

AGENDA

OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Tuesday, November 18, 2025, 3:30 p.m.

21 Reeve Street, Woodstock

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

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING
 - 4.1 October 21, 2025
5. DELEGATIONS AND PRESENTATIONS
6. CONSIDERATION OF CORRESPONDENCE
7. REPORTS
 - 7.1 2025-35 Key Agenda Items and Policy Review Update (verbal report)
RECOMENDATION
 1. That the Library Board receives verbal Report 2025-35, Key Agenda Items and Policy Review Update for information and discussion.
 - 7.2 2025-36 Librarian Report
RECOMMENDATION
 1. That the Library Board receives Report 2025-36, Librarian Report, for information and discussion.
 - 7.3 2025-37 Q3 Update to 2025 Library Business Plan and Budget
RECOMMENDATION
 1. That the Library Board receives Report 2025-37 entitled "2025 Q3 Library Business Plan and Budget Update" for information.
 - 7.4 2025-38 2025 Library Board Evaluation

RECOMMENDATION

1. That the Library Board receives Report 2025-38 to initiate the 2025 Board evaluation process and set the Board Evaluation Form submission due date of no later than _____, 2025.

7.5 2025-39 Library Board Meeting Schedule 2026

RECOMMENDATION

1. That the Library Board adopts the schedule for 2026 Library Board meetings as set out in Report 2025-39 with each regular meeting being held at 3:30 PM

7.6 2025-40 Oxford County Library/Woodstock Public Library Draft Reciprocal

RECOMMENDATION

1. That the Library Board approves the OCL/WPL Reciprocal Borrowing Agreement as presented in Report 2025-40.

8. UNFINISHED BUSINESS

9. NOTICE OF MOTIONS

10. NEW BUSINESS / ENQUIRIES / COMMENTS

11. CLOSED SESSION

12. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

13. ADJOURNMENT



OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

Tuesday, October 21, 2025

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

Members Absent: Chair Julia Harris
 Megan Blair

Staff Present: A. Smith, Director of Human Resources and Corporate Services
 L.M. Williams. CEO / Chief Librarian
 O. O'Reilly, Manager of Financial Services
 K. Schroeder, Financial Analyst
 K. DeWeerd, Oxford County Administrative Assistant

1. CALL TO ORDER

Oxford County Library meets in regular session on this Twenty first day of October 2025 in Room 222, Oxford County Administration Building, Woodstock at 3:30 p.m. with Vice Chair Laura Langford as Chair.

2. APPROVAL OF AGENDA

RESOLUTION 1

Moved By: David Mayberry
 Seconded By: 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: Cythia Lacroix
 Seconded By: David Mayberry
 Resolved that the Library Board minutes of September 16, 2025, be adopted.



DISPOSITION: Motion Carried

5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF

NIL

6. CONSIDERATION OF CORRESPONDENCE

6.1 Woodstock Public Library October 14, 2025, Reciprocal Borrowing Request to OCL

RESOLUTION 3

Moved By: Brian Petrie

Seconded By: David Mayberry

That the Library Board directs the CEO/Chief Librarian and Vice Chair to work with their counterparts at the Woodstock Public Library to create a joint proposal.

DISPOSITION: Motion Carried

7. REPORTS

7.1. 2025-31 Key Agenda Items and Policy Review Update (verbal report)

RESOLUTION 4

Moved By: Brian Petrie

Seconded By: Cynthia Lacroix

That the Library Board receives verbal Report 2025-31, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2025-32 Librarian Report

RESOLUTION 5

Moved By: Katherine Grieve

Seconded By: Cynthia Lacroix

That the Library Board receives Report 2025-32, Librarian Report, for information and discussion.

DISPOSITION: Motion Carried

Laura Langford left meeting and Deputy Warden Petrie in the Chair at 4:36 p.m.

7.3. 2025-33 Library Business Plan and Budget

RESOLUTION 6

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

That the Library Board receives Report 2025-33, entitled "2026 Library Business Plan and Budget" and recommends that County Council approve the 2026 Oxford County

Library Business Plan and Budget to provide a levy of \$6,271.895 with a 9.5% increase subject to possible minor adjustments to interdepartmental charges

DISPOSITION: Motion Carried

Laura Langford returned to meeting and in the Chair at 4:56 p.m.

7.4. 2025-34 CEO Chief Librarian Performance Appraisal – 2025

RESOLUTION 7

Moved By: David Mayberry

Seconded By: Katherine Grieve

1. That the pursuant to the CEO Chief Librarian Performance Appraisal Policy 2081-06, the following Board Members be appointed to undertake the CEO Chief Librarian's 2025 performance appraisal: Acting Chairperson Laura Langford and Board Member Katherine Grieve.

DISPOSITION: Motion Carried.

8. UNFINISHED BUSINESS

NIL

9. MOTIONS

NIL

10. NOTICE OF MOTIONS

NIL

11. ENQUIRIES

NIL

12. CLOSED SESSION

RESOLUTION 8

Moved By: Cynthia Lacroix

Seconded By: David Mayberry

1. That Board rise and go into a Closed Session to consider Verbal Report from the CEO/Chief Librarian regarding personal matters about an identifiable individual, including County or local board employees and the security of the property of the County or local board.

DISPOSITION: Motion Carried at 4:56 p.m.

12.1 Verbal Report by CEO / Chief Librarian

RESOLUTION 9

Moved By: David Mayberry
Seconded By: Cynthia Lacroix

1. That the Library Board reconvene in Open Session

DISPOSITION: Motion Carried at 5:02 p.m.

13. ADJOURNMENT

RESOLUTION 10

Moved By: Cynthia Lacroix
Seconded By: David Mayberry

Resolved that the Board meeting of October 21, 2025, be adjourned at 5:03 pm. until the next meeting scheduled for November 18, 2025, at 3:30 p.m. at the Oxford County Administrative Building.

DISPOSITION: Motion Carried at 5:03 p.m.

Laura Langford, CHAIR

Kathy DeWeerd, SECRETARY



Oxford County Library Board - Key Agenda Items 2025

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

[illegible]

REPORT TO LIBRARY BOARD

Librarian Report

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2025-36, Librarian Report, for information and discussion.

REPORT HIGHLIGHTS

- This report highlights the monthly usage statistics, quarterly 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.

Report 2025-36
CORPORATE SERVICES
Board Date: November 18, 2025

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

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

DISCUSSION

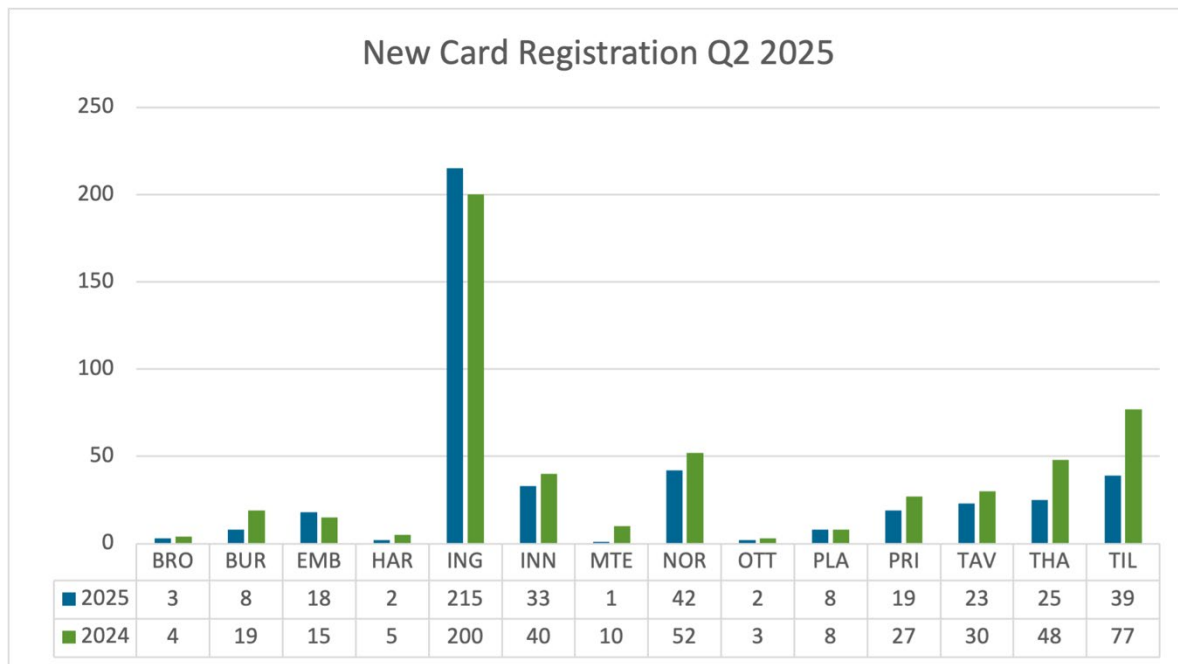
CEO / Chief Librarian

- CEO / Chief Librarian returned to full duties in October after a brief leave of absence.
- October 15 – AI and Collections Group
- October 28 – WPL/OCL Reciprocal Borrowing Discussion
- October 30 – Oxford Children's Service Planning Table (Attended by Tillsonburg Branch Services Librarian)

Quarterly Statistics

New Card Holders

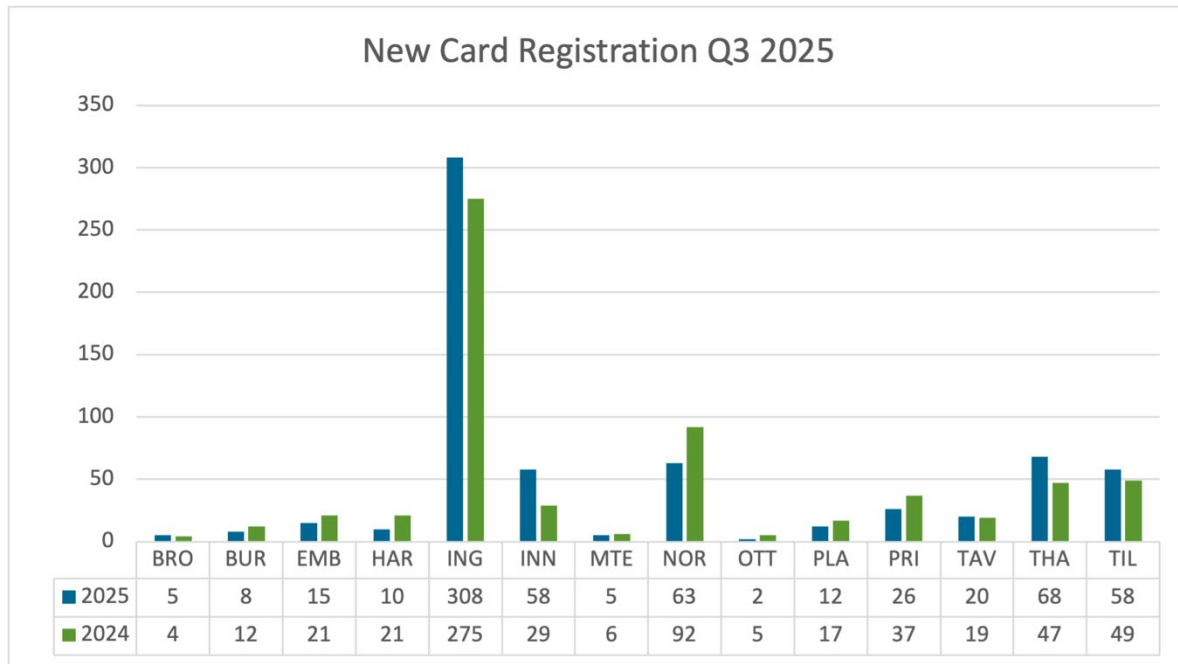
The second quarter saw a decrease of nearly 100 new memberships over the same time in 2024. As the library continues to reach record levels of membership, this number may continue to decline. Ingersoll and Embro branches should be highlighted as showing positive growth in attracting new members during the quarter.



Q2 Total New Card Holders		
2024	2025	% Change
538	440	-18%

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The third quarter saw a return to increased new memberships of 4%. Branches of note are Brownsville, Ingersoll, Innerkip, Tavistock, Thamesford and Tillsonburg.



Q3 Total New Card Holders		
2024	2025	% Change
634	658	4%

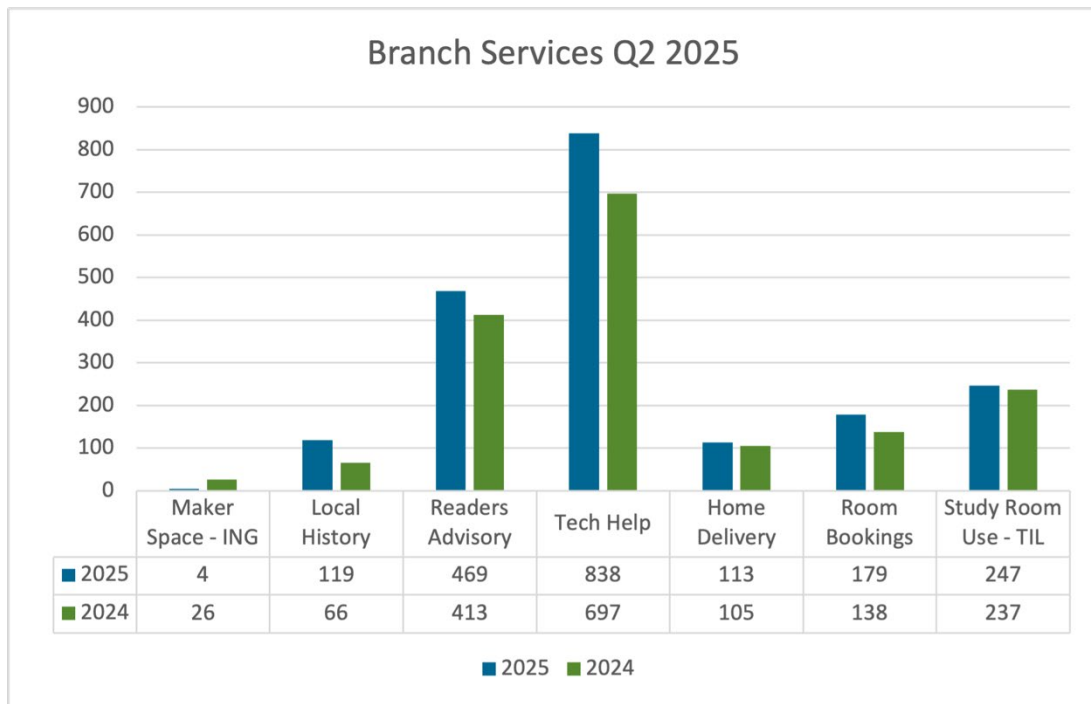
Branch Services

The second quarter saw strong growth in in the following branch services:

- Local History – 80%
- Readers Advisory – 14%
- Tech Help – 20%
- Room Bookings – 30%

Overall growth in service usage showed continued growth in nearly all areas. Maker Space usage was down significantly due to a change in how statistics are captured and how staff provide appointments for use.

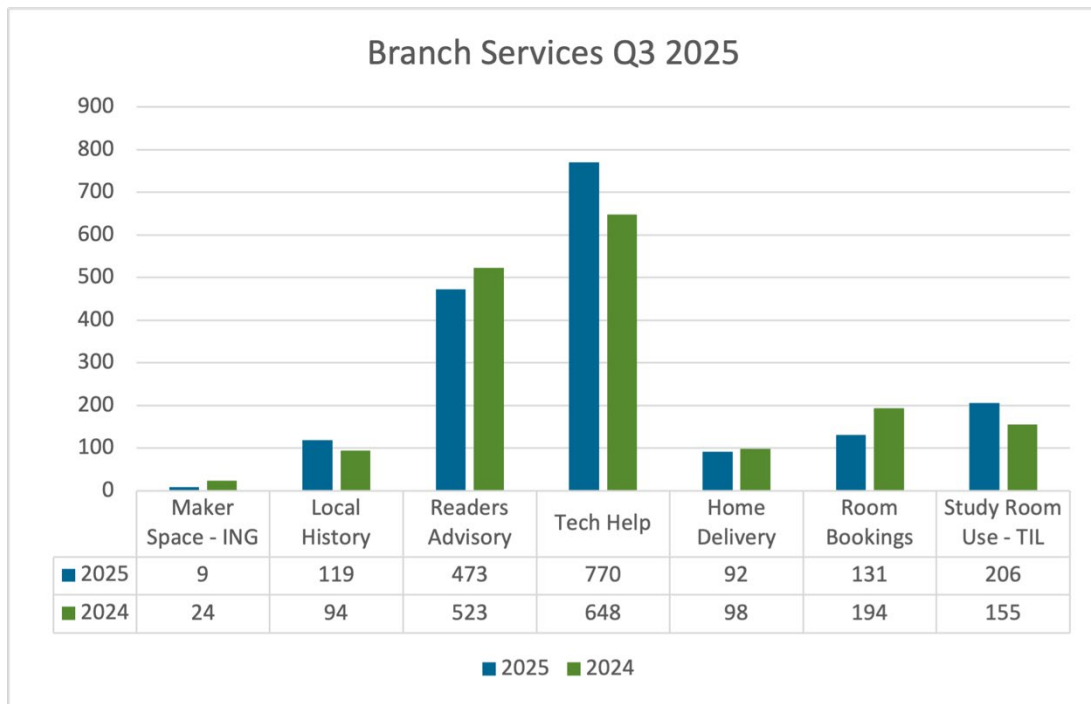
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Q2 Total Branch Services		
2024	2025	% Change
3706	3994	8%

The third quarter saw slower growth in branch services with Local History and Tech Help continuing to be driving services at 27% and 19% increases. While other services slowed compared to 2024, the overall branch services grew by 2%.

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Q3 Total Branch Services		
2024	2025	% Change
3760	3825	2%

Programming and Outreach

Program attendance and craft kits saw slowdowns verse 2024. The large decrease in attendance is due to large special programs held in May and Jun of 2024.

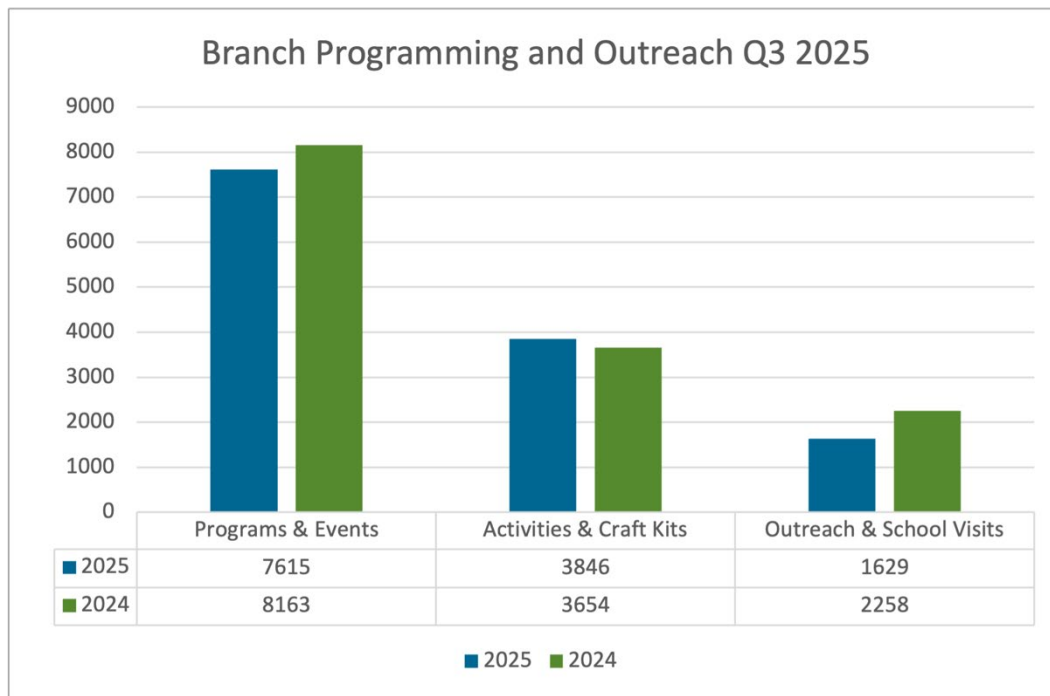
Outreach and School Visits, however, grew by 83% in the second quarter of 2025.

Q2 Total Branch Programming and Outreach		
2024	2025	% Change
19633	14502	-7%

The third quarter saw a continued slowing of programming attendance, though the number of programs grew from 604 to 724, or 20%.

Overall, the programming and branch outreach decreased by 7%.

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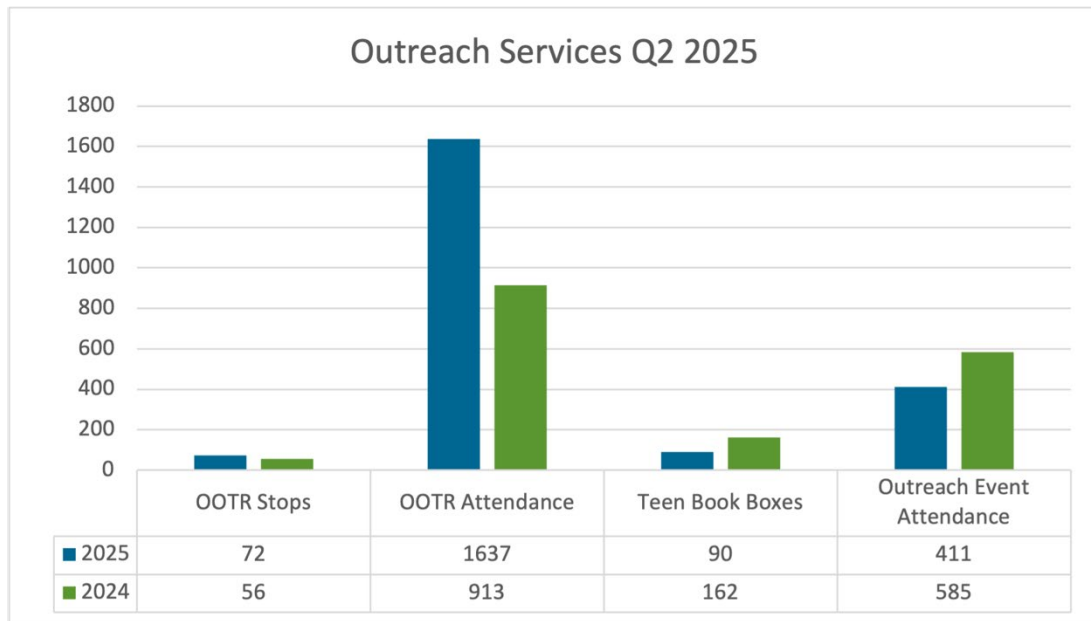
Q3 Total Branch Programming and Outreach		
2024	2025	% Change
2258	1629	-7%

Outreach Services

Outreach Services saw strong growth from Ox on the Run with increases in both stops and attendance over the same time in 2024. Decreases in Teen Book Boxes came from the number of boxes being provided at the Tillsonburg Helping Hands Food Bank. Both Teen Book Boxes and Outreach Events were down due to the impact on staffing.

Q2 Outreach Services		
2024	2025	% Change
1716	2210	29%

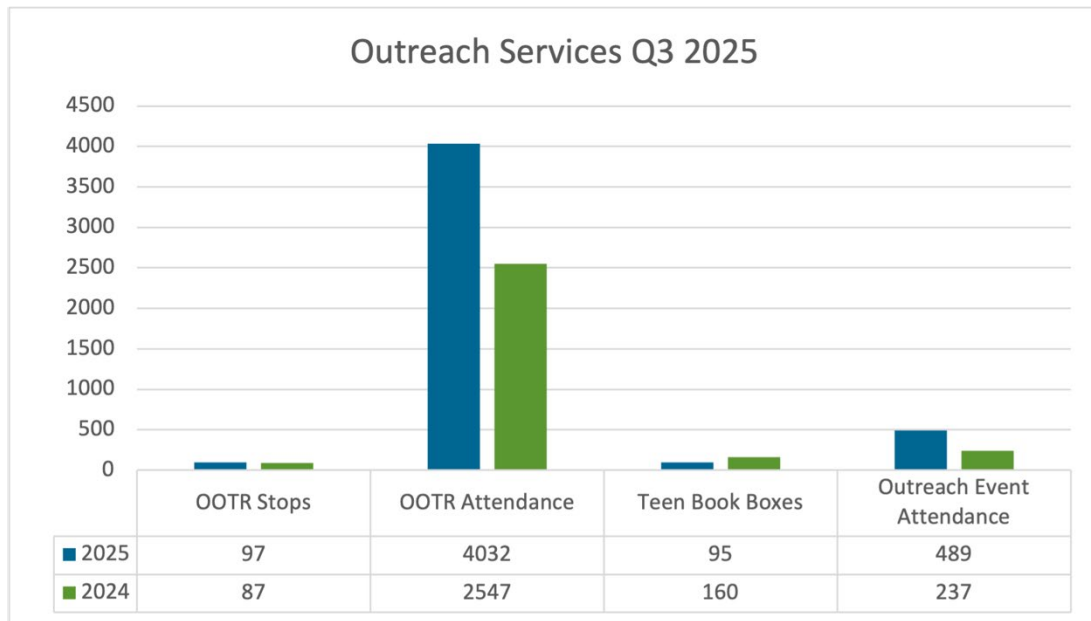
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The third quarter saw continued strong growth in Ox on the Run stops (11%) and attendance (58%), showing the continued support for this program in its third year of service. Teen Book Boxes decreased again due to the number of boxes going to the Helping Hands Food Bank, and event attendance grew by over 100% due to the number of events staff were able to attend in the third quarter.

Q3 Outreach Services		
2024	2025	% Change
5055	6738	33%

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Monthly Statistics

Branch Attendance

While branch attendance continued to lag over 2024, Princeton branch saw a second month of surging attendance at 27%. Though the Village's road work continued in October, the impact on the branch has changed allowing the public to better access the branch.

Other branches that saw increased attendance were Brownsville (3%), Embro (3%) and Ingersoll (3%).

% Total Change	October	Year to Date
Total Branch Attendance	-4%	-1.1%

Computer Use

Computer and wireless services continued to decrease in usage at branches over 2024. Princeton again showed strong growth over 2024 with over 100% increase in overall usage of computers and wireless services. Other branches within creases at Brownsville (5% overall), Innerkip (24% wireless), Otterville (9% overall), Plattsville (8% overall), Thamesford (122% computers).

% Total Change	October	Year to Date

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Total Computer Use	-14%	-14%
Total Wireless Use	-11%	-18%
Total Use Overall	-12.5%	-16.4%

Physical Circulation

Though attendance continued to slow, physical circulation saw a slight growth at 1% for the month of October.

Branches of note for circulation are:

- Brownsville – 49%
- Burgessville – 13%
- Harrington – 5%
- Norwich – 14%
- Otterville 16%
- Ox on the Run – 344%
- Plattsville – 26%

% Total Change	October	Year to Date
Total Physical Circulation	1%	-4%

Digital Circulation

Digital circulation was down overall, with strong growth in Digital TV and Movies (18%) as customers continue to take advantage of these freely provided services rather than paid personal services. Audiobooks also grew by 4%.

% Total Change	October	Year to Date
Total Digital Circulation	-4%	0%

Community Outreach

Teen Photography Calendar

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In celebration of 10 years of Teen Photography, staff have created a 2026 calendar highlighting many of the amazing photographs we've seen over the years. A portion of the calendar sales will help fund teen programs in 2026.

The calendar will begin sales in library branches on November 17 for \$15.

Adam Oliver Housing Co-Op Outreach

Outreach Services and Ingersoll Branch staff began monthly visits to Adam Oliver Housing Co-Op in Ingersoll during the month of October. Staff hope to continue to expand this monthly drop in, bringing other community partners such as EarlyON to the Co-Op.

Ox on the Run

Ox on the Run continues to provide regular community stops in Kintore, Beachville, Drumbo, and Hickson.

Staff obtained virtual access to the Association of Bookmobiles and Outreach Services (ABOS) conference this year as travel to the in-person event in St. Louis was not possible.

Ox on the Run is participating in three Christmas parades this year, including Ingersoll and Tillsonburg events (Nov. 15) and Otterville (Nov. 29).

Oxford Reads Sponsored Skates

As part of Oxford Reads outreach, staff offered three free skates in Embro, Ingersoll and Tillsonburg with 67 participants at the three events.

Branches and Programming

Oxford Reads

On Friday, November 7, Oxford County Library and Woodstock Public Library hosted the 8th Annual **Oxford Reads Gala**, featuring this year's title *Life in Two Worlds: A Coach's Journey from the Reserve to the NHL and Back* by Ted Nolan. This marked the first-ever sold-out Oxford Reads Gala, with a full waitlist of eager attendees.

The evening, held at The Market Centre Theatre in Woodstock, was hosted by Sarah Acchione and Chris McMillan and opened with a moving performance by the Deshkan Zibi Indigenous Women's Association. Sarah and Chris led an engaging and heartfelt conversation with Ted Nolan, which concluded with a few questions from the audience. Guests then gathered in the lower lobby to enjoy concession-themed snacks generously provided by Scott's No Frills in Woodstock and to meet Ted during a book signing.

This year's book was celebrated through a series of fall programs, including paint nights, book clubs, drum-making workshops, story times with the Kitchener Rangers and Navy Vets, and sponsored community skates.

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Ingersoll Branch

This year's Truck or Treat event was the best yet with over 500 attendees. The event featured partners Oxford EarlyON, Ingersoll Fire Services, Kiwanis Club of Ingersoll, Oxford County and the Ontario Provincial Police. Special thanks should be noted to the Kiwanis Club for their continued support for this program in form of their always popular barbeque.

Maker Space appointments and enquiries saw an increase with many new appointments booked for November and December.

The branch has also made a great new connection with Ingersoll's new "Commonplace Books" and are planning partner events with the bookstore in the new year.

Tillsonburg Branch

Branch staff attended the Founder's Festival to celebrate the Town's 200th anniversary where they connected with over 180 community members.

Fire Prevention Week was celebrated in partnership with the Tillsonburg Fire and Rescue Services, with over 50 participants at two programs.

Working with their BIA Partners, the branch participated in the Downtown Spooky Town event with 188 community members completing the branch's Spooky Scary Skeleton Scavenger Hunt and 830 visitors to the branch during the downtown event.

Northern Branch Region

(Tavistock, Innerkip, Plattsville, Princeton, Harrington, Embro)

Tavistock Branch partnered with Oxford EarlyON for a Halloween Story Stroll and playgroup on October 21 in the local hall. 76 adults and 52 children attended this event geared toward children ages 0-6. The event's success has led to the development of a winter holiday event on December 19.

Princeton Branch held a Remembrance Day Wreath Making event highlighted in the Brant Beacon (<https://www.brantbeacon.ca/princeton-library-hosts-wreath-making-event/>). The wreath was presented at the Princeton Remembrance Day ceremony at the cenotaph just outside the branch, where the Branch Supervisor was asked to be Master of Ceremonies for the event.

Innerkip Branch hosted Jed Lau for one of his always popular cooking demonstrations, with 16 customers attending to learn new recipes and tips to bring into their own kitchens.

The branch also began a new partnership with the Oxford County Home Educators group with hopes to better serve the local home school community.

Harrington Branch hosted a local watercolour artist to teach beginner watercolour techniques to 12 attendees.

Southern Branch Region

(Thamesford, Mount Elgin, Brownsville, Norwich, Burgessville, Otterville)

Brownsville Branch ran a successful after school slime making program with 12 kids participating.

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The branch also reached a record 25 participants at it's ever popular Coffee and Connect program earlier in November.

Otterville Branch revamped their teen section to bring more comfort and coziness to the area with lots of positive feedback from the community.

Branch staff will also be teaming up with Ox on the Run for the Otterville Christmas Parade on November 29.

To view our Program Calendar, go to:

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

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
 Attachment 2 Ox on the Run Schedule



Branch Attendance 2025

BRANCH	HOURS / WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	*13	2024	154	190	90	271	236	363	395	238	211	238	239	118	2,386	2,743
	13	2025	179	191	195	176	166	268	236	212	287	244			2154	2,154
	% Change		16%	1%	117%	-35%	-30%	-26%	-40%	-11%	36%	3%			-10%	
BURGESSVILLE	*16	2024	264	360	442	359	370	414	481	478	359	443	425	265	3,970	4,660
	16	2025	365	319	355	261	371	343	428	423	314	395			3574	3,574
	% Change		38%	-11%	-20%	-27%	0%	-17%	-11%	-12%	-13%	-11%			-10%	
EMBRO	*13	2024	154	145	147	119	176	138	274	242	134	175	207	87	1,704	1,998
	13	2025	132	138	167	199	155	142	393	201	169	180			1876	1,876
	% Change		-14%	-5%	14%	67%	-12%	3%	43%	-17%	26%	3%			10%	
HARRINGTON	*13	2024	133	136	113	164	174	94	121	105	126	233	339	134	1,399	1,872
	13	2025	147	121	112	179	194	149	177	172	123	155			1,529	1,529
	% Change		11%	-11%	-1%	9%	11%	59%	46%	64%	-2%	-33%			9%	
INGERSOLL	51.5	2024	4,634	4,411	5,637	5,510	3,582	4,700	6,063	5,623	4,119	5,090	4,776	3,366	49,369	57,511
	51.5	2025	4,135	3,954	5,648	4,663	4,434	5,035	6,535	5,944	5,811	5,255			51,414	51,414
	% Change		-11%	-10%	0%	-15%	24%	7%	8%	6%	41%	3%			4%	
INNERKIP	*16	2024	327	337	390	395	338	417	492	481	393	488	492	200	4,058	4,750
	16	2025	403	432	440	543	427	388	564	448	397	417			4,459	4,459
	% Change		23%	28%	13%	37%	26%	-7%	15%	-7%	1%	-15%			10%	
MOUNT ELGIN	*13	2024	126	148	142	111	126	124	225	172	141	164	164	86	1,479	1,729
	13	2025	103	142	104	95	201	137	164	223	125	131			1,425	1,425
	% Change		-18%	-4%	-27%	-14%	60%	10%	-27%	30%	-11%	-20%			-4%	
NORWICH	35	2024	1,553	1,586	1,650	1,657	1,621	1,645	1,990	2,044	1,448	2,264	1,950	1,439	17,458	20,847
	35	2025	1,629	1,606	1,676	1,807	1,698	1,580	1,911	1,765	1,697	1,898			17,267	17,267
	% Change		5%	1%	2%	9%	5%	-4%	-4%	-14%	17%	-16%			-1%	
OTTERVILLE	*16	2024	262	341	317	310	364	382	423	388	367	484	496	237	3,638	4,371
	16	2025	337	323	376	355	393	253	481	418	320	368			3,624	3,624
	% Change		29%	-5%	19%	15%	8%	-34%	14%	8%	-13%	-24%			0%	

PLATTSVILLE	25	2024	689	900	965	940	892	841	980	871	756	1,016	1,051	659	8,850	10,560
	25	2025	806	944	958	1,145	1,034	769	1,102	838	780	1,027			9,403	9,403
	% Change		17%	5%	-1%	22%	16%	-9%	12%	-4%	3%	1%			6%	
PRINCETON**	*16	2024	408	439	524	464	367	314	467	332	272	362	400	252	3,949	4,601
	16	2025	296	350	471	359	332	325	400	322	398	461			3,714	3,714
	% Change		-27%	-20%	-10%	-23%	-10%	4%	-14%	-3%	46%	27%			-6%	
TAVISTOCK	35	2024	721	721	744	775	885	778	953	1,041	684	962	783	501	8,264	9548
	35	2025	679	680	918	791	846	710	1,042	901	758	961			8,286	8286
	% Change		-6%	-6%	23%	2%	-4%	-9%	9%	-13%	11%	0%			0%	
THAMESFORD	35	2024	865	753	922	928	981	785	987	965	750	820	826	608	8,756	10,190
	35	2025	756	714	842	844	877	634	1,094	1,032	725	821			8,339	8,339
	% Change		-13%	-5%	-9%	-9%	-11%	-19%	11%	7%	-3%	0%			-5%	
TILLSONBURG	54	2024	6,728	7,219	7,104	7,387	6,690	6,213	7,996	7,660	5,934	7,786	7,342	4,830	70,717	82,889
	54	2025	5,951	5,592	6,927	6,970	6,189	5,900	8,275	7,353	4,617	7,292			65,066	65,066
	% Change		-12%	-23%	-2%	-6%	-7%	-5%	3%	-4%	-22%	-6%			-8%	
TOTAL	*351.5	2024	16,933	17,517	18,940	19,207	16,598	17,062	21,602	20,374	15,622	20,326	19,065	12,517	184,181	215,763
	352	2025	15,918	15,506	19,189	18,387	17,317	16,633	22,802	20,252	16,521	19,605			182,130	182,130
TOTAL Change 2024 to 2025			-6%	-11%	1%	-4%	4%	-3%	6%	-1%	6%	-4%			-1.1%	

*Village Branch Hours Increased - September 9 2024

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



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	Computers	2024	23	23	16	30	18	25	56	37	50	38	63	34	316	413
		2025	46	44	55	40	27	36	36	49	46	25			404	404
	% Change		100%	91%	244%	33%	50%	44%	-36%	32%	-8%	-34%			28%	-2%
	Wireless	2024	16	11	36	39	23	31	30	53	34	19	12	17	292	321
		2025	17	8	9	33	15	21	43	30	36	35			247	247
	% Change		6%	-27%	-75%	-15%	-35%	-32%	43%	-43%	6%	84%			-15%	-23%
	Totals 2024		39	34	52	69	41	56	86	90	84	57	75	51	608	734
	Totals 2025		63	52	64	73	42	57	79	79	82	60	0	0	651	651
	% Change		62%	53%	23%	6%	2%	2%	-8%	-12%	-2%	5%			7%	
BURGESSVILLE	Computers	2024	1	2	10	10	14	5	10	10	6	2	3	7	70	80
		2025	2	3	2	4	4	2	7	16	9	1			50	50
	% Change		100%	50%	-80%	-60%	-71%	-60%	-30%	60%	50%	-50%			100%	-38%
	Wireless	2024	16	24	30	28	25	31	25	29	31	40	29	27	279	335
		2025	31	27	26	40	31	13	18	22	19	30			257	257
	% Change		94%	13%	-13%	43%	24%	-58%	-28%	-24%	-39%	-25%			-8%	-23%
	Totals 2024		17	26	40	38	39	36	35	39	37	42	32	34	349	415
	Totals 2025		33	30	28	44	35	15	25	38	28	31	0	0	307	307
	% Change		94%	15%	-30%	16%	-10%	-58%	-29%	-3%	-24%	-26%			-12%	-26%
EMBRO	Computers	2024	0	6	2	3	3	8	1	6	8	7	5	1	44	50
		2025	5	2	5	3	8	5	8	5	4	2			45	47
	% Change		500%	-67%	150%	0%	167%	-38%	700%	-17%	-50%	-71%			2%	-6%
	Wireless	2024	31	85	197	46	43	88	183	25	79	113	163	28	890	1,081
		2025	46	46	92	104	60	47	41	49	49	4			538	538
	% Change		48%	-46%	-53%	126%	40%	-47%	-78%	96%	-38%	-96%			-40%	-50%
	Totals 2024		31	91	199	49	46	96	184	31	87	120	168	29	934	1,131
	Totals 2025		51	48	97	107	68	52	49	54	53	6			583	585
	% Change		65%	-47%	-51%	118%	48%	-46%	-73%	74%	-39%	-95%			-38%	-48%
HARRINGTON	Computers	2024	1	1	0	1	0	0	0	0	1	2	0	0	6	6
		2025	1	1	0	0	0	0	0	0	0	3			5	5
	% Change		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			-17%	-17%
	Wireless	2024	11	15	12	14	22	16	11	8	10	12	10	10	131	151
		2025	11	12	15	17	16	20	15	17	6	11			140	140
	% Change		0%	-20%	25%	21%	-27%	25%	36%	113%	-40%	-8%			7%	-7%
	Totals 2024		12	16	12	15	22	16	11	8	11	14	10	10	137	157
	Totals 2025		12	13	15	17	16	20	15	17	6	14			145	145
	% Change		0%	-19%	25%	13%	-27%	25%	36%	113%	-45%	0%			6%	-8%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
INGERSOLL	Computers	2024	317	291	422	332	240	276	299	360	302	308	301	201	3,147	3,649
		2025	242	232	325	264	276	296	375	344	272	283			2,909	2,909
	% Change		-24%	-20%	-23%	-20%	15%	7%	25%	-4%	-10%	-8%			-8%	-20%
	Wireless	2024	260	234	422	265	221	207	285	279	222	280	218	194	2,675	3,087
		2025	213	144	229	232	331	269	289	243	195	276			2,421	2,421
	% Change		-18%	-38%	-46%	-12%	50%	30%	1%	-13%	-12%	-1%			-9%	-22%
	Totals 2024		577	525	844	597	461	483	584	639	524	588	519	395	5,822	6,736
	Totals 2025		455	376	554	496	607	565	664	587	467	559			4,304	5,330
	% Change		-21%	-28%	-34%	-17%	32%	17%	14%	-8%	-11%	-5%			-26%	-21%
INNERKIP	Computers	2024	6	12	29	14	9	12	9	26	22	23	8	4	162	174
		2025	7	4	4	11	5	6	18	26	13	13			107	107
	% Change		17%	-67%	-86%	-21%	-44%	-50%	100%	0%	-41%	-43%			-34%	-39%
	Wireless	2024	29	16	29	26	36	53	47	31	41	21	54	12	329	395
		2025	18	36	22	14	18	21	28	15	39	26			237	237
	% Change		-38%	125%	-24%	-46%	-50%	-60%	-40%	-52%	-5%	24%			-28%	-40%
	Totals 2024		35	28	58	40	45	65	56	57	63	44	62	16	491	569
	Totals 2025		25	40	26	25	23	27	46	41	52	39			344	344
	% Change		-29%	43%	-55%	-38%	-49%	-58%	-18%	-28%	-17%	-11%			-30%	-40%
MOUNT ELGIN	Computers	2024	3	4	0	1	0	1	0	0	0	2	1	1	11	13
		2025	0	0	0	0	0	0	0	0	0	0			0	0
	% Change		-100%	-100%	0%	-100%	0%	-100%	0%	0%	0%	-100%			-100%	-100%
	Wireless*	2024	17	0	0	0	0	0	0	0	0	0	51	55	17	123
		2025	10	56	44	20	61	30	26	48	59	68			422	422
	% Change		-41%	100%	100%	100%	100%	100%	100%	100%	100%	100%			2382%	243%
	Totals 2024		20	4	0	1	0	1	0	0	0	2	52	56	28	136
	Totals 2025		10	56	44	20	61	30	26	48	59	68			422	422
	% Change		-50%	1300%	100%	1900%	100%	2900%	100%	100%	100%	100%			1407%	210%
NORWICH	Computers	2024	313	193	155	141	163	206	315	377	264	223	120	79	2,350	2,549
		2025	80	67	89	101	74	69	84	136	131	143			974	974
	% Change		-74%	-65%	-43%	-28%	-55%	-67%	-73%	-64%	-50%	-36%			-59%	-62%
	Wireless	2024	224	243	289	233	313	313	283	369	317	312	248	197	2,896	3,341
		2025	215	189	234	253	286	244	228	237	238	279			2,403	2,403
	% Change		-4%	-22%	-19%	9%	-9%	-22%	-19%	-36%	-25%	-11%			-17%	-28%
	Totals 2024		537	436	444	374	476	519	598	746	581	535	368	276	5,246	5,890
	Totals 2025		295	256	323	354	360	313	312	373	369	422			3,377	3,377
	% Change		-45%	-41%	-27%	-5%	-24%	-40%	-48%	-50%	-36%	-21%			-36%	-43%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	Computers	2024	18	29	29	44	45	23	60	46	82	71	93	39	447	579
		2025	66	56	50	45	38	24	50	56	42	50			477	477
	% Change		267%	93%	72%	2%	-16%	4%	-17%	22%	-49%	-30%			7%	-18%
	Wireless	2024	35	29	47	33	46	35	38	32	30	24	23	26	349	398
		2025	29	16	33	30	42	69	0	0	0	54			273	273
	% Change		-17%	-45%	-30%	-9%	-9%	97%	-100%	-100%	-100%	125%			-22%	-31%
	Totals 2024		53	58	76	77	91	58	98	78	112	95	116	65	796	977
	Totals 2025		95	72	83	75	80	93	50	56	42	104			750	750
	% Change		79%	24%	9%	-3%	-12%	60%	-49%	-28%	-63%	9%			-6%	-23%
PLATTSVILLE	Computers	2024	12	8	20	40	32	36	40	33	48	64	24	14	333	371
		2025	53	56	65	79	58	43	34	47	19	64			518	518
	% Change		342%	600%	225%	98%	81%	19%	-15%	42%	-60%	0%			56%	40%
	Wireless	2024	159	190	164	141	124	140	33	24	58	56	67	30	1,089	1,186
		2025	75	52	73	95	61	47	35	30	44	66			578	578
	% Change		-53%	-73%	-55%	-33%	-51%	-66%	6%	25%	-24%	18%			-47%	-51%
	Totals 2024		171	198	184	181	156	176	73	57	106	120	91	44	1,422	1,557
	Totals 2025		128	108	138	174	119	90	69	77	63	130			1,096	1,096
	% Change		-25%	-45%	-25%	-4%	-24%	-49%	-5%	35%	-41%	8%			-23%	-30%
PRINCETON***	Computers	2024	4	11	2	1	5	0	4	8	1	0	0	0	36	36
		2025	3	0	0	0	0	0	0	0	0	6			9	9
	% Change		-25%	-100%	-100%	-100%	-100%	0%	-100%	-100%	-100%	100%			-75%	-75%
	Wireless	2024	37	63	88	62	72	96	71	86	36	24	26	28	635	689
		2025	20	25	34	25	47	40	32	25	37	43			328	328
	% Change		-46%	-60%	-61%	-60%	-35%	-58%	-55%	-71%	3%	79%			-48%	-52%
	Totals 2024		41	74	90	63	77	96	75	94	37	24	26	28	671	725
	Totals 2025		23	25	34	25	47	40	32	25	37	49			337	337
	% Change		-44%	-66%	-62%	-60%	-39%	-58%	-57%	-73%	0%	104%			-50%	-54%
TAVISTOCK	Computers **	2024	11	0	0	0	0	10	43	21	13	10	16	7	108	131
		2025	7	8	7	3	2	5	8	11	2	6			59	59
	% Change		-36%	100%	100%	100%	100%	-50%	-81%	-48%	-85%	-40%			-45%	-55%
	Wireless	2024	35	62	52	48	53	54	26	59	42	55	49	21	486	556
		2025	44	43	50	50	42	37	34	67	22	25			414	414
	% Change		26%	-31%	-4%	4%	-21%	-31%	31%	14%	-48%	-55%			-15%	-26%
	Totals 2024		46	62	52	48	53	64	69	80	55	65	65	28	594	687
	Totals 2025		51	51	57	53	44	42	42	78	24	31			473	473
	% Change		11%	-18%	10%	10%	-17%	-34%	-39%	-3%	-56%	-52%			-20%	-31%



Computer Use 2025

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
THAMESFORD	Computers	2024	21	13	15	21	13	6	17	12	10	9	18	9	137	164
		2025	27	51	26	27	25	14	20	17	22	20			249	249
	% Change		29%	292%	73%	29%	92%	133%	18%	42%	120%	122%			82%	52%
	Wireless	2024	55	46	56	66	74	61	77	68	47	58	54	31	608	693
		2025	48	33	46	55	32	36	49	43	37	31			410	410
	% Change		-13%	-28%	-18%	-17%	-57%	-41%	-36%	-37%	-21%	-47%			-33%	-41%
	Totals 2024		76	59	71	87	87	67	94	80	57	67	72	40	745	857
	Totals 2025		75	84	72	82	57	50	69	60	59	51			659	659
	% Change		-1%	42%	1%	-6%	-34%	-25%	-27%	-25%	4%	-24%			-12%	-23%
TILLSONBURG	Computers	2024	490	444	368	422	369	356	425	459	381	411	355	241	4,125	4,721
		2025	378	379	432	421	407	424	437	299	299	390			3,866	3,866
	% Change		-23%	-15%	17%	0%	10%	19%	3%	-35%	-22%	-5%			-6%	-18%
	Wireless	2024	586	629	765	754	775	804	825	830	696	779	714	549	7,443	8,706
		2025	617	526	584	678	654	674	630	674	565	640			6,242	6,242
	% Change		5%	-16%	-24%	-10%	-16%	-16%	-24%	-19%	-19%	-18%			-16%	-28%
	Totals 2024		1,076	1,073	1,133	1,176	1,144	1,160	1,250	1,289	1,077	1,190	1,069	790	11,568	13,427
	Totals 2025		995	905	1,016	1,099	1,061	1,098	1,067	973	864	1,030			10,108	10,108
	% Change		-8%	-16%	-10%	-7%	-7%	-5%	-15%	-25%	-20%	-13%			-13%	-25%
TOTAL COMPUTERS		2024	1220	1037	1068	1060	911	964	1279	1395	1188	1170	1007	637	11292	12936
		2025	917	903	1060	998	924	924	1077	1006	859	1006			9672	9674
% Change			-25%	-13%	-1%	-6%	1%	-4%	-16%	-28%	-28%	-14%			-14%	-25%
TOTAL WIRELESS		2024	1511	1647	2187	1755	1827	1929	1934	1893	1643	1793	1718	1225	18119	21062
		2025	1394	1213	1491	1646	1696	1568	1468	1500	1346	1588			14910	14910
% Change			-8%	-26%	-32%	-6%	-7%	-19%	-24%	-21%	-18%	-11%			-18%	-29%
TOTAL USAGE		2024	2,731	2,684	3,255	2,815	2,738	2,893	3,213	3,288	2,831	2,963	2,725	1,862	29,411	33,998
		2025	2,311	2,116	2,551	2,644	2,620	2,492	2,545	2,506	2,205	2,594			24,582	24,584
% Change 2024 to 2025			-15.4%	-21.2%	-21.6%	-6.1%	-4.3%	-13.9%	-20.8%	-23.8%	-22.1%	-12.5%			-16.4%	-28%



Physical Circulation 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	2024	188	235	263	238	271	219	187	181	188	233	201	220	2,203	2,624
	2025	197	289	207	226	249	227	239	187	253	347			2,421	2,421
	% CHANGE	5%	23%	-21%	-5%	-8%	4%	28%	3%	35%	49%			10%	
BURGESSVILLE	2024	1,652	1,795	2,129	2,003	2,189	1,966	2,621	2,861	2,286	2,211	2,542	1,955	21,713	26,210
	2025	2,365	2,364	2,740	2,151	2,328	2,298	2,995	2,640	2,111	2,500			24,492	24,492
	% CHANGE	43%	32%	29%	7%	6%	17%	14%	-8%	-8%	13%			13%	
EMBRO	2024	731	679	885	782	584	604	865	781	642	662	598	430	7,215	8,243
	2025	594	438	558	530	486	557	527	573	477	573			5,313	5,313
	% CHANGE	-19%	-35%	-37%	-32%	-17%	-8%	-39%	-27%	-26%	-13%			-26%	
HARRINGTON	2024	479	518	468	552	477	426	586	585	563	731	618	389	5,385	6,392
	2025	478	408	312	445	475	437	568	766	922	766			5,577	5,577
	% CHANGE	0%	-21%	-33%	-19%	0%	3%	-3%	31%	64%	5%			4%	
INGERSOLL	2024	10,724	9,553	10,152	10,835	9,734	12,638	12,638	12,210	9,784	10,036	9,771	8,308	108,304	126,383
	2025	9,321	9,466	10,080	9,225	9,319	9,595	12,505	12,321	10,515	10,167			102,514	102,514
	% CHANGE	-13%	-1%	-1%	-15%	-4%	-24%	-1%	1%	7%	1%			-5%	
INNERKIP	2024	1,008	917	1,000	1,305	1,148	1,243	1,478	1,357	1,178	1,209	1,130	1,005	11,843	13,978
	2025	1,173	1,300	1,076	1,127	1,205	1,213	1,442	1,232	1,113	1,095			11,976	11,976
	% CHANGE	16%	42%	8%	-14%	5%	-2%	-2%	-9%	-6%	-9%			1%	
MOUNT ELGIN	2024	636	636	776	648	508	711	799	707	683	894	634	461	6,998	8,093
	2025	573	525	412	333	492	643	765	713	552	641			5,649	5,649
	% CHANGE	-10%	-17%	-47%	-49%	-3%	-10%	-4%	1%	-19%	-28%			-19%	
NORWICH	2024	4,650	4,179	4,167	4,059	3,884	4,378	4,789	5,545	3,586	4,109	3,694	3,437	43,346	50,477
	2025	3,921	4,006	3,689	3,649	3,550	4,315	5,586	5,475	4,416	4,674			43,281	43,281
	% CHANGE	-16%	-4%	-11%	-10%	-9%	-1%	17%	-1%	23%	14%			0%	



Physical Circulation 2025

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2024	1,108	1,147	1,281	1,289	1,383	1,291	1,271	1,277	1,363	1,107	1,219	995	12,517	14,731
	2025	1,055	1,108	1,445	1,303	1,448	1,140	1,410	1,387	1,228	1,284			12,808	12,808
	% CHANGE	-5%	-3%	13%	1%	5%	-12%	11%	9%	-10%	16%			2%	
Ox on the Run	2024	64	115	144	77	188	72	277	478	143	99	37	51	1,657	1,157
	2025	66	72	64	68	98	387	647	589	530	440			2,961	2,961
	% CHANGE	3%	-37%	-56%	-12%	-48%	438%	134%	23%	271%	344%			79%	
PLATTSVILLE	2024	1,600	1,805	2,109	1,941	1,732	1,903	2,062	2,294	1,970	1,758	1,859	1,533	19,174	22,566
	2025	1,652	1,746	2,210	2,071	1,946	1,875	2,388	2,494	2,162	2,221			20,765	20,765
	% CHANGE	3%	-3%	5%	7%	12%	-1%	16%	9%	10%	26%			8%	
PRINCETON*	2024	1,334	1,627	1,923	1,486	1,185	999	1,342	1,129	1,211	1,758	1,321	1,048	13,994	16,363
	2025	1,274	1,157	1,441	999	868	1,165	1,071	1,320	1,025	899			11,219	11,219
	% CHANGE	-4%	-29%	-25%	-33%	-27%	17%	-20%	17%	-15%	-49%			-20%	
TAVISTOCK	2024	2,486	2,257	2,480	2,299	2,145	2,344	2,607	2,687	2,167	2,161	2,118	1,862	23,633	27,613
	2025	2,149	2,052	2,479	2,325	2,099	1,986	2,555	2,319	1,719	1,870			21,553	21,553
	% CHANGE	-14%	-9%	0%	1%	-2%	-15%	-2%	-14%	-21%	-13%			-9%	
THAMESFORD	2024	1,925	1,764	2,106	1,965	1,700	1,857	2,334	2,571	1,962	1,841	1,911	1,335	20,025	23,271
	2025	1,559	1,430	1,626	1,844	1,799	1,473	2,327	2,357	1,770	1,881			18,066	18,066
	% CHANGE	-19%	-19%	-23%	-6%	6%	-21%	0%	-8%	-10%	2%			-10%	
TILLSONBURG	2024	6,978	6,630	6,702	6,973	6,265	6,805	7,172	7,525	6,412	6,485	6,687	5,761	67,947	80,395
	2025	5,767	6,150	6,133	5,328	5,371	5,284	6,843	6,501	5,466	5,724			58,567	58,567
	% CHANGE	-17%	-7%	-8%	-24%	-14%	-22%	-5%	-14%	-15%	-12%			-14%	
TOTAL	2024	35,563	33,857	36,585	36,452	33,393	37,456	41,028	42,188	34,138	35,294	34,340	28,790	365,954	428,496
	2025	32,210	32,583	34,536	31,692	31,831	32,982	42,515	41,463	34,789	35,522	0	0	350,123	350,123
	% CHANGE	-9%	-4%	-6%	-13%	-5%	-12%	4%	-2%	2%	1%			-4%	

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



Digital Circulation 2025

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2024	740	703	764	696	744	704	769	726	693	733	850	867	7,272	8,989
	2025	853	910	955	853	830	802	805	833	746	867			8,454	8,454
	% Change	15%	29%	25%	23%	12%	14%	5%	15%	8%	18%			16%	-6%
Digital Magazines / Newspapers	2024	5,237	6,149	5,521	4,532	3,899	3,852	4,152	3,785	4,719	5,035	5,170	5,402	46,881	57,453
	2025	5,747	5,246	5,095	4,301	4,168	4,605	4,129	3,920	4,354	4,329			45,894	45,894
	% Change	10%	-15%	-8%	-5%	7%	20%	-1%	4%	-8%	-14%			-2%	-20%
Tumble Books	2024	174	213	192	135	128	183	73	19	36	64	56	53	1,217	1,326
	2025	52	119	72	37	29	39	45	111	69	18			591	591
	% Change	-70%	-44%	-63%	-73%	-77%	-79%	-38%	484%	92%	-72%			-51%	-55%
Digital Music	2024	1,527	1,323	1,357	1,219	1,310	1,393	1,121	1,235	1,179	1,070	1,203	1,519	12,734	15,456
	2025	1,310	1,519	1,266	1,158	1,261	859	669	1,067	1,433	1,076			11,618	11,618
	% Change	-14%	15%	-7%	-5%	-4%	-38%	-40%	-14%	22%	1%			-9%	-25%
Digital Audiobooks	2024	4,685	4,574	4,908	4,638	4,674	4,516	5,027	5,009	4,801	5,023	4,998	4,248	47,855	57,101
	2025	4,986	4,475	4,851	4,666	5,088	5,083	5,205	5,397	5,224	5,222			50,197	50,197
	% Change	6%	-2%	-1%	1%	9%	13%	4%	8%	9%	4%			5%	-12%
Digital ebooks	2024	7,180	6,431	7,148	6,915	6,562	6,720	6,894	7,153	6,894	6,806	6,586	6,297	68,703	81,586
	2025	7,402	6,641	7,280	6,537	6,536	6,971	6,971	7,036	6,435	6,552			68,361	68,361
	% Change	3%	3%	2%	-5%	0%	4%	1%	-2%	-7%	-4%			0%	-16%
TOTAL Digital Circulation	2024	19,543	19,393	19,890	18,135	17,317	17,368	18,036	17,927	18,322	18,731	18,863	18,386	184,662	221,911
	2025	20,350	18,910	19,519	17,552	17,912	18,359	17,824	18,364	18,261	18,064	-	-	185,115	185,115
	% Change	4%	-2%	-2%	-3%	3%	6%	-1%	2%	0%	-4%			0%	-17%

Definitions:

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



OX ON THE RUN NOVEMBER 2025

Report 2025-36
Attachment 2

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SUN

MON

TUES

WED

THU

FRI

SAT

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

1

2

3

4

5

Hickson EZT
Administrative
Building 4:30-6pm

6

Drumbo
Township Office
10:00-11:30am

7

8

9

10

11



12

Beachville Legion
4:30-6:00pm

13

14

Kintore Chalmers
United Church
10:00-11:30am

15

Santa Claus
Parades
Ingersoll 11:00am
Tillsonburg
6:00pm

16

17

18

19

Otterville Station
Museum
Make & Mingle
Adult Craft Night
6:00-7:30pm

20

Drumbo
Township Office
10:00-11:30am

21



Mount Elgin
Community Centre
10-11:30am

22

23

24

25

26

Beachville Legion
4:30-6:00pm

27

28

Kintore Chalmers
United Church
10:00-11:30am

29

Otterville Santa
Claus Parade
6:00pm

30

REPORT TO LIBRARY BOARD

2025 Q3 Library Business Plan and Budget Update

To: Oxford County Library Board

From: Manager, Financial Services

RECOMMENDATION

1. That the Library Board receives Report 2025-37 entitled “2025 Q3 Library Business Plan and Budget Update” for information.

REPORT HIGHLIGHTS

- Delivery of the 2025 goals and objectives is progressing as planned
- 2025 forecasted year end Library surplus of \$41,306

IMPLEMENTATION POINTS

Staff will continue to monitor budget variances over the final quarter and take appropriate action as required to avoid a negative balance at year end. This will be the final 2025 financial update for the Board until the new year.

Financial Impact

The year end forecast as of September 30, 2025 projects a surplus of \$41,306. Additional detailed information regarding the forecasted variances can be found on Attachment 2 to the report.

The projected surplus is predominantly comprised of administration staff vacancies and fleet savings, slightly offset by increased facilities costs.

Communications

This report is intended to update the Board on the Library’s progress in meeting the goals and objectives set out for 2025 with Q3 budget forecasted year-end results.

Report 2025-37
CORPORATE SERVICES
Board Date: November 18, 2025

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
 Sustain service excellence	 Grow engagement and member relationships	 Innovate access to service
Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.	Strategy 2.1 – Create and implement a Communications Strategy to build OCL's brand awareness and service offerings in the community. Strategy 2.2 – Develop and implement a Patron Management and Growth Plan to increase usership and community engagement with library programs, services and spaces.	Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.

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

DISCUSSION

Background

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

Report 2025-37
CORPORATE SERVICES
Board Date: November 18, 2025

Comments

The 2025 Business Plan continues to progress well, though some goals may need to be stretched to 2026 due to external factors. Details regarding each of the goals are provided in Attachment 1.

Staff review the financial activity on a monthly basis for potential areas of concern and to ensure spending will remain within the budget provisions approved by the Board. To date, the financial activity for the third quarter is projecting a minor year end surplus. The year-to-date expenses and forecast figures as of the end of Q3 2025 are presented in Attachment 2.

2025 Forecast Budget Variance

The 2025 year-end library budget forecast is projecting a surplus of \$41,306 as of the date of this report. According to the County's Reserve Policy 6.20, a Library year end operating surplus is to be allocated to the Library General Reserve to be used for unbudgeted extraordinary operating expenses or new capital assets to provide sufficient flexibility and protection for unforeseen events in the Library system as a tax stabilization measure. Alternatively, if the Library budget is in a deficit position at the end of the fiscal year, the variance will be funded by the Library General Reserve.

The projected surplus has resulted from more than anticipated investment income and donations, administrative staff vacancies, and fleet savings, partially offset by increased facilities costs due to rental fees related to one of our branches that were higher than anticipated and additional facilities administrative costs.

Table 1 – 2025 Forecast Year-End Budget Variance

Revenue/Expense	Explanation	Amount
General revenues	Additional donations and investment income	\$9,500
Salaries and benefits	Administration vacancy	41,600
Computer Software	Software implementation delay resulting in savings for 2025	9,700
Facilities	Plattsville rent, and additional facilities administration allocation	(32,600)
Fleet	Repairs, maintenance and fuel savings	10,300
Other	Miscellaneous savings and deficits	2,806
Forecast Year-End Variance		\$41,306

CONCLUSIONS

The 2025 third quarter report forecasts a minor budget surplus, therefore staff will carefully monitor expenses over the final quarter of the year to strive to deliver the 2025 Business Plan and budget accordingly.

Report author

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

Departmental approval:

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 – 2025 Q3 Library Business Plan and Budget Update
Attachment 2 – 2025 Q3 Library Variance Report

Goals and Objectives

Description	2025	2026	2027	Status Update
Organizational Review and Onboarding Plan Oxford County Library is at a critical growth stage and intends to optimize staffing in order to meet future demands. The Library aims to achieve Strategy 1.3 in the Library Strategic Plan by developing and implementing “a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain Oxford County Library service excellence.” The review, undertaken by staff with the help of County Human Resources, will look at the current organizational structure and recommend changes to meet current and future needs. Goals of the review will be to: design an effective organizational structure, develop and strengthen the onboarding and training processes, and develop processes to assist with change management. The review should be completed prior to July 2025 in order to assist Library Administration with changes that may influence the 2026 budget.	●			A Library Staff Onboarding Committee has met and started work for a Library Staff Onboarding Plan. Review of staff positions was put on hold during the third quarter due to staffing shortages. Optimization of positions and job descriptions will be completed in Q4.
Oxford County Library 60 Year Anniversary Collaborate with Oxford County Archives and Strategic Communications and Engagement for the celebration of Oxford County Library's 60-year anniversary, along with the anniversaries of Oxford County (175) and Archives (25). Planning will include communications plan and programming plan. Key performance indicators such as program attendance, social media statistics and other engagement will be reviewed for effectiveness.	●			Library staff are working in collaboration with Strategic Communications and Fleet on the design and implementation of a wrap for the Library delivery van. The design of the van wrap was completed with the vendor at the end of Q3. The van is scheduled to be wrapped the first week of November. The Library's short history video was completed and uploaded in early August and has been viewed more than 60 times. The video features historic and current photos to tie together library services from the past and into the future. Pop-up banners featuring the history of Oxford County Library have been making their way around Library branches. Each week the Library's social media accounts follow the banners to feature the branch that is currently hosting them. Library staff hosted a 60th Anniversary Gala on September 20th at the Ingersoll Library Branch. The event featured speeches by past Chief Librarians Sam Coghlan and Lisa Miettinen, Acting Library Board Chair Laura Langford, and Warden Marcus Ryan.

Description	2025	2026	2027	Status Update
Branch Level Payment Solution With the help of County Corporate Services, Library staff will investigate and implement payment solutions that can be scaled for usage at all Oxford County Library branches. Staff will look at current payment solution in place at Resource Branches and the needs of smaller Regional and Village branches to find a solution that is budget friendly, while also providing expanded options for customer service.	●			Pending corporate-wide review planned to begin in Q4
Communication Strategy for Patron Management, Brand Awareness and Growth In order to increase community awareness of Oxford County Library's programs, services and collections; staff will work closely with Strategic Communications to create a communication strategy focused on deepening relationships with existing and new members and increasing usership and community engagement. Through this goal, the Library aims to achieve Strategies 2.1 and 2.2 in the Library Strategic Plan. Key Performance Indicators will be developed to show success of the strategy over the short, mid and long term.	●			The new Community Liaison Coordinator has updated all library created evergreen materials and social media branding to increase brand awareness. Automatic email notifications for library cardholders. These emails focus on ways to deepen cardholder's relationship and engagement with the Library. Staff have begun with Birthday wishes and Library Card Anniversary emails. Overall, the strategy has been successful in connecting with library cardholders. Social media engagement strategies have also been explored further, with staff noting what types of pieces gain the most engagement by users to help create an overall social media engagement strategy in the coming years. Exploration of other engagement work continues to be explored to help deepen the relationship

 LIBRARY September Variance Reporting For the Period Ending September 30, 2025					
	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
CAPITAL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION	175,639	287,800	287,800	-	-
92605 R - LIBRARIES - CAPITAL	(148,582)	(287,800)	(287,800)	-	-
TOTAL LIBRARY ADMINISTRATION	27,057	-	-	-	-
BRANCH LIBRARIES					
61004 INGERSOLL LIBRARY	-	-	-	-	-
61013 TILLSONBURG LIBRARY	-	-	-	-	-
TOTAL BRANCH LIBRARIES	-	-	-	-	-
OCL ING					
80000 CAPITAL	-	99,788	99,788	-	-
92605 R - LIBRARIES - CAPITAL	-	(99,788)	(99,788)	-	-
TOTAL OCL ING	-	-	-	-	-
Norwich Library					
80000 CAPITAL	8,511	9,000	15,000	6,000	40.0%
92605 R - LIBRARIES - CAPITAL	(8,511)	(9,000)	(15,000)	(6,000)	40.0%
TOTAL Norwich Library	-	-	-	-	-
THAMESFORD LIBRARY					
80000 CAPITAL	21,532	6,000	7,200	1,200	16.7%
92605 R - LIBRARIES - CAPITAL	(17,651)	(6,000)	(7,200)	(1,200)	16.7%
TOTAL THAMESFORD LIBRARY	3,881	-	-	-	-
TOTAL CAPITAL	30,938	-	-	-	-
OCL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION					
REVENUES					
GENERAL REVENUES					
3325 REV - SERVICE RECOVERY FEES	(16,657)	(20,000)	(20,000)	-	-
3332 REV - INTEREST	(2,842)	(3,715)	-	3,715	-
3334 REV - DONATIONS	(6,078)	(5,588)	-	5,588	-
TOTAL GENERAL REVENUES	(25,577)	(29,303)	(20,000)	9,303	(46.5%)
GRANTS AND GOVERNMENT TRANSFERS					
3200 REV - PROVINCIAL GOVT	-	(135,675)	(135,675)	-	-
3203 REV - PROV-PAY EQUITY	-	(3,229)	(3,229)	-	-
TOTAL GRANTS AND GOVERNMENT TRANSFERS	-	(138,904)	(138,904)	-	-
TOTAL REVENUES	(25,577)	(168,207)	(158,904)	9,303	(5.9%)
EXPENSES					
SALARIES AND BENEFITS					
SALARIES	495,818	675,000	741,068	66,068	8.9%
HONORARIUM	2,650	5,500	5,500	-	-
BENEFITS	159,049	219,438	220,089	651	0.3%
TOTAL SALARIES AND BENEFITS	657,517	899,938	966,657	66,719	6.9%
OPERATING EXPENSES					
5000 MEETING COSTS	-	200	200	-	-
5002 CREDIT CARD COSTS	147	150	150	-	-
5003 BAD DEBTS EXPENSE	1	1	-	(1)	-
5012 COMPUTER SOFTWARE & SUPPORT	28,267	33,029	42,750	9,721	22.7%
5015 ADVERTISING/MARKETING/PROMO	11,240	25,000	25,000	-	-

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

	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
5018 TELECOMMUNICATIONS	1,622	2,765	3,290	525	16.0%
5020 MEMBERSHIP/DUES/SUBSCRIPTIONS	12,628	12,978	13,480	502	3.7%
5021 TRAINING/SEMINARS/CONFERENCE	10,775	18,600	18,600	-	-
5023 POSTAGE	2,095	8,900	8,900	-	-
5025 TRAVEL-EXPENSES, MILEAGE	5,766	14,000	14,000	-	-
5026 TOOLS/EQUIPMENT PURCHASE	5,477	5,100	5,000	(100)	(2.0%)
5029 R & M - EQUIPMENT	12,837	15,812	14,500	(1,312)	(9.0%)
5045 OFFICE SUPPLIES/EXPENSES	3,036	4,000	4,000	-	-
5303 INSURANCE	15,356	15,356	18,050	2,694	14.9%
6006 DONATION WITHDRAWAL	5,753	5,588	-	(5,588)	-
6019 SUPPLIES/PROGRAM EXPENSES	6,415	11,000	11,000	-	-
6020 BOOKS - HARD COPY	15,093	15,500	15,000	(500)	(3.3%)
6023 CULTURAL PROGRAMS	27,983	45,500	45,500	-	-
6024 GUIDES & TOOLS	16,601	16,601	20,756	4,155	20.0%
6028 BOOKS - ELECTRONIC	171,041	265,575	262,338	(3,237)	(1.2%)
TOTAL OPERATING EXPENSES	352,133	515,655	522,514	6,859	1.3%
CONTRACTED SERVICES					
5050 GARBAGE DISPOSAL	116	200	-	(200)	-
5308 PURCHASED SERVICES	650	896	1,000	104	10.4%
5310 CONSULTANT FEES	75,962	75,962	74,485	(1,477)	(2.0%)
TOTAL CONTRACTED SERVICES	76,728	77,058	75,485	(1,573)	(2.1%)
INTERDEPARTMENTAL CHARGES	702,421	891,937	897,459	5,522	0.6%
TOTAL EXPENSES	1,788,799	2,384,588	2,462,115	77,527	3.1%
91600 DC - LIBRARY	(107,824)	(192,990)	(204,170)	(11,180)	5.5%
92141 R - GROWTH - LIBRARY	33,897	6,088	18,375	12,287	66.9%
92600 R - LIBRARIES					
REVENUES					
RESERVE REVENUES	(19,035)	(18,665)	(18,665)	-	-
TOTAL REVENUES	(19,035)	(18,665)	(18,665)	-	-
PROGRAM SURPLUS/(DEFICIT)					
SURPLUS/(DEFICIT) - OPERATING	-	41,306	-	(41,306)	-
TOTAL PROGRAM SURPLUS/(DEFICIT)	-	41,306	-	(41,306)	-
	(19,035)	22,641	(18,665)	(41,306)	221.3%
92605 R - LIBRARIES - CAPITAL	183,750	245,000	245,000	-	-
TOTAL LIBRARY ADMINISTRATION	1,854,010	2,297,120	2,343,751	46,631	2.0%
BRANCH LIBRARIES					
61000 BROWNSVILLE LIBRARY	23,731	40,562	39,127	(1,435)	(3.7%)
61001 BURGESSVILLE LIBRARY	60,417	87,723	86,436	(1,287)	(1.5%)
61002 EMBRO LIBRARY	28,020	44,787	45,107	320	0.7%
61003 HARRINGTON LIBRARY	33,670	41,271	43,884	2,613	6.0%
61004 INGERSOLL LIBRARY	550,386	843,529	843,581	52	0.0%
61005 INNERKIP LIBRARY	78,756	107,226	86,589	(20,637)	(23.8%)
61006 MT-ELGIN LIBRARY	34,821	50,916	51,355	439	0.9%
61007 NORWICH LIBRARY	210,679	277,189	271,022	(6,167)	(2.3%)
61008 OTTERVILLE LIBRARY	53,975	88,254	84,812	(3,442)	(4.1%)
61009 PLATTSVILLE LIBRARY	111,707	142,978	133,084	(9,894)	(7.4%)
61010 PRINCETON LIBRARY	48,136	69,885	69,563	(322)	(0.5%)
61011 TAVISTOCK LIBRARY	196,707	269,143	253,291	(15,852)	(6.3%)



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

	YTD		REVISED	FORECAST	FORECAST
	ACTUAL	FORECAST	BUDGET*	VARIANCE	VARIANCE
				\$	%
61012 THAMESFORD LIBRARY	184,718	246,025	234,168	(11,857)	(5.1%)
61013 TILLSONBURG LIBRARY	543,588	798,514	816,841	18,327	2.2%
92600 R - LIBRARIES	(2,974)	(2,974)	(2,974)	-	-
92605 R - LIBRARIES - CAPITAL	129,750	173,000	173,000	-	-
TOTAL BRANCH LIBRARIES	2,286,087	3,278,028	3,228,886	(49,142)	(1.5%)
SPECIAL PROGRAMS					
62006 MOBILE OUTREACH	123,920	171,308	173,819	2,511	1.4%
TOTAL SPECIAL PROGRAMS	123,920	171,308	173,819	2,511	1.4%
TOTAL OCL	4,264,017	5,746,456	5,746,456	-	-
TOTAL LIBRARY	4,294,955	5,746,456	5,746,456	-	-

REPORT TO LIBRARY BOARD

2025 Board Evaluation

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board receives Report 2025-38 to initiate the 2025 Board evaluation process and set the Board Evaluation Form submission due date of no later than _____, 2025.

REPORT HIGHLIGHTS

- This report sets out the method and timing for the 2025 annual Board Evaluation.

IMPLEMENTATION POINTS

Board members will be provided a deadline to complete the Board Evaluation Form. The CEO/Chief Librarian, in their role as Secretary, will receive all completed forms, tabulate the responses and provide the Board with a final Evaluation Report at a subsequent meeting.

Financial Impact

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

Communications

Key findings from the evaluation will be provided to the Board at the next meeting after the evaluation deadline. This report will be available publicly as part of the agenda package for said meeting.

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
 Sustain service excellence	 Grow engagement and member relationships	 Innovate access to service
Strategy 1.3 – Develop and implement a strategic approach to attract, retain and develop employees and volunteers to enhance and sustain OCL service excellence.		

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

DISCUSSION

Background

At the January 16, 2024 meeting the Library Board conducted its first evaluation since the adoption of the Annual Board Evaluation policy in 2022.

At that time, staff created a Board Evaluation Form adapted from the Board Self-Evaluation Questionnaire created by the Non-Profit Sector Leadership Program at Dalhousie University.

At the September 17, 2024 Board meeting the Library Board reviewed and adopted a revised version of the Annual Board Evaluation policy. A copy of that policy has been provided to the Board as Attachment 1.

The current evaluation form was revised in 2024 with suggested edits provided at the September 17, 2024 meeting.

Comments

Library staff have prepared the 2025 Board Evaluation form for completion by individual Board Members. The form will be available to Board members as an online form (sections A & B only) or a fillable PDF. Subsequent pages of the evaluation form, found only on the PDF version, are provided for self-evaluation of individual members for personal reflection.

The link to the online form and the PDF fillable form will be sent out to Board members at the close of the November 18, 2025 meeting. Board members should fill out the form and submit or return to library administrative staff by the date determined by the Board.

The CEO/Chief Librarian will report key findings to the Board at the next meeting date after the evaluation deadline.

CONCLUSIONS

The Annual Board Evaluation Policy ensures the Board monitors its effectiveness in fulfilling its role of providing good governance for Oxford County Library and assists in identifying areas for improvement.

SIGNATURES

Departmental approval:

Original Signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 Annual Board Evaluation Policy 2024
Attachment 2 Board Evaluation Form 2025



OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2024-41	Date of Review:	September 17, 2024
Date Approved:	March 21, 2022	Chairperson's signature:	

ANNUAL BOARD EVALUATION

BACKGROUND

As the Library Board is accountable to Oxford County Council and to the residence of Oxford County, the Library Board shall demonstrate its accountability through the annual Business and Budget Plan.

The Library's Strategic Plan outlines the goals and objectives approved by the Library Board. This plan creates further accountability for the strategic goals and objects the Board has highlighted for achievement during their term.

Evaluation is the process by which the board determines if the organization is achieving what it should. It is an essential task of governing. Unless the board can assess its own skills, it will not have the credibility to judge the skills and performance of others.

PURPOSE

Oxford County Library Board is committed to continuously improving its performance, as well as the overall governance of the Oxford County Library.

To achieve this goal, the Board will evaluate itself, through a Board Self-Evaluation process.

The Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals through this self-evaluation process. The process will identify key areas for board improvement and requisite follow-up action or further training.

PROCEDURES

1. Under the leadership of the Board Chair, the Board will conduct a self-evaluation annually in conjunction with the CEO/Chief Librarian Performance Review.
2. The Board may request senior management (through the CEO/Chief Librarian) and/or an external party to act as a resource in making this self-evaluation.
3. The annual evaluation will focus on the Board's responsibilities with particular emphasis on those areas outlined in Board Duties and Responsibilities policy.
4. Areas of focus for the evaluation will include both what was accomplished in the previous year and what the Board plans for the upcoming year.
5. The CEO/Chief Librarian will work with the Board Chair to distribute a report to the Board prior to the next meeting outlining the results of this assessment.



OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2024-41	Date of Review:	September 17, 2024
Date Approved:	March 21, 2022	Chairperson's signature:	

References and Related Documents:

Oxford County Library

Oxford County Library. (2024, February). Library Strategic Plan (2024-2028).

<https://www.oxfordcounty.ca/en/library/resources/Your-OCL/OCL-Strat-Plan-FINAL20240415-AC.pdf>

Oxford County Library. Annual Business and Budget Plan.

Legislation

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



Oxford County Library Board Self-Evaluation Form

*Rating Scale: 5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly Disagree
Please use 0 if you are unable to assess due to insufficient data or feel the item is not applicable.*

Section A: How well has the Board done its job?

Statement	Rating					
	5	4	3	2	1	0
Oxford County Library Board operates with a strategic plan and a set of measurable goals and priorities						
The Board's regular meeting agenda items reflect our priorities and plans						
The Board has created or reviewed in this period policies as part of the regular review cycle.						
The Board collaborates with the Library CEO/Chief Librarian to set goals and revise policies when appropriate.						
The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.						
The Board has understood and respected that our role is in governance and not operations.						
Comments / Suggestions:						

Section B: How well has the Board conducted itself?

Statement	Rating					
	5	4	3	2	1	0
Board members are aware of what is expected of them.						
The agenda of board meetings is well planned to address all necessary board business.						
Board members come to meetings prepared.						
Written reports are provided at least 72 hours in advance of board meetings as laid out in the Oxford County Procedural By-Law.						
All members of the Board are provided the opportunity to participate in discussions.						
The Board does a good job encouraging and dealing with different points of view.						
All members of the Board support decisions made.						
Comments / Suggestions:						

Section C: How well have I done my job as a member of the Board?

(This section is for your own personal reflection and does not need to be shared with the Board as a whole)

Statement	Rating					
	5	4	3	2	1	0
I rarely miss a scheduled board meeting.						
I am prepared for all meetings.						
I read all documents and reports prior to voting on issues.						
I respect and support all Board decisions even if I do not agree with those decisions.						
I use my individual abilities and skills to enhance the Board's overall performance.						
I understand that I have an obligation to act in the best interests of the library at all time.						
I freely offer my opinions during any deliberations.						
I welcome and consider the opinions and perspectives of others.						
I do not attempt to exert individual authority and/or influence over the CEO or staff.						
I respect the confidential nature of items discussed closed session.						
I feel comfortable with my understanding of the Public Libraries Act .						

I support the Board chair in promoting effective meetings.						
I have a clear understanding of my role.						
I am careful to focus on only board issues and leave the running of the library to the CEO / Chief Librarian.						
I can provide feedback in discussion in a constructive manner.						
I am a strong advocate for the best possible library system in Oxford County.						
I am committed to the library's new mission and vision.						
I support the library in a variety of ways (e.g., attend events, etc.)						
I understand the library's financial reporting and budgeting.						
I am aware of the programs, services and events of our communities' libraries.						
Comments / Suggestions:						

REPORT TO LIBRARY BOARD

Library Board Meeting Schedule 2026

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board adopts the schedule for 2026 Library Board meetings as set out in Report 2025-39 with each regular meeting being held at 3:30 PM.

REPORT HIGHLIGHTS

- Establishes a meeting schedule for regular Library Board meetings in 2025 to ensure compliance with the *Public Libraries Act*.

IMPLEMENTATION POINTS

Upon approval of the 2026 Library Board Meeting Schedule, staff will update the Oxford County Library website for public information, make room bookings where needed, and send out meeting requests with virtual meetings enabled to Board Members and Staff.

Financial Impact

There is no financial impact beyond what has been included in the draft 2026 Business and Budget Report 2025-33.

Communications

Library administrative staff will update the Oxford County Library website and will provide internal communications to all Library and County staff impacted by the 2025 schedule.

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

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

DISCUSSION

Background

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

Regular Board Meetings must be open to the public, unless the Board wishes to hold a Closed Meeting for a reason that is permitted by legislation.

Comments

The proposed schedule is presented below for discussion purposes. Any meetings that may be required for special or strategic planning purposes have not been included in the schedule posted for public information. Should the Chair or majority of Board members determine that a special meeting be called, the Secretary will follow the appropriate notice provisions within the

Procedure By-law – by including notice on the website as soon as possible, no later than 48 hours prior to the meeting, except in the event of an emergency.

Report 202539
CORPORATE SERVICES
Board Date: November 18, 2025

Meeting Date	Proposed Location
January 20	Oxford County Administrative Building, Woodstock
February 17*	Oxford County Administrative Building, Woodstock
March 17**	Oxford County Administrative Building, Woodstock
April 21	Oxford County Administrative Building, Woodstock
May 19*	Oxford County Administrative Building, Woodstock
June 16	Oxford County Administrative Building, Woodstock
July 21	Oxford County Administrative Building, Woodstock
September 15	Oxford County Administrative Building, Woodstock
October 20	Oxford County Administrative Building, Woodstock
November 17	Oxford County Administrative Building, Woodstock

Dates noted with an asterisk (*) represent days directly after a statutory holiday. March, noted with two asterisks (**) falls during March Break.

The above schedule outlines 10 meeting dates. These dates should be considered by the Board to provide extra scheduled days should quorum not be met at any given meeting.

Meetings in August and December have not been included in the above schedule as vacations and absences during these months present challenges in achieving quorum.

CONCLUSIONS

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

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
 CEO / Chief Librarian

REPORT TO LIBRARY BOARD

Oxford County Library / Woodstock Public Library Draft Reciprocal borrowing Agreement

To: Oxford County Library Board

From: CEO / Chief Librarian

RECOMMENDATION

1. That the Library Board approves the OCL/WPL Reciprocal Borrowing Agreement as presented in Report 2025-40.

REPORT HIGHLIGHTS

- To provide the Library Board with an update from a meeting held with the Woodstock Public Library regarding a Reciprocal Borrowing Agreement.

IMPLEMENTATION POINTS

Financial Impact

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

Communications

Library staff will work with their counterparts at the Woodstock Public Library for external communication should both Library Boards pass the agreement.

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
 Sustain service excellence	 Grow engagement and member relationships	 Innovate access to service
	Strategy 2.3 – Plan and implement the expansion of non-traditional services to include more digital resources, access to technology and unique collections.	Strategy 3.2 – Expand the availability of self-service options and introduce more technology to increase access.

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

DISCUSSION

Background

As stated in the Membership and Circulation Policy, Oxford County Library currently participates in reciprocal borrowing agreements with several Southwestern Ontario Libraries, including:

- County of Brant Public Library
- Elgin County Library
- Middlesex County Library
- Norfolk County Library
- Region of Waterloo Library
- London Public Library
- St. Mary's Public Library
- Stratford Public Library

Oxford County Library has also traditionally provided open membership to all members of the County, including those that live in the City of Woodstock. As of January, 858 Woodstock residents held an Oxford County Library card.

At the current time, Woodstock Public Library does not have any reciprocal borrowing agreements with other municipalities and charges residents from outside the City of Woodstock a \$55 a year fee for membership.

Comments

At the October 21, 2025 meeting, the Board received correspondence from the Woodstock Public Library Board welcoming the opportunity to enter a reciprocal borrowing agreement with the Oxford County Library. To that end, the CEO/Chief Librarian and Acting Chair met with their Woodstock counterparts on October 28, 2025 to discuss such an agreement.

Attachment 1 provides the draft agreement proposed after the discussion on October 28. This document is also being reviewed for approval by the Woodstock Public Library Board for approval.

CONCLUSIONS

Library staff feel that this agreement represents a fair approach to reciprocal borrowing and a first step in deeper cooperation between the two systems.

SIGNATURES

Departmental approval:

Original signed by

Lisa Marie Williams
CEO / Chief Librarian

ATTACHMENTS

Attachment 1, Oxford County Library / Woodstock Public Library Draft Reciprocal Borrowing Agreement.

LETTER OF AGREEMENT

BETWEEN

Woodstock Public Library

AND

Oxford County Library

WHEREAS the Woodstock Public Library and the Oxford County Library deem it to be of mutual benefit to their respective residents to have access to the libraries of each jurisdiction; AND

WHEREAS, the Woodstock Public Library and Oxford County Library deem there to be a balance in the use of each other's resources;

THEREFORE, the two parties agree as follows:

1. Residents of the City of Woodstock shall be entitled to membership free of charge at any of the Oxford County Library branches, provided they have an existing membership with the Woodstock Public Library.
2. Residents of the Oxford County Library shall be entitled to membership free of charge at the Woodstock Public Library, provided they have an existing membership with the Oxford County Library.
3. The applicant of reciprocal borrower membership must present valid identification as defined by that library, including proof of current address and their library card from their home library system.
4. Reciprocal borrowers must abide by the regulations of the library they are using.
5. Materials must be returned to the library systems from which they were borrowed.
6. Reciprocal borrowers are responsible for replacement costs of lost or damaged materials.
7. Both parties reserve the right to revoke, suspend or limit the borrowing privileges of any reciprocal borrower.
8. Reciprocal borrowing privileges do not extend to agreements in place between the Partner Library and other library systems.
9. The parties shall provide each other data such as registration numbers and usage levels upon request in order to ensure the agreement remains in balance.
10. The agreement may be terminated by either party giving three months' notice in writing to the other party.

AMENDMENTS

This agreement may be amended by resolution endorsed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement.

THE WOODSTOCK PUBLIC LIBRARY
BOARD

THE OXFORD COUNTY LIBRARY
BOARD

Chair

Chair

CEO

CEO / CHIEF LIBRARIAN

Signed this XX day of XXX, 2025

Signed this XX day of XXX, 2025