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AGENDA

OXFORD COUNTY LIBRARY BOARD
BOARD MEETING

Tuesday, May 16, 2023, 1:00 p.m.
21 Reeve Street, Woodstock and online
www.oxfordcounty.ca/livestream

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   April 18, 2023

5. **DELEGATIONS AND PRESENTATIONS**

    5.1   Library Operations Policy Review

6. **CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**

7. **CONSIDERATION OF CORRESPONDENCE**

    7.1   Email Correspondence: K. Gravefell RE: Drag Storytime

8. **REPORTS**

    8.1   2023-08 Key Agenda Items Update

    8.2   2023-09 Librarian's Report and Statistics
            RECOMMENDATION:

            1.   That the Board receive Report No. 2023-09 for information and discussion.

    8.3   2023-10 - 2023 Q1 Library Business Plan and Budget Update
            RECOMMENDATION:

            1.   That Report No. 2023-10 entitled "2023 Q1 Library Business Plan and Budget Update", be received for information.

    8.4   2023-11 Policy Review: Library Code of Conduct

RECOMMENDATION

    1.   That the Library Board approve the revised and updated Code of Conduct, as attached to Report No. 2023-11.

8.5   2023-12 Caffyn Bequest Expenditure Request

RECOMMENDATION:

    1.   That the Library Board approve the funding request as outlined in Report No. 2023-12, Caffyn Bequest Expenditure Request.

9.   UNFINISHED BUSINESS

10.   NOTICE OF MOTIONS

11.   NEW BUSINESS / ENQUIRIES / COMMENTS

11.1   Public Libraries Update

    11.1.1   CBC Article: School board, municipality make moves to work together on future buildings

    11.1.2   CBC Article: 70-year-old Ontario biker makes it her mission to protect people at drag queen storytimes

12.   CLOSED SESSION

13.   CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

14.   ADJOURNMENT

OXFORD COUNTY LIBRARY BOARD

MINUTES

April 18, 2023

Member Present	Vice-Chair Laura Langford
	Councillor David Mayberry
	Ellen Devlin
	Cynthia Lacroix
	Councillor Brian Petrie
	Katherine Grieve
Members Absent	Chair Julia Harris
Staff Present	L.M. Williams, CEO/Chief Librarian
	L. Buchner, Director of Corporate Services
	C. McLaren, Deputy Chief Librarian Branch Services

1. CALL TO ORDER

Oxford County Library Board meets in regular session this eighteenth day of April, 2023, in the Embro Library at 1:30 p.m. with Vice-Chair Laura Langford in the chair.

2. APPROVAL OF AGENDA

RESOLUTION NO. 1

Moved by: Councillor David Mayberry

Seconded by: Councillor Brian Petrie

Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

RESOLUTION NO. 2

Moved by: Ellen Devlin

Seconded by: Cynthia Lacroix

Resolved that the Library Board Minutes of March 21, 2023 by adopted.

DISPOSITION: Motion Carried

5.   DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF

   5.1   Tours of the following Library Branches took place beginning at 9:00 a.m.

           Verbal Presentations by Cristina McLaren and other Library Branch Staff.

           5.1.1   Innerkip Branch

           5.1.2   Princeton Branch

           5.1.3   Plattsville Branch

           5.1.4   Tavistock Branch

           5.1.5   Harrington Branch

           5.1.6   Thamesford Branch

           5.1.7   Embro Branch

6.   CONSIDERATION OF CORRESPONDENCE

7.   REPORTS

   7.1   2023-09 Key Agenda Items and Policy Review Framework

           RESOLUTION 3:

           Moved by: Katherine Grieve

           Seconded by: Councillor David Mayberry

                 1.   That the Library Board receive the updated Key Agenda Items and
                      Policy Review Framework for information.

           DISPOSITION: Motion Carried

   7.2   2023-10 Librarian's Report and Monthly Statistics

           RESOLUTION 4:

           Moved by: Ellen Devlin

           Seconded by: Brian Petrie

                 1.   That the Library Board receive Report No. 2023-10 for information and
                      discussion.

           DISPOSITION: Motion Carried

   7.3   2023-11 Outdoor Movie License Update

           RESOLUTION 5:

Moved by: Councillor David Mayberry

Seconded by: Katherine Grieve

1. That the Library Board receive Report No. 2023-11, *Outdoor Movie License Partnerships,* for information.

DISPOSITION: Motion Carried

8. UNFINISHED BUSINESS

9. MOTIONS

10. NOTICE OF MOTIONS – N/A

11. NEW BUSINESS / ENQUIRIES / COMMENTS

11.1 Public Libraries Update

11.1.1 Times Colonist Article: B.C libraries receive $45M boost

11.1.2 Medicine Hat News Article: Drag community gets support at public library story times in Calgary after escalating protests

11.1.3 CBC Article: Ontario NDP urges legal protections for drag shows

11.1.4 Globe and Mail Article: Librarians have always been my superheroes

11.1.5 Columbia Journalism Review: When is a library not a library? When it's online, apparently.

Added for discussion: 11.1.6 – CBC Radio: The Current: American Librarians Fight Calls to Defund Public Libraries.

12. CLOSED SESSION

NIL

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

NIL

14. ADJOURNMENT

The Oxford County Library Board adjourns its proceedings at 2:58 p.m. until the next meeting scheduled for May 16, 2023 at 1:00 p.m.

Minutes adopted on _____ by Resolution No. _____.

_____

VICE-CHAIR

4

_____

SECRETARY

Subject: Drag Storytime

Date: Thursday, May 11, 2023 at 10:29:12 AM Eastern Daylight Saving Time

From: Kim Gravefell

To: libraryboard@ocl.net

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Board Members:

I have now just seen something that concerns my husband and I greatly as residents of Tillsonburg and as parents and grandparents. This Drag Storytime at our public library on June 10 is appalling that this is happening in our lovely community! We do not support such a disgusting thing anywhere in Canada let alone in our community. If this happens, we will not support the public library or any place in Tillsonburg/Oxford that allows this nonsense. It is disgusting to have this around our children and as tax payers we are shocked this is allowed to happen in our community. I think the taxpayers should have a say and this should be stopped. I wonder what the residents of Hickory Hills and Baldwin Place would think if they knew such a thing is happening here in Tillsonburg with our children and grandchildren.

This is a library, not a night club. Do not forget who pays your wages!

Concerned residents of Tillsonburg.

Kim and Steve Gravefell

Oxford County Library Board - Key Agenda Items 2023

Agenda items	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Board Orientation	X	X	X	X	X							2023 Goal
2022 Year End Statistics		X										Yearly Agenda Item
Monthly Statistics		X	X	X	X			X	X	X	X	Regular Agenda Item
Quarterly Metrics and Trends Report				Q1				Q2		Q3		Regular Agenda Item
Monthly Librarian Report	X	X	X	X	X			X	X	X	X	Regular Agenda Item
2023 Business Plan and Budget Update				Q1				Q2	Q3			Regular Agenda Item
2022 Annual Community Report					X							Yearly Agenda Item
2023 Financial Audit					X							Yearly Agenda Item
Technology Plan						X*		X				2023 Goal / *Draft Plan
Service Delivery Model					X*			X				2023 Goal / *Draft Plan
2024 Business Plan								X				2024 Planning
2024 Budget Plan									X			2024 Planning
Strategic Planning					X*	X						*Draft Plan / Final Plan

Additional Agenda Items of Note will be added as anticipated.

Updated May 2023

![Oxford County Library logo]

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

Librarian's Report and Statistics

RECOMMENDATION

1. That the Board receive Report No: 2023-09 for information and discussion.

CEO / Chief Librarian

Meetings April / May 2023:

- April 3rd – w/ Craig Boddy, Manager of Fusion Centre Ingersoll
- April 6th – Library DEI Committee
- April 6th – Strategy Corp, Inc.
- April 12th – w/ Kelly Gilson of United Way
- April 14th – Ontario Library Consortium
- April 19th – ARUPLO Executive Committee (Administrators of Rural Urban Public Libraries in Ontario)
- April 24th – Constable Matt Koopman – OPP
- April 25th – Oxford Community Foundation Annual General Meeting
- April 28th – SWOLA (Southwestern Ontario Library Administrators)
- May 4th – Library DEI Committee
- May 5th – w/ Stephanie Ellen-Clark of Social Planning Council
- May 9th – w/ Shelley McKay of Hamilton Public Library
- May 10th – w/ Lindsey Brock of Middlesex County Library
- May 10th – w/ Constable Matt Koopman - OPP
- May 11th – Training by Ontario Library Service: Fundraising for Your Library Build

Statistics – April 2023

In Attachment No. 1 to this report, statistics for:

- Branch Attendance
- Computer Use
- Physical Circulation
- Digital Circulation

Q1 Metrics

New Card Holders By Branch

OCL Library Branches saw an overall increase of 82% in new cards issued in Q1 of 2023 over Q1 of 2022. These numbers are for new cards only and do not represent renewed library cards.
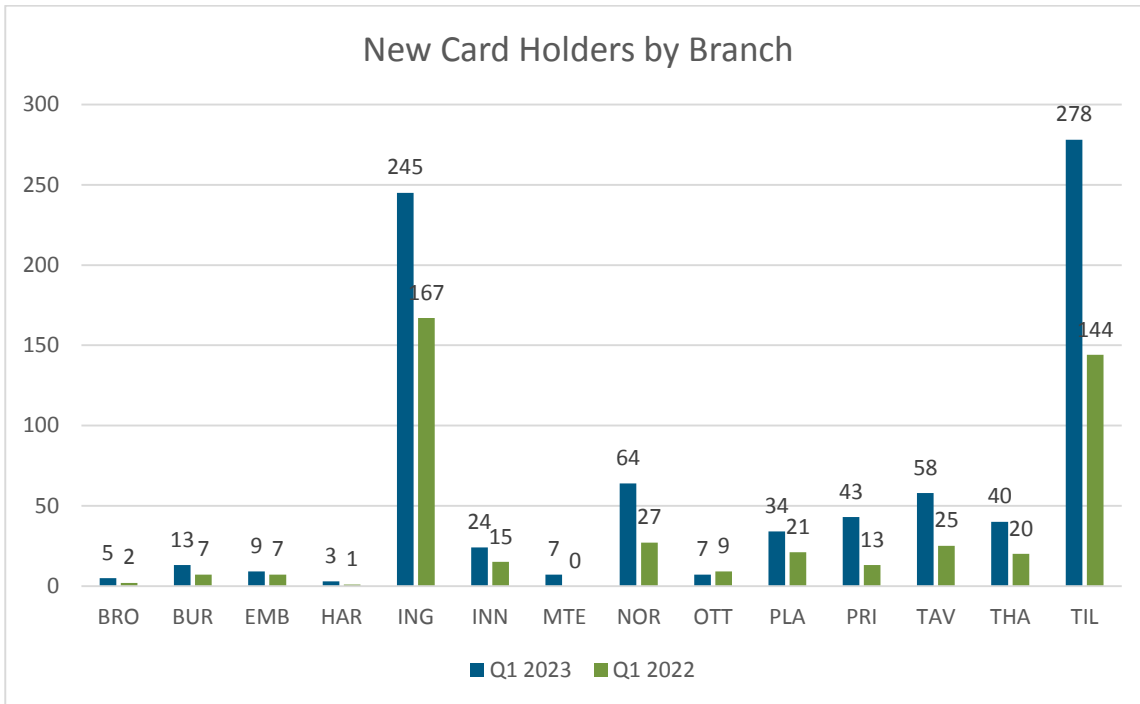
Programs and Outreach Statistics

Below is a breakdown of Q1 programming and outreach statistics. Library staff have not provided 2022 comparators as statistical collection was not done in the same manor previous to 2023.

Program Attendance represents the number of people who attended programs at the library branch. We have not provided a breakdown of ages, as many branches focus mainly on children or family programs.

Outreach and School Visits represents the number of people who attended events hosted by the library branch outside of our buildings or the number of students who visited the branch for a tour or library program specifically designed for the class.

Craft Kits and Passive Programs represents in branch activities that could be done without staff intervention, such as a scavenger hunt or a puzzle, and the library's popular *Craft and Connect Kits* that are prepared by branch staff as a take home activity.

Q1 - Programs and Outreach By Branch

■ Program Attendance ■ Outreach & School Visits ■ Craft Kits & Passive Programs
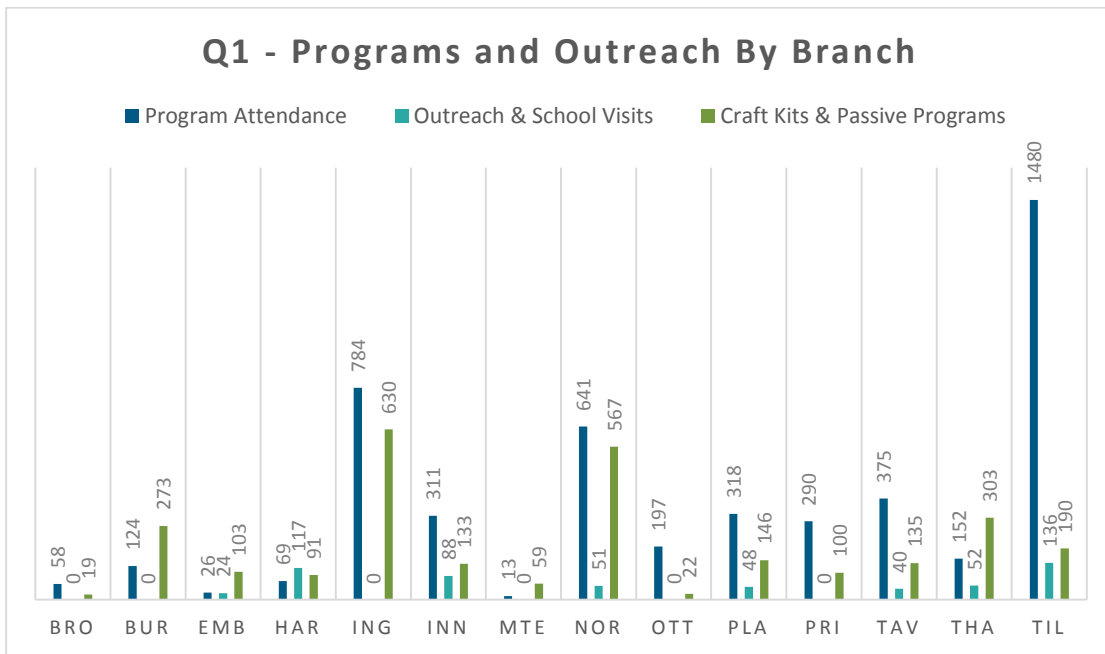
Branch Services

Ingersoll Branch noted 22 MakerSpace visits during the first quarter of 2023, with most visits involving the branch's 3D printer.

Ingersoll and Tillsonburg fielded 37 and 64 local history questions in Q1. In total there were 109 local history questions across all OCL branches.

Branches also provided 618 one on one tech help for customers and 343 readers' advisory requests.

Community Engagement

Ox on the Run

The new Outreach Services Specialist and Outreach Services Clerk have been hired for the 2023/2024 pilot project and have begun to work toward learning library systems and delivering services.

Ox staff will provide afterschool programing at Adam Oliver Housing Co-Op in Ingersoll the week of May 16th.
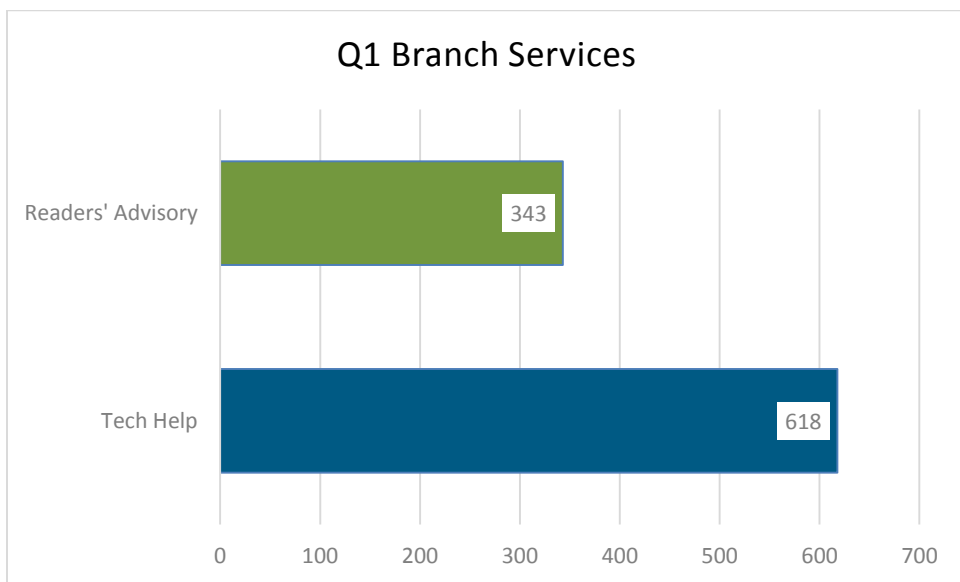
The Ox's first official event will be Calithumpian Festival in Thamesford on May 20th.

Strategic Communications and Library Outreach staff are working on designs for Ox on the Run vehicle. The most recent drafts will be shared at the May Library Board meeting.

Branch and Programming

Branch Updates

Ingersoll Branch is preparing for their updated Children's Mural project. Local Artist, A.J. Nunns will be updating the Children's space with a new art installation / mural with the help of the community this summer. Mr. Nunns will be hosting painting classes in the branch where children will be painting wooden cut outs. Some of these pieces will be installed as part of the mural toward the end of summer / beginning of fall. Mr. Nunns is the author of Mr. AJ and the Machine (https://mrajandthemachine.ca/)

The branch is also getting some painting work done in their Children's area to cover the existing mural and in their atrium to brighten up the new "living room" space they are working to create for adult programming.

Tillsonburg Branch has had a number of challenges over April and May in regard to their facility. In mid-April staff discovered an issue with the building brickwork at the ramp on library lane. County Facilities worked with a contractor in April to repair the issue. It is Facilities belief that no structural damage occurred as a result of the issue.

In late April plumbing issues were discovered that resulted in the temporary closure of all public washrooms for several days.

Finally, the branch has been experiencing issues with the cleaning services provided via contract. This issue has been resolved as of May and branch staff are seeing much improved quality in the cleaning services being provided.

Otterville Branch staff are preparing for updated carpet and paint in the coming days. Deputy Chief Librarian and the branch team are currently reviewing paint colours and carpet to be installed by Facilities in the coming months.

Branch Programming Highlights

OCL worked with the Neighborhood Forest Free Trees Initiative this April to provide 340 White Cedar trees to the residents of Oxford County.

Thamesford Branch has been approached to host a volunteer program to teach Mahjong. Branch staff have acquired a Mahjong set and are preparing for their first program on May 17th.

Thamesford Branch and the Thamesford Public Library Advisory Committee (TPLAC) are preparing for their annual Calithumpian Book Sale on Saturday, May 20th and Monday, May 22nd.

Registration for the Library's popular Teen Book Box program has started for the summer registration period. Teens can sign up to receive 2 boxes over summer (June and August) along with activities and extra goodies.

Ingersoll Branch's Seed Library has taken off. Staff are currently looking to acquire more seeds for this popular "lending" program.

Oxford County Library participated in the Ontario Library Association's Forest of Reading program for children and youth books. The program promotes Canadian Authors and Illustrators through 6 English award areas and 3 French award areas. Youth are given the chance to vote on their favorite books from a shortlist of books selected by librarians across the Province. This year 140 youth voted in Oxford County Library branches or online via our Beanstack portal.

Staff News

Oxford County Awards for Excellence Nominees / Long Service Awards

Each year, Oxford County celebrates employees who have made outstanding contributions to the organization through the annual Awards for Excellence and Long Service Awards. This year's award ceremony will be held on June 8th for County staff.

The following library staff were nominated for Awards for Excellence:

Staff Members	Branch	Award Area
Heather Mathers and Holly Brown	Tillsonburg	Accountability
Patrycja Baczewska	Tillsonburg	Customer Service
Ryan van Leeuwen	Ingersoll	Innovation

The library has several staff also receiving long service awards.

Staff Member	Branch	Years of Service
Kathy Hofstetter	Plattsville	30 Years
Kathy Eastman	Harrington	20 Years
Ben Halyk	Headquarters	10 Years
Kirsten Schultz	Tavistock	10 Years
Leslie Van Santen	Ingersoll	10 Years

Training

Staff attended the *Little Branches, Rural Roots* library conference at the Arnprior Public Library on May 4th to 6th. Conference sessions included: Connecting Customers with Community Resources, Community Art in Small Branches; Newcomer Integration; Food Security; and Inclusive Storytimes.

Library Administration has been able to secure 50 seats for the Ontario Library Service / CAMH training available via multiple sessions this year. Staff will have the option to attend either of the following workshops:

- Managing Mental Health in the Workplace for Leaders
- Customer Service and De-escalation

Recruitment

The Library welcomed the following new staff in April and early May:

- Kate Young-Craig as a Summer Student
- Tess MacLennan as a Summer Co-Op Student
- Gillian Bremner as a Page at Tillsonburg Branch
- Duncan James as a Page at Tillsonburg Branch
- Jenna Fisher as the Outreach Services Clerk for Ox on the Run
- Nicole Lippay as the Outreach Services Specialist for Ox on the Run

The library is currently recruiting for:

- Temporary Public Service Clerk at Tillsonburg Branch
- Associate Branch Supervisors at Thamesford, Tavistock and other various branches

Upcoming Events in May

Event Name	Branch	Dates
Oxford EarlyOn	Otterville Branch / Princeton Branch	Tuesdays @ 9:30 AM / Wednesdays @ 9:30 AM
Yarn & Yack	Norwich Branch	Tuesdays @ 12:30 PM
Playdough Challenge	Innerkip Branch	Tuesdays @ 3:00 PM
Tiny Seeds Nature Club	Tavistock Branch	Tuesdays @ 4:00 PM
Tech Discovery Workshop: "Digital Health and Safety"	Tillsonburg Branch	Tuesday, May 16 at 1:00 PM
The Write Stuff	Thamesford Branch	Tuesday, May 16 at 2:00 PM
Read with Me	Norwich Branch	Wednesdays and Thursdays – After School
Community Employment Services	Plattsville Branch / Princeton Branch	Wednesdays @ 9:00 AM / 12:00 PM
Shake, Rattle & Read	Tillsonburg Branch / Ingersoll Branch	Wednesdays @9:30 AM

Event Name	Branch	Dates
Plattsville Storytime	Plattsville Branch	Wednesdays @ 9:30 AM
Tales for Tots	Tavistock Branch / Thamesford Branch	Wednesdays @ 10:00 / 10:30 AM
Library Tech Help	Ingersoll Branch	Wednesdays @ 11:00 AM
SMART Exercise Classes	Norwich Branch	Wednesdays @ 1:00 PM
Learning Lab	Otterville Branch	Wednesdays @ 4:30 PM
Spanish Circle	Norwich Branch	Wednesdays @ 5:00 PM
Learn to Play Mahjong	Thamesford Branch	Wednesday, May 17 @ 2:00 PM
Sip n' Stitch	Tillsonburg Branch	Thursdays @ 1:00 PM
Squad Zone	Norwich Branch	Thursdays @ 3:45 PM
After School Hangout	Tavistock Branch	Thursdays @ 4:00 PM
Heart Strings Yarn Etc. Group	Burgessville Branch	Thursdays @ 4:30 PM
Thursday Night Trivia	Virtual	Thursdays @ 6:00 PM
Homeschool Hub	Tillsonburg Branch	Thursday, May 18 @ 9:30 AM
Tales for Tots	Norwich Branch	Fridays @ 9:30 AM
Knits 'n' Knots	Thamesford Branch	Fridays @ 10:00 AM
SMART Exercise Classes	Norwich Branch	Fridays @ 1:00 PM
Friday Films for Adults	Ingersoll Branch	Fridays @ 2:00 PM
PA Day Seedy CDs	Ingersoll Branch	Friday, May 19 @ 10:00 AM
Calithumpian Book Sale	Thamesford Branch	Saturday, May 20 and Monday, May 22
Crafty Saturday	Norwich Branch	Saturday, May 20 @ 10:00 AM
Plant Swap	Tavistock Branch	Saturday, May 20 @ 11:00 AM
Robots on the Run	Ingersoll Branch	Saturdays @ 2:00 PM
Monthly Films for Adults: Spencer (2021)	Tillsonburg Branch	Tuesday, May 23 @ 1:00 PM
Create and Explore	Brownsville Branch	Thursday, May 25 @ 10:30 AM

Event Name	Branch	Dates
Teen Advisory Group	Virtual	Thursday, May 25 @ 4:00 PM
Book Club	Norwich Branch	Thursday, May 25 @ 5:30 PM
Make & Mingle: Glazed Pottery Mug	Tillsonburg Branch	Thursday, May 25 @ 6:00 PM
Plant Swap	Innerkip Branch	Saturday, May 27 @ 10:30 AM
Nintendo Switch Party!	Ingersoll Branch	Monday, May 29 @ 3:30 PM
Family Tree Nuts	Tillsonburg Branch	Tuesday, May 30 @ 1:00 PM
Book Club	Brownsville Branch	Tuesday, May 30 @ 5:00 PM
Lunch & Listen – Adult Story Time	Ingersoll Branch	Wednesday, May 31 @ 12:00 PM
Tech Help	Norwich branch	Wednesday, May 31 @ 1:00 PM
Book Club	Thamesford Branch	Wednesday, May 31 @ 3:00 PM
Nintendo Switch Party!	Tillsonburg Branch	Wednesday, May 31 @ 3:00 PM
Writer's Circle	Norwich Branch	Wednesday, May 31 @ 5:00 PM

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

SIGNATURES

Departmental Approval:

Original Signed by:

_____

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 – Library Statistics April 2023

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Branch Attendance Statistics - April 2023

BRANCH	HOURS PER WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
	15	2019	90	69	120	107	90	124	167	148	121	149	128	97	386	1410
		2022	19	12	37	56	55	121	160	88	74	97	123	56	124	898
BROWNSVILLE	12	2023	86	86	88	86									346	346
		% Change 19 to 23	-4%	25%	-27%	-20%									-10%	
		% Change 22 to 23	353%	617%	138%	54%									179%	
	15	2019	443	414	452	432	367	466	467	524	412	532	459	279	1,741	5247
		2022	169	180	276	348	312	349	363	419	349	313	260	259	973	3597
BURGESSVILLE	15	2023	376	351	397	364									1,488	1488
		% Change 19 to 23	-15%	-15%	-12%	-16%									-15%	
		% Change 22 to 23	122%	95%	44%	5%									53%	
	12	2019	197	192	211	203	214	188	346	225	233	308	168	117	803	2602
		2022	72	84	135	128	141	151	186	207	130	168	123	105	419	1630
EMBRO	12	2023	149	122	151	140									562	562
		% Change 19 to 23	-24%	-36%	-28%	-31%									-30%	
		% Change 22 to 23	107%	45%	12%	9%									34%	
	12	2019	60	46	66	55	78	54	132	159	66	69	160	84	227	1029
		2022	58	70	90	96	75	127	104	148	117	104	237	102	314	1328
HARRINGTON	9	2023	134	120	102	132									488	488
		% Change 19 to 23	123%	161%	55%	140%									115%	
		% Change 22 to 23	131%	71%	13%	38%									55%	
	60	2019	8274	6908	8698	8430	7549	7333	7714	7205	6286	6644	6548	5313	32,310	86902
		2022	979	1,824	2,767	2,578	2,544	3,586	3,788	4,120	2,910	3,126	3,986	2,465	8,148	34673
INGERSOLL	51.5	2023	5,370	4,574	5,817	4,378									20,139	20139
		% Change 19 to 23	-35%	-34%	-33%	-48%									-38%	
		% Change 22 to 23	449%	151%	110%	70%									147%	

Branch Attendance Statistics - April 2023

BRANCH	HOURS PER WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
INNERKIP	12	2019	466	408	515	489	510	438	551	557	445	662	465	379	1,878	5885
		2022	198	171	290	300	286	336	324	338	274	289	349	190	959	3345
	12	2023	385	343	385	412									1,525	1525
		% Change 19 to 23	-17%	-16%	-25%	-16%									-19%	
		% Change 22 to 23	94%	101%	33%	37%									59%	
MOUNT ELGIN	12	2019	185	156	182	170	212	160	259	198	166	171	175	144	693	2178
		2022	91	54	76	98	116	145	159	136	119	120	122	95	319	1331
	12	2023	140	109	127	119									495	495
		% Change 19 to 23	-24%	-30%	-30%	-30%									-29%	
		% Change 22 to 23	54%	102%	67%	21%									55%	
NORWICH	35	2019	1851	1674	1966	1687	1743	1762	2207	2137	2239	1939	2008	1431	7,178	22644
		2022	324	302	397	610	713	978	1,293	1,668	1,485	1,256	1,414	1,102	1,633	11542
	35	2023	1,456	1,289	1,869	1,307									5,921	5921
		% Change 19 to 23	-21%	-23%	-5%	-23%									-18%	
		% Change 22 to 23	349%	327%	371%	114%									263%	
OTTERVILLE	12	2019	336	314	364	337	342	369	473	545	400	404	326	276	1,351	4486
		2022	139	131	179	214	209	290	302	370	250	240	265	208	663	2797
	12	2023	253	300	370	284									1,207	1207
		% Change 19 to 23	-25%	-4%	2%	-16%									-11%	
		% Change 22 to 23	82%	129%	107%	33%									82%	
PLATTSVILLE	25	2019	660	611	797	923	860	802	1127	902	789	939	790	629	2,991	9829
		2022	294	283	485	416	552	711	734	763	584	474	602	407	1,478	6305
	25	2023	555	585	700	700									2,540	2540
		% Change 19 to 23	-16%	-4%	-12%	-24%									-15%	
		% Change 22 to 23	89%	107%	44%	68%									72%	

Branch Attendance Statistics - April 2023

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BRANCH	HOURS PER WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
	15	2019	323	273	408	450	417	438	603	422	391	477	401	286	1,454	4889
		2022	88	113	94	172	228	240	402	212	219	245	252	164	467	2429
PRINCETON	15	2023	279	220	398	273									1,170	1170
	% Change 19 to 23		-14%	-19%	-2%	-39%									-20%	
	% Change 22 to 23		217%	95%	323%	59%									151%	
	35	2019	1026	741	1083	940	1014	927	1300	1226	879	1079	918	757	3,790	11890
		2022	302	317	426	525	560	585	756	908	564	696	723	478	1,570	6840
TAVISTOCK	35	2023	679	629	937	665									2,910	2910
	% Change 19 to 23		-34%	-15%	-13%	-29%									-23%	
	% Change 22 to 23		125%	98%	120%	27%									85%	
	35	2019	882	717	913	902	993	750	1202	1246	814	1147	1041	787	3,414	11394
		2022	178	229	319	431	455	500	737	930	541	588	753	526	1,157	6187
THAMESFORD	35	2023	672	593	796	713									2,774	2774
	% Change 19 to 23		-24%	-17%	-13%	-21%									-19%	
	% Change 22 to 23		278%	159%	150%	65%									140%	
	59	2019	7866	6408	9328	8104	7759	7329	8650	8037	7227	10209	7430	5991	31,706	94338
		2022	2,323	2,725	3,736	3,686	3,373	4,022	4,571	5,258	3,980	4,328	4,664	3,378	12,470	46044
TILLSONBURG	54	2023	4,934	4,480	6,702	5,383									21,499	21499
	% Change 19 to 23		-37%	-30%	-28%	-34%									-32%	
	% Change 22 to 23		112%	64%	79%	46%									72%	
	366	2019	22,659	18,931	25,103	23,229	22,148	21,140	25,198	23,531	20,468	24,729	21,017	16,570	89,922	264,723
TOTALS		2022	5,234	6,495	9,307	9,658	9,619	12,141	13,879	15,565	11,596	12,044	13,788	9,535	30,694	128,861
	335	2023	15,468	13,801	18,839	14,956									63,064	63,064
TOTAL Change 2019 to 2023			-31.7%	-27.1%	-25.0%	-35.6%									-29.9%	
TOTAL Change 2022 to 2023			195.5%	112.5%	102.4%	54.9%									105.5%	

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Computer Use - April 2023

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	Computers	2022	0	1	0	0	0	12	16	9	5	8	14	0	1	65
		2023	10	1	11	7									29	29
	Wireless	2022	12	7	10	19	25	20	59	63	47	39	29	58	48	388
		2023	24	17	18	17									76	76
	Totals 2022		12	8	10	19	25	32	75	72	52	47	43	58	49	453
	Totals 2023		34	18	29	24	0	0	0	0	0	0	0	0	105	105
	% Change		183%	125%	190%	26%										
BURGESSVILLE	Computers	2022	0	0	0	0	2	3	1	13	11	1	2	0	0	33
		2023	0	1	2	10									13	13
	Wireless	2022	38	14	19	30	42	44	32	31	34	18	14	12	101	328
		2023	13	25	25	21									84	84
	Totals 2022		38	14	19	30	44	47	33	44	45	19	16	12	101	361
	Totals 2023		13	26	27	31	0	0	0	0	0	0	0	0	97	97
	% Change		-66%	86%	42%	3%										
EMBRO	Computers	2022	0	0	0	0	2	3	4	1	1	2	0	1	0	14
		2023	1	1	0	0									2	2
	Wireless	2022	53	49	61	120	72	71	285	45	69	75	95	32	283	1,027
		2023	30	31	49	39									149	149
	Totals 2022		53	49	61	120	74	74	289	46	70	77	95	33	283	1,041
	Totals 2023		31	32	49	39	0	0	0	0	0	0	0	0	151	151
	% Change		-42%	-35%	-20%	-68%										
HARRINGTON	Computers	2022	0	0	0	0	0	0	0	1	0	0	0	0	0	1
		2023	0	0	0	2									2	2
	Wireless	2022	7	12	10	14	6	6	6	7	17	17	23	11	43	136
		2023	10	18	8	12									48	48
	Totals 2022		7	12	10	14	6	6	6	8	17	17	23	11	43	137
	Totals 2023		10	18	8	14	0	0	0	0	0	0	0	0	50	50
	% Change		43%	50%	-20%	0%										
INGERSOLL	Computers	2022	33	180	224	207	169	220	251	226	227	231	255	238	644	2,461
		2023	272	222	332	332									1,158	1,158
	Wireless	2022	53	54	135	103	102	110	146	137	121	87	103	59	345	1,210
		2023	66	87	155	117									425	425
	Totals 2022		86	234	359	310	271	330	397	363	348	318	358	297	989	3,671
	Totals 2023		338	309	487	449	0	0	0	0	0	0	0	0	1,583	1,583
	% Change		293%	32%	36%	45%										

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Computer Use - April 2023

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
INNERKIP	Computers	2022	0	3	11	11	16	30	12	12	8	27	16	6	25	152
		2023	17	8	12	8									45	45
	Wireless	2022	37	32	19	22	56	41	68	21	8	23	30	31	110	388
		2023	10	11	22	14									57	57
	Totals 2022		37	35	30	33	72	71	80	33	16	50	46	37	135	540
	Totals 2023		27	19	34	22	0	0	0	0	0	0	0	0	102	102
	% Change		-27%	-46%	13%	-33%										
MOUNT ELGIN	Computers	2022	0	0	1	1	0	0	2	0	0	0	2	0	2	6
		2023	0	0	0	2									2	2
	Wireless	2022	11	0	33	45	81	85	36	22	40	53	48	53	89	507
		2023	34	28	46	18									126	126
	Totals 2022		11	0	34	46	81	85	38	22	40	53	50	53	91	513
	Totals 2023		34	28	46	20	0	0	0	0	0	0	0	0	128	128
	% Change		209%	2800%	35%	-57%										
NORWICH	Computers	2022	0	0	3	32	42	31	34	183	214	142	210	136	35	1,027
		2023	158	138	215	130									641	641
	Wireless	2022	345	267	277	363	191	213	237	265	217	233	240	194	1,252	3,042
		2023	190	159	232	238									819	819
	Totals 2022		345	267	280	395	233	244	271	448	431	375	450	330	1,287	4,069
	Totals 2023		348	297	447	368	0	0	0	0	0	0	0	0	1,460	1,460
	% Change		1%	11%	60%	-7%										
OTTERVILLE	Computers	2022	0	6	10	6	9	6	12	19	15	10	11	9	22	113
		2023	15	10	14	13									52	52
	Wireless	2022	14	2	11	11	14	27	72	41	32	24	17	18	38	283
		2023	27	12	28	7									74	74
	Totals 2022		14	8	21	17	23	33	84	60	47	34	28	27	60	396
	Totals 2023		42	22	42	20	0	0	0	0	0	0	0	0	126	126
	% Change		200%	175%	100%	18%										
PLATTSVILLE	Computers	2022	1	9	15	10	10	4	13	4	3	7	6	7	35	89
		2023	13	15	15	13									56	56
	Wireless	2022	38	75	114	147	123	126	6	13	41	54	149	173	374	1,059
		2023	220	223	251	260									954	954
	Totals 2022		39	84	129	157	133	130	19	17	44	61	155	180	409	1,148
	Totals 2023		233	238	266	273	0	0	0	0	0	0	0	0	1,010	1,010
	% Change		497%	183%	106%	74%										

Computer Use - April 2023

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BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
PRINCETON	Computers	2022	0	2	0	13	7	17	16	10	7	9	7	3	15	91
		2023	9	14	10	7									40	40
	Wireless	2022	14	1	2	13	17	21	16	13	15	12	10	10	30	144
		2023	8	15	23	22									68	68
	Totals 2022		14	3	2	26	24	38	32	23	22	21	17	13	45	235
	Totals 2023		17	29	33	29	0	0	0	0	0	0	0	0	108	108
	% Change		21%	867%	1550%	12%										
TAVISTOCK	Computers	2022	0	1	5	5	8	5	8	16	21	13	16	9	11	107
		2023	16	21	25	15									77	77
	Wireless	2022	84	8	13	11	24	31	24	22	25	27	22	31	116	322
		2023	14	16	20	32									82	82
	Totals 2022		84	9	18	16	32	36	32	38	46	40	38	40	127	429
	Totals 2023		30	37	45	47	0	0	0	0	0	0	0	0	159	159
	% Change		-64%	311%	150%	194%										
THAMESFORD	Computers	2022	1	7	11	10	14	14	11	17	15	19	17	18	29	154
		2023	13	17	18	26									74	74
	Wireless	2022	37	16	14	26	24	71	107	40	56	63	73	56	93	583
		2023	47	92	65	57									261	261
	Totals 2022		38	23	25	36	38	85	118	57	71	82	90	74	122	737
	Totals 2023		60	109	83	83	0	0	0	0	0	0	0	0	335	335
	% Change		58%	374%	232%	131%										
TILLSONBURG	Computers	2022	150	251	267	327	350	321	417	496	408	419	390	249	995	4,045
		2023	331	338	476	372									1,517	1,517
	Wireless	2022	338	126	652	1,010	863	913	1,143	1,087	895	707	900	550	2,126	9,184
		2023	770	676	1,156	352									2,954	2,954
	Totals 2022		488	377	919	1,337	1,213	1,234	1,560	1,583	1,303	1,126	1,290	799	3,121	13,229
	Totals 2023		1,101	1,014	1,632	724	0	0	0	0	0	0	0	0	4,471	4,471
	% Change		126%	169%	78%	-46%										
TOTAL COMPUTER USAGE		2022	1,266	1,123	1,917	2,556	2,269	2,445	3,034	2,814	2,552	2,320	2,699	1,964	6,862	26,959
		2023	2,318	2,196	3,228	2,143									9,885	9,885
% Change 2022 to 2023			83.1%	95.5%	68.4%	-16.2%									44.1%	

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Physical Circulation - April 2023

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
BROWNSVILLE	**2019**	197	156	326	240	189	235	252	254	199	258	240	195	919	2,741
	2022	234	123	161	288	296	340	388	255	234	177	315	190	806	3,001
	2023	257	123	196	186									762	
% Change 2019 to 2023		30%	-21%	-40%	-23%									-17%	
% Change 2022 to 2023		10%	0%	22%	-35%									-5%	
BURGESSVILLE	**2019**	1,805	1,504	1,715	1,685	1,482	1,454	1,731	1,759	1,666	1,755	1,657	1,030	6,709	19,243
	2022	2,070	1,658	2,665	2,746	2,101	2,212	2,551	3,105	2,484	2,213	2,068	1,585	9,139	27,458
	2023	2,176	1,958	2,185	1,918									8,237	
% Change 2019 to 2023		21%	30%	27%	14%									23%	
% Change 2022 to 2023		5%	18%	-18%	-30%									-10%	
EMBRO	**2019**	664	566	605	623	611	577	614	640	510	628	542	470	2,458	7,050
	2022	575	591	761	750	673	733	793	887	676	733	723	690	2,677	8,585
	2023	710	707	760	650									2,827	
% Change 2019 to 2023		7%	25%	26%	4%									15%	
% Change 2022 to 2023		23%	20%	0%	-13%									6%	
HARRINGTON	**2019**	204	119	241	145	172	214	383	247	197	182	257	286	709	2,647
	2022	419	492	733	650	645	594	697	683	651	729	674	709	2,294	7,676
	2023	648	571	584	588									2,391	
% Change 2019 to 2023		218%	380%	142%	306%									237%	
% Change 2022 to 2023		55%	16%	-20%	-10%									4%	
INGERSOLL	**2019**	10,247	8,563	10,320	8,815	8,713	8,591	12,338	11,258	9,006	9,265	8,936	7,910	37,945	113,962
	2022	6,167	6,963	9,840	8,982	8,262	9,227	11,559	12,616	9,370	9,109	9,557	7,748	31,952	109,400
	2023	10,191	8,887	10,956	10,355									40,389	
% Change 2019 to 2023		-1%	4%	6%	17%									6%	
% Change 2022 to 2023		65%	28%	11%	15%									26%	
INNERKIP	**2019**	1,632	1,269	1,600	1,699	1,443	1,613	1,649	1,576	1,222	1,618	1,407	1,165	6,200	17,893
	2022	1,164	1,293	1,804	1,546	1,485	1,206	1,392	1,477	1,310	1,210	1,306	966	5,807	16,159
	2023	1,420	1,227	1,356	1,350									5,353	
% Change 2019 to 2023		-13%	-3%	-15%	-21%									-14%	
% Change 2022 to 2023		22%	-5%	-25%	-13%									-8%	

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Physical Circulation - April 2023

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
MOUNT ELGIN	2019	654	642	801	770	927	698	864	887	759	691	718	612	2,867	9,023
	2022	785	873	768	839	676	823	815	929	823	721	820	398	3,265	9,270
	2023	806	628	902	655									2,991	
% Change 2019 to 2023		23%	-2%	13%	-15%									4%	
% Change 2022 to 2023		3%	-28%	17%	-22%									-8%	
NORWICH	2019	5,380	4,657	4,906	4,179	4,387	4,508	5,649	5,421	4,237	4,970	5,132	4,023	19,122	57,449
	2022	3,418	2,812	2,924	3,719	4,057	4,382	6,034	6,594	4,984	5,130	4,713	3,842	12,873	52,609
	2023	5,262	3,993	5,053	3,814									18,122	
% Change 2019 to 2023		-2%	-14%	3%	-9%									-5%	
% Change 2022 to 2023		54%	42%	73%	3%									41%	
OTTERVILLE	2019	955	973	890	981	805	1,241	1,535	1,430	1,176	1,170	1,160	847	3,799	13,163
	2022	1,097	957	1,730	1,468	1,233	1,593	1,898	1,957	1,339	1,149	1,139	1,403	5,252	16,963
	2023	1,280	1,436	1,453	1,355									5,524	
% Change 2019 to 2023		34%	48%	63%	38%									45%	
% Change 2022 to 2023		17%	50%	-16%	-8%									5%	
PLATTSVILLE	2019	1,293	1,164	1,210	1,498	1,366	1,213	1,555	1,399	1,266	1,381	1,260	991	5,165	15,596
	2022	1,466	1,392	2,028	1,978	1,910	1,952	2,562	2,718	1,987	1,981	1,967	1,562	6,864	23,503
	2023	2,049	1,914	2,114	1,877									7,954	
% Change 2019 to 2023		58%	64%	75%	25%									54%	
% Change 2022 to 2023		40%	38%	4%	-5%									16%	
PRINCETON	2019	623	686	746	802	760	667	898	791	637	606	508	488	2,857	8,212
	2022	742	872	1,125	1,204	1,034	886	926	1,107	1,134	1,040	1,182	1,219	3,943	12,471
	2023	1,205	1,121	1,434	1,336									5,096	
% Change 2019 to 2023		93%	63%	92%	67%									78%	
% Change 2022 to 2023		62%	29%	27%	11%									29%	
TAVISTOCK	2019	1,517	1,339	1,689	1,768	1,686	1,794	2,390	2,395	1,750	1,833	1,679	1,243	6,313	21,083
	2022	1,654	1,720	2,189	2,364	2,382	2,104	2,522	2,958	2,327	2,371	2,376	1,764	7,927	26,731
	2023	2,570	2,152	3,010	2,335									10,067	
% Change 2019 to 2023		69%	61%	78%	32%									59%	
% Change 2022 to 2023		55%	25%	38%	-1%									27%	

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Physical Circulation - April 2023

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
THAMESFORD	2019	1,393	1,190	1,363	1,278	1,159	1,146	1,551	1,498	1,239	1,511	1,622	957	5,224	15,907
	2022	963	1,257	1,540	1,646	1,706	1,705	2,296	2,527	2,199	1,869	1,802	1,734	5,406	21,244
	2023	1,980	1,587	1,779	1,850									7,196	
% Change 2019 to 2023		42%	33%	31%	45%									38%	
% Change 2022 to 2023		106%	26%	16%	12%									33%	
TILLSONBURG	2019	9,678	8,280	9,222	8,478	8,068	7,931	10,393	9,503	7,474	8,248	7,717	6,891	35,658	101,883
	2022	6,263	6,371	7,713	7,836	7,143	7,188	8,147	8,836	7,094	7,578	7,201	6,262	28,183	87,632
	2023	7,588	6,830	8,236	7,236									29,890	
% Change 2019 to 2023		-22%	-18%	-11%	-15%									-16%	
% Change 2022 to 2023		21%	7%	7%	-8%									6%	
TOTALS:	2019	36,242	31,108	35,634	32,961	31,768	31,882	41,802	39,058	31,338	34,116	32,835	27,108	135,945	405,852
	2022	27,017	27,374	35,981	36,016	33,603	34,945	42,580	46,649	36,612	36,010	35,843	30,072	126,388	422,702
	2023	38,142	33,134	40,018	35,505									146,799	
Change 2019 to 2023		5.2%	6.5%	12.3%	7.7%									8.0%	
Change 2022 to 2023		41%	21%	11%	-1%									16%	

Digital Circulation - April 2023

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
Digital TV & Movies	2022	726	644	669	636	561	575	655	641	513	619	766	817	2,675	7,822
	2023	792	706	673	655									2,826	2,826
% Change - Digital TV & Movies		9%	10%	1%	3%									6%	
Digital Magazines and Newspapers	2022	2,253	1,325	1,448	1,369	1,692	1,477	1,662	1,627	1,822	2,239	3,051	3,080	6,395	23,045
	2023	3,587	2,650	3,663	3,306									13,206	13,206
% Change - Digital Magazines & Newspapers		59%	100%	153%	141%									107%	
Tumble Books	2022	248	143	162	145	117	138	39	40	10	38	100	57	698	1,237
	2023	92	66	73	79									310	310
% Change - Tumble Books		-63%	-54%	-55%	-46%									-56%	
Digital Music	2022	1,564	1,724	2,837	1,596	2,291	2,430	1,239	1,460	1,605	1,236	1,498	1,965	7,721	21,445
	2023	2,769	2,346	1,418	1,455									7,988	7,988
% Change - Digital Music		77%	36%	-50%	-9%									3%	
Digital Audiobooks	2022	6,176	5,522	6,153	3,385	3,430	3,424	3,571	3,842	3,536	3,523	3,652	3,565	21,236	49,779
	2023	3,973	3,646	4,133	4,001									15,753	15,753
% Change - Digital Audiobooks		-36%	-34%	-33%	18%									-26%	
Digital ebooks	2022	6,996	6,315	6,686	6,500	6,464	6,258	6,683	6,827	5,893	6,317	6,055	6,137	26,497	77,131
	2023	6,885	6,489	6,865	6,489									26,728	26,728
% Change - eBooks		-2%	3%	3%	0%									1%	
TOTAL Digital Circulation	2022	17,963	15,673	17,955	13,631	14,555	14,302	13,849	14,437	13,379	13,972	15,122	15,621	65,222	180,459
	2023	18,098	15,903	16,825	15,985	-	-	-	-	-	-	-	-	66,811	66,811
% Change - Digital Circulation		1%	1%	-6%	17%									2%	

Definitions:

Digital Movies include the following: Hoopla Movies, Hoopla TV, Hoopla Binge Passes, Kanopy

Digital Magazines and Newspapers include the following: Overdrive Magazines, Zinio (Jan 2021 to April 2021), Press Reader

Digital Music includes the following: Freegal, Hoopla Music

Digital Audiobooks includes the following: Hoopla Audiobooks, Overdrive Audiobooks, Axis 360 Audiobooks

Digtal eBooks includes the following: Freading, Hoopla Comics, Hoopla eBooks, Overdrive eBooks, Axis 360 eBooks

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

2023 Q1 Library Business Plan and Budget Update

RECOMMENDATION

1. **That Report No. 2023-10 entitled "2023 Q1 Library Business Plan and Budget Update", be received for information.**

REPORT HIGHLIGHTS

- Delivery of the 2023 goals and objectives is progressing as planned

- Budget variance report is projecting a preliminary year end surplus of $2,040

Implementation Points

Staff will continue to monitor rising inflation's impact on the Library's budget and take appropriate action where required. The next financial update for the Board will be in September for the period ending June 30, 2023.

Financial Impact

The 2023 year-end forecast as of March 31, 2023 projects a surplus of $2,040. Additional detailed information regarding the forecasted variances can be found on Attachment 2 to this report.

As the much of the Library's programming is concentrated in Q2 and Q3 of the year, the year to date figures are not indicative of the remaining year's financial activity.

Communications

This report is intended to update the Board on the Library's progress in meeting the goals and objectives set out for 2023 and a view of the Q1 budget variance with forecasted year-end results.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.ii. 3.iii.		5.ii.	

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 March 31, 2023.

Comments

The 2023 Business Plan is progressing as planned with the Strategic Plan process now underway, facilitated by StrategyCorp consultants. Staff have been retained and plans are taking shape for the Ox on the Run pilot program that will begin in early June. More details on these projects as well as the Technology Plan and Evaluation of Library Services/Delivery Model Framework projects can be found on 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 is as expected for the first quarter with the only variances forecasted related to the final insurance premiums paid which came in slightly below budget by $2,040. The year to date expenses and forecast figures as of the end of Q1 2023 are presented on Attachment 2 with no emergency or unplanned expenses recorded.

Conclusions

Overall, this report demonstrates that the Library's year-end projected surplus relates to 2023 insurance premiums being less than the approved budget. To date, the Library is well positioned to deliver the 2023 Business Plan and Budget as approved.

SIGNATURES

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1 – 2023 Q1 Library Business Plan and Budget Update
Attachment 2 – 2023 Q1 Library Variance Report

2023 Library Business Plan and Budget

2023 Goals and Objectives

Description	2023	2024	2025	Status Update
Library Board Orientation and Library Strategic Planning The 2023 Library Board will consist of 5 laypersons and 2 county councillors. In order to support the development of returning and new board members, library staff will develop and deliver an orientation training plan. To further develop the Library Board's goals and objectives for the term, staff will retain the services of a consulting firm to conduct research, surveys and focus groups to create a Library Strategic Plan that will guide the 2023 – 2027 Library Board and Administration.	🟢	🟢		Consultant has been engaged – kick off meeting with the Board to be scheduled
Ox on the Run Year-Round Mobile Outreach Pilot Beginning in 2023, Oxford County Library will conduct a 2-year full-service pilot for year-round Ox on the Run Mobile Library Services. Using the goals of the Future Oxford – Reducing Poverty Together Strategy, library staff will work with area municipalities and community partners to bring library services, collections and programs to underserved and vulnerable communities and neighborhoods.	🟢	🟢		Program planning is underway, vehicle is being outfitted, staff scheduled to start first week of May Programming schedule will begin early June
Finalize the Development of a Library Technology Plan Using Data from the Bridge and Edge Project (anticipated end date, August 2022), Library staff will work with IT	🟢			Collaborating with IT staff in the development of a Technology Plan in 2023 – focus on privacy and statistics Identified some initiatives that will require budget consideration in 2024 related to public computers, maker spaces and training
Evaluation of Library Services for a Service Delivery Model Framework Using a SWOT framework, articulate the lessons learned, successes achieved, challenges to be addressed and opportunities to adapt and improve library services. Incorporate recommendations into a new Service Delivery Model that will inform library services, spaces, collections, programming and technology.	🟢			Admin Team is reviewing an internal staff SWOT analysis and comparator Libraries' models to inform a draft framework

Oxford County
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LIBRARY
March Variance Reporting
For the Period Ending March 31, 2023

	YTD		REVISED	FORECAST VARIANCE	FORECAST VARIANCE
	ACTUAL	FORECAST	BUDGET*	$	%
CAPITAL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION	2,104	20,000	20,000	-	-
TOTAL LIBRARY ADMINISTRATION	2,104	20,000	20,000	-	-
SPECIAL PROGRAMS					
62006 MOBILE OUTREACH	2,503	24,000	24,000	-	-
92600 R - LIBRARIES	(2,503)	(24,000)	(24,000)	-	-
TOTAL SPECIAL PROGRAMS	-	-	-	-	-
OCL ING					
80000 CAPITAL	-	5,250	5,250	-	-
92605 R - OCL - FACILITIES	-	(5,250)	(5,250)	-	-
TOTAL OCL ING	-	-	-	-	-
Norwich Library					
80000 CAPITAL	-	24,150	24,150	-	-
92605 R - OCL - FACILITIES	-	(24,150)	(24,150)	-	-
TOTAL Norwich Library	-	-	-	-	-
TOTAL CAPITAL	2,104	20,000	20,000	-	-
OCL					
LIBRARY ADMINISTRATION					
60000 LIBRARY ADMINISTRATION					
REVENUES					
GENERAL REVENUES					
3200 REV - PROVINCIAL GOVT	-	(135,675)	(135,675)	-	-
3203 REV - PROV-PAY EQUITY	-	(3,229)	(3,229)	-	-
3325 REV - SERVICE RECOVERY FEES	(3,545)	(12,000)	(12,000)	-	-
3332 REV - INTEREST	(1,233)	-	-	-	-
TOTAL GENERAL REVENUES	(4,778)	(150,904)	(150,904)	-	-
TOTAL REVENUES	(4,778)	(150,904)	(150,904)	-	-
EXPENSES					
SALARIES AND BENEFITS					
SALARIES	128,180	579,312	579,312	-	-
HONORARIUM	500	5,500	5,500	-	-
BENEFITS	40,421	164,111	164,111	-	-
TOTAL SALARIES AND BENEFITS	169,101	748,923	748,923	-	-
OPERATING EXPENSES					
5002 CREDIT CARD COSTS	33	150	150	-	-
5012 COMPUTER SOFTWARE & SUPPORT	25,574	31,200	31,200	-	-
5015 ADVERTISING/MARKETING/PROMO	2,896	18,000	18,000	-	-
5018 TELECOMMUNICATIONS	583	3,355	3,355	-	-
5020 MEMBERSHIP/DUES/SUBSCRIPTIONS	24,090	22,270	22,270	-	-
5021 TRAINING/SEMINARS/CONFERENCE	10,926	18,240	18,240	-	-
5023 POSTAGE	1,303	7,860	7,860	-	-
5025 TRAVEL-EXPENSES, MILEAGE	1,686	10,000	10,000	-	-
5026 TOOLS/EQUIPMENT PURCHASE	1,275	8,000	8,000	-	-

LIBRARY
March Variance Reporting
For the Period Ending March 31, 2023

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE $	FORECAST VARIANCE %
5029 R & M - EQUIPMENT	40	14,000	14,000	-	-
5045 OFFICE SUPPLIES/EXPENSES	1,059	3,500	3,500	-	-
5303 INSURANCE	16,938	16,938	18,790	1,852	9.9%
5308 PURCHASED SERVICES	-	25,000	25,000	-	-
5310 CONSULTANT FEES	-	35,000	35,000	-	-
6019 SUPPLIES/PROGRAM EXPENSES	2,909	20,000	20,000	-	-
6020 BOOKS - HARD COPY	34,792	216,000	216,000	-	-
6023 CULTURAL PROGRAMS	2,826	32,000	32,000	-	-
6024 GUIDES & TOOLS	44,800	62,000	62,000	-	-
6028 BOOKS - ELECTRONIC	34,088	158,600	158,600	-	-
TOTAL OPERATING EXPENSES	205,818	702,113	703,965	1,852	0.3%
INTERDEPARTMENTAL CHARGES					
7000 CHARGE FROM FINANCE	15,885	63,543	63,543	-	-
7001 CHARGE FROM FIN-CAPITAL PLAN	672	2,689	2,689	-	-
7005 CHARGE FROM CUSTOMER SERVICE	5,022	20,088	20,088	-	-
7010 CHARGE FROM IT (OPERATING)	116,181	464,720	464,720	-	-
7011 CHARGE FROM IT - V.O.I.P.	1,770	7,080	7,080	-	-
7012 CHARGE FROM IT - COPIER	1,767	7,071	7,071	-	-
7020 CHARGE FROM FACILITIES	13,347	53,600	53,600	-	-
7030 CHARGE FROM FLEET	5,879	29,195	29,195	-	-
7050 CHARGE FROM HUMAN RESOURCES	13,419	53,678	53,678	-	-
8300 CAPITAL - CHARGE FROM IS	4,374	17,501	17,501	-	-
TOTAL INTERDEPARTMENTAL CHARGES	178,316	719,165	719,165	-	-
TOTAL EXPENSES					
PROGRAM SURPLUS/(DEFICIT)					
TOTAL PROGRAM SURPLUS/(DEFICIT)	-	-	-	-	-
91600 DC - LIBRARY	-	(152,160)	(152,160)	-	-
92600 R - LIBRARIES	(280,456)	(315,456)	(315,456)	-	-
TOTAL LIBRARY ADMINISTRATION	268,001	1,551,681	1,553,533	1,852	0.1%
BRANCH LIBRARIES					
55070 OUTBREAK PREP	(116)	-	-	-	#DIV/0!
61000 BROWNSVILLE LIBRARY	9,793	45,402	45,405	3	0.0%
61001 BURGESSVILLE LIBRARY	14,150	82,159	82,167	8	0.0%
61002 EMBRO LIBRARY	8,482	38,371	38,379	8	0.0%
61003 HARRINGTON LIBRARY	6,394	42,481	42,484	3	0.0%
61004 INGERSOLL LIBRARY	187,519	755,899	755,938	39	0.0%
61005 INNERKIP LIBRARY	19,892	74,295	74,300	5	0.0%
61006 MT-ELGIN LIBRARY	8,281	59,397	59,404	7	0.0%
61007 NORWICH LIBRARY	44,062	219,453	219,479	26	0.0%
61008 OTTERVILLE LIBRARY	14,021	97,955	97,964	9	0.0%
61009 PLATTSVILLE LIBRARY	17,710	112,872	112,883	11	0.0%

Oxford County
Growing stronger together

LIBRARY
March Variance Reporting
For the Period Ending March 31, 2023

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE $	FORECAST VARIANCE %
61010 PRINCETON LIBRARY	12,553	64,273	64,281	8	0.0%
61011 TAVISTOCK LIBRARY	52,944	216,999	217,002	3	0.0%
61012 THAMESFORD LIBRARY	35,143	201,099	201,129	30	0.0%
61013 TILLSONBURG LIBRARY	164,420	665,573	665,601	28	0.0%
92600 R - LIBRARIES	-	(78,750)	(78,750)	-	-
92605 R - OCL - FACILITIES	29,250	117,000	117,000	-	-
TOTAL BRANCH LIBRARIES	624,498	2,714,478	2,714,666	188	0.0%
SPECIAL PROGRAMS					
62006 MOBILE OUTREACH	2,400	169,049	169,049	-	-
62008 HEALTHY COMMUNITIES INITIATIVE	(26,845)	-	-	-	-
92600 R - LIBRARIES	(2,400)	(169,049)	(169,049)	-	-
TOTAL SPECIAL PROGRAMS	(26,845)	-	-	-	-
TOTAL OCL	865,654	4,266,159	4,268,199	2,040	0.0%

Report No: 2023-11
CORPORATE SERVICES
Board Date: May 16, 2023

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

Policy Review: Library Code of Conduct

RECOMMENDATION

1. **That the Library Board approve the revised and updated Code of Conduct, as attached to Report No. 2023-11.**

REPORT HIGHLIGHTS

- This report will highlight the proposed changes to the *Code of Conduct*, last updated in June 2022.

- Updates to the *Code of Conduct* have been suggested by library staff and the DEI Committee to help with issues being observed by and anticipated by staff.

Implementation Points

The revised *Code of Conduct* will be distributed to staff, once approved. Library Leadership will also review highlights with staff in an upcoming staff meeting on June 5th.

Financial Impact

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

Communications

Pursuant to Board approval, the revised *Code of Conduct* will be posted on the library website. Staff will also look to post the revised *Code of Conduct* in branches where space is available.

Strategic Plan (2020-2022)

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

DISCUSSION

Background

The Library Board last passed an update to the *Code of Conduct* at the June 2022 meeting. Since that time, staff have noted a rise of issues both within library branches and in other library systems. With those issues in mind, the Librarian Team and DEI Committee have reviewed current *Code of Conduct* for potential changes to help aid staff when dealing with increasing behaviours or anticipated behaviours that could affect the ability to provide welcoming spaces.

Comments

Attached to this report are the current *Code of Conduct* (Attachment 1), the updated draft with tracked changes (Attachment 2) and a clean copy of the updated draft *Code of Conduct.*

Library staff recommend the following changes be made:
- Updated language in the Background section to include the Canadian Federation of Library Associations position statement on *Protest and Disagreement* (attachment No. 4)
- Added language on behaviours that are not permitted.
- Selected changes to the three main areas to ensure a welcoming environment.

These changes will help the all branches continue to provide quality service in a welcoming environment.

Conclusions

The updated *Code of Conduct* will provide staff and the public with clear, and easy to remember, principles for behaviour and concise language around what is not permitted within library spaces.

SIGNATURE

Departmental Approval:

Original Signed by:

_____

Lisa Marie Williams
CEO/Chief Librarian

ATTACHMENTS

Attachment 1– Updated *Code of Conduct* w/ Tracked Changes (2023)
Attachment 2 – Updated *Code of Conduct* – clean copy (2023)
Attachment 3– Canadian Federation of Library Associations – *Position on Protest and Disagreement*

Oxford County Library connect. discover. share. **become.**	**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

Code of Conduct

BACKGROUND

~~The Oxford County Library is committed to providing quality service, community support, and equitable access to information in a welcoming and safe environment for our customers and our employees.~~

The Oxford County Llibrary is a unique gathering place for the diverse communities we serve. As a public library, we respect individual rights, while recognizing that they must be balanced with the rights of others.

The Oxford County Library Board accepts the position of the Canadian Federation of Library Associations on *Protest and Disagreement* that "affirms that physical or verbal protest that interferes with an individual's ability to easily participate in an event, listen to a speaker, access a resource, or view content, or that creates an intimidating or hostile environment for users, attendees or speakers, is unacceptable" and as such is not permitted.

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PURPOSE

The Oxford County Library *Code of Conduct* is intended to ensure the comfort and safety of all library customers anywhere the library conducts its business, either in person, by phone, or through online services and social media.

Customers are to respect this *Code of Conduct* and to follow all library policies, as well as all municipal, provincial and federal laws, codes, rules and regulations including public health requirements.

PROCEDURES

To ensure a positive library visit for everyone, some behaviours are not permitted including:

- Abuse, harassment or threatening behaviour
- Disruptive or intrusive behaviour
- Discriminatory language or behaviour
- Illegal activity
- Use of alcohol, drugs, vapes or cigarettes
- Being under the influence of alcohol or drugs
- Carrying or using a weapon
- Damaging or stealing library property or equipment

![Oxford County Library logo] connect. discover. share. *become.*	OXFORD COUNTY LIBRARY BOARD POLICY MANUAL		
Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

- Photographing, filming and/or recording of any kind without the written permission of those involved.

- The Oxford County Library is committed to providing quality service, community support, and equitable access to information in a welcoming and safe environment for our customers and our employees. To ensure that, we ask that everyone:

Be respectful and considerate of others.

- ~~Refrain from foul~~Foul, abusive, or discriminatory language or actions are not permitted and will not be tolerated. ~~They will not be tolerated.~~
- Speak and work at a soft volume. Keep noise levels to a minimum to respect others' use of the library.
- Wear clothing and footwear wile in library spaces.
- ~~Bring in only registered guide or service animals.~~Service Animals are welcome and should be kept under the handler's control at all times.
- ~~Respect others with sensitivities to scents.~~Remember that we all share the air and strong scents can negatively impact others.
- Respect others' use of library spaces; remembering that others want to enjoy the library as much as you do.
- Photography or film only with written permission
  - o Written permission must be received from ~~subjects~~ all subjects of any photos or videos taken. ~~of them.~~ Parents or guardians must provide permission for children under the age of 18.
- ~~Obtain permission from the CEO/Chief Librarian or designate to distribute literature or post materials on library property. Solicitation is not permitted in the library.~~Only fliers, pamphlets or other literature approved by the CEO/Chief Librarian or designate may be distributed or posted on library property.
- Report disruptive behaviour to a library staff member.

Be safe.

- Supervise those in your care at all times.
- Assistive mobility devices are welcome. However, skateboards, hoverboards, rollerblades and other like sporting equipment cannot be used in the library.
- Keep entrances, aisles, hallways, and spaces ~~around you clear.~~clear.
- ~~Recreational equipment cannot be used in the library.~~
- The library is not responsible for lost items.
- Leave the building ~~in case of fire, fire drills or other emergencies.~~when requested to do so or in case of an emergency.
- Respect all library, local and/or provincial health and safety recommendations and requirements.

Be respectful of library property.

OxfordCounty Library connect. discover. share. **become.**	**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

- Eating and drinking are allowed in designated areas only, and at staff discretion.
- Clean up after yourself. Recycle and throw out your garbage in the bins provided.
- Use the library's materials, computers, equipment, furniture, and spaces with care and for their intended purposes.

This *Code of Conduct* will be applied in a fair and respectful manner for the benefit of all.

Customers that disrespect the policies of the library and/or refuse to modify their behaviour will be asked to leave. Continued problems with library policies and ~~behaviuor~~behaviour may result in the suspension of library privileges, cost-recovery charges, exclusion from the library for a period of time or ~~permenantly~~permanently and/or prosecution.

Questions about this *Code of Conduct* can be referred to the library administration.

Oxford County Library connect. discover. share. **become.**		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

Code of Conduct

BACKGROUND

The Oxford County Library is a unique gathering place for the diverse communities that make-up Oxford County. As a public library, we respect individual rights, while recognizing that they must be balanced with the rights of others.

The Oxford County Library Board accepts the position of the Canadian Federation of Library Associations on *Protest and Disagreement* that "affirms that physical or verbal protest that interferes with an individual's ability to easily participate in an event, listen to a speaker, access a resource, or view content, or that creates an intimidating or hostile environment for users, attendees or speakers, is unacceptable" and as such is not permitted.

PURPOSE

The Oxford County Library *Code of Conduct* is intended to ensure the comfort and safety of all library customers anywhere the library conducts its business, either in person, by phone, or through online services and social media.

Customers are to respect this *Code of Conduct* and to follow all library policies, as well as all municipal, provincial and federal laws, codes, rules and regulations including public health requirements.

PROCEDURES

To ensure a positive library visit for everyone, some behaviours are not permitted including:

- Abuse, harassment or threatening behaviour
- Disruptive or intrusive behaviour
- Discriminatory language or behaviour
- Illegal activity
- Use of alcohol, drugs, vapes or cigarettes
- Being under the influence of alcohol or drugs
- Carrying or using a weapon
- Damaging or stealing library property or equipment
- Photographing, filming and/or recording of any kind without the written permission of those involved.

Oxford County Library connect. discover. share. *become.*		**OXFORD COUNTY LIBRARY BOARD POLICY MANUAL**	
Board Motion Number:	2022-10	Date of Review:	2024
Date Approved:		Chairperson's signature:	

The Oxford County Library is committed to providing quality service, community support, and equitable access to information in a welcoming and safe environment for our customers and our employees. To ensure that, we ask that everyone:

Be respectful and considerate of others.

- Foul, abusive, or discriminatory language or actions are not permitted and will not be tolerated.

- Speak and work at a soft volume. Keep noise levels to a minimum to respect others' use of the library.

- Wear clothing and footwear while in library spaces.

- Service Animals are welcome and should be kept under the handler's control at all times.

- Remember that we all share the air and strong scents can negatively impact others.

- Respect others' use of library spaces; remembering that others want to enjoy the library as much as you do.

- Photograph or film only with written permission.

  o Written permission must be received from all subjects of any photos or videos taken. Parents or guardians must provide permission for children under the age of 18.

- Only fliers, pamphlets or other literature approved by the CEO/Chief Librarian or designate may be distributed or posted on library property.

- Report disruptive behaviour to a library staff member.

Be safe.

- Supervise those in your care at all times.

- Assistive mobility devices are welcome. However, skateboards, hoverboards, rollerblades and other like sporting equipment cannot be used in the library.

- Keep entrances, aisles, hallways, and spaces clear.

- The library is not responsible for lost items.

- Leave the building when requested to do so or in case of an emergency.

- Respect all library, local and/or provincial health and safety recommendations and requirements.

Be respectful of library property.

- Eating and drinking are allowed in designated areas only, and at staff discretion.

Oxford County Library *connect. discover. share. become.*	OXFORD COUNTY LIBRARY BOARD POLICY MANUAL		
Board Motion Number:	2022-10	Date of Review:	2024
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- Clean up after yourself. Recycle and throw out your garbage in the bins provided.

- Use the library's materials, computers, equipment, furniture, and spaces with care and for their intended purposes.

This *Code of Conduct* will be applied in a fair and respectful manner for the benefit of all.

Customers that disrespect the policies of the library and/or refuse to modify their behaviour will be asked to leave. Continued problems with library policies and behaviour may result in the suspension of library privileges, cost-recovery charges, exclusion from the library for a period of time or permanently and/or prosecution.

Questions about this *Code of Conduct* can be referred to the library administration.

Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

Position on Protest and Disagreement related to Collections, Programs and Speakers in Libraries. An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries

The articles of the Canadian Federation of Library Associations/Fédération canadienne des associations de bibliothèques' (CFLA-FCAB) Statement on Intellectual Freedom and Libraries are explicit declarations of basic principles that govern the service of all publicly funded Canadian libraries; nonetheless, questions do arise regarding application of these principles to specific library practices.

This document provides an interpretation of the CFLA-FCAB's Statement on Intellectual Freedom and Libraries concerning protest and disagreement, which affirms: "libraries resist efforts to limit the exercise of these responsibilities (intellectual freedom) while recognizing the right of criticism by individuals and groups." The CFLA-FCAB Statement on Diversity and Inclusion states: "Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs."

Demonstrating a commitment to Intellectual Freedom, libraries are spaces where a diverse range of opinions and perspectives can be held and shared, and where debate and critical enquiry can take place in an atmosphere of mutual respect for, and understanding of, civil liberties. Libraries believe and support an individual's right to disagree with the views of a speaker, content, or topic and libraries value the importance of protest or dissent – that is, the right to express disagreement in a manner that does not prevent access by others.

The following points are critical operational considerations to applying CFLA-FCAB's position on protest and disagreement:

- CFLA-FCAB affirms controversial expression is part of Intellectual Freedom and, as a result, supported in the library. Equally so, challenge to controversial expression is also supported.
- CFLA-FCAB affirms that the right to disagree is a complement to the right to speak, listen, read or view, but these rights need not occur at the same time or place. For example, a speaker (whether a library user, invited speaker or performer) is entitled to communicate their message to an audience, and the audience is entitled to hear the message and see the speaker. [1]
- CFLA-FCAB affirms that protest and disagreement can take many forms including picketing, requesting an item be removed from the collection, attending an event and asking questions of the speaker, or hosting a different event where an alternative perspective is presented, to name a few.
- CFLA-FCAB affirms that physical or verbal protest that interferes with an individual's ability to easily participate in an event, listen to a speaker, access a resource, or view content, or that creates an intimidating or hostile environment for users, attendees or speakers, is unacceptable. These types of protest substantially interfere with the ability to communicate an idea and a participant's ability to listen, view or read.

Some Considerations for Library Administrators:

CFLA FCAB
Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

- Establish clear policies and procedures related to Library Use, Reconsideration of Library Materials and Programs, Meeting Room Management, Customer Conduct and Safety and Security.
- Be prepared to respond to inquiries related to materials purchased for library collections as well as provide talking points to library staff.
- If a protest is anticipated, communicate with leaders of protest group(s) and/or individual protester(s) ahead of time, setting a clear expectation for civil discourse and peaceful behaviour.
- Help protect the public and a speaker by ensuring a senior staff member is present at library events anticipated to be controversial and by increasing staff coverage to assist attendees.
- Controversy is not always easy to anticipate and not all events anticipated to be controversial result in protest or dissent. Establish relationships and connections with community organizations and law enforcement to help libraries better manage difficult situations. While the library can make policies, practices and expectations clear, can work with protesters to address concerns, and can ask individuals or groups to leave if they are disruptive on library property or in a space the library has rented, it is not the library's responsibility to control or manage the behaviour of protesters – particularly if they are protesting outside of library spaces.

References

1. "Guidelines for Event Organizers, Participants and Protesters: Freedom of Expression, Protest and Dissent." McMaster University, Adhoc Committee on Protest and Freedom of Expression. February 15, 2018. https://dailynews.mcmaster.ca/wp-content/uploads/sites/3/2018/02/Guidelines-for-Event-Organizers-DRAFT-Februay-2018.pdf. (Accessed June, 2020.)

Related Resources:

CFLA FCAB Statement on Intellectual Freedom and Libraries:
http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/

CFLA FCAB Position Statement on Diversity and Inclusion:
http://cfla-fcab.ca/en/guidelines-and-position-papers/position-statement-on-diversity-and-inclusion/

CARL ABRC Code of Conduct:
http://www.carl-abrc.ca/mini-site-page/advancing-open/code-of-conduct/

American Library Association. Responding to and Preparing for Controversial Programs and Speakers Q&A
http://www.ala.org/advocacy/intfreedom/controversialprogramsqa#Dealing%20with%20protests%20and%20speakers

[1] McMaster University. "Guidelines for Event Organizers, Participants and Protesters: Freedom of Expression, Protest and Dissent." McMaster University, Adhoc Committee on Protest and Freedom of Expression. February 15, 2018. https://dailynews.mcmaster.ca/wp-content/uploads/sites/3/2018/02/Guidelines-for-Event-Organizers-DRAFT-February-2018.pdf. (Accessed June, 2020.)

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

To: **Oxford County Library Board**

From: **CEO/Chief Librarian**

Caffyn Bequest Expenditure Request

RECOMMENDATION

1. **That the Library Board approve the funding request as outlined in Report No. 2023-12, Caffyn Bequest Expenditure Request.**

REPORT HIGHLIGHTS

- Inform the current Board of the Peg Caffyn Bequest.
- Seeks Board approval of the expenditure of funds from the Peg Caffyn Bequest.

Implementation Points

Upon approval, library staff will work to put planned spends in place for improvements to the Tillsonburg Children's area in time for the fall 10-year anniversary celebrations.

Financial Impact

The funds required to complete the proposed improvements, which are in keeping with the 2019 Board direction to be used to enhance library services with preference to be given to projects targeting vulnerable and at-risk children and teens, amounts to $9,500 as set out in the following table.

DESCRIPTION	ESTIMATED COST
Mural Wall – Children's Area	$3,500
Children's Area – Furniture Improvements	6,000
Total	**$9,500**

The requested funds, are available in the deferred donation revenue account which has a 2023 opening balance of $68,062 with no further commitments planned for 2023. Approval of these projects would result in a remaining balance of $58,562 available for future investments.

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

<p align="right">**Report No: 2023-12**
CORPORATE SERVICES
Board Date: May 16, 2023</p>

Communications

Publicly recognizing the impacts that a donor's generosity makes is a good stewardship practice. In addition to including written recognition of the source of funding, library staff will highlight the use of funds from this bequest during the Tillsonburg Branch's 10-year Anniversary celebration being planned for Fall 2023. Strategic Communications team will also be consulted regarding possible media coverage.

Strategic Plan (2020-2022)

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

DISCUSSION

Background

In 2019 Oxford County Library was the recipient of a bequest in the amount of $75,562.28 from the Estate of Margaret (Peg) Caffyn. At its May 2019 meeting, the Board authorized the placement of those funds in a deferred revenue account, to be used at a future date to enhance library services, with preference to be given to projects targeting vulnerable and at-risk children and teens. To date, only one expenditure has been made from this bequest.

In January 2021, library administrative staff requested the use of $7,500 from the deferred revenue account to be used toward library Maker Kits for children; picture books for a Read With Me book pack collection and small, play-based resources for the Children's Area of the Tillsonburg Branch.

Comments

In 2022, the Tillsonburg Branch received a number of small donations in memory of Ruth Gibson, the Tillsonburg Public Library's former Board Chair. Donation funds in memory of Mrs. Gibson totalled more than $500. Tillsonburg will also be celebrating 10 years as an Oxford County Library branch in 2023. With these two things in mind, library staff began preparing for a 10-year anniversary celebration.

To demonstrate the library's commitment to reconciliation, branch staff are proposing to replace the existing children's area wall art with a mural that recognizes Tillsonburg's indigenous history, such as the long house settlement discovered in the Tillsonburg area during archeological assessments done in the early 2000s'.

The Tillsonburg Branch team would like to request further investment of the Caffyn Bequest for improvements to the branch's children's area including a new mural and associated costs, and furniture improvements totalling $9,500.

Conclusions

The expenditure of approximately $9,500 from the Peg Caffyn Bequest would result in an enhanced space for children at the Tillsonburg Branch and better acknowledgement and understanding of Tillsonburg's Indigenous history.

SIGNATURE

Departmental Approval:

Original Signed by:

Lisa Marie Williams
CEO/Chief Librarian

London

School board, municipality make moves to work together on future buildings

The move is a baby step toward the school board and municipality working together on common spaces

Kate Dubinski · CBC News · Posted: May 01, 2023 4:31 AM EDT | Last Updated: 7 hours ago

If a town needs a new recreation centre and a new school, officials are now exploring the idea of constructing both in a single building that can serve the whole community.

Red tape and different levels of government not talking to each other have meant that idea simply doesn't happen — at least until now, politicians say.

"Small, rural elementary schools, while technically owned by the school board, are an integral part of small rural communities across Ontario. People feel their children have a special connection to their school, and by extension, the whole community does," said Marcus Ryan, the mayor of Zorra Township and the Warden of Oxford County.

"Schools are natural gathering places where not just kids go, but their parents, their grandparents. People go for community events. It something we want to cherish and protect."

- **Rural Ontario municipalities are adopting the 4-day work week. What does it take to get others on board?**

Zorra and Oxford County, along with the local library board, have agreed to collaborate with the Thames Valley District School Board. When discussions start about a new school and a new recreation centre in Thamesford, for example, or a new library at A J Baker Public School in Zorra, everyone will be at the table, Ryan said.

"Can we, should we work together to try to develop a way that we can co-spend and co-deliver services in a way that's more effective and efficient for our residents," he said. "This is the first time that in an intentional way, we've said 'let's all not build things until we at least talk to each other about what we could do together."

It's not as simple as just agreeing to work together. Municipalities can spend their money how they want, while schools get funded by the province on a per-pupil basis, so that could throw a kink in things. But the province has signaled that it wants school boards and municipalities to work together.

Just-introduced Bill 98, the Better Schools and Student Outcomes Act, asks school boards to "collaborate with municipalities to plan for the early and integrated development of school sites and the establishment of child care centres within schools to meet current and future needs of the board."

"I think it's a great idea, and the provincial government does, too," said Oxford MPP Ernie Hardeman.

"There's never really been a requirement or even a suggestion that school boards and municipalities should work together, but everybody agrees that we should be. It's something that everybody thought was part of the process, but there was no way to actually make it happen, and with Bill 98, it actually suggests that we need to be doing it."

School board trustees approved the idea in principle last week.

"This isn't just about Oxford County, it's about the entire valley and the opportunities that are out there," said Thames Valley District School Board trustee David Cripps.

"I think this gives us an opportunity to do some really great things and to become leaders in the province and lead by example, while hopefully at the same time convincing the minister to maybe build some schools for us a little faster."

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CBC

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London

70-year-old Ontario biker makes it her mission to protect people at drag queen storytimes

Patricia Ginn escorted children into recent event at Middlesex County Library branch in Parkhill

Rebecca Zandbergen · CBC News · Posted: May 08, 2023 3:24 PM EDT | Last Updated: May 8

Patricia Ginn, 70, is a motorcyclist and part of the riding group WindSisters. Last month, they were outside the Parkhill, Ont., branch of the Middlesex County Library to support performers at a drag queen storytime, and escort families and supporters into the building. (Submitted by Patricia Ginn)

If public libraries have become the battleground for LGBTQ rights, Patricia Ginn of Strathroy, Ont., is on the front line.

At 70, Ginn, who regularly sports a black leather vest, says she doesn't scare easily. She rides a 2023 Indian Dark Horse motorcycle and makes it her mission to support drag queen storytime events across southern Ontario.

Last month, amid dozens of protesters, Ginn, along with three other members of the motorcycle group WindSisters, stood outside the Parkhill, Ont., branch of the Middlesex County Library to support performers at a drag queen storytime, and escort participating families and supporters into the building.

About 100 people from the town, which has a population of fewer than 2,000, were in attendance.

While some of the protesters prayed, others were more aggressive, said Ginn, who came out in her 20s and describes herself as a masculine-presenting lesbian.

She recently moved from Toronto to Strathroy to be closer to family.

"It was brutal for two hours," she said about last month's protest.

"They were in our face, pushing and shoving, screaming, calling us everything they could think of.

"They actually went up to several members who were walking in with their children and called them pedophiles."

One of the protesters outside a drag queen storytime event at the Middlesex County Library branch in Parkhill. (Submitted by Patricia Ginn)

Lindsay Brock, Middlesex County's director of library services, also expressed concerns about potential reaction to the storytime event.

"My biggest fear going in was that children would be targeted, and that their experience would be ruined and it would be kind of a scary experience. Some families unfortunately did experience that because it was not a peaceful protest outside."

- **Drag storytimes have become a target of hate. Why some families love them anyway**

- **Supporters outnumber protesters at drag queen storytime in Woodstock, Ont.**

Ontario Provincial Police were at the event, and leading up to it, had worked closely with the county. Brock said police will meet with her this week for a post-mortem on how it all played out.

Protests building in small-town Ontario

The Parkhill event was the first drag queen storytime since 2019 and the first with so many protesters gathered outside, said Brock.

"I think that it's in the news," she said. "We're hearing things that are happening south of the border, and it's kind of mingling with concerns and feelings that people are having here locally."

Ginn stands with other members of the motorcycle group, WindSisters, along with with drag queens, Von Panico, left, and Miss Lita, right. (Submitted by Patricia Ginn)

In the seven years since Michelle Tea launched Drag Queen Story Hour in San Francisco, similar performances have popped up in libraries and other venues across North America, growing in popularity until they got pulled into the U.S. culture wars after the Jan. 6, 2021, Capitol riot in Washington.

Despite the protest in Parkhill, Middlesex is undeterred and has plans to hold two more drag queen storytimes in the weeks to come. The Komoka branch will host its own event May 27. Another one is planned in Strathroy on June 24.

The OPP are working alongside the county again this time, said Brock.

"We need our libraries to reflect our communities and the wide range of people that live in our communities, but also recognize that there are underrepresented and underserved groups across Middlesex County."

Frank Emanuele, director of Strathroy Pride, second from right, is shown with his children, Luca and Nico, his partner Norm Furtado and drag queens Von Panico and Miss Lita at the Parkhill event. (Submitted by Lindsay Brock)

"The harm protesters do is multi-layered," said Strathroy Pride director Frank Emanuele, who also attended the Parkhill event with his family. "For protesters to behave in such verbally aggressive ways not only deters people from attending our events, but it reaffirms many of the fears our community already feels about being safe in public spaces."

Emanuele said protesters also yelled insults at him.

"My own children had to hear those words being yelled at me which lead to much needed debriefing and explanations about irrational human behaviour."

Ginn rides a 2023 Indian Dark Horse. She recently moved from Toronto to Strathroy to be closer to family. (Submitted by Patricia Ginn)

So far, Ginn plans to attend two more drag queen storytimes next month at library branches in neighbouring Oxford County: in Ingersoll and in Tillsonburg.

"I want our children to be able to safely walk into a library for storytime on Saturday morning in small-town Ontario without harassment," said Ginn.

"I don't think it's any accident that there are more protests targeting our small local communities," she said. "They show up openly, display their hatred of anyone different and stir the pot of homophobia."

LISTEN | Patricia Ginn speaks on why she and her motorcycle friends helped people at a drag story time in Parkhill, Ont.:

London Morning   **6:29**

Keeping protesters at bay during rural drag queen storytimes

Kids attending a recent drag queen storytime were met by protesters at the Middlesex County Library in Parkhill. London Morning talks to Patricia Ginn, a motorcyclist from Strathroy, who is making it her mission to make sure they go off without a hitch.

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