

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, April 21, 2026, 3:30 p.m.
Oxford County Administration Building - Room 222

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 February 17, 2026
 - 4.2 March 25, 2026
5. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**
6. **CONSIDERATION OF CORRESPONDENCE**
 1. Federation of Ontario Public Libraries (FOPL), Member Brief-2026 Advocacy Plan.
7. **REPORTS**
 - 7.1 2026-11 Key Agenda Items and Policy Review Framework
RECOMMENDATION
 1. That the Library Board receives verbal Report 2026-11, Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2026-12 Librarian Report
RECOMMENDATION
 1. That the Library Board receives Report 2026-12, Librarian Report, for information and discussion.
 - 7.3 2026-13 Oxford County Library 60th Anniversary Memory Wall
RECOMMENDATION
 1. That Report 2026-13 titled "Oxford County Library 60th Anniversary Memory Wall" be received as information.

7.4 2026-14 Operational Policy Review: Internet Access and Technology Policy

RECOMMENDATION

1. That the Library Board approves amendments to the *Internet Access and Technology Policy* as set out in Attachment 1 to Report 2026-14.

7.5 Report 2026-15 Governance Policy Review: Board Duties and Responsibilities Policy

RECOMMENDATION

1. That the Library Board approves amendments to the *Board Duties and Responsibilities Policy* as set out in Attachment 1 to Report 2026-15.

8. UNFINISHED BUSINESS

9. NOTICE OF MOTIONS

10. NEW BUSINESS / ENQUIRIES / COMMENTS

11. CLOSED SESSION

11.1 Verbal from CEO/Chief Librarian

To consider a verbal report by 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.

12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

12.1 Verbal Report from CEO/Chief Librarian

13. ADJOURNMENT



OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, February 17, 2026

Members Present: Chair Laura Langford
 Vice Chair, Councilor Brian Petrie
 Councilor David Mayberry
 Katherine Grieve
 Cynthia Lacroix
 Megan Blair
 Alan Dale

Staff Present: L.M. Williams, CEO / Chief Librarian
 O. O'Reilly, Manager of Financial Operations
 K. DeWeerd, Administrative Assistant

1. CALL TO ORDER

Oxford County Library meets in regular session on this Seventeenth Day of February 2026 in Room 221, Oxford County Administration Building, Woodstock at 3:30 p.m. with Chair Laura Langford.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
 Seconded By: Cynthia Lacroix

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: Katherine Grieve
 Seconded By: Cynthia Lacroix

Resolved that the Library Board minutes of January 20, 2026, be adopted as amended.

DISPOSITION: Motion Carried



5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

NIL

7. REPORTS

7.1. 2026-04 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 3

Moved By: David Mayberry

Seconded By: Megan Blair

That the Library Board receives verbal Report 2026-04, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2026-05 Librarian Report

RESOLUTION 4

Moved By: David Mayberry

Seconded By: Alan Dale

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

DISPOSITION: Motion Carried

7.3. 2026-06 CEO Performance Appraisal Goals and Objectives

RESOLUTION 5

Moved By: Megan Blair

Seconded By: Brian Petrie

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.

DISPOSITION: Motion Carried

7.4. 2026-07 Operational Policy Review: Membership and Circulation Policy

RESOLUTION 6

Moved By: David Mayberry

Seconded By: Megan Blair

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

DISPOSITION: Motion Carried

7.5. 2026-08 Governance Policy Review: Succession Planning Policy

RESOLUTION 7

Moved By: David Mayberry
Seconded By: Megan Blair

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

DISPOSITION: Motion Carried

7.6. 2026-09 2025 Library Board Evaluation Results

RESOLUTION 8

Moved By: Katherine Grieve
Seconded By: Megan Blair

That the Library Board receives Report 2026-06, Library Board Evaluation Results, for information and discussion.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

NIL

9. NOTICE OF MOTIONS

NIL

10. ENQUIRIES

NIL

11. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

12. ADJOURNMENT

RESOLUTION 9

Moved By: David Mayberry
Seconded By: Katherine Grieve

Resolved that the Board meeting of February 17, 2026, be adjourned at 4:34 pm. until the next meeting scheduled for April 21, 2026, at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 4:34 p.m.

Laura Langford, CHAIR

Lisa Marie Williams, SECRETARY

OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Wednesday, March 25, 2026

Members Present: Chair Laura Langford
Vice Chair, Councilor Brian Petrie
Councilor David Mayberry
Katherine Grieve
Cynthia Lacroix
Megan Blair
Alan Dale

Staff Present: L.M. Williams, CEO / Chief Librarian
A. Smith, Director, Corporate Services and Human Resources
O. O'Reilly, Associate Manager of Financial Operations
J. Lavallee, Manager of Long-Term Financial Planning

Guests Present: Julie Middleton, CAO, South-West Oxford Township

1. CALL TO ORDER

2. Oxford County Library meets in a special session on this Twenty-Fifth Day of March 2026 in Room 222, Oxford County Administration Building, Woodstock at 4:30 p.m. with Chair Laura Langford.

3. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: Katherine Grieve
Seconded By: Alan Dale

Resolved that the agenda be approved.

DISPOSITION: Motion Carried

4. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- 4.1. David Mayberry declares a conflict of interest related to Report 2026-10 as he is the Mayor of South-West Oxford Township.

5. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

NIL

6. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF

NIL

7. CONSIDERATION OF CORRESPONDENCE

NIL



8. REPORTS

8.1. 2026-10 Proposed Mount Elgin Branch

RESOLUTION 2

Moved By: Brian Petrie

Seconded By: Cynthia LaCroix

That the Library Board accept Report 2026-10 for information and discussion;

And further, that the Library Board endorse the continued inclusion of a library branch within the proposed new municipal facility in Mount Elgin;

And further, that the Library Board supports discussions between South-West Oxford Township and Oxford County Library regarding the development of a Memorandum of Understanding for the proposed new library space;

And further, the Library Board recommends to County Council that the future library space in the new South-West Oxford Township Municipal Building be considered as part of upcoming budget planning and long-term service planning for Oxford County Library.

DISPOSITION: Motion Carried

9. UNFINISHED BUSINESS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

NIL

12. ADJOURNMENT

RESOLUTION 3

Moved By: Alan Dale

Seconded By: Katherine Grieve

Resolved that the Board meeting of March 25, 2026 be adjourned at 5:14 pm until the next meeting scheduled for April 21, 2026 at 3:30 pm at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 5:14 p.m.

Laura Langford, CHAIR

Lisa Marie Williams, SECRETARY



FOPL 2026 Advocacy Campaign – Briefing Note

Purpose

The Federation of Ontario Public Libraries (FOPL) is launching an Advocacy Campaign focused on raising government and public awareness about the added pressure facing public libraries across the province.

Beginning in early April, we will launch a public facing campaign that will include media engagement with key spokespeople from FOPL, in addition to published op-eds and a social media push.

Additionally, over the next couple of months, FOPL will be engaging in government meetings with local MPPs and key ministers to highlight the challenges libraries and library staff are experiencing, particularly due to the mental health, housing, and addictions crisis.

Objectives

The proposed advocacy campaign seeks to fulfill the following objectives:

- **Outline** the real pressures that public libraries face among both government decision-makers and the public.
- Frame FOPL as a **partner to the government** and a voice of reason during this time of crises.
- **Strengthen public awareness** of the pressures facing public libraries and library staff and highlight the need to ensure that libraries remain safe, welcoming spaces for everyone — especially families, children, and seniors.

The Core Narrative

Every day, libraries open their doors to everyone: families, newcomers, job seekers, students and increasingly, people in crisis with nowhere else to go.

Because, when mental health, addiction, housing, and other supports fall short in the midst of Ontario's mental health and opioid crises, it's libraries and library workers who are filling the gap.

At the same time, rising levels of public incivility resulting in hostile and aggressive behaviour have become part of the daily reality for library workers.

Librarians care deeply. And libraries are more than books. They sit with someone who's cold, help someone find a bed, call for help when someone is in distress. But that kind of caring comes at a



cost. There's a point where empathy meets exhaustion, where doing your best isn't enough. It's time we lighten the load.

If we want our libraries to remain places of learning, safety, and belonging for all Ontarians, the government must step up not with more training, but with a system that catches people *before* they end up at the library's front desk.

Key messages for the Campaign and Government Engagement can be found in the appendix.

Proposed Roll-Out

| Action | Timeline |
|------------------|-----------------|
| MPP Briefings | Late March |
| Campaign Launch | April |
| Publish Op-Ed | April |
| Media Interviews | Late April |

How Local Libraries can help

- Like and share FOPL social media on campaign
- Share campaign messaging within own community circles
- Speak to FOPL about getting campaign materials for local events
- Engage with FOPL about meeting with local elected officials



APPENDIX A - Key Messages

Campaign Key Messages — “WE ARE MORE THAN BOOKS”

1. Libraries are social infrastructure — and are worth protecting.

- Libraries hold our communities together.
- Ontario’s library workers have done their part, with care and compassion.
- It’s time for the rest of the system to do its share.
- **We carry more than books. It’s time to lighten the load.**

2. Libraries are welcoming and trusted community spaces.

- Ontario’s public libraries remain among the most trusted, inclusive spaces in our communities.
- Every day, libraries open their doors to everyone families, newcomers, students, job seekers, and increasingly, people with nowhere else to go.
- That openness is what makes libraries special and what makes it essential to protect them.

3. Libraries are more than books:

- When mental health, addiction, and housing systems fall short, it’s often library workers who see the impact first.
- Librarians aren’t social workers, but they’re showing care and compassion where the system has left a gap.

4. Libraries can’t fix what’s broken elsewhere.

- Libraries were built to lend books, foster learning, and bring people together — not to replace health care, housing, or crisis services.
- Expecting librarians to fill those roles is a symptom of a system under strain.

5. The solution is systemic.

- Ontario is in the midst of mental health and opioid crises. We’re asking for the government to strengthen health, community, and housing supports so people can get help before they end up at the library’s front desk.
- We are working in partnership with organizations such as the Canadian Urban Libraries council to share this message with other levels of government as well.
- That means coordinated investments across ministries and funding for municipalities to build real crisis response capacity in the community.



Government Engagement Key Messages

1. ***Public libraries are a vital public space in all communities, connecting people including youth, seniors, and newcomers, to essential supports and opportunities that help them learn, participate, and thrive.***
 - We appreciate the Ontario government’s continued support for public libraries, including in small, northern, and rural communities, and we welcome the \$50 million increase to the Ontario Municipal Partnership Fund. This program provides critical funding to remote public libraries.
 - In addition, the Ontario government’s expansion of the Internet Connectivity Grant, including \$660,000 in new funding to ensure all First Nation public libraries and additional rural libraries can provide free and reliable internet, demonstrates a clear commitment to strengthening the social infrastructure that communities rely on every day.
2. ***Libraries are welcoming and trusted public spaces. It is important to ensure they have the right support and community resources to remain safe and drug-free.***
 - Ontario is facing real pressures in mental health, addictions, and housing. This has resulted in public spaces, including libraries, becoming a place for vulnerable individuals to go when they have no other alternatives.
 - FOPL appreciates the Ontario government’s annual funding through the Homelessness Prevention Program (HPP), which plays an important role in ensuring people can access the supports they need before reaching a point of crisis.
3. ***FOPL is launching a public awareness campaign (“WE ARE MORE THAN BOOKS”) to bring attention to the added burden faced by libraries in providing support for vulnerable individuals.***
 - As pressures in mental health, housing, and addictions grow, library staff are increasingly encountering situations they are not trained or equipped to manage.
 - Librarians are trained to foster literacy, learning, and community connection, not to provide mental health, addictions, or crisis response services.
 - Library workers continue to respond with care and compassion, but they want to be able to focus on what they do best: supporting literacy, learning, digital access, and community engagement.



- Continuing to strengthen supports in health, housing, and community services will ensure vulnerable individuals can access the help they need from qualified professionals and not rely on libraries with limited resources that should be directed to providing the services that Ontarians expect.

Appendix B – MPP Outreach List

| Name | Role |
|-------------------------|--|
| Hon. Stan Cho | Minister of Tourism, Culture and Gaming |
| Hon. Peter Bethlenfalvy | Minister of Finance |
| Hon. Greg Rickford | Minister of Indigenous Affairs and First Nations Economic |
| Hon. Vijay Thanigasalam | Associate Minister of Mental Health and Addictions |
| Hon. Michael Parsa | Minister of Children, Community and Social Services |
| Dave Smith | Parliamentary Assistant to the Minister of Finance |
| Michelle Cooper | Parliamentary Assistant to the Minister of Finance |
| Effie Triantafilopoulos | Parliamentary Assistant to the Minister of Tourism, Culture and |
| Hon. Graydon Smith | Associate Minister of Municipal Affairs and Housing |
| Hon. Charmaine Williams | Associate Minister of Women's Social and Economic Opp |
| Natalie Pierre | Parliamentary Assistant to the Minister of Children, Community and Social Services |
| George Darouze | Parliamentary Assistant to the Minister of Children, Community and Social Services |
| Sandy Shaw | Critic, Tourism, Culture and Gaming |
| Jessica Bell | Finance and Treasury Board Critic |
| Catherine McKenney | Critic, Housing |
| Tom Rakocevic | Critic, Public and Business Service Delivery, Procurement |
| Sol Mamakwa | Critic, Indigenous and Treaty Relations and Critic, Northern Affairs |
| Robin Lennox | Critic, Mental Health, Addictions and Primary Care |
| Lisa Gretzky | Critic, Children, Community and Social Services |
| Rob Cerjanec | Critic, Tourism, Sport and Culture |
| | |
| Secondary List | |
| Name | Role |
| Stephanie Bowman | Critic, Finance and Treasury Board |
| Lee Fairclough | Critic, Addictions and Homelessness |
| John Fraser | Liberal Party Leader and Critic, Education |
| Karen McCrimmon | Critic, Public Safety, Cybersecurity and Crime Prevention |
| Adil Shamji | Critic, Housing Critic for the Indigenous Affairs |
| Stephanie Smyth | Critic, Northern Affairs |





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 |

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2026-12, 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

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

- February 20 – Oxford Children's Planning Table (Tillsonburg Branch Services Librarian)
- February 23 – ARUPLO Executive Meeting
- February 27 – ARUPLO Regular Meeting

Report 2026-12
CORPORATE SERVICES
Board Date: April 21, 2026

- March 3 – OLC Executive Meeting
- March 25 – Webinar – AI in Libraries: Get the Scoop, Beat the Fear, Make it Work for You (and Your Patrons)
- March 25 – FOPL – Membership Update Re: Spring Advocacy
- March 30 – Library Staff Day
- April 1 – Webinar: Introduction to Responsible AI Governance
- April 8 – SWOX Municipal Building Kickoff Meeting
- April 9 – Webinar: Municipal Relations and Your Library: Part 1 with Tara Roy-DiClemente, Councillor, Town of East Gwillimbury
- April 15 – AI in Collections Meetup
- April 20 – County ACE Awards Committee

Monthly Statistics

Branch Attendance

Attendance at library branches and Ox on the Run showed signs of recovery after several months decline. March's increase was driven by an overall strong turnout for March Break programming and events.

| % Total Change | February | March | Year to Date |
|--------------------------------|-----------------|--------------|---------------------|
| Total Branch Attendance | -1% | 4% | -0.6% |
| Locations of Note | February | March | Year to Date |
| Brownsville | 4% | 50% | 15% |
| Embro | 26% | 23% | 26% |
| Harrington | 36% | 24% | 10% |
| Mount Elgin | | 37% | 8% |
| Ox on the Run | 232% | 96% | 103% |

Computer Use

County IT has started the rollout of new computers, with the anticipation that nearly 50% of the Library's public PCs will be replaced this year.

Other new technology changes include new branch iPads for staff and training usage, as well as public printer changes.

| % Total Change | February | March | Year to Date |
|---------------------------|-----------------|--------------|---------------------|
| Total Computer Use | -11% | -6% | -11% |
| Total Wireless Use | -12% | -7% | -14% |
| Total Use Overall | -11.8% | -6.2% | -12.6% |

Physical Circulation

Library circulation in February saw a sharp decline of just over 3,000 items; but rebound in March to 3% or 900+ more items than 2025.

| % Total Change | February | March | Year to Date |
|-----------------------------------|-----------------|--------------|---------------------|
| Total Physical Circulation | -9% | 3% | -3% |
| Locations of Note | February | March | Year to Date |
| Embros | 24% | 16% | -3% |
| Harrington | 61% | 45% | 44% |
| Mount Elgin | | 52% | 11% |
| Ox on the Run | 436% | 552% | 447% |
| Tavistock | | 67% | 13% |

Digital Circulation

Digital circulation continued to show a slight decline of -2% Year-to-Date, with positive overall usage found in Audiobooks (17% YTD) and Digital Music (13% YTD).

| % Total Change | February | March | Year to Date |
|----------------------------------|----------|-------|--------------|
| Total Digital Circulation | -1% | -2% | -2% |

Community Outreach

Ox on the Run

Bookmobile staff welcomed 142 visitors over March Break with programs that week held at the Norwich Museum, INGAMO and Jakeman's Pancake Breakfast; along with regular stops in Beachville and Kintore.

Ox on the Run's monthly calendar, including non-public stops, can be found at:

<https://www.ocl.net/our-services/ox-on-the-run/>

Bundles of Joy

The program saw a sharp increase in interest in March surging the waitlist to 19 families. Staff are working hard to find ways to increase the number of families served by Bundles of Joy to accommodate those waiting.

The Tillsonburg sip N Stitch club also donated knitted items and handmade book bags to give as gifts in recent Bundles of Joy deliveries.

Partnership with Oxford County Pride

This June, Library staff from OCL and WPL will once again partner with Oxford County Pride to host a Rainbow Storytime at Commonplace Books in Ingersoll.

Collections and Technology

Oxford Reads

The Oxford Reads Short List was released Friday, April 17, with voting set to close May 1 at noon. This year the voting form will include a question confirming that participants are Oxford County residents to help focus engagement within the community.

2026 Shortlisted Titles:

- *Gin, Turpentine, Pennyroyal, Rue* by Christine Higdon (nominated by both OCL staff and a patron)

Four sisters in 1920s Vancouver navigate love, loss, and impossible choices.

- *Horsefly* by Mireille Gagné and translated by Pablo Strauss (nominated by WPL staff)
Sixty years after a WWII bioweapons experiment on a remote island, a man's horsefly bite sets off a chain of events as nature finally takes its revenge.
- *How to Survive a Bear Attack* by Claire Cameron (nominated by WPL staff)
A gripping story of tragedy, grief, and survival in the wilderness.
- *In the Upper Country* by Kai Thomas (nominated by WPL staff)
A young black woman chronicles a tale of family, identity and systemic racism in rural Canada.
- *Vanished Beyond the Map* by Adam Shoalts (nominated by both OCL staff and a patron)
A solo expedition into the last unmapped wilderness of Northern Canada.

Branches and Programming

Embro Branch

Two new chairs were purchased for the Embro Branch, replacing well-loved chairs from the 2018 renovation.



Photo 1: New chair at EMB

Ingersoll Branch

March Break at the Ingersoll Branch was provided through a generous donation by the Kiwanis Club of Ingersoll. The branch hosted a variety of programs, including visits by reptiles and puppets. The March 18 Reptilia visit saw over 400 visitors come for the program. Though it was very busy, the branch received wonderful feedback from those that came out.

Customer Feedback:

“I attended the march break library series with my 4-yr old granddaughter. What a great range of programs and we went to most of them. She loved them all. Being in Ingersoll with not a lot of programs for young tots this was just wonderful. The staff were great, and the workshops were so organized and run smoothly. We just moved here three years ago and are proud to be in Ingersoll. Love all this small town has to offer. Thank you! Your library staff did a great job!”

“My daycare kids as well as my own kids are huge users of the Ingersoll library and all the different programs it offers. We attended the March break activities both yesterday and today (the scavenger hunt and Reptilia show). I wanted to send a quick email to say how impressed I was both days with the program and with your staff. I've never seen so many people at a program before and your staff handled the crowds so well. The scavenger hunt and crafts were well thought out and age appropriate for my kids from 2 years to 10 and they always

love the animal shows.

Please pass our appreciation on to the Ingersoll staff and thank you to you and Oxford libraries for providing such amazing programs for our kids.”



Innerkip Branch

More class visits are taking place at the Innerkip branch as they expand their partnership with the local school. In March a grade 2 class visited for activities and stories focused on the Northern Lights, along with STEM based construction using Strawbees

Photo 2: INN branch class visit.

Tavistock Branch

This year the staff in Tavistock focused on increasing their March Break offerings with tremendous results. Some of the most popular activities were a Dig for Dinosaurs program that included a book reading, education videos, and digging through sand and plaster like a paleontologist to reveal a plastic dinosaur, and tie-dyeing OCL library tote bags



Photo 3: Tie Dyed Library Bags at TAV

Customer quote:

“I just wanted to pass along "three cheers" to all the staff in Tavistock. My Mum is a resident at The Maples, and many of the staff frequent your Branch. When I was visiting on Sunday, quite a few staff, who have young families, commented on the wonderful, fun, and interesting activities you had over March Break.”

Tillsonburg Branch

March Break was a hit this year – more than doubling attendance in 2025 at 663 visitors during the week.

The branch also saw new floors installed in the lobby, program room and public washrooms. Below is a photo of the old floors side by side with the new.

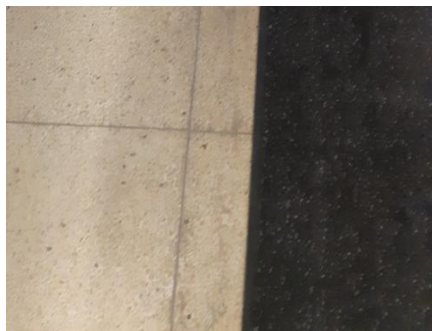


Photo 4: Old worn flooring in TIL

Photo 5: New clean flooring in TIL

To view our Program Calendar, go to:

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

Staff News

March Staff Development Day

The first staff development day of 2026 took place Monday, March 30 at the Ingersoll Branch. Rebekah Lindsay of the Alzheimer Society Southwest presented on Building a Dementia Friendly Community Space as part of the staff training needed for OCL to be designated a Dementia Friendly Community Supporter.

Staff also gathered to learn from their colleagues and meet with their branch and department teams.



Photo 6: OCL staff 2026

CONCLUSIONS

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

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 Monthly Statistics



Visitor Attendance 2026

| BRANCH | HOURS / WEEK | YEAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD | TOTAL |
|--------------|--------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|
| BROWNSVILLE | 13 | 2025 | 179 | 191 | 195 | 176 | 166 | 268 | 236 | 212 | 287 | 244 | 226 | 169 | 565 | 2,549 |
| | 13 | 2026 | 161 | 198 | 292 | | | | | | | | | | 651 | 651 |
| | % Change | | | -10% | 4% | 50% | | | | | | | | | | 15% |
| BURGESSVILLE | 16 | 2025 | 365 | 319 | 355 | 261 | 371 | 343 | 428 | 423 | 314 | 395 | 357 | 332 | 1,039 | 4,263 |
| | 16 | 2026 | 371 | 338 | 390 | | | | | | | | | | 1099 | 1,099 |
| | % Change | | | 2% | 6% | 10% | | | | | | | | | | 6% |
| EMBRO | 13 | 2025 | 132 | 138 | 167 | 199 | 155 | 142 | 393 | 201 | 169 | 180 | 232 | 91 | 437 | 2,199 |
| | 13 | 2026 | 170 | 174 | 206 | | | | | | | | | | 550 | 550 |
| | % Change | | | 29% | 26% | 23% | | | | | | | | | | 26% |
| HARRINGTON | 13 | 2025 | 147 | 121 | 112 | 179 | 194 | 149 | 177 | 172 | 123 | 155 | 175 | 60 | 380 | 1,764 |
| | 13 | 2026 | 113 | 165 | 139 | | | | | | | | | | 417 | 417 |
| | % Change | | | -23% | 36% | 24% | | | | | | | | | | 10% |
| INGERSOLL | 51.5 | 2025 | 4,135 | 3,954 | 5,648 | 4,663 | 4,434 | 5,035 | 6,535 | 5,944 | 5,811 | 5,255 | 4,171 | 3,138 | 13,737 | 58,723 |
| | 51.5 | 2026 | 4,051 | 4,168 | 6,144 | | | | | | | | | | 14,363 | 14,363 |
| | % Change | | | -2% | 5% | 9% | | | | | | | | | | 5% |
| INNERKIP | 16 | 2025 | 403 | 432 | 440 | 543 | 427 | 388 | 564 | 448 | 397 | 417 | 331 | 211 | 1,275 | 5,001 |
| | 16 | 2026 | 356 | 433 | 403 | | | | | | | | | | 1,192 | 1,192 |
| | % Change | | | -12% | 0% | -8% | | | | | | | | | | -7% |
| MOUNT ELGIN | 13 | 2025 | 103 | 142 | 104 | 95 | 201 | 137 | 164 | 223 | 125 | 131 | 145 | 98 | 349 | 1,668 |
| | 13 | 2026 | 125 | 109 | 142 | | | | | | | | | | 376 | 376 |
| | % Change | | | 21% | -23% | 37% | | | | | | | | | | 8% |
| NORWICH | 35 | 2025 | 1,629 | 1,606 | 1,676 | 1,807 | 1,698 | 1,580 | 1,911 | 1,765 | 1,697 | 1,898 | 1,569 | 1,250 | 4,911 | 20,086 |
| | 35 | 2026 | 1,517 | 1,580 | 1,968 | | | | | | | | | | 5,065 | 5,065 |
| | % Change | | | -7% | -2% | 17% | | | | | | | | | | 3% |
| OTTERVILLE | 16 | 2025 | 337 | 323 | 376 | 355 | 393 | 253 | 481 | 418 | 320 | 368 | 329 | 280 | 1,036 | 4,233 |
| | 16 | 2026 | 294 | 298 | 375 | | | | | | | | | | 967 | 967 |
| | % Change | | | -13% | -8% | 0% | | | | | | | | | | -7% |

| | | | | | | | | | | | | | | | | |
|----------------------------------|-----------------|--------------|--------|------------|------------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|---------------|
| OX on the RUN | | 2025 | 119 | 72 | 265 | 0 | 777 | 470 | 1,432 | 617 | 1,984 | 848 | 120 | 33 | 456 | 6,737 |
| | | 2026 | 166 | 239 | 520 | | | | | | | | | | 925 | 925 |
| | % Change | | | 39% | 232% | 96% | | | | | | | | | | 103% |
| PLATTSVILLE | 25 | 2025 | 806 | 944 | 958 | 1,145 | 1,034 | 769 | 1,102 | 838 | 780 | 1,027 | 891 | 683 | 2,708 | 10,977 |
| | 25 | 2026 | 868 | 860 | 979 | | | | | | | | | | 2,707 | 2,707 |
| | % Change | | | 8% | -9% | 2% | | | | | | | | | | 0% |
| PRINCETON | 16 | 2025* | 296 | 350 | 471 | 359 | 332 | 325 | 400 | 322 | 398 | 461 | 297 | 267 | 1,117 | 4,278 |
| | 16 | 2026 | 317 | 311 | 463 | | | | | | | | | | 1,091 | 1,091 |
| | % Change | | | 7% | -11% | -2% | | | | | | | | | | -2% |
| TAVISTOCK | 35 | 2025 | 679 | 680 | 918 | 791 | 846 | 710 | 1,042 | 901 | 758 | 961 | 768 | 659 | 2,277 | 9713 |
| | 35 | 2026 | 687 | 799 | 1,013 | | | | | | | | | | 2,499 | 2499 |
| | % Change | | | 1% | 18% | 10% | | | | | | | | | | 10% |
| THAMESFORD | 35 | 2025 | 756 | 714 | 842 | 844 | 877 | 634 | 1,094 | 1,032 | 725 | 821 | 755 | 572 | 2,312 | 9,666 |
| | 35 | 2026 | 649 | 727 | 857 | | | | | | | | | | 2,233 | 2,233 |
| | % Change | | | -14% | 2% | 2% | | | | | | | | | | -3% |
| 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 | 18,470 | 75,178 |
| | 54 | 2026 | 5,158 | 5,246 | 6,659 | | | | | | | | | | 17,063 | 17,063 |
| | % Change | | | -13% | -6% | -4% | | | | | | | | | | -8% |
| 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 | 50,732 | 210,417 |
| | 351.5 | 2026 | 15,003 | 15,406 | 20,030 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,439 | 50,439 |
| TOTAL Change 2025 to 2026 | | | | -6% | -1% | 4% | | | | | | | | | -0.6% | -76.0% |

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



Computer Use 2026

| BRANCH | YEAR | JAN* | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD | TOTAL | |
|--------------|-------------|------|------|------|------|-------|-----|-----|-----|-----|-----|-----|-----|------|-------|-------|
| BROWNSVILLE | Computers | 2025 | 46 | 44 | 55 | 40 | 27 | 36 | 36 | 49 | 46 | 25 | 27 | 18 | 145 | 449 |
| | | 2026 | 28 | 19 | 44 | | | | | | | | | | 91 | 91 |
| | % Change | | -39% | -57% | -20% | | | | | | | | | | -37% | -80% |
| | Wireless | 2025 | 17 | 8 | 9 | 33 | 15 | 21 | 43 | 30 | 36 | 35 | 12 | 12 | 34 | 271 |
| | | 2026 | 13 | 19 | 18 | | | | | | | | | | 50 | 50 |
| | % Change | | -24% | 138% | 100% | -100% | | | | | | | | | 47% | -82% |
| | Totals 2025 | | 63 | 52 | 64 | 73 | 42 | 57 | 79 | 79 | 82 | 60 | 39 | 30 | 179 | 720 |
| | Totals 2026 | | 41 | 38 | 62 | | | | | | | | | | 141 | 141 |
| % Change | | -35% | -27% | -3% | | | | | | | | | | -21% | | |
| BURGESSVILLE | Computers | 2025 | 2 | 3 | 2 | 4 | 4 | 2 | 7 | 16 | 9 | 1 | 9 | 0 | 7 | 59 |
| | | 2026 | 7 | 4 | 3 | | | | | | | | | | 14 | 14 |
| | % Change | | 100% | 33% | 50% | | | | | | | | | | 100% | -76% |
| | Wireless | 2025 | 31 | 27 | 26 | 40 | 31 | 13 | 18 | 22 | 19 | 30 | 26 | 25 | 84 | 308 |
| | | 2026 | 9 | 8 | 8 | | | | | | | | | | 25 | 25 |
| | % Change | | -71% | -70% | -69% | | | | | | | | | | -70% | -92% |
| | Totals 2025 | | 33 | 30 | 28 | 44 | 35 | 15 | 25 | 38 | 28 | 31 | 35 | 25 | 91 | 367 |
| | Totals 2026 | | 16 | 12 | 11 | | | | | | | | | | 39 | 39 |
| % Change | | -52% | -60% | -61% | | | | | | | | | | -57% | -89% | |
| EMBRO | Computers | 2025 | 5 | 2 | 5 | 3 | 8 | 5 | 8 | 5 | 4 | 2 | 2 | 1 | 12 | 50 |
| | | 2026 | 4 | 4 | 2 | | | | | | | | | | 10 | 10 |
| | % Change | | 500% | 100% | -60% | | | | | | | | | | -17% | -80% |
| | Wireless | 2025 | 46 | 46 | 92 | 104 | 60 | 47 | 41 | 49 | 49 | 4 | 54 | 55 | 184 | 647 |
| | | 2026 | 55 | 66 | 133 | | | | | | | | | | 254 | 254 |
| | % Change | | 20% | 43% | 45% | | | | | | | | | | 38% | -61% |
| | Totals 2025 | | 51 | 48 | 97 | 107 | 68 | 52 | 49 | 54 | 53 | 6 | 56 | 56 | 196 | 697 |
| | Totals 2026 | | 59 | 70 | 135 | | | | | | | | | | 264 | 264 |
| % Change | | 16% | 46% | 39% | | | | | | | | | | 35% | -62% | |
| HARRINGTON | Computers | 2025 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 2 | 6 |
| | | 2026 | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| | % Change | | 0% | 0% | 0% | | | | | | | | | | -100% | -100% |
| | Wireless | 2025 | 11 | 12 | 15 | 17 | 16 | 20 | 15 | 17 | 6 | 11 | 14 | 14 | 38 | 168 |
| | | 2026 | 11 | 14 | 17 | | | | | | | | | | 42 | 42 |
| | % Change | | 0% | 17% | 13% | | | | | | | | | | 11% | -75% |
| | Totals 2025 | | 12 | 13 | 15 | 17 | 16 | 20 | 15 | 17 | 6 | 14 | 14 | 15 | 40 | 174 |
| | Totals 2026 | | 11 | 14 | 17 | | | | | | | | | | 42 | 42 |
| % Change | | -8% | 8% | 13% | | | | | | | | | | 5% | -76% | |



Computer Use 2026

| BRANCH | | YEAR | JAN* | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD | TOTAL | |
|-------------|-------------|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-------|-------|
| INGERSOLL | Computers | 2025 | 242 | 232 | 325 | 264 | 276 | 296 | 375 | 344 | 272 | 283 | 243 | 169 | 799 | 3,321 | |
| | | 2026 | 308 | 257 | 348 | | | | | | | | | | | 913 | 913 |
| | % Change | | 27% | 11% | 7% | | | | | | | | | | | 14% | -73% |
| | Wireless | 2025 | 213 | 144 | 229 | 232 | 331 | 269 | 289 | 243 | 195 | 276 | 242 | 245 | 586 | 2,908 | |
| | | 2026 | 189 | 188 | 255 | | | | | | | | | | | 632 | 632 |
| | % Change | | -11% | 31% | 11% | | | | | | | | | | | 8% | -78% |
| | Totals 2025 | | 455 | 376 | 554 | 496 | 607 | 565 | 664 | 587 | 467 | 559 | 485 | 414 | 1,385 | 6,229 | |
| | Totals 2026 | | 497 | 445 | 603 | | | | | | | | | | | 1,545 | 1,545 |
| % Change | | 9% | 18% | 9% | | | | | | | | | | | 12% | -75% | |
| INNERKIP | Computers | 2025 | 7 | 4 | 4 | 11 | 5 | 6 | 18 | 26 | 13 | 13 | 5 | 4 | 15 | 116 | |
| | | 2026 | 4 | 8 | 13 | | | | | | | | | | | 25 | 25 |
| | % Change | | -43% | 100% | 225% | | | | | | | | | | | 67% | -78% |
| | Wireless | 2025 | 18 | 36 | 22 | 14 | 18 | 21 | 28 | 15 | 39 | 26 | 24 | 24 | 76 | 285 | |
| | | 2026 | 23 | 8 | 25 | | | | | | | | | | | 56 | 56 |
| | % Change | | 28% | -78% | 14% | | | | | | | | | | | -26% | -80% |
| | Totals 2025 | | 25 | 40 | 26 | 25 | 23 | 27 | 46 | 41 | 52 | 39 | 29 | 28 | 91 | 401 | |
| | Totals 2026 | | 27 | 16 | 38 | | | | | | | | | | | 81 | 81 |
| % Change | | 8% | -60% | 46% | | | | | | | | | | | -11% | -80% | |
| MOUNT ELGIN | Computers | 2025 | 3 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 1 | 7 | 13 | |
| | | 2026 | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 |
| | % Change | | | | | | | | | | | | | | | -100% | -100% |
| | Wireless* | 2025 | 10 | 56 | 44 | 20 | 61 | 30 | 26 | 48 | 59 | 68 | 42 | 45 | 110 | 509 | |
| | | 2026 | 11 | 32 | 65 | | | | | | | | | | | 108 | 108 |
| | % Change | | 10% | 100% | 100% | | | | | | | | | | | -2% | -79% |
| | Totals 2025 | | 13 | 60 | 44 | 21 | 61 | 31 | 26 | 48 | 59 | 70 | 43 | 46 | 117 | 522 | |
| | Totals 2026 | | 11 | 32 | 65 | | | | | | | | | | | 108 | 108 |
| % Change | | -15% | -47% | 100% | | | | | | | | | | | -8% | -79% | |
| NORWICH | Computers | 2025 | 80 | 67 | 89 | 101 | 74 | 69 | 84 | 136 | 131 | 143 | 112 | 74 | 236 | 1,160 | |
| | | 2026 | 87 | 84 | 128 | | | | | | | | | | | 299 | 299 |
| | % Change | | 9% | 25% | 44% | | | | | | | | | | | 27% | -74% |
| | Wireless | 2025 | 215 | 189 | 234 | 253 | 286 | 244 | 228 | 237 | 238 | 279 | 249 | 243 | 638 | 2,895 | |
| | | 2026 | 211 | 204 | 253 | | | | | | | | | | | 668 | 668 |
| | % Change | | -2% | 8% | 8% | | | | | | | | | | | 5% | -77% |
| | Totals 2025 | | 295 | 256 | 323 | 354 | 360 | 313 | 312 | 373 | 369 | 422 | 361 | 317 | 874 | 4,055 | |
| | Totals 2026 | | 298 | 288 | 381 | | | | | | | | | | | 967 | 967 |
| % Change | | 1% | 13% | 18% | | | | | | | | | | | 11% | -76% | |



Computer Use 2026

| 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 | 172 | 539 | |
| | | 2026 | 30 | 38 | 34 | | | | | | | | | | | 102 | 102 |
| | % Change | | | -55% | -32% | -32% | | | | | | | | | | -41% | -81% |
| | Wireless | 2025 | 29 | 16 | 33 | 30 | 42 | 69 | 0 | 0 | 0 | 54 | 27 | 27 | 78 | 327 | |
| | | 2026 | 35 | 26 | 29 | | | | | | | | | | | 90 | 90 |
| | % Change | | | 21% | 63% | -12% | | | | | | | | | | 15% | -72% |
| | Totals 2025 | | | 95 | 72 | 83 | 75 | 80 | 93 | 50 | 56 | 42 | 104 | 62 | 54 | 250 | 866 |
| | Totals 2026 | | | 65 | 64 | 63 | | | | | | | | | | 192 | 192 |
| % Change | | | -32% | -11% | -24% | | | | | | | | | | -23% | -78% | |
| PLATTSVILLE | Computers | 2025 | 53 | 56 | 65 | 79 | 58 | 43 | 34 | 47 | 19 | 64 | 44 | 26 | 174 | 588 | |
| | | 2026 | 50 | 57 | 40 | | | | | | | | | | | 147 | 147 |
| | % Change | | | -6% | 2% | -38% | | | | | | | | | | -16% | -75% |
| | Wireless | 2025 | 75 | 52 | 73 | 95 | 61 | 47 | 35 | 30 | 44 | 66 | 58 | 56 | 200 | 692 | |
| | | 2026 | 28 | 23 | 48 | | | | | | | | | | | 99 | 99 |
| | % Change | | | -63% | -56% | -34% | | | | | | | | | | -51% | -86% |
| | Totals 2025 | | | 128 | 108 | 138 | 174 | 119 | 90 | 69 | 77 | 63 | 130 | 102 | 82 | 374 | 1,280 |
| | Totals 2026 | | | 78 | 80 | 88 | | | | | | | | | | 246 | 246 |
| % Change | | | -39% | -26% | -36% | | | | | | | | | | -34% | -81% | |
| PRINCETON*** | Computers | 2025 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 15 | 3 | 3 | 27 | |
| | | 2026 | 3 | 14 | 24 | | | | | | | | | | | 41 | 41 |
| | % Change | | | 0% | 100% | 100% | | | | | | | | | | 1267% | 52% |
| | Wireless | 2025 | 20 | 25 | 34 | 25 | 47 | 40 | 32 | 25 | 37 | 43 | 33 | 34 | 79 | 395 | |
| | | 2026 | 34 | 19 | 32 | | | | | | | | | | | 85 | 85 |
| | % Change | | | 70% | -24% | -6% | | | | | | | | | | 8% | -78% |
| | Totals 2025 | | | 23 | 25 | 34 | 25 | 47 | 40 | 32 | 25 | 37 | 49 | 48 | 37 | 82 | 422 |
| | Totals 2026 | | | 37 | 33 | 56 | | | | | | | | | | 126 | 126 |
| % Change | | | 61% | 32% | 65% | | | | | | | | | | 54% | -70% | |
| TAVISTOCK | Computer | 2025 | 7 | 8 | 7 | 3 | 2 | 5 | 8 | 11 | 2 | 6 | 3 | 1 | 22 | 63 | |
| | | 2026 | 4 | 0 | 23 | | | | | | | | | | | 27 | 27 |
| | % Change | | | -43% | -100% | 229% | | | | | | | | | | 23% | -57% |
| | Wireless | 2025 | 44 | 43 | 50 | 50 | 42 | 37 | 34 | 11 | 22 | 25 | 36 | 35 | 137 | 429 | |
| | | 2026 | 22 | 17 | 29 | | | | | | | | | | | 68 | 68 |
| | % Change | | | -50% | -60% | -42% | | | | | | | | | | -50% | -84% |
| | Totals 2025 | | | 51 | 51 | 57 | 53 | 44 | 42 | 42 | 22 | 24 | 31 | 39 | 36 | 159 | 492 |
| | Totals 2026 | | | 26 | 17 | 52 | | | | | | | | | | 95 | 95 |
| % Change | | | -49% | -67% | -9% | | | | | | | | | | -40% | -81% | |



Computer Use 2026

| 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 | 104 | 286 | |
| | | 2026 | 10 | 12 | 40 | | | | | | | | | | | 62 | 62 |
| | | % Change | -63% | -76% | 54% | | | | | | | | | | | -40% | -78% |
| | Wireless | 2025 | 48 | 33 | 46 | 55 | 32 | 36 | 49 | 43 | 37 | 31 | 41 | 40 | 127 | 491 | |
| | | 2026 | 38 | 31 | 35 | | | | | | | | | | | 104 | 104 |
| | | % Change | -21% | -6% | -24% | | | | | | | | | | | -18% | -79% |
| | | Totals 2025 | 75 | 84 | 72 | 82 | 57 | 50 | 69 | 60 | 59 | 51 | 65 | 53 | 231 | 777 | |
| | | Totals 2026 | 48 | 43 | 75 | | | | | | | | | | | 166 | 166 |
| | % Change | -36% | -49% | 4% | | | | | | | | | | | -28% | -79% | |
| TILLSONBURG | Computers | 2025 | 378 | 379 | 432 | 421 | 407 | 424 | 437 | 299 | 299 | 390 | 328 | 250 | 1,189 | 4,444 | |
| | | 2026 | 240 | 309 | 301 | | | | | | | | | | | 850 | 850 |
| | | % Change | -37% | -18% | -30% | | | | | | | | | | | -29% | -81% |
| | Wireless | 2025 | 617 | 526 | 584 | 678 | 654 | 674 | 630 | 674 | 565 | 640 | 624 | 625 | 1,727 | 7,491 | |
| | | 2026 | 387 | 409 | 446 | | | | | | | | | | | 1,242 | 1,242 |
| | | % Change | -37% | -22% | -24% | | | | | | | | | | | -28% | -83% |
| | | Totals 2025 | 995 | 905 | 1,016 | 1,099 | 1,061 | 1,098 | 1,067 | 973 | 864 | 1,030 | 952 | 875 | 2,916 | 11,935 | |
| | | Totals 2026 | 627 | 718 | 747 | | | | | | | | | | | 2,092 | 2,092 |
| | % Change | -37% | -21% | -26% | | | | | | | | | | | -28% | -82% | |
| TOTAL COMPUTERS | | 2025 | 920 | 907 | 1060 | 999 | 924 | 925 | 1077 | 1006 | 859 | 1008 | 848 | 588 | 2887 | 11121 | |
| | | 2026 | 775 | 806 | 1000 | | | | | | | | | | 2581 | 2581 | |
| | | % Change | -16% | -11% | -6% | | | | | | | | | | | -11% | -77% |
| TOTAL WIRELESS | | 2025 | 1394 | 1213 | 1491 | 1646 | 1696 | 1568 | 1468 | 1444 | 1346 | 1588 | 1482 | 1480 | 4098 | 17816 | |
| | | 2026 | 1066 | 1064 | 1393 | | | | | | | | | | 3523 | 3523 | |
| | | % Change | -24% | -12% | -7% | | | | | | | | | | | -14% | -80% |
| 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 | 6,985 | 28,937 | |
| | | 2026 | 1,841 | 1,870 | 2,393 | | | | | | | | | | 6,104 | 6,104 | |
| | % Change 2025 to 2026 | | -20.4% | -11.8% | -6.2% | | | | | | | | | | -12.6% | -79% | |



Physical Circulation 2026

| BRANCH | YEAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YTD | TOTAL |
|--------------|----------|-------|-------|--------|-------|-------|-------|--------|--------|--------|--------|-------|-------|--------|---------|
| BROWNSVILLE | 2025 | 197 | 289 | 207 | 226 | 249 | 227 | 239 | 187 | 253 | 347 | 272 | 190 | 693 | 2,883 |
| | 2026 | 210 | 231 | 203 | | | | | | | | | | 644 | 644 |
| | % CHANGE | 7% | -20% | -2% | | | | | | | | | | | -7% |
| BURGESSVILLE | 2025 | 2,365 | 2,364 | 2,740 | 2,151 | 2,328 | 2,298 | 2,995 | 2,640 | 2,111 | 2,500 | 2,153 | 2,062 | 7,469 | 28,707 |
| | 2026 | 2,189 | 1,875 | 2,388 | | | | | | | | | | 6,452 | 6,452 |
| | % CHANGE | -7% | -21% | -13% | | | | | | | | | | | -14% |
| EMBRO | 2025 | 594 | 438 | 558 | 530 | 486 | 557 | 527 | 573 | 477 | 573 | 730 | 523 | 1,590 | 6,566 |
| | 2026 | 602 | 542 | 650 | | | | | | | | | | 1,794 | 1,794 |
| | % CHANGE | 1% | 24% | 16% | | | | | | | | | | | 13% |
| HARRINGTON | 2025 | 478 | 408 | 312 | 445 | 475 | 437 | 568 | 766 | 922 | 766 | 570 | 348 | 1,198 | 6,495 |
| | 2026 | 617 | 656 | 452 | | | | | | | | | | 1,725 | 1,725 |
| | % CHANGE | 29% | 61% | 45% | | | | | | | | | | | 44% |
| INGERSOLL | 2025 | 9,321 | 9,466 | 10,080 | 9,225 | 9,319 | 9,595 | 12,505 | 12,321 | 10,515 | 10,167 | 9,457 | 7,683 | 28,867 | 119,654 |
| | 2026 | 9,043 | 9,098 | 9,995 | | | | | | | | | | 28,136 | 28,136 |
| | % CHANGE | -3% | -4% | -1% | | | | | | | | | | | -3% |
| INNERKIP | 2025 | 1,173 | 1,300 | 1,076 | 1,127 | 1,205 | 1,213 | 1,442 | 1,232 | 1,113 | 1,095 | 1,029 | 764 | 3,549 | 13,769 |
| | 2026 | 1,093 | 917 | 854 | | | | | | | | | | 2,864 | 2,864 |
| | % CHANGE | -7% | -29% | -21% | | | | | | | | | | | -19% |
| MOUNT ELGIN | 2025 | 573 | 525 | 412 | 333 | 492 | 643 | 765 | 713 | 552 | 641 | 609 | 471 | 1,510 | 6,729 |
| | 2026 | 626 | 428 | 627 | | | | | | | | | | 1,681 | 1,681 |
| | % CHANGE | 9% | -18% | 52% | | | | | | | | | | | 11% |
| NORWICH | 2025 | 3,921 | 4,006 | 3,689 | 3,649 | 3,550 | 4,315 | 5,586 | 5,475 | 4,416 | 4,674 | 3,804 | 3,152 | 11,616 | 50,237 |
| | 2026 | 3,871 | 3,698 | 4,115 | | | | | | | | | | 11,684 | 11,684 |
| | % CHANGE | -1% | -8% | 12% | | | | | | | | | | | 1% |



Physical Circulation 2026

| 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 | 3,608 | 14,887 |
| | 2026 | 1,113 | 1,096 | 1,228 | | | | | | | | | | 3,437 | 3,437 |
| | % CHANGE | 5% | -1% | -15% | | | | | | | | | | | -5% |
| OX on the RUN | 2025 | 66 | 72 | 64 | 68 | 98 | 387 | 647 | 589 | 530 | 440 | 360 | 354 | 202 | 3,307 |
| | 2026 | 301 | 386 | 417 | | | | | | | | | | 1,104 | 1,104 |
| | % CHANGE | 356% | 436% | 552% | | | | | | | | | | | 447% |
| 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 | 5,608 | 24,046 |
| | 2026 | 1,791 | 1,121 | 1,879 | | | | | | | | | | 4,791 | 4,791 |
| | % CHANGE | 8% | -36% | -15% | | | | | | | | | | | -15% |
| PRINCETON* | 2025 | 1,274 | 1,157 | 1,441 | 999 | 868 | 1,165 | 1,071 | 1,320 | 1,025 | 899 | 1,091 | 771 | 3,872 | 13,081 |
| | 2026 | 1,048 | 911 | 996 | | | | | | | | | | 2,955 | 2,955 |
| | % CHANGE | -18% | -21% | -31% | | | | | | | | | | | -24% |
| 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 | 6,680 | 24,505 |
| | 2026 | 1,715 | 1,685 | 4,148 | | | | | | | | | | 7,548 | 7,548 |
| | % CHANGE | -20% | -18% | 67% | | | | | | | | | | | 13% |
| 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 | 4,615 | 20,967 |
| | 2026 | 1,541 | 1,557 | 1,781 | | | | | | | | | | 4,879 | 4,879 |
| | % CHANGE | -1% | 9% | 10% | | | | | | | | | | | 6% |
| 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 | 18,050 | 68,659 |
| | 2026 | 5,379 | 4,890 | 5,250 | | | | | | | | | | 15,519 | 15,519 |
| | % CHANGE | -7% | -20% | -14% | | | | | | | | | | | -14% |
| 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 | 99,127 | 404,492 |
| | 2026 | 31,440 | 29,477 | 35,400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 96,317 | 96,317 |
| | % CHANGE | -2% | -9% | 3% | | | | | | | | | | | -3% |

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



Digital Circulation 2026

| | 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 | 2,718 | 9,922 |
| | 2026 | 756 | 604 | 613 | | | | | | | | | | 1,973 | 1,973 |
| | % Change | -11% | -34% | -36% | | | | | | | | | | | -27% |
| 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 | 16,088 | 54,106 |
| | 2026 | 4,567 | 4,273 | 4,519 | | | | | | | | | | 13,359 | 13,359 |
| | % Change | -21% | -19% | -11% | | | | | | | | | | | -17% |
| Tumble Books | 2025 | 52 | 119 | 72 | 37 | 29 | 39 | 45 | 111 | 69 | 18 | 26 | 31 | 243 | 648 |
| | 2026 | 43 | 51 | 32 | | | | | | | | | | 126 | 126 |
| | % Change | -17% | -57% | -56% | | | | | | | | | | | -48% |
| 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 | 4,095 | 14,538 |
| | 2026 | 1,337 | 2,037 | 1,269 | | | | | | | | | | 4,643 | 4,643 |
| | % Change | 2% | 34% | 0% | | | | | | | | | | | 13% |
| 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 | 14,312 | 60,612 |
| | 2026 | 5,607 | 5,401 | 5,777 | | | | | | | | | | 16,785 | 16,785 |
| | % Change | 12% | 21% | 19% | | | | | | | | | | | 17% |
| 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 | 21,323 | 81,427 |
| | 2026 | 7,217 | 6,299 | 6,978 | | | | | | | | | | 20,494 | 20,494 |
| | % Change | -2% | -5% | -4% | | | | | | | | | | | -4% |
| 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 | 58,779 | 221,253 |
| | 2026 | 19,527 | 18,665 | 19,188 | - | - | - | - | - | - | - | - | - | 57,380 | 57,380 |
| | % Change | -4% | -1% | -2% | | | | | | | | | | | -2% |

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

REPORT TO LIBRARY BOARD

Oxford County Library 60th Anniversary Memory Wall

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That Report 2026-13 titled “Oxford County Library 60th Anniversary Memory Wall” be received as information.

REPORT HIGHLIGHTS

- The Oxford County Library (OCL) celebrated its 60th year of service in 2025. It was one of **three significant anniversaries related to Oxford** that year, including the 175th anniversary of the County’s incorporation and the 25th anniversary of the Oxford County Archives’ inception.
- To celebrate, the OCL completed several projects, including exhibits, a publication, speaker events, promotional banners, an illustrated webpage, a promotional video, a reception, and an online project called the “Memory Wall”.
- This report focuses primarily on the Memory Wall project, including its successes plus recommendations for similar projects the Library may pursue in the future.

IMPLEMENTATION POINTS

Financial Impact

There is no financial impact beyond what was approved as part of the 2025 operating budget.

Communications


Anniversary projects were promoted throughout the year via news releases posted to the County’s website and ads posted on the County’s and the Library’s social media platforms. The Memory Wall project received additional publicity via print ads in regional publications plus an email campaign organized by the Community Liaison Coordinator.

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 |
|--|---|--|
|  <p>Sustain service excellence</p> |  <p>Grow engagement and member relationships</p> |  <p>Innovate access to service</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> | |

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

DISCUSSION

Background

OCL 60th Anniversary Projects

Anniversary projects (not including the Memory Wall) completed in 2025:

- January: displayed a [single-case exhibit about the history of Oxford County](#) at the Legislative Assembly building at Queen's Park, Toronto (a collaboration with the Oxford County Archives and part of the Legislative Assembly Community Exhibits Program)

Report 2026-13
CORPORATE SERVICES
& HUMAN RESOURCES
Board Date: April 21, 2026

- March to October: ran a **four-part speaker series** (hybrid format) about the **history of the county and the county library** (this was another collaboration with the Archives)
- May: published a book chapter titled “Twice a Pioneer: Oxford County and Its Library at 60” in *Growing Stronger Together: A Celebration of Oxford County’s Past* (Oxford County, 2025)
- June: completed a promotional video titled “**The Oxford County Library at 60: Foundations and Future**” (a collaboration with the County Communications Team)
- June to December: rotated promotional (“pop-up”) banners among branches – banners featured a basic, illustrated timeline of the OCL’s history (the design was a collaboration with the County Communications Team)
- September: held a small reception called “**Remembering When: Celebrating Our First 60 Years**” at the Ingersoll Town Centre, which featured exhibits, refreshments, special guests, and comments from county officials
- October: completed “**A History of Oxford County’s Library Services**” page, a timeline of the OCL’s history (more comprehensive than the pop-up banners)
- October to November: displayed a four-case exhibit about the history of county library services in Oxford in the OCAB lobby

And, although it wasn’t an official anniversary project, in 2025 the OCL created **a custom wrap for its transit delivery van’s exterior**. The wrap was designed by the County Communications Team and was based on historical images of the county’s bookmobile.

Comments

Overview: The Memory Wall Project (May 2025 to January 2026)

Concept: Conceived by the County and Library Communications Teams, the Memory Wall offered longtime patrons the opportunity to share personal memories of visiting the Library and to reflect on library-related experiences that made a positive difference in their lives. Participants submitted their written contributions (photo attachments were optional) via a page created via the County’s *Speak Up! Oxford* system. Library staff continuously reviewed submissions and posted them to the Wall.

Implementation: The Memory Wall project was launched in May 2025 after a three-month delay caused by design issues and problems configuring the system’s monitoring tool. Promotion strategies included: flyer distribution to all branches and at library events, social media ads, inclusion in anniversary-related news releases. The project was also highlighted in print advertisements for the September Anniversary Reception and during anniversary-related events. The Community Liaison Coordinator also included the project in the Library’s local history related and general email campaigns.

Results: The Wall received 18 submissions, of which only 16 were posted. Though a submission target was not projected, staff felt that the 18 submissions received was less than anticipated. While some submissions described library experiences from participants’ deeper

pasts, many described more recent experiences and seemed more like feedback about the Library's current programs and services.

Wrap-Up: The Wall's submission window closed at the end of January 2026. Its two pages of contributions remain visible on the County's *Speak Up! Oxford* site; and, per the project plan, the Oxford County Archives "digitally archived" the Wall using their account with the open-access online repository Archive.org.

Key Insights

Below are some key insights and reflections on the Memory Wall project staff will keep in mind for future projects of a similar nature.

Communicating purpose: Although promotional materials explained the Wall's purpose, participants seemed not to distinguish well between the Wall and the Library's **Customer Feedback form**. The poster created by the County Communications Team encouraged participants to "share their *stories*" on the Wall, and staff eventually added a note to the Wall's landing page to better distinguish between sharing stories versus providing customer feedback. Unfortunately, the distinguishing note did not impact results. While the term "Memory Wall" seemed clear enough, a more imaginative or inviting title might have better conveyed the Wall's purpose.

Content management: However convenient it was to use the County's *Speak Up! Oxford* framework, Library staff feel that it may not have been the best option for the project. For instance, the Wall's appearance and design had little in common with the Library's own web pages, which might have disoriented some participants. Moreover, because the *Speak Up!* platform was a County owned product, the Library had to rely on County staff to tweak page design and reconcile technical problems. In future projects, staff feel that a simpler solution would be for library staff to create a submission page using Umbraco, the system the library uses for its website. This strategy might increase initial time costs but would give staff more control over the project's technical aspects.

Participant incentives: The project assumed that enough participants would be self-motivated to submit stories; however, this did not appear to be the case with just 16 submissions collected. Library staff believe that future projects may wish to offer a small reward to participants in order to incentivize submissions. Further, a larger prize draw, or mid-tier prizes throughout a longer submission period, may increase the number of responses received.

Costs and returns: The Memory Wall was conceived as a simpler and cost-friendlier alternative to a traditional oral history project. With no dedicated budget, its only costs included the staff time needed for its initial setup, project promotion, and submission monitoring. Future projects may wish to budget for things like participant incentives (see above) or for a stronger promotional plan. The Library might even wish to attempt a more traditional oral history project instead of something like the Memory Wall. Such a project would take longer than a year to complete but would certainly capture richer, more detailed testimonials from patrons about their use of the OCL and its impact on their lives.

CONCLUSIONS

The Memory Wall project was not fruitless; but, compared to other anniversary-related projects, it was only a moderate success. Still, the lessons learned from completing the project might help library staff who attempt similar projects in the future.

SIGNATURES

Report author:

Original signed by

Matthew Griffis
Digital Literacy and Local History Technician, Tillsonburg Branch

Departmental approval:

Original signed by

Lisa Marie Williams
CEO / Chief Librarian

ATTACHMENTS

Attachment 1 – Memory Wall poster/flyer, May 2025



Share Your Story

Oxford County Library Memory Wall

Have **Oxford County Library** branches played a role in your life or in your family history? We welcome your stories, photos and creative expressions on the online **60th Anniversary Memory Wall**.



www.ocl.net/memory-wall



REPORT TO LIBRARY BOARD

Operational Policy Review: Internet Access and Technology Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board approves amendments to the *Internet Access and Technology Policy* as set out in Attachment 1 to Report 2026-14.

REPORT HIGHLIGHTS

- The *Internet Access and Technology Policy*, Attachment 1, was last revised on November 19, 2024.
- With consideration to the changing Information Technology environment, staff have determined that the policy should be reviewed every two years.
- The Policy, as presented, provides updated language across several areas, and includes an artificial intelligence provision.

IMPLEMENTATION POINTS

The updated 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 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 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 3.2 – Expand the availability of self-service options and introduce more technology to increase access</p> |

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

DISCUSSION

Background

The *Internet Access and Technology Policy* was originally passed in July 2022 as part of Report 2022-15 to replace the *Computer Use and Public Internet Access Policy*.

In 2024, the Library Board reviewed and approved improvements to the *Internet Access and Technology Policy* in November 2024 as part of Report 2024-52.

Comments

The updated *Board Duties and Responsibilities Policy* includes the following changes:

Report 2026-14
CORPORATE SERVICES
& HUMAN RESOURCES
Board Date: April 21, 2026

- Housekeeping and policy format changes.
- Expansions of the Background and Purpose sections.
- Procedure Section
 - 2.2 – Public Computers / Technology section contains updated language around file saving, storage and security of personal accounts.
 - 3.1 – Privacy section contains more detailed language around privacy and the way information is monitored by County IT staff.
 - 3.2 – Prohibited Use section has been completely reworked to provide stronger and expanded information on what ties activities are prohibited under the policy.
 - 3.3 – Responsible Use section new language on Artificial Intelligence and use of recording using library technology.
 - 4.2 – Children’s Technology and Applications section was renamed to better suit provisions within. Staff also included an update to describe the process of reviewing applications provided on children’s devices offered in-branch.
 - 5.0 – Technology Assistance section was updated to give further context to the availability of library staff to assist customers with technology.
 - 5.0 – References and Related Documents section was updated to include mentions of the Ontario Human Rights Code and the Canadian Federation of Library Associations’ Statement on Libraries and the Intellectual Freedom of Children and Youth.

CONCLUSIONS

The updated *Internet Access and Technology Policy* is intended to provide Library staff and the public with clear guidelines and expectations for public access to the Internet and the use of technology at the Oxford County Library.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
 CEO / Chief Librarian

ATTACHMENTS

Attachment 1 Updated *Internet Access and Technology Policy*, 2026
 Attachment 2 Tracked Changes version of the updated policy
 Attachment 3 Current *Internet Access and Technology Policy*, 2024



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson’s Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

Internet Access and Technology Policy

BACKGROUND

The Oxford County Library is committed to providing internet access and technology resources to members of the public. It is the goal of the Oxford County Library to provide universal access to ideas and knowledge while maintaining a welcoming and supportive environment for all.

Oxford County Library supports the principles of intellectual freedom and equitable access to information, recognizing that access to digital resources and technologies is essential for participation in today’s society.

PURPOSE

This policy provides a framework that demonstrates Oxford County Library’s commitment to open and universal access to technology and internet services that meet the changing needs of the community.

The policy also outlines customer responsibilities for the use of Library technology resources and internet access.

PROCEDURES

1.0 General Information

- 1.1 Oxford County Library, with support from the County of Oxford, provides access to technology and internet resources to ensure universal access.
- 1.2 Customers using Oxford County Library’s equipment and wireless network must abide by the Library’s *Code of Conduct*.
- 1.3 Library staff, at all locations, are committed to supporting customer’s access to the internet and technology use through both informal and formal assistance and training where available.

2.0 Access

- 2.1 Oxford County Library provides access to technology resources and internet services to promote digital literacy and open access to information and online resources to everyone.

2.2 Public Computers / Technology



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson's Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

- 2.2.1 All customers will have access to in-branch technology, public computers and/or tablet stations. Non-registered visitors may request a guest pass to use the Library's public computers.
- 2.2.2 The Library reserves the right to set time limits or ask customers to limit their time on the public computers and/or other technology. Staff may adjust computer time and scheduling as necessary to ensure equitable access.
- 2.2.3 Food and drinks are not allowed in the public computer or makerspace areas of all Oxford County Library branches.
- 2.2.4 Computer / Technology Use may be denied if a customer's behaviour violates the Library's *Code of Conduct*.
- 2.2.5 Access to technology / computers will be limited within 10 minutes of closing.
- 2.2.6 Customers should save files to personal storage devices or cloud services. Files saved on public computers will be deleted automatically after a session ends.
- 2.2.7 Customers must log out of all personal accounts when finished using a public computer. The Library cannot guarantee the privacy of accounts left logged in.

2.3 Public Wi-Fi Network

- 2.3.1 The Library's public wi-fi network is available to everyone.
- 2.3.2 Customers must accept the County of Oxford's Public Access Terms and Conditions in order to use the wi-fi network.
- 2.3.3 The Library's public wi-fi network is an unsecured connection. Use of the network is at the customer's own risk. Those using the network are responsible for ensuring that their device is equipped with up-to-date security software.
- 2.3.4 The Oxford County Library and the County of Oxford assume no responsibility for any compromised or lost information through use of the public wi-fi network. This includes, but is not limited to:
 - 2.3.4.1 Electrical surges;
 - 2.3.4.2 Disruption of wireless service;
 - 2.3.4.3 Loss or theft of equipment;
 - 2.3.4.4 Security issues, hacking and viruses.



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson's Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

2.3.5 Customers may use personal devices in the Library provided cords, equipment, or device use does not create safety hazards or disrupt others. Devices causing a disruption to other customers or the integrity of the network may have access blocked.

2.3.6 Oxford County Library does not provide public access to wired (Ethernet) network connections. Customers may not plug personal devices into Library network ports or equipment.

3.0 Customer Responsibilities

3.1 Privacy

3.1.1 Customers are reminded that the computer workstations and the public wireless network are provided in a public area, therefore privacy is not guaranteed. Others may involuntarily be exposed to material displayed on a computer monitor.

3.1.2 Customers must respect the privacy of others when using the Library's Internet connections.

3.1.3 The Library does not monitor individual internet use; however, activity may be reviewed if required by law or when investigating violations of Library policy. Oxford County IT aggregates all system and network traffic logs for a period of 13 months for all systems. This data is used exclusively to monitor the safety and integrity of the network and systems, not customer activity.

3.2 Prohibited Use

3.2.1 The use of Oxford County Library's digital devices or services, including Wi-Fi and Makerspace technology resources may not include or involve any of the activities listed below.

3.2.1.1 Any violation of the Criminal Code, including, but not limited to:

3.2.1.1.1 The communication of statements that incite or willfully promote hatred against an identifiable group;

3.2.1.1.2 The advocacy or promotion of genocide.

3.2.1.2 Any violation of the Ontario Human Rights Code, including, but not limited to:

3.2.1.2.1 The publication, issuing or display of any material that indicates discrimination or an intention to discriminate against a person or group, or is likely to expose a person or group to hatred or contempt, because of their



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson's Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

race, colour, ancestry place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

- 3.2.1.3 Any other unlawful activities such as defamatory, discriminatory, fraudulent, harassing, threatening, copyrighted, or obscene material
- 3.2.1.4 Displaying, recording, sending, or printing overtly sexual, fraudulent, harassing, or obscene messages, content, images, or videos.
- 3.2.1.5 Any attempts to bypass network security or gain unauthorized access to systems or data
- 3.2.1.6 Any violation or infringement on the privacy of other people or organizations.
- 3.2.1.7 Activities intended to cause harm through the introduction of computer viruses, malware, or any similar software intended to circumvent security or cause disruption of services.

3.3 Responsible Use

- 3.3.1 Customers shall not tamper with or willfully damage equipment.
- 3.3.2 Customers shall not install, download or modify software or system settings on library computers
- 3.3.3 Customers are responsible for any damage or loss that may result from their use of technology resources, including items found in the Library's Makerspaces.
- 3.3.4 Customers are required to pay the repair or replacement costs for damaged devices, equipment or spaces.
- 3.3.5 Failure to return digital devices or equipment borrowed will result in lost fee charges, up to or including full replacement costs.
- 3.3.6 Removal of any digital device or equipment without authorization is considered theft and may lead to legal prosecution.
- 3.3.7 All library customers are expected to use headphones/earbuds when accessing sound files. The Library is not obligated to provide headphones/earbuds.



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson's Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

- 3.3.8 Recording audio, video, or photography using library technology or spaces must respect the privacy of others and comply with the Library's *Code of Conduct* and all other policies.
- 3.3.9 Customers using artificial intelligence (AI) tools (e.g., text, image, or media generators) are responsible for ensuring that their use complies with applicable laws, including copyright and privacy legislation, and aligns with the Library's Code of Conduct. Customers are encouraged to critically evaluate AI-generated content for accuracy, bias, and reliability.

3.4 Compliance

- 3.4.1 Library staff are authorized to end the customer's computer / technology session if they are in violation of this policy or the Library *Code of Conduct*.
- 3.4.2 Anyone who misuses library technology or internet access may have privileges restricted or suspended. Repeated misuse will result in removal from the Library and/or suspension of all privileges, exclusion from the Library and/or prosecution.
- 3.4.3 Customers who attempt to use the Library's public computers, internet access or technology for unlawful purposes or to install, modify or delete software will result in removal from the library and/or suspension of all privileges, exclusion from the Library and/or prosecution.

4.0 Children & Teen Use of Internet and Technology

- 4.1 Oxford County Library believes in the freedom of the individual and the rights and obligations of parents and caregivers to develop, interpret, and maintain their own code of values as a family. In support of that belief, parents/caregivers are responsible for supervising or restricting the use of the Library's technology by the children in their care.

Children and teens are entitled to access all information, equipment, and services in the Library.

4.2 Filtering Software

- 4.2.1 The Library's computers and/or tablets are not filtered. Public awareness, digital literacy, and parental guidance remain key to helping children use technology safely and responsibly.
- 4.2.2 Children's tablets / computers are available in many branch locations. These workstations pre-loaded with selected games and activities that do not require an internet connection. Parents are encouraged to review the games on these devices for use by children in their care. The Library may



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson's Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

periodically review applications and may add/remove at the Library's sole discretion.

4.3 Parental / Caregiver Responsibility

- 4.3.1 Parents/caregivers are responsible for any damage or loss that may result from a child's use of technological resources, including access privileges to materials or online content they deem appropriate.
- 4.3.2 Library staff cannot act in place of, or absence of, a parent/caregiver and is not responsible for enforcing restrictions which a parent/caregiver may place upon a minor's use of technology.

5.0 Technology Assistance

- 5.1 Oxford County Library staff are committed to help people use or learn about available technology. Library staff may provide basic assistance with technology; however, customers are responsible for their own devices, accounts, files, and personal information.
- 5.2 Assistance provided by staff may be limited based on staff availability and complexity of the request.
- 5.3 Details on the levels of services offered at Oxford County Library Branches and part of the Library's Outreach Services are detailed in the *Service Delivery Model*.

6.0 Reference and Related Documents

6.1 Oxford County Library Policies

- 6.1.1 Oxford County Library. (2023, May). *Code of Conduct*.
- 6.1.2 Oxford County Library. (2022, July). *Children and Teen Services Policy*.
- 6.1.3 Oxford County Library. (2023, October). *Service Delivery Model*.
- 6.1.4 Oxford County Library. (2024, March). *Oxford County Library Strategic Plan 2024-2028*

6.2 Legislation

- 6.2.1 *Criminal Code*, R.S.O. 1990, c. H. 19.
- 6.2.2 *Human Rights Code*, R.S.O 1990, c. H. 19.

6.3 Position Statements

- 6.3.1 Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries*.



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|-------------|--------------------------|-------------------------------------|
| Section: | Operational | Chairperson's Signature: | |
| Board Motion Number: | 2022-15 | Date Approved: | July 11, 2022 |
| Pages: | 7 | Revision Dates: | November 19, 2024 April 21, 2026 |

- 6.3.2 Canadian Federation of Library Associations. (2024, October). *Statement on Libraries and the Intellectual Freedom of Children and Youth.*
- 6.3.3 Ontario Library Association. (1998, November). *Position on Children's Rights in the Library.* OLA: Ontario Library Association.
- 6.3.4 Ontario Library Association. (2010, June). *Teen's Rights in the Public Library.* OLA: Ontario Library Association.
- 6.3.5 Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual.* OLA: Ontario Library Association.

| | | | |
|---|--------------------|--|---|
|  | | OXFORD COUNTY LIBRARY BOARD POLICY MANUAL | |
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

Internet Access and Technology Policy

BACKGROUND

The Oxford County Library is committed to providing internet access and technology to members of the public. It is the goal of the Oxford County Library to provide universal access to ideas and knowledge while maintaining a welcoming and supportive environment for all.

Oxford County Library supports the principles of intellectual freedom and equitable access to information, recognizing that access to digital resources and technologies is essential for participation in today's society.

PURPOSE

This policy provides a framework that demonstrates Oxford County Library's commitment to open and universal access to technology and internet services that meet the changing needs of the community.

The policy also outlines customer responsibilities for the use of library technology resources and internet access.

PROCEDURES

1.0 General Information

1.1 Oxford County Library, with support from the County of Oxford, provides access to technology and internet resources to ensure universal access.

1.2 Customers using Oxford County Library's equipment and wireless network must abide by the Library's *Code of Conduct*.

1.3 Library staff, at all locations, are committed to supporting customer's access to the internet and technology use through both informal and formal assistance and training where available.

2.0 Access

2.1 Oxford County Library provides access to technology resources and internet services to promote digital literacy and open access to information and online resources to everyone.

2.2 Public Computers / Technology

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1.27 cm, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm


Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: List Paragraph, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: List Paragraph, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

| | | | |
|---|--------------------|--|---|
|  | | OXFORD COUNTY LIBRARY BOARD POLICY MANUAL | |
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

2.2.1 All customers will have access to in branch technology, public computers and tablet stations. Non-registered visitors may request a guest pass to use the Library's public computers.

Formatted: Font: (Default) Arial, 11 pt, Font color: Black
Formatted: Space After: 6 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

2.2.2 The Library reserves the right to set time limits or ask customers to limit their time on the public computers and/or other technology. Staff may adjust computer time and scheduling as necessary to ensure equitable access.

2.2.3 Food and drinks are not allowed in the public computer or makerspace areas of all Oxford County Library branches.

2.2.4 Computer / Technology Use may be denied if a customer's behaviour violates the Library's *Code of Conduct*.

2.2.5 Access to technology / computers will be limited within 10 minutes of closing.

Formatted: Font: Bold

2.2.6 Customers should save files to personal storage devices or cloud services. Files saved on public computers will be deleted automatically after a session ends.

Formatted: Font: Bold

2.2.7 Customers must log out of all personal accounts when finished using a public computer. The Library cannot guarantee the privacy of accounts left logged in.

Formatted: List Paragraph, Space After: 6 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 3.81 cm

2.3 Public Wi-Fi Network

2.3.1 The Library's public wi-fi network is available to everyone.

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

2.3.2 Wi-fi users ~~Customers~~ must accept the County of Oxford's Public Access Terms and Conditions in order to use the network.

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

2.3.3 The Library's public wi-fi network is an unsecured connection. Use of the network is at the customer's ~~e-users'~~ own risk. Those using the network are responsible for ensuring that their device is equipped with up-to-date security software.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Font: (Default) Arial, 11 pt


2.3.4 The Oxford County Library and the County of Oxford assume no responsibility for any compromised information or loss through use of the public wi-fi network. This includes, but is not limited to:

2.3.4.1 Electrical surges;

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

2.3.4.2 Disruption of wireless service;

Formatted: Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 3.81 cm + Indent at: 5.08 cm

| | | | |
|---|--------------------|--|---|
|  | | OXFORD COUNTY LIBRARY BOARD POLICY MANUAL | |
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

- 2.3.4.3 Loss or theft of equipment;
- 2.3.4.4 Security issues, hacking and viruses.

3.0 Customer Responsibilities

3.1 Privacy

- 3.1.1 Customers are reminded that the computer workstations and the public wireless network are provided in a public area, therefore privacy is not guaranteed. Others may involuntarily be exposed to material displayed on a computer monitor.
- 3.1.2 Customers must respect the privacy of others when using the Library's Internet connections.
- 3.1.3 The Library does not monitor individual internet use; however, activity may be reviewed if required by law or when investigating violations of Library policy. Oxford County IT aggregates all system and network traffic logs for a period of 13 months for all systems. This data is used exclusively to monitor the safety and integrity of the network and systems, not customer activity.

3.2 Prohibited Use

- 3.2.1 The use of Oxford County Library's digital devices or services, including Wi-Fi and Makerspace technology resources may not include or involve any of the activities listed below.
 - 3.2.1.1 Any violation of the Criminal Code, including, but not limited to:
 - 3.2.1.1.1 The communication of statements the incite or willfully promote hatred against an identifiable group;
 - 3.2.1.1.2 The advocacy or promotion of genocide.
 - 3.2.1.2 Any violation of the Ontario Human Rights Code, including, but not limited to:
 - 3.2.1.2.1 The publication, issuing or display of any material that indicates discrimination or an intention to discriminate against a person or group, or is likely to expose a person or group to hatred or contempt, because of their race, colour, ancestry place of origin, religion, marital status, family status, physical or mental disability, sex,

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

Formatted: List Paragraph, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: Space Before: 12 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Space Before: 12 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

Formatted: Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|-----------------------------|--------------------|---------------------------------|---|
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

sexual orientation, gender identity or expression, or age.

3.2.1.3 Any other unlawful activities such as defamatory, discriminatory, fraudulent, harassing, threatening, copyrighted, or obscene material

3.2.1.4 Displaying, recording, sending, or printing overtly sexual, fraudulent, harassing, or obscene messages, content, images, or videos.

3.2.1.5 Any attempts to bypass network security or gain unauthorized access to systems or data

3.2.1.6 Any violation or infringement on the privacy of other people or organizations.

3.2.1.7 Activities intended to cause harm through the introduction of computer viruses, malware, or any similar software intended to circumvent security or cause disruption of services.

1.1 Users of the Library's public computers, technology and public wireless network are subject to federal, provincial, and municipal laws, including provisions of the Criminal Code. Customers shall not access, receive or transmit content that:

i. displays overt sexual images;

ii. violates any Canadian legislation such as defamatory, discriminatory, copyrighted, fraudulent, harassing, or obscene materials.

3.3 Responsible Use

3.3.1 Customers shall not tamper with or willfully damage equipment.

3.3.2 Customers shall not install, download or modify software or system settings on library computers.

3.3.3 Customers are responsible for any damage or loss that may result from their use of technology resources, including items found in the Library's Makerspaces.

3.3.4 Customers are required to pay the repair or replacement costs for damaged devices, equipment or studio spaces.

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: Normal, No bullets or numbering

Formatted: Normal, Space Before: 0 pt, No bullets or numbering, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border)

Formatted: Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: Space Before: 12 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Font: Font color: Black, Pattern: Clear


Formatted: Font: (Default) Arial, 11 pt, Font color: Text 1

Formatted: Font: Font color: Black, Pattern: Clear

Formatted: Font: (Default) Arial, 11 pt, Font color: Text 1

Formatted: Space Before: 12 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Font: (Default) Arial, 11 pt

| | | | |
|---|--------------------|--|---|
|  | | OXFORD COUNTY LIBRARY BOARD POLICY MANUAL | |
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

3.3.5 Failure to return digital devices or equipment borrowed will result in lost fee charges, up to or including full replacement costs.

Formatted: Font: (Default) Arial, 11 pt, Font color: Text 1

Formatted: Font: (Default) Arial, 11 pt

3.3.6 Removal of any digital device or equipment without authorization is considered theft and may lead to legal prosecution.

Formatted: Font: (Default) Arial, 11 pt, Font color: Text 1

Formatted: Font: (Default) Arial, 11 pt

~~b. The Library is not obligated to provide an electrical source.~~

3.3.7 All library customers are expected to use headphones/earbuds when accessing sound files. The Library is not obligated to provide headphones/earbuds.

3.3.8 Recording audio, video or photography using library technology or spaces must respect the privacy of others and comply with the Library's Code of Conduct and all other policies.

~~e-3.3.9~~ Customers using artificial intelligence (AI) tools (e.g., text, image or media generators) are responsible for ensuring that their use complies with applicable laws, including copyright and privacy legislation; and aligns with the Library's Code of Conduct. Customers are encouraged to critically evaluate AI-generated content for accuracy, bias and reliability.

Formatted: Space Before: 12 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

3.4 Compliance

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

3.4.1 Library staff are authorized to end the customer's computer / technology session if they are disturbing others, or are in violation of this policy or *Code of Conduct*.

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

3.4.2 Anyone who misuses library technology or internet access may have privileges restricted or suspended. Repeated misuse will result in removal from the Library and/or suspension of all privileges, exclusion from the Library and/or prosecution.

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

~~d-3.4.3~~ Customers who attempt to use the Library's public computers, internet access or technology for unlawful purposes or to install, modify or delete software will result in removal from the library and/or suspension of all privileges, exclusion from the Library and/or prosecution.

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

Formatted: Font: (Default) Arial, 11 pt, Font color: Black


4.0 Children & Teen Use of Internet and Technology

Formatted: List Paragraph, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

4.1 Oxford County Library believes in the freedom of the individual and the rights and obligations of parents and caregivers to develop, interpret, and maintain their own code of values as a family. In support of that belief, parents/caregivers are

Formatted: Font: (Default) Arial, 11 pt

Formatted: List Paragraph, Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

| | | | |
|---|--------------------|--|---|
|  | | OXFORD COUNTY LIBRARY BOARD POLICY MANUAL | |
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

responsible for supervising or restricting the use of the Library's technology by the children in their care.

Children and teens are entitled to access all information, equipment, and services in the Library.

4.2 Filtering Software

4.2.1 The Library's computers and/or tablets are not filtered. Public awareness and parental guidance remain key to making the best possible use of all technology.

4.2.2 Children's ~~and Teen~~ tablets / computers are available in many branch locations. These workstations pre-loaded with selected games and activities that do not require an internet connection. Parents are encouraged to review the games on these devices for use by children in their care. The Library may periodically review applications and may add/remove at the Library's sole discretion.

4.3 Parental / Caregiver Responsibility

4.3.1 Parents/caregivers are responsible for any damage or loss that may result from a child's use of technological resources, including access privileges to materials or online content they deem appropriate.

4.3.2 Library staff cannot act in place of, or absence of, a parent/caregiver and is not responsible for enforcing restrictions which a parent/caregiver may place upon a minor's use of technology.

5.0 Technology Assistance

5.1 Oxford County Library staff are committed to help people use or learn about available technology. Library staff may provide basic assistance with technology; however, customers are responsible for their own devices, accounts, files and personal information.


5.2 Assistance provided by staff may be limited based on staff availability and complexity of the request.

5.3 Details on the levels of services offered at Oxford County Library Branches and part of the Library's Outreach Services are detailed in the *Service Delivery Model*.

6.0 References and Related Documents

6.1 Oxford County Library Policies

- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted: List Paragraph, Indent: Left: 1.9 cm, Space Before: 12 pt
- Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black
- Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm
- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm
- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black
- Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm
- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm
- Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black
- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted: List Paragraph, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm
- Formatted: Font: Font color: Auto
- Formatted: Font: Font color: Auto
- Formatted: Font: (Default) Arial, 11 pt, Font color: Black
- Formatted: List Paragraph, Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm
- Formatted: Font: (Default) Arial, 11 pt
- Formatted: Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

| | | | |
|---|--------------------|--|---|
|  | | OXFORD COUNTY LIBRARY BOARD POLICY MANUAL | |
| <u>Section</u> | <u>Operational</u> | <u>Chairperson's signature:</u> | |
| <u>Board Motion Number:</u> | <u>2022-15</u> | <u>Date Approved:</u> | <u>July 11, 2022</u> |
| <u>Pages:</u> | <u>7</u> | <u>Revision Dates:</u> | <u>November 19, 2024</u> <u>April 21, 2026</u> |

6.1.1 Oxford County Library. (2023, May). *Code of Conduct*.

Formatted: Font: (Default) Arial, 11 pt

6.1.2 Oxford County Library. (2022, July). *Children and Teen Services Policy*.

Formatted: Normal (Web), Space Before: 12 pt, After: 0 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm, Tab stops: Not at 1.25 cm + 3.81 cm + 19.05 cm

6.1.3 Oxford County Library. (2023, October). *Service Delivery Model*.

Formatted: Font: (Default) Arial, 11 pt, Italic

6.1.4 Oxford County Library. (2024, March). *Oxford County Library Strategic Plan 2024-2028*.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt, Italic

6.2 Legislation

Formatted: Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

6.2.1 *Criminal Code*, R.S.O. 1990, c. H. 19.

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

Formatted: Font: Not Italic

6.3 Position Statements

Formatted: Space Before: 12 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

6.3.1 Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries*. CFLA-FCAB.

Formatted: Space Before: 12 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

6.3.2 Canadian Federation of Library Associations. (2024, October) *Statement on Libraries and the Intellectual Freedom of Children and Youth*.

Formatted: Font: ArialMT, 11 pt

Formatted: Font: 11 pt

6.3.3 Ontario Library Association. (1998, November). *Position on Children's Rights in the Library*. OLA: Ontario Library Association.

Formatted: Font: ArialMT, 11 pt

Formatted: Normal (Web), Space Before: 12 pt, After: 0 pt, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

6.3.4 Ontario Library Association. (2010, June). *Teen's Rights in the Public Library*. OLA: Ontario Library Association.

Formatted: Font: ArialMT, 11 pt

Formatted: Font: 11 pt

6.3.5 Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*. OLA: Ontario Library Association.

Formatted: Font: ArialMT, 11 pt

Formatted: Font: 11 pt

Formatted: Font: ArialMT, 11 pt

Formatted: Font: 11 pt

Formatted: Font: ArialMT, 11 pt

Formatted: Font: 11 pt

Formatted: Font: ArialMT, 11 pt



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|---------------|--------------------------|-------------------|
| Board Motion Number: | 2022-15 | Date of Review: | November 19, 2024 |
| Date Approved: | July 11, 2022 | Chairperson’s signature: | |

Internet Access and Technology Policy

BACKGROUND

The Oxford County Library is committed to providing internet access and technology to members of the public. It is the goal of the Oxford County Library to provide universal access to ideas and knowledge while maintaining a welcoming and supportive environment for all.

PURPOSE

This policy provides a framework that demonstrates Oxford County Library’s commitment to open and universal access to technology and internet services that meet the changing needs of the community.

PROCEDURES

Oxford County Library, with support from the County of Oxford, provides access to technology and internet resources to ensure universal access.

Customers using Oxford County Library’s equipment and wireless network must abide by the Library’s *Code of Conduct*.

Library staff, at all locations, are committed to supporting customer’s access to the internet and technology use through both informal and formal assistance and training where available.

Access

Oxford County Library provides access to technology resources and internet services to promote digital literacy and open access to information and online resources to everyone.

1. Public Computers / Technology

- a. All customers will have access to in branch technology, public computers and tablet stations. Non-registered visitors may request a guest pass to use the Library’s public computers.
- b. The Library reserves the right to set time limits or ask customers to limit their time on the public computers and/or other technology. Staff may adjust computer time and scheduling as necessary to ensure equitable access.
- c. Food and drinks are not allowed in the public computer or makerspace areas of all Oxford County Library branches.
- d. Computer / Technology Use may be denied if a customer’s behaviour violates the Library’s *Code of Conduct*.
- e. Access to technology / computers will be limited within 10 minutes of closing.

2. Public Wi-Fi Network



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|---------------|--------------------------|-------------------|
| Board Motion Number: | 2022-15 | Date of Review: | November 19, 2024 |
| Date Approved: | July 11, 2022 | Chairperson's signature: | |

- a. The Library's public wi-fi network is available to everyone.
- b. Wi-fi users must accept the County of Oxford's Public Access Terms and Conditions in order to use the network.
- c. The Library's public wi-fi network is an unsecured connection. Use of the network is at the users' own risk. Those using the network are responsible for ensuring that their device is equipped with up-to-date security software.
- d. The Oxford County Library and the County of Oxford assume no responsibility for any compromised information or loss through use of the public wi-fi network. This includes, but is not limited to:
 - i. Electrical surges;
 - ii. Disruption of wireless service;
 - iii. Loss or theft of equipment;
 - iv. Security issues, hacking and viruses.

Customer Responsibilities:

1. Privacy

- a. Customers are reminded that the computer workstations and the public wireless network are provided in a public area, therefore privacy is not guaranteed. Others may involuntarily be exposed to material displayed on a computer monitor.
- b. Customers must respect the privacy of others when using the Library's Internet connections.

2. Prohibited Use

- a. Users of the Library's public computers, technology and public wireless network are subject to federal, provincial, and municipal laws, including provisions of the *Criminal Code*. Customers shall not access, receive or transmit content that:
 - i. displays overt sexual images;
 - ii. violates any Canadian legislation such as defamatory, discriminatory, copyrighted, fraudulent, harassing, or obscene materials.

3. Responsible Use

- a. Customers shall not tamper with or willfully damage equipment.
- b. Customers are responsible for any damage or loss that may result from their use of technology resources, including items found in the Library's Makerspaces.
- c. Customers are required to pay the repair or replacement costs for damaged devices, equipment or studio spaces.
- d. Failure to return digital devices or equipment borrowed will result in lost fee charges.



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|---------------|--------------------------|-------------------|
| Board Motion Number: | 2022-15 | Date of Review: | November 19, 2024 |
| Date Approved: | July 11, 2022 | Chairperson's signature: | |

- e. Removal of any digital device or equipment without authorization is considered theft and may lead to legal prosecution.
- f. The Library is not obligated to provide an electrical source.
- g. All library customers are expected to use headphones/earbuds when accessing sound files.

4. Compliance

- a. Library staff are authorized to end the customer's computer / technology session if they are disturbing others, or are in violation of this policy or *Code of Conduct*.
- b. Anyone who misuses library technology or internet access may have privileges restricted or suspended. Repeated misuse will result in removal from the Library and/or suspension of all privileges, exclusion from the Library and/or prosecution.
- c. Customers who attempt to use the Library's public computers, internet access or technology for unlawful purposes or to install, modify or delete software will result in removal from the library and/or suspension of all privileges, exclusion from the Library and/or prosecution.

Children & Teen Use of Internet and Technology

Oxford County Library believes in the freedom of the individual and the rights and obligations of parents and caregivers to develop, interpret, and maintain their own code of values as a family. In support of that belief, parents/caregivers are responsible for supervising or restricting the use of the Library's technology by the children in their care.

Children and teens are entitled to access all information, equipment, and services in the Library.

1. Filtering Software

- a. The Library's computers and/or tablets are not filtered. Public awareness and parental guidance remain key to making the best possible use of all technology.
- b. Children's and Teen tablets / computers are available in many branch locations. These workstations pre-loaded with selected games and activities that do not require an internet connection. Parents are encouraged to review the games on these devices for use by children in their care.

2. Parental / Caregiver Responsibility

- a. Parents/caregivers are responsible for any damage or loss that may result from a child's use of technological resources, including access privileges to materials or online content they deem appropriate.
- b. Library staff cannot act in place of, or absence of, a parent/caregiver and is not responsible for enforcing restrictions which a parent/caregiver may place upon a minor's use of technology.

Technology Assistance:



**OXFORD COUNTY LIBRARY BOARD
POLICY MANUAL**

| | | | |
|----------------------|---------------|--------------------------|-------------------|
| Board Motion Number: | 2022-15 | Date of Review: | November 19, 2024 |
| Date Approved: | July 11, 2022 | Chairperson's signature: | |

Oxford County Library staff are committed to help people use or learn about available technology. Details on the levels of services offered at Oxford County Library Branches and part of the Library's Outreach Services are detailed in the *Service Delivery Model*.

References and Related Documents

Oxford County Library Policies

- Oxford County Library. (2023, May). *Code of Conduct*.
- Oxford County Library. (2022, July). *Children and Teen Services Policy*.
- Oxford County Library. (2023, October). *Service Delivery Model*.
- Oxford County Library. (2024, March). *Oxford County Library Strategic Plan 2024-2028*.

Legislation

Criminal Code, R.S.O. 1990, c. H. 19.

Position Statements

- Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries*. CFLA-FCAB.
- Ontario Library Association. (1998, November). *Position on Children's Rights in the Library*. OLA: Ontario Library Association.
- Ontario Library Association. (2010, June). *Teen's Rights in the Public Library*. OLA: Ontario Library Association.
- Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*. OLA: Ontario Library Association.

REPORT TO LIBRARY BOARD

Governance Policy Review: Board Duties and Responsibilities Policy

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board approves amendments to the *Board Duties and Responsibilities Policy* as set out in Attachment 1 to Report 2026-15.

REPORT HIGHLIGHTS

- The *Board Duties and Responsibilities Policy*, Attachment 1, has been significantly updated from the original policy adopted on March 21, 2022, Attachment 2.

IMPLEMENTATION POINTS

The updated 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

| 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 1.3 – 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 current *Board Duties and Responsibilities 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 4-year Policy Review Framework. All Library policies are required to be reviewed in a 4-year cycle for re-accreditation by the Ontario Public Library Guidelines Council.

Comments

The updated *Board Duties and Responsibilities Policy* includes the following changes:

- Updated Background and purpose statements.
- Procedure Section

Report 2026-15
CORPORATE SERVICES
& HUMAN RESOURCES
Board Date: April 21, 2026

- 1.0 Purpose of the Board has text taken partially from the original Purpose section.
- 2.0 Duties of the Entire Board contains updated text from the original Procedures section.
- 3.0 Duties and Responsibilities of Individual Board Members and 4.0 References and Related Documents sections are new.

CONCLUSIONS

The updated *Board Duties and Responsibilities Policy* will provide the Library Board, CEO/Chief Librarian and staff with clear guidelines and expectations for the Library Board's governance. The update of this policy 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

Lisa Marie Williams
CEO / Chief Librarian

ATTACHMENTS

Attachment 1 Updated *Board Duties and Responsibilities Policy, 2026*
Attachment 2 Current *Board Duties and Responsibilities 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: | April 21, 2026 |

BOARD DUTIES AND RESPONSIBILITIES

BACKGROUND

Under the *Public Libraries Act, R.S.O 1990, c. P.44*, public libraries must operate under the management and control of a public library board. The Board’s role is governance of the Library; its duty is to provide comprehensive, effective and efficient public library services that reflects the community’s needs.

PURPOSE

This policy sets out the duties and responsibilities of the Oxford County Library Board members. It ensures that members understand the extent of their authority and use it appropriately.

PROCEDURES

1.0 Purpose of the Board

- 1.1 As the body that bears legal responsibility for the Oxford County Library, the Board oversees the development of a comprehensive and efficient public library service by:
 - 1.1.1 Developing the Library’s mission, vision, values and strategic direction for the Library through regular strategic planning;
 - 1.1.2 Developing policies on governance and operations, and aligning with relevant Oxford County policies;
 - 1.1.3 Delegating authority to the CEO/Chief Librarian for management of library operations;
 - 1.1.4 Providing direction to the CEO/Chief Librarian through board motions, policies and plans;
 - 1.1.5 Overseeing the Library’s finances in accordance with public accounting principles and requirements as required by municipal budget policy and procedures;
 - 1.1.6 Evaluating the results achieved by the Library, while advocating and demonstrating accountability to key stakeholders.

2.0 Duties of the Entire Board



**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: | April 21, 2026 |

- 2.1 The Library Board governs effectively when operating with one voice. The Board governs effectively by:
 - 2.1.1 Developing and adopting an annual business and budget plan designed to reach the Board's strategic goals and objectives;
 - 2.1.2 Monitoring the overall effectiveness of the Library in meeting community needs in an efficient and responsive manner;
 - 2.1.3 Evaluating the Board's performance and ability to work effectively as a team on annual basis;
 - 2.1.4 Engaging the community to determine responsive and dynamic library services;
 - 2.1.5 Ensuring that the Library is operated in accordance with the **Public Libraries Act, R.S.O. 1990, c. P.44** and all other relevant legislation.

3.0 Duties and Responsibilities of Individual Board Members

- 3.1 Each board member is expected to become a productive participant in exercising the duties of the board as a whole.
- 3.2 Members of the Board are expected to act with integrity and follow the **Library Board Code of Conduct**, as well as the **Oxford County Council Code of Conduct Policy** while conducting all duties and business of the Board.
- 3.3 Individual members of the Board are responsible for exercising a *Duty of Diligence* as follows:
 - 3.3.1 Be informed of legislation under which the library exists, and all applicable board and county polices and by-laws;
 - 3.3.2 Be informed about the activities of the library, community and issues that effect public libraries;
 - 3.3.3 Attend board meetings regularly, contributing from personal and professional experience;
 - 3.3.4 Be prepared for all meetings and use meeting time productively and efficiently.



**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: | April 21, 2026 |

3.4 Individual members of the Board are responsible for exercising a *Duty of Loyalty* as follows:

- 3.4.1 Adhere to the regulations of the ***Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50***;
- 3.4.2 Act in the interests of the Oxford County Library and the greater Oxford County community served by the Library, over and above other interest group
- 3.4.3 Speak with one voice once a decision has been reached or a resolution passed;
- 3.4.4 Represent the Library positively in the community.

3.5 Individual members of the Board are responsible for exercising a *Duty of Care* as follows:

- 3.5.1 Promote a high level of library service;
- 3.5.2 Consider information gathered in preparation for decision making;
- 3.5.3 Offer personal perspective and opinions on issues that are subject to the Library Board discussion and decisions;
- 3.5.4 Assume no authority to make decisions outside of Board Meetings;
- 3.5.5 Know and respect the distinction in roles of the Library Board regarding governance and the employees, management and operations.
- 3.5.6 Respect the confidential nature of library service to users, while being aware of, and in compliance with, applicable privacy and freedom of information legislation;
- 3.5.7 Promote Freedom of Expression by resisting censorship of library materials and programs by groups or individuals.

4.0 References and Related Documents

4.1 Oxford County Library Policies

- 4.1.1 Oxford County Library. (June, 2024). *Library Board Code of Conduct*.
- 4.1.2 Oxford County Library. (June, 2022). *Terms of Reference*.



**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: | April 21, 2026 |

4.2 Oxford County By-Laws and Policies

4.2.1 County of Oxford. (August, 2023). *Procedural By-Law No. 6268-2020.*

4.2.2 County of Oxford. (October, 2019). *Council Code of Conduct Policy, No. 9.17.*

4.3 Legislation

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

4.3.2 *Municipal Act, 2011, S.O. 2001, c.25*

4.3.3 *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*

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



OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL

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

BOARD DUTIES AND RESPONSIBILITIES

BACKGROUND

Section 20 of the **Public Libraries Act** gives the library board the authority to direct and control a public library that provides comprehensive and efficient public library service reflecting the community's unique needs.

PURPOSE

As the body that bears legal responsibility for the Oxford County Library, the board shall have the following governance responsibilities.

1. Build and maintain a solid framework for the library's operations
2. Define the overall direction and results to be accomplished by the system
3. Delegate authority to the Chief Executive Officer in a clear and safe manner
4. Serve as a bridge between the library and the Council and between the library and the community
5. Evaluate the results achieved by the system
6. Demonstrate accountability to key stakeholders

PROCEDURES

The library board shall:

1. Determine and adopt written policies to govern the operation of the library;
2. Understand the library-related needs of the community;
3. Determine and adopt an annual Business Plan;
4. Appoint a qualified Chief Executive Officer (CEO), Secretary and Treasurer;
5. Ensure a strong, stable framework is in place that clearly shows how authority is delegated to the CEO;
6. Provide for the annual evaluation of the CEO;
7. Measure whether the programs and activities used to achieve goals and objectives have achieved the intended results annually;
8. Ensure that the necessary resources are available to achieve intended results;
9. Evaluate the board regularly;
10. Ensure that the library is operated in accordance with the **Public Libraries Act, R.S.O. 1990, chapter P44.**