



County of Huron  
**Library Board Meeting**

Wednesday, September 8, 2021 at 9:00 AM  
VIRTUAL MEETING

This meeting is taking place virtually. Please click or copy the link below to join the webinar:  
[https://zoom.us/j/99752225287?](https://zoom.us/j/99752225287?pwd=bURFVUxSWFhBd3ZoeHJ6WGtzK0hjQT09)  
pwd=bURFVUxSWFhBd3ZoeHJ6WGtzK0hjQT09  
Password: 494960

1. **Chair Jim Dietrich to call the Huron County Library Board meeting to order:**
2. **Approval of Agenda:**

RECOMMENDED MOTION:

THAT:

The Huron County Library Board agenda for September 8, 2021 be approved as presented.

3. **Declaration of Pecuniary Interest and the General Nature Thereof:**
4. **Minutes of Previous Meeting:**

August 12, 2021 Minutes

RECOMMENDED MOTION:

THAT:

The minutes of the Huron County Library Board meeting of August 12, 2021 be adopted as circulated.

5. **Presentation:**
6. **Board Member Issues:**
7. **Reports of the County Librarian:**

7.1. Monthly Update - July 2021 (presented by Elizabeth French-Gibson)

Monthly Update - July 2021

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report from Elizabeth French-Gibson, Interim County Librarian, dated September 8, 2021, titled Monthly Update - July 2021, as presented for information.

7.2. Huron County Library Public Hours & Programmes Survey (presented by Elizabeth French-Gibson)

Huron County Library Public Hours & Programmes Survey

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report from Elizabeth French-Gibson, Interim County Librarian, titled Huron County Library Public Hours & Programmes Survey, dated September 8, 2021, as presented for information.

**8. Policy Review:**

**9. Correspondence:**

**10. Financial Statements:**

10.1. Financial Statements (presented by Lisa Harvey)

The financial statements for the month ending July 31, 2021 will be reviewed.

Department	Revenue		Expenditures		County Contribution	
	YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
Libraries	\$87,131	\$96,420	\$1,439,521	\$1,759,811	\$1,352,390	\$1,663,391

RECOMMENDED MOTION:

THAT:

The financial statements for the month ending July 31, 2021 be received.

**11. Closed to the Public Session:**

RECOMMENDED MOTION:

THAT:

The Huron County Library Board do now go into a Closed to the Public Session at under Section 239 of the Municipal Act, 2001 as amended, to discuss an item that relates to:

AND FURTHER THAT:

remain in attendance.

RECOMMENDED MOTION:

THAT:

The Huron County Library Board rise from the Closed to the Public Session at

- Reporting Out

**12. Next Meeting:**

The next meeting of the Huron County Library Board will be a virtual meeting on October 13, 2021 at 9:00 AM.

**13. Adjournment:**

RECOMMENDED MOTION:

THAT:

The Huron County Library Board meeting adjourn at .

# CORPORATION OF THE COUNTY OF HURON

## Administration

**TO:** Chair and Members of the Library Board  
**FROM:** Clerk's Office  
**DATE:** 9/8/2021  
**SUBJECT:**

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### **RECOMMENDATION:**

RECOMMENDED MOTION:

THAT:

The minutes of the Huron County Library Board meeting of August 12, 2021 be adopted as circulated.

### **BACKGROUND:**

### **COMMENTS:**

### **OTHERS CONSULTED:**

### **FINANCIAL IMPACTS**

#### ATTACHMENTS:

Description	Type	Upload Date	File Name
▫ 2021-08-12 Library Board Minutes	Minutes	9/5/2021	2021-08- 12_Library_Board_Minutes.docx.pdf

## LIBRARY BOARD MINUTES

Virtual  
August 12, 2021

The Huron County Library Board met virtually on August 12, 2021. All members of the board were present.

### 1. Call to Order:

Chair Jim Dietrich called the meeting to order at 9:01 AM.

### 2. Approval of Agenda:

Moved by: Member Collyer and Seconded by: Member Smith

THAT:

The Huron County Library Board agenda for August 12, 2021 be approved as presented.  
CARRIED

### 3. Declaration of Pecuniary Interest and the General Nature Thereof:

There were no declarations of pecuniary interest stated.

### 4. Minutes of Previous Meeting:

Moved by: Member Kester and Seconded by: Member Harding

THAT:

The minutes of the Huron County Library Board meeting of June 16, 2021 be adopted as circulated.  
CARRIED

### 5. Presentation:

#### 5.1 2021 TD Summer Reading Club (presented by Lydia Kim and A.J. Sylver)

Moved by: Warden McNeil and Seconded by: Member Smith

THAT:

The Huron County Library Board receives the presentation prepared by Lydia Kim and A.J. Sylver, Summer Literacy Coordinators, dated August 12, 2021, titled 2021 TD Summer Reading Club, as presented for information.  
CARRIED

#### 5.2 East Team Presentation (presented by Heather Stempien)

Moved by: Member Cairncross and Seconded by: Member Kester

THAT:

The Huron County Library Board receives the presentation prepared by Heather Stempien, East Team Branch Manager, dated August 12, 2021, titled East Team Presentation, as presented for information.  
CARRIED

### 6. Board Member Issues:

Chair Dietrich suggested that a Bus Tour of all the Huron County Libraries will be arranged for the Library Board members when the COVID-19 pandemic is resolved.

There was discussion regarding future meetings post pandemic and board member

preferences regarding virtual and/or in person meetings. There will be a report presented to Huron County Council for consideration. The Warden thanked members for their input.

**7. Reports of the County Librarian:**

7.1. Monthly Update – May and June 2021 (presented by Elizabeth French-Gibson)

Moved by: Member Jutzi and Seconded by: Member Kester

THAT:

The Huron County Library Board receives the report from Elizabeth French-Gibson, Interim County Librarian, dated August 12, 2021, titled Monthly Update – May and June 2021, as presented for information.

CARRIED

**8. Policy Review:** None.

**9. Correspondence:**

9.1 Library Correspondence (presented by Elizabeth French-Gibson)

Moved by: Member Collyer and Seconded by: Member Cairncross

THAT:

The Huron County Library Board accepts correspondence not specifically dealt with, for information.

CARRIED

**10. Financial Statements:**

10.1. Financial Statements (presented by Lisa Harvey). The financial statements for the month ending June 30, 2021 were reviewed.

Moved by: Member Kester and Seconded by: Member Cairncross

THAT:

The financial statements for the month ending June 30, 2021 be received.

CARRIED

**11. Closed to the Public Session:** None.

**12. Next Meeting:**

The next meeting of the Library Board will be a virtual meeting on Wednesday, September 8, 2021 at 9:00 AM.

**13. Adjournment:**

MOTION:

Moved by: Member Kester and Seconded by: Member Harding

THAT:

The Huron County Library Board meeting adjourn at 10:05 AM.

CARRIED

# CORPORATION OF THE COUNTY OF HURON

## Administration

**TO:** Chair and Members of the Library Board  
**FROM:** Elizabeth French-Gibson, Interim County Librarian/CEO  
**DATE:** 9/8/2021  
**SUBJECT:** Monthly Update - July 2021

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### RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report from Elizabeth French-Gibson, Interim County Librarian, dated September 8, 2021, titled Monthly Update - July 2021, as presented for information.

### BACKGROUND:

### COMMENTS:

### OTHERS CONSULTED:

Jenni Boles, Deputy County Librarian

### FINANCIAL IMPACTS

#### ATTACHMENTS:

Description	Type	Upload Date	File Name
▢ Appendix A	Backup Material	8/24/2021	Appendix_A.xlsx
▢ Appendix B	Backup Material	8/24/2021	Appendix_B.xlsx
▢ Monthly Update - July 2021	Backup Material	8/24/2021	2021SeptemberAgendaReport.docx

Huron County Library Monthly Statistical Report  
July 2021

2020

	Wkly Hours	Computer Uses	July Circulation	Year to Date	Number of Progrms	Program Attend.	July Circulation	Year to Date
<b>Alice M.</b>	20	34	1681	9731	5	38	852	8439
<b>Bayfield</b>	15	6	1769	10150	0	0	246	3687
<b>Blyth</b>	8	4	811	5542	1	18	10	1955
<b>Brussels</b>	9	8	531	3312	1	6	349	2329
<b>Clinton</b>	18	22	1674	8706	5	32	615	5696
<b>Exeter</b>	22	28	2074	11577	3	26	992	7439
<b>Goderich</b>	27	58	3960	17674	0	0	1534	11535
<b>HQ</b>	40		12	216			0	300
<b>Hensall</b>	6	0	358	1800	0	0	25	944
<b>Howick</b>	11	0	326	2123	0	0	28	1093
<b>Kirkton</b>	10	0	459	1939	2	15	20	782
<b>Seaforth</b>	11	9	1834	7476	0	0	96	4716
<b>Virtual</b>			10191	71658	30	193	9554	46571
<b>Zurich</b>	10	1	621	3776	4	29	435	2672
<b>Total</b>	207	170	26301	155680	51	357	14756	98158

**Other 2021 Transactions**

2020

	July Trans.	Year to Date	July Trans.	Year to Date
<b>Interlibrary loan</b>				
Items borrowed	69	176	0	1620
Items lent	121	363	0	1509
<b>New Memberships</b>	132	411	37	644
<b>Virtual Library</b>				
VMS Bookings	14	187	0	0
Virtual Visits (catalogue)	3313	24491	3717	28561
*Streaming Resource Use	2006	26972	1	28117
<b>Holds placed</b>	6231	48817	0	25345

\* downloads are counted as electronic checkouts

**2021 HCL Outstanding Materials Orders and Expenditures Report  
as of August 16, 2021**

**Budget & Funds**

2021 Capital Materials Budget	\$ 261,000
2021 Non Capital Materials Budget (serials/binding/other)	\$ 35,000
2021 Electronic Non-Capital Resources Budget**	\$ 79,720
2021 Capital Electronic Capital Budget (ebooks)	\$ 15,000
2020 Accounts Payable/Book Reserve	\$ 35,200
Total funds available for materials	<u>\$ 425,920</u>
Amount spent from County budget	<u>\$ 245,649</u>
Approximate amount committed (for materials on order)	<u>\$ 99,810</u>
Approximate amount of uncommitted budget	<u>\$ 224,106</u>

**Library Services Centre (LSC)**

	<u>Budgeted</u>	<u>Spent</u>	<u>On order</u>	
Processing	\$ 44,686	\$ 22,343	\$ 22,343	
Print & Spoken Word			\$ 43,903	
Visual/Software/Music			\$ 3,446	
Leasing	\$ 4,926	\$ 4,926	\$ -	
Shipping			\$ 541	
invoices			\$ 10,387	<u>\$ 80,620</u>

**Standing Orders**

(Standing orders through LSC are included above)

<u>Vendor</u>	<u>Description</u>	<u>Frequency</u>	<u>Cost</u>	<u>Received</u>	<u>On order</u>
Finchers	comics/news	monthly	\$ 300	12	\$ -
HC Hist. Society	Huron Hist. Notes	Annual	\$ 120		\$ 120
					<u>\$ 120</u>

**Special Orders**

<u>Vendor</u>	<u>Description</u>	<u>Frequency</u>	<u>Cost</u>	<u>Received</u>	<u>On order</u>
MES	digitization	N/A	\$ 15,000		\$ -
					\$ 15,000
					\$ -
Object Library (various vendors)	hubs/STEAM/	N/A	\$ 4,500	\$ 430	\$ 4,070
					<u>\$ 19,070</u>

\*\*Includes \$10,000 of metered access ebooks



**CORPORATION OF THE COUNTY OF HURON  
LIBRARY**

**To:** Elizabeth French-Gibson, Acting CEO and Chair & Members of the Library Board

**From:** Jenni Boles, Deputy County Librarian

**Date:** September 8, 2021

**Subject:** Library July 2021 reports for information/updating purposes for the Library Board Report of September, 2021

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**Quotes & Highlights of the Month**

*“It’s so nice to be able to come back in to the library!”*

*“We love that you’re opened at 9 am, we can come in on a Saturday and find a parking spot before the tourists get here.” – Bayfield patron*

*“It’s so open and bright here now!” – Goderich patron*

The Walton Women’s Institute are celebrating their 65th anniversary this year, and had created a video shared on Facebook. One of our Seaforth patrons is a founding member of this group, but does not have internet. We set her up with a space booking and she watched the 15min video. She was thrilled to see it!

<b>July Branch Service Days</b>	<b>Curbside Pickup</b>	<b>Inside Browsing/ Holds Pickups</b>	<b>Computer/ Microfilm</b>	<b>Space Bookings</b>
<b>Alice Munro</b> (4 days/week)	6	471	34	14
<b>Bayfield</b> (3 days/week)	46	579	6	8
<b>Blyth</b> (2 days/week)	2	96	4	
<b>Brussels</b> (3 days/week)	26	110	8	2
<b>Clinton</b> (4 days/week)	31	299	22	3
<b>Exeter</b> (5 days/week)	28	520	28	11
<b>Goderich</b> (5 days/week)	46	1290	58	19
<b>Hensall</b> (2 days/week)	35	41	0	0
<b>Howick</b> (3 days/week)	1	66	0	0
<b>Kirkton</b> (3 days/week)	14	93	0	
<b>Seaforth</b> (3 days/week)	91	339	9	2
<b>Zurich</b> (2 days/week)	4	154	1	1

## **Branch Services**

During the week of July 5, all library branches re-opened for inside services as part of Step 2 of the provincial Roadmap to Recovery Plan. Several branches also began new days and hours on a trial basis in conjunction with the launch of an online user survey to help determine patron needs and wants with regards to library hours, services and programs. Several branches opted to increase their capacity limits a week later as the province entered Step 3. Staff in the branches remained primarily focused on adjusted to the opening of their spaces, helping register TD Summer Reading Club participants, distributing Take and Make materials, and helping to promote the Public Hours & Programmes survey and Summer Bingo.

Library staff continued to provide materials to the Bluewater Rest Home, the Exeter Villa, and Huronlea. The libraries and care facilities are each following their own health and safety procedures.

The Information Services Librarian and frontline library staff continued to provide phone and limited in-person support to patrons with technical support for devices and the library's online resources.

The Seed Library began to slow down as gardens began to grow. The library filled 3 requests from patrons for a total of 18 seed packages.

Huron County Staff were encouraged to assist at vaccination clinics in July. Branch staff members from the South Team and Library Admin were able to help at the Exeter and Goderich clinics.

Several library branches have begun to set up small book stands and table to sell or give away donated and/or discarded books. Proceeds go to branch fundraising accounts or local Friends of the Library groups.

## **Library Administration**

Several changes to administrative staff occurred in July. Kyle Pritchard began his role as Special Projects Digitization Coordinator on July 5<sup>th</sup>. His early work has entailed review of current digitization backlog, uploading files, investigations of new collections in the community, and assisting online users of the digitized newspapers.

Mary Fincher filled the vacant Cataloguing Technician position and began her new role July 19<sup>th</sup>. This created a vacancy in the Collections Clerk position. Work flow and in-branch collection maintenance was adjusted in order to cover essential tasks while short staffed.

Jim Seale began his role as the Programming and Community Engagement Coordinator on July 26<sup>th</sup>. His first week was spent onboarding, meeting with other administrative staff, reviewing library policies and acclimating himself to the library's Virtual Meeting Space and programs. In August, he will be visiting each library branch, meeting branch managers and staff, and planning for upcoming fall programs.

Shannon Kammerer attended the first Bibliocommons Information Team meeting, comprised of representatives from the OLC libraries, to help spearhead the transition to the new online catalogues for each participating library system. Bibliocore is scheduled to replace Enterprise as Huron County Library's online catalogue in early 2022.

Interlibrary Loan services continue to be offered on a limited basis.

Reports were created and sent out to branches to perform shelf checks for materials long overdue and assumed lost during closures. A call list was generated for branch staff to contact patrons in an attempt to retrieve items. Regular (pre-COVID) Long Overdue and Assumed Lost notices will resume the week of August 16 once calls are completed by branch staff.

### Technical Services

The Technical Service Team continued supported the branches by: maintaining the PPE, cleaning supply and office supply inventories and distributing to branches on request; sending out new materials, filling holds and book club set requests; ordering staff and patron suggestions for purchase; and providing regular van deliveries 3 days each week.

The MobileStaff Manual was updated based on feedback from branches after using the Self-Checkout Kiosks for a few weeks. The popularity of the kiosks is variant by site with 230 checkouts at the Seaforth branch in July, 60 in Goderich, 30 in Clinton, and a few each in Exeter and Wingham.

Circulation statistics were provided to the Maitland Valley Health Team for the Healthy Reads collection, and to Rural Response for Healthy Children for the Kinderoo Kits. These kits were also reviewed for replacement needs.

### Electronic Resources/Technology in the Branches

The Information Services Librarian continued work to set up e-readers for each of our branches. The content-free e-readers can be loaded with books at the branch. The e-readers will be available to the branches in August.

Snap Circuit (STEAM) lending kits were assembled by the Information Services Librarian and send to Technical Services for cataloguing in July. These kits are scheduled to be in the branches by the end of August for lending.

North and West Team staff are helping to research apps that would be appropriate and beneficial for newly purchased Early Literacy Station devices.

### Health and Safety

Branch inspections are continuing to be done monthly by local branch staff with reports being sent to the Deputy County Librarian.

## **Professional Development**

The Systems Librarian was trained to back up the Information Services Librarian on setting up and editing patron notice reports in Workflows.

The Systems Librarian began task related training with the new Cataloguing Technician each Wednesday.

Hamilton Baker attended a live mini-conference titled "Reinventing Libraries for a Post-COVID World."

## **Community Involvement**

The Exeter Fidget Makers continue to distribute Take and Make kits across Huron County with the assistance of the South Team. Fidget Aprons are designed to help occupy those suffering from Alzheimer's and Dementia. This has resulted in many enthusiastic patrons have been making Fidget Aprons to donate to local long term care homes! To help ensure fidget aprons are put together safely and properly for distribution, the Marketing & Branding Coordinator helped the South Team to create a 'how-to' video that was widely received and shared.

Several teams provide monthly newsletters of events and update information on local Facebook groups to help connect people with what is happening in their communities.

## **County-internal Committees and Partnerships**

No meetings to report.

## **Library Programming**

The Programming and Communications Committee created some fun summer reading challenges for adults that were promoted on social media and through the branches. Battle of the Summer Reads was created to have some fun picking the best summer reads for adults. Each week, two books were shared as contenders with patrons invited to vote on their favourite. This promotion continues through to the end of August. Summer Reading Bingo was also launched and continues through to the end of September when draws will take place from each team with prizes purchased from local businesses. Bingo cards are still available for pickup from each branch and each week, reading recommendations have been shared to help participants find something to read from some of the topics on the card. A larger reading list was also created and shared with the branches to distribute to patrons looking for suggestions to help them fill their cards.

Alice Munro Friends offered a town Scavenger Hunt Staff for the summer beginning in July, many families have stopped in to pick up and return their sheets. Prizes will be given out at the end of August.

The Bayfield Friends of the Library handed out 102 Canada Day Themed craft bags. An additional 20 were left with the library and 20 were donated to the local Girl Guide group that had expressed interest in the kits.

Five Virtual Tech Time sessions were provided by North and South Team staff.

### **Virtual Meeting Room**

Virtual Meeting Spaces were used 14 times by 5 distinct groups in the month of July. The Information Services Librarian is assisting with scheduling coordination through the Ask a Librarian calendar. This role shifted to the Programming and Community Engagement Coordinator in August.

Library Staff provided virtual meeting space support and represented the library for various groups including the Seaforth Community Trust, Huron Park Action Network, the Human Library Committee, and Hensall Cares in July.

### **TD Summer Reading Club**

During July the TD Summer Reading Club was launched. The summer was divided into 8 weeks mini themes that complemented the program's overall theme of "Game On!" Library branches decorated their windows and indoor spaces and helped to distribute Take and Make crafts provided by the two Summer Literacy Coordinators hired through a grant from Young Canada Works. Children continued to register both online and in the branches with a total of 166 official participants. Six Zoom sessions were also held weekly for the three different age groups (4-6; 7-9; 10-12) with a total of 22 participants for the month of July.

### **Equity, Diversity and Inclusion**

A request was submitted to the Library Services Centre (LSC) to officially include the First Nations Communities Read Titles within the Automatic Release plans. More than fifty percent of the adult titles were already in our collection. <https://olservice.ca/index.php/first-nation-communities-read>

As an action item from the Library's Indigenous Awareness and Reconciliation Statement, a land acknowledgement statement is read at the beginning of each virtual library program.

### **Marketing & Communications**

July promotions focused on promoting branch hours, contact information, and what to expect when visiting our branches. An email was also sent out to patrons informing them of the re-opening and inviting them back to the branches.

The library hours and services survey launched in July with social media promotion and bookmarks created and distributed through all branches. Social media promotions reached close to 3,500 people and received comments from patrons asking for more hours at their local branches. 750 bookmarks were printed and distributed at each branch to try and reach

those who may not have access to social media. Bookmarks were handed with each checkout.

Facebook Stats:

- Followers: 3,160 (+24)
- Engagement: 3,134
- Reach: 32,033
- Top posts:

- HCL services survey: reach – 3,100; clicks – 201; reactions – 80
- Fidget Apron video – reach – 2,600; clicks – 273; reactions - 209
- Re-opening – 2,400; clicks – 144; reactions – 137

Instagram Stats:

- Followers: 676 (+23)
- Reach: 4,204
- Content interactions: 284

Twitter:

- Followers: 515 (+5)

Website ([huroncounty.ca/library](http://huroncounty.ca/library)):

- Visits: 7,699
- Page views: 12,886
- Unique visitors: 4,225
- Returning visitors: 1,029
- Digitized newspapers – 1,353 views, 1,070 visits

• Online Catalogue

- Visits: 3,313
- Page views: 58,755
- New visitors: 1,931
- Returning visitors: 1,382

Downloadable Collection

EAudio 3038; eBooks 5438; eMusic 58; eFilm 199

Attached: Appendix A: Huron County Library Monthly Statistical Report – July 2021  
Appendix B: Huron County Library Outstanding Materials Orders and Expenditures Report – July 2021

# CORPORATION OF THE COUNTY OF HURON

## Administration

**TO:** Chair and Members of the Huron County Library Board  
**FROM:** Elizabeth French-Gibson, Interim County Librarian/CEO  
**DATE:** 9/8/2021  
**SUBJECT:** Huron County Library Public Hours & Programmes Survey

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### **RECOMMENDATION:**

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report from Elizabeth French-Gibson, Interim County Librarian, titled Huron County Library Public Hours & Programmes Survey, dated September 8, 2021, as presented for information.

### **BACKGROUND:**

A report was presented the Huron County Library Board June 16, 2021 regarding the proposal for a review of the Library Branch Hours. One part of this report included the creation of a Public Hours Survey.

As part of the hours review process, a public survey was created using the Huron County Connects platform for electronic submissions and hard copies of the survey were available at all branches. The survey also included questions regarding public programming options. The survey was opened on July 7, 2021 and closed August 6, 2021.

Branch Managers, the Deputy County Librarian, and Programming & Community Engagement Coordinator were provided with the overall survey results, as well as breakdowns by branch and team. Library staff will use this data, as well as circulation statistics, branch manager review of Libraries Transforming Communities reports and surveys, and responses to trial hours, to determine suggestions for changes to Library hours to be brought to the Library Board in fall 2021.

### **COMMENTS:**

During the 31 day open period of the Library Public Hours & Programmes Survey, 336 surveys were received. Two hundred and thirty eight surveys were received electronically. Ninety-eight completed surveys were received in hard copy paper format from the branches. All data received within this time period was input into the Huron County Connects electronic survey system for inclusion and analysis.

Additionally there were nine incomplete hard copy surveys submitted and seven hard copy surveys returned after the submission time period and not included in the data.

## Survey Questions:

Questions included in the survey are below. See attached file for the data summary report.

Q1. What Library Branch do you consider your home branch?

Responses were received indicating home branch and are broken down below.

- Alice Munro (Wingham): 34
- Bayfield: 39
- Blyth: 24
- Brussels: 33
- Clinton: 33
- Exeter: 46
- Goderich: 62
- Hensall: 6
- Howick: 5
- Kirkton: 4
- Seaforth: 21
- Zurich: 28
- Primarily Use Online Services: 1

Q2. During regular library service, why would you visit your local library?

Q3. How often do you visit your library branch?

Q4. What day of the week are you most likely to visit the library? Choose two options.

Q5. At which times are you most likely to use the library?

Q6. Which would you prefer if your branch was to consider changes to their open/service hours?

Q7. Check which types of programmes you would take, attend or make use of?

Q8. What day of the week are you most likely to attend programmes at the library?

Q9. When would you be most likely to attend programmes presented by the Huron County Library? Rank 1 the highest and three the lowest.

Q10. Select which types of programmes you would be interested in attending. Check all that apply.

## Additional Information:

Email and hard copy comments were also received. A selection of the responses are included below. Comments were not solicited as part of the overall survey and were kept separate from survey analysis unless relevant to hours or programming. Many were positive in regards to library response during the COVID-19 pandemic.



### North Team:

It's always a pleasurable and helpful experience visiting the Alice Munro Library in Wingham. I look forward to continued use of the library and its services for many years. The interloan library book availability is a great asset; programs offered in the past – speakers, art exhibits, general information were all very good. Thank you for all you continue to provide – especially during stressful times – pandemic.

Always greeted with a hello and a smile!!

I moved to Wingham 9 years ago. I have met so many friends at the library. I really appreciate all it has to offer.

I really value the library. Its friendly and kind staff. They have excellent service for everyone of every age. I rely on the computer as I don't have one at my house. Thanks a million you are the BEST!!

### West Team:

My thanks to Library staff in Bayfield for helping me get through COVID 19. Books are vital to my mental health!

Thank you for your service through these trying times. Your products and service have helped us get through the long days/nights during lockdown.

Love our Bayfield Library! Would definitely welcome back more regular hours!! Thanks for working through COVID times.

I have loved my library since I was young. Now at 50 years of age not only do I still love it but really appreciate the staff! They are awesome! Thank you library, for being a perfect place for me to go.

Have you given any thought to opening on Sundays??

### East Team:

Staff always patient and a lot of help.

Hard work at this time for all. Appreciate local services and curbside assistance and books picked for me. Way to go.

### South Team:

Thank you so very much for keeping the library open as much as possible during the pandemic. I really appreciated all your efforts with the curbside service. A big thank you to all the library workers at Kirkton and Exeter. You are doing a fantastic job!

I am very grateful for the service during the whole pandemic. It would be so difficult if I didn't have a book to read!

We loved coming to the library pre-covid! My kids really enjoyed the atmosphere and resources here. Looking forward to coming back!

Central Team:

So blessed to have our beautiful library and personable, professional staff.

I really appreciated all the work/altering you've had to do to make reading materials available the public during this pandemic!! Many thanks!

I have only been living in the area a short time. Less than 2 years (moved shortly before COVID). I am very satisfied with e library services and staff. If the library was open more days (even with shorter hours) this would be an improvement in my opinion.

Very happy that Huron County Library services were maintained as much as possible, and as safely as possible through this year and a half of COVID pandemic. That you to all providers!

I am so glad that we have such a fine library fairly close to home. The librarians are kind, considerate and very helpful.

Always pleasant visiting the library.

## **OTHERS CONSULTED:**

## **FINANCIAL IMPACTS**

### ATTACHMENTS:

Description	Type	Upload Date	File Name
▫ Survey Data Analysis	Backup Material	8/25/2021	Survey_Responses_Report_All_Branches.pdf

# Huron County Library Hours and Services Survey

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## **SURVEY RESPONSE REPORT**

30 September 2020 - 15 August 2021

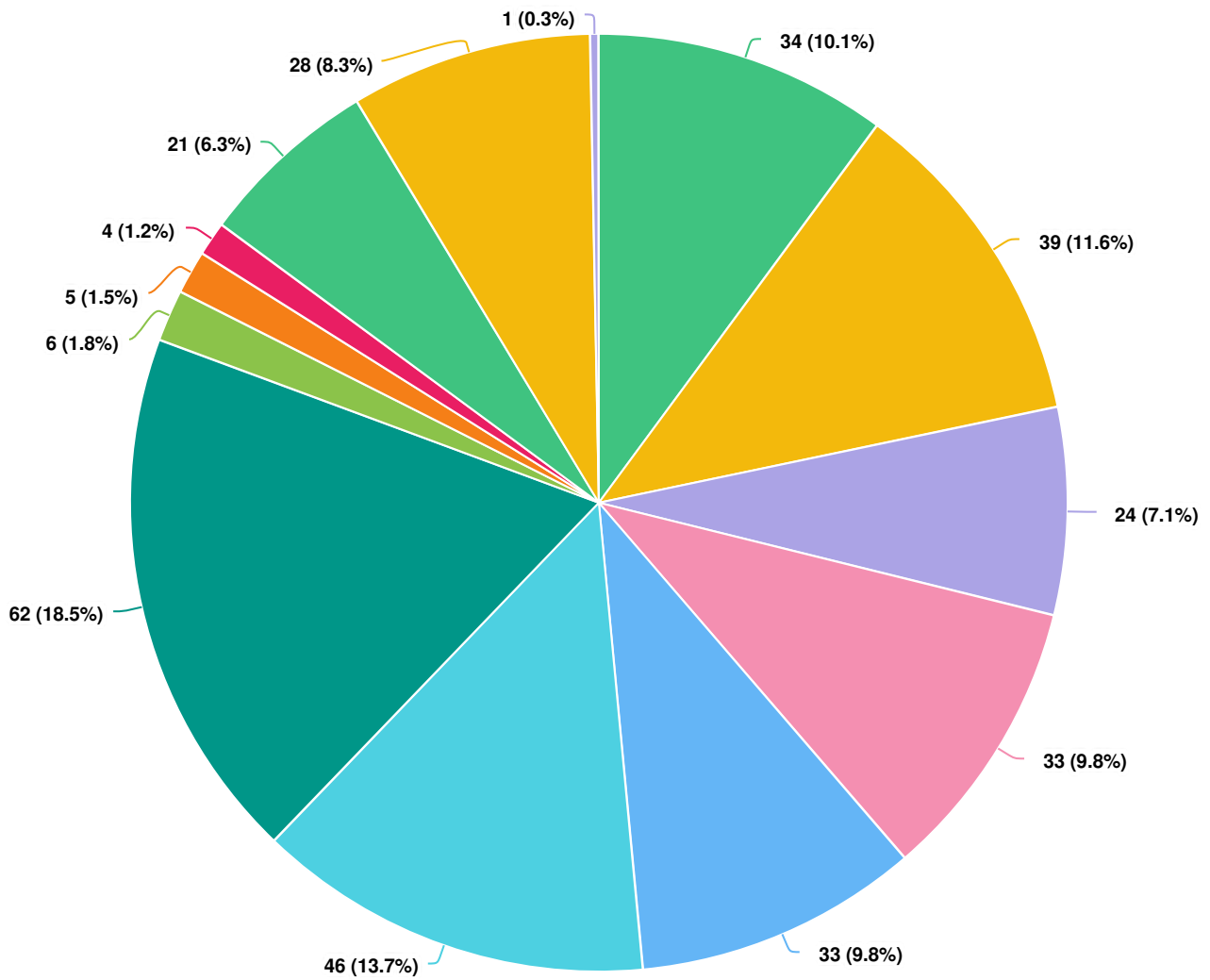
### **PROJECT NAME:**

Huron County Library Hours & Services Survey



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SURVEY QUESTIONS  
—————

**Q1** What Library Branch do you consider your home branch? Scroll for all options.

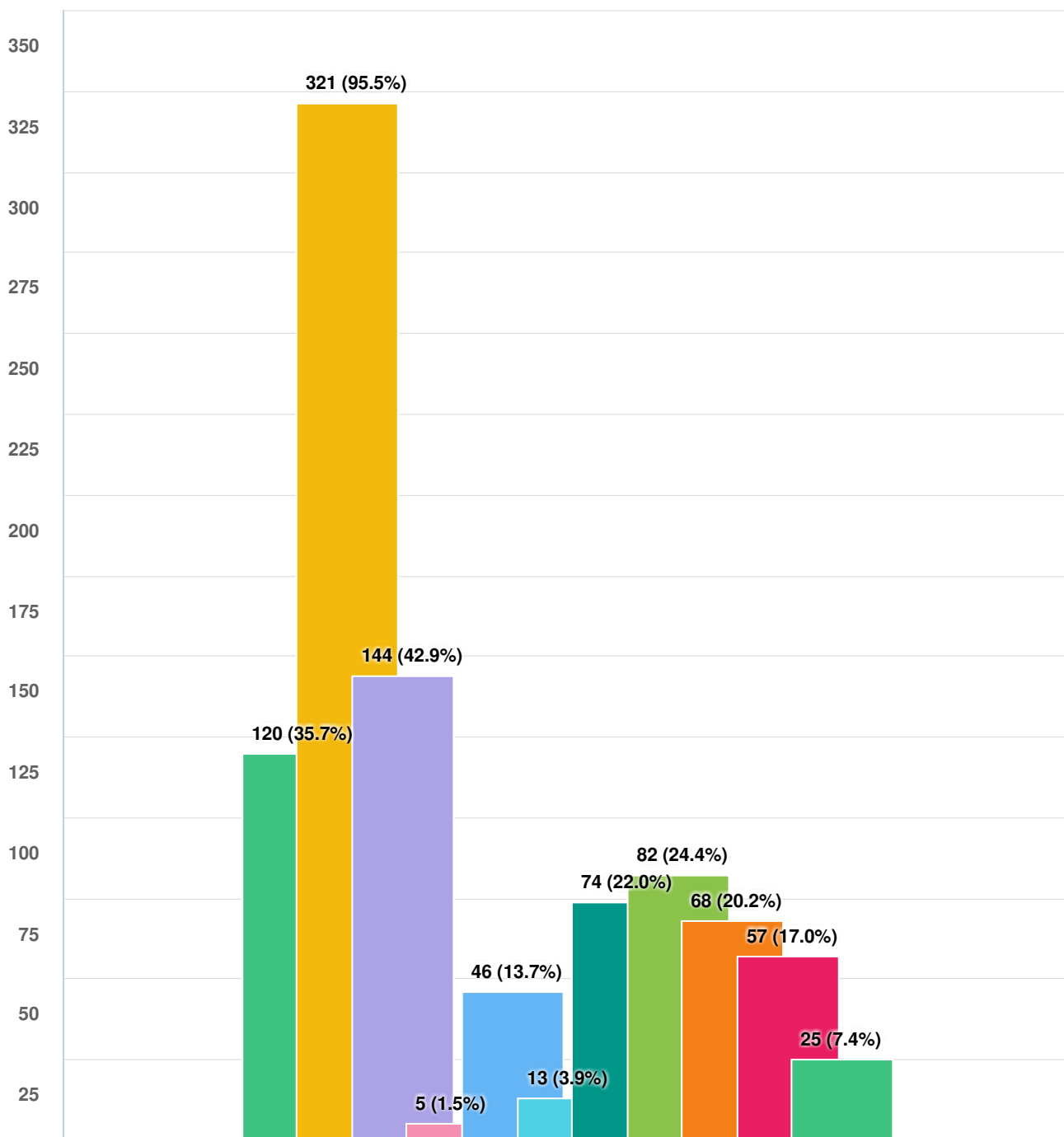


**Question options**

- Alice Munro (Wingham)
- Bayfield
- Blyth
- Brussels
- Clinton
- Exeter
- Goderich
- Hensall
- Howick
- Kirkton
- Seaforth
- Zurich
- Primarily use online services

Mandatory Question (336 response(s))  
 Question type: Dropdown Question

**Q2** During regular library service, why would you visit your local library? Check all that apply.

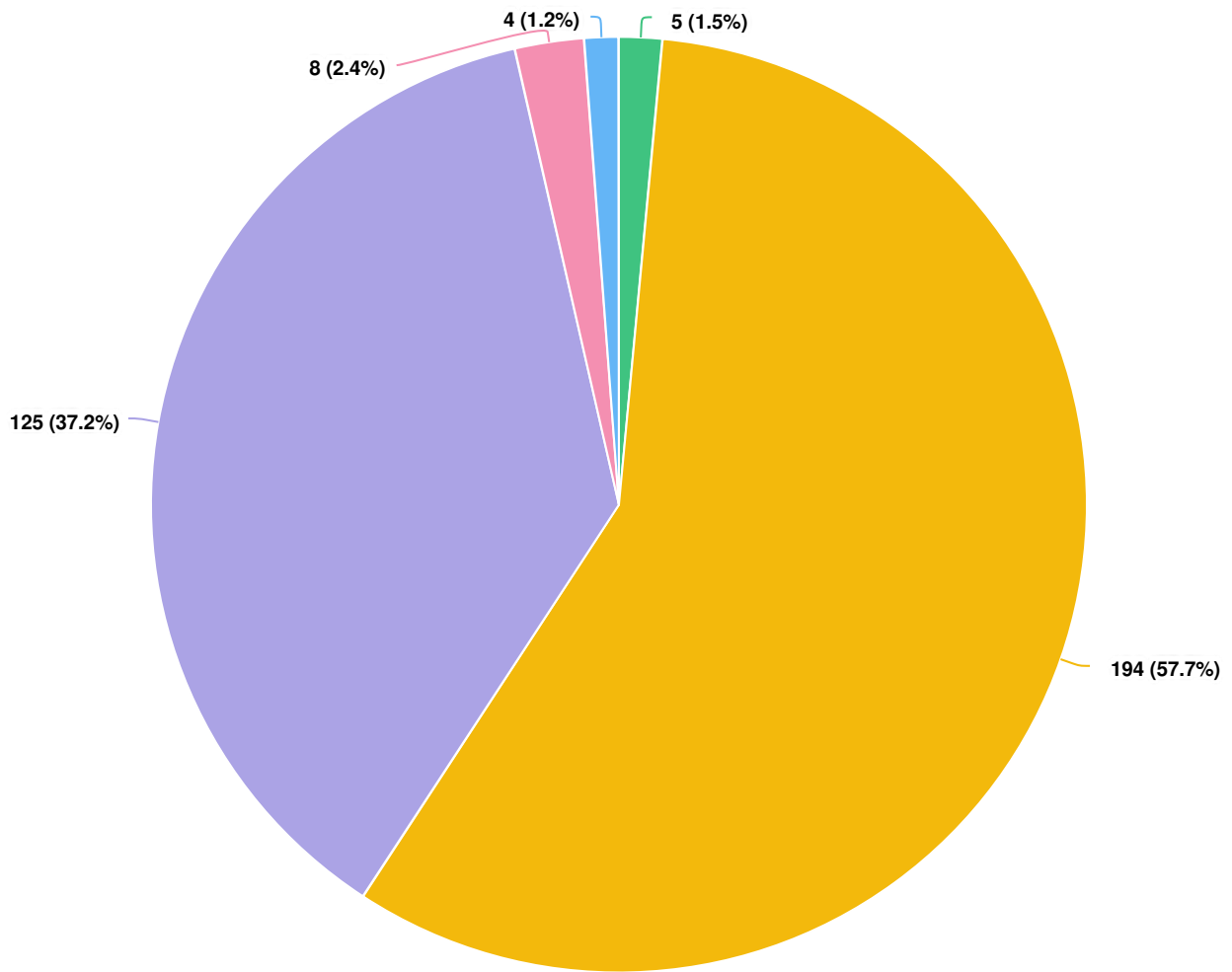


**Question options**

- Attend programmes
- Borrow materials
- Curbside services
- Meet business clients
- Meet with friends and socialize
- Meet with service providers
- Read newspapers/magazines
- Spend time with my children
- Study or read
- Use Computers or lending laptops
- Other (please specify)

Mandatory Question (336 response(s))  
 Question type: Checkbox Question

**Q3** How often do you visit your library branch?



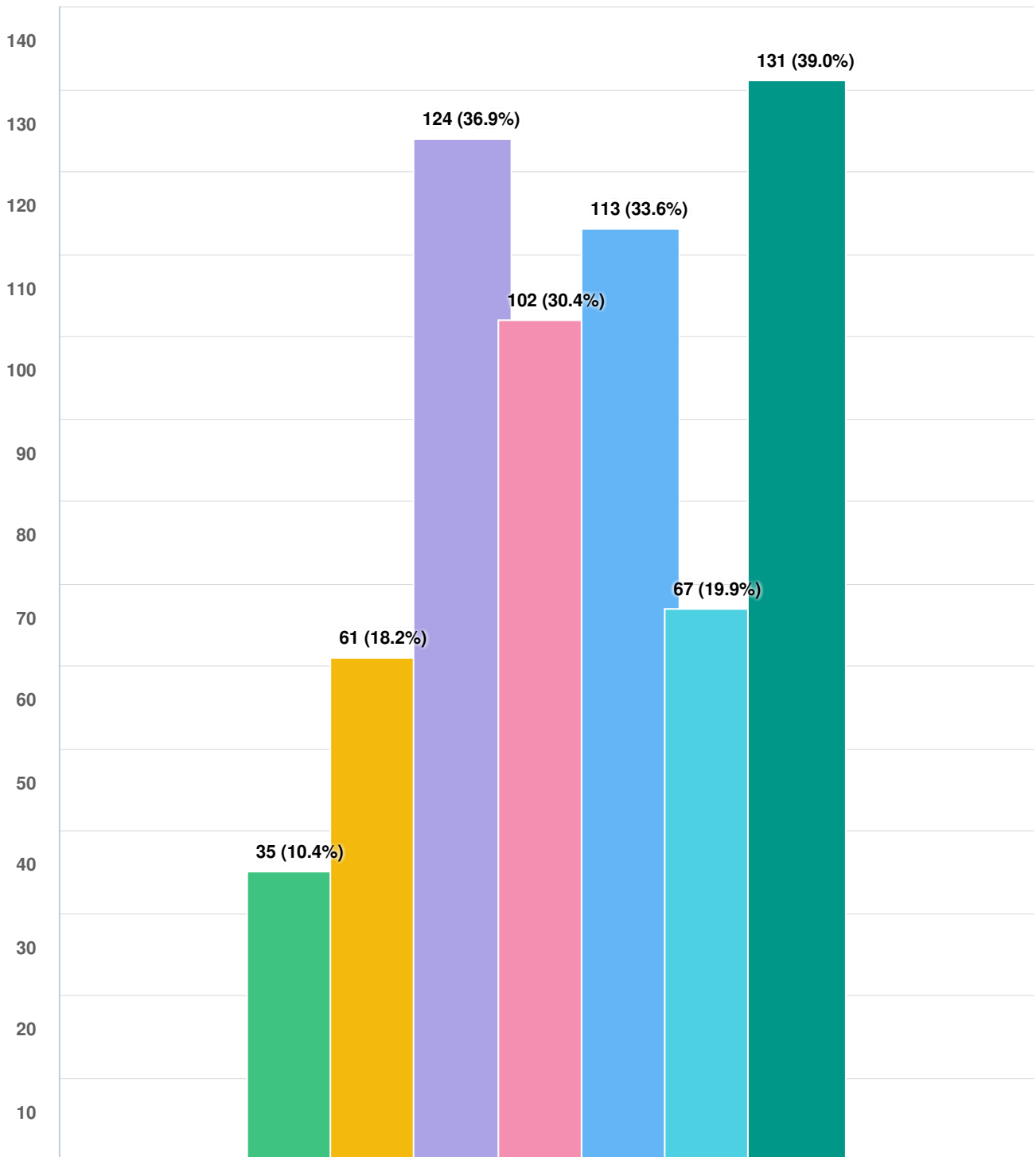
**Question options**

- Daily
- Weekly
- Monthly
- Yearly
- I do not visit the library

Mandatory Question (336 response(s))

Question type: Radio Button Question

**Q4** What day of the week are you most likely to visit the library? Choose two options.



**Question options**

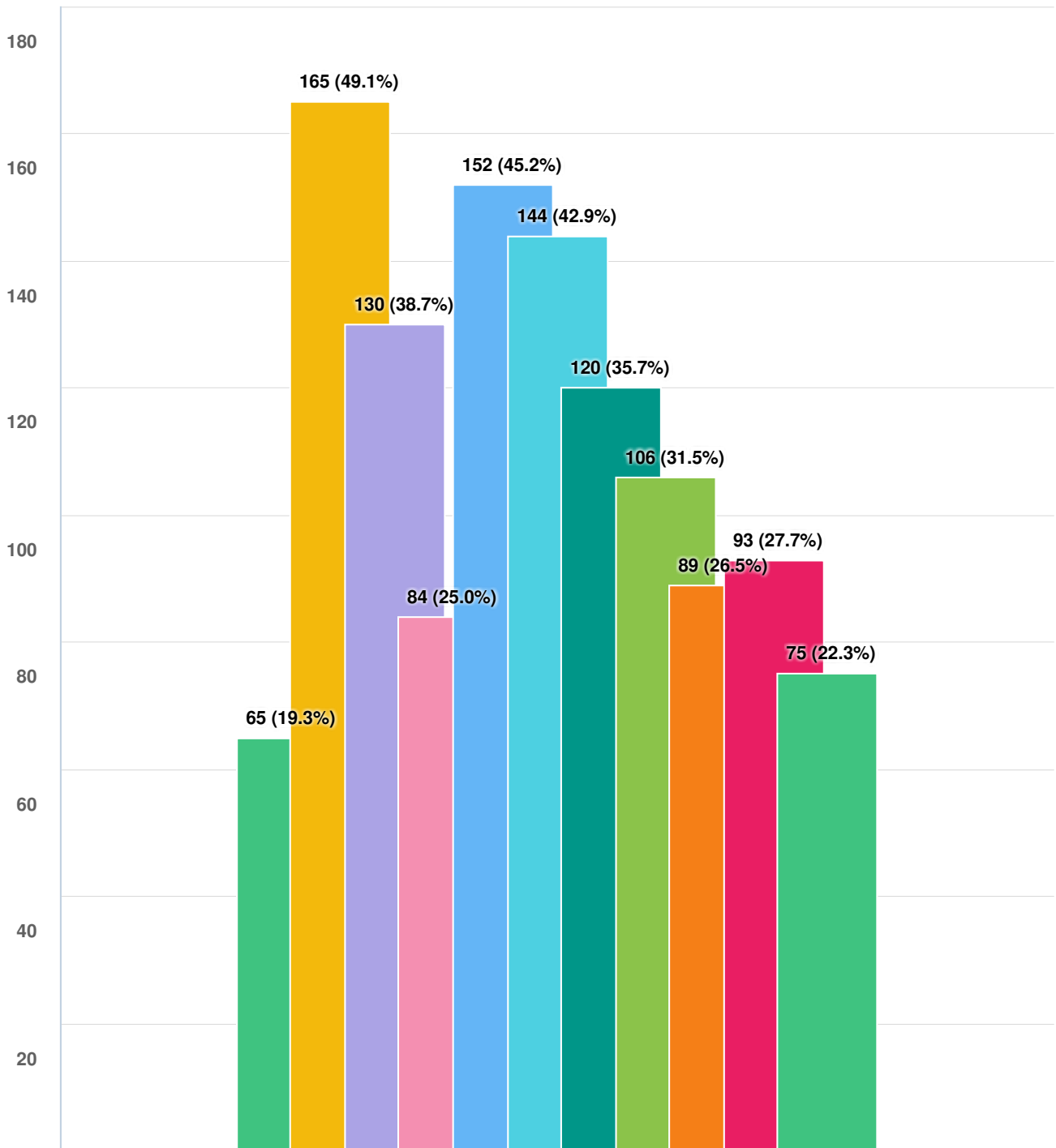
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Mandatory Question (336 response(s))

Question type: Checkbox Question



**Q5** At which times are you most likely to use the library? Select all that apply.

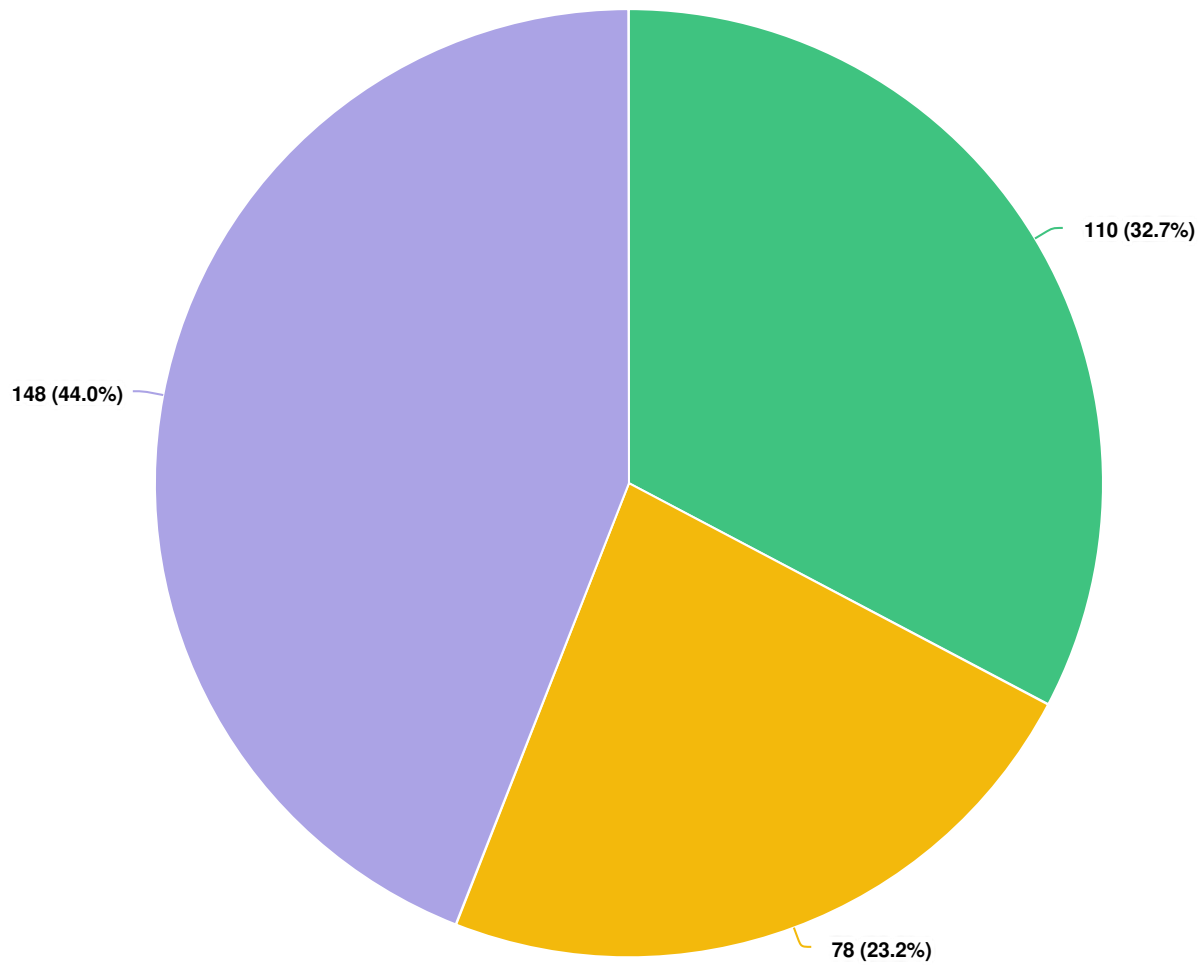


**Question options**

- 9 am to 10 am   
 ● 10 am to 11 am   
 ● 11 am to 12 pm   
 ● 12 pm to 1 pm   
 ● 1 pm to 2 pm   
 ● 2 pm to 3 pm
- 3 pm to 4 pm   
 ● 4 pm to 5 pm   
 ● 5 pm to 6 pm   
 ● 6 pm to 7 pm   
 ● 7 pm to 8 pm

Mandatory Question (336 response(s))  
 Question type: Checkbox Question

**Q6** Which would you prefer if your branch was to consider changes to their open/service hours?

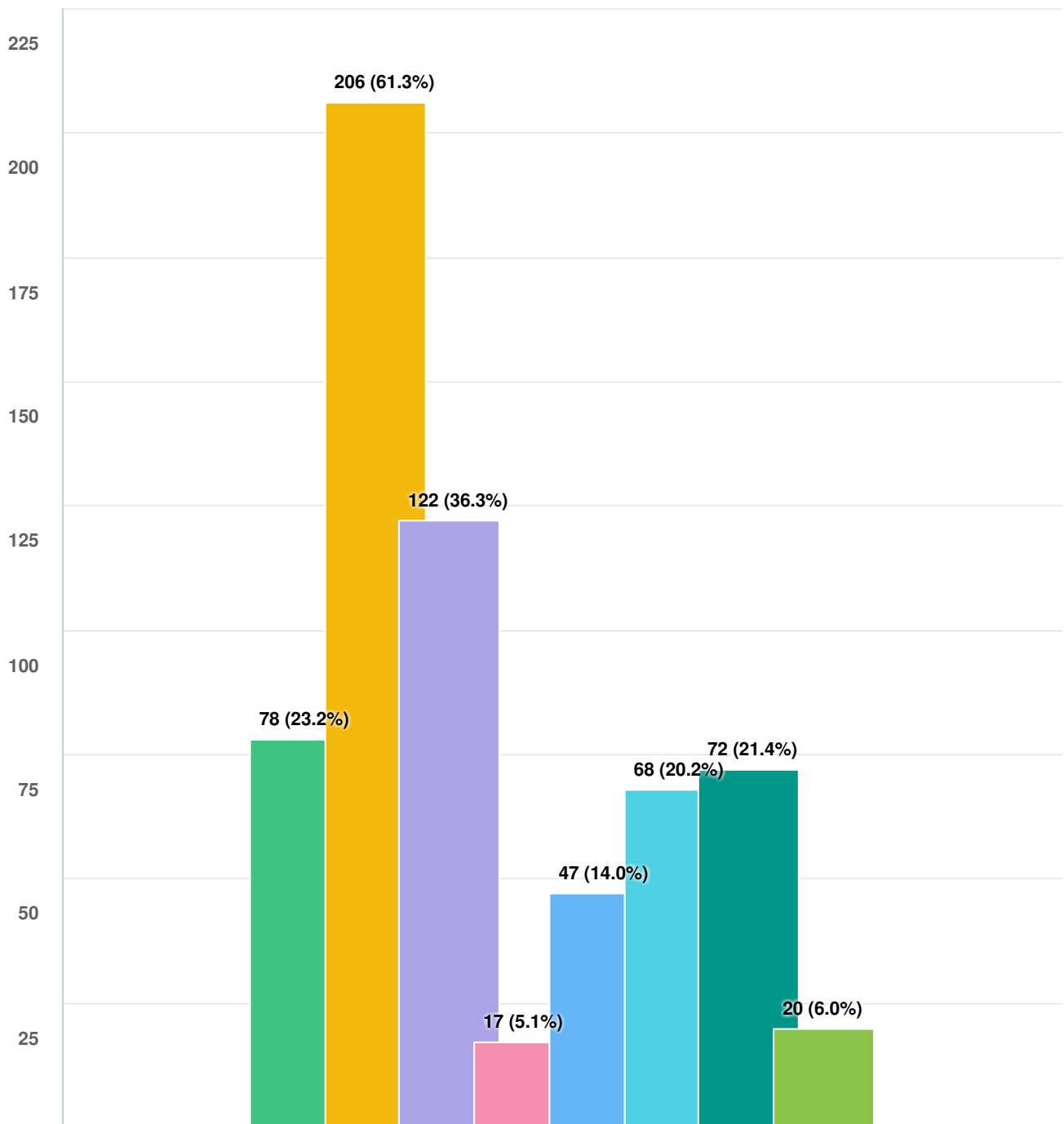


**Question options**

- Open more days per week but shorter hours per day
- Open less days per week but longer hours per day
- Keep current hours & days

*Mandatory Question (336 response(s))  
Question type: Radio Button Question*

**Q7** Check which types of programmes you would take, attend or make use of? Check all that apply.

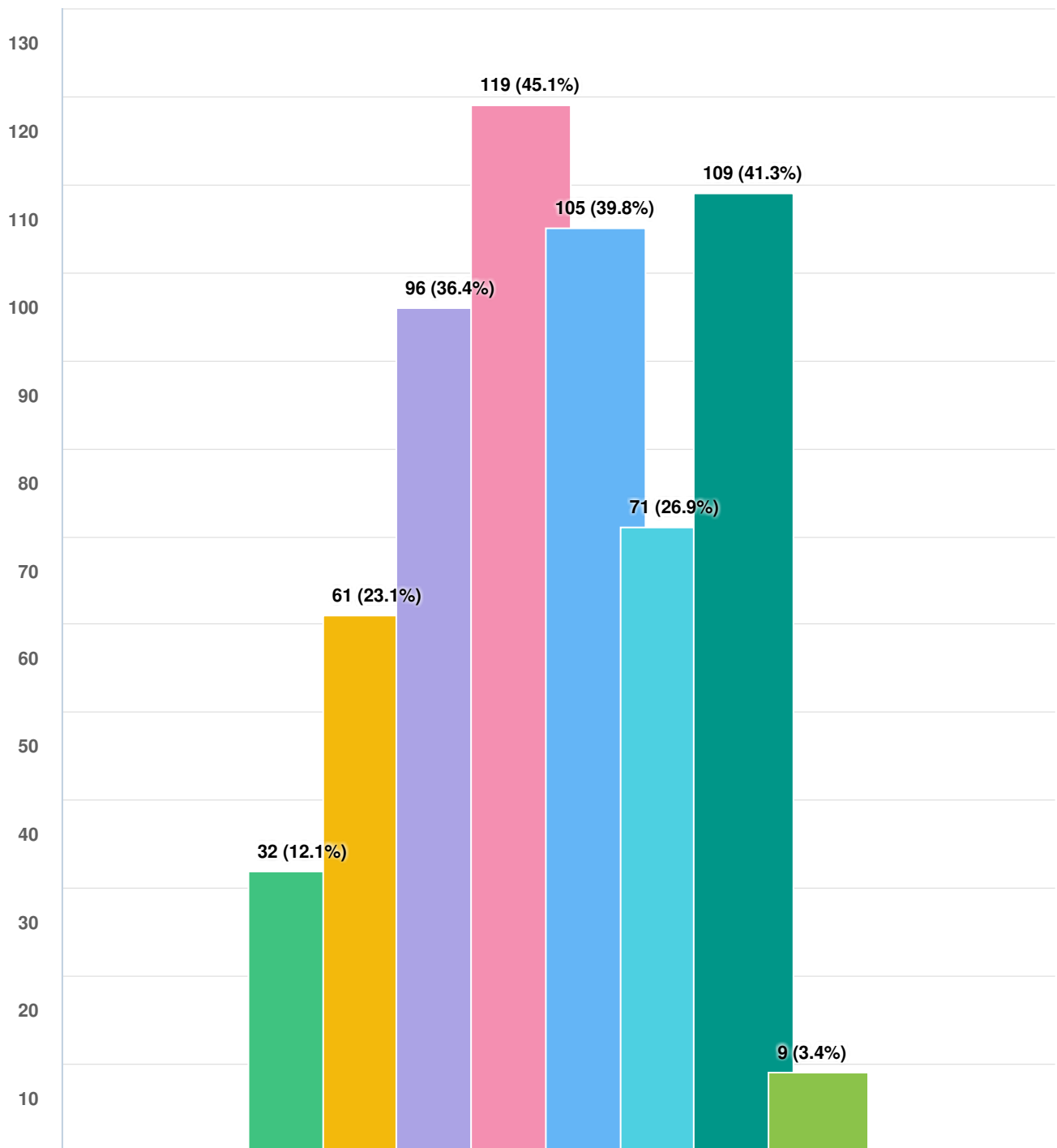


**Question options**

- Virtual programmes
- In-person programmes
- Take home activity kits
- Facebook live
- Social media viewing/prompts
- Library website page activities
- I would not attend programmes.
- Other (please specify)

Mandatory Question (336 response(s))  
 Question type: Checkbox Question

**Q8** What day of the week are you most likely to attend programmes at the library? Maximum three answers.



**Question options**

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- I would not attend programmes

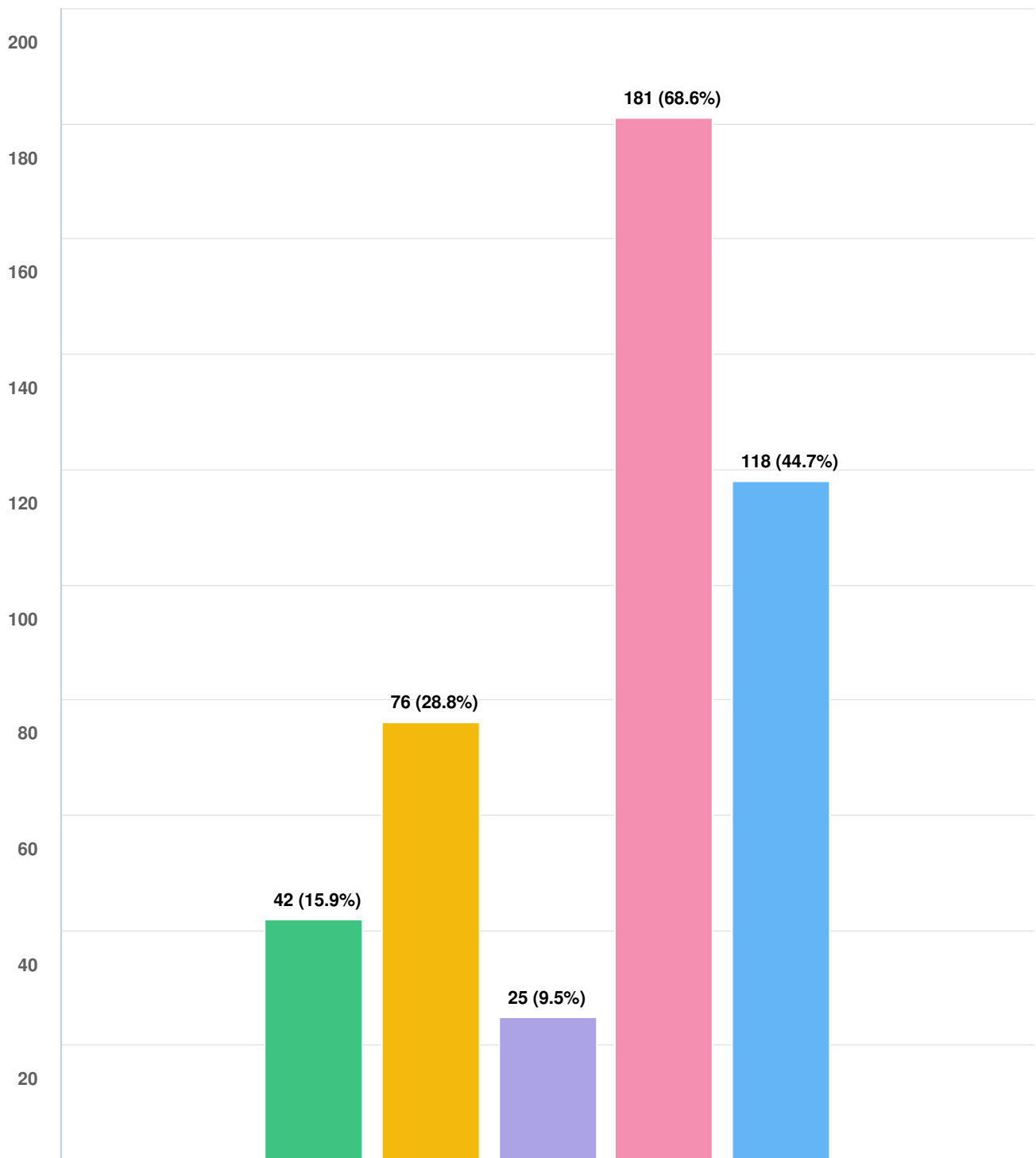
Mandatory Question (264 response(s))  
 Question type: Checkbox Question

**Q9** | When would you be most likely to attend programmes presented by the Huron County library? Rank number 1 the highest, three the lowest.

OPTIONS	AVG. RANK
Afternoons	1.88
Mornings	2.01
Evenings	2.12

*Mandatory Question (264 response(s))  
Question type: Ranking Question*

**Q10** Select which types of programmes you would be interested in attending. Check all that apply. Programmes for...



**Question options**

- Babies & Toddlers
- Children
- Teens
- Adults
- Seniors

Mandatory Question (264 response(s))  
Question type: Checkbox Question

# CORPORATION OF THE COUNTY OF HURON

## Administration

**TO:** Chair and members of the Library Board

**FROM:** Lisa Harvey, Junior Accountant

**DATE:** 9/8/2021

**SUBJECT:** The financial statements for the month ending July 31, 2021 will be reviewed.

Department	Revenue		Expenditures		County Contribution	
	YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
Libraries	\$87,131	\$96,420	\$1,439,521	\$1,759,811	\$1,352,390	\$1,663,391

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### RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The financial statements for the month ending July 31, 2021 be received.

### BACKGROUND:

### COMMENTS:

### OTHERS CONSULTED:

### FINANCIAL IMPACTS

### ATTACHMENTS:

Description	Type	Upload Date	File Name
Financial Statements	Budget	8/24/2021	07-JUL_Library.pdf



**County of Huron**  
**Consolidated Library**  
**For the Seven Months Ending Saturday, July 31, 2021**

	<b>Current Annual Budget</b>	<b>Current Budget To Date</b>	<b>Current Actual To Date</b>	<b>Variance from Budget</b>
<b>REVENUE</b>				
Provincial Operating Grants	\$146,390	\$85,393	\$85,394	(\$1)
Federal Project Grants	4,400	2,569	7,798	(5,229)
Services to Municipalities	10,616	6,195		6,195
Donations	16,930	9,877	3,948	5,929
Fines			667	(667)
Intra County Recoveries			1,000	(1,000)
Third Party Recoveries	14,500	8,456	1,897	6,559
<b>TOTAL REVENUE</b>	<b>\$192,836</b>	<b>\$112,490</b>	<b>\$100,704</b>	<b>\$11,786</b>
<b>EXPENDITURES</b>				
Salaries - Full Time	1,038,595	579,217	530,286	48,931
Salaries - Part Time	1,146,124	639,187	442,098	197,089
Statutory Benefits	189,711	105,799	82,874	22,925
Extended Benefits	99,676	58,142	43,918	14,224
OMERS	162,280	90,507	77,576	12,931
<b>Total Salaries/Wages/Benefits</b>	<b>2,636,386</b>	<b>1,472,852</b>	<b>1,176,752</b>	<b>296,100</b>
Equipment Rentals/Leases	2,700	2,246	27,028	(24,782)
Equipment Repairs & Maint.	2,500	1,463	1,129	334
Equipment Replacement New	6,060	3,535	354	3,181
Vehicle Lease & Operation	16,850	9,828	5,410	4,418
Small Tools/Equipment	15,000	8,750		8,750
Software	14,762	14,762	14,833	(71)
<b>Total Equipment</b>	<b>57,872</b>	<b>40,584</b>	<b>48,754</b>	<b>(8,170)</b>
Audit	3,700	2,156	2,158	(2)
Insurance	22,500	13,125	13,125	
Occupational Accident Insurance	2,000	1,950	1,896	54
Intra County Purchases	52,240	30,471	4,317	26,154
Legal Fees	500	294		294
Maintenance Contracts	24,727	16,712	8,183	8,529
Printing (External)	11,000	6,419		6,419
Security	2,700	2,700	2,778	(78)
<b>Total Purchased Service</b>	<b>119,367</b>	<b>73,827</b>	<b>32,457</b>	<b>41,370</b>
Advertising	2,400	1,400	1,529	(129)
Associations/Memberships	1,715	1,001	691	310
Conventions/Conferences	8,600	5,019	1,938	3,081
Internet	25,176	14,686	12,279	2,407
Miscellaneous Admin.			25	(25)
Office Expense	26,400	15,400	6,666	8,734
Postage/Courier	2,600	1,519	428	1,091
Staff Training	16,885	9,849	5,465	4,384
Telecommunications	12,700	7,406	5,932	1,474
Travel/Meals	29,300	17,094	11,530	5,564
Depreciation Expense	340,894	198,856	198,856	
<b>Total Operational</b>	<b>466,670</b>	<b>272,230</b>	<b>245,339</b>	<b>26,891</b>
Non-Capital Books	35,000	20,419	6,334	14,085
Branch Maintenance Grants	151,000	88,081	88,083	(2)
Electronic Resources	79,720	59,360	59,185	175





**County of Huron**  
**Consolidated Library**  
**For the Seven Months Ending Saturday, July 31, 2021**

	<b>Current Annual Budget</b>	<b>Current Budget To Date</b>	<b>Current Actual To Date</b>	<b>Variance from Budget</b>
Winter Clothing and Uniforms	200	119		119
Program Supplies & Costs	12,990	7,581	1,046	6,535
Promotion/Public Relations	650	378	25	353
<b>Total Program</b>	<b>279,560</b>	<b>175,938</b>	<b>154,673</b>	<b>21,265</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,559,855</u></b>	<b><u>\$2,035,431</u></b>	<b><u>\$1,657,975</u></b>	<b><u>\$377,456</u></b>
<b>LEVY REQUIREMENT</b>	<b><u>\$3,367,019</u></b>	<b><u>\$1,922,941</u></b>	<b><u>\$1,557,271</u></b>	<b><u>\$365,670</u></b>