

AGENDA

OXFORD COUNTY LIBRARY BOARD  
BOARD MEETING

Tuesday, March 19, 2024, 1:00 PM  
Woodstock, Room 222 and online  
[www.oxfordcounty.ca/livestream](http://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. February 20, 2024
5. DELEGATIONS. PRESENTATIONS AND CONSIDERATION THEREOF
6. CONSIDERATION OF CORRESPONDENCE
7. REPORTS
  - 7.1. 2024-12 Key Agenda Items and Policy Review Update (verbal report)  
RECOMMENDATION
    1. That the Library Board receives Verbal Report 2024-12, Key Agenda Items and Policy Review Update for information and discussion.
  - 7.2. 2024-13 Librarian's Report and Monthly Statistics  
RECOMMENDATION
    1. That the Library Board receives Report 2024-13, Librarian's Report and Monthly Statistics, for information and discussion.
  - 7.3. 2024-14 Library Room Rental Policy Review and Update  
RECOMMENDATION
    1. That the Library Board receives Report 2024-14, Library Room Rental Policy Review and Update, and approves amendments and title change made to the Meeting Room Policy as set out in Attachment 1.
  - 7.4 2024-15 Study Room Policy Review and Update  
RECOMMENDATION
    1. That the Library Board receives Report 2024-15, Study Room Policy Review and Update, and approves amendments to the Study Room Policy as set out in Attachment 1.



7.5 2024-16 County General Policy Manual, Section 7 Health and Safety Policies Adoption

RECOMMENDATION

1. That the Library Board receives Report 2024-16, County General Policy Manual, Section 7 Health and Safety Policy Adoption, and approves the formal re-adoption of all policies included in Section 7 as governing the operation of all County Library services and staff.

7.6 2024-17 Rural Customer Engagement Update (Verbal Report)

RECOMMENDATION

1. That the Library Board receives Verbal Report 2024-17, Rural Customer Engagement Update for information and discussion.

8. UNFINISHED BUSINESS

9. MOTIONS

10. NOTICE OF MOTIONS

11. ENQUIRIES

12. ADJOURNMENT



## OXFORD COUNTY LIBRARY BOARD MEETING MINUTES

**Tuesday, February 20 2024**

Members Present: Vice-Chair Laura Langford  
Councillor David Mayberry  
Councillor Brian Petrie  
Megan Blair  
Katherine Grieve  
Cynthia Lacroix

Members Absent: Chair Julia Harris

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

### 1. CALL TO ORDER

Oxford County Library meets in regular session this the twentieth day of February, 2024 in Room 222, Oxford County Administration Building, Woodstock, at 1:02 PM with Vice-Chair Laura Langford in the chair.

### 2. APPROVAL OF AGENDA

#### RESOLUTION 1

Moved By: David Mayberry  
Seconded By: Katherine Grieve  
Resolved that the Agenda be approved.

DISPOSITION: Motion Carried

### 3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

NIL

### 4. ADOPTION OF BOARD MINUTES OF PREVIOUS MEETING

#### RESOLUTION 2

Moved By: Brian Petrie

Seconded By: Megan Blair

Resolved that the Library Board minutes of January 16, 2024 be adopted.

DISPOSITION: Motion Carried

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

NIL

## **6. CONSIDERATION OF CORRESPONDENCE**

6.1 Dina Stevens, Executive Director, Federation of Ontario Public Libraries

January 23, 2024

RE: FOPL Update

### RESOLUTION 3

Moved by: David Mayberry

Seconded by: Katherine Grieve

That correspondence Item 6.1 on the February 20, 2024 Board Agenda from the Federation of Ontario Libraries be received for information.

DISPOSITION: Motion Carried

## **7. REPORTS**

7.1. 2024-06 Key Agenda Items and Policy Review Update (verbal report)

### RESOLUTION 4

Moved By: Brian Petrie

Seconded By: David Mayberry

That the Library Board receives Verbal Report 2024-06, Key Agenda Items and Policy Review Update for information and discussion.

DISPOSITION: Motion Carried

7.2. 2024-07 Librarian's Report and Monthly Statistics

### RESOLUTION 5

Moved By: Brian Petrie

Seconded By: Megan Blair

That the Library Board receives Report 2024-07, Librarian's Report and Monthly Statistics, for information and discussion.

DISPOSITION: Motion Carried

7.3. 2024-08 2023 Board Evaluation Results

RESOLUTION 6

Moved By: David Mayberry  
Seconded By: Megan Blair

That the Library Board receives Report 2024-08, 2023 Board Evaluation Results for information and discussion.

DISPOSITION: Motion Carried

7.4. 2024-09 Diversity and Inclusion Policy Review and Update

RESOLUTION 7

Moved By: Brian Petrie  
Seconded By: David Mayberry

That the Library Board receives Report 2023-09, Diversity and Inclusion Policy Review and Update, and approves amendments to the Diversity and Inclusion Policy as set out in Attachment 1.

DISPOSITION : Motion Carried

7.5 2024-10 Advocacy Policy Review and Update

RESOLUTION 8

Moved By: David Mayberry  
Seconded By: Katherine Grieve

That the Library Board receives Report 2024-10, Advocacy Policy Review and Update, and approves amendments to the Advocacy Policy as set out in Attachment 1.

DISPOSITION: Motion Carried

7.6 2024-11 Library Strategic Plan (verbal report)

RESOLUTION 9

Moved By: Katherine Grieve  
Seconded by: David Mayberry

That the Library Board receives Report 2024-11, Library Strategic Plan, and approves the Final Strategic Plan Document and At-a-Glance sheet as set out in Attachments 1 and 2.

DISPOSITION : Motion Carried

**8. UNFINISHED BUSINESS**

NIL

**9. MOTIONS**

NIL

**10. NOTICE OF MOTIONS**

NIL

**11. ENQUIRIES**

NIL

**12. ADJOURNMENT**

RESOLUTION 10

Moved By: Katherine Grieve  
Second By: Brian Petrie

Resolved that the Board meeting of February 20, 2024 be adjourned until the next meeting scheduled for March 19, 2024 at 1:00 p.m.

DISPOSITION: Motion Carried at 2:23 p.m.

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Laura Langford, Vice Chair

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Lisa Marie Williams, Secretary



### Oxford County Library Board - Key Agenda Items 2024

Agenda items	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Notes
2023 Board Evaluation	X										Yearly Agenda Item
2023 Year End Statistics				X							Yearly Agenda Item
Librarian's Report and Monthly Statistics	X	X	X	X	X	X		X	X		Regular Agenda Item
Quarterly Metrics		Q3 (23)		Q4 (23)	Q1			Q2		Q3	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
2025 Business Plan								X			2024 Planning
2025 Budget Plan									X		2024 Planning
Library Technology Review											Date TBD
Library Facilities Plan											Date TBD
Rural Customer Engagement Report			X		X						Update Rept / Final Report
CEO/Chief Librarian Performance Goals										X	Yearly Agenda Item
2025 Board Meeting Dates and Library Closures										X	Yearly Agenda Item





**To:** Oxford County Library Board

**From:** CEO/Chief Librarian

## Librarian’s Report and Monthly Statistics

### RECOMMENDATION

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1. That the Library Board receive Report 2024-13, Librarian’s Report and Monthly Statistics, for information and discussion.

### DISCUSSION

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#### CEO / Chief Librarian

- February 15, 2024 – Library & Archives DEI Committee
- February 22, 2024 – ARUPLO Executive Committee
- February 23, 2024 – w/ M. Stegmann, Oxford County Public Works RE: Security
- February 27, 2024 – w/ M. Amy, Oxford County Public Works RE: Facilities
- February 28, 2024 – Public Library Leaders Cohort 5 Network RE: Digital Security
- March 4, 2024 – w/ E. Coppse, Burlington RE: Programming Challenges
- March 8, 2024 – ARUPLO

#### February 2024 Statistics

February statistical data is made available in Attachment 1 of this report

- **Branch Attendance**  
Attendance was strong again in February with nearly all branches recording increases.

% Total Change	February	Year to Date
<b>2023 to 2024</b>	27.6%	18.1%

#### Branches of Note

Branch	February	Attendance / Hour
<b>Brownsville</b>	Up 121% over 2023	3.7
<b>Mount Elgin</b>	Up 36% over 2023	2.9

<b>Plattsville</b>	Up 54% over 2023	8.3
<b>Princeton</b>	Up 65% over 2023	5.7
<b>Tillsonburg</b>	Up 61% over 2023	33.4

- **Computer Use**

In February many branches saw a large increase in both computer use and wireless use. Of note, SWOX branches (Brownsville and Mount Elgin) saw negative wireless use. This may be due to the availability of wireless services in the SWOX Halls by the municipality.

<b>% Total Change</b>	<b>February</b>	<b>Year to Date</b>
<b>Total Computer Use</b>	32%	38%
<b>Total Wireless Use</b>	17%	10%
<b>Total Use Overall</b>	22.2%	20%

- **Physical Circulation**

Physical circulation continued to improve slightly over the previous February.

<b>% Total Change</b>	<b>February</b>	<b>Year to Date</b>
<b>2023 to 2024</b>	2%	-3%

Branches of Note

<b>Branch</b>	<b>February</b>	<b>Circulation / Hour</b>
<b>Brownsville</b>	Up 91% over 2023	4.5
<b>Princeton</b>	Up 45% over 2023	25.4

- **Digital Circulation**

Digital Circulation continued to rise at a large rate. This is causing some issues with budget for products such as Hoopla as usage is outpacing availability of funding.

<b>% Total Change</b>	<b>February</b>	<b>Year to Date</b>
<b>2023 to 2024</b>	22%	15%

## Community Engagement

### Ox on the Run

The Ox was out of service the from March 5 through March 13 due to a mechanical issue. The Ox Team still held their commitments for March Break by using a County Fleet truck and an Ox branded tent.

Attachment 2 provides the March Ox on the Run calendar of events.

## Collections and Technology

### Children's Language Collections – Peg Caffyn Fund

In Fall 2023, the Library Board approved the purchase of children's material in different languages with funds provided by the Peg Caffyn Fund. Many of those items have now been catalogued and are available at the Ingersoll branch or by hold at any location. Our systems team worked hard to make the items easily searchable and to have digital covers available in the catalogue for those looking for these items. Staff have also received lots of positive feedback from customers and members of the community.

### Patron Point Update

The Systems Support Librarian is working with OCL's Integrated Library System and Patron Point to launch Patron Point by Q3. Staff will have the end of Q2 for training and trials before a full live launch.

### OCL Catalogue App Update

Sirsi Dynix, the Library's Integrated Library System provider, has come to an agreement with their app provider to re-release the catalogue app. Those customers that did not uninstall the app from their mobile devices will find the app functioning again. While those looking for the App will now be able to find it in both the Google Play store and the iPhone App store.

Library staff are currently working with our consortium partners to determine how the consortium will proceed with future app updates or to go with a different provider in 2025.

## Branch and Programming

### Pre-Loved Prom

Tillsonburg and Norwich Libraries are happy to support students preparing for prom or grade 8 graduations in partnership with the Preloved Prom Project.

Tillsonburg Event – March 18

Norwich Event – April 3

### Otterville Mural

Artist Stella Jurgen began work during March Break on the Otterville Mural project. The Southern Branch Team is excited to see this project come to life thanks to the support of local residents and the Otterville Firefighters.

### **CBC Canada Reads Live Watch and Discussion**

Ingersoll Branch hosted a week-long Live Watch and Discussion party for CBC's Canada Reads and was one of nine libraries / communities in Ontario listed by CBC as hosting events. CBC Canada Reads also sent the branch swag and copies of the books to use as giveaways and provided permission to use the CBC Canada Reads logo on all promotion.

### **Pride Programming**

Branch and Outreach staff are working with our partners at WPL and Oxford Pride to plan this year's pride month programs. Staff will update the Board with further information as it becomes available.

To view our Program Calendar, go to:

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

### **Staff News**

#### **Staffing Changes**

Otterville / Brownsville Branch Supervisor has gone on parental leave. The Southern Branch Team is happy to welcome two new team members to fill in and provide further casual hours to help support services.

## **SIGNATURES**

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### **Departmental Approval:**

Original signed by

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Lisa Marie Williams  
CEO/Chief Librarian

## **ATTACHMENTS**

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Attachment 1 – February 2024 Statistics  
Attachment 2 – Ox on the Run March 2024 Calendar





## Branch Attendance January 2024

BRANCH	HOURS PER WEEK	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
PRINCETON	15	2023	279	220	398	273	251	317	328	375	297	334	366	326	499	3,764
	15	2024	341	362											703	703
	% Change 22 to 23			22%	65%											41%
TAVISTOCK	35	2023	679	629	937	665	699	820	860	971	541	733	770	596	1,308	8900
	35	2024	721	721											1,442	1442
	% Change 22 to 23			6%	15%											10%
THAMESFORD	35	2023	672	593	796	713	908	732	1,196	1,227	672	937	808	820	1,265	10,074
	35	2024	865	753											1,618	1,618
	% Change 22 to 23			29%	27%											28%
TILLSONBURG	54	2023	4,934	4,480	6,702	5,383	5,642	5,687	7,453	8,058	6,396	7,269	7,478	5,739	9,414	75,221
	54	2024	6,728	7,219											13,947	13,947
	% Change 22 to 23			36%	61%											48%
TOTAL	335	2023	15,468	13,799	18,839	14,956	15,395	17,128	19,383	20,918	15,653	17,976	18,187	14,745	29,267	202,447
	335	2024	16,951	17,609											34,560	34,560
TOTAL Change 2023 to 2024			9.6%	27.6%											18.1%	



Computer Use - February 2024

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
BROWNSVILLE	Computers	2023	10	1	11	7	14	12	11	29	27	42	23	20	11	207	
		2024	23	23												46	46
	% Change			130%	2200%											318%	-78%
	Wireless	2023	24	17	18	17	21	18	11	15	16	15	6	16	41	194	
		2024	16	11											27	27	
	% Change			-33%	-35%											-34%	-86%
	Totals 2023			34	18	29	24	35	30	22	44	43	57	29	36	52	401
	Totals 2024			39	34											73	73
% Change			15%	89%											40%		
BURGESSVILLE	Computers	2023	0	1	2	10	3	5	2	8	2	0	3	6	1	42	
		2024	1	2												3	3
	% Change			100%	100%											100%	-93%
	Wireless	2023	13	25	25	21	30	64	29	19	26	13	9	4	38	278	
		2024	16	24											40	40	
	% Change			23%	-4%										5%	-86%	
	Totals 2023			13	26	27	31	33	69	31	27	28	13	12	10	39	320
	Totals 2024			17	26											43	43
% Change			31%	0%											10%	-87%	
EMBRO	Computers	2023	1	1	0	0	0	0	1	1	4	0	3	2	2	13	
		2024	0	6												6	6
	% Change			-100%	500%											200%	-54%
	Wireless	2023	30	31	49	39	68	59	318	39	107	129	176	48	61	1,093	
		2024	31	85											116	116	
	% Change			3%	174%										90%	-89%	
	Totals 2023			31	32	49	39	68	59	319	40	111	129	179	50	63	1,106
	Totals 2024			31	91									0	122	122	
% Change			0%	184%											94%	-89%	
HARRINGTON	Computers	2023	0	0	0	2	0	0	0	0	0	0	0	5	0	7	
		2024	1	1												2	2
	% Change			100%	100%											100%	-71%
	Wireless	2023	10	18	8	12	10	12	9	5	11	12	6	12	28	125	
		2024	11	15											26	26	
	% Change			10%	-17%										-7%	-79%	
	Totals 2023			10	18	8	14	10	12	9	5	11	12	6	17	28	132
	Totals 2024			12	16											28	28
% Change			20%	-11%											0%	-79%	



Computer Use - February 2024

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
INGERSOLL	Computers	2023	272	222	332	332	318	268	295	331	301	265	343	233	494	3,512	
		2024	317	291												608	608
		% Change	17%	31%												23%	-83%
	Wireless	2023	66	87	155	117	138	147	147	133	167	155	156	127	153	1,595	
		2024	260	234												494	494
		% Change	294%	169%												223%	-69%
	Totals 2023			338	309	487	449	456	415	442	464	468	420	499	360	647	5,107
	Totals 2024			577	525											1,102	1,102
	% Change			71%	70%											70%	-78%
INNERKIP	Computers	2023	17	8	12	8	0	0	19	16	7	6	2	0	25	95	
		2024	6	12												18	18
		% Change	3%	3%												-28%	-81%
	Wireless	2023	10	11	22	14	54	43	6	11	23	15	77	12	21	298	
		2024	29	16												45	45
		% Change	190%	45%												114%	-85%
	Totals 2023			27	19	34	22	54	43	25	27	30	21	79	12	46	393
	Totals 2024			35	28											63	63
	% Change			30%	47%											37%	-84%
MOUNT ELGIN	Computers	2023	0	0	0	2	3	0	0	1	0	1	0	0	0	7	
		2024	3	4												7	7
		% Change	100%	100%												300%	0%
	Wireless	2023	34	28	46	18	54	25	24	23	35	56	61	31	62	435	
		2024	17	0												17	17
		% Change	-50%	-100%												-73%	-96%
	Totals 2023			34	28	46	20	57	25	24	24	35	57	61	31	62	442
	Totals 2024			20	4											24	24
	% Change			-41%	-86%											-61%	-95%
NORWICH	Computers	2023	158	138	215	130	176	220	259	260	213	197	210	216	296	2,392	
		2024	313	193												506	506
		% Change	98%	40%												71%	-79%
	Wireless	2023	190	159	232	238	274	296	310	259	196	190	199	143	349	2,686	
		2024	224	243												467	467
		% Change	18%	53%												34%	-83%
	Totals 2023			348	297	447	368	450	516	569	519	409	387	409	359	645	5,078
	Totals 2024			537	436											973	973
	% Change			54%	47%											51%	-81%





Computer Use - February 2024

BRANCH		YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
OTTERVILLE	Computers	2023	15	10	14	13	7	21	13	21	6	19	22	29	25	190	
		2024	18	29											47	47	
		% Change	20%	190%												88%	-75%
	Wireless	2023	27	12	28	7	6	14	26	29	24	10	21	0	39	204	
		2024	35	29											64	64	
		% Change	30%	142%												64%	-69%
		Totals 2023		42	22	42	20	13	35	39	50	30	29	43	29	64	394
		Totals 2024		53	58											111	111
		% Change		26%	164%											73%	-72%
PLATTSVILLE	Computers	2023	13	15	15	13	9	3	11	19	11	22	16	9	28	156	
		2024	12	8											20	20	
		% Change	-8%	-47%												-29%	-87%
	Wireless	2023	220	223	251	260	354	272	10	17	176	208	226	141	443	2,358	
		2024	159	190											349	349	
		% Change	-28%	-15%												-21%	-85%
		Totals 2023		233	238	266	273	363	275	21	36	187	230	242	150	471	2,514
		Totals 2024		171	198											369	369
		% Change		-27%	-17%											-22%	-85%
PRINCETON	Computers	2023	9	14	10	7	13	2	3	3	9	9	3	1	23	83	
		2024	4	11											15	15	
		% Change	-56%	-21%												-35%	-82%
	Wireless	2023	8	15	23	22	40	44	38	32	23	20	29	24	23	318	
		2024	37	63											100	100	
		% Change	363%	320%												335%	-69%
		Totals 2023		17	29	33	29	53	46	41	35	32	29	32	25	46	401
		Totals 2024		41	74											115	115
		% Change		141%	155%											150%	-71%
TAVISTOCK	Computers	2023	16	21	25	15	20	16	20	45	12	46	34	27	37	297	
		2024	11	0											11	11	
		% Change	-31%	-100%												-70%	-96%
	Wireless	2023	14	16	20	32	20	19	15	28	16	20	24	31	30	255	
		2024	35	62											97	97	
		% Change	150%	288%												223%	-62%
		Totals 2023		30	37	45	47	40	35	35	73	28	66	58	58	67	552
		Totals 2024		46	62											108	108
		% Change		53%	68%											61%	-80%



Computer Use - February 2024

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL	
THAMESFORD	Computers	2023	13	17	18	26	24	22	16	13	8	19	29	21	30	226
		2024	21	13											34	34
	% Change	62%	-24%												13%	-85%
	Wireless	2023	47	92	65	57	59	43	49	49	49	38	49	166	139	763
		2024	55	46											101	101
	% Change	17%	-50%												-27%	-87%
	Totals 2023	60	109	83	83	83	65	65	62	57	57	78	187	169	989	
Totals 2024	76	59											135	135		
% Change	27%	-46%												-20%	-86%	
TILLSONBURG	Computers	2023	331	338	476	372	447	388	387	430	402	431	516	412	669	4,930
		2024	490	444											934	934
	% Change	48%	31%											40%	-81%	
	Wireless	2023	770	676	1,156	352	357	325	391	394	387	473	483	363	1,446	6,127
		2024	586	629											1,215	1,215
	% Change	-24%	-7%												-16%	-80%
	Totals 2023	1,101	1,014	1,632	724	804	713	778	824	789	904	999	775	2,115	11,057	
Totals 2024	1,076	1,073											2,149	2,149		
% Change	-2%	6%												2%	-81%	
TOTAL COMPUTERS	2023	855	786	1130	937	1034	957	1037	1177	1002	1057	1204	981	1641	12157	
	2024	1220	1037											2257	2257	
	% Change	43%	32%											38%	-81%	
TOTAL WIRELESS	2023	1463	1410	2098	1206	1485	1381	1383	1053	1256	1354	1522	1118	2873	16729	
	2024	1511	1647											3158	3158	
	% Change	3%	17%											10%	-81%	
TOTAL USAGE	2023	2,318	2,196	3,228	2,143	2,519	2,338	2,420	2,230	2,258	2,411	2,726	2,099	4,514	28,886	
	2024	2,731	2,684											5,415	5,415	
	% Change 2022 to 2023	17.8%	22.2%											20.0%	-81%	





## Physical Circulation - February 2024

BRANCH	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTAL
OTTERVILLE	2023	1,280	1,436	1,453	1,355	1,302	1,279	1,516	1,511	1,272	1,249	1,507	1,259	2,716	16,419
	2024	1,108	1,147											2,255	2,255
% Change 2022 to 2023		-13%	-20%											-17%	
Ox on the Run	2023						96	150	203	107	96	49	70	0	771
	2024	64	115											179	
% CHANGE 2023 to 2024															
PLATTSVILLE	2023	2,049	1,914	2,114	1,877	1,863	1,769	2,146	2,515	1,926	1,774	1,583	1,500	3,963	23,030
	2024	1,600	1,805											3,405	3,405
% CHANGE 2023 to 2024		-22%	-6%											-14%	
PRINCETON	2023	1,205	1,121	1,434	1,336	1,270	1,244	1,251	1,353	1,265	1,272	1,235	1,145	2,326	15,131
	2024	1,334	1,627											2,961	2,961
% CHANGE 2023 to 2024		11%	45%											27%	
TAVISTOCK	2023	2,570	2,152	3,010	2,335	2,145	2,381	2,602	3,025	2,107	2,192	2,113	1,783	4,722	28,415
	2024	2,486	2,257											4,743	4,743
% CHANGE 2023 to 2024		-3%	5%											0%	
THAMESFORD	2023	1,980	1,587	1,779	1,850	1,820	1,765	2,523	2,354	1,909	1,793	1,799	1,563	3,567	22,722
	2024	1,925	1,764											3,689	3,689
% CHANGE 2023 to 2024		-3%	11%											3%	
TILLSONBURG	2023	7,588	6,830	8,236	7,236	6,518	6,707	7,994	7,879	7,024	6,693	6,851	6,044	14,418	85,600
	2024	6,978	6,630											13,608	13,608
% CHANGE 2023 to 2024		-8%	-3%											-6%	
TOTAL	2023	38,142	33,134	40,018	35,505	34,416	35,623	41,875	42,466	35,461	34,500	34,221	30,170	71,276	435,531
	2024	35,563	33,857	0	0	0	0	0	0	0	0	0	0	69,420	69,420
% CHANGE 2023 to 2024		-7%	2%											-3%	-84%



### Digital Circulation - February 2024

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	TOTALS
<b>Digital TV &amp; Movies</b>	<b>2023</b>	792	706	673	655	643	658	680	758	843	901	907	723	<b>792</b>	<b>8,939</b>
	<b>2024</b>	740	703											<b>740</b>	<b>1,443</b>
<b>% Change - Digital TV &amp; Movies</b>			-7%	0%										-7%	
<b>Digital Magazines and Newspapers</b>	<b>2023</b>	3,587	2,650	3,663	3,306	2,744	3,119	2,967	3,053	3,277	3,707	4,133	4,384	<b>3,587</b>	<b>40,590</b>
	<b>2024</b>	5,237	6,149											<b>5,237</b>	<b>11,386</b>
<b>% Change - Digital Magazines &amp; Newspapers</b>			46%	132%										46%	
<b>Tumble Books</b>	<b>2023</b>	92	66	73	79	62	92	25	31	86	205	224	233	<b>158</b>	<b>1,268</b>
	<b>2024</b>	174	213											<b>387</b>	<b>387</b>
<b>% Change - Tumble Books</b>			89%	223%										145%	
<b>Digital Music</b>	<b>2023</b>	2,769	2,346	1,418	1,455	1,389	1,366	1,573	1,465	1,573	1,686	2,696	1,871	<b>5,115</b>	<b>21,607</b>
	<b>2024</b>	1,527	1,323											<b>2,850</b>	<b>2,850</b>
<b>% Change - Digital Music</b>			-45%	-44%										-44%	
<b>Digital Audiobooks</b>	<b>2023</b>	3,973	3,646	4,133	4,001	4,221	3,812	4,030	4,557	4,228	4,485	4,423	4,394	<b>7,619</b>	<b>49,903</b>
	<b>2024</b>	4,685	4,574											<b>9,259</b>	<b>9,259</b>
<b>% Change - Digital Audiobooks</b>			18%	25%										22%	
<b>Digital ebooks</b>	<b>2023</b>	6,885	6,489	6,865	6,489	6,437	6,318	7,065	7,181	6,648	7,000	6,390	7,555	<b>13,374</b>	<b>81,322</b>
	<b>2024</b>	7,180	6,431											<b>13,611</b>	<b>13,611</b>
<b>% Change - eBooks</b>			4%	-1%										2%	
<b>TOTAL Digital Circulation</b>	<b>2023</b>	18,098	15,903	16,825	15,985	15,496	15,365	16,340	17,045	16,655	17,984	18,773	19,160	<b>34,001</b>	<b>203,629</b>
	<b>2024</b>	19,543	19,393	-	-	-	-	-	-	-	-	-	-	<b>38,936</b>	<b>38,936</b>
<b>% Change - Digital Circulation</b>			8%	22%										15%	

**Definitions:**

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



# OX ON THE RUN MARCH 2024

SUN	MON	TUES	WED	THU	FRI	SAT
					1 Tavistock Memorial Hall 10-11:30 Tech Help Drop-in Tavistock Library 1-3pm	2
3	4	5	6	7 Tech Help Drop-In Plattsville Library 10am-12pm	8 Ingersoll Senior's Centre Active Living Fair 10am-2pm	9
10 <b>MARCH Break!</b>	11 Jakeman's Maple Products Sweaburg 1-3pm	12 Annandale NHS Tillsonburg 10am-12pm	13 Embro Community Centre 10-11:30am Little Hobby Hill Farm, Salford 1-3pm	14 Norwich Museum 1-3pm	15 Gunn's Hill Cheese Woodstock 10am-12pm 	16
17 	18 Make & Mingle Thamesford Arena 6-7:30pm	19	20 Tech Help Drop-In Harrington Library 4-6pm	21	22 Tavistock Memorial Hall 10-11:30am Tech Help Drop-In Burgessville Library 2:30-4pm	23
24 	25	26	27 Tech Help Drop-in Innerkip Library 2-4pm	28 Plattsville Arena 10-11:30am	29 Good Friday	30
31						

**To: Oxford County Library Board**

**From: CEO/Chief Librarian**

## Library Room Rental Policy Review and Update

### RECOMMENDATION

1. That the Library Board receives Report 2024-14, Library Room Rental Policy Review and Update, and approves amendments and title change made to the Meeting Room Policy as set out in Attachment 1.

### REPORT HIGHLIGHTS

- The Library Room Rental Policy, Attachment 1, has been updated from the 2021 Meeting Room Policy, Attachment 2, that was approved at the April 19, 2021 meeting.
- A tracked changes version of the policy has been included as Attachment 3.

### Implementation Points

The updated Library Room Rental Policy will be distributed to staff once approved. Library Leadership will also review the policy highlights with staff at the upcoming Staff Development Day later in March.







### Financial Impact

There is no financial impact beyond what has already been approved in the current year's operating budget. The Library Board may wish to review room rental rates in preparation to the 2025 update to the County Fees and Fines By-Law.

### Communications

Pursuant to Board approval, the policy and associated forms will be posted on the website for public information.

### Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
				5.ii.	

## DISCUSSION

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### Background

The current Meeting Room Policy, Attachment 2, was passed by the Library Board at the April 19, 2021 meeting in Report 2021-10. Prior to 2021, the Library did not have a meeting room rental policy, having instead only the Room Rental Agreement. At the April 19, 2021 meeting, the Board formally adopted the Meeting Room Policy to provide guiding principles in contrast to the agreement form's conditions for use and procedural details.

### Comments

The Library Room Use Policy has received significant updates to provide further information regarding the use of meeting rooms as well as other library rental spaces at all branch locations.

Below is a summary of the changes proposed. Attachment 3 also provides a tracked change view of the document.

Change:

- **Background**
  - Significant changes to the background language to align with the expanded purpose of the policy to include all library spaces for rental purposes.
  - Highlighting that library uses are the primary function for all spaces and that other uses will be secondary.
  - Added language around diversity and inclusion, as well as intellectual freedom.
- **Purpose**
  - Background information providing authority under the *Public Libraries Act*.
  - Excluding the study room spaces from this policy as they are guided under a separate policy.
- **Definitions**
  - Providing specific definitions of the groups and organizations represented in the policy.
- **General Guidelines**
  - **Types of Rentals and Prioritizations**
    - Providing this section up-front and in depth for better understanding of those that may / may not use the space and the priority given to groups.
  - **Terms and Conditions**
    - Adding language around the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.
    - Providing the right of the Library to monitor meetings for compliance.



- Provide language for when a space may not be available and the mechanism for renters to be refunded fees.
- Adding a maximum use for commercial organizations as staff have reported a larger use of spaces by these organizations in recent years.
- Moving language around tenancy from the Room Rental Application and Agreement Form to this policy.
- Strengthening language around the sale of goods/services in library spaces.
- **Fee Structure**
  - Adding language around the County Fees and Charges By-Law to assist in the removal of specific rates in the Room Rental Application and Agreement Form.
  - Updating language around payment of fees to represent current state.
- **Related Documents**
  - Adding section to connect with all related documents and align with newer policies
- **Appendix A:** Revised Room Rental Application and Agreement Form text.

## Conclusions

Library Administration believe the updates provided in the re-named Library Room Rental Policy will help staff better administer the rental of spaces. It is also recommended, that Library staff review rental fees prior to each new year to determine if current fee structure meets the needs of the Library and is in alignment with County and Area Municipalities and neighbouring library systems.

## SIGNATURE

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### Departmental Approval:

Original signed by

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Lisa Marie Williams  
CEO/Chief Librarian

## ATTACHMENTS

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Attachment 1: Library Room Rental Policy, 2024  
Attachment 2: Current Meeting Room Policy, 2021  
Attachment 3: Library Room Rental Policy with Tracked Changes



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

### LIBRARY ROOM USE POLICY

#### BACKGROUND

Oxford County Library's physical spaces, including meeting rooms, are community assets that exist to support the Library's vision and mission.

Library spaces bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes.

The Library's meeting rooms and branch spaces are primarily used for library-related services, programs and meetings. Once those needs are met, the spaces may be available to organizations and groups.

The Oxford County Library believes that it is the responsibility of public institutions, including public libraries, to support a society that respects diversity, fosters social inclusion and is guided by democratic values.

The Library values intellectual freedom and believes that freedom of expression and access to ideas and information are essential to the health and development of a democratic society. As such, the Library acknowledges that library spaces may be used by those who express ideas that may be contrary to Oxford County Library's vision and values. Offering library spaces for rental by the public does not imply that the Library endorses or agrees with the aims, policies, or activities of any group or individual using the space; or with any of the ideas, messages or information they may express.

#### PURPOSE

Under the authority of the *Public Libraries Act*, R.S.O. 1990, c. P.44. and subject to the approval of the CEO/Chief Librarian, library spaces may be rented by groups or organizations as set out in this policy.

This policy identifies the guidelines under which the Oxford County Library spaces may be made available to the public, and to outline the conditions and priorities for use of community and event spaces available to rent from the Library.

This policy does not include guidelines for study room use within a library branch during open hours.

#### PROCEDURES

##### Definitions

The following definitions shall apply for the purpose of this policy:

- 1. Charitable Organization:** A group that is registered with the Canada Revenue Agency as a charity, and which has a valid Charitable Registration Number.
- 2. Commercial Organization:** Organizations and individuals engaged in the sale of goods or services for the purpose of earning a profit.



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- 3. **Community Partner:** The various organizations, municipalities, agencies or individuals with which the Library has entered into a partnership for the purpose of pursuing mutual interests with the shared goal of enhancing the quality of life for the residents of Oxford County.
- 4. **Co-Sponsored Program:** A program that is developed and delivered with a community partner.
- 5. **Non-Profit Group:** A group or organization whose primary function is participation in a specified recreational, cultural or community service interest; and whose primary function is service to the community at large through support of a shared interest. The Library reserves the right to ask for proof of not-for-profit status.

**General Guidelines**

***Types of Rentals and Prioritization***

- 1. The primary purpose of the spaces operated by the Library is to facilitate the delivery of library services; as such, the Library has priority over all other uses for any purpose.
- 2. Library spaces will be made available to renters during times when they are not required by the Library.
- 3. Priority for use of designated spaces will be as follows:
  - a. Library and co-sponsored programs, meetings and events
  - b. Library-related groups and community partners
  - c. Oxford County or Area Municipal departments, agencies and boards
  - d. Non-profit community groups and organizations
  - e. Charitable organizations
  - f. Others, including commercial organizations
- 4. Library spaces are not made available for the following:
  - a. Trade exhibitions
  - b. Religious services
  - c. Direct sales
  - d. Or for programs that are not suited to the physical facilities and limitations of the space

When special circumstances apply, a request may be made in writing to the CEO/Chief Librarian.



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**Terms and Conditions**

1. Library spaces shall not be used for any activity which violates the *Criminal Code of Canada* or contravenes the *Ontario Human Rights Code, 1990* or the *Canadian Charter of Rights and Freedoms, 1982*. Federal, Provincial and Municipal legislation and regulations must be observed at all times. The Library reserves the right to monitor any meeting held in its facilities to determine compliance.
2. The CEO/Chief Librarian, or designate, authorizes the use of all library spaces under this policy.
3. The Library, in its sole discretion, reserves the right to accept or refuse a reservation, or to cancel a booking or terminate any rental agreement for the following reasons:
  - a. The renter's aims contravene Municipal, Provincial or Federal legislation and/or regulations.
  - b. The renter has misrepresented its aims or intentions with the booking or any information provided as part of the *Room Rental Application and Agreement Form*.
  - c. There is a likelihood of physical danger to participants / audience or misuses of the property or equipment.
  - d. The renter has previously misused the premises or other Library, County or Area Municipal facilities or has failed to pay any fees owing to the Library.
4. If the Library is unable to provide the premises for the renter's use due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, the booking shall be terminated and the renter shall be entitled to a refund of fees paid to the Library. The renter shall waive any claims for damages or compensation on such account other than the refund referred to above.
5. Commercial Organizations, as defined above, may rent library space for a maximum of two hours per day. Extended commercial use requests must be provided in writing to the CEO/Chief Librarian.
6. Groups that use an established space in a library branch on an on-going basis may apply to the CEO / Chief Librarian to be considered "tenants." Tenants are managed through specific agreements approved by the CEO/Chief Librarian.
7. Approval from the CEO / Chief Librarian is required prior to start of the booking in order to sell goods and/or services.
8. Renters must follow all rules as described in the *Oxford County Library Room Rental Application and Agreement Form*, Appendix A to this policy.

**Fee Structure**

1. Rental fees are detailed as part of the Oxford County Fees and Charges By-Law and are subject to change annually. <https://www.oxfordcounty.ca/en/your-government/fees-and-charges.aspx>



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2. Fees must be paid at the time of booking by cash, cheque or by credit card (at branches that are able to process payment in this manner).
3. Payment of fees confirms that the renter agrees to the terms and conditions outlined in this policy and in the *Room Rental Application and Agreement Form*.
4. The CEO / Chief Librarian may waive all or partial rental fees in the following situations:
  - a. The renting organization is a non-profit organization providing benefit to the local community.
  - b. The use for which the library space is being rented is compatible with the Library's mission and vision.
  - c. No admission fee will be charged by the renting organization.
5. Room Rental fees will automatically be waived for organizations which have entered into a partnership with the Library or where the Library is co-sponsoring a program with the organization.

**References and Related Documents:**

**Oxford County Library Policies**

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

Oxford County Library. (2024, March). *Room Rental Application and Agreement Form* (Appendix A to this policy)

**Position Statements**

Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries*. CFLA-FCAB. <http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*. OLA: Ontario Library Association. [https://accessola.com/wp-content/uploads/2020/08/2020\\_OLAIntellectualFreedomStatement.pdf](https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf)

**Legislation**

*Canadian Charter of Rights and Freedoms*, Part 1 of the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982* (UK), 1982, c.11, s. 2(b) and s. 7.

*Criminal Code*, R.S.C., 1985, c. C-46.

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

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



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Appendix A:

**Room Rental Application and Agreement Form**

All organizations or persons renting a library space must agree to abide by the following:

1. Oxford County Library Code of Conduct
2. Oxford County Library Room Use Policy
3. Rules for Use for Rental of Library Spaces, page two of this document.

Use of a library space by an organization or person constitutes an agreement to abide by all rules as outlined in the documents referenced above regardless of whether or not the organization or person signs a copy of the rental application. The County and Library assume no responsibility for any loss, damage, or injury suffered by persons on library premises.

The renter shall pay for all damages to the property arising from the use of the facility, noted in this agreement, where the renter is deemed responsible.

**Name of Applicant:** \_\_\_\_\_

**Organization Applicant Represents:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Branch / Room to be Rented:** \_\_\_\_\_

**Date Space is Required:** \_\_\_\_\_  
Month/Day/Year

**Start Time:** From \_\_\_\_\_ AM PM **Finish Time:** To \_\_\_\_\_ AM PM

**Fee:**  
To Be Completed by the Library \_\_\_\_\_

**Signatures:**

As part of the consideration for the Library renting the space to the named individual or organization, I, personally, and jointly and severally, agree to indemnify and hold harmless, the County and Library from and against all loss, claims, actions, damages, liabilities, costs and expenses, including legal fees, in connection with personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the rented facilities.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Library Staff Date



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### Rules for the Use of Library Rental Spaces

1. Smoking is prohibited on library premises.
2. Alcoholic beverages and/or illicit drugs must not be consumed or dispensed on library premises.
3. Food and beverages may be served by renters. Food preparation for events open to the public is subject to the provisions of the *Health Protection and Promotion Act of Ontario, Food Premises Regulations*. If you are planning to offer food and/or beverages, Southwestern Public Health must be notified. Notification can be done by completing the Special Event Vendor Notification Form. (<https://app.swpublichealth.ca/Forms/SpecialEventVendorNotificationForm>)
4. Keys to meeting rooms and/or library facilities are the property of the Oxford County Library. Renters must pick up key(s) from branch staff during library hours and provide the following information, if different than the applicant on the above form:
  - a) Name of individual receiving the key(s)
  - b) Telephone Number of individual
  - c) Mailing address of individual

Lost keys must be reported immediately to branch staff or Oxford County Library Administrative staff. A charge will be levied against the renter for lost key(s) in order to offset the costs of changing locks. Community groups or persons receiving keys to a space must not duplicate the key(s) and will return the key(s) either upon demand from library staff or at the conclusion of the space booking.

5. Persons renting library spaces are responsible for the setup and arrangement of the space. Renters shall access only those materials and furnishings as previously agreed upon. No bookshelves, desks, tables or other furnishings may be moved or other significant re-arrangements undertaken without permission of the Community Librarian or Branch Supervisor.
 

The Facility shall be returned to the same condition as found or the group or individual will be charged the cost of cleaning and/or repair and may be denied further permission to rent facilities for a specified period as determined by the CEO/Chief Librarian.
6. Renters shall not obstruct any portion of fire exits, entry halls or other ways of access to/from the premises.
7. Renters shall not affix any items to the walls of the premises; nor put up advertising signs or decorations in the library halls or entry ways without prior approval.
8. Storage space is not provided for community use. Request to store material on library premises must be made in writing and approved by the CEO / Chief Librarian. Said requests must be made annually and will only be approved for up to one calendar year. The Library assumes no responsibility for any loss or damage to materials stored on its premises.
9. The Library reserves the right to enter the premises at all times to ensure the use of the space conforms to all terms and conditions.
10. When functions terminate after library hours, the renter shall ensure that all directions for closing and securing the space are followed.
11. Use of the premises does not imply endorsement by the Oxford County Library of the aims, policies, or activities of the renter. Renters may only use the Library's name in promotional material to indicate the location of their event, unless the event is co-sponsored by the Library.
12. Renters shall be responsible for the conduct and supervision of all persons attending the space at the time of rental and shall see that all regulations contained in this agreement form, as well as the *Oxford County Library Code of Conduct* and *Library Room Use Policy* are strictly observed.



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- 13. Renters must advise the Library as soon as possible of the cancellation of a rental booking.
- 14. These rules are subject to change at any time by the Oxford County Library.





# OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

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Date Approved:	April 19, 2021	Chairperson's signature:	

## MEETING ROOM POLICY

### BACKGROUND

Meeting rooms in library branches bring together the resources of the library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. In response to community need and in order to support community-focused activities, Oxford County Library may schedule the Program Room of a library branch for community use. Program Rooms are available at the following branches: Ingersoll; Tillsonburg; Norwich; Thamesford; Tavistock; and Plattsville.

The library provides a forum for the expression of diverse ideas and opinions. Granting permission to use the meeting rooms does not imply endorsement by the Library of the aims, policies or activities of any Renter.

### PURPOSE

This policy sets out the guiding principles by which the public may have access to the use of meeting rooms. Abiding by these principles ensures that library meeting rooms can be made available to the community safely and fairly.

### GUIDING PRINCIPLES

1. Renters shall not use or permit the premises to be used for any activity which violates the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
2. The Chief Executive Officer (CEO) or designate authorizes the use of the rooms. The Library reserves the right to accept or refuse a reservation, or to cancel a booking. Reasons for doing so could include but not be limited to:
  - a) The renter's aims contravene municipal, provincial or federal legislation
  - b) The renter has misrepresented its aims or intentions with the event
  - c) There is likelihood of physical danger to participants or audience or misuse of the property or equipment
  - d) The renter has failed to comply with terms and conditions of previous Room Rental Agreements.
3. The CEO may waive all or partial rental fees in the following situations:
  - a) The renting organization is a non-profit organization providing benefit to the local community



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- b) The use for which the library room is being rented is compatible with the library's mission
  - c) No admission fee will be charged by the renting organization.
4. Room rental fees will be automatically waived for organizations which have entered into a partnership with the library or where the library is cosponsoring a program with the organization.
- a) The Library will review rental fees and charges annually.
  - b) Staff maintain the booking schedule and will make every effort to notify scheduled users in a timely manner of any changes to the availability of the meeting room.
  - c) All organizations or persons using a library meeting room must agree to abide by all Oxford County Library room use rules as outlined in the Room Rental Agreement.
  - d) Use of a library space by an organization or person constitutes agreement to abide by all room use rules regardless of whether or not the organization or person signs a copy of the Agreement.
5. Room bookings will be guided by the following:
- a) Library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis.
  - b) Meetings which disturb regular library functions may not be scheduled
  - c) A Room Rental Agreement, attached as Schedule "A", must be completed in advance of the rental use.
  - d) Approval from the CEO or designate is required in order to sell goods and services.
  - e) Room rentals should be limited to the open hours of the branch whenever possible. In certain instances rentals may take place before or after library hours, with the approval of the CEO and County Facilities staff.



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

### MEETING LIBRARY ROOM USE POLICY

#### **BACKGROUND**

Oxford County Library's physical spaces, including meeting rooms, are community assets that exist to support the Library's vision and mission.

Library spaces Meeting rooms in library branches bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes.

The Library's meeting rooms and branch spaces are primarily used for library-related services, programs and meetings. Once those needs are met, the spaces may be available to organizations and groups. In response to community need and in order to support community-focused activities, Oxford County Library may schedule the Program Room of a library branch for community use. Program Rooms are available at the following branches: Ingersoll; Tillsonburg; Norwich; Thamesford; Tavistock; and Plattsville.

Oxford County Library believes that it is the responsibility of public institutions, including public libraries, to support a society that respects diversity, fosters social inclusion and is guided by democratic values.

The Library values intellectual freedom and believes that freedom of expression and access to ideas and information are essential to the health and development of a democratic society. As such, the Library acknowledges that library spaces may be used by those who express ideas that may be contrary to Oxford County Library's vision and values. Offering library spaces for rental by the public does not imply that the Library endorses or agrees with the aims, policies, or activities of any group or individual using the space; or with any of the ideas, messages or information they may express.

The library provides a forum for the expression of diverse ideas and opinions. Granting permission to use the meeting rooms does not imply endorsement by the Library of the aims, policies or activities of any Renter.

#### **PURPOSE**

Under the authority of the *Public Libraries Act*, R.S.O 1990, c. P.44. and subject to the approval of the CEO/Chief Librarian, library spaces may be rented by groups and organizations as set out in this policy.

This policy sets out the guiding principles by identifies the guidelines under which the Oxford County Library spaces may be made available to the public, and to outline the conditions and priorities for use of community and event spaces available to rent from the Library. may have access to the use of meeting rooms. Abiding by these principles ensures that library meeting rooms can be made available to the community safely and fairly.

This policy does not include guidelines for study room use within a library branch during open hours.

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## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

### GUIDING PRINCIPLES PROCEDURES

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#### Definitions

The following definitions shall apply for the purpose of this policy.

1. **Charitable Organization:** A group that is registered with the Canada Revenue Agency as a charity, and which has a valid Charitable Registration Number.
2. **Commercial Organization:** Organizations and individuals engaged in the sale of goods or services for the purpose of earning a profit.
3. **Community Partner:** The various organizations, municipalities, agencies or individuals with which the Library has entered into a partnership for the purpose of pursuing mutual interests with the shared goal of enhancing the quality of life for the residents of Oxford County.
4. **Co-Sponsored Program:** A program that is developed and delivered with a community partner.
5. **Non-Profit Group:** A group or organization whose primary function is participation in a specified recreational, cultural or community service interest; and whose primary function is service to the community at large through support of a shared interest. The Library reserves the right to ask for proof of not-for-profit status.

#### General Guidelines

##### Types of Rentals and Prioritization

1. The primary purpose of the spaces operated by the Library is to facilitate the delivery of library services; as such, the Library has priority over all other uses for any purpose.
2. Library spaces will be made available to renters during times when they are not required by the Library.
3. Priority for use of designateds spaces will be as follows:
  - a. Library and co-sponsored programs, meetings and events
  - b. Library-related groups and community partners
  - c. Oxford County or Area Municipal departments, agencies and boards
  - d. Non-profit community groups and organizations
  - e. Charitable organizations
  - f. Other, including commercial organizations
4. Library spaces are not made available for the following:
  - a. Trade exhibitions
  - b. Religious services
  - c. Direct sales
  - d. Or for programs that are not suited to the physical facilities and limitations of the space

When special circumstances apply, a request may be made in writing to the CEO/Chief Librarian.

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#### Terms and Conditions



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

1. ~~Renters Library spaces~~ shall not use or permit the premises to be used for any activity which violates the *Criminal Code of Canada* or *contravenes the Ontario Human Rights Code, 1990 or the Canadian Charter of Rights and Freedoms, 1982*. Federal, Provincial and Municipal legislation and regulations must be observed at all times. ~~The Library reserves the right to monitor any meeting held in its facilities to determine compliance.~~

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1. ~~The Chief Executive Officer (CEO) CEO/Chief Librarian, or designate, authorizes the use of the rooms all library spaces under this policy.~~
2. ~~The Library, in its sole discretion, reserves the right to accept or refuse a reservation, or to cancel a booking or terminate any rental agreement for the following reasons:-~~  
~~Reasons for doing so could include but not be limited to:~~

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3. ~~a. The renter's aims contravene Municipal, Provincial or Federal legislation and/or regulations,~~
- ~~a. The renter has misrepresented its aims or intentions with the booking or any information provided as part of the Room Rental Application and Agreement Form, event,~~
- ~~b. There is likelihood of physical danger to participants / or audience or misuse of the property or equipment~~
- ~~c. The renter has previously misused the premises or other Library, County, or Area Municipal facilities or has failed to pay any fees owing to the Library, failed to comply with terms and conditions of previous Room Rental Agreements.~~

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4. ~~If the Library is unable to provide the premises for the renter's use due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, the booking shall be terminated and the renter shall be entitled to a refund of fees paid to the Library. The renter shall waive any claims for damages or compensation on such account other than the refund referred to above.~~
5. ~~Commercial Organizations, as defined above, may rent library space for a maximum of two hours per day. Extended commercial use requests must be provided in writing to the CEO/Chief Librarian.~~
6. ~~Groups that use an established space in a library branch on an on-going basis may apply to the CEO/Chief Librarian to be considered "tenants." Tenants are managed through specific agreements approved by the CEO/Chief Librarian.~~
7. ~~Approval from the CEO/Chief Librarian is required prior to the start of the booking in order to sell goods and/or services.~~
- 3-8. ~~Renters must follow all rules as described in the Oxford County Library Room Rental Application and Agreement Form, Appendix A to this policy.~~

### Fee Structure

1. Rental fees are detailed as part of the Oxford County Fees and Charges By-Law and are subject to change annually. <https://www.oxfordcounty.ca/en/your-government/fees-and-charges.aspx>



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
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2. Fees must be paid at the time of booking by cash, cheque or by credit card (at branches that are able to process payment in this manner).

3. Payment of fees confirms that the renter agrees to the terms and conditions outlined in this policy and in the Room Rental Application and Agreement Form.

4. The CEO/Chief Librarian may waive all or partial rental fees in the following situations

- a. The renting organization is a non-profit organization providing benefit to the local community.
- b. The use for which the library spaceroom is being rented is compatible with the Library's mission and vision.
- c. No admission fee will be charged by the renting organization.

5. Room rental fees will be automatically waived for organizations which have entered into a partnership with the Library or where the Library is co\_sponsoring a program with the organization.

### References and Related Documents:

#### Oxford County Library Policies

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

Oxford County Library. (2024, March). Room Rental Application and Agreement Form (Appendix A to this policy)

#### Position Statements

Canadian Federation of Library Associations. (2019, April). Statement on Intellectual Freedom and Libraries. CFLA-FCAB. <http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

Ontario Library Association. (2020, January). Statement on Intellectual Freedom and the Intellectual Rights of the Individual. OLA: Ontario Library Association. [https://accessola.com/wp-content/uploads/2020/08/2020\\_OLAIntellectualFreedomStatement.pdf](https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf)

#### Legislation

Canadian Charter of Rights and Freedoms, Part 1 of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982, c.11, s. 2(b) and s. 7.

Criminal Code, R.S.C., 1985, c. C-46.

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

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

~~d. The Library will review rental fees and charges annually.~~

~~a) Staff maintain the booking schedule and will make every effort to notify scheduled users in a timely manner of any changes to the availability of the meeting room.~~

~~All organizations or persons using a library meeting room must agree to abide by all Oxford County Library room use rules as outlined in the Room Rental Agreement.~~

~~Use of a library space by an organization or person constitutes agreement to abide by all room use rules regardless of whether or not the organization or person signs a copy of the Agreement.~~

~~2. Room bookings will be guided by the following:~~

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## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

~~Library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis.~~

~~a) — Meetings which disturb regular library functions may not be scheduled~~

~~A Room Rental Agreement, attached as Schedule "A", must be completed in advance of the rental use.~~

~~b) — Approval from the CEO or designate is required in order to sell goods and services.~~

~~Room rentals should be limited to the open hours of the branch whenever possible. In certain instances rentals may take place before or after library hours, with the approval of the CEO and County Facilities staff.~~

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**To: Oxford County Library Board**

**From: CEO/Chief Librarian**

## Study Room Policy Review and Update

### RECOMMENDATION

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1. That the Library Board receives Report 2024-15, Study Room Policy Review and Update, and approves amendments to the Study Room Policy as set out in Attachment 1.

### REPORT HIGHLIGHTS

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- The Study Room Policy, Attachment 1, has been updated from the 2021 Study Room Policy, Attachment 2, that was approved at the April 19, 2021 meeting.
- A tracked changes version of the policy has been included as Attachment 3.

#### Implementation Points

The updated Study Room Policy will be distributed to staff once approved. Library Leadership will also review the policy highlights with staff at the upcoming Staff Development Day later in March.







#### 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 policy and associated forms will be posted on the website for public information.

#### Strategic Plan (2020-2022)

 <b>WORKS WELL TOGETHER</b>	 <b>WELL CONNECTED</b>	 <b>SHAPES THE FUTURE</b>	 <b>INFORMS &amp; ENGAGES</b>	 <b>PERFORMS &amp; DELIVERS</b>	 <b>POSITIVE IMPACT</b>
				5.ii.	



## DISCUSSION

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### Background

The current Study Room Policy, Attachment 2, was passed by the Library Board at the April 19, 2021 meeting in Report 2021-10. This policy currently pertains only to the two study rooms located at the Tillsonburg Branch.

### Comments

The Study Room Policy has been updated to align with the proposed update of the Library Room Rental Policy, formerly Meeting Room Policy. Other updates have been included to assist staff with the administration of the rooms within the branch.

Below is a summary of the changes made. Attachment 3 also provides a tracked change view of the document.

Changes:

- **Background**
  - Expanded language around the study rooms.
- **Purpose**
  - Edited language outlining the purpose of the policy.
- **Guidelines for Use**
  - Moved language around Code of Conduct to the beginning of guidelines for clarity.
  - Reordered several other lines (2 – 7).
  - Additional language around condition of the room (8), personal belongings (9), sound (10), and sleeping (11). These items were added with staff interactions in mind.
- **Acceptable Use**
  - Added section for clarity on what is acceptable use.
- **Excluded Use**
  - Added section for clarity and to align with the updated Library Room Use Policy.
- **References and Related Documents**
  - Added section to connect with all related documents and align with newer policies.

### Conclusions

Library Administration and staff at the Tillsonburg Branch believe the updates provided in the Study Room Policy will help staff better administer the study room space.

## SIGNATURE

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### Departmental Approval:

Original signed by

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Lisa Marie Williams  
CEO/Chief Librarian

## ATTACHMENTS

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- Attachment 1: Study Room Policy, 2024
- Attachment 2: Current Study Room Policy, 2021
- Attachment 3: Study Room Policy with Tracked Changes



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

### STUDY ROOM POLICY

#### BACKGROUND

Oxford County Library provides study rooms for work or study by individuals or small groups. These rooms support learners and workers in the community and help advance the Library's vision and mission.

Study rooms are provided free of charge for the purposes of quiet, individual use or collaborative small group activities related to education, professional work or other quiet and reflective activities.

#### PURPOSE

This policy outlines guidelines for the use of Oxford County Library study rooms as a shared community resource available at select library branches.

#### PROCEDURES

##### Guidelines for Use

1. Study rooms are part of the shared spaces offered by the Library, as such the Library's *Code of Conduct* applies to use. The Library reserves the right to deny study room use to any individual or group who has misused or violated the *Code of Conduct* or any other Oxford County Library policies.
2. Study rooms are available only during branch open hours. Rooms remain locked when not in use.
3. A study room may be reserved in advance by telephone or email to the branch, or in person at the branch location. Users may reserve only one study room at a time.
4. Drop-in use of the study rooms will be made available when no reservations have been made.
5. Study rooms are available for up to two hours of use each day by those using the room. Extensions of time may be made at the discretion of library staff.
6. At least one person using the room should have an active Oxford County Library card in good standing. A library card must be presented to library staff to gain access to the study room.
7. Occupancy limits are established for each room and are clearly posted.
8. Users of study rooms must take care to maintain the condition of the room, furniture and equipment. Users may be held responsible for any damages resulting in misuse.
9. Study room users are responsible for their belongings and are not to leave personal items unattended. The Library is not responsible for lost or stolen items.
10. Study rooms are not sound proof and are intended for quiet study and lower volume conversations and discussions.



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

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11. Study rooms are not intended as a space for individuals to sleep or rest. Those that do fall asleep or appear to be asleep may be asked to vacate the room.

### Acceptable Use

1. Library study rooms provide a study/work environment suitable for a variety of purposes, including:
  - a. Quiet research, study and reading by individual customers or small groups of customers
  - b. Team or group projects
  - c. Customers pursuing literacy or other learning opportunities
  - d. Meetings of discussion groups or other non-profit small groups
  - e. Remote work or virtual meetings

### Excluded Uses

1. Study rooms are not to be used as an ongoing or permanent location for any activity, including those that are listed under the acceptable use section of this policy.
2. The following uses of the Library's Study Rooms are not permitted:
  - a. Commercial sales or activities
  - b. Business promotions or advertising
  - c. Religious services
  - d. Or for uses that are not suited to the physical space and limitations of the study room

When special circumstances apply, a request may be made to the CEO/Chief Librarian, or designate.

### References and Related Documents:

#### Oxford County Library Polices

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

Oxford County Library. (2024, March). *Library Room Use Policy*.



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2021-10	Date of Review:	2025
Date Approved:	April 19, 2021	Chairperson's signature:	

### STUDY ROOM POLICY

#### BACKGROUND

Study Rooms are available for work or study or small groups to meet without disturbing, or being disturbed by, other library users.

#### PURPOSE

This policy sets out procedures to ensure fair and equitable access to Study Rooms.

#### PROCEDURES

1. Study Rooms are available during library open hours on a first-come first-served basis. Rooms remain locked when not in use.
2. At least one person using the room should have an active Oxford County Library card in good standing. A library card must be presented to library staff to gain access to a Study Room.
3. Occupancy limits will be clearly posted.
4. A Study Room may be reserved in advance by telephone, email, online reservation software, or in person. Users may reserve only one of the Study Rooms at a time. Drop-in use of the Study Rooms may be available at times when no reservations have been made.
5. Rooms are reserved for up to two hours. Extensions of time can be made at the discretion of staff based on availability and/or demand.
6. Study Room use is free for personal and non-profit uses.
7. Oxford County Library Code of Conduct applies to Study Room use. The Library reserves the right to deny Study Room use to any individual or group violating the Code of Conduct and/or any Oxford County Library policies.

		<b>OXFORD COUNTY LIBRARY BOARD POLICY MANUAL</b>	
Board Motion Number:		Date of Review:	
Date Approved:		Chairperson's signature:	

## STUDY ROOM POLICY

### BACKGROUND

Oxford County Library provides study rooms for work or study by individuals or small groups. These rooms support learners and workers in the community and help advance the Library's vision and mission.

~~Study Rooms are available for work or study or small groups to meet without disturbing, or being disturbed by, other library users, provided free of charge for the purposes of quiet, individual use or collaborative small group activities related to education, professional work or other quiet and reflective activities.~~

### PURPOSE

~~This policy sets out procedures to ensure fair and equitable access to Study Rooms, outlines guidelines for the use of Oxford County Library study rooms as shared community resource available at select library branches.~~

### PROCEDURES

#### Guidelines for Use

1. Study rooms are part of the shared spaces offered by the Library, as such the Library's Code of Conduct applies to use. The Library reserves the right to deny study room use to any individual or group who has misused or violated the Code of Conduct or any other Oxford County Library policies.
2. Study rooms are available during library open hours. Rooms remain locked when not in use.
3. A Study Room may be reserved in advance by telephone, email, online reservation software, or in person. Users may reserve only one of the Study Rooms at a time.
4. Drop-in use of the Study Rooms may be available at times when no reservations have been made.
5. Study rooms are available for up to two hours. Extensions of time can be made at the discretion of staff based on availability and/or demand.
- ~~2. Study Rooms are available during library open hours on a first come first served basis. Rooms remain locked when not in use.~~
- 3-6. At least one person using the room should have an active Oxford County Library card in good standing. A library card must be presented to library staff to gain access to a Study Room.

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~~4.7.~~ Occupancy limits ~~will be clearly posted~~ are established for each room and are clearly posted.

~~5.8.~~ Users of study rooms must take care to maintain the condition of the room, furniture and equipment. Users may be held responsible for any damages resulting in misuse.

~~6.9.~~ Study room users are responsible for their belongings and are not to leave personal items unattended. The Library is not responsible for lost or stolen items.

~~7.10.~~ Study rooms are not sound proof and are intended for quiet study and lower volume conversation and discussions.

~~8.11.~~ Study rooms are not intended as a space for individuals to sleep or rest. Those that do fall asleep or appear to be asleep may be asked to vacate the room.

~~9. A Study Room may be reserved in advance by telephone, email, online reservation software, or in person. Users may reserve only one of the Study Rooms at a time. Drop-in use of the Study Rooms may be available at times when no reservations have been made.~~

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~~Rooms are reserved for up to two hours. Extensions of time can be made at the discretion of staff based on availability and/or demand.~~ **Acceptable Use**

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~~4. Library study rooms provide a study/work environment suitable for a variety of purposes, including:~~

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~~1.~~

~~a. Quiet research, study and reading by individual customers or small groups of customers~~ Study Room use is free for personal and non-profit uses.

~~a.~~

~~b. Team or group projects~~

~~c. Customers pursuing literacy or other learning opportunities~~

~~d. Meeting of discussion groups or other non-profit small groups~~

~~e. Remote work or virtual meetings~~

#### **Excluded Uses**

~~1. Study rooms are not to be used as an ongoing or permanent location for any activity, including those that are listed under acceptable use section of this policy.~~

~~2. The following uses are of the Library's study rooms are not permitted:~~

~~a. Commercial sales or activities~~

~~b. Business promotions or advertising~~

~~c. Religious services~~

~~d. Or for uses that are not suited to the physical space and limitations of the study room~~

~~When special circumstances apply, a request may be made to the CEO/Chief Librarian, or designate.~~

#### **References and Related Documents:**

##### **Oxford County Library Policies**

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

~~Oxford County Library. (2024, March). Library Room Use Policy.~~

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~~Oxford County Library Code of Conduct applies to Study Room use. The Library reserves the right to deny Study Room use to any individual or group violating the Code of Conduct and/or any Oxford County Library policies.~~

**To: Oxford County Library Board**

**From: CEO/Chief Librarian**

## County General Policy Manual, Section 7 Health and Safety Policies Adoption

### RECOMMENDATION

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1. That the Library Board receive Report 2024-16, County General Policy Manual, Section 7 Health and Safety Policy Adoption, and approves the formal re-adoption of all policies included in Section 7 as governing the operation of all County Library services and staff.

### REPORT HIGHLIGHTS

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- Formal adoption of existing County Health and Safety Policies fulfills the requirements of the *Public Libraries Act, R.O.S. 1990, c. P.44, the Employment Standards Act, 2000, S.O. 2000 c. 41* and the *Occupational Health and Safety Act, R.S.O. 1990, c. O. 1.*
- Adoption also works toward the renewal of all policies as required by the *Ontario Public Library Guidelines* for re-accreditation.

### Implementation Points

Upon formal adoption of the Oxford County Health and Safety policies and forms, the Library will be in compliance with all provincial laws.

Library staff will bring forward any new policies and/or forms under Section 7 to the Library Board on a regular basis for adoption. The formal re-adoption of all policies under Section 7 will be brought forward again in 2028 as part of the regular four-year policy renewal cycle.

### 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, Library Leadership will review important updates at future staff meetings and with new employees as required.



## Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
				5.ii.	

## DISCUSSION

### Background

The Library Board last reviewed the Oxford County Health and Safety Policies as part of the June 20, 2022 Report 2022-12. Since that time several policies under Section 7, Health and Safety have been reviewed and updated.

A County Library, as part of the *Public Libraries Act*, R.S.O. 1990, c. P. 44, s.7 (7), is understood to be a “corporation” under the management and control of a board. As such, the Library Board must meet all requirements of an employer under the *Employment Standards Act*, 2000, S.O. c. 41.

### Comments

The Oxford County General Policy Manual Section 7, Health and Safety includes following policies:

Number	Policy Name	Date
7.01	Corporate Occupational Health and Safety Policy	February 2023
7.02	Workplace Inspection Policy	August 2022
7.03	Accident Incident Investigation Policy	May 2017
7.04	Workplace Incident Injury Illness Reporting Polciy	March 2023
7.05	Reporting and Resolving Health and Safety Concerns	August 2016
7.06	Working Alone	January 2016
7.07	Joint Health and Safety Committee Policy	October 2023
7.08	Occupational Immunization Program	May 2021
7.09	Health and Safety Related Work Refusals	July 2015
7.10	Workplace Violence Prevention Policy	February 2023

7.11	Workplace Emergency Planning and Response Policy	May 2014
7.12	Health and Safety Training Policy	October 2023
7.13	First Aid Policy	May 2017
7.14	WHIMIS	December 2016
7.15	Hot Weather-Heat Stress	March 2023
7.16	Preventative Maintenance Policy	October 2017
7.17	Personal Protective Equipment and Clothing	January 2020
7.18	Designated Substance	July 2014
7.19	Mobile Communication Devices While Driving	May 2018
7.20	Respiratory Protection Policy	June 2015
7.21	Contractor Health and Safety Program	March 2023
7.22	Workplace Safety Response Systems (Panic Alarms)	May 2018
7.23	Confined Space Entry Program	May 2019
7.24	Electrical Safety Policy	January 2016
7.25	Fall Prevention Policy	October 2019
7.26	Lockout – Tagout Policy	October 2017
7.27	Hearing Protection – Noise Control Policy	July 2014
7.28	Hot Work Policy	August 2022
7.29	Psychological Health and Safety Policy	November 2018
7.30	Workplace Ergonomics	May 2019
7.31	Opioid Exposure – Overdose Prevention	January 2023

These policies have been reviewed by Oxford County’s Senior Management Team and approved by County Council.

## Conclusions

The adoption of the applicable Oxford County policies and forms is a formality, given that the Library operations have traditionally been governed by these policies and that many have already been adopted in June 2022. However, to fulfill its governance role under the *Public Libraries Act*, R.S.O. 1990, c. P.44, the Library Board should formalize its acceptance and adoption of all applicable policies.

## SIGNATURE

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### Departmental Approval:

Original signed by

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Lisa Marie Williams  
CEO/Chief Librarian