

## AGENDA

### OXFORD COUNTY LIBRARY BOARD BOARD MEETING

**Tuesday, February 17, 2026, 3:30 p.m.**  
**Oxford County Administration Building - Room 221**

- 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 January 20, 2026
- 5. DELEGATIONS AND PRESENTATIONS AND CONSIDERATION THEREOF**
- 6. CONSIDERATION OF CORRESPONDENCE**
- 7. REPORTS**
  - 7.1 2026-04 Key Agenda Items and Policy Review Framework
  - 7.2 2026-05 Librarian Report
  - 7.3 2026-06 CEO Performance Appraisal Goals and Objectives
  - 7.4 2026-07 Operational Policy Review: Membership and Circulation Policy
  - 7.5 2026-08 Governance Policy Review: Succession Planning Policy
  - 7.6 2026-09 2025 Library Board Evaluation Results
- 8. UNFINISHED BUSINESS**
- 9. NOTICE OF MOTIONS**
- 10. ENQUIRIES**
- 11. ADJOURNMENT**



## OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

**Tuesday, January 20, 2026**

Members Present:	Chair Laura Langford Councilor David Mayberry Katherine Grieve Cynthia Lacroix Megan Blair
Members Absent:	Councilor Brian Petrie
Staff Present:	A. Smith, Director of Human Resources and Corporate Services L.M. Williams, CEO / Chief Librarian O. O'Reilly, Manager of Financial Services K. DeWeerd, Administrative Assistant

### **1. CALL TO ORDER**

Oxford County Library meets in regular session on this Twentieth Day of January 2026 in Room 222, Oxford County Administration Building, Woodstock at 3:30 p.m. with Chair Laura Langford.

### **2. APPROVAL OF AGENDA**

#### RESOLUTION 1

Moved By: Megan Blair  
Seconded By: Katherine Grieve

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: Katherine Grieve

Resolved that the Library Board minutes of November 18, 2025, be adopted as amended.

DISPOSITION: Motion Carried

**5. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF**

NIL

**6. CONSIDERATION OF CORRESPONDENCE**

NIL

**7. REPORTS**

7.1. 2026-01 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 3

Moved By: Cynthia Lacroix  
Seconded By: Megan Blair

That the Library Board receives verbal Report 2026-01, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2026-02 Librarian Report

RESOLUTION 4

Moved By: David Mayberry  
Seconded By: Megan Blair

That the Library Board receives Report 2026-02, Librarian Report, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2026-03 Customer Engagement and Email Marketing

RESOLUTION 5

Moved By: Katherine Grieve  
Seconded By: David Mayberry

That the Library Board receives Report 2026-03, Customer Engagement and Email Marketing Update, for information and discussion.

DISPOSITION: Motion Carried

**8. UNFINISHED BUSINESS**

NIL

**9. NOTICE OF MOTIONS**

NIL

**10. ENQUIRIES**

NIL

**11. CLOSED SESSION**

**RESOLUTION 6**

Moved By: David Mayberry  
Seconded By: Megan Blair

1. That Board rise and go into a Closed Session to consider Verbal Report from the CEO/Chief Librarian regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**DISPOSITION:** Motion Carried at 4:27 p.m.

12.1 Verbal Report by CEO / Chief Librarian

**RESOLUTION 7**

Moved By: David Mayberry  
Seconded By: Brian Petrie

1. That the Library Board reconvenes in Open Session

**DISPOSITION:** Motion Carried at 4:30 p.m.

**12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION**

NIL

**13. ADJOURNMENT**

**RESOLUTION 8**

Moved By: Brian Petrie  
Seconded By: David Mayberry

Resolved that the Board meeting of January 20, 2026, be adjourned at 4:37 pm. until the next meeting scheduled for February 17, 2026, at 3:30 p.m. at the Oxford County Administrative Building.

**DISPOSITION:** Motion Carried at 4:37 p.m.

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Laura Langford, CHAIR

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Lisa Marie Williams, SECRETARY



## Oxford County Library Board - Key Agenda Items 2026

Agenda items	Jan	Feb	Apr	May	Jun	Jul	Sep	Oct	Nov	Notes
2025 Board Evaluation		X								Yearly Agenda Item
2025 Year End Statistics			X							Yearly Agenda Item
Librarian's Report and Monthly Statistics	X	X	X	X	X		X	X	X	Regular Agenda Item
Quarterly Metrics		Q4 (24)		Q1			Q2		Q3	Regular Agenda Item
2026 Business Plan and Budget Update				Q1			Q2		Q3	Regular Agenda Item
2025 Financial Audit					X					Yearly Agenda Item
2027 Business Plan								X		2027 Planning
2027 Budget								X		2027 Planning
CEO/Chief Librarian Performance Goals									X	Yearly Agenda Item
2027 Board Meeting Dates and Library Closures									X	Yearly Agenda Item
2022-2026 Library Board Legacy Document								X		4 Year Document



# Oxford County Library Board - Policy Review 2026

## REPORT TO LIBRARY BOARD

### Librarian Report

**To:** Oxford County Library Board

**From:** CEO / Chief Librarian

#### **RECOMMENDATION**

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1. That the Library Board receives Report 2026-05, Librarian Report, for information and discussion.

#### **REPORT HIGHLIGHTS**

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

#### **IMPLEMENTATION POINTS**

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#### **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

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

<b>GOAL 1</b>	<b>GOAL 2</b>	<b>GOAL 3</b>
 <b>Sustain service excellence</b>	 <b>Grow engagement and member relationships</b>	 <b>Innovate access to service</b>
<p><b>Strategy 1.1</b> – Develop and implement a long-term facilities plan to meet changing demands and create enjoyable and dynamic spaces for our communities.</p> <p><b>Strategy 1.2</b> – 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><b>Strategy 1.3</b> – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.</p>	<p><b>Strategy 2.1</b> – Create and implement a Communications Strategy to build OCL's brand awareness and service offerings in the community.</p> <p><b>Strategy 2.2</b> – Develop and implement a Patron Management and Growth Plan to increase usership and community engagement with library programs, services and spaces.</p> <p><b>Strategy 2.3</b> – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.</p>	<p><b>Strategy 3.1</b> – Plan, design, and implant a Programs and Services Accessibility Strategy to make OCL inclusive and accessible to all residents.</p> <p><b>Strategy 3.2</b> – Expand the availability of self-service options and introduce more technology to increase access.</p> <p><b>Strategy 3.3</b> – 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

- January 28 – Training – Purpose People and Partners: A Practical Framework for Nonprofit Leadership
- January 28 – Ontario Library Association AGM

**Report 2026-05**  
**CORPORATE SERVICES**  
**Board Date: February 17, 2026**

- February 4 – TVDSB / OCL Meeting – RE: Plattsburg and District Public School
- February 4 – Toronto Metro University Webinar: Future of Voice and Privacy in the Age of AI
- February 5 – Oxford County Facilities / OCL Meeting – RE: 2026 Facilities Project Review
- February 11 – Oxford County Striking Committee

## Quarterly Statistics

### New Card Holders

New cardholder registration was down the final quarter of 2025 with nearly 50 fewer new cards created during the three-month period. However, several branches saw increased growth in new membership, including:

- Brownsburg
- Mount Elgin
- Norwich
- Thamesford
- Tillsonburg

The largest drop in new memberships came from the Ingersoll branch at 25 less new cards created during the quarter.

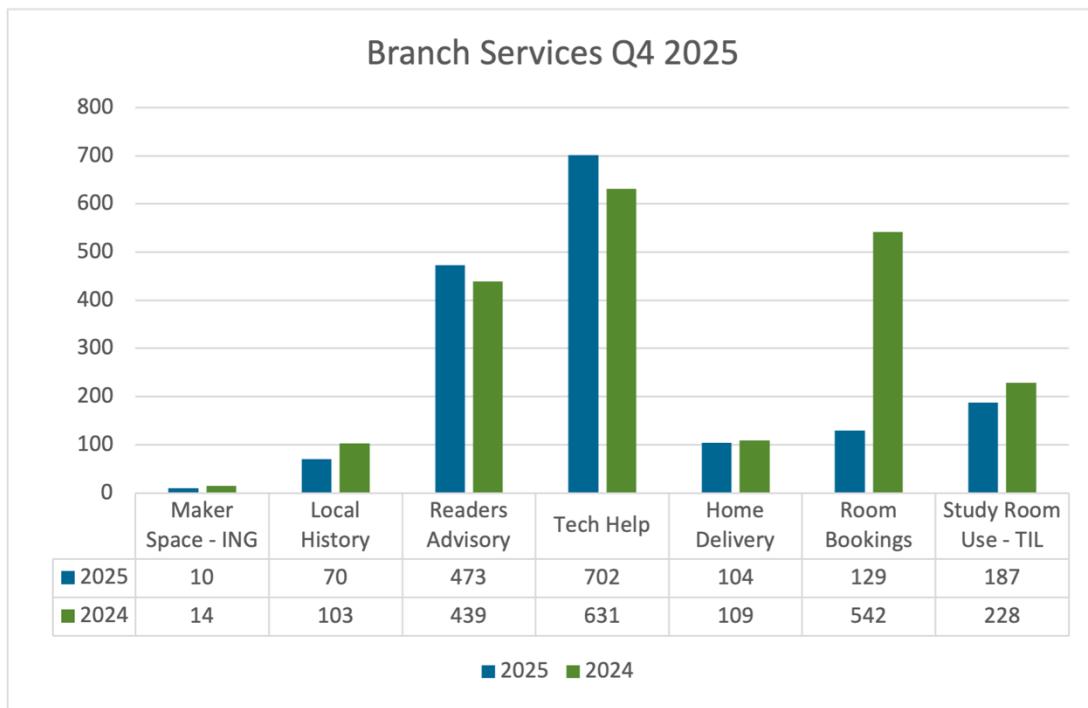


**Report 2026-05**  
**CORPORATE SERVICES**  
**Board Date: February 17, 2026**

<b>2024</b>	<b>2025</b>	<b>% Change</b>
402	353	-12%

### Branch Services

Core services such as Readers Advisory and Tech Help continued to drive services in the final quarter of 2025 with consistent growth. Room bookings saw a significant decrease that is being investigated by staff.

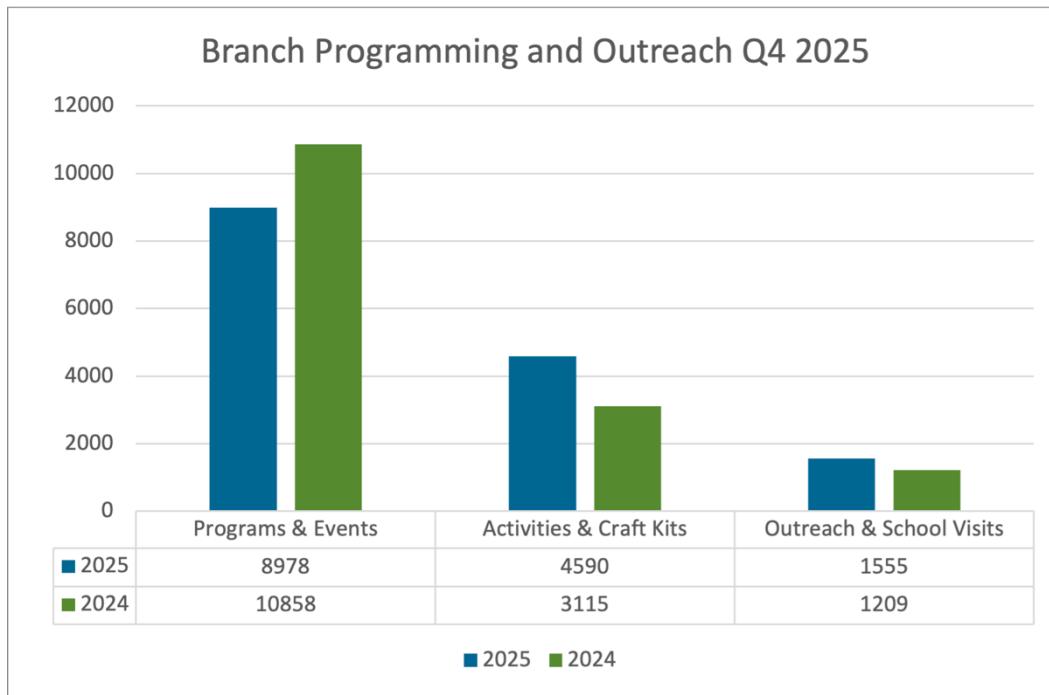


<b>Q4 Branch Services</b>		
<b>2024</b>	<b>2025</b>	<b>% Change</b>
4090	3700	-10%

### Branch Programming and Outreach

Branch programming saw a decrease in attendance, driven by less larger scale events. However, increases in passive programming such as craft kits and increased school visits and other outreach opportunities continued to show steady growth.

**Report 2026-05**  
**CORPORATE SERVICES**  
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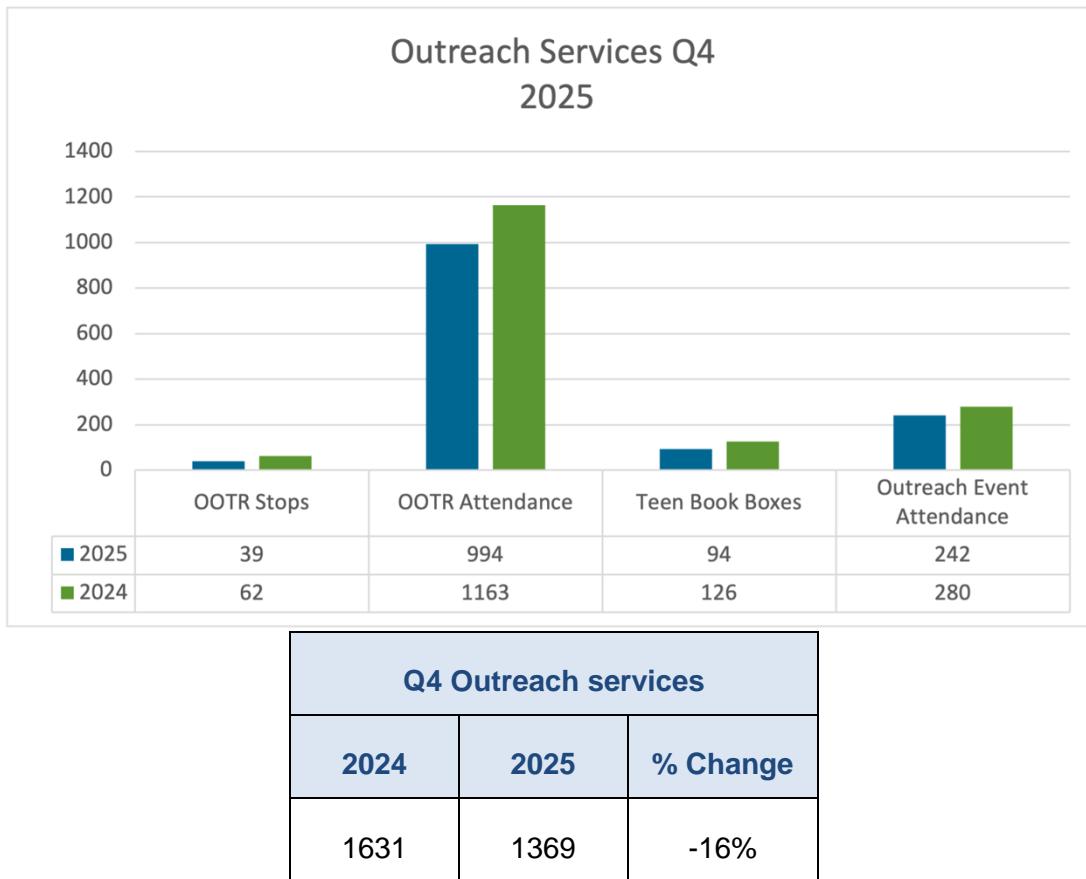


Q4 Branch Programming and Outreach		
2024	2025	% Change
15,182	15,123	0%

### Outreach Services

Decreases in Ox on the Run stops in Q4 reflect the matured service no longer running unsuccessful stops, while the slight decrease in attendance is due to fewer large scale event attendance during the last quarter of the year.

**Report 2026-05**  
**CORPORATE SERVICES**  
**Board Date: February 17, 2026**



## Monthly Statistics

### Attendance

Ox on the Run attendance is now being reported monthly as part of the regular attendance spreadsheet.

January's cold snap and snow created several branch closure days and limited Ox on the Run's schedule.

Still several locations showed strong attendance increases for the month:

- Embro – 29%
- Mount Elgin – 21%
- Ox on the Run – 39%
- Plattsburg – 8%
- Princeton – 7%
-

**Report 2026-05**  
**CORPORATE SERVICES**  
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<b>% Total Change</b>	<b>January</b>	<b>Year to Date</b>
<b>Total Branch Attendance</b>	-6%	-6%

### Computer Use

Wireless statistics continued to be affected by reporting issues in January. However, staff have left the stats as collected for this period. Reporting issues were corrected earlier in the month, making the numbers closer to accurate than in November and December.

Library staff continue to work with the County IT team to deploy new public computers in many locations. Wi-Fi will also be reviewed in 2026.

<b>% Total Change</b>	<b>January</b>	<b>Year to Date</b>
<b>Total Computer Use</b>	-16%	-16%
<b>Total Wireless Use</b>	-24%	-24%
<b>Total Use Overall</b>	-20.4%	-20.4%

### Physical Circulation

Physical circulation declined by just over 700 items in January compared to a year earlier. However, several locations continued to show strong demand.

- Brownsville – 7%
- Harrington – 29%
- Mount Elgin – 9%
- Otterville – 5%
- Ox on the Run – 356%
- Plattsburg – 8%

<b>% Total Change</b>	<b>January</b>	<b>Year to Date</b>
<b>Total Physical Circulation</b>	-2%	-2%

## Digital Circulation

Digital circulation saw decreased usage in all areas except Audiobooks (12%) and Digital Music (2%).

% Total Change	January	Year to Date
<b>Total Digital Circulation</b>	-4%	-4%

## Community Outreach

### Ox on the Run

Ox on the Run sponsored a PA Day Free Skate event at the Tavistock and District Recreation Centre on January 30<sup>th</sup>. The event introduced families to Ox on the Run and OCL Library Services and brought out 35 children and 25 adults for a fun filled skating session.

### Bundles of Joy

The Bundles of Joy program is now at capacity with 25 families enjoying the service. There are currently five families on the waitlist.

### Dementia Friendly Community Supporter Program

Library staff met with representatives from the Alzheimer Society Southwest to discuss OCL becoming a Dementia Friendly Community Supporter. The program would have OCL staff receive ongoing training from the Alzheimer Society for recognition as a community supporter for dementia friendly communities.

## Collections and Technology

### Harrington Branch Network Upgrades

In 2026 the Harrington Branch will receive wired network and switch upgrades to bring the branch in line with other Oxford County supported sites. The County's IT division will lead the project with timelines still to be determined.

### Library Branches as part of County Business Recycling Program (BRP)

With the help of County Facilities Team, Library Branches will now be included in the new Business Recycling Program (BRP). This change will mean a new pickup cycle for library branch recycling and new restrictions on recycling items formerly accepted, such as soft and hardcover books. Library staff are currently looking for ways to support deselection of materials

now that items can no longer be accepted as part of the recycling program. A financial impact will likely result from this change.

### **Radon Detector Collection – Patron Impact**

The Norwich Branch received a wonderful impact story earlier this month regarding the Library's Radon Detectors. A copy of this patron impact story has been provided as Attachment 3 to this report.

### **2026 Park Passes**

The Technical Services Team has revamped packaging of the 2026 Park Passes. To create better display potential, the team repurposed DVD cases and designed cover art and inserts.



## **Branches and Programming**

### **Plattsville Branch – Rooftop HVAC Replacement**

Library staff met with representatives from the Thames Valley District School Board on Wednesday, February 6 to discuss the replacement of a roof top HVAC unit project that will take place in 2026.

### **Tillsonburg and Ingersoll Flooring Projects**

Tillsonburg and Ingersoll branches will see replacement flooring projects in 2026. Tillsonburg will have the lobby, program room, and washroom floors replaced, while Ingersoll will see replacement flooring installed in the branch washrooms.

### **Tavistock Branch HVAC Project**

Tavistock branch will see HVAC improvements this year, including the installation of a new Split Pump Heating/Cooling unit in the program room to make the space more inviting for program attendees and more attractive to groups looking to rent the space.

**Report 2026-05**  
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### Black History Month @ OCL

Oxford County Libraries celebrated Black History through the Library's Discover Diverse Perspectives website, through in branch displays, and with Oxford County Archives as part of a special lobby display at the Oxford County Administrative Building.



Tillsonburg Branch will host "Discover Your Past: Searching for Canada's Early Black Settlers" on February 17 both in person and virtually. During the session, participants will learn effective strategies and tools for rescuing the history of Black settlers in what is now known as Oxford County and Eastern Canada.

### Northern Branch Team Updates

*Harrington Branch* attended the Zorra Township Council Meeting, along with a delegation from the Harrington and Area Community Association, to request support for an outdoor reading circle on the grounds of the Branch. A copy of the Reading Circle proposal has been included in this report as Attachment 4.

Zorra Township Council passed the following motion at their January 22, 2026 meeting in support of the Reading Circle.

**03-01-2026**

Moved by Kevin Stewart  
 Seconded by Katie Grigg

THAT Council support-in-principle the Reading Circle project proposal as presented by Harrington and Area Community Association at the January 22, 2026 Council meeting pending completion of and compliance with a Capital Project Grant application (as per Policy 500-10) for the 2027 intake and budget process.

**Carried**

*Innerkip Branch* continues to support the Oxford County Home Educators group by providing library space and partnering with a local French language tutor for families in need of language support.

*Plattsburg Branch* continues to have a great turnout for the after school Curious Chapter Program with an average attendance of around 20 children per session.

**Report 2026-05  
CORPORATE SERVICES  
Board Date: February 17, 2026**

*Princeton Branch* will be adjusting their Wednesday hours as of March 4 to accommodate more morning programming. The branch has also begun a monthly Art Therapy for Seniors program conducted by a local certified art therapist.

*Tavistock branch* hosted a Book Tasting program during the January PA Day. The event drew 31 participants to “sample” books and items from the “Cool Things to Borrow” collection.



### **Tillsonburg Branch New Partnership**

The branch has started a new partnership with Employment Solutions to offer “Career Corner” at the branch every Thursday morning for those who self-identifies as having a physical, intellectual, or mental health barrier to finding and/or maintaining employment.

To view our Program Calendar, go to:  
<https://engagedpatrons.org/EventsCalendar.cfm?SiteID=2048>

### **Staff News**

#### **Leadership Development @ Oxford County**

Several Library staff have been selected for the Leadership Development and/or the Emerging Leaders program hosted by Oxford County. These programs will help library staff stretch their leadership skills alongside other Oxford County staff.

### **CONCLUSIONS**

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Library Staff continue to work toward continued service excellence through community outreach; collections and technologies; and branch services and programs.

## **SIGNATURES**

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### **Departmental approval:**

Original signed by

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Lisa Marie Williams  
CEO/Chief Librarian

## **ATTACHMENTS**

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Attachment 1 Monthly Statistics  
Attachment 2 Ox on the Run Schedule  
Attachment 3 Library Impact Story – Radon  
Attachment 4 HACA Reading Circle Proposal



# Visitor Attendance 2026

OX on the RUN		2025	119												119	119
		2026	166												166	166
	% Change		39%												39%	39%
PLATTSVILLE	25	2025	806	944	958	1,145	1,034	769	1,102	838	780	1,027	891	683	806	10,977
	25	2026	868												868	868
	% Change		8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	8%	-92%
PRINCETON*	16	2025	296	350	471	359	332	325	400	322	398	461	297	267	296	4,278
	16	2026	317												317	317
	% Change		7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	7%	-93%
TAVISTOCK	35	2025	679	680	918	791	846	710	1,042	901	758	961	768	659	679	9713
	35	2026	687												687	687
	% Change		1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	1%	-93%
THAMESFORD	35	2025	756	714	842	844	877	634	1,094	1,032	725	821	755	572	756	9,666
	35	2026	649												649	649
	% Change		-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%	-93%
TILLSONBURG	54	2025	5,951	5,592	6,927	6,970	6,189	5,900	8,275	7,353	4,617	7,292	5,844	4,268	5,951	75,178
	54	2026	5,158												5,158	5,158
	% Change		-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%	-93%
TOTAL	*351.5	2025	16,037	15,506	19,189	18,387	17,317	16,633	22,802	20,252	16,521	19,605	16,090	12,078	16,037	210,417
	352	2026	15,003	0	0	0	0	0	0	0	0	0	0	0	15,003	15,003
TOTAL Change 2025 to 2026			-6%												-6.4%	-92.9%

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



## Computer Use 2026

connect. discover. share. **become.**



# Computer Use 2026



## Computer Use 2026

connect. discover. share. *become.*

BRANCH	YEAR	JAN*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
OTTERVILLE	Computers	2025	66	56	50	45	38	24	50	56	42	50	35	27	66	539
		2026	30												30	30
	% Change		-55%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-55%	-94%
	Wireless	2025	29	16	33	30	42	69	0	0	0	54	27	27	29	327
		2026	35												35	35
	% Change		21%	-100%	-100%	-100%	-100%	-100%	0%	0%	0%	-100%	-100%	-100%	21%	-89%
	Totals 2025		95	72	83	75	80	93	50	56	42	104	62	54	95	866
	Totals 2026		65	0	0	0	0	0	0	0	0	0	0	0	65	65
	% Change		-32%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-32%	-92%
	Computers	2025	53	56	65	79	58	43	34	47	19	64	44	26	53	588
PLATTSVILLE		2026	50												50	50
	% Change		-6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-6%	-91%
	Wireless	2025	75	52	73	95	61	47	35	30	44	66	58	56	75	692
		2026	28												28	28
	% Change		-63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-63%	-96%
	Totals 2025		128	108	138	174	119	90	69	77	63	130	102	82	128	1,280
	Totals 2026		78	0	0	0	0	0	0	0	0	0	0	0	78	78
	% Change		-39%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-39%	-94%
	Computers	2025	3	0	0	0	0	0	0	0	0	6	15	3	3	27
		2026	3												3	3
PRINCETON***	% Change		0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0%	#DIV/0!	#DIV/0!	#DIV/0!	100%	100%	-100%	0%	-89%
	Wireless	2025	20	25	34	25	47	40	32	25	37	43	33	34	20	395
		2026	34												34	34
	% Change		70%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	70%	-91%
	Totals 2025		23	25	34	25	47	40	32	25	37	49	48	37	23	422
	Totals 2026		37	0	0	0	0	0	0	0	0	0	0	0	37	37
	% Change		61%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	61%	-91%
	Computers	2025	7	8	7	3	2	5	8	11	2	6	3	1	7	63
		2026	4												4	4
	% Change		-43%	100%	100%	100%	100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-43%	-94%
TAVISTOCK	Wireless	2025	44	43	50	50	42	37	34	11	22	25	36	35	44	429
		2026	22												22	22
	% Change		-50%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-50%	-95%
	Totals 2025		51	51	57	53	44	42	42	22	24	31	39	36	51	492
	Totals 2026		26	0	0	0	0	0	0	0	0	0	0	0	26	26
	% Change		-49%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-49%	-95%



## Computer Use 2026

connect. discover. share. *become.*

BRANCH	YEAR	JAN*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
THAMESFORD	Computers	2025	27	51	26	27	25	14	20	17	22	20	24	13	27	286
		2026	10												10	10
	% Change		-63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-63%	-97%
	Wireless	2025	48	33	46	55	32	36	49	43	37	31	41	40	48	491
		2026	38												38	38
	% Change		-21%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-21%	-92%
	Totals 2025		75	84	72	82	57	50	69	60	59	51	65	53	75	777
	Totals 2026		48	0	0	0	0	0	0	0	0	0	0	0	48	48
	% Change		-36%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-36%	-94%
TILLSONBURG	Computers	2025	378	379	432	421	407	424	437	299	299	390	328	250	378	4,444
		2026	240												240	240
	% Change		-37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-37%	-95%
	Wireless	2025	617	526	584	678	654	674	630	674	565	640	624	625	617	7,491
		2026	387												387	387
	% Change		-37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-37%	-95%
	Totals 2025		995	905	1,016	1,099	1,061	1,098	1,067	973	864	1,030	952	875	995	11,935
	Totals 2026		627	0	0	0	0	0	0	0	0	0	0	0	627	627
	% Change		-37%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-37%	-95%
TOTAL COMPUTERS	2025	920	907	1060	999	924	925	1077	1006	859	1008	848	588	920	11121	
	2026	775	0	0	0	0	0	0	0	0	0	0	0	0	775	775
	% Change		-16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%	-93%
TOTAL WIRELESS	2025	1394	1213	1491	1646	1696	1568	1468	1444	1346	1588	1482	1480	1394	17816	
	2026	1066	0	0	0	0	0	0	0	0	0	0	0	0	1066	1066
	% Change		-24%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-24%	-94%
TOTAL USAGE	2025	2,314	2,120	2,551	2,645	2,620	2,493	2,545	2,450	2,205	2,596	2,330	2,068	2,314	28,937	
	2026	1,841	0	0	0	0	0	0	0	0	0	0	0	1,841	1,841	
% Change 2025 to 2026			-20.4%												-20.4%	-94%



## Physical Circulation 2026

connect. discover. share. **become.**



## Physical Circulation 2026

connect. discover. share. become.

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2025	1,055	1,108	1,445	1,303	1,448	1,140	1,410	1,387	1,228	1,284	1,054	1,025	1,055	14,887
	2026	1,113												1,113	1,113
% CHANGE		5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	5%	-93%
OX on the RUN	2025	66	72	64	68	98	387	647	589	530	440	360	354	66	3,307
	2026	301												301	301
% CHANGE		356%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	356%	-91%
PLATTSVILLE	2025	1,652	1,746	2,210	2,071	1,946	1,875	2,388	2,494	2,162	2,221	1,816	1,465	1,652	24,046
	2026	1,791												1,791	1,791
% CHANGE		8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	8%	-93%
PRINCETON*	2025	1,274	1,157	1,441	999	868	1,165	1,071	1,320	1,025	899	1,091	771	1,274	13,081
	2026	1,048												1,048	1,048
% CHANGE		-18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-18%	-92%
TAVISTOCK	2025	2,149	2,052	2,479	2,325	2,099	1,986	2,555	2,319	1,719	1,870	1,565	1,387	2,149	24,505
	2026	1,715												1,715	1,715
% CHANGE		-20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-20%	-93%
THAMESFORD	2025	1,559	1,430	1,626	1,844	1,799	1,473	2,327	2,357	1,770	1,881	1,621	1,280	1,559	20,967
	2026	1,541												1,541	1,541
% CHANGE		-1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-1%	-93%
TILLSONBURG	2025	5,767	6,150	6,133	5,328	5,371	5,284	6,843	6,501	5,466	5,724	5,297	4,795	5,767	68,659
	2026	5,379												5,379	5,379
% CHANGE		-7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-7%	-92%
TOTAL	2025	32,144	32,511	34,472	31,624	31,733	32,595	41,868	40,874	34,259	35,082	31,428	26,270	32,144	404,492
	2026	31,440	0	0	0	0	0	0	0	0	0	0	0	31,440	31,440
% CHANGE		-2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-2%	-92%

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



## Digital Circulation 2026

connect. discover. share. become.

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2025	853	910	955	853	830	802	805	833	746	867	722	746	853	9,922
	2026	756												756	756
	% Change	-11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-11%	-92%
Digital Magazines / Newspapers	2025	5,747	5,246	5,095	4,301	4,168	4,605	4,129	3,920	4,354	4,329	4,088	4,124	5,747	54,106
	2026	4,567												4,567	4,567
	% Change	-21%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-21%	-92%
Tumble Books	2025	52	119	72	37	29	39	45	111	69	18	26	31	52	648
	2026	43												43	43
	% Change	-17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-17%	-93%
Digital Music	2025	1,310	1,519	1,266	1,158	1,261	859	669	1,067	1,433	1,076	1,585	1,335	1,310	14,538
	2026	1,337												1,337	1,337
	% Change	2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	2%	-91%
Digital Audiobooks	2025	4,986	4,475	4,851	4,666	5,088	5,083	5,205	5,397	5,224	5,222	5,287	5,128	4,986	60,612
	2026	5,607												5,607	5,607
	% Change	12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	12%	-91%
Digital ebooks	2025	7,402	6,641	7,280	6,537	6,536	6,971	6,971	7,036	6,435	6,552	6,359	6,707	7,402	81,427
	2026	7,217												7,217	7,217
	% Change	-2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-2%	-91%
TOTAL Digital Circulation	2025	20,350	18,910	19,519	17,552	17,912	18,359	17,824	18,364	18,261	18,064	18,067	18,071	20,350	221,253
	2026	19,527	-	-	-	-	-	-	-	-	-	-	-	19,527	19,527
	% Change	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-4%	-91%

### 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: Freading, Hoopla Comics, Hoopla eBooks, Overdrive eBooks



# OX ON THE RUN

# FEBRUARY 2026

Report 2026-05 Page 28 of 71  
Attachment 2



SUN	MON	TUES	WED	THU	FRI	SAT
1	2	3 Tillsonburg Little School visit*	4 Beachville Legion 4:30-6:00pm	5 The Maples Home for Seniors visit*	6 Kintore Chalmers United Church 10:00-11:30am	7
8	9	10 Foldens Community Hall 10:00-11:30am Aspira Harvest Crossing visit*	11 EZT Administration Building Hickson 4:30-6:00pm	12 Drumbo Township Office 10:00-11:30	13	14 
15	16 	17 Wonder Years Child Care visit*	18 Beachville Legion 4:30-6:00pm	19	20 Kintore Chalmers United Church 10:00-11:30am	21
22	23	24 Foldens Community Hall 10:00-11:30am	25 EZT Administration Building Hickson 4:30-6:00pm	26 Drumbo Township Office 10:00-11:30	27  Mount Elgin Community Centre 10-11:30am	28

Please note that stops are subject to change, and may be cancelled due to inclement weather. Please check our social media pages for updates.

\*indicates a stop is not for public attendance.

Feb 4/2026

Hi Beverly,

I would like to thank the library for loaning a radon detector to test our home. We have discovered that we have issues with radon and were able to mitigate this problem. I had considered testing previously but had not acted on it. To buy one was \$ 150.00 plus for an accurate unit. Supplying one free of charge helped us make the decision. Little did I know that 11 1/2 % of the homes in Oxford County have high levels. Services such as this are needed for the good of the general public and I encourage the library to offer more of these services in the future.

Much appreciated & thank you,  
Bob Lester - member Norwich branch

By submitting this story, you are agreeing to allow Oxford County Library to use your story in whole or in part for library promotional purposes.

Name (optional) \_\_\_\_\_

I prefer to remain anonymous.



Thank you for taking the time to share your story with us!

Harrington And Area Community Association (HACA)  
Delegation  
to the Township of Zorra council meeting January 22, 2026

Presenter: Tim Van de Kemp

Purpose: To seek council's approval to establish a Reading Circle at the Harrington Hall.

A reading/teaching circle would serve multiple purposes such as:

- A quiet gathering place in fine weather after checking out books from the library.
- Use for librarian led story time reading, especially when sharing nature focused books brought alive outdoors.
- A safe greeting, check in, opening, story of the day, lunch venue, and end of the day reflection space for nature school students.
- A staging place for children's community events/activities.
- Harrington village student's bus stop gathering spot.
- Adding a space that contributes to community connectivity as it provides an additional safe and public venue inviting anyone to just sit and visit. The proposed site is next to the community mailboxes.

**Location and Construction:**

A simple structure of 6 – 5ft. logs placed on concrete blocks form a hexagon with an entry/exit space between each log. The structure would seat 16 -20 people. (See sketch)

The proposed placement of the circle is to be tucked inside the existing 3 sided hall walkway formation where it is out of the wind, close to the hall entry door and close to the school bus pick up and drop off.

**We Propose:**

That HACA construct a hexagon log circle at the North East corner of the hall. HACA can undertake most of this work, with the exception of excavation which will be coordinated with the Township updates to be done at the hall in 2026.

**Final Notes:**

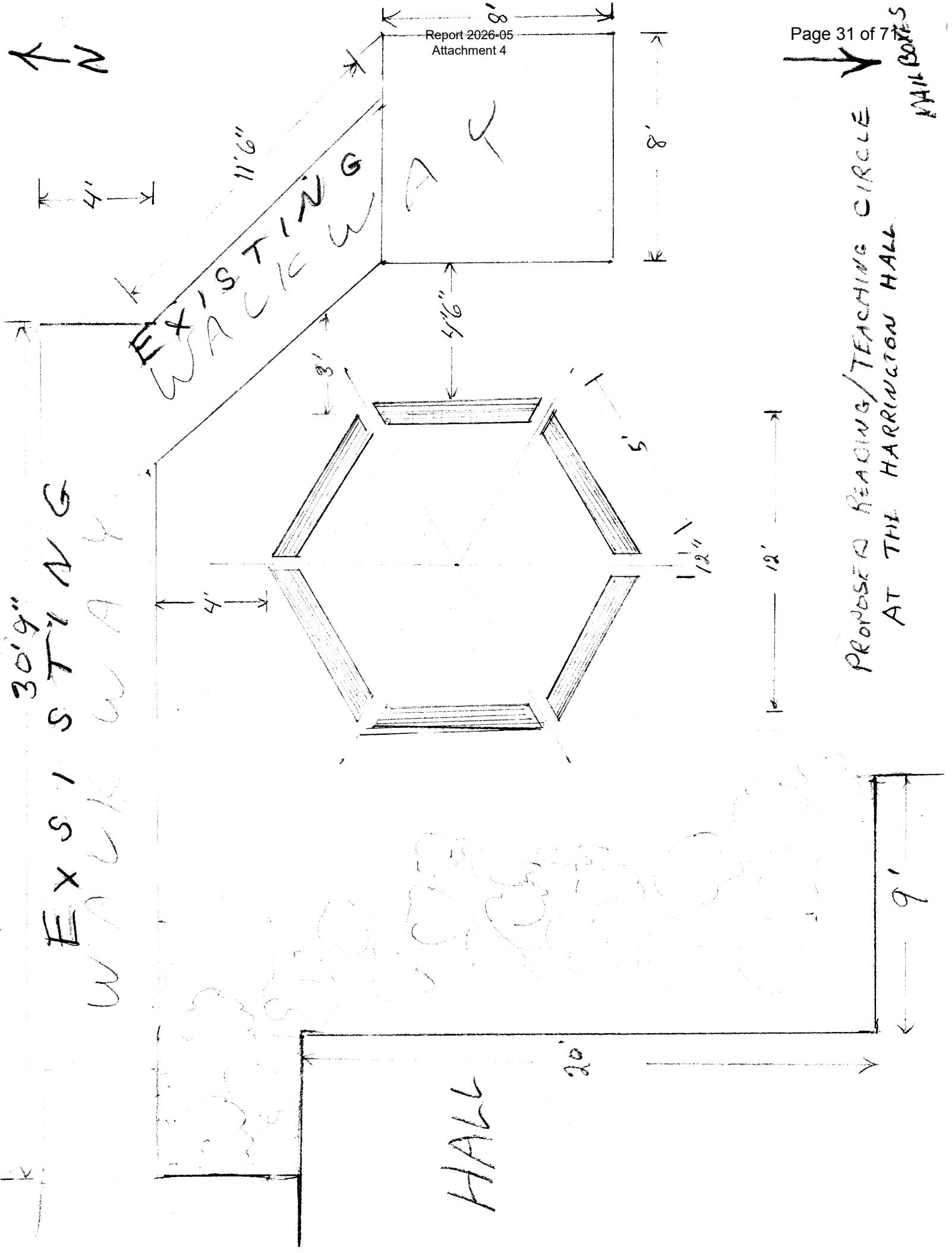
HACA has a source of logs to be used for this purpose.

With the exception of excavation, HACA offers to provide material and labour costs. We believe that the structure will "fit" and "enhance the heritage ambience of the hall and property.

HACA values our partnership with the Township in regards to the Harrington Hall.  
We remain open to the Township oversight of the project

Mill Bottles

Exs 1 30'g" ST-1 NG  
W.D. 1/2



PROPOSED READING/TEACHING CIRCLE  
AT THE HARRISON HALL.



Report 2026-06  
HUMAN RESOURCES &  
CORPORATE SERVICES  
Board Date: February 17, 2026

## REPORT TO LIBRARY BOARD

# CEO Performance Appraisal Goals and Objectives

**To:** Oxford County Library Board  
**From:** Director of Human Resources and Corporate Services

## RECOMMENDATION

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1. That the Library Board receives Report 2026-06, CEO Performance Appraisal Goals and Objectives, and approves the CEO/Chief Librarian's 2026 goals and objectives as set out herein.

## REPORT HIGHLIGHTS

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- To inform the Library Board of the 2026 Goals and Objectives established for the CEO/Chief Librarian as part of the annual performance appraisal process.

## IMPLEMENTATION POINTS

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Work on the presented Key Objectives will begin in first quarter of 2026. Updates on said objectives will be provided to the Board on an ongoing basis throughout 2026.

## Financial Impact

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

## 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 information in this report supports the following strategic goals.

### Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
 <b>Sustain service excellence</b>	 <b>Grow engagement and member relationships</b>	 <b>Innovate access to service</b>
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>Strategy 3.1 – Plan, design, and implant a Programs and Services Accessibility Strategy to make OCL inclusive and accessible to all residents.</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

Annually through the budget and business plan process, goals and objectives are set for the following year, which the CEO/Chief Librarian plays a significant role in completing. In addition, goals and objectives are discussed and set through the annual performance appraisal, which took place with the Library Board Committee on January 8, 2026.

## Comments

The library business plan contains two primary goals and objectives that the CEO/Chief Librarian will work to achieve:

- **Branch Library Accessibility Audit** – working with the Oxford County Accessibility Committee, complete audits of the Ingersoll Branch, Norwich Branch, Thamesford Branch, and Tillsonburg Branch, focusing on AODA compliance, while also reviewing ways to improve accessibility beyond AODA for library specific items such as shelving, furniture design and space layout. Timing for branch accessibility audits will be dependent on the availability of assistance from the County Accessibility Committee.
- **Library Board Orientation Planning** – preparing a robust orientation plan for the incoming 2027 Library Board, including on-site training for Board members, an online document portal, introductions to key staff members, and ongoing virtual training to support further learning. Staff anticipate the work to be completed by the middle of Q3, with ample time for the current board to review and provide comment. The Library Board will also need to review the Board Terms of Reference and create a Legacy Document to be shared with the incoming Board.

In addition to annual business plan objectives, operationally, the CEO/Chief Librarian aims to achieve the following:

- Continue with organizational review;
- Implement additional technological enhancements, such as increased Microsoft Teams functionality and participate as needed for library services in the implementation of new scheduling and human resources software;
- Focus on communicating the value of the library using a tool created by the provincial association;
- Present information to area Councils to highlight the importance of library services to our communities;
- Continue to work with the County on implementation of a new payment system;
- Prepare a fundraising campaign for the new Ox on the Run vehicle, while working with County Fleet on design and delivery of said vehicle;
- Updating of the CEO/Chief Librarian Performance Appraisal Policy and processes.

## CONCLUSIONS

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Through the performance appraisal process, the CEO/Chief Librarian would like to thank the Board Committee members and the Director of Human Resources and Corporate Services for their thoughtful observations and feedback.

Looking forward, the key objectives identified in this report will help the Library continue toward the goal to connect, discover, share, and become.

## **SIGNATURES**

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### **Departmental approval:**

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Amy Smith  
Director of Human Resources and Corporate Services

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Lisa Marie Williams  
CEO/Chief Librarian

## REPORT TO LIBRARY BOARD

# Operational Policy Review: Membership and Circulation Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

## RECOMMENDATION

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1. That the Library Board approves amendments to the *Membership and Circulation Policy* as set out in Attachment 1 to Report 2026-07.

## REPORT HIGHLIGHTS

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- The updated *Membership and Circulation Policy*, Attachment 1, has been updated to reflect the recent reciprocal borrowing update.
- A tracked changes version of the policy has been provided in Attachment 2.

## IMPLEMENTATION POINTS

---

The updated *Membership and Circulation Policy* will be distributed once approved.

## Financial Impact

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

## Communications

Pursuant to Library Board approval, the policy will be posted on the library website for public information under the Operational Policy section.

## 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 information in this report supports the following strategic goal.

### Strategic Goals and Strategies

<b>GOAL 1</b>	<b>GOAL 2</b>	<b>GOAL 3</b>
 <b>Sustain service excellence</b>	 <b>Grow engagement and member relationships</b>	 <b>Innovate access to service</b>
Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.	Strategy 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.	

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

## DISCUSSION

### Background

The current *Membership and Circulation Policy*, Attachment 3, was passed by the Library Board at the April 15, 2025 meeting as part of Report 2025-16.

### Comments

Though recently updated as part of the 4-year Policy Review Framework, the updates reflect changes associated with the recent Woodstock Public Library Reciprocal Borrowing Agreement. Staff also took time to review and make housekeeping changes for better readability.

## CONCLUSIONS

The updated *Membership and Circulation Policy* will provide Library staff and the public with clear guidelines for obtaining a library card and borrowing materials. The update of this policy

**Report 2026-07  
CORPORATE SERVICES  
Board Date: February 17, 2026**

will also allow the Library Board to meet their policy review schedule as required for re-accreditation by the Ontario Public Library Guidelines Council.

## **SIGNATURES**

### **Departmental approval:**

Original signed by

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Lisa Marie Williams  
CEO / Chief Librarian

## **ATTACHMENTS**

Attachment 1 Membership and Circulation Policy 2026

Attachment 2 Membership and Circulation Policy 2026 with Tracked Changes

Attachment 3 Membership and Circulation Policy 2025



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Section:	Operational	Chairperson's Signature:	
Board Motion Number:	16-2022	Date Approved:	July 11, 2022
Pages:	7	Revision Dates:	March 18, 2025, February 17, 2026

### MEMBERSHIP AND CIRCULATION POLICY

#### BACKGROUND

The Oxford County Library provides a wide variety of lending material available in both physical and digital formats. These items are freely available to all those who hold an Oxford County Library card.

The Library ensures fair conditions and equitable access for library membership and borrowing privileges, while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*, R.S.O. 1990, c. P.44.

Oxford County Library Board eliminated the collection of overdue fines for materials in 2018.

#### PURPOSE

This policy serves to provide parameters for membership, borrowing of materials and all other related services at the Oxford County Library.

#### PROCEDURES

##### 1.0 Library Membership

- 1.1 Oxford County Library provides free membership to all Oxford County residents. Staff will request identification with the applicant's current address (photo ID preferred).
- 1.2 By obtaining a library card, members agree to abide by the policies and procedures of the Library. Members are responsible for any items borrowed on the card, until a card is reported lost or stolen.
- 1.3 Oxford County Library participates in reciprocal borrowing agreements with other libraries in Southwestern Ontario. Libraries included in this agreement are:
  - 1.3.1 Brant County Public Library
  - 1.3.2 Elgin County Public Library
  - 1.3.3 Middlesex County Library
  - 1.3.4 Norfolk County Public Library



**OXFORD COUNTY LIBRARY BOARD  
POLICY MANUAL**

Section:	Operational	Chairperson's Signature:	
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- 1.3.5 Region of Waterloo Library
- 1.3.6 London Public Library
- 1.3.7 St. Mary's Public Library
- 1.3.8 Stratford Public Library
- 1.3.9 Woodstock Public Library
- 1.4 Residents of communities in the reciprocal borrowing agreement are welcome to apply for an Oxford County Library card. Residents of Oxford County who hold an Oxford County Library card may also visit any of the above listed libraries with identification and their Oxford County Library card to obtain a membership at that location. Proof of library membership at the individual's local library system will be required.
- 1.5 Non-residents who do not live in areas with reciprocal borrowing privileges may apply for a library card by presenting proof of home address and of library membership at their local system.
- 1.6 Children and teens are eligible for an Oxford County Library card.
  - 1.6.1 Parents/Caregivers may apply on behalf of their child, up to and including the age of 13.
  - 1.6.2 Teens, 14 years old and over, may apply for a library card without parental consent, provided they can provide their own identification. Examples of identification include a student ID card, a bill or recent piece of mail with name and address, a report card.
  - 1.6.3 Library card applications may be made available for teachers and/or care providers to have cards prepared for children in anticipation of class visits and/or tours. Applications for children ages 13 and under must be signed by a parent/caregiver in order for the card to be issued.
- 1.7 Employees of Oxford County daycare centres, institutions, schools, agencies, organizations and supportive housing facilities may apply for a community card. Community card applications require the signature or letter of intent of an administrator, manager or principal of the organization who is authorized to accept financial responsibility for the organization. The employee seeking a community card must present proof of affiliation with the group or institution.

Community cards carry additional conditions for use:



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Section:	Operational	Chairperson's Signature:	
Board Motion Number:	16-2022	Date Approved:	July 11, 2022
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- 1.7.1 Community cards cannot be used for personal use.
- 1.7.2 Oxford County Library reserves the right to impose limitations on the amount and type of material available, or to shorten/extend the loan period.
- 1.7.3 Library media and digital collections are for personal use only, unless otherwise stated. Organizations that wish to make use of Library media and digital collections must obtain a public performance license to use these collections in a public setting.
- 1.8 Library cards expire two years from the date of registration and may be renewed with verification of the card holder's current address. A card may not be renewed if the account status is Blocked or Barred.
- 1.9 A replacement fee may be charged for any lost or damaged card.

**2.0 Borrowing Privileges and Responsibilities**

- 2.1 Equal access to library services and materials depends on the reasonable use of such services and materials by all members.

**2.2 Conditions of Membership**

- 2.2.1 Library members shall:
  - 2.2.1.1 Present a valid Oxford County library card when borrowing material or requesting account information;
  - 2.2.1.2 Report any changes to their and/or their dependent's information as soon as possible. Lost or stolen cards should be reported to any branch immediately;
  - 2.2.1.3 Pay any fees incurred for damage or lost material.

**2.3 Borrowing**

- 2.3.1 Loan periods and lending limits are posted on the Library website.
- 2.3.2 Extended loan period requests may be granted, subject to staff discretion, and is based on the number and types of material available.
- 2.3.3 The Library reserves the right to limit the loan period and/or number of items borrowed based on local demand and material supply.



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Section:	Operational	Chairperson's Signature:	
Board Motion Number:	16-2022	Date Approved:	July 11, 2022
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- 2.3.4 Materials may be returned to any Oxford County Library branch.
- 2.3.5 The Library automatically renews all eligible materials until items reach their maximum renewal limit. Members may opt-out of this service.
- 2.3.6 Items not eligible for renewal include:
  - 2.3.6.1 Items with holds
  - 2.3.6.2 Quick Picks
  - 2.3.6.3 DVD Binge Boxes
  - 2.3.6.4 Park Passes
  - 2.3.6.5 Other specialty collections
- 2.3.7 The Library reminds members to return overdue materials through a series of mailed and/or emailed notices resulting in a bill for lost material after 12 weeks.

### 2.4 **Holds**

- 2.4.1 Members may place a hold on any item owned by the Library or on order.
- 2.4.2 Members may place holds via the Library's online catalogue, in person at any branch, or by telephone during open hours.
- 2.4.3 When a hold is available, the member will be notified by email, text message or auto phone service. Hold materials are held at the requested branch location for ten days. If items are not picked-up within the ten, the hold will be removed.
- 2.4.4 Members may cancel or suspend holds via the Library's online catalogue, in person at any branch or by phone during open hours.

### 2.5 **Lost / Damaged Items**

- 2.5.1 Members shall report lost or damaged items at the earliest possible opportunity.
- 2.5.2 Charges for lost or damaged items are based on the cost of each individual item. At the discretion of staff, a lost or damage fee may be reduced or waved depending on the age of the item and the circumstances of the situation.



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- 2.5.3 Repeated loss, damage or misuse of material will result in the suspension of privileges or exclusion from the Library.
- 2.5.4 Replacement copies or donations in lieu of payment will not be accepted unless approved by the CEO/Chief Librarian or designate.
- 2.5.5 Refunds will be issued for lost items returned to the Library in good condition within six months after the charges for the item have been paid. Lost and paid material charges will first be applied to any outstanding charges on the member's account and any remaining balance will be refunded.
- 2.5.6 Refunds of \$10 or less will be issued by branch staff in cash or as a credit on the member's account. Amounts over \$10 will be issued by cheque.

### 2.6 Suspension of Borrowing Privileges

- 2.6.1 Borrowing privileges will be suspended when cardholders have fees and/or overdue materials in excess of the maximum allowable amount.

#### 2.6.1.1 Adult Card Maximums:

- 2.6.1.1.1 Ten overdue items

- 2.6.1.1.2 \$30 or more in fees

#### 2.6.1.2 Child / Teen Card Maximums:

- 2.6.1.2.1 Twenty overdue items

- 2.6.1.2.2 \$50 or more in fees

- 2.6.2 Accounts suspended due to overdue items or outstanding balances will be reactivated when the total number of overdue items or balance owing falls below the threshold.

### 3.0 Interlibrary Loans (ILLO)

- 3.1 Oxford County Library is committed to resource-sharing with other Libraries in order to help meet members' educational and entertainment needs. To meet those needs, the Library participates in the Ontario Library Service's Resource Sharing Group.



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- 3.2 Oxford County Library members with a valid library card may request the loan of items not in the Library's collection through ILLO at any branch or online using the requested module.
- 3.3 The Library limits the number of requests per member in order to keep the service as cost effective as possible.
- 3.4 The Library may limit the formats available for lending/borrowing through this service.
- 3.5 The Library will not borrow items that have a financial penalty imposed by the lending institution.
- 3.6 Items borrowed for a member through the ILLO service will have a standard loan period, unless otherwise specified by the lending institution.
- 3.7 ILLO items are not available for automatic renewal. Renewal of borrowed items are at the discretion of the lending institution.
- 3.8 Members with overdue ILLO items will be subject to a suspension of borrowing privileges until the ILLO item is returned.
- 3.9 The loss of an ILLO item will result in the termination of ILLO borrowing privileges.
- 3.10 ILLO items not picked up within ten days after being notified may result in the loss of ILLO privileges.

### 4.0 Confidentiality of Personal Information

- 4.1 Oxford County Library respects the privacy of all members and will keep all information related to membership confidential in accordance with the Library's *Privacy and Access to Personal Information Policy*.
- 4.2 Identification documents are used to verify name, address and date of birth only when applying for a library card. No other information on the document(s) presented is kept or recorded.
- 4.3 Confidentiality of all personal information held by Oxford County Library in matters relating to lending services is governed by the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and related County of Oxford policies, including: *Anti-Spam Policy* and *Access and Privacy Policy*.

### 5.0 References and Related Documents



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**5.1 Oxford County Library Policies**

5.1.1 Oxford County Library. (2022, September). *Privacy and Access to Personal Information Policy*.

**5.2 Oxford County By-Laws and Policies**

5.2.1 County of Oxford. (2014, August). *Anti-Spam Policy*.

5.2.2 County of Oxford. (2019, November). *Access and Privacy Policy*.

**5.3 Legislation**

5.3.1 *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56

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

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## MEMBERSHIP AND CIRCULATION POLICY

### BACKGROUND

The Oxford County Library provides a wide variety of lending material available in both physical and digital formats. These items are freely available to all those that hold an Oxford County Library card.

The Library ensures fair conditions and equitable access for library membership and borrowing privileges, while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*, R.S.O. 1990, c. P.44.

Oxford County Library Board eliminated the collection of overdue fines for materials in 2018.

### PURPOSE

This policy serves to provide parameters for membership, borrowing of materials and all other related services at the Oxford County Library.

### PROCEDURES

#### 1.0 Library Membership

- 1.1 Oxford County Library provides free membership to all Oxford County residents. Staff may will request identification with the applicant's current address (photo ID preferred).
- 1.2 Library Cardholders By obtaining a library card, members agree to abide by the policies and procedures of the Library. Cardholders Members are responsible for any items borrowed on the card, until a card is reported lost or stolen.
- 1.3 Oxford County Library participates in reciprocal borrowing agreements with other libraries in Southwestern Ontario. Libraries included in this agreement are:
  - 1.3.1 Brant County Public Library
  - 1.3.2 Elgin County Public Library
  - 1.3.3 Middlesex County Library
  - 1.3.4 Norfolk County Public Library

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1.3.5 Region of Waterloo Library

1.3.6 London Public Library

1.3.7 St. Mary's Public Library

1.3.8 Stratford Public Library

1.3.81.3.9 Woodstock Public Library

- 1.4 Residents of communities in the reciprocal borrowing agreement are welcome to apply for an Oxford County Library card. Oxford County Library members Residents of Oxford County who hold an Oxford County Library card may also visit any of the above listed libraries with identification and their Oxford County Library card to obtain a membership at that location. Proof of library membership at the individual's local library system will be required.
- 1.5 Non-residents who do not live in areas with reciprocal borrowing privileges may apply for a library card by presenting proof of home address and of library membership at their local system. at an Oxford County Library Branch.
- 1.6 Children and teens are eligible for an Oxford County Library Card.
  - 1.6.1 Parents/Caregivers may apply on behalf of their child, up to and including the age of 13.
  - 1.6.2 Teens, 14 years old and over, may apply for a library card without parental consent, provided they can provide their own identification. Examples of identification include, a student ID card, a bill or recent piece of mail with name and address, a report card.
  - 1.6.3 Library card applications may be made available for teachers and/or care providers to have cards prepared for children in anticipation of class visits and/or tours. Applications for children ages 13 and under must be signed by a parent/caregiver in order for the card to be issued.
- 1.7 Staff membersEmployees of Oxford County daycare centres, institutions, schools, agencies, organizations and supportive housing facilities may apply for a community card. Community card applications require the signature or letter of intent of an administrator, manager or principal of the organization who is authorized to accept financial responsibility for the organization. The staff memberemployee seeking a community card must present proof of affiliation with the group or institution.

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Community cards carry additional conditions for use:

- 1.7.1 Community cards cannot be used for personal use.
- 1.7.2 Oxford County Library reserves the right to impose limitations on the amount and type of material available, or to shorten/extend the loan period.
- 1.7.3 Library ~~digital media and DVDs~~media and digital collections are for personal use only, unless otherwise stated. Organizations that wish to make use of Library media and digital collections must obtain a public performance license to use these collections in a public setting.
- 1.8 Library Cards expire two years from the date of registration and may be renewed with verification of the card holder's current address. A card may not be renewed if the account status is Blocked or Barred.
- 1.9 A replacement fee may be charged for any lost or damaged card.

## 2.0 **Borrowing Privileges and Responsibilities**

- 2.1 Equal access to library services and materials depends on the reasonable use of such services and materials by all members.

### 2.2 **Conditions of Membership**

- 2.2.1 Library members shall:
  - 2.2.1.1 Present a valid Oxford County library card when borrowing material or requesting account information;
  - 2.2.1.2 Report any changes to their and/or their dependent's information as soon as possible. Lost or stolen cards should be reported to any branch immediately;
  - 2.2.1.3 Pay any fees incurred for damage or lost material.

### 2.3 **Borrowing**

- 2.3.1 Loan periods and lending limits are posted on the Library website.
- 2.3.2 Extended loan period requests may be granted, subject to staff discretion, and is based on the number and types of material available.

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2.3.3 The Library reserves the right to limit the loan period and/or number of items borrowed based on local demand and material supply.

2.3.4 Materials may be returned to any Oxford County Library branch.

2.3.5 The Library automatically renews all eligible materials until items reach their maximum renewal limit. Cardholders Members may opt-out of this service.

2.3.6 Items not eligible for renewal include:

2.3.6.1 Items with holds

2.3.6.2 Quick Picks

2.3.6.3 DVD Binge Boxes

2.3.6.4 Park Passes

2.3.6.5 Other specialty collections

2.3.7 The Library reminds cardholders-members to return overdue materials through a series of mailed and/or emailed notices resulting in a bill for lost material after 12 weeks.

#### 2.4 Holds

2.4.1 Cardholders Members may place a hold on any item owned by the Library or on order.

2.4.2 Cardholders Members may place holds via the Library's online catalogue, in person at any branch, or by telephone during open hours.

2.4.3 When a hold is available, the customer/member will be notified by email, text message or auto phone service. Hold materials are held at the requested branch location for ten days. If items are not picked-up within the ten, the hold will be removed.

2.4.4 Cardholders Members may cancel or suspend holds via the Library's online catalogue, in person at any branch or by phone during open hours.

#### 2.5 Lost / Damaged Items

2.5.1 Cardholders Members shall report lost or damaged items at the earliest possible opportunity.

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- 2.5.2 Charges for lost or damaged items are based on the cost of each individual item. At the discretion of staff, a lost or damage fee may be reduced or waived depending on the age of the item and the circumstances of the situation.
- 2.5.3 Repeated loss, damage or misuse of material will result in the suspension of privileges or exclusion from the Library.
- 2.5.4 Replacement copies or donations in lieu of payment will not be accepted unless approved by the CEO/Chief Librarian or designate.
- 2.5.5 Refunds will be issued for lost items returned to the Library in good condition within six months after the charges for the item have been paid. Lost and paid material charges will first be applied to any outstanding charges on the customer's member's account and, any remaining balance will be refunded.
- 2.5.6 Refunds of \$10 or less will be issued by branch staff inby cash or as a credit on the member's customer's account. Amounts over \$10 will be issued by cheque.

## 2.6 Suspension of Borrowing Privileges

- 2.6.1 Borrowing privileges will be suspended when cardholders have fees and/or overdue materials in excess of the maximum allowable amount.
  - 2.6.1.1 Adult Card Maximums:
    - 2.6.1.1.1 Ten overdue items
    - 2.6.1.1.2 \$30 or more in fees
  - 2.6.1.2 Child / Teen Card Maximums:
    - 2.6.1.2.1 Twenty overdue items
    - 2.6.1.2.2 \$50 or more in fees
- 2.6.2 Accounts suspended due to overdue items or outstanding balances will be reactivated when the total number of overdue items or balance owing falls below the threshold.

## 3.0 Interlibrary Loans (ILLO)

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- 3.1 Oxford County Library is committed to resource-sharing with other Libraries in order to help meet memberscardholders' educational and entertainment needs. To meet those needs, the Library participates in the Ontario Library Service's Resource Sharing Group.
- 3.2 Oxford County Library memberscardholders with a valid library card may request the loan of items not in the Library's collection through ILLO at any branch or online using the requested module.
- 3.3 The Library limits the number of requests per memberborrower in order to keep the service as cost effective as possible.
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- 3.8 CardholdersMembers with overdue ILLO items will be subject to a suspension of borrowing privileges until the ILLO item is returned.
- 3.9 The loss of an ILLO item will result in the termination of ILLO borrowing privileges.
- 3.10 ILLO items not picked up within ten days after being notified may result in the loss of ILLO privileges.

#### **4.0 Confidentiality of Personal Information**

- 4.1 Oxford County Library respects the privacy of all cardholders and will keep all information related to membership confidential in accordance with the Library's *Privacy and Access to Personal Information Policy*.
- 4.2 Identification documents are used to verify nameeaddress and date of birthand address only when applying for a library card. No other information on the document(s) presented is kept or recorded.

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## 5.0 References and Related Documents

### 5.11.1 Legislation

5.1.11.1.1 *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

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

### 5.21.1 Oxford County By-Laws and Policies

5.2.11.1.1 *County of Oxford, (2014, August), Anti-Spam Policy*

5.2.21.1.1 *County of Oxford, (2019, November), Access and Privacy Policy*

### 5.35.1 Oxford County Library Policies

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### 5.3 Legislation

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## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

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### MEMBERSHIP AND CIRCULATION POLICY

#### BACKGROUND

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#### PURPOSE

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#### PROCEDURES

##### 1.0 Library Membership

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- 1.2 Library Cardholders agree to abide by the policies and procedures of the Library. Cardholders are responsible for any items borrowed on the card, until a card is reported lost or stolen.
- 1.3 Oxford County Library participates in reciprocal borrowing agreements with other libraries in Southwestern Ontario. Libraries included in this agreement are:
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1.3.5 Region of Waterloo Library

1.3.6 London Public Library

1.3.7 St. Mary's Public Library

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1.4 Residents of communities in the reciprocal borrowing agreement are welcome to apply for an Oxford County Library card. Oxford County Library members may also visit any of the above listed libraries with identification and their Oxford County Library card to obtain a membership at that location

1.5 Non-residents who do not live in areas with reciprocal borrowing privileges may apply for a library card by presenting proof of home address at an Oxford County Library Branch.

1.6 Children and teens are eligible for an Oxford County Library Card.

1.6.1 Parents/Caregivers may apply on behalf of their child, up to and including the age of 13.

1.6.2 Teens, 14 years old and over, may apply for a library card without parental consent, provided they can provide their own identification. Examples of identification include, a student ID card, a bill or recent piece of mail with name and address, a report card.

1.6.3 Library card applications may be made available for teachers and/or care providers to have cards prepared for children in anticipation of class visits and/or tours. Applications for children ages 13 and under must be signed by a parent/caregiver in order for the card to be issued.

1.7 Staff members of Oxford County daycare centres, institutions, schools, agencies, organizations and supportive housing facilities may apply for a community card. Community card applications require the signature or letter of intent of an administrator, manager or principal of the organization who is authorized to accept financial responsibility for the organization. The staff member seeking a community card must present proof of affiliation with the group or institution.

Community cards carry additional conditions for use:

1.7.1 Community cards cannot be used for personal use.



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- 1.7.3 Library digital media and DVDs are for personal use only, unless otherwise stated. Organizations that wish to make use of Library media collections must obtain a public performance license to use these collections in a public setting.
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- 2.1 Equal access to library services and materials depends on the reasonable use of such services and materials by all members.

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- 2.2.1 Library members shall:
  - 2.2.1.1 Present a valid Oxford County library card when borrowing material or requesting account information;
  - 2.2.1.2 Report any changes to their and/or their dependent's information as soon as possible. Lost or stolen cards should be reported to any branch immediately;
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### 2.3 **Borrowing**

- 2.3.1 Loan periods and lending limits are posted on the Library website.
- 2.3.2 Extended loan period requests may be granted, subject to staff discretion, and is based on the number and types of material available.
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2.3.5 The Library automatically renews all eligible materials until items reach their maximum renewal limit. Cardholders may opt-out of this service.

2.3.6 Items not eligible for renewal include:

2.3.6.1 Items with holds

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- 2.6.1 Borrowing privileges will be suspended when cardholders have fees and/or overdue materials in excess of the maximum allowable amount.

#### 2.6.1.1 Adult Card Maximums:

- 2.6.1.1.1 Ten overdue items

- 2.6.1.1.2 \$30 or more in fees

#### 2.6.1.2 Child / Teen Card Maximums:

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### 4.0 Confidentiality of Personal Information

- 4.1 Oxford County Library respects the privacy of all cardholders and will keep all information related to membership confidential in accordance with the Library's *Privacy and Access to Personal Information Policy*.
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### 5.0 References and Related Documents

- 5.1 Legislation



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- 5.1.2 *Public Libraries Act, R.S.O. 1990, c. P.44*
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  - 5.2.2 County of Oxford. (2019, November). *Access and Privacy Policy*.
- 5.3 Oxford County Library Policies
  - 5.3.1 Oxford County Library. (2022, September). *Privacy and Access to Personal Information Policy*.



Report 2026-08  
HUMAN RESOURCES &  
CORPORATE SERVICES  
Board Date: February 17, 2026

## REPORT TO LIBRARY BOARD

# Governance Policy Review: Library Board Succession Planning Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

## RECOMMENDATION

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1. That the Library Board approves amendments to the Library Board Succession Planning Policy as set out in Attachment 1 to Report 2026-08.

## REPORT HIGHLIGHTS

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- The updated *Library Board Succession Planning Policy*, Attachment 1, has been significantly updated from the original policy adopted on March 21, 2022, Attachment 2.

## IMPLEMENTATION POINTS

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The updated *Library Board Succession Planning Policy* will be distributed once approved.

## Financial Impact

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

## Communications

Pursuant to Library Board approval, the policy will be posted on the library website for public information under the Governance Policy section.

## 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 information in this report supports the following strategic goal.

### Strategic Goals and Strategies

<b>GOAL 1</b>	<b>GOAL 2</b>	<b>GOAL 3</b>
 <b>Sustain service excellence</b>	 <b>Grow engagement and member relationships</b>	 <b>Innovate access to service</b>

Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.

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

## DISCUSSION

### Background

The current *Succession Planning Policy*, Attachment 2, was passed by the Library Board at the March 21, 2022 meeting as part of the Board Governance Policy Review, Report 2022-04.

The policy is being reviewed in 2026 as part of the four-year Policy Review Framework. All policies are required to be reviewed as part of a four-year cycle for re-accreditation by the Ontario Public Library Guidelines Council.

### Comments

The updated *Library Board Succession Planning Policy* includes the following changes:

- Updated title to reflect that this policy is specific to Library Board succession planning and does not include staff succession planning.
- Updated Background section.
- Simplified Purpose statement.

- Added a new Definitions section.
- Revised and expanded Procedure section.

The updated document was reviewed by the County Clerk to ensure alignment with all Oxford County policies and by-laws.

## CONCLUSIONS

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The updated *Library Board Succession Planning Policy* will provide the Board, CEO/Chief Librarian and County staff with clear guidelines and expectations to support appointments of new Library Board members. Updating policy will also enables the Library Board to maintain its policy review schedule as required for re-accreditation by the Ontario Public Library Guidelines Council.

## SIGNATURES

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### Departmental approval:

Original signed by

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Lisa Marie Williams  
CEO / Chief Librarian

## ATTACHMENTS

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Attachment 1 Library Board Succession Planning Policy, 2026  
Attachment 2 Succession Planning Policy, 2022



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 17, 2026

### LIBRARY BOARD SUCCESSION PLANNING POLICY

#### BACKGROUND

An effective Library Board is comprised of people who have the knowledge, skills and background necessary to govern with excellence; and to lead the Oxford County Library Board (OCL) in the realization of its mission, vision and values.

Oxford County Library Board believes that it has a responsibility to ensure the continuity of the Library Board over time.

#### PURPOSE

This policy sets out the practices that will support the appointment of qualified Library Board members and the planning for Board succession.

#### DEFINITIONS

**Lay Person** A resident of Oxford County who is not a member of an Area Municipal or County Council.

**Striking Committee** The Committee of Oxford County Council responsible for the recommendation of lay persons to Boards and Committees of Council.

#### PROCEDURES

##### 1.0 Responsibilities of Existing Oxford County Library Board Members

- 1.1 The Oxford County Library Board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the Council of Oxford County appoint Library Board members. To support the appointment process, the CEO/Chief Librarian may make recommendations to the Oxford County Steering Committee, based on criteria established in the **Oxford County Library Board Terms of Reference**.
- 1.2 In the final year of a term, the current Oxford County Library Board shall:



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 17, 2026

- 1.2.1 Prepare a legacy document that outlines the Library Board's successes and challenges, including recommendations for initial steps to be taken by the new Library Board;
- 1.2.2 Consider the collective skills required of the Library Board to govern the Library effectively;
- 1.2.3 Review the Library Board Terms of Reference to determine if any changes are required;
- 1.2.4 Develop a plan to encourage potential board members to make application the County for the next term.
- 1.2.5 As there is no provision in the Public Libraries Act for staggering terms of office, Board Members will inform the CEO/Chief Librarian and/or County Clerk of their intent to apply for the next term of the Library Board. This will assist in appointments with an effort to ensure

## 2.0 Recruitment Process

- 2.1 As stated in the Oxford County Procedural By-Law, "Where non-elected members (lay persons) are required to serve on any committee... Council shall instruct the Clerk to publicly advertise these positions in consulations with the Manager of Strategic Communications and Engagement or designate." (13.7.1)
- 2.2 Library staff will work with Strategic Communications and Engagement and the Clerks departments to align advertising of Library Board positions via social media and in-branch advertising.
- 2.3 Applications to the Library Board will be received by the County Clerk and provided to Council's Striking Committee for review and recommendation.
- 2.4 Council appointments to the Library Board will be made at the inaugural meeting of Council.
- 2.5 Layperson appointments to Boards and Committees of Council will be confirmed through a staff report thereafter.
- 2.6 Newly Appointed Library Board members will meet with the CEO/Chief Librarian prior to attending their first library board meeting where possible. Members will also receive an orientation package and ongoing training about library governance and services, which may include:



**OXFORD COUNTY LIBRARY BOARD  
POLICY MANUAL**

Section:	Governance	Chairperson's Signature:	
Board Motion Number:	2022-04	Date Approved:	March 21, 2022
Pages:	3	Revision Dates:	February 17, 2026

- 2.6.1 Information on the Library's mission, vision and values;
- 2.6.2 Information on the role, structure, code of conduct and function of the Library Board;
- 2.6.3 An introduction to the ***Public Libraries Act***, R.S.O. 1990, c. P44;
- 2.6.4 An introduction to the governance and operational policies of the Oxford County Library, and of the Oxford County Policies that are adopted by the Library Board.
- 2.6.5 Tours of the Library's 14 Branch locations and Bookmobile;
- 2.6.6 Copies of current planning documents.

**3.0 References and Related Documents**

**3.1 Oxford County Library Policies**

- 3.1.1 Oxford County Library. (2022, June.) *Oxford County Library Board Terms of Reference*.

**3.2 Oxford County Policies and By-Laws**

- 3.2.1 Oxford County. (2023, August 9.) 6771-2025. *Oxford County Procedure By-law*.

**3.3 Legislation**

- 3.3.1 Ontario. *Public Libraries Act*, R.S.O 1990, c. P.44



## OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL

Board Motion Number:	2022-04	Date of Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	

### SUCCESSION PLANNING

#### BACKGROUND

Oxford County Library Board believes that it has a responsibility to ensure the continuity of the library board over time. Since the **Public Libraries Act** provides that County Council shall have the power to appoint members to the library board, the Board, therefore, will promote library board membership to interested and qualified residents of Oxford County.

#### PURPOSE

1. In pursuing this promotion, the Board will:
  - a) Proceed according to the **Public Libraries Act** and any applicable County by-laws governing appointments to local boards;
  - b) Work with County Council in a collaborative fashion;
  - c) Consider the collective skills required of the board to govern the library effectively;
  - d) Allow for representation of community diversity.
2. Citizen appointees may serve for a maximum of 2 consecutive terms consistent with the term of County Council as stated in the Oxford County Library Procedures for the Operation of the Board.
3. Since there is no provision in the **Public Libraries Act** for staggering terms of office, the board will make all possible effort to ensure that a minimum of 3 of the 7 board members continue from one term to the next.

#### PROCEDURES

- 1) The Board shall identify the skills needed in advance of the recruitment process during the year of a municipal election.
- 2) The Board shall develop a plan to encourage potential board members to make application to the municipality for appointment to the library board.



Report 2026-09  
HUMAN RESOURCES &  
CORPORATE SERVICES  
Board Date: February 17, 2026

## REPORT TO LIBRARY BOARD

# 2025 Library Board Evaluation Results

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

## RECOMMENDATION

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1. That the Library Board receives Report 2026-09, *2025 Library Board Evaluation Results*, for information and discussion.

## REPORT HIGHLIGHTS

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- This report presents the results of the Oxford County Library Board's 2025 Evaluation.

## IMPLEMENTATION POINTS

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Library administration will look to improve communication, training and development opportunities based on the results of the evaluation and discussion that arises from this report.

## Financial Impact

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

## Communications

Key findings from the Board Evaluation process are included in this report, which has been made publicly available as part of the meeting's agenda package on the Library's website.

**Report 2026-09**  
**HUMAN RESOURCES &**  
**CORPORATE SERVICES**  
**Board Date: February 17, 2026**

## 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 information in this report supports the following strategic goal.

### Strategic Goals and Strategies

GOAL 1	GOAL 2	GOAL 3
 <b>Sustain service excellence</b>	 <b>Grow engagement and member relationships</b>	 <b>Innovate access to service</b>
<p><b>Strategy 1.3</b> – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.</p>		

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

## DISCUSSION

### Background

The Library Board adopted a revised version of the *Annual Board Evaluation Policy* at the September 17, 2024 regular meeting.

At the November 18, 2025 meeting, the board received Report 2025, 38 and initiated the 2025 Board evaluation with an anticipated completion date of December 2025.

### Comments

The questionnaire was provided to Board Members in PDF and online via JotForm. As of February 2026, four out of six responses were received. As such, the questionnaire response rate is 66.7%.

Section A of the questionnaire provided statements on "How well the Board has done its job?"

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The table below summarizes responses and average ratings.

Section A: How Well has the Board done its job?							
Rating Scale: 5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree	Member Responses						
Statement	A	B	C	D	E	F	Average
Oxford County Library Board operates with a strategic plan and a set of measurable goals and priorities.	5	5	5	4			4.75
The Board's regular meeting agenda items reflect our priorities and plans.	5	5	5	4			4.75
The Board has created or reviewed in this period policies as part of the regular review cycle.	5	5	5	4			4.75
The Board collaborates with the Library CEO/Chief Librarian to set goals and revise policies when appropriate.	4	5	5	4			4.50
The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.	4	5	5	4			4.50
The Board has understood and respected that our role is in governance and not operations.	4	5	4	4			4.25
<b>TOTAL (out of 30)</b>	<b>27</b>	<b>30</b>	<b>29</b>	<b>24</b>			<b>27.50</b>

Comments from this section:

- This is now a mature and experienced Board, working well together.
- The discussion at board meetings is always a good balance of different perspectives with thoughtful questions and comments. Some can get off topic sometimes, but generally the meetings have a good flow. Reminders were needed this past year about giving operational input with improvements seen.
- Generally the board has operated well.

Both through the average response rate, and in the comments, respondents seem to agree that the board is doing its job well and has matured over the last three years.

Section B of the questionnaire provided statements on “How well has the Board conducted itself?”

Below is a table that provides the responses and average rating.

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Section B How well has the Board conducted itself?							
Rating Scale: 5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree	Member Responses						
Statement	A	B	C	D	E	F	Average
Board members are aware of what is expected of them.	4	5	5	4			4.50
The agenda of board meetings is well planned to address all necessary board business.	5	5	5	4			4.75
Board members come to meetings prepared.	4	5	5	4			4.50
Written reports are provided at least 72 hours in advance of board meetings as laid out in the Oxford County Procedural By-Law.	5	5	5	4			4.75
All members of the Board are provided the opportunity to participate in discussions.	5	5	5	4			4.75
The Board does a good job encouraging and dealing with different points of view.	5	5	5	4			4.75
All members of the Board support decisions made.	5	5	5	4			4.75
<b>TOTAL (out of 35)</b>	<b>33</b>	<b>35</b>	<b>35</b>	<b>28</b>			<b>32.75</b>

Comments from this section:

- The Board operates well as a team and works through various perspectives respectfully.
- I think the board has operated properly.

This section achieved an even higher rating than Section A with an average overall rating of 4.68, making it clear that the Library Board has conducted itself well during the 2025 session.

## **CONCLUSIONS**

The third annual Board Evaluation demonstrates continued progress in year three of the current term. Overall, Library Board performance improved over 2024, with members expressing strong satisfaction regarding both the Board's work and conduct in 2025.

**Report 2026-09  
HUMAN RESOURCES &  
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Library administration welcomes further feedback and evaluation on areas of improvement through 2026.

## **SIGNATURES**

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**Departmental approval:**

Original signed by

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Lisa Marie Williams  
CEO / Chief Librarian