

## AGENDA

### OXFORD COUNTY LIBRARY BOARD BOARD MEETING

Monday, October 18, 2021, 1:00 p.m.

Council Chamber, Oxford County Administration Building, Woodstock

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. September 20, 2021
5. DELEGATIONS AND PRESENTATIONS
6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS
7. CONSIDERATION OF CORRESPONDENCE
8. REPORTS
  - 8.1. Statistics  
RECOMMENDATION
    1. That the Statistics for the nine months ending September 30, 2021 be accepted.
  - 8.2. Financials  
RECOMMENDATION
    1. That the September 2021 update be accepted.
  - 8.3. 2021-21 Librarian's Report  
RECOMMENDATION
    1. That the Board receive Report No. 2021-21 for information and discussion purposes.
  - 8.4. 2021-22 2022 Library Budget  
RECOMMENDATION

1. That the Board recommends that County Council approve the 2022 Oxford County Library Business Plan and budget to provide a levy of \$\_\_\_\_\_, subject to possible minor adjustments to interdepartmental charges.

8.5. 2021-23 COVID-19 Update: Workplace Vaccination Policy and Proof of Vaccination Requirements

RECOMMENDATION

1. That the Library Board approve the formal adoption of Oxford County's COVID-19 Workplace Vaccination Policy.

9. UNFINISHED BUSINESS
10. NOTICE OF MOTIONS
11. NEW BUSINESS / ENQUIRIES / COMMENTS
12. CLOSED SESSION
13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION
14. ADJOURNMENT

**OXFORD COUNTY LIBRARY BOARD****MINUTES****September 20, 2021****Online via YouTube****[www.ocl.net/livestream](http://www.ocl.net/livestream)**

Members Present	Chair Marcus Ryan Vice-Chair David Mayberry Warden Larry Martin Councillor Don McKay Laura Langford Regina Smith
Members Absent	Julia Harris
Staff Present	L. Miettinen, CEO/Chief Librarian L. Buchner, Director of Corporate Services

**1. CALL TO ORDER**

1:06 p.m. with Marcus Ryan in the chair.

**2. APPROVAL OF AGENDA****RESOLUTION NO. 1**

Moved By: Larry Martin

Seconded By: David Mayberry

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**

4.1 June 21, 2021

**RESOLUTION NO. 2**

Moved By: Laura Langford

Seconded By: Regina Smith

Resolved that the Library Board minutes of June 21, 2021 be accepted.

DISPOSITION: Motion Carried

**5. DELEGATIONS AND PRESENTATIONS**

NIL

**6. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS**

NIL

**7. CONSIDERATION OF CORRESPONDENCE**

NIL

**8. REPORTS**

8.1 Statistics

RESOLUTION NO. 3

Moved by: David Mayberry

Seconded by: Laura Langford

That the statistics for the eight months ending August 31, 2021 be accepted.

DISPOSITION: Motion Carried

8.2 2021-19 Librarian's Report

RESOLUTION NO. 4

Moved By: Larry Martin

Seconded By: Laura Langford

That the Board receive Report No. 2021-19 for information and discussion purposes.

DISPOSITION: Motion Carried

8.3 2021-20 2022 Library Business Plan Goals and Objectives

RESOLUTION NO. 5

Moved By: David Mayberry

Seconded By: Larry Martin

That the Oxford County Library Board approve the 2022 Business Plan goals and objectives as set forth in Report No. 2021-20.

DISPOSITION: Motion Carried

**9. UNFINISHED BUSINESS**

NIL

**10. NOTICE OF MOTIONS**

NIL

**11. NEW BUSINESS / ENQUIRIES / COMMENTS**

11.1 Oxford County COVID-19 Workplace Vaccination Policy

L. Buchner provided a verbal report on the County's Workplace Vaccination Policy, to come into effect October 4.

**12. CLOSED SESSION**

NIL

**13. CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION**

NIL

**14. ADJOURNMENT**

Library Board adjourns at 1:53 p.m.

---

CHAIR

---

SECRETARY

OXFORD COUNTY LIBRARY MATERIALS CIRCULATION STATISTICS													TOTAL to Date	2020 TOTAL	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	2021 AUG	SEP	OCT	NOV	DEC			
<b>BROWNSVILLE</b>	2020	295	220	146	66	0	15	16	20	23	21	78	151	801	1,051
	2021	246	103	130	220	170	148	151	176	117				1,461	
<b>BURGESSVILLE</b>	2020	1,622	1,635	767	23	19	44	529	709	646	809	88	719	5,994	7,610
	2021	1,177	948	825	1,225	1,067	1,244	1,678	2,055	1,652				11,871	
<b>EMBRO</b>	2020	573	590	190	6	28	71	138	160	485	495	595	545	2,241	3,876
	2021	630	687	682	566	496	699	600	672	624				5,656	
<b>HARRINGTON</b>	2020	289	244	189	11	1	19	172	168	186	208	304	241	1,279	2,032
	2021	303	384	398	355	363	395	394	394	285				3,271	
<b>INGERSOLL</b>	2020	9,652	8,752	4,932	82	606	2,648	3,221	3,012	4,058	5,036	5,050	5,388	36,963	52,437
	2021	2,941	3,114	4,404	3,556	3,313	2,993	6,905	6,652	5,516				39,394	
<b>INNERKIP</b>	2020	1,503	1,619	671	106	1	114	409	685	738	795	840	712	5,846	8,193
	2021	889	970	1,211	986	1,043	1,050	1,160	1,282	975				9,566	
<b>MOUNT ELGIN</b>	2020	912	467	443	72	37	114	247	306	331	535	624	473	2,929	4,561
	2021	661	667	742	466	682	585	456	611	714				5,584	
<b>NORWICH</b>	2020	5,791	5,120	2,596	12	27	2,312	2,191	1,980	2,140	2,566	3,010	2,631	22,169	30,376
	2021	2,749	2,432	2,754	2,956	3,214	3,337	3,350	3,435	3,095				27,322	
<b>OTTERVILLE</b>	2020	1,083	1,426	369	76	1	42	392	608	691	701	589	725	4,688	6,703
	2021	820	685	824	796	892	1,354	1,036	1,373	1,492				9,272	
<b>PLATTSVILLE</b>	2020	1,421	1,407	716	142	2	344	865	835	866	972	964	972	6,598	9,506
	2021	998	1,236	1,184	1,108	1,094	1,323	1,111	1,457	1,167				10,678	
<b>PRINCETON</b>	2020	696	756	388	45	0	91	458	541	703	474	487	588	3,678	5,227
	2021	551	548	710	565	446	654	742	659	534				5,409	
<b>TAVISTOCK</b>	2020	1,882	1,844	843	22	17	859	753	804	854	753	743	813	7,878	10,187
	2021	1,054	1,016	994	984	931	1,321	1,208	1,637	1,349				10,494	
<b>THAMESFORD</b>	2020	1,651	1,527	836	42	7	803	1,163	1,197	1,009	1,025	930	722	8,235	10,912
	2021	983	871	694	1,021	773	879	1,065	949	894				8,129	
<b>TILLSONBURG</b>	2020	8,861	8,507	4,349	325	732	2,890	4,102	3,926	4,372	5,581	5,517	5,390	38,064	54,552
	2021	4,542	3,833	4,951	4,252	4,076	4,281	6,201	5,791	5,066				42,993	
<b>TOTALS:</b>	2020	36,231	34,114	17,435	1,030	1,478	10,366	14,656	14,951	17,102	19,971	19,819	20,070	147,363	207,223
	2021	18,544	17,494	20,503	19,056	18,560	20,263	26,057	27,143	23,480	0	0	0	191,100	
Annual Change:		-48.8%	-48.7%	17.6%	1750.1%	1155.8%	95.5%	77.8%	81.5%	37.3%				29.7%	

<b>Digital TV &amp; Movies</b>	2020	258	272	491	649	518	387	402	410	322	375	321	297	3,709	4,702
	2021	407	429	363	412	392	198	331	438	375				3,345	
<b>Zinio (Magazines)</b>	2020	248	334	409	482	638	487	551	747	762	720	1,006	600	4,658	6,984
	2021	856	853	815	41	1,210	637	579	622	608				6,221	
<b>Overdrive as of Apr/21</b>	2020	910	548	891	1,422	703	364	373	394	592	802	467	329	6,197	7,795
	2021	667	282	364	402	380	266	168	146	125			329	3,129	
<b>Digital Music</b>	2020	2,472	2,049	2,916	2,876	2,622	2,748	2,606	3,297	1,934	2,338	2,263	1,552	23,520	29,673
	2021	2,534	2,447	2,409	2,826	2,479	1,944	1,592	1,456	1,754				19,441	
<b>Press Reader</b>	2021	655	336	509	574	437	464	436	250	235				3,896	
<b>Digital Audiobooks</b>	2020	4,300	4,209	4,649	5,457	5,816	5,362	5,302	5,311	5,100	5,313	4,648	5,012	45,506	60,479
	2021	5,983	5,412	5,827	5,730	5,844	5,567	5,835	5,989	5,360				51,547	
<b>Digital ebooks</b>	2020	5,383	5,150	6,154	7,873	8,014	6,885	7,055	7,075	6,508	6,512	5,974	6,263	60,097	78,846
	2021	7,448	6,630	6,851	6,863	7,225	6,953	7,353	7,262	6,228				62,813	
<b>TOTALS: Audio and ebooks</b>	2020	9,683	9,359	10,803	13,330	13,830	12,247	12,357	12,386	11,608	11,825	10,622	11,275	105,603	139,325
	2021	13,431	12,042	12,678	12,593	13,069	12,520	13,188	13,251	11,588	0	0	0	114,360	
Annual Change:		38.7%	28.7%	17.4%	-5.5%	-5.5%	2.2%	6.7%	7.0%	-0.2%				8.3%	

OXFORD COUNTY LIBRARY - COMPUTER USE BY PUBLIC														TOTAL to Date	2020 TOTAL												
														2021													
														JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
<b>BROWNSVILLE</b>															146	146											
															1												
	Wireless	2020	51	70	25	0	0	0	0	0	0	0	0	0	0	0	111	120									
		2021	0	0	0	0	0	0	0	0	0	1					61										
<b>BURGESSVILLE</b>															12	12											
															0												
	Wireless	2020	5	4	3	0	0	0	0	0	0	0	0	0	0	0	1,635	1,975									
		2021	0	0	0	0	0	0	0	0	0	0	0	0	0	391											
<b>EMBRO</b>															60	60											
															0												
	Wireless	2020	21	29	10	0	0	0	0	0	0	0	0	0	0	234	318										
		2021	0	0	0	0	0	0	0	0	0	0	0	0	402												
<b>HARRINGTON</b>															13	13											
															0												
	Wireless	2020	4	5	4	0	0	0	0	0	0	0	0	0	0	87	106										
		2021	0	0	0	0	0	0	0	0	0	0	0	0	86												
<b>INGERSOLL</b>															1,892	2,383											
															592												
	Wireless	2020	950	875	0	0	0	0	0	67	163	171	157			2,149	2,510										
		2021	0	0	118	0	0	0	121	197	156				1,634												
<b>INNERKIP</b>															153	153											
															17												
	Wireless	2020	67	62	24	0	0	0	0	0	0	0	0	0	0	454	561										
		2021	0	0	0	0	0	0	2	7	8				384												
<b>MOUNT ELGIN</b>															19	19											
															2												
	Wireless	2020	9	6	4	0	0	0	0	0	0	0	0	0	0	80	135										
		2021	0	0	0	0	0	0	0	2					75												
<b>NORWICH</b>															664	664											
															33												
	Wireless	2020	234	301	129	0	0	0	0	0	0	0	0	0	0	4,842	6,265										
		2021	0	0	0	0	0	0	7	13	13				3,540												
<b>OTTERVILLE</b>															61	61											
															4												
	Wireless	2020	24	30	7	0	0	0	0	0	0	0	0	0	0	468	579										
		2021	0	0	0	0	0	0	2	2	0				355												
<b>PLATTSVILLE</b>															175	175											
															8												
	Wireless	2020	58	74	43	0	0	0	0	0	0	0	0	0	0	397	707										
		2021	0	0	0	0	0	0	2	6					474												
<b>PRINCETON</b>															104	104											
															0												
	Wireless	2020	57	34	13	0	0	0	0	0	0	0	0	0	0	279	331										
		2021	0	0	0	0	0	0	0	0	0	0	0	0	156												
<b>TAVISTOCK</b>															178	178											
															23												
	Wireless	2020	87	69	22	0	0	0	0	0	0	0	0	0	0	1,544	1,747										
		2021	0	0	0	0	0	0	4	9	10				533												
<b>THAMESFORD</b>															347	347											
															30												
	Wireless	2020	138	162	47	0	0	0	0	0	0	0	0	0	0	1,307	1,477										
		2021	0	0	0	0	0	0	1	17	12				489												
<b>TILLSONBURG</b>															2,971	3,653											
															789												
	Wireless	2020	1,086	962	460	0	0	0	95	163	205	261	240	181	0	5,677	7,121										
		2021	0	0	187	0	0	0	159	172	271				4,732												
<b>TOTALS:</b>															26,059	31,920											
															14,811												
Annual Change:			-81.8%	-82.7%	-53.7%	-3.0%	-16.5%	-1.9%	9.6%	29.9%	9.7%					-43.2%											

OXFORD COUNTY LIBRARY ATTENDANCE STATISTICS													TOTAL to Date	2020 TOTAL	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	2021 AUG	SEP	OCT	NOV			DEC
<b>BROWNSVILLE</b>	2020	107	132	50	0	0	0	0	0	0	0	9	12	289	310
	2021	16	13	15	18	21	33	33	44	58				251	
<b>BURGESSVILLE</b>	2020	499	421	205	0	0	0	67	105	107	144	124	97	1,404	1,769
	2021	147	137	152	204	143	175	215	274	248				1,695	
<b>EMBRO</b>	2020	187	176	83	0	0	0	0	11	60	60	73	65	517	715
	2021	72	80	92	72	74	91	92	116	115				804	
<b>HARRINGTON</b>	2020	107	100	31	0	0	0	49	31	42	37	38	34	360	469
	2021	38	41	53	42	34	46	36	61	62				413	
<b>INGERSOLL</b>	2020	6,680	6,365	2,966	0	126	671	1,038	1,084	944	1,915	1,700	1,675	19,874	25,164
	2021	771	851	1,420	870	930	961	2,545	2,330	1,970				12,648	
<b>INNERKIP</b>	2020	459	495	199	0	0	0	104	153	175	169	149	148	1,585	2,051
	2021	183	197	242	232	204	300	279	318	254				2,209	
<b>MOUNT ELGIN</b>	2020	157	153	68	0	0	285	46	55	63	62	69	54	827	1,012
	2021	68	59	76	63	66	101	93	90	94				710	
<b>NORWICH</b>	2020	1,953	1,880	898	0	0	0	305	308	324	290	282	237	5,668	6,477
	2021	280	253	281	353	316	378	379	544	511				3,295	
<b>OTTERVILLE</b>	2020	383	455	133	0	0	0	76	121	127	102	70	88	1,295	1,555
	2021	104	107	119	83	109	148	116	204	236				1,226	
<b>PLATTSVILLE</b>	2020	855	758	372	0	0	89	245	209	243	272	248	253	2,771	3,544
	2021	204	269	274	279	287	367	323	410	329				2,742	
<b>PRINCETON</b>	2020	412	375	182	0	0	0	57	88	100	74	91	81	1,214	1,460
	2021	76	83	110	105	104	126	113	140	83				940	
<b>TAVISTOCK</b>	2020	1062	1,040	508	0	0	148	195	185	221	197	184	165	3,359	3,905
	2021	229	222	228	232	210	243	270	448	428				2,510	
<b>THAMESFORD</b>	2020	1,138	1,044	461	0	0	204	204	173	193	229	191	175	3,417	4,012
	2021	140	164	152	180	171	202	203	278	251				1,741	
<b>TILLSONBURG</b>	2020	7,480	7,067	3,626	0	109	718	1,359	2,173	2,276	2,571	2,445	2,015	24,808	31,839
	2021	806	1,364	2,104	1,935	1,699	1,897	2,799	3,005	4,088				19,697	
<b>TOTALS:</b>	2020	21,479	20,461	9,782	0	235	2,115	3,745	4,696	4,875	6,122	5,673	5,099	67,388	84,282
	2021	3,134	3,840	5,318	4,668	4,368	5,068	7,496	8,262	8,727	0	0	0	50,881	
Annual Change:		-85.4%	-81.2%	-45.6%		1758.7%	139.6%	100.2%	75.9%	79.0%				-24.5%	



## Goals and Objectives

Description	2021	2022	2023	Status Update
<b>Undertake community and stakeholder consultations</b> Articulate the value and impacts of existing library services. Understand community needs and service gaps. Identify community-driven program and service opportunities.	●	●		Conducting surveys – Community Service Needs and Open Hours Survey concluded September 30
<b>Comprehensive review and inventory of technology resources and services</b> Conduct a thorough assessment of IT resources. Study best practices, new material formats, accessibility issues, and advances in information technology. Develop an IT Plan.	●	●		Completed technology survey, currently participating in the Toronto Public Library Bridge Project regarding impact of technology services – also researching maker user spaces
<b>Technology Leadership – develop staff expertise</b> Establish technology core competencies. Identify staff training needs and opportunities. Develop staff training program.	●	●		In development using the SOLS core competencies as guidance
<b>Development of a Communications and Awareness Plan based on the Library Brand: Connect. Discover. Share. Become.</b> Will build on the efforts of Goal #1 (community and stakeholder consultations). Patron stories and value statements will form the basis of marketing efforts.	●	●		ICONS developed to enhance Brand identity, communications improvement with Area Municipalities; video annual report for 2020/2021 will be available in November
<b>Pursue Provincial Reaccreditation</b> Ontario Public Library Guidelines 7 <sup>th</sup> ed. Deadline Q4 2021	●			Ongoing – planned to have it complete by end of 2022
<b>Policy Review</b> Adopt the Turning Outward approach to policy review. Review policies through a variety of lenses. Engage with public and staff. Identify and discuss policies, practices, services and attitudes that inhibit inclusion.	●	●		Progress being made and are no track to complete as planned. Established a staff committee to address equity, diversity and inclusion in select policies.

## Operations/Service Level Update

- All branches reopened for in-person browsing, reduced hours
- Curbside service remains available on request
- Programming offered outdoors only, pre-registration required



**LIBRARY**  
 September Variance Reporting  
 For the Period Ending September 30, 2021

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE \$	FORECAST VARIANCE %
<b>CAPITAL</b>					
<b>LIBRARY ADMINISTRATION</b>					
60000 LIBRARY ADMINISTRATION	430	10,000	10,000	-	- %
<b>TOTAL LIBRARY ADMINISTRATION</b>	<b>430</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>- %</b>
<b>SPECIAL PROGRAMS</b>					
62007 RFID TECHNOLOGY PROJECT	10,344	55,965	55,965	-	- %
92600 R - LIBRARIES	-	(55,965)	(55,965)	-	- %
<b>TOTAL SPECIAL PROGRAMS</b>	<b>10,344</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>OCL ING</b>					
80000 CAPITAL	18,287	341,700	360,000	18,300	5.1%
92605 R - OCL - FACILITIES	-	(341,700)	(360,000)	(18,300)	5.1%
<b>TOTAL OCL ING</b>	<b>18,287</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Norwich Library</b>					
80000 CAPITAL	5,535	6,000	5,000	(1,000)	(20.0%)
92605 R - OCL - FACILITIES	-	(6,000)	(5,000)	1,000	(20.0%)
<b>TOTAL Norwich Library</b>	<b>5,535</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TILLSONBURG LIBRARY</b>					
80000 CAPITAL	27,567	27,200	28,000	800	2.9%
92605 R - OCL - FACILITIES	-	(27,200)	(28,000)	(800)	2.9%
<b>TOTAL TILLSONBURG LIBRARY</b>	<b>27,567</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL CAPITAL</b>	<b>62,163</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>- %</b>
<b>OCL</b>					
<b>LIBRARY ADMINISTRATION</b>					
55070 OUTBREAK PREP	3,102	5,000	35,000	30,000	85.7%
60000 LIBRARY ADMINISTRATION					
<b>REVENUES</b>					
<b>GENERAL REVENUES</b>					
3200 REV - PROVINCIAL GOVT	-	(135,675)	(135,675)	-	- %
3203 REV - PROV-PAY EQUITY	-	(3,229)	(3,229)	-	- %
3300 REV - GRANT	(2,690)	(2,690)	-	2,690	- %
3325 REV - SERVICE RECOVERY FEES	(2,958)	(3,500)	(8,000)	(4,500)	56.3%
3332 REV - INTEREST	(562)	(740)	-	740	- %
3334 REV - DONATIONS	(6,183)	(7,000)	-	7,000	- %
<b>TOTAL GENERAL REVENUES</b>	<b>(12,393)</b>	<b>(152,834)</b>	<b>(146,904)</b>	<b>5,930</b>	<b>(4.0%)</b>
<b>TOTAL REVENUES</b>	<b>(12,393)</b>	<b>(152,834)</b>	<b>(146,904)</b>	<b>5,930</b>	<b>(4.0%)</b>
<b>EXPENSES</b>					
<b>SALARIES AND BENEFITS</b>					

\* Includes in-year approved transfer and account reclassifications



# LIBRARY

## September Variance Reporting

### For the Period Ending September 30, 2021

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE \$	FORECAST VARIANCE %
4000 SALARIES	415,072	572,331	583,329	10,998	1.9%
4050 HONORARIUM	754	1,260	1,260	-	- %
4750 BENEFITS	119,131	162,364	171,802	9,438	5.5%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>534,957</b>	<b>735,955</b>	<b>756,391</b>	<b>20,436</b>	<b>2.7%</b>
<b>OPERATING EXPENSES</b>					
5002 CREDIT CARD COSTS	16	100	-	(100)	- %
5012 COMPUTER SOFTWARE & SUPPORT	16,427	19,934	20,000	66	0.3%
5015 ADVERTISING/MARKETING/PROMO	3,475	7,000	12,000	5,000	41.7%
5018 TELECOMMUNICATIONS	2,026	2,935	2,970	35	1.2%
5020 MEMBERSHIP/DUES/SUBSCRIPTIONS	17,627	18,031	20,000	1,969	9.8%
5021 TRAINING/SEMINARS/CONFERENCE	5,944	11,000	15,000	4,000	26.7%
5023 POSTAGE	4,232	6,000	10,000	4,000	40.0%
5025 TRAVEL-EXPENSES, MILEAGE	1,957	2,500	8,000	5,500	68.8%
5026 TOOLS/EQUIPMENT PURCHASE	2,936	5,000	5,000	-	- %
5029 R & M - EQUIPMENT	2,074	5,000	5,000	-	- %
5045 OFFICE SUPPLIES/EXPENSES	2,493	4,000	5,000	1,000	20.0%
5303 INSURANCE	11,968	11,968	11,160	(808)	(7.2%)
5308 PURCHASED SERVICES	10,728	17,000	20,000	3,000	15.0%
6006 DONATION WITHDRAWAL	6,183	7,000	-	(7,000)	- %
6019 SUPPLIES/PROGRAM EXPENSES	5,976	10,000	12,000	2,000	16.7%
6020 BOOKS - HARD COPY	141,645	190,000	210,000	20,000	9.5%
6023 CULTURAL PROGRAMS	6,752	15,000	37,000	22,000	59.5%
6024 GUIDES & TOOLS	42,198	50,000	50,000	-	- %
6028 BOOKS - ELECTRONIC	94,504	126,000	126,702	702	0.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>379,161</b>	<b>508,468</b>	<b>569,832</b>	<b>61,364</b>	<b>10.8%</b>
<b>CAPITAL</b>					
8020 CAPITAL - COMPUTER EQUIPMENT	-	-	-	-	- %
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>INTERDEPARTMENTAL CHARGES</b>					
7000 CHARGE FROM FINANCE	42,120	56,162	56,162	-	- %
7005 CHARGE FROM CUSTOMER SERVICE	13,311	17,748	17,748	-	- %
7010 CHARGE FROM IT (OPERATING)	270,783	361,040	361,040	-	- %
7011 CHARGE FROM IT - V.O.I.P.	6,327	8,430	8,430	-	- %
7012 CHARGE FROM IT - COPIER	9,837	13,110	13,110	-	- %
7020 CHARGE FROM FACILITIES	36,416	48,569	48,500	(69)	(0.1%)
7030 CHARGE FROM FLEET	13,868	24,050	29,852	5,802	19.4%
7050 CHARGE FROM HUMAN RESOURCES	34,857	46,471	46,471	-	- %
8300 CAPITAL - CHARGE FROM IS	14,742	19,651	19,651	-	- %

\* Includes in-year approved transfer and account reclassifications



## LIBRARY

September Variance Reporting

For the Period Ending September 30, 2021

	YTD ACTUAL	FORECAST	REVISED BUDGET*	FORECAST VARIANCE \$	FORECAST VARIANCE %
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	442,261	595,231	600,964	5,733	1.0%
<b>TOTAL EXPENSES</b>	<b>1,356,379</b>	<b>1,839,654</b>	<b>1,927,187</b>	<b>87,533</b>	<b>4.5%</b>
	<b>1,343,986</b>	<b>1,686,820</b>	<b>1,780,283</b>	<b>93,463</b>	<b>5.2%</b>
91600 DC - LIBRARY	(104,673)	(209,261)	(212,461)	(3,200)	1.5%
92170 R - FEDERAL RESTART	-	(5,000)	(35,000)	(30,000)	85.7%
92600 R - LIBRARIES	-	279,012	(29,334)	(308,346)	1,051.2%
<b>TOTAL LIBRARY ADMINISTRATION</b>	<b>1,242,415</b>	<b>1,756,571</b>	<b>1,538,488</b>	<b>(218,083)</b>	<b>(14.2%)</b>
<b>BRANCH LIBRARIES</b>					
55070 OUTBREAK PREP	7,730	7,590	-	(7,590)	- %
61000 BROWNSVILLE LIBRARY	19,152	26,450	30,346	3,896	12.8%
61001 BURGESSVILLE LIBRARY	25,636	38,777	55,306	16,529	29.9%
61002 EMBRO LIBRARY	28,757	46,385	38,670	(7,715)	(20.0%)
61003 HARRINGTON LIBRARY	25,589	37,366	28,526	(8,840)	(31.0%)
61004 INGERSOLL LIBRARY	386,290	554,626	644,760	90,134	14.0%
61005 INNERKIP LIBRARY	47,196	64,771	60,995	(3,776)	(6.2%)
61006 MT-ELGIN LIBRARY	29,634	43,260	41,547	(1,713)	(4.1%)
61007 NORWICH LIBRARY	164,356	238,650	261,656	23,006	8.8%
61008 OTTERVILLE LIBRARY	37,357	54,697	57,758	3,061	5.3%
61009 PLATTSVILLE LIBRARY	77,929	101,444	108,605	7,161	6.6%
61010 PRINCETON LIBRARY	42,080	57,919	65,825	7,906	12.0%
61011 TAVISTOCK LIBRARY	111,184	154,362	174,380	20,018	11.5%
61012 THAMESFORD LIBRARY	107,760	161,748	158,334	(3,414)	(2.2%)
61013 TILLSONBURG LIBRARY	432,631	586,282	646,142	59,860	9.3%
92170 R - FEDERAL RESTART	-	(7,590)	-	7,590	- %
92600 R - LIBRARIES	-	(15,980)	(15,980)	-	- %
92605 R - OCL - FACILITIES	50,250	67,000	67,000	-	- %
<b>TOTAL BRANCH LIBRARIES</b>	<b>1,593,531</b>	<b>2,217,757</b>	<b>2,423,870</b>	<b>206,113</b>	<b>8.5%</b>
<b>SPECIAL PROGRAMS</b>					
62007 RFID TECHNOLOGY PROJECT	25,465	48,698	60,668	11,970	19.7%
92600 R - LIBRARIES	-	(39,018)	(39,018)	-	- %
<b>TOTAL SPECIAL PROGRAMS</b>	<b>25,465</b>	<b>9,680</b>	<b>21,650</b>	<b>11,970</b>	<b>55.3%</b>
<b>TOTAL OCL</b>	<b>2,861,411</b>	<b>3,984,008</b>	<b>3,984,008</b>	<b>-</b>	<b>- %</b>
<b>TOTAL LIBRARY</b>	<b>2,923,574</b>	<b>3,994,008</b>	<b>3,994,008</b>	<b>-</b>	<b>- %</b>

\* Includes in-year approved transfer and account reclassifications

**To: Oxford County Library Board**

**From: CEO/Chief Librarian**

## **Librarian's Report – October 2021**

### **RECOMMENDATION**

---

**1. That the Board receive Report No. 2021-21 for information and discussion purposes.**

#### **COVID-19 Pandemic Response**

Branch staff continue to provide free printing of vaccination certificates. We have ordered digital synthetic paper to test on our printers. Digital synthetic paper is crease-resistant and waterproof, making it a good alternative to lamination, as we have laminators only at the Ingersoll and Tillsonburg branches. If it works well with our printers, we will offer it as an option when the Province makes available the new certificate with QR code.

Since the onset of the pandemic, over 4,000 patron accounts have expired and not been renewed. Branch staff know that many of their patrons have not been coming to the library during the pandemic, either due to a reluctance to go to public places or because they have transitioned to ebooks. An e-blast will be prepared and sent to all expired account holders for whom we have an email on file, to promote our services and products and to invite them to renew their account.

#### **Outreach**

Outreach/Teen Librarian Meagan Brennan and Princeton Branch Supervisor Betsy Ingram attended the Drumbo Fair on September 25. Betsy reconnected with a number of patrons whom she hadn't seen for some time. It was a good opportunity to remind them that the library is once again open for in-branch browsing. Five new library accounts were registered at the Fair.

A connection with a new Learning Technologies Coordinator with Thames Valley District School Board has been made, and through him, our monthly programming emails, information about special initiatives, events, and services will be shared with Learning Commons in local schools.

#### **Grant funding**

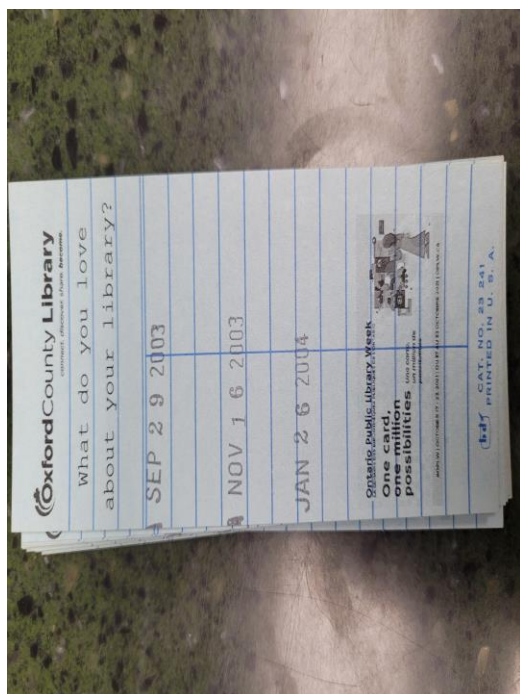
October is Dyslexia Awareness Month. We applied for and were successful in receiving a \$500 mini-grant from International Dyslexia Association Ontario (IDA) to purchase dyslexia-friendly

**Report No: 2021-21**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

resources for the collection. The availability of the funding was brought to our attention by a local elementary school teacher. We have purchased decodable books, which will be available for families to borrow and will also be useful for the struggling readers in Grades 1 to 4 who participate in our Reading Buddies program. (Decodable books are simple stories using words that are “phonetically decodable”, with letter sounds that children have been taught in phonics class.)

We received word that our application under the Canada Healthy Communities Initiative to create an outdoor learning classroom in Library Park behind the Tillsonburg branch was successful. We will receive \$31,265 for the project, and anticipate that the project will be completed next spring (reference Report No. 2021-17, “Canada Healthy Communities Initiative application”, June 17, 2021).

## Programming



October 17 to 23 is Ontario Public Library Week. Thamesford Branch Supervisor Jessica Dertinger found a supply of old date due cards and used them to create forms that patrons can write on in response to the question: “What do you love about your library?” Completed forms will be put on display in the branches, then collected and the responses compiled.

Lisa MacLeod, Ontario’s Minister of Heritage, Sport, Tourism and Culture Industries, shared the following Ontario Public Library Week message:  
<https://www.youtube.com/watch?v=-q5qohuYy2c>

## Indigenous Awareness

The Library observed National Truth and Reconciliation Day on September 30 with the following activities:

- Book displays in branches
- Staff photos on social media featuring orange shirts and books by Indigenous authors
- Interactive list of recommended reads
- Story Walk featuring a picture book by an Indigenous author.

The Library recognized First Nations Public Library Week (October 4 – 10) with social media posts and book displays.

## **SIGNATURE**

---

### **Departmental Approval:**

“Lisa Miettinen”

---

Lisa Miettinen  
CEO/Chief Librarian

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

## 2022 Library Budget

### RECOMMENDATION

---

1. That the Board recommends that County Council approve the 2022 Oxford County Library Business Plan and budget to provide a levy of \$\_\_\_\_\_, subject to possible minor adjustments to interdepartmental charges.

### REPORT HIGHLIGHTS

---

- 2022 Library levy \$4.1 million – \$66,363 increase over 2021
- 2022 goals and objectives will proceed on the basis of 4 of the 6 goals and objectives previously identified for 2020 that were unable to be fulfilled due to reoccurring shutdowns of library services in response to COVID-19
- Staffing impact – 1.9 FTE increase

### Implementation Points

The proposed schedule for Oxford County Council presentations and deliberations of the draft 2022 business plans and budgets, including the Library Business Plan and Budget is as follows:

Budget Meeting	Date	Time
Special Council Meeting #1	Wednesday, November 17, 2021	9:00am - 12:00pm
Special Council Meeting #2	Wednesday, November 24, 2021	2:00pm - 6:00pm
Regular Council Meeting	Wednesday, December 8, 2021	9:30 a.m. -



**Report No: 2021-22**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

## Financial Impact

The draft budget proposes a \$66,363 increase in the levy to be collected from property owners within the Area Municipalities that participate in the County library system. This represents a 1.7% increase over 2021.







## Communications

Staff will prepare a report to County Council to present the Board's recommendation for the Oxford County Library's 2022 Business Plan and Budget for their consideration.

The County's Communications and Strategic Engagement Team will facilitate the 2022 Business Plan and Budget communications strategy, including the Library Business Plan and Budget. The communications plan includes public engagement through [\*SpeakUp Oxford!\*](#) where 596 people responded to the 2022 budget survey that concluded on August 31, 2021. The 2022 Business Plan and Budget will be released on November 10, 2021 and presentations delivered to Council at each of the budget meetings will also be posted on the [\*SpeakUp Oxford!\*](#) site. The site also provides dates and times for each of the Council meetings and links to recordings if individuals are not able to attend the live meetings.

The results gathered through the 2022 budget survey will assist in informing the Communications Team how best to engage and inform the public about the process.

## 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>
		3.iii.			

## DISCUSSION

---

### Background

At the regular meeting of the Board held September 20, 2021, the Board considered the draft 2022 Library Business Plan and passed the following resolution:

**“That the Oxford County Library Board approve the 2022 Business Plan goals and objectives as set forth in Report No. 2021-20.”**

The 2022 Preliminary Budget Information package is attached as Attachment 1.

**Report No: 2021-22**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

## Comments

### Overview

Attachment 1 to this report is the Library 2022 Draft Budget Report. The annual process for developing the budget begins with preparation of a business plan based on the Board's direction. Finance staff then provides assistance in developing the base budget reflecting adjustments to service levels approved by the Board in the prior year. Staff then considers the goals and objectives forming part of the business plan to determine the resources required to deliver the service.

As a result, the 2022 draft budget proposes a levy requirement of \$4,060,372 (\$3,994,009 – 2021) for libraries, representing an increase of 1.7% over 2021 (0% increase - 2021). The total budget (gross expenditures) is \$4,879,622 (\$4,936,991 – 2021) which is \$57,369 decrease from 2021 or 1.2%.

Although the draft budget proposes a decrease of \$57,369, the library levy is increasing \$66,363 over the 2021 levy, resulting in an increase of 1.7% for taxpayers. This variance is explained in Attachment 1 – Budget Impact Details.

There are no initiatives proposed in the 2022 Draft Business Plan and Budget.

The capital budget and budget impacts are explained in detail in Attachment 1, while funding for each of the capital projects is provided in Attachment 2.

### 2021 Forecast Surplus

The 2021 year-end library operating budget forecast is positioned for a surplus of \$308,346 as of the date of this report, predominantly due to branch closures and changes to service delivery in response to the pandemic – refer to Table 1 for details. As a cautionary note, these year-end predictions are subject to change as the impacts of the pandemic are still ongoing and services may need to react to public health guidelines and directives as the situation remains to be somewhat fluid.

**Report No: 2021-22**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

Table 1 – 2021 Forecast Year-End Surplus

Revenue/Expense	Explanation	Amount
Revenues – Service Recovery Fees	Copying, faxing, lost items, replacement cards – reduction in fees due to branch closures	\$(13,369)
Development Charges	Development charges not realized and development charge exemptions	(25,610)
Salaries & benefits	Reduction due to branch closures and changes to service delivery in response to the pandemic	239,601
Operating expenses	Advertising/promotion, training, travel expenses, programs and supplies	105,177
Interdepartmental charges	Fleet and facilities savings	2,547
COVID expenses	COVID expenses of \$11,513 have been funded from the Safe Restart Grant	-
<b>Forecast Year-End Surplus</b>		<b>\$308,346</b>

### Reserves

During County Council’s 2018 reserves year end allocations and policy review, in an effort to reduce the funding gap in the County’s Asset Management Plan, County Council made a commitment to transfer annual program/service specific operating surpluses as follows:

- 1. Library surplus allocated to Library Facilities Reserve in order to meet funding needs for planned capital requirements.**
2. County general year end operating surplus allocated to specific reserves to assist in funding our community’s infrastructure and tax stabilization:
  - a. 25% to Corporate General Reserve
  - b. 50% to Roads Capital Reserve
  - c. 15% to Bridge Capital Reserve
  - d. 5% to Facilities Capital Reserve
  - e. 5% to Housing Capital Reserve.

Prior to the 2018 Reserve Policy amendment, the annual County general operating surplus had been allocated to the Corporate General Reserve which also serves as the tax stabilization reserve and Library operating surpluses were carried forward to reduce the following year’s levy requirement. The proposed allocation strategy was designed to assist with asset management requirements while ensuring tax stabilization measures are available from an operational perspective.

As a result, in 2018 there was a Library budget surplus of \$295,972 followed by a surplus of \$224,137 in 2019 that increased the Library facilities reserve to a healthier position of \$794,166.

**Report No: 2021-22**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

The County's Asset Management Plan indicates that annual funding requirements to pay for future improvements and replacements for library facilities is \$250,000 with a target balance of \$1,250,000. The actual annual contributions have been fixed for years at \$67,000, representing investments of \$5,000 for each of the branches owned, or jointly owned, by the County, including Ingersoll, Norwich, Plattsville, Thamesford, and Tillsonburg, and an additional \$42,000 contribution that previously funded annual debt repayment obligations for the Ingersoll Town Centre that was retired in 2017. Factoring interest income earned on the reserve balance, the net shortfall in annual funding is approximately \$174,000.

Considering the local and global economic impacts that our community experienced in 2020, the 2020 forecasted surplus of \$532,438 was allocated as set out in Table 2.

**Table 2 – 2020 Forecast Surplus Allocation**

	<b>Explanation</b>	<b>Amount</b>
General Library Reserve	Stabilization reserve for future use	\$370,723
2021 Budget	Surplus carryover to eliminate a levy increase	161,715
<b>2020 Forecast surplus</b>		<b>\$532,438</b>

Allocating a portion of the surplus funds to the General Library Reserve was to ensure funds would be available for the next few years to maintain a steady, predictable levy.

The draft 2022 budget proposes to allocate the 2021 projected surplus to the Library General (stabilization) reserve and apply it to the 2022 budget in order to minimize the levy increase as our community continues to recover from the financial impacts of the pandemic. This approach reduces the 2022 levy by 7.7% and maintains healthy reserve balances.

Attachment 3 to this report is the Library Reserve Continuity Schedule that illustrates the proposed uses and contributions to each of the respective reserves reflected in the draft budget. The report also demonstrates that the reserve balances, as projected for the next five years, are sufficient to meet our mid-term asset management plans and other potential contingencies.

### Full-time Equivalent Analysis

The Library 2022 Business Plan and Budget report also contains a full-time equivalent (FTE) proposal for two summer students and an increase of 1.2 FTE for various part-time positions – both proposals are explained in detail in Attachment 1, including budget impacts totaling \$96,667.

### Debt Repayment

Future years' debt requirement projections are incorporated with current debt obligations in the repayment schedule covering years 2022 to 2024 as set out in Table 3 below. Considering there are no plans at present to increase debt in the ten-year planning horizon, all current debt will be fully retired by the end of 2023 – refer to Table 3.

**Report No: 2021-22**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

Table 3 – Debt Repayment Obligations

Library Branch	2022	2023	2024
Norwich	\$27,289	\$-	\$-
Tillsonburg	87,731	84,730	-
<b>Annual Debt Repayment</b>	<b>\$115,020</b>	<b>\$84,730</b>	<b>\$-</b>

At the time the Ingersoll Town Centre debt obligation was retired in 2017, the Board decided to allocate annual debt repayment obligations as they retire to the Library Facilities Reserve in an effort to move closer to the Asset Management Plan's recommended annual contribution of \$250,000. With the retirement of the Norwich Library's debt obligation occurring in mid-year 2022, the \$33,000 decrease in the 2022 debt obligation has been contributed to the Facilities reserve, increasing the annual contribution to \$100,000.

### Conclusions

The 2022 Draft Budget Report focuses on enhancing the quality of programs and services as we continue to strive to *adapt our programs, services and facilities to reflect evolving community needs*<sup>1</sup>.

## SIGNATURES

---

### Approved for submission:

---

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

### Approved for submission:

---

Lisa Miettinen  
 CEO/Chief Librarian

## ATTACHMENTS

---

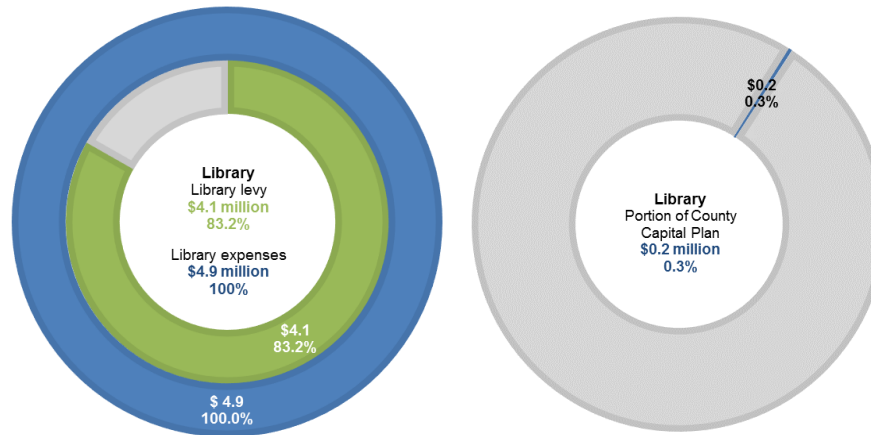
Attachment 1 – Library 2022 Business Plan and Budget  
 Attachment 2 – 2022 Library Capital Plan  
 Attachment 3 – 2022 Library Reserve Continuity Report

---

<sup>1</sup> County of Oxford Strategic Plan – 1.ii. – Enhance the quality of life for all of our citizens, May 27, 2015.



# Library 2022 Business Plan & Budget



Division	Division Description	Services	2022 FTE Base	2022 FTE Temp
Oxford County Library Board	Library	<ul style="list-style-type: none"> <li>Library Collections</li> <li>Library Programming</li> <li>Library Reference and Information</li> <li>Library Public Space Access</li> <li>Library Technology Access and Coaching</li> </ul>	36.7	0.7
	<b>Total</b>		<b>36.7</b>	<b>0.7</b>

Services Overview

Full-Time Equivalents **36.7 FTE**

↑1.2  
Base

+0.7  
Temporary

Service	Service Description	2020 Service Level	Service Type
Library Collections	An external service offering loans of print, audiovisual and electronic materials to the public.	<b>278,878</b> Items borrowed, downloaded, or streamed	Information
Library Programming	An external service offering programming and events that respond to the literacy needs of the community.	<b>7,827</b> People attended 923 in-person programs (January through mid-March) <b>168</b> Virtual programs posted to Facebook (March -- December)	Information
Library Reference and Information	An external service offering answers to reference questions in person or via other channels (email, web, phone).	<b>99,560</b> Research database uses <b>2,499</b> Readers' Advisory calls to rural branches during COVID	Community
Library Public Space Access	An external service providing welcoming and accessible meeting places.	<b>269</b> Library room rentals for public use (January 1 to March 13)	Information
Library Technology Access and Coaching	An external service providing public access to technology and the internet.	<b>31,920</b> Wired or wireless computer sessions and <b>125</b> coaching sessions	Community





- 1.2 FTE Public Service Clerks; Associate Supervisor Part-time** - Overall increase in part-time hours to provide virtual and Maker Space programming, assistance with Home Delivery, check-in calls, and other services introduced in response to COVID-19. **FTE 2022-12**
- 0.7 FTE Temporary Student** - Post-secondary summer students to assist with Summer Outreach and training on Maker technologies. **FTE 2022-11**



Key Performance Indicators

	2018 Actual	2019 Actual	2020 Actual	2021 Forecast	2022 Budget	Target
Number of active library cards	16,535	16,351	13,710	13,000	14,000	↑
% of collection purchase requests filled	88.0%	88.0%	91.0%	90.0%	85.0%	85%
Physical & electronic materials circulation	569,316	507,011	278,878	425,000	500,000	↑
Branch attendance	288,745	264,723	84,663	76,000	150,000	↑
Number of programs offered	2,844	3,744	923 (in-person)	0	600	↑
Attendance at programs	33,600	36,177	7,827 (in-person)	0	10,000	↑
Attendance at Tech Coaching Sessions	1,313	1,088	125	325	500	↑

Goals and Objectives

Description	2022	2023	2024	Strategic Plan	Other Plan Alignment
<p><b>Achieve Provincial Reaccreditation</b>                      Fulfillment of all requirements under Ontario Public Library Guidelines 2022 Edition.                      Deadline: 2022 Q4</p>	●			 Performs & Delivers Results 5.ii.	
<p><b>Policy Review</b>                      Utilize Social Inclusion practices to review service-related policies.                      Incorporate Diversity, Equity and Inclusion (DEI) framework.</p>	●			 Performs & Delivers Results 5.i.	Zero Poverty
<p><b>Evaluate Impacts of the Pandemic on Library Services</b>                      Using a SWOT framework, articulate the lessons learned, successes achieved, opportunities to adapt and improve services.                      Incorporate recommendations into Service Delivery Policy scheduled for review in 2022.</p>	●			 Performs & Delivers Results 5.ii.	
<p><b>Development of Technology Plan and Technology Leadership</b>                      Data from Bridge and Edge Projects (anticipated completion March 2022) to measure performance and outcomes of OCL technology services. Develop plan to address gaps identified through benchmarking re: community value &amp; engagement; technology planning and management; and staff digital expertise.                      Actively engage branch staff in Maker Culture through the development of Maker Spaces and Maker programs.</p>	●	●		 Works Together 1.ii.	

Operating Budget

	2021	2021	2021	2022	2022	2022	2022	2022	2022	\$ OVER	% OVER
	2021	REVISED	ONE	BASE	ONE	SERVICE	NEW	2022	2022	2021	2021
	FORECAST	BUDGET*	TIME	BUDGET	TIME	LEVEL	INITIATIVES	OTHER	REQUESTED	BUDGET	BUDGET
<b>REVENUES</b>											
<b>GENERAL REVENUES</b>											
PROVINCIAL GRANTS	(154,241)	(173,904)	-	35,000	(5,000)	-	-	-	(143,904)	30,000	(17.3%)
USER FEES AND CHARGES	(6,761)	(21,520)	-	405	-	-	-	-	(21,115)	405	(1.9%)
NET INVESTMENT INCOME	(740)	-	-	-	-	-	-	-	-	-	-
OTHER REVENUE	(23,178)	(1,800)	-	(1,800)	-	-	-	-	(3,600)	(1,800)	100.0%
<b>TOTAL GENERAL REVENUES</b>	<b>(184,920)</b>	<b>(197,224)</b>	<b>-</b>	<b>33,605</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(168,619)</b>	<b>28,605</b>	<b>(14.5%)</b>
<b>OTHER REVENUES</b>											
RESERVE TRANSFER	(84,332)	(84,332)	103,352	(19,020)	(308,346)	-	-	-	(308,346)	(224,014)	265.6%
DEVELOPMENT CHARGES	(212,461)	(212,461)	-	32,176	-	-	-	-	(180,285)	32,176	(15.1%)
<b>TOTAL OTHER REVENUES</b>	<b>(296,793)</b>	<b>(296,793)</b>	<b>103,352</b>	<b>13,156</b>	<b>(308,346)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(488,631)</b>	<b>(191,838)</b>	<b>64.6%</b>
<b>CAPITAL REVENUES</b>											
CAPITAL RESERVE TRANSFER	(430,865)	(448,965)	(55,965)	359,330	-	-	-	-	(145,600)	303,365	(67.6%)
CAPITAL CONTRIBUTIONS	-	-	-	(16,400)	-	-	-	-	(16,400)	(16,400)	-
<b>TOTAL CAPITAL REVENUES</b>	<b>(430,865)</b>	<b>(448,965)</b>	<b>(55,965)</b>	<b>342,930</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(162,000)</b>	<b>286,965</b>	<b>(63.9%)</b>
<b>TOTAL REVENUES</b>	<b>(912,578)</b>	<b>(942,982)</b>	<b>47,387</b>	<b>389,691</b>	<b>(313,346)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(819,250)</b>	<b>123,732</b>	<b>(13.1%)</b>
<b>EXPENSES</b>											
<b>SALARIES AND BENEFITS</b>											
SALARIES	1,862,448	2,079,434	(11,673)	37,209	22,711	61,711	-	-	2,189,392	109,958	5.3%
BENEFITS	443,734	466,349	(2,155)	44,198	1,841	10,414	-	-	520,647	54,298	11.6%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>2,306,182</b>	<b>2,545,783</b>	<b>(13,828)</b>	<b>81,407</b>	<b>24,552</b>	<b>72,125</b>	<b>-</b>	<b>-</b>	<b>2,710,039</b>	<b>164,256</b>	<b>6.5%</b>
<b>OPERATING EXPENSES</b>											
MATERIALS	565,438	650,737	(55,610)	24,208	5,000	5,000	-	-	629,335	(21,402)	(3.3%)
CONTRACTED SERVICES	41,952	44,952	(4,580)	(19,372)	-	-	-	-	21,000	(23,952)	(53.3%)
RENTS AND FINANCIAL EXPENSES	100	-	-	300	-	-	-	-	300	300	-
<b>TOTAL OPERATING EXPENSES</b>	<b>607,490</b>	<b>695,689</b>	<b>(60,190)</b>	<b>5,136</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>650,635</b>	<b>(45,054)</b>	<b>(6.5%)</b>
<b>DEBT REPAYMENT</b>											
PRINCIPAL REPAYMENT	137,458	137,458	-	(26,979)	-	-	-	-	110,479	(26,979)	(19.6%)
INTEREST REPAYMENT	9,739	9,740	-	(5,199)	-	-	-	-	4,541	(5,199)	(53.4%)
<b>TOTAL DEBT REPAYMENT</b>	<b>147,197</b>	<b>147,198</b>	<b>-</b>	<b>(32,178)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115,020</b>	<b>(32,178)</b>	<b>(21.9%)</b>
<b>CAPITAL</b>											
MAJOR INFRASTRUCTURE	33,200	33,000	-	34,000	-	-	-	-	67,000	34,000	103.0%
BUILDING	341,700	360,000	-	(265,000)	-	-	-	-	95,000	(265,000)	(73.6%)
FURNISHINGS AND EQUIPMENT	65,965	65,965	55,965	(101,930)	12,000	-	-	-	32,000	(33,965)	(51.5%)
<b>TOTAL CAPITAL</b>	<b>440,865</b>	<b>458,965</b>	<b>55,965</b>	<b>(332,930)</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>194,000</b>	<b>(264,965)</b>	<b>(57.7%)</b>
<b>RESERVE TRANSFERS</b>											
CONTRIBUTIONS TO RESERVES	308,346	-	-	-	-	-	-	-	-	-	-
CONTRIBUTIONS TO CAPITAL RESERVES	67,000	67,000	-	33,000	-	-	-	-	100,000	33,000	49.3%
DEVELOPMENT CHARGES EXEMPTIONS	3,200	-	-	3,000	-	-	-	-	3,000	3,000	-



Capital Budget


PROJECT # AND NAME	DESCRIPTION	ASSET ACTIVITY	ASSET RATING	TOTAL	2022 REQUEST	2023	2024-2031
<b>BUILDING</b>							
916040 - Ingersoll Library	Windows, paving and sidewalk replacement and Air Handling Unit	Replacement	Poor	\$95,000	95,000	-	-
916110 - Thamesford Library	Masonry and Low-Sloped Roof	Replacement	Poor	\$41,000	41,000	-	-
916140 - Tillsonburg Library	Exterior Walls - Masonry	Renewal	Poor	\$26,000	26,000	-	-
<b>COMPUTER EQUIPMENT</b>							
600000 - Computer Equipment	Chromebooks and ipads for public use. Maker space and assistive technologies.	Expansion	N/A	\$20,000	20,000	-	-
<b>EQUIPMENT</b>							
600000 - Equipment	Microfilm Scanner and Software	Replacement	Poor	\$12,000	12,000	-	-
				<b>\$194,000</b>	<b>\$194,000</b>	<b>\$0</b>	<b>\$0</b>

**FTE Proposal – 2 Library Summer Students**

**FTE 2022-11**

**DESCRIPTION**

Type of FTE request	One time
Classification	Student - Temporary
Job Title	2 Library Summer Students
FTE	0.67

Strategic Plan	
	<b>Informs &amp; Engages</b>
	4.i.

To assist with the provision of Summer Reading programming, STEAM programming, and training in the use of Maker Spaces, both in-branch and out in the community.

**BACKGROUND**

**Background**

The Library provides a wide range of programming and activities as part of its annual Summer Reading Program, in partnership with the TD Summer Reading Club. In 2022, due to COVID and the resultant inability to offer in-person programming at the branches, staff developed virtual programs and resources to keep children engaged with the library. In addition, activity kits were assembled for families to pick up at curbside locations. The warm weather months also offer our Mobile Outreach project, Ox on the Run, which visits parks, splash pads, special events, and other community locations. At these stops, a pop-up library is erected and staff interact with families, issuing library cards, demonstrating the use of online resources, providing activities such as robotics and story times.

**Comments**

Oxford County Library, like every County department, expects to remain in a period of recovery for some time from the changes wrought by COVID-19. It is impossible to predict if and when library operations will be able to resume under normal conditions in 2022. Staff and the Library Board are considering the lessons learned from COVID, the new initiatives that were implemented on an experimental basis but which may be considered worthy of permanent retention, and the ways in which we can take the best parts of the old and the new and create hybrid modes of service delivery moving forward.

Virtual programming is reaching a population that had not previously been able to access in-person programming. Branch and program staff have heard from numerous families that COVID virtual programming has been the first time their children were able to access OCL programs,

due to several factors that inhibited being able to get to a physical branch. Others are asking us to retain the virtual option for library events and programs, even though they might have attended in-person programs in the past. The extent to which a hesitancy to gather in groups might persist indicates the value of maintaining virtual programs as an option moving forward.

Another new strategic initiative slated for 2022 is the establishment of Maker Labs in Ingersoll and Tillsonburg and a “Mobile Maker Lab” to be available to move around the rural communities. A Maker Culture can include both low-tech and high-tech options, but its need has been supported in both the OCL Technology Survey in early 2021 and the 2022 County Budget survey. In order for a Maker Culture to take root in a multi-branch system, the supports have to be in place to ensure that branch staff have the regular opportunities and support to gain familiarity and comfort with those technologies, in order to actively promote them.

Given that it is anticipated that the summer of 2022 could see the need for BOTH a virtual Summer Reading Program as well as select in-person programming as well as Ox on the Run locations, additional staffing resources are anticipated to be required. The existing OCL programming staff who traditionally manage all aspects of the Summer Reading Program will need assistance if a virtual presence is also required, and if Ox on the Run can maximize its reach. In 2022, Ox on the Run should be able to expand beyond the limited occupancy, pre-registration required, parameters of COVID in 2021. A busy, inclusive schedule of stops in 2022 is the goal, including regular stops at low-income housing cooperatives.

Two post-secondary summer students are requested to assist with the organization of the system-wide Summer Reading Program, the creation of in-person and virtual programming and activity kits, tech coaching in Maker Space Technology, and Ox on the Run programs.

These positions would be a rich experience for MLIS students or any post-secondary student with experience/interest in the benefits of hands-on STEM education.

**Conclusions**

Two 4-month post-secondary students are requested to provide hands-on programming and training assistance in branches, with the public and with library staff, as well as at community outreach locations.

**BUDGET REQUIREMENTS**

	One-time	Base	Total Budget
Salaries and benefits	\$24,552	\$-	\$24,552
<b>Library Levy</b>	<b>\$24,552</b>	<b>\$-</b>	<b>\$24,552</b>

Positions planned to start May 2022

**FTE Proposal – Various part-time**

**FTE 2022-12**

**DESCRIPTION**

<b>Type of FTE request</b>	<b>Service Level</b>
<b>Classification</b>	<b>Part-time - Permanent</b>
<b>Job Title</b>	<b>Various part-time</b>
<b>FTE</b>	<b>1.20</b>

<b>Strategic Plan</b>	
	<b>Performs &amp; Delivers Results</b>
	5.ii.

Enhanced services cannot be provided without increasing the number of hours available for part-time staff beyond the hours they work at the service desk at branches. The library has responded to the pandemic by enhancing its programs and services in order to reach people who cannot come into the library branches for a variety of reasons, including transportation and mobility issues.

As identified in the Technology Needs survey completed in early 2021, as well as the 2022 County Budget Survey, there is a demand for Maker Space programs and equipment. Maker Spaces are being planned in Ingersoll and Tillsonburg, as well as a mobile Maker Lab to travel between rural branches and community locations. Existing part-time staff have the skills required to staff a Maker Space and offer Maker programming – staff resources are required to build the services and make them successful.

**BACKGROUND**

**Background**

Oxford County Library branches' workforce is predominantly part-time. Branch activity can fluctuate from year to year for a variety of reasons, and as a result, branch staff salaries are adjusted each year to reflect changing needs. Evolving use patterns are difficult to predict as they must respond to the needs of users and part-time staffing complements must remain flexible. Each year, adjustments are made to the staffing requirements at various branches to more closely reflect actual usage over time.

While the proposed 2022 staffing budget does not include any change to the number of Full Time Permanent staff, it does propose to increase the part-time FTE complement by 1.95 FTE (rounded up to 2.0).

Increases represent additional hours for existing part-time staff to address the need to continue offering virtual programming, Maker Space programming, check-in calls and Home Delivery. These services were established or enhanced in response to COVID-19. Given that we remain in a state of recovery, virtual programs and outreach services will continue to be in demand, therefore additional staffing hours will be required in



order to provide these services. The value of the services will be evaluated in 2022 and recommendations will go forward to the Library Board as they review the service delivery model.

**Comments**

The requested additional hours to offer to existing part-time staff are represented by:

FTE	Staff Requirement
0.4	Additional Public Service Clerk hours for virtual, hybrid, and in-person programming, staffing and coaching in Maker Space (Ingersoll)
0.7	Additional Public Service Clerk hours for virtual, hybrid, and in-person programming, staffing and coaching in Maker Space (Tillsonburg)
0.2	Administrative hours for Associate Supervisor(s) to offer Check-in calls, online and phone registrations and trouble-shooting, Home Delivery service
(0.1)	Reduction in part-time staffing hours, various locations

**Conclusions**

A key objective for Oxford County Library is to develop an excellent technology program, providing Oxford County residents with access to state of the art technologies, software, and Maker resources (high and low-tech), and by so doing, advancing digital equity in our communities. Fostering a Maker Culture is a major part of public library technology leadership, and Oxford County Library currently ranks low in this area. Technology Leadership implies that the library branches and staff are equipped to serve as go-to community resources for access to and assistance with technologies.

The pandemic has spurred additional efforts to reach out and connect with Oxford residents who face barriers to accessing library and community services.

**BUDGET REQUIREMENTS**

	One-time	Base	Total Budget
Salaries and benefits	\$-	\$72,125	\$72,125
<b>Library Levy</b>	<b>\$-</b>	<b>\$72,125</b>	<b>\$72,125</b>

Position changes planned to start January 2022

**2022 CAPITAL PLAN BUDGET**  
**LIBRARY**

	2021	2022						
DESCRIPTION	FORECAST	CAPITAL BUDGET	TAXATION	RESERVES	DEVELOPMENT CHARGES	GAS TAX/ GRANTS	DEBENTURES	OTHER SOURCES
<b>FLEET AND EQUIPMENT</b>								
EQUIPMENT	25,315	-	-	-	-	-	-	-
COMPUTER EQUIPMENT	10,000	20,000	20,000	-	-	-	-	-
	<b>65,965</b>	<b>20,000</b>	<b>20,000</b>	-	-	-	-	-
<b>BUILDINGS</b>								
916040 OCL ING	341,700	95,000	-	95,000	-	-	-	-
916110 THAMESFORD LIBRARY	-	41,000	-	24,600	-	-	-	16,400
916140 TILLSONBURG LIBRARY	27,200	26,000	-	26,000	-	-	-	-
<b>TOTAL BUILDINGS</b>	374,900	162,000	-	145,600	-	-	-	16,400
<b>TOTAL BUILDINGS</b>	<b>374,900</b>	<b>162,000</b>	-	<b>145,600</b>	-	-	-	<b>16,400</b>
<b>TOTAL CAPITAL</b>	<b>440,865</b>	<b>182,000</b>	<b>20,000</b>	<b>145,600</b>	-	-	-	<b>16,400</b>

**RESERVE CONTINUITY REPORT  
2022 BUDGET**

	2021 OPENING BALANCE	2021 FORECAST INTEREST	2021 FORECAST TO	2021 FORECAST FROM	2021 RESERVE REALIGN	2021 FORECAST CLOSING BALANCE	2022 BUDGET INTEREST	2022 BUDGET TO	2022 BUDGET FROM	2022 BUDGET CLOSING BALANCE	RESERVE TARGET POLICY	POLICY (SURPLUS) SHORTFALL
DEVELOPMENT CHARGES - LIBRARY	389,409	3,100	208,200	(212,461)	-	388,248	3,100	135,817	(180,285)	346,880	-	-
92600 R - LIBRARIES	915,901	-	308,346	(140,297)	-	1,083,950	-	-	(308,346)	775,604	217,000	(558,604)
92602 R - OCL NORWICH CAPITAL	40,466	-	-	-	-	40,466	-	-	-	40,466	-	-
92605 R - OCL - FACILITIES	826,176	5,369	67,000	(376,980)	-	521,565	3,778	100,000	(165,600)	459,743	1,250,000	790,257
<b>GRAND TOTAL</b>	<b>2,171,952</b>	<b>8,469</b>	<b>583,546</b>	<b>(729,738)</b>	<b>-</b>	<b>2,034,229</b>	<b>6,878</b>	<b>235,817</b>	<b>(654,231)</b>	<b>1,622,693</b>	<b>1,467,000</b>	<b>231,653</b>

**LONG TERM RESERVE CONTINUITY REPORT  
2022 BUDGET**

	2021 OPENING BALANCE	2021 FORECAST CLOSING BALANCE	2022 BUDGET CLOSING BALANCE	2023 BUDGET CLOSING BALANCE	2024 BUDGET CLOSING BALANCE	2025 BUDGET CLOSING BALANCE	2026 BUDGET CLOSING BALANCE
DEVELOPMENT CHARGES - LIBRARY	389,409	388,248	346,880	339,486	421,607	508,656	600,758
92600 R - LIBRARIES	915,901	1,083,950	775,604	775,604	775,604	775,604	775,604
92602 R - OCL NORWICH CAPITAL	40,466	40,466	40,466	40,466	40,466	40,466	40,466
92605 R - OCL - FACILITIES	826,176	521,565	459,743	525,405	432,960	492,395	563,338
<b>GRAND TOTAL</b>	<b>2,171,952</b>	<b>2,034,229</b>	<b>1,622,693</b>	<b>1,680,961</b>	<b>1,670,637</b>	<b>1,817,121</b>	<b>1,980,166</b>

**To: Oxford County Library Board**

**From: CEO/Chief Librarian**

## **COVID-19 Update: Workplace Vaccination Policy and Proof of Vaccination Requirements**

### **RECOMMENDATION**

---

- 1. That the Library Board approve the formal adoption of Oxford County's COVID-19 Workplace Vaccination Policy.**

### **REPORT HIGHLIGHTS**

---

- Adopts a Workplace Vaccination Policy pertaining to attendance at a work location, including in-person meetings of the Board.
- Updates the Board on proof of vaccination requirements for the use of meeting and event spaces in Ontario public libraries.

### **Implementation Points**

The County's COVID-19 Workplace Vaccination Policy was passed by Council at its regular meeting of September 8. Declarations of vaccination status were required effective October 22. Regular testing for those not declared fully vaccinated became mandatory on Monday, October 4.

The County's policy applies to all active County employees, student placements, volunteers, Council and Board members. Formally adopting it ensures that the Library Board, as an employer, has satisfied its legal duty under the Occupational Health and Safety Act (OHSA) to take reasonable precautions to protect workplace health and safety.

### **Financial Impact**







The recommendation as found in this report will have no financial impact beyond what has already been approved in the current year's operating budget.

### **Communications**

**Report No: 2021-23**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

With regard to proof of vaccination requirements of members of the public, no in-person library programming is scheduled to occur throughout the remainder of 2021. Anticipating that in-person programming will resume at some point in 2022, the applicable rules and Regulations will be referenced in signage and promotional materials and Communications would be engaged to assist with messaging. Staff will be provided with all necessary support and resources prior to re-establishing in-person programming.

### Strategic Plan (2020-2022)

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

## DISCUSSION

---

### Background

While public libraries are not a prescribed setting requiring proof of vaccination under O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step, the Ministry of Heritage, Sport, Tourism and Culture Industries has confirmed that the use of indoor meeting and event spaces within public libraries will require proof of vaccination for all patrons attending a meeting, event, or program. Further, this rule applies to any area of a library where a program or meeting might occur, not strictly pertaining to Program or Meeting Rooms. Individuals 12 years of age and older, including those who are accompanying children to indoor meeting and event spaces, will need to provide proof of identification and vaccination, or provide proof of being entitled to a Medical Exemption.

Under the Regulations, library patrons are not required to show proof of vaccination in order to enter library buildings to access library services other than programs, meetings, and events.

### Comments

O. Reg. 364/20 allows exemptions to the requirement of proof of vaccination for specified uses, including the provision of social services and for the purpose of delivering or supporting the delivery of government services. An example of such a use would be weekly employment counselling services provided by Community Employment Services at the Thamesford, Tavistock, Princeton, and Plattsville branches.

### Conclusions

**Report No: 2021-23**  
**CORPORATE SERVICES**  
**Board Date: October 18, 2021**

Given that programming will remain virtual for the remainder of 2021, there is no need to require proof of vaccination of library patrons at this time.

## **SIGNATURE**

---

### **Departmental Approval:**

“Lisa Miettinen”

---

Lisa Miettinen  
CEO/Chief Librarian

## **ATTACHMENT**

---

Attachment No. 1 – County of Oxford General Policy Manual. COVID-19 Workplace Vaccination Policy.

## GENERAL POLICY MANUAL

SECTION:	PERSONNEL	APPROVED BY:	County Council
NUMBER:	5.47	SIGNATURE:	Original signed by Michael Duben, CAO
PAGE:	1 of 6	DATE:	September 16, 2021
REFERENCE POLICY:		REVISED:	

### COVID-19 Workplace Vaccination Policy

#### POLICY

Oxford County is legally obligated to take all reasonable precautions to protect the health and safety of its workforce. The County is demonstrating its commitment to promoting vaccinations as a means to ensure the health and safety of all members of its workforce and the broader community.

The purpose of this policy is to outline the County's expectations with regard to COVID-19 vaccination and provide direction regarding the requirement to receive the COVID-19 vaccination, provide proof of vaccination or an approved exemption and identify conditions for attending the workplace without vaccination.

To help reduce the risk of COVID-19 transmission, this policy is an important measure that complements other workplace health and safety measures in place including daily screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.

This policy applies to all active County employees, student placements, contractors, volunteers, and members of County Council/Boards. New employees will be required to provide proof of vaccination status as a condition of employment.

#### DEFINITIONS

<i>COVID-19</i>	A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.
<i>Vaccine</i>	For the purposes of this Policy, a vaccine is defined as a Health Canada approved substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2
<i>Fully Vaccinated</i>	Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago, and be committed to receive any further recommended boosters



## GENERAL POLICY MANUAL

SECTION:	PERSONNEL	APPROVED BY:	County Council
NUMBER:	5.47	SIGNATURE:	Original signed by Michael Duben, CAO
PAGE:	2 of 6	DATE:	September 16, 2021
REFERENCE POLICY:		REVISED:	

*Proof of Vaccination* Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

*Proof of Medical Exemption*

Medical documentation provided by a physician or nurse practitioner in the extended class that sets out: (i) an acceptable medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

*Educational Program* An educational program that is provided by the County and addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

*Contractor/Consultant*

For the purpose of this policy, a contractor/consultant is defined as any individual who is hired to perform work for the County or works for a business or organization that has been contracted by the County to perform work and performs such work:

- Indoors OR
- In close proximity to County staff or members of the public. Close proximity means less than 6 feet distance for longer than 15 minutes at any one time.

## PROCEDURES

### 1.0 COVID-19 Vaccinations – Employees, Members of County Council/Boards, Volunteers and Student Placements

- 1.1 Employees, members of County Council/Boards, volunteers, and student placements shall comply with one of the following, in a manner prescribed by the County, regardless of how often they are currently attending at the work location, or how much time they spend there:
- a. Provide proof of full vaccination status against COVID-19, or



## GENERAL POLICY MANUAL

SECTION:	PERSONNEL	APPROVED BY:	County Council
NUMBER:	5.47	SIGNATURE:	Original signed by Michael Duben, CAO
PAGE:	3 of 6	DATE:	September 16, 2021
REFERENCE POLICY:		REVISED:	

- b. Provide acceptable medical documentation or other Human Rights protected reason for not being vaccinated against COVID-19, as outlined in section 3.0, or
  - c. Declare their intent not to be vaccinated against COVID-19 and participate in an educational program.
- 1.2 An individual outlined in 1.1 b. and c. who does not provide proof of full vaccination against COVID-19 shall submit to regular testing for COVID-19 and demonstrate a negative test result at intervals determined by the County.
- 1.3 Where an individual has received one dose of the COVID-19 vaccine and has not yet received their scheduled second dose, the individual shall submit to regular testing for COVID-19 and demonstrate a negative test result at intervals determined by the County, until 14 days following administration of their second dose.
- 1.4 Inactive employees on a leave of absence are not required to comply with 1.1 so long as they remain inactive; however, must comply prior to returning from leave.

### 2.0 COVID-19 Vaccinations – Contractors/Consultants

- 2.1 Departments are responsible to ensure that all contractors/consultants as defined in this policy are advised of the requirement to have fully vaccinated or regularly tested staff perform work for the County.
- 2.2 The Department Director reserves the right to determine if a contractor/consultant meets the definition under this policy and will ensure this policy is applied in a reasonable manner as it relates to contractor/consultants.

### 3.0 Providing Proof of An Approved Exemption

- 3.1 The County will comply with its Human Rights obligations and accommodate individuals who are legally entitled to accommodation. Exemptions will be made for grounds protected by the Ontario Human Rights Code, which include confirmed medical or religious reasons. Human Resources will assist with accommodation questions, concerns and requests.
- 3.2 Employees are required to provide acceptable medical documentation from either a physician or nurse practitioner in the extended class that sets out:
- The medical reason(s) that the person cannot be vaccinated against COVID-19 and;
  - The effective time period for the medical reason (i.e., permanent or time-limited).

Human Resources staff will determine if the medical documentation is



## GENERAL POLICY MANUAL

SECTION:	PERSONNEL	APPROVED BY:	County Council
NUMBER:	5.47	SIGNATURE:	Original signed by Michael Duben, CAO
PAGE:	4 of 6	DATE:	September 16, 2021
REFERENCE POLICY:		REVISED:	

acceptable, or if further follow up with the employee's physician or nurse practitioner is necessary.

#### 4.0 Mandatory COVID-19 Vaccination Education

- 4.1 Unvaccinated individuals who do not have an approved exemption, will complete a mandatory education session regarding COVID-19 vaccination and submit proof they have completed the educational program.

#### 5.0 Obtaining a Test

- 5.1 Based on capacity, resources and ability, the County will endeavor to provide testing for unvaccinated individuals, but testing will be performed outside of working hours. If unable to attend County site(s), individuals will be required to obtain testing at their cost outside of working hours.
- 5.2 Should an individual receive a positive result on a test, they must:
- Go home immediately and self-isolate, following all public health direction;
  - Get tested as soon as possible (ideally within 48 hours) with a regular laboratory test at a testing center;
  - Contact their Supervisor and Human Resources as soon as possible following the positive test.

#### 6.0 Access to COVID-19 Vaccination Clinics

- 6.1 Reasonable arrangements will be made to allow staff to attend COVID-19 vaccination clinics during work time.
- 6.2 Employees must obtain approval from their supervisor in advance before attending a clinic during work time.
- 6.3 All efforts should be made to allow the employee to use time at the beginning or end of their shift or to extend lunch and break times as operationally feasible to attend vaccination clinics.

#### 7.0 New Employees, Volunteers, Student Placements

- 7.1 Proof of full vaccination status will be required for all newly hired employees as a condition of employment, volunteers, and student placements, unless accommodation is requested for a Human Rights related reason.



## GENERAL POLICY MANUAL

SECTION:	PERSONNEL	APPROVED BY:	County Council
NUMBER:	5.47	SIGNATURE:	Original signed by Michael Duben, CAO
PAGE:	5 of 6	DATE:	September 16, 2021
REFERENCE POLICY:		REVISED:	

### 8.0 Confidentiality

- 5.1 Information relating to an individual's proof of vaccination and/or reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file, and will be collected, protected and reported on in accordance with privacy legislation.

### 9.0 Non-compliance

- 9.1 In accordance with County's Human Resources policies, collective agreements and applicable legislation, directives, and policies, any non-compliance with the COVID-19 Workplace Vaccination Policy will result in a meeting with the employee, including their supervisor and Union representative if applicable.
- 9.2 Non-compliance is subject to possible discipline, up to and including termination of employment.

### 10.0 Continued Adherence to Public Health Measures

- 10.1 All employees are required to practice Public Health measures to control the spread of COVID-19 regardless of their vaccination status.
- 10.2 Employees must adhere to the County's health and safety protocols at all times while in the workplace, including daily COVID-19 screening, hand hygiene, physical distancing where possible, and the use of Personal Protective Equipment as required by their position.

### 11.0 Exceptions

- 11.1 The Chief Administrative Officer reserves the right, based on business operating need, public safety and other relevant considerations, to make exceptions to the policy on an individual and/or departmental basis.
- 11.2 Some County departments, such as Long Term Care and Paramedic Services, have additional mandates, directives or reporting requirements, and those departmental policies supersede this policy.