



County of Huron
Library Board Meeting

Wednesday, October 13, 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 October 13, 2021 be approved as presented.

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

September 8, 2021 Minutes

RECOMMENDED MOTION:
THAT:

The minutes of the Huron County Library Board meeting of September 8, 2021 be adopted as circulated.

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

7.1. Arrangement of 2022 Meetings (presented by Beth Rumble)

Arrangement of 2022 Meetings

RECOMMENDED MOTION:
THAT:

The Huron County Library Board receives the report by Beth Rumble, County Librarian, dated October 13, 2021, titled Arrangement of 2022 Meetings, as presented for information;
AND FURTHER THAT:

The Board approves the elimination of the February Library Board meeting.

- 7.2. Administration Monthly Update - August 2021 (presented by Beth Rumble)
Monthly Update - August 2021

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report from Beth Rumble, County Librarian, dated October 13, 2021, titled Administration Monthly Update - August 2021, as presented for information.

8. Policy Review:

8.1. COVID-19 Vaccination Policy (presented by Beth Rumble)

COVID-19 Vaccination Policy

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report by Beth Rumble, County Librarian, dated October 13, 2021, titled COVID-19 Vaccination Policy, as presented for information.

9. Correspondence:

10. Financial Statements:

10.1. Financial Statements (presented by Lisa Harvey)

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

Department	Revenue		Expenditures		County Contribution	
	YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
Libraries	\$115,261	\$128,560	\$1,896,919	\$2,311,051	\$1,781,658	\$2,182,491

RECOMMENDED MOTION:

THAT:

The financial statements for the month ending August 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 Wednesday, November 10, 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: 10/13/2021
SUBJECT:

RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The minutes of the Huron County Library Board meeting of September 8, 2021 be adopted as circulated.

BACKGROUND:

COMMENTS:

OTHERS CONSULTED:

FINANCIAL IMPACTS

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ 2021-09-08 Library Board Minutes	Minutes	9/27/2021	2021-09- 08_Library_Board_Minutes.pdf

LIBRARY BOARD MINUTES

Virtual
September 8, 2021

The Huron County Library Board met virtually on September 8, 2021. All members of the board were present.

1. Call to Order:

Chair Jim Dietrich called the meeting to order at 9:00 AM.

2. Approval of Agenda:

Moved by: Member Cairncross and Seconded by: Member Collyer

THAT:

The Huron County Library Board agenda for September 8, 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 Harding and Seconded by: Member Smith

THAT:

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

CARRIED

5. Presentation:

6. Board Member Issues:

Warden McNeil and Chair Dietrich thanked Elizabeth French-Gibson for her outstanding work as Interim County Librarian.

7. Reports of the County Librarian:

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

Interim County Librarian French-Gibson introduced Jim Seale, Programming and Community Engagement Coordinator, and Kyle Pritchard, Digitization Coordinator.

Moved by: Warden McNeil and Seconded by: Member Smith

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.

CARRIED

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

Moved by: Member Jutzi and Seconded by: Member Kester

THAT:

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

CARRIED

8. Policy Review: None.

9. Correspondence: None.

10. Financial Statements:

10.1. Financial Statements (presented by Lisa Harvey).

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

Moved by: Member Kester and Seconded by: Member Collyer

THAT:

The financial statements for the month ending July 31, 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, October 13, 2021 at 9:00 AM.

13. Adjournment:

MOTION:

Moved by: Member Kester and Seconded by: Member Harding

THAT:

The Library Board meeting adjourn at 9:30 AM.

CARRIED

Chair Jim Dietrich

CORPORATION OF THE COUNTY OF HURON

Administration

TO: Chair and Members of the Huron County Library Board
FROM: Beth Rumble, County Librarian/CEO
DATE: 10/13/2021
SUBJECT: Arrangement of 2022 Meetings

RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report by Beth Rumble, County Librarian, dated October 13, 2021, titled Arrangement of 2022 Meetings, as presented for information;

AND FURTHER THAT:

The Board approves the elimination of the February Library Board meeting.

BACKGROUND:

On December 10, 2019 the Ontario Government passed Bill 132, *Better for People, Smarter for Businesses Act*. Under Schedule 12 of this Act it indicates that: "A board shall hold at least seven regular meetings in each year." This amends the prior requirement of meetings once a month for at least ten months per year. Huron County Library Board currently schedules 11 meetings per year with the month of August off.

COMMENTS:

Hosting a Library Board meeting takes time and effort. Reports by staff are prepared and attendees travel or block time in their calendar for attendance at these meetings.

Holding virtual meetings has streamlined some of this and eliminated travel time (which is particularly advantageous during the winter months) however, with the potential to shift back to in-person meetings, it is suggested that the Huron County Library Board take the month of February off. February has been selected as it frequently experiences adverse weather as well as attendance conflicts. Furthermore, there are typically no deadline specific items included in the February agenda. Board members and library staff will have recently connected during the OLA conference, typically held late January.

Maintaining ten meetings per year will still allow for information and decisions to be made in a timely manner. This also leaves the possibility open to cancel a further meeting if there are no pressing agenda items.

OTHERS CONSULTED:

Jenni Boles, Deputy County Librarian
Administrators of Rural Urban Public Libraries (ARUPLO)

FINANCIAL IMPACTS

ATTACHMENTS:

Description	Type	Upload Date	File Name
No Attachments Available			

CORPORATION OF THE COUNTY OF HURON

Administration

TO: Chair and Members of the Library Board
FROM: Beth Rumble, County Librarian
DATE: 10/13/2021
SUBJECT: Monthly Update - August 2021

RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report from Beth Rumble, County Librarian, dated October 13, 2021, titled Administration Monthly Update - August 2021, as presented for information.

BACKGROUND:

COMMENTS:

OTHERS CONSULTED:

Jenni Boles, Deputy County Librarian

FINANCIAL IMPACTS

ATTACHMENTS:

Description	Type	Upload Date	File Name
▣ Monthly Update - August 2021	Backup Material	9/30/2021	2021OctoberAgendaReport.docx
▣ Appendix A	Backup Material	9/30/2021	Appendix_A.xlsx
▣ Appendix B	Backup Material	9/30/2021	Appendix_B.xlsx

**CORPORATION OF THE COUNTY OF HURON
LIBRARY**

To: Beth Rumble, County Librarian and Chair & Members of the Library Board

From: Jenni Boles, Deputy County Librarian

Date: October 13, 2021

Subject: Library August 2021 reports for information/updating purposes for the Library Board Report of October, 2021

Quotes & Highlights of the Month

“I really like the changes you guys have made!” – Goderich branch patron

“This is the first place I came when I moved to town. You all have helped me with my questions and made me feel welcome. It is a beautiful library with such kind, helpful staff.”

“I just wanted to say how much I appreciate all the craft kits that you have available...it's nice that people can just go to the library to get a kit with all the items needed to create something fun.”

The Exeter Branch received a nice surprise from 7-year-old Asher, who donated half of his birthday money to buy more books for him and others to enjoy!

Seaforth has seen an increase in new young families visiting the library. A young girl made a cute sign for a staff member because she liked her “pretty dresses!”

August Branch Service Days	Curbside Pickup	Inside Browsing/ Holds Pickups	Computer/ Microfilm	Space Bookings
Alice Munro (4 days/week)	2	500	43	15
Bayfield (3 days/week)	27	637	36	21
Blyth (2 days/week)	1	163	2	
Brussels (3 days/week)	27	89	4	2
Clinton (4 days/week)	21	370	16	7
Exeter (5 days/week)	11	583	42	20
Goderich (5 days/week)	8	1398	68	47
Hensall (2 days/week)	28	30	0	0
Howick (3 days/week)	1	65	0	0
Kirkton (3 days/week)	0	77	0	
Seaforth (3 days/week)	34	402	13	5
Zurich (2 days/week)	4	174	9	11

Public Services

The Cultural Services Department launched a “When Life Gives You Lemons...” campaign in August to inspire positivity, creativity and a little bit of fun! All branches painted the County yellow with fun window decorations and bright yellow book displays. Staff enjoyed the good vibes and the staff appreciation week at the end of the month that included a thank you gift to each team and staff member for their hard work and dedication to library service.

Other library displays this month included Summer Reading Bingo and TD Summer Reading Club “Game On”. East Team had collection displays on “From Page to Screen”, “Hungry for a Good Book”, “Take a Reading Staycation”, as well as children’s displays on “Let’s Go Camping” and “The Night Sky”. Goderich and Bayfield created displays featuring back to school books that were popular with both communities.

The North Team Branches are all looking a little brighter and welcoming with some donations of plants and furniture rearranging, and a new art display at the Alice Munro branch.

As teachers began to prepare for the start of school in September, branch staff had numerous teachers reach out with questions and place holds on materials for their classrooms.

Four student pages were interviewed/hired in August for Exeter, Bayfield and Goderich branches.

The Blue Water Rest Home in Zurich had a curbside book exchange this month. Staff enjoyed working with the coordinator to provide residents with the library materials they want. Library staff continued to provide materials to several rest homes including the Exeter Villa, and Huronlea. The libraries and care facilities are each following their own mandated health and safety procedures.

The seed library did not lend out any seeds in August but did start receiving seed donations to be processed for use next spring.

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

Several library branches/Friends of the Library are operating small book stands and tables to sell or give away donated and/or discarded books. Proceeds go to branch fundraising accounts or local Friends of the Library groups. The communities have been very generous with their monetary donations.

Library Administration

Kelly Greig returned as the Office Manager for the Library on August 9th. The Library Collections Clerk position was filled with Dana Lumby starting on August 16th.

Technical Services

The Technical Service Team is again fully staffed and continued supporting 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.

Electronic Resources/Technology in the Branches

Sphero Sprk+ STEAM lending kits were organized and catalogued for our collection in August. These kits are scheduled to be in the branches for lending in September.

Podcast kits for staff programming use were purchased in August.

The Information Services Librarian coordinated with support staff from the Ontario Library Consortia (OLC) to create new HTML templates for public email notices.

Health and Safety

Branch inspections are done monthly by a designated staff member from each team.

Digitization

A new hard drive was purchased for the digitization project. It will serve as backup within the Huron County Museum Archive, provide additional storage, will allow for the duplication of backup data in the event of hard drive fragmentation, and will help to retain the condition of the original newspaper scans in the event of a natural disaster or wear over time.

Files within Laserfiche continue to be updated with copies of the Exeter Times-Advocate from 1951 to 1965. Work has been done to fix discrepancies between our online catalogue on Laserfiche, and our offline catalogue and edits continue to be made to include parts of the digital collection which have not yet been added.

MES is still working with our latest submission of microfilms to be scanned. The Digitization Coordinator is in the process of securing hardcopy newspapers with a member of the public who possesses a local collection which may not yet be part of our repository.

The Digitization Coordinator wrote a blog post about newspaper digitization which was published on the Huron County Museum Stories page. The focus was on the evolution of newspaper content over the last two centuries.

Professional Development

South and North Team staff attended “*HELP! The correct way for staff to provide backup in crisis*”

Megan Foxton attended a webinar on “*Passive Library Programming*”.

Dana Lumby completed two SirsiDynix training modules on using Symphony WorkFlows.

Community Involvement

Library Staff represent the library for various groups including Blyth Women Sharing and Caring, Blyth Community Betterment, Friends of the Village of Blyth, the Brussels Community Alliance, the Seaforth Community Development Trust, Huron Park Action Network, Huron Park Transportation, the Human Library Committee, and Hensall Cares and Wingham Community Connectors.

The West Team Branch Manager attended the Friends of the Bayfield Library meeting and met with the ‘Human Library’ committee to discuss how the library can help to support their upcoming events and activities.

The North Team Branch Manager connected with the local art group to display art work in the Alice Munro Library. The group will rotate art throughout the year.

Several teams update and maintain monthly newsletters of events, including the Southern Huron Community Calendar, the North Huron Newsletter. Howick staff continue to share library information with Howick’s “What’s Happening” newsletter.

South team branches continue to assist in facilitating the Fidget Makers apron project to distribute fidget maker apron kits across the county.

County-internal Committees and Partnerships

Tanis VanderMolen attended Huron County Recovery Advisory meeting in August as a library representative. Jim Seale represented the library at meetings with Immigration Partnership and Indigenous Learning Community of Practice.

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 continued 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.

Huron Respite staff reached out to North Team to request take and make crafts be dropped off and distributed to various branches. In total 30 birdhouse crafts were sent to 12 branches and handed out to patrons.

Alice Munro Friends of the Library gave out numerous prizes to those who participated in the Town of Wingham Scavenger Hunt. 46 people took part in the Scavenger Hunt.

South Team offered a Scavenger Hunt of books located in business windows along Main Street Exeter in July and August. 14 ballots were returned to the branch for a chance to win a Prize at the end of summer.

Meditations with Janie continued to be offered twice a week virtually with support from West and North Team staff. 25 people attended in August.

Three Virtual Tech Time sessions were provided by North Team staff.

Kirkton book club continued in August through email discussion with 11 members.

Virtual Meeting Room

Virtual meeting spaces supported one outside group a total of one time. Many groups were on a break for summer months.

TD Summer Reading Club

TD Summer Reading Club continued through August 20. Library staff helped to distribute Take and Make crafts provided by the two Summer Literacy Coordinators. Children were able to participate both online and in the branches with a total of 166 official registrants. 18 Zoom sessions were also held for three different age groups (4-6; 7-9; 10-12) with a total of 42 participants for the month of August. All children received a prize at the end of the summer, and one child from each of the three age groups won a grand prize of the game “*Goderich-opoly*”.

Marketing & Communications

The Cultural Services Department met with the Huron County Immigration Partnership to develop programming and promotions for Newcomer Welcoming Week Sept. 10-19. Promotions through August focused on two virtual author talks – one with children’s author Blossom Yarmeto who wrote “*Black, Brown White We All Feel*”, and the other with Ann Hui, author of “*Chop Suey Nation*” that will be taking place in September.

The “When Life Gives You Lemons...” campaign was featured heavily on our social media feeds in August. Reading recommendations were shared weekly throughout the month to inspire us all to squeeze the day!

Work continues with BTS on building the new library website.

The Marketing and Branding Coordinator collaborated with Programming and Communication Committee to prepare promotions materials for fall programs.

Facebook Stats:

- Followers: 3,187 (+27)
- Engagement: 1,950
- Reach: 28,848
- Top posts:
 - Asher's birthday donation: reach – 2,800; clicks – 517; reactions – 278
 - What We're Reading Wednesday–South Team–reach–2,000; clicks–72; reactions- 134
 - Alice Munro Branch salsa garden – 1,800; clicks – 97; reactions – 101

Instagram Stats:

- Followers: 682 (+6)
- Reach: 5,479
- Content interactions: 319

Twitter:

- Followers: 516 (+1)

Website (huroncounty.ca/library):

- Visits: 6,783
- Page views: 11,616
- Unique visitors: 3,730
- Returning visitors: 947
- Digitized newspapers – 1,261 views, 1,007 visits

• Online Catalogue

- Visits: 3,465
- Page views: 57,263
- New visitors: 2,068
- Returning visitors: 1,397

Downloadable Collection

EAudio 3144; eBooks 5349; eMusic 69; eFilm 235

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

Huron County Library Monthly Statistical Report
August 2021

	Wkly Hours	Computer Uses	Aug Circulation	Year to Date	Number of Progrms	Program Attend.	2020	
							Aug Circulation	Year to Date
Alice M.	21	43	1895	11626	5	97	809	35380
Bayfield	8	36	1561	11711	0	0	843	27540
Blyth	8	2	805	6347	3	6	202	14634
Brussels	9	27	489	3801	0	0	283	11280
Clinton	14	16	1686	10392	4	27	627	33529
Exeter	15	42	2247	13824	1	14	1170	46098
Goderich	16	68	4044	21718	0	0	1580	68252
HQ	40		34	250			0	1145
Hensall	6	0	250	2050	0	0	125	7376
Howick	8	0	434	2557	0	0	150	6889
Kirkton	6	0	290	2229	2	17	92	4208
Seaforth	9	13	1816	9292	0	0	425	28815
Virtual			10572	82230	26	70	9348	95691
Zurich	7	9	760	4536	3	35	334	11697
Total	167	256	26883	182563	44	266	15988	392534

Other 2021 Transactions	2020	
	Aug Trans.	Year to Date
Interlibrary loan		
Items borrowed	71	247
Items lent	25	388
New Memberships	131	542
Virtual Library		
VMS Bookings	1	1
Virtual Visits (catalogue)	3465	27956
*Electronic Resource Uses	2013	28985
Holds placed	5671	54488

* downloads are counted as electronic checkouts

**2021 HCL Outstanding Materials Orders and Expenditures Report
as of September 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>\$ 273,578</u>
Approximate amount committed (for materials on order)	<u>\$ 123,049</u>
Approximate amount of uncommitted budget	<u>\$ 29,293</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			\$ 69,430	
Visual/Software/Music			\$ 3,806	
Leasing	\$ 4,926	\$ 4,926	\$ -	
Shipping			\$ 823	
invoices			\$ 8,056	<u>\$ 104,458</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	\$ 1,029	\$ 3,471
					<u>\$ 18,471</u>

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

CORPORATION OF THE COUNTY OF HURON

Administration

TO: Chair and Members of the Huron County Library Board
FROM: Beth Rumble, County Librarian/CEO
DATE: 10/13/2021
SUBJECT: COVID-19 Vaccination Policy

RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The Huron County Library Board receives the report by Beth Rumble, County Librarian, dated October 13, 2021, titled COVID-19 Vaccination Policy, as presented for information.

BACKGROUND:

On March 13, 2019 the Huron County Library Board explicitly adopted County of Huron Administration, Finance, Human Resources and IT policies.

On October 6, 2021, Huron County Council approved a COVID-19 Vaccination Policy that will apply to all staff, students, board members, volunteers and contractors for the County.

The report and full policy are attached to this report.

COMMENTS:

Similar to other corporate policies, this policy will also be adopted by the Huron County Library Board.

OTHERS CONSULTED:

FINANCIAL IMPACTS

ATTACHMENTS:

Description	Type	Upload Date	File Name
□ Report - Vaccination Policy	Correspondence	10/6/2021	Report_to_Council_-_Vaccination_Policy_October_2021.docx
□ COVID Vaccination Policy	Correspondence	10/6/2021	COVID_Vaccination_Policy_2021.DOC

Warden and Members of County Council – Day 1

Erin Thomson, Safety & Wellness Supervisor

October 4, 2021

SUBJECT:

RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

The Council of the County of Huron receives the report from Erin Thomson, Safety & Wellness Supervisor, dated October 4, 2021 titled Proposed COVID-19 Vaccination Policy for the Corporation of the County of Huron;

AND FURTHER THAT:

The Council of the County of Huron approve the implementation of a new COVID-19 Vaccination Policy.

BACKGROUND:

Under the recent advice of public health authorities and recommendations from both the provincial and federal governments, all employers are being encouraged to be proactive and consider mandating a COVID-19 vaccination policy for all their employees.

In response to this recommendation, many employers have announced that they have already implemented a policy or they intend to do so. These employers include the federal government, a growing number of municipalities, post-secondary institutions and some large private sector employers.

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants including the Delta variant currently circulating in Ontario. Fully vaccinated individuals who are considered a high-risk contact do not have to self-isolate provided they do not have symptoms and have not been told by public health to isolate.

At the County of Huron, our Homes for the Aged, Emergency Services and Children's Services departments have mandatory vaccination policies in place as is required by their respective Ministries. These policies incorporate vaccination status disclosure, mandatory education and regular testing.

As of September 22, 2021, 75.2% of Ontario residents have received at least one dose of vaccine while 69.9% are fully vaccinated. Further, as of September 20, 2021, 82.9% of Huron and Perth residents over the age of 18 have received at least one dose of vaccine with 77.6% being fully vaccinated. While staff outside the Homes, EMS and Children's Services have not been required to declare their vaccination status as of yet, it is likely that vaccination rates will be similar to those seen in Huron and Perth.

The County of Huron has an obligation under the Occupational Health and Safety Act to take every precaution reasonable in the circumstances for the protection of the worker. Since the COVID-19 virus

was identified, the County of Huron has worked diligently to implement measures that protect not only employees but also the public that we serve. An effective vaccination policy acts as yet another preventative safety measure that the County can adopt to help mitigate transmission of the COVID-19 virus in the workplace.

COMMENTS:

The Federal government and all provincial governments have broad powers to mandate proactive measures to safeguard the population including requiring vaccination against transmissible diseases. However, they have deferred the decision to mandate vaccinations to employers not covered by Federal or Provincial directives and this includes most municipal employees.

Based on a commitment to compliance with all applicable occupational health and safety and public health advice, the County of Huron has an obligation to support the implementation of a COVID-19 Vaccination policy. The policy would compliment other workplace health and safety measures already in place, including daily screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning. The provisions of the policy would provide a transitional phase allowing for appropriate timing for unvaccinated staff or those who prefer not to disclose their vaccination status, to complete mandatory training on the benefits of vaccination.

Accordingly, it is recommended that a COVID-19 Vaccination Policy be introduced to all County employees including County Council, Boards, Committees of Council, volunteers and contractors effective November 1, 2021. Everyone outlined in the policy will be required to provide proof of their vaccination status by November 1, 2021. Employees who indicate that they have not been vaccinated or who do not disclose their vaccination status will be required to complete mandatory training on the benefits of vaccination and may be subject to additional safety measures including antigen testing by November 12, 2021.

In the development of this policy, the County is committed to ensuring compliance with all applicable public health guidelines, occupational health and safety legislation, human rights, privacy and all other relevant legislation. The County of Huron remains committed to providing reasonable accommodations to employees who are unable to be vaccinated due to a medical exemption or other prohibited grounds under the Ontario Human Rights Code.

OTHERS CONSULTED:

Meighan Wark, CAO
Lara Vanstone, Director, Human Resources
Other municipalities within Ontario
Legal consultation with Hicks Morley

IT IMPACT:

Minimal impact

FINANCIAL IMPACT:

Possible costs for antigen testing



HUMAN RESOURCES POLICIES

On the job policies **COVID-19 Vaccination Policy**

Approved by:

Date:

Last Review by:

Date:

Purpose:

1. To provide guidelines pertaining to the expectations and requirements the County of Huron has of its employees with respect to COVID-19 and vaccinations.

Scope:

2. All employees, as well as County Council, Boards, Committees of Council, students and volunteers, and contractors while performing County of Huron business/duties (referred to throughout this policy as "Employees").
3. Employees in certain departments, such as the Homes, EMS and Children's Services, may have obligations under a department specific policy regarding COVID-19 vaccination or under regulations, legislations or guidelines applicable to them which exceed the requirements under this policy. If the requirement under this policy reflects a higher requirement than any directive stipulates for a specific department, this policy will govern.
4. All new or rehired County of Huron Employees, including returning seasonal and student Employees are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the County of Huron.

Definitions:

5. Fully Immunized: An Employee is defined as fully immunized once 14 days have passed after receiving the second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada, or 14 days have passed after receiving a booster of any such vaccination as approved by Health Canada.

Policy:

6. The County of Huron supports Employees in obtaining their COVID-19 vaccination.
7. Employees must disclose their vaccination status to the County of Huron

On the job policies COVID-19 Vaccination Policy

in accordance with the established process no later than November 1, 2021. Employees who choose not to disclose their vaccination status will be considered, for the purposes of this policy, to be unvaccinated.

8. Employees who have been vaccinated must provide proof of such vaccination will be required in the form of a receipt or other documentation from the Ministry of Health, Public Health, or an equivalent out-of-province health body where the Employee was vaccinated.
9. Unvaccinated Employees will be required to complete mandatory training on the benefits of vaccination by November 12, 2021.
10. After November 12, 2021, Employees must participate in regular rapid antigen testing until such time they are considered fully immunized.
11. If an Employee has chosen not to be vaccinated, without an exemption as noted below, the County may require that the Employee pay for each rapid antigen test. Costs of the test will be determined by the County of Huron, acting reasonably and using best efforts to minimize the cost and will be subject to any applicable laws and reasonable practices. The County reserves the right to require rapid antigen testing of any Employee at any time.
12. The cost of the rapid antigen testing will be waived for those Employees who have submitted the required documentation and received County of Huron approval for medical exemption from receiving the vaccination.
13. If an Employee has a medical or creed-based reason for not being vaccinated now or in the future, it is the Employee's responsibility to contact the Safety & Wellness Supervisor to discuss an accommodation. Each case will be considered on its own facts, in accordance with any applicable legal obligations under the *Human Rights Code*.
14. All requests for a medical accommodation will require written proof of a medical reason that sets out at least the following:
 - That the person cannot be vaccinated against COVID-19; and
 - The general nature of the medical reason why the person cannot be vaccinated and confirmation that this is a genuine medical condition and not simply the patient's preference of self-evaluation; and
 - The effective time period for the medical reason (ie. permanent or time-limited).

<p>On the job policies COVID-19 Vaccination Policy</p>
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15. The medical information is to be submitted to the Safety & Wellness Supervisor and shall be retained in a confidential file.
16. All requests for a creed-based accommodation will require written proof of a creed-based reason that set out at least the following:
 - A statement of the Employee's overarching beliefs; and
 - The specific tenet or belief that is contrary to receiving the COVID-19 vaccination.
17. The County will carefully review each request for accommodation having regard to the reasons for the request, the legal requirements for the particular request and the overall impact on the health and safety of all County employees.
18. If an accommodation is granted, the County will work with the Employee to determine whether and how an Employee may be accommodated, as required and in accordance with the Ontario *Human Rights Code*.
19. Testing will be conducted at a frequency and location(s) as determined appropriate by the County of Huron.
20. The time required to receive a rapid antigen test will be considered unpaid time for the Employee and mileage will not be paid if travel is required to receive the test.
21. Unless a legislated or regulatory exemptions applies, all County of Huron Employees are expected and required to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace controls, such as daily screening, mandatory masking, physical distancing and hand hygiene.
22. The County of Huron will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation. This information will be retained by the Safety & Wellness Supervisor in Human Resources and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.
23. Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited

On the job policies COVID-19 Vaccination Policy
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to, situations where Employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (ie. after a COVID-19 exposure or a travel quarantine exemption).

24. All new or rehired Employees must provide proof of vaccination to Human Resources prior to commencing their employment or placement. This policy shall form one of the conditions of employment which new Employees accept as part of an offer of employment.
25. For volunteers or students working on an unpaid placement/internship, proof of vaccination must be provided prior to entering the workplace.
26. The County of Huron will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context to ensure that it continues to optimally protect the health and safety of Employees in the workplace. Additional safety measures will be put in place to mitigate workplace risks.
27. Employees who fail to comply with this policy may be subject to disciplinary action
28. All Employees to whom this policy applies will have this policy shared with them prior to the effective date of the policy. All new hires will have the policy shared with them on the first day of employment, or prior to commencement of their first day when possible. Employees will be required to acknowledge that they have read and understood the policy.
29. The County of Huron reserves the right to amend this policy at its discretion in order to best respond to COVID-19 and to protect employees.

Responsibilities:

30. All levels of management are responsible for the administration of this policy.
31. Senior management, managers and supervisors are expected to:
 - lead by example;
 - declare their COVID-19 vaccination status and meet the requirements outlined in this policy;
 - ensure Employees declare their COVID-19 vaccination status, as

<p>On the job policies COVID-19 Vaccination Policy</p>
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- outlined in this policy; and
- ensure Employees complete and required education or training about COVID-19.

32. Employees are expected to:

- follow all health and safety policies and protocols;
- declare their COVID-19 vaccination status and meet the requirements outlined in this policy; and
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Supporting Documents:

Accommodation Request Form
Workplace Accommodation Policy
COVID-19 Vaccination Declaration Form
COVID-19 Vaccination Procedure

CORPORATION OF THE COUNTY OF HURON

Administration

TO: Chair and members of the Library Board

FROM: Lisa Harvey, Junior Accountant

DATE: 10/13/2021

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

Department	Revenue		Expenditures		County Contribution	
	YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
Libraries	\$115,261	\$128,560	\$1,896,919	\$2,311,051	\$1,781,658	\$2,182,491

RECOMMENDATION:

RECOMMENDED MOTION:

THAT:

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

BACKGROUND:

COMMENTS:

OTHERS CONSULTED:

FINANCIAL IMPACTS

ATTACHMENTS:

Description	Type	Upload Date	File Name
Financial Statements	Budget	9/24/2021	08-AUG_Library.pdf



County of Huron
Consolidated Library
For the Eight Months Ending Tuesday, August 31, 2021

	Current Annual Budget	Current Budget To Date	Current Actual To Date	Variance from Budget
REVENUE				
Provincial Operating Grants	\$146,390	\$97,592	\$97,593	(\$1)
Federal Project Grants	4,400	2,936	7,798	(4,862)
Services to Municipalities	10,616	7,080		7,080
Donations	16,930	11,288	5,826	5,462
Fines			849	(849)
Intra County Recoveries			1,000	(1,000)
Third Party Recoveries	14,500	9,664	2,195	7,469
TOTAL REVENUE	\$192,836	\$128,560	\$115,261	\$13,299
EXPENDITURES				
Salaries - Full Time	1,038,595	659,109	610,091	49,018
Salaries - Part Time	1,146,124	727,351	509,075	218,276
Statutory Benefits	189,711	120,392	95,184	25,208
Extended Benefits	99,676	66,448	50,272	16,176
OMERS	162,280	102,991	89,343	13,648
Total Salaries/Wages/Benefits	2,636,386	1,676,291	1,353,965	322,326
Equipment Rentals/Leases	2,700	2,337	30,638	(28,301)
Equipment Repairs & Maint.	2,500	1,672	2,060	(388)
Equipment Replacement New	6,060	4,040	354	3,686
Vehicle Lease & Operation	16,850	11,232	5,410	5,822
Small Tools/Equipment	15,000	10,000		10,000
Software	14,762	14,762	14,833	(71)
Total Equipment	57,872	44,043	53,295	(9,252)
Audit	3,700	2,464	2,467	(3)
Insurance	22,500	15,000	15,000	
Occupational Accident Insurance	2,000	1,959	1,896	63
Intra County Purchases	52,240	34,824	4,981	29,843
Legal Fees	500	336		336
Maintenance Contracts	24,727	18,314	8,183	10,131
Printing (External)	11,000	7,336	221	7,115
Security	2,700	2,700	2,778	(78)
Total Purchased Service	119,367	82,933	35,526	47,407
Advertising	2,400	1,600	1,936	(336)
Associations/Memberships	1,715	1,144	691	453
Conventions/Conferences	8,600	5,736	1,938	3,798
Internet	25,176	16,784	13,769	3,015
Miscellaneous Admin.			25	(25)
Office Expense	26,400	17,600	9,238	8,362
Postage/Courier	2,600	1,736	921	815
Staff Training	16,885	11,256	5,474	5,782
Telecommunications	12,700	8,464	6,802	1,662
Travel/Meals	29,300	19,536	13,540	5,996
Depreciation Expense	340,894	227,264	227,264	
Total Operational	466,670	311,120	281,598	29,522
Non-Capital Books	35,000	23,336	6,612	16,724
Branch Maintenance Grants	151,000	100,664	100,667	(3)
Electronic Resources	79,720	63,432	64,185	(753)



County of Huron
Consolidated Library
For the Eight Months Ending Tuesday, August 31, 2021

	<u>Current Annual Budget</u>	<u>Current Budget To Date</u>	<u>Current Actual To Date</u>	<u>Variance from Budget</u>
Winter Clothing and Uniforms	200	136		136
Program Supplies & Costs	12,990	8,664	1,046	7,618
Promotion/Public Relations	650	432	25	407
Total Program	279,560	196,664	172,535	24,129
TOTAL EXPENDITURES	<u>\$3,559,855</u>	<u>\$2,311,051</u>	<u>\$1,896,919</u>	<u>\$414,132</u>
LEVY REQUIREMENT	<u>\$3,367,019</u>	<u>\$2,182,491</u>	<u>\$1,781,658</u>	<u>\$400,833</u>