Zorra Township;

THEREFORE the Council of the Township of Zorra provides support for the Oxford County Library Board and the Ox on the Run Pilot extension.

☒ Carried

☐ Defeated

☐ Recorded Vote

☐ Deferred

Recorded Vote:

	Yea	Nay
Mayor Ryan		
Councillor Stewart		
Councillor Grigg		
Councillor Mitchell		
Councillor Finch		

Mayor