

Bruce County Public Library Board Agenda

December 19, 2018

10:00 a.m.

Library Headquarters - Port Elgin

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Election of Chair**
- 4. Election of Vice Chair**
- 5. Minutes for Approval**
November 21, 2018
- 6. Staff Reports**
 - a. Director's Report
 - b. Branch Services Report
 - c. Branch Activities Report
 - 6.c.1 System-wide Programs**
 - 6.c.2 Cargill Branch**
 - 6.c.3 Chesley Branch**
 - 6.c.4 Kincardine Branch**
 - 6.c.5 Lion's Head Branch**
 - 6.c.6 Lucknow Branch**
 - 6.c.7 Mildmay Branch**

- 6.c.8 Paisley Branch
- 6.c.9 Port Elgin
- 6.c.10 Ripley Branch
- 6.c.11 Sauble Beach Branch
- 6.c.12 Southampton Branch
- 6.c.13 Tara Branch
- 6.c.14 Teeswater Branch
- 6.c.15 Tiverton Branch
- 6.c.16 Tobermory Branch
- 6.c.17 Walkerton Branch
- 6.c.18 Wiarton Branch

d. Digital Initiatives Coordinator Board Report Dec 19

7. Correspondence

- a. Correspondence - RE: West Grey Public Library

Response letter to West Grey Public Library's inquiry about the Bruce County Public Library Bookmobile.

8. Other Business

9. Next Meeting

January 16, 2019

10. Adjournment



Bruce County Public Library Board Meeting Minutes

November 21, 2018
Library Headquarters
Town of Saugeen Shores, Ontario

Present: Councillors Milt McIver (Chair), Mike Smith
Trustees Catherine Dickison, Patricia Symon, Mike Moszynski

Staff: Nicole Charles, Director
Lorraine Noseworthy, Administrative Assistant
Marianne Nero, Acting CAO, County of Bruce

Regrets: Councillors Mitch Twolan, David Inglis

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Pecuniary Interest

There were no declarations of pecuniary interest.

3. Minutes

Moved by Mike Smith

Seconded by Catherine Dickison

That the minutes of the October 17, 2018 Library Board Meeting be adopted.

Carried

4. Public Delegations

Isla Carmichael, Suzanne Smith and Brenda Langlois from the Lion's Head Friends of the Library presented themselves to the Board as per Library policy to discuss their intentions of forming a Friends group. Chair Milt McIver thanked them for starting a Friends group and showing an interest in the Lions Head Library.

5. Staff Reports

A. Director's Report

Moved by Catherine Dickison

Seconded by Mike Smith

That the Director's Report be received for information.

Carried

Moved by Mike Moszynski
Seconded by Patricia Symon

That the Board approve the updated fee schedule.

Carried

B. Branch Services Report

Moved by Mike Moszynski
Seconded by Catherine Dickison

That the Branch Services Report be received for information.

Carried

C. Branch Activities Report

Moved by Mike Smith
Seconded by Mike Moszynski

That the Branch Activities Report be received for information.

Carried

6. Policy Review

Moved by Patricia Symon
Seconded by Catherine Dickison

That the Operational: Meeting Rooms, Operational: Resource Sharing, and Operational: Personnel policies be accepted as presented.

Carried

7. Correspondence

Correspondence was received from West Grey regarding the bookmobile service.

8. Other Business

Mike Moszynski attended the SOLS Trustee meeting on November 1, 2018 held at the Port Elgin Branch Library. He discussed various topics of concern from SOLS. Meaford to build a new library and the Friends of the Library will be fundraising for it.

9. Next Meeting

The next meeting of the Bruce County Library Board will take place on December 19, 2018 beginning at 10:00 a.m. at Library Headquarters.

9. Adjournment

Moved by Mike Smith

Seconded by Catherine Dickison

That the meeting of the Bruce County Library Board adjourns at 10:30 a.m.

Carried

Milt McIver, Board Chair

Nicole Charles, Director



Director's Report December 2018

1. FACILITIES

- a. The Mildmay branch had some mortar missing from the glass block at the back of the building making the glass wall unstable. The municipality came on November 23 to reinforce the glass block while they wait for a replacement window. The glass block will be replaced by 3 vinyl windows. The municipality expects delivery of the replacement windows within a month.

2. PERSONNEL

- a. Recruitment for the interim Library Director started in November. Interviews are pending.
- b. Ongoing recruitment continues in some clerk positions.

3. STRATEGIC PLAN

- a. The Q4 update will be reported in the January 2019 meeting.

4. ADMINISTRATION

- a. **Bookmobile Project Update:** In November, the Bookmobile Working Group consisting of Grant Robertson, Kristina Ackerman, Kathryn Hauck, Tracey Knapp, and Cassie Wood hosted a trivia night at the Port Elgin Legion. Nine teams competed for the title of trivia champion!

In light of the immense organizational change coming in 2019, the major fundraising campaign and purchase of the Bookmobile will be postponed until 2020. We will continue to build awareness in the community in 2019 by requesting feedback through a survey and selling merchandise to show support for the Bookmobile.

West Grey Public Library CEO, Kim Storz contacted me to express interest in the Bookmobile travelling to Elmwood since the Elmwood Resource Centre will be closing in 2019. Ms. Storz provided statistics for visits to the Resource Centre in the last 10 months of Bruce County and West Grey residents. The statistics are listed in the table below. As of December 12, 2018, there are approximately 117 West Grey residents with active Bruce County Public Library cards. My response to Ms. Storz is attached in the Correspondence section.

**2018 Visits to Elmwood Resource Centre
by West Grey and Bruce County Residents**

MONTH	TOTAL VISITS	WEST GREY RESIDENTS	BRUCE COUNTY RESIDENTS
JANUARY	23	7	16
FEBRUARY	33	10	18
MARCH	55	15	31
APRIL	62	15	31
MAY	54	16	33
JUNE	40	13	23
JULY	52	4	41
AUGUST	55	13	40
SEPTEMBER	39	13	18
OCTOBER	42	16	26

b. **Leased Vehicle:** The Q4 update will be reported in the January 2019 meeting.

5. GOVERNMENT

- a. **2019 Draft Business Plan:** Attached for your review
- b. **2019 Draft Operating Budget:** Attached for your review
- c. **2019 Draft Capital Budget:** Attached for your review

ACTION ITEMS:

That the 2019 draft operating budget be approved by the board to move forward to County Council.

That the 2019 draft capital budget be approved by the board to move forward to County Council.

That the 2019 draft business plan be approved by the board to move forward to County Council.

2019 Bruce County Business Plan

Department: Library

Strategic Priorities:

1. **Leverage technology.** Continue to enhance services to meet the needs of tech-savvy visitors.
2. **Find creative new ways to engage our public.** Continue to enhance programming opportunities to reflect the current and changing needs of our communities. Adapt our marketing to reach current and potential members. Find new partnerships.
3. **Explore alternative options to improve efficiency, services.** Find ways to add services that provide convenience for the public.

2019 Bruce County Business Plan - Key Performance Indicators:

Indicator	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 to date (Quarterly Update)	2019 Budget
Staff-led programs held	2,487	1,362	1,545		2,000		2,300
Program participation number	19,896	10,856	16,897		18,000		22,000
Electronic Database use (# of sessions)	5,474	6,703	12,588		10,000		12,000
Active library members	25,952	25,424	28,319		27,000		25,000
Circulation of physical items	439,483	457,627	430,064		440,000		430,000
Circulation of online resources (eBooks & eMagazines)	50,228	58,912	62,593		60,000		70,000
Visits to the library website and online catalogue	199,783	205,998	238,901		225,000		300,000
Followers on social media	2,237	2,966	3,656		4,000		4,200
Staff training hours in current technologies	263	234	228		300		320

2019 Bruce County Business Plan

2018 Major Initiatives	Operational	Capital	Combined Total	Quarterly Update
	Budget Cost (year)	Budget Cost (year)	Budget Cost (year)	
1. Bookmobile Phase 3	\$2,000 merchandise \$8,000 internal staff resources	0	\$10,000	
2. Marketing Strategy Phase 2	\$2,000 advertising \$3,000 internal staff resources	0	\$5,000	
3. Mental Health & Wellness Program - Phase 3 • First Aid in Mental Wellness	\$7,200 Training resources \$20,000 internal staff resources	0	\$27,200	
4. Professional Development	\$13,000 Training resources \$5,000 internal staff resources	0	\$18,000	

2019 Bruce County Business Plan

2019 Major Initiatives (Operational & Owner)	Project Description	Estimated Budget Cost (year)	Outcome	Program Budget Pressure Category
<p>1. Bookmobile - Phase 3</p> <p>Owner: Library Director, Assistant Director, Communications Coordinator, Library Frontline staff</p>	<p>The bookmobile will be a large multi-year project. Phase 3 will involve a soft launch of fundraising. We will continue to create awareness in the community through a survey and with the sale of bookmobile branded merchandise.</p> <p>BCPL Strategic Priority: We will sell our ideas - plan and invest for large future projects</p> <p>County Strategic Priority: Explore alternate options to improve efficiency and service</p> <p>Support Corporate Initiative: Lean process Communication Strategy</p>	<p>Internal Staff time \$8,000</p> <p>Merchandise \$2,000</p>	<p>The bookmobile project will allow us to deliver library services to areas and residents who don't currently have convenient access to a library branch.</p> <p>The survey will assist us in connecting with the community to find out where they would like the bookmobile to go. Merchandise will help with fundraising efforts and assist in raising awareness with the public.</p> <p>Expected completion Q4</p>	Service Initiative
<p>2. Marketing Strategy - Phase 2</p> <p>Owner: Library Director, Assistant Director, Library Supervisors,</p>	<p>The marketing strategy has been finalized based on demographic and market data. Profiles have been created for each municipality with suggestions</p>	<p>Internal Staff time \$3,000</p> <p>Advertising \$2,000</p>	<p>The marketing strategy will help us to increase engagement, awareness of library services, and membership across the</p>	Maintain Services Service Initiatives

2019 Bruce County Business Plan

2019 Major Initiatives (Operational & Owner)	Project Description	Estimated Budget Cost (year)	Outcome	Program Budget Pressure Category
Communications Coordinator	on how to target non-library user groups.		county through targeted marketing. Expected completion Q4	
3. Mental Health & Wellness Program - Phase 3 • First Aid in Mental Wellness Owner: All staff	Continue training in Mental Health First Aid for all employees. This training gives staff the tools to identify at-risk populations and refer them to resources in the community that can assist them. BCPL Strategic Priority: We will engage, educate, and develop staff County Strategic Priority: Explore alternative options to improve efficiency and service Support Corporate Initiative: Mental Wellness Program - 2 nd Generation	Internal Staff time \$20,000 First Aid in Mental Wellness (72 staff) =\$7,200	Further training in mental health first aid will ensure staff are better able to support the public and each other. Training completed by Q4	Council Priorities Service Initiatives
4. Professional Development	Loyalist training for 3 new staff members will give them the tools to successfully manage their staff and	Internal Staff Time \$5,000	Loyalist training will be complete by Q2.	Council Priorities

2019 Bruce County Business Plan

2019 Major Initiatives (Operational & Owner)	Project Description	Estimated Budget Cost (year)	Outcome	Program Budget Pressure Category
<p>Owners: Library Director, Library Assistant Director, Library Supervisors</p>	<p>navigate a municipal environment.</p> <p>Lean training for supervisors will introduce them to concepts that they can take back to their branches and use to engage all staff to solve problems every day.</p>	<p>External Training Resources</p> <p>Lean Training (8 staff) = \$4,000</p> <p>Loyalist Training (3 staff) = \$9,000</p> <p>Total = \$13,000</p>	<p>Lean training will be complete by Q3.</p>	

2019 Bruce County Business Plan

2019 Major Initiatives (Capital)	Project Description	Estimated Budget Cost (year)	Outcome	Program Budget Pressure Category
1.				
2.				
3.				

DRAFT

2019 Bruce County Business Plan

Key Performance Indicators Index:

Key Performance Indicators	Description
Staff-led programs	Programs consist of weekly programs like story time or baby time, special programs like an author visit, technology training, and community development such as outreach at Fall Fairs or partnered programs with community groups. Staff will count number of programs held.
Program participation	Total participation in library programs by the public at all branches or at outreach events. Staff will count number of participants at programs.
Electronic database use	Data collected through vendor site statistics. Counts sessions/logins for all online resources.
Active library members	Counts of members with cards that have not expired. Report generated from Integrated Library System (ILS).
Circulation of physical items	Counts number of physical items circulated (books, DVDs, audio books). Report generated from ILS.
Circulation on-line resources (eBooks and eMagazines)	Counts number of items checked out on-line via our eBooks/eAudiobooks catalogue and eMagazines collection. Data collected through vendor site statistics.
Total circulation	Counts number of physical items circulated as well as circulation of on-line resources. Report from ILS and eBook vendor (OverDrive).
Visits to our website and online catalogue	Counts number of visits. Data collected from web statistics.
Followers on social media (Facebook, Twitter, Instagram)	Counts number of followers on Twitter and Instagram and Facebook. Data collected from social media statistics reports.
Staff training hours in current technologies	Counts number of paid hours spent on training staff in current library technologies. Supervisors will report on number of hours spent attending training each month.



Library

Capital Budgeting Dashboard

Budget Year	2019					
Budget Version	Proposed					
	Balancing Checks					
	Summary - Input	Summary - Projects	5 year Forecast	Download (prior year)		
Land	0	0	0	0		
Equipment	0	0	0	0		
Technology/Communications	0	0	0	0		
Vehicles & Machinery	0	0	0	0		
Furniture and Fixtures	0	0	0	0		
Building	0	0	0	0		
Bridges & Culverts	0	0	0	0		
Roads Paved	0	0	0	0		
Roads Unpaved	0	0	0	0		
Traffic Signals	0	0	0	0		
Trails Program	0	0	0	0		
Transfer to Reserves	0	0	0	0		
Revenues	0	0	0	0		
Summary of Budget Totals	2017	2018	2019	2020	2021	2022
Land	0	0	0	0	0	0
Equipment	330,000	336,000	338,000	337,000	338,000	338,000
Technology/Communications	0	0	5,000	0	0	0
Vehicles & Machinery	0	42,000	150,000	88,000	0	0
Furniture and Fixtures	10,000	15,000	10,000	10,000	10,000	10,000
Building	10,000	10,000	30,000	10,000	10,000	0
Bridges & Culverts	0	0	0	0	0	0
Roads Paved	0	0	0	0	0	0
Roads Unpaved	0	0	0	0	0	0
Traffic Signals	0	0	0	0	0	0
Trails Program	0	0	0	0	0	0
Expenditures	350,000	403,000	533,000	445,000	358,000	348,000
Transfer to Reserves	28,200	16,200	29,200	33,200	33,200	33,200
Total Expenditures	378,200	419,200	562,200	478,200	391,200	381,200
Total Revenues	16,000	58,000	178,000	45,000	6,000	6,000
Net Levy Requirement	362,200	361,200	384,200	433,200	385,200	375,200
Annual Reserves Budget		Reserve Sheet Balanced				
Transfers to Reserves	16,200	Transfers to Reserves	0			
Transfers from Reserves	57,000	Transfers from Reserves	0			

	A	B	C	D	E	F	G	H	I	K	L	M	N	O	P
2	County of Bruce														
4	Director of Library														
5	Library														
6		2017	2018 Baseline		2019 Adjustments Pressure Categories					2019		2020	2021	2022	2023
7		Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed	\$ Change over 2018 Budget	Projected	Projected	Projected	Projected
8	Expenditures by Type														
9	Land	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Equipment	328,525	330,000	-330,000	336,000	0	0	0	0	336,000	6,000	338,000	337,000	338,000	338,000
11	Technology/Communications	44,758	0	0	0	0	0	0	0	0	0	5,000	0	0	0
12	Vehicles & Machinery	0	0	0	42,000	0	0	0	0	42,000	42,000	150,000	88,000	0	0
13	Furniture and Fixtures	27,067	10,000	-10,000	15,000	0	0	0	0	15,000	5,000	10,000	10,000	10,000	10,000
14	Building - Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Building - Site Elements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	Building - Exterior Components	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Building - Interior Components	9,467	10,000	-10,000	10,000	0	0	0	0	10,000	0	30,000	10,000	10,000	0
18	Building - Site Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	Building - Mechanical and Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Building - Fire and Life Safety	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	Building - Elevator	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	Bridges & Culverts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Roads Paved	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	Roads Unpaved	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	Traffic Signals & Signs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	Trails Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27										0	0				
28	Gross Expenditures	409,817	350,000	-350,000	403,000	0	0	0	0	403,000	53,000	533,000	445,000	358,000	348,000
29	TRANSFER TO RESERVES	26,200	28,200	-28,200	16,200	0	0	0	0	16,200	-12,000	29,200	33,200	33,200	33,200
30	Net Expenditure	436,017	378,200	-378,200	419,200	0	0	0	0	419,200	41,000	562,200	478,200	391,200	381,200
31	Percent of Net Expenditure Budget			-100.0%	110.8%	0.0%	0.0%	0.0%	0.0%	10.8%		34.1%	-14.9%	-18.2%	-2.6%
32	Revenues By Type														
33	Federal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
34	Provincial	7,984	0	0	0	0	0	0	0	0	0	0	0	0	0
35	Municipal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36	Own Funds	70,201	15,000	-15,000	57,000	0	0	0	0	57,000	42,000	20,000	44,000	5,000	5,000
38	Donations	3,647	1,000	-1,000	1,000	0	0	0	0	1,000	0	158,000	1,000	1,000	1,000
40	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41	Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
42	Total Revenue	81,832	16,000	-16,000	58,000	0	0	0	0	58,000	42,000	178,000	45,000	6,000	6,000
43															
44	Net Requirement	354,185	362,200	-362,200	361,200	0	0	0	0	361,200	-1,000	384,200	433,200	385,200	375,200
45	Percent of Prior Year Net Requirement Budget			-100.0%	99.7%	0.0%	0.0%	0.0%	0.0%	-0.3%		6.4%	12.8%	-11.1%	-2.6%

County of Bruce
Director of Library

Administration														
	2017	2018 Baseline		2019 Adjustments Pressure Categories					2019	\$ Change over 2018 Budget	2020	2021	2022	2023
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed		Projected	Projected	Projected	Projected
Expenditures by Type														
Land									0	0				
Equipment	328,525	330,000	-330,000	336,000	0	0	0	0	336,000	6,000	336,000	337,000	338,000	338,000
Technology/Communications	42,573	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles & Machinery	0	0	0	42,000	0	0	0	0	42,000	42,000	0	44,000	0	0
Furniture and Fixtures	21,267	10,000	-10,000	15,000	0	0	0	0	15,000	5,000	10,000	10,000	10,000	10,000
Building - Structure									0	0				
Building - Site Elements									0	0				
Building - Exterior Components									0	0				
Building - Interior Components	9,467	10,000	-10,000	10,000	0	0	0	0	10,000	0	30,000	10,000	10,000	0
Building - Site Services									0	0				
Building - Mechanical and Electrical									0	0				
Building - Fire and Life Safety									0	0				
Building - Elevator									0	0				
Bridges & Culverts									0	0				
Roads Paved									0	0				
Roads Unpaved									0	0				
Traffic Signals & Signs									0	0				
Trails Program									0	0				
									0	0				
Gross Expenditures	401,833	350,000	-350,000	403,000	0	0	0	0	403,000	53,000	376,000	401,000	358,000	348,000
TRANSFER TO RESERVES	26,200	28,200	-28,200	16,200	0	0	0	0	16,200	-12,000	29,200	33,200	33,200	33,200
Net Expenditure	428,033	378,200	-378,200	419,200	0	0	0	0	419,200	65,000	405,200	434,200	391,200	381,200
Percent of Net Expenditure Budget			-100.0%	110.8%	0.0%	0.0%	0.0%	0.0%	10.8%		-3.3%	7.2%	-9.9%	-2.6%
Revenues By Type														
Federal									0	0				
Provincial									0	0				
Municipal									0	0				
Own Funds	70,201	15,000	-15,000	57,000	0	0	0	0	57,000	42,000	20,000	44,000	5,000	5,000
Donations	3,647	1,000	-1,000	1,000	0	0	0	0	1,000	0	1,000	1,000	1,000	1,000
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt									0	0				
Total Revenue	73,848	16,000	-16,000	58,000	0	0	0	0	58,000	42,000	21,000	45,000	6,000	6,000
Net Requirement	354,185	362,200	-362,200	361,200	0	0	0	0	361,200	23,000	384,200	389,200	385,200	375,200
Percent of Prior Year Net Requirement Budget			-100.0%	99.7%	0.0%	0.0%	0.0%	0.0%	-0.3%		6.4%	1.3%	-1.0%	-2.6%

Category: Equipment	Financial Information					
Current Capital Projects	Revenue by Type					
Library books (\$250,000)	Total 2019 Request	336,000	2019 Net Request	335,000		
Books on CD (\$12,000)	Federal	0	Donations	1,000		
Increase to cataloguing and processing fees (\$35,000)	Provincial	0	Other	0		
	Municipal	0	Debt	0		
Slight increase in eBooks due to service interest (\$3,000)	Reserves	0	Levy	335,000		
DVDs (\$35,000)	Expenditure by Pressure Category					
	Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
	336,000	-	-	-	-	336,000
Future Capital Projects	Forecast					
Similar expenses projected in all areas noted above for future spending	2019	2020	2021	2022	2023	
	Expenditure	336,000	336,000	337,000	338,000	338,000
	Revenues	1,000	1,000	1,000	1,000	1,000
	Net Levy Requirement	335,000	335,000	336,000	337,000	337,000

Category: Technology and Communications	Financial Information					
Current Capital Projects	Revenue by Type					
	Total 2019 Request	0	2019 Net Request	0		
	Federal	0	Donations	0		
	Provincial	0	Other	0		
	Municipal	0	Debt	0		
	Reserves	0	Levy	0		
	Expenditure by Pressure Category					
	Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
	-	-	-	-	-	-
Future Capital Projects	Forecast					
	2019	2020	2021	2022	2023	
	Expenditure	-	-	-	-	-
	Revenues	-	-	-	-	-
	Net Levy Requirement	-	-	-	-	-

Category: Vehicles & Machinery	Financial Information					
Current Capital Projects	Revenue by Type					
Library van replacement (4 yr cycle)	Total 2019 Request	42,000	2019 Net Request	0		
	Federal	0	Donations	0		
	Provincial	0	Other	0		
	Municipal	0	Debt	0		
	Reserves	42,000	Levy	0		
	Expenditure by Pressure Category					
	Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
	42,000	-	-	-	-	42,000
Future Capital Projects	Forecast					
Van replacement in 2019 and 2021	2019	2020	2021	2022	2023	
	Expenditure	42,000	-	44,000	-	-
	Revenues	42,000	-	44,000	-	-
	Net Levy Requirement	-	-	-	-	-

Category: Furniture & Fixtures	Financial Information					
Current Capital Projects	Revenue by Type					
New furniture for public in some branches (ongoing refresh \$15,000) and/or Lib HQ office furniture	Total 2019 Request	15,000	2019 Net Request	5,000		
	Federal	0	Donations	0		
	Provincial	0	Other	0		
	Municipal	0	Debt	0		
	Reserves	10,000	Levy	5,000		
	Expenditure by Pressure Category					
	Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
	15,000	-	-	-	-	15,000
Future Capital Projects	Forecast					
Ongoing furniture refresh in branches	2019	2020	2021	2022	2023	
	Expenditure	15,000	10,000	10,000	10,000	10,000
	Revenues	10,000	5,000		5,000	5,000
	Net Levy Requirement	5,000	5,000	10,000	5,000	5,000

Category: Building	Financial Information					
Current Capital Projects	Revenue by Type					

Shelving in some branches (ongoing refresh \$10,000)	Total 2019 Request	10,000	2019 Net Request	5,000			
	Federal	0	Donations	0			
	Provincial	0	Other	0			
	Municipal	0	Debt	0			
	Reserves	5,000	Levy	5,000			
	Expenditure by Pressure Category						
		Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
		10,000	-	-	-	-	10,000
	Future Capital Projects						
	Ongoing refresh of branch shelving and furniture.	Forecast		2019	2020	2021	2022
Expenditure		10,000	30,000	10,000	10,000	-	
Revenues		5,000	15,000	-	-	-	
Net Levy Requirement		5,000	15,000	10,000	10,000	-	

County of Bruce
Director of Library

Ongoing Ventures

	2017	2018 Baseline		2019 Adjustments Pressure Categories					2019	\$ Change over 2018 Budget	2020	2021	2022	2023
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed		Projected	Projected	Projected	Projected
Expenditures by Type														
Land									0	0				
Equipment									0	0				
Technology/Communications									0	0				
Vehicles & Machinery									0	0				
Furniture and Fixtures	5,799	0	0	0	0	0	0	0	0	0	0	0	0	0
Building - Structure									0	0				
Building - Site Elements									0	0				
Building - Exterior Components									0	0				
Building - Interior Components									0	0				
Building - Site Services									0	0				
Building - Mechanical and Electrical									0	0				
Building - Fire and Life Safety									0	0				
Building - Elevator									0	0				
Bridges & Culverts									0	0				
Roads Paved									0	0				
Roads Unpaved									0	0				
Traffic Signals & Signs									0	0				
Trails Program									0	0				
									0	0				
Gross Expenditures	5,799	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSFER TO RESERVES									0	0				
Net Expenditure	5,799	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent of Net Expenditure Budget			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%	0.0%	0.0%
Revenues By Type														
Federal									0	0				
Provincial	5,799	0	0	0	0	0	0	0	0	0	0	0	0	0
Municipal									0	0				
Own Funds									0	0				
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other									0	0				
Debt									0	0				
Total Revenue	5,799	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Requirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent of Prior Year Net Requirement Budget			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%	0.0%	0.0%

Category: Furniture & Fixtures		Financial Information					
Current Capital Projects		Revenue by Type					
	Total 2019 Request	0	2019 Net Request	0			
	Federal	0	Donations	0			
	Provincial	0	Other	0			
	Municipal	0	Debt	0			
	Reserves	0	Levy	0			
	Expenditure by Pressure Category						
		Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
		-	-	-	-	-	-
Future Capital Projects		Forecast	2019	2020	2021	2022	2023
	Expenditure		-	-	-	-	-
	Revenues		-	-	-	-	-
	Net Levy Requirement		-	-	-	-	-

County of Bruce
Director of Library

Special Projects

	2017	2018 Baseline		2019 Adjustments Pressure Categories					2019	\$ Change over 2018 Budget	2020	2021	2022	2023
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed		Projected	Projected	Projected	Projected
Expenditures by Type														
Land									0	0				
Equipment	0	0	0	0	0	0	0	0	0	0	2,000	0	0	0
Technology/Communications	2,185	0	0	0	0	0	0	0	0	0	5,000	0	0	0
Vehicles & Machinery	0	0	0	0	0	0	0	0	0	0	150,000	44,000	0	0
Furniture and Fixtures									0	0				
Building - Structure									0	0				
Building - Site Elements									0	0				
Building - Exterior Components									0	0				
Building - Interior Components									0	0				
Building - Site Services									0	0				
Building - Mechanical and Electrical									0	0				
Building - Fire and Life Safety									0	0				
Building - Elevator									0	0				
Bridges & Culverts									0	0				
Roads Paved									0	0				
Roads Unpaved									0	0				
Traffic Signals & Signs									0	0				
Trails Program									0	0				
									0	0				
Gross Expenditures	2,185	0	0	0	0	0	0	0	0	0	157,000	44,000	0	0
TRANSFER TO RESERVES									0	0				
Net Expenditure	2,185	0	0	0	0	0	0	0	0	0	157,000	44,000	0	0
Percent of Net Expenditure Budget			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	-72.0%	-100.0%	0.0%
Revenues By Type														
Federal									0	0				
Provincial	2,185	0	0	0	0	0	0	0	0	0	0	0	0	0
Municipal									0	0				
Own Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0	0	0	0	157,000	0	0	0
Other									0	0				
Debt									0	0				
Total Revenue	2,185	0	0	0	0	0	0	0	0	0	157,000	0	0	0
Net Requirement	0	0	0	0	0	0	0	0	0	0	0	44,000	0	0
Percent of Prior Year Net Requirement Budget			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%	-100.0%	0.0%

Category: Equipment		Financial Information					
Current Capital Projects		Revenue by Type					
Bookmobile collection purchases in 2020	Total 2019 Request	0	2019 Net Request	0			
	Federal	0	Donations	0			
	Provincial	0	Other	0			
	Municipal	0	Debt	0			
	Reserves	0	Levy	0			
	Expenditure by Pressure Category						
		Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
Future Capital Projects		-	-	-	-	-	-
Bookmobile collection purchases in 2020	Forecast	2019	2020	2021	2022	2023	
	Expenditure	-	2,000	-	-	-	-
	Revenues	-	2,000	-	-	-	-
	Net Levy Requirement	-	-	-	-	-	-

Category: Technology and Communications		Financial Information					
Current Capital Projects		Revenue by Type					
	Total 2019 Request	0	2019 Net Request	0			
	Federal	0	Donations	0			
	Provincial	0	Other	0			
	Municipal	0	Debt	0			
	Reserves	0	Levy	0			
	Expenditure by Pressure Category						
		Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
Future Capital Projects		-	-	-	-	-	-
Bookmobile technology purchases in 2020	Forecast	2019	2020	2021	2022	2023	
	Expenditure	-	5,000	-	-	-	-
	Revenues	-	5,000	-	-	-	-
	Net Levy Requirement	-	-	-	-	-	-

Category: Vehicle & Machinery		Financial Information					
Current Capital Projects		Revenue by Type					
	Total 2019 Request	0	2019 Net Request	0			
	Federal	0	Donations	0			
	Provincial	0	Other	0			
	Municipal	0	Debt	0			
	Reserves	0	Levy	0			
	Expenditure by Pressure Category						
		Maintain Services	Provincially Legislated	Growth	Council Priorities	Service Initiatives/Savings	2019 Total
Future Capital Projects		-	-	-	-	-	-
Bookmobile vehicle purchase in 2020 2021 Library Van Replacement funded from reserve	Forecast	2019	2020	2021	2022	2023	
	Expenditure	-	150,000	44,000	-	-	-
	Revenues	-	150,000	-	-	-	-
	Net Levy Requirement	-	-	44,000	-	-	-

Reserves Details Library

Transfers to Reserves			
Reserve	Project/Description	\$ Amount	
Computer Hardware	Photocopier Replacement	\$ 1,200.00	9102
Library Headquarters and Branch Locations	Shelving	\$ 5,000.00	9501
Other Operational Equipment	Branch Furniture	\$ 10,000.00	9701
	Total Entered in Input Sheet	\$ 16,200.00	
	Check	\$ -	
Transfers From Reserves			
Reserve	Project/Description	\$ Amount	Related Expense/Capital Account
Vehicle Replacement	Library Van replacement	\$ 42,000.00	9600
Library Headquarters and Branch Locations	Shelving	\$ 5,000.00	9501
Other Operational Equipment	Branch Furniture	\$ 10,000.00	9701
	Total Entered in Input Sheet	\$ 57,000.00	
	Check	\$ -	

	A	B	C	D	G	H	I	J	K	L	N	O	P	Q	R	S	T	U	V	W	X
1	County of Bruce					Capital	Subtotal	Input													
2						Ongoing	Vento	Program	total												
3						Special	Projects														
4																					
5																					
6																					
7																					
8	LIBRARY																				
9																					
10	RC-Library Capital																				
11	Revenues																				
12	4-72-721-7302-0255 Capital Donations	1,366	3,647	1,000	(1,000)	1,000						1,000	-					1,000			-
13	4-72-721-7302-0885 Capital Revenue Sale of Equipment	-	-	-	-	-						-	-					-			-
14	8-72-721-7302-0921 Transfer from Reserves - for IT	46,173	40,173	-	-	-						-	-					-			-
15	8-72-721-7302-0922 Transfer from Reserves - For Capital	38,500	30,028	15,000	(15,000)	57,000						57,000	42,000					57,000			-
16	Total Revenues	86,039	73,848	16,000	(16,000)	58,000	-	-	-	-	-	58,000	42,000	-	-	-	-	57,000	1,000	-	-
17	Expenditures											-	-								
18	6-72-721-7302-9501 Building Int - Furnishings/Shelving	15,500	9,467	10,000	(10,000)	10000						10,000	-					5000			5000
19	6-72-721-7302-9575 Technology - Computer Pool	41,539	42,573	-	-	-						-	-								-
20	6-72-721-7302-9577 Technology - Desktop Software Pool	6,000	-	-	-	-						-	-								-
21	6-72-721-7302-9600 Vehicles-Licensed	-	-	-	-	42000						42,000	42,000					42000			-
22	6-72-721-7302-9701 Furniture & Fixtures - Office Furniture	22,000	21,267	10,000	(10,000)	15000						15,000	5,000					10000			5000
23	6-72-721-7302-9730 Library Books - Purchases	265,000	248,159	250,000	(250,000)	250000						250,000	-								250000
24	6-72-721-7302-9731 Library Books - Purchase by Donations	1,000	1,321	1,000	(1,000)	1000						1,000	-					1000			-
25	6-72-721-7302-9732 Library Talking Books	12,000	11,229	12,000	(12,000)	12000						12,000	-								12000
26	6-72-721-7302-9734 Library Books Cataloguing and Processing	35,000	34,907	30,000	(30,000)	35000						35,000	5,000								35000
27	6-72-721-7302-9735 Library E Book Purchases	1,500	2,082	2,000	(2,000)	3000						3,000	1,000								3000
28	6-72-721-7302-9738 Library Audio Visual Collection	35,000	30,826	35,000	(35,000)	35000						35,000	-								35000
29	8-72-721-7302-9100 Transfer to Capital Reserves	25,000	25,000	27,000	(27,000)	15000						15,000	(12,000)								-
30	8-72-721-7302-9102 Transfer to Capital Reserves IT	1,200	1,200	1,200	(1,200)	1200						1,200	-								-
31	Total Expenditures	460,739	428,033	378,200	(378,200)	419,200	-	-	-	-	-	419,200	41,000		-	-	-	57,000	1,000	-	345,000
32	Total RC-Library Capital	(374,700)	(354,185)	(362,200)	(362,200)	(361,200)	-	-	-	-	-	(361,200)	1,000	-	-	-	-	-	-	-	(345,000)
33	Total ADMIN/OPERATIONS CAPITAL	(374,700)	(354,185)	(362,200)	(362,200)	(361,200)	-	-	-	-	-	(361,200)	1,000	-	-	-	-	-	-	-	(345,000)
34	Library OnGoing Ventures																				
35	Service Ontario Initiatives																				
36	Revenues																				
37	4-72-725-7310-0360 Provincial Capital Revenues	-	5,799	-	-	-						-	-					-			-
38												-	-					-			-
39	Total Revenues	-	5,799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40	Expenditures																				
41	6-72-725-7310-9701 Furniture & Fixtures - Office Furniture	-	5,799	-	-	-						-	-								-
42	Total Expenditures	-	5,799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
43	TOTAL Service Ontario Initiatives	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
44	Library Donations																				
45	Revenues																				
46	4-72-725-7315-0255 Capital Donations	-	-	-	-	-						-	-					-			-
47	Total Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
48	Expenditures																				
49																					
50	Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51	TOTAL Library Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52	TOTAL Library Ongoing Ventures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
53	Library Special Projects																				
54	RC Special Funding																				
55	Revenues																				
56	4-72-728-7350-0360 Provincial Capital Revenues	-	2,185	-	-	-						-	-					-			-
57												-	-					-			-
58	Total Revenues	-	2,185	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
59	Expenditures																				
60	6-72-728-7350-9575 Technology - Computer Pool	-	2,185	-	-	-						-	-					-			-
61	Total Expenditures	-	2,185	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62	TOTAL RC Special Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63	Library Fundraising																				
64	Revenues																				
65	4-72-728-7390-0360 Provincial Capital Revenues	-	-	-	-	-						-	-					-			-
66	4-72-728-7390-0255 Capital Donations	-	-	-	-	-						-	-					-			-
67	8-72-728-7390-0922 Transfer from Reserves-for Capital	-	-	-	-	-						-	-					-			-
68	Total Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Expenditures																				
70	6-72-728-7390-9575 Technology-Computer Pool	-	-	-	-	-						-	-								-
71	6-72-728-7390-9600 Vehicles-Licensed	-	-	-	-	-						-	-								-
72	6-72-728-7390-9730 Library Books- Purchases	-	-	-	-	-						-	-								-
73	Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
74	TOTAL Library Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
75	TOTAL Library Special Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76	Total LIBRARY	(374,700)	(354,184.82)	(362,200)	(362,200)	(361,200)	-	-	-	-	-	(361,200)	1,000	-	-	-	-	-	-	-	(345,000)
77																					
78	Total Net Capital Levy Requirement	(348,500)	(327,985)	(334,000)	334,000	(345,000)	-	-	-	-	-	(345,000)	(11,000)		-	-	-	-	-	-	(345,000)
79	Total Transfer to Reserves for Levy	(26,200)	(26,200)	(28,200)	28,200	(16,200)	-	-	-	-	-	(16,200)	12,000		-	-	-	-	-	-	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	County of Bruce		Capital	Subtotal	Input												
2			Ongoing Ve	Program total													
3			Special Projects														
4																	
5																	
6		2018															
7	Account Number	Annual Budget	2019	2020	2021	2022	2023										
8	LIBRARY		Exp	Rev	Net	Exp	Rev	Net	Exp	Rev	Net	Exp	Rev	Net	Exp	Rev	Net
9																	
10	RC-Library Capital																
11	Revenues																
12	4-72-721-7302-0255 Capital Donations	1,000	1,000	1,000	0	1000	1000	0	1000	1000	0	1000	1000	0	1000	1000	0
13	4-72-721-7302-0885 Capital Revenue Sale of Equipment	-	-	-	0	0		0	0		0	0		0	0		0
14	8-72-721-7302-0921 Transfer from Reserves - for IT	-	-	-	0	0		0	-		0	0		0	0		0
15	8-72-721-7302-0922 Transfer from Reserves - For Capital	15,000	57,000	57,000	-	20,000	20,000	-	44,000	44,000	-	5,000	5,000	-	5,000	5,000	-
16	Total Revenues	16,000	58,000	58,000	-	21,000	21,000	-	45,000	45,000	-	6,000	6,000	-	6,000	6,000	-
17	Expenditures				-			-			-			-			-
18	6-72-721-7302-9501 Building Int - Furnishings/Shelving	10,000	10,000	5,000	(5,000)	30,000	15,000	(15,000)	10,000		(10,000)	10,000		(10,000)			-
19	6-72-721-7302-9575 Technology - Computer Pool	-	-	-	-			-			-			-			-
20	6-72-721-7302-9577 Technology - Desktop Software Pool	-	-	-	-			-			-			-			-
21	6-72-721-7302-9600 Vehicles-Licensed	-	42,000	42,000	-	-		-	44,000	44,000	-	-		-			-
22	6-72-721-7302-9701 Furniture & Fixtures - Office Furniture	10,000	15,000	10,000	(5,000)	10,000	5,000	(5,000)	10,000		(10,000)	10,000	5,000	(5,000)	10,000	5,000	(5,000)
23	6-72-721-7302-9730 Library Books - Purchases	250,000	250,000	-	(250,000)	250,000		(250,000)	250,000		(250,000)	250,000		(250,000)	250,000		(250,000)
24	6-72-721-7302-9731 Library Books - Purchase by Donations	1,000	1,000	1,000	-	1,000	1,000	-	1,000	1,000	-	1,000	1,000	-	1,000	1,000	-
25	6-72-721-7302-9732 Library Talking Books	12,000	12,000	-	(12,000)	12,000		(12,000)	12,000		(12,000)	12,000		(12,000)	12,000		(12,000)
26	6-72-721-7302-9734 Library Books Cataloguing and Processing	30,000	35,000	-	(35,000)	35,000		(35,000)	35,000		(35,000)	35,000		(35,000)	35,000		(35,000)
27	6-72-721-7302-9735 Library E Book Purchases	2,000	3,000	-	(3,000)	3,000		(3,000)	4,000		(4,000)	5,000		(5,000)	5,000		(5,000)
28	6-72-721-7302-9738 Library Audio Visual Collection	35,000	35,000	-	(35,000)	35,000		(35,000)	35,000		(35,000)	35,000		(35,000)	35,000		(35,000)
29	8-72-721-7302-9100 Transfer to Capital Reserves	27,000	15,000	-	(15,000)	28,000		(28,000)	32,000		(32,000)	32,000		(32,000)	32,000		(32,000)
30	8-72-721-7302-9102 Transfer to Capital Reserves IT	1,200	1,200	-	(1,200)	1,200		(1,200)	1,200		(1,200)	1,200		(1,200)	1,200		(1,200)
31	Total Expenditures	378,200	419,200	58,000	(361,200)	405,200	21,000	(384,200)	434,200	45,000	(389,200)	391,200	6,000	(385,200)	381,200	6,000	(375,200)
32	Total RC-Library Capital	(362,200)	(361,200)	-	361,200	(384,200)	-	384,200	(389,200)	-	389,200	(385,200)	-	385,200	(375,200)	-	375,200
33	Total ADMIN/OPERATIONS CAPITAL	(362,200)	(361,200)	-	361,200	(384,200)		384,200	(389,200)		389,200	(385,200)		385,200	(375,200)		375,200
34	Library OnGoing Ventures				0			0			0			0			0
35	Service Ontario Initiatives				0			0			0			0			0
36	Revenues				0			0			0			0			0
37	4-72-725-7310-0360 Provincial Capital Revenues	-	-	-	0	-		0	-		0	-		0	-		0
38																	
39	Total Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
40	Expenditures				0			0			0			0			0
41	6-72-725-7310-9701 Furniture & Fixtures - Office Furniture	-	-	-	0			0			0			0			0
42	Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
43	TOTAL Service Ontario Initiatives	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
44	Library Donations				0			0			0			0			0
45	Revenues				0			0			0			0			0
46	4-72-725-7315-0255 Capital Donations	-	-	-	0	-		0	-		0	-		0	-		0
47	Total Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
48	Expenditures				0			0			0			0			0
49																	
50	Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51	TOTAL Library Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52	TOTAL Library Ongoing Ventures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
53	Library Special Projects				0			0			0			0			0
54	RC Special Funding				0			0			0			0			0
55	Revenues				0			0			0			0			0
56	4-72-728-7350-0360 Provincial Capital Revenues	-	-	-	0	-		0	-		0	-		0	-		0
57																	
58	Total Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
59	Expenditures				0			0			0			0			0
60	6-72-728-7350-9575 Technology - Computer Pool	-	-	-	0			0			0			0			0
61	Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62	TOTAL RC Special Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63	Library Fundraising				0			0			0			0			0
64	Revenues				0			0			0			0			0
65	4-72-728-7390-0360 Provincial Capital Revenues	-	-	-	0	-		0	-		0	-		0	-		0
66	4-72-728-7390-0255 Capital Donations	-	-	-	0	157,000	157,000	0	-		0	-		0	-		0
67	8-72-728-7390-0922 Transfer from Reserves-for Capital	-	-	-	0	-		0	-		0	-		0	-		0
68	Total Revenues	-	-	-	-	157,000	157,000	-	-	-	-	-	-	-	-	-	-
69	Expenditures				0			0			0			0			0
70	6-72-728-7390-9575 Technology-Computer Pool	-	-	-	0	5000	5000	0			0			0			0
71	6-72-728-7390-9600 Vehicles -Licenced	-	-	-	0	150000	150000	0	44000		-44000			0			0
72	6-72-728-7390-9730 Library Books- Purchases	-	-	-	0	2000	2000	0			0			0			0
73	Total Expenditures	-	-	-	-	157,000	157,000	-	44,000	-	(44,000)	-	-	-	-	-	-
74	TOTAL Library Fundraising	-	-	-	-	-	-	-	(44,000)	-	44,000	-	-	-	-	-	-
75	TOTAL Library Special Projects								(44,000)	-	44,000	-	-	-	-	-	-
76	Total LIBRARY	(362,200)	(361,200)			(384,200)			(433,200)			(385,200)			(375,200)		
77																	
78	Total Net Capital Levy Requirement	(334,000)	(345,000)			(355,000)			(400,000)			(352,000)			(342,000)		
79	Total Transfer to Reserves for Levy	(28,200)	(16,200)			(29,200)			(33,200)			(33,200)			(33,200)		

Program Budgeting Definitions

- **Baseline Budget** – This will be your 2016 Budget adjusted for one time allocation of funding resources or expenditures. The outcome will be your baseline budget for 2017 which represents the costs on a continuation of the existing level
- **Pressure Categories** – These are circumstances which dictate increases or decreases to your adjusted baseline budget. The recommended pressure
 1. **Maintain Services** – additional funding requirements to continue delivering programs and services at current Council approved levels. Increases in compensation resulting from collective agreement settlements are typically the
 2. **Provincial Legislated**–additional funding requirements resulting from
 - *Result in the implementation of a new program, or
 - *Enhance the service level of an existing program or service
 3. **Growth/Cost of Growth** – additional resources required to provide existing services to address growth in the population of the county each year and to service
 4. **Council Priorities**–additional resource requirements to accommodate Council directed initiatives typically identified in the strategic plan. An example would be
 5. **Service Initiatives/Savings** – additional resources required to provide new services with a program or provide a higher level of service for existing programs. Savings or costs associated with management initiatives to enhance organizational

Expenditures by Type

- **Salaries, Wages and Benefits** – Expenditures relating to the costs of employing individuals. This includes wages, employer mandatory costs such as
- **Staff Related Costs** – Expenditures with a direct link to employees. This includes travel, conventions, training, mileage, meals, uniforms and boot
- **Contract Services** – Expenditures which requires the corporation to go outside our own resources for services. Examples of this would be purchase of legal
- **Materials** – Expenditures for materials purchased by the corporation for its own use, and/or disposal or resale. This grouping is really a catch all so anything which is not defined in any other grouping falls in this grouping. Examples are office
- **Transfers/Grants/Financial Charges** –Expenditures where we cash flow to charitable organizations, cultural or recreation organizations, hospitals, conservation authorities or unconsolidated local boards. Expenditures paid to
- **Transfer to Reserves** – This line identifies the funds we set aside to spend in the future. Typically they are for the cost of replacing current capital assets or future assets. There are also times we set aside funds for operating reserves.
- **Capital** – Total cost of Capital Expenditures.
- **Fleet Cost**–Expenditures related to the costs associated to vehicles used within a department. Examples would be vehicle maintenance and fuel costs.
- **Program Facility Costs**–Expenditures related to the facility the program is operating from. They include costs such as rent, building maintenance cost for

Revenues by Type

purposes.

- **Provincial** – Revenue received through a provincial stream for operational purposes. Social services subsidies and museum operating grant would be
- **Municipal** – Revenue received through another municipality this does not include a programs share of the levy. An example of municipal revenue is monies line includes reserve transfers for Capital.
- **Fees and Services** - Revenue generated from the program in the form of user fees. This includes revenues such as admissions, workshop, cable charges, and capital donations.
- **Fines** – Revenues generated by fines imposed by the corporation and collected by the corporation. An example of this would be the library book fines for late
- **Other** – Operating revenue not reported as user fees, service charges or grants. Includes amounts from sale of other products or merchandise such as gift



Library

Program Budgeting Dashboard

Budget Year	2019	
Budget Version	Proposed	

Balancing Checks				
Programs Mapped	Input	Notes - Total	Analysis	Notes - Explanations
Library Administration	0	0	0	0
Ongoing Ventures	0	0	0	0
Library Special Projects	0	0	0	0
Library	0	0	0	0

Analysis Sheet balanced to Notes by Program

	Adj to Base	Maintain Serv	Prov	Growth	Council	Initiatives	Green cells suggest that all budget adjustments have been mapped and explained. Red cell suggest an issue with the related page.
Library Administration	0	0	0	0	0	0	
Ongoing Ventures	0	0	0	0	0	0	
Library Special Projects	0	0	0	0	0	0	
Library	0	0	0	0	0	0	

FTE balanced to Notes by Program

	Adj to Base	Maintain Serv	Prov	Growth	Council	Initiatives	Green cells suggest that all budget adjustments have been mapped and explained. Red cell suggest an issue with the related page.
Library Administration	0	0	0	0	0	0	
Ongoing Ventures	0	0	0	0	0	0	
Library Special Projects	0	0	0	0	0	0	
Library	0	0	0	0	0	0	

Annual Reserves Budget		Reserve Sheet Balanced	
Transfers to Reserves	0	Transfers to Reserves	0
Transfers from Reserves	31,997	Transfers from Reserves	0

Budget Targets (Percentage)	Capital vs Operating Split			
Less than 3%		Revenues	Expenditures	Net
3%-5%	Operating	262,852	3,746,496	-3,483,644
Above 5%	Capital	0	0	0
	Total	262,852	3,746,496	-3,483,644

Budget Increase (Percentage)	Total	Salaries	
Library Administration	3.0%	2.4%	
Ongoing Ventures	-100.0%	0.0%	
Library Special Projects	0.0%	0.0%	
Library	3.1%	2.4%	

Budget Increase by Pressure Category (Percentage)						
	Adj to Base	Maintain Serv	Prov	Growth	Council	Initiatives
Library Administration	-0.3%	3.0%	0.0%	0.0%	0.2%	0.0%
Ongoing Ventures	0.0%	-100.0%	0.0%	0.0%	0.0%	0.0%
Library Special Projects	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Library	-0.3%	3.2%	0.0%	0.0%	0.2%	0.0%

Budget Increase (Dollars)	2018	2019	Variance	%
Library Administration	3,381,742	3,483,644	101,902	3.0%
Ongoing Ventures	(4,000)	-	4,000	-100.0%
Library Special Projects	-	-	-	0.0%
Library	3,377,742	3,483,644	105,902	3.1%

Salaries and Benefits 2,613,206

County of Bruce
Director of Library Services

Library Department Sheet Summary

	2017		2018	2019	\$ Change over 2018 Budget
	Budget	Actual	Budget	Proposed	
Expenditures by Program					
Library Administration	3,110,960	3,064,141	3,641,729	3,736,499	94,770
Ongoing Ventures	0	1,738	13,525	6,997	-6,528
Library Special Projects	15,000	57,813	15,000	3,000	-12,000
Gross Expenditure	3,125,960	3,123,692	3,670,254	3,746,496	76,242
	0	0	0	0	0
Revenue	300,325	349,821	292,512	262,852	-29,660
Net Requirement	2,825,635	2,773,871	3,377,742	3,483,644	105,902
Expenditures by Type					
Salaries, Wages & Benefits	2,415,492	2,411,013	2,551,881	2,613,206	61,325
Staff Related Costs	48,000	37,902	38,500	45,200	6,700
Contract Services	50,100	35,143	49,500	42,500	-7,000
Material & Services	212,822	215,198	240,527	224,609	-15,918
Transfers/Grants/Financial Charges	332,046	332,044	338,687	338,042	-645
Trfr to Reserves	0	18,738	0	0	0
Capital	0	0	0	0	0
Fleet Costs	9,000	15,153	14,000	19,809	5,809
Facility Costs	58,500	58,500	39,537	36,951	-2,586
Other Internal Costs	0	0	397,622	426,179	28,557
Gross Expenditures	3,125,960	3,123,692	3,670,254	3,746,496	76,242
	0	0	0	0	0
Net Expenditure	3,125,960	3,123,692	3,670,254	3,746,496	76,242
Revenues By Type					
Federal	0	0	0	0	0
Provincial	188,487	226,477	188,487	188,487	0
Municipal	0	0	0	0	0
Own Funds (TFR frm Reserves)	65,904	51,445	57,525	31,997	-25,528
Fees and Services	13,800	20,355	15,100	14,868	-233
Donations	5,634	24,355	4,000	4,000	0
Fines	18,000	17,737	18,000	17,000	-1,000
Other	8,500	9,452	9,400	6,500	-2,900
Total Revenue	300,325	349,821	292,512	262,852	-29,660
Net Requirement	2,825,635	2,773,871	3,377,742	3,483,644	105,902
Full Time Equivalents	36.11	0.00	36.27	36.27	0.00

County of Bruce
Director of Library Services

Library Administration

	2017		2018	2019	\$ Change over 2018 Budget
	Budget	Actual	Budget	Proposed	
Expenditures by Program					
Library Administration	3,110,960	3,064,141	3,641,729	3,736,499	94,770
Gross Expenditure	3,110,960	3,064,141	3,641,729	3,736,499	94,770
	0	0	0	0	0
Revenue	285,325	290,767	259,987	252,855	-7,133
Net Requirement	2,825,635	2,773,374	3,381,742	3,483,644	101,902
Expenditures by Type					
Salaries, Wages & Benefits	2,415,492	2,411,013	2,551,881	2,613,206	61,325
Staff Related Costs	48,000	35,725	38,500	45,200	6,700
Contract Services	50,100	35,143	49,500	42,500	-7,000
Material & Services	197,822	163,895	212,002	214,612	2,610
Transfers/Grants/Financial Charges	332,046	332,044	338,687	338,042	-645
Trfr to Reserves	0	12,668	0	0	0
Capital	0	0	0	0	0
Fleet Costs	9,000	15,153	14,000	19,809	5,809
Facility Costs	58,500	58,500	39,537	36,951	-2,586
Other Internal Costs	0	0	397,622	426,179	28,557
Gross Expenditures	3,110,960	3,064,141	3,641,729	3,736,499	94,770
				0	0
Net Expenditure	3,110,960	3,064,141	3,641,729	3,736,499	94,770
Revenues By Type					
Federal				0	0
Provincial	188,487	188,487	188,487	188,487	0
Municipal				0	0
Own Funds (Transfers from reserves)	50,904	36,451	29,000	26,000	-3,000
Fees and Services	13,800	20,355	15,100	14,868	-233
Donations	5,634	18,285	0	0	0
Fines	18,000	17,737	18,000	17,000	-1,000
Other	8,500	9,452	9,400	6,500	-2,900
Total Revenue	285,325	290,767	259,987	252,855	-7,133
Net Requirement	2,825,635	2,773,374	3,381,742	3,483,644	101,902
Full Time Equivalents	36.11	0.00	36.27	36.27	0.00

County of Bruce
Director of Library Services

Ongoing Ventures

	2017		2018	2019
	Budget	Actual	Budget	Proposed
Expenditures by Program				
Ongoing Ventures	0	1,738	13,525	6,997
Gross Expenditure	0	1,738	13,525	6,997
	0	0	0	0
Revenue	0	1,738	17,525	6,997
Net Requirement	0	0	-4,000	0
Expenditures by Type				
Salaries, Wages & Benefits	0	0	0	0
Staff Related Costs				0
Contract Services				0
Material & Services	0	1,738	13,525	6,997
Transfers/Grants/Financial Charges				0
Trfr to Reserves	0	0	0	0
Capital	0	0	0	0
Fleet Costs				0
Facility Costs				0
Other Internal Costs				0
Gross Expenditures	0	1,738	13,525	6,997
				0
Net Expenditure	0	1,738	13,525	6,997
Revenues By Type				
Federal				0
Provincial	0	1,738	0	0
Municipal				0
Own Funds (Transfers from reserves)	0	0	13,525	2,997
Fees and Services				0
Donations	0	0	4,000	4,000
Fines				0
Other				0
Total Revenue	0	1,738	17,525	6,997
Net Requirement	0	0	-4,000	0
Full Time Equivalents	0.00	0.00	0.00	0.00

\$ Change over 2018 Budget
-6,528
-6,528
0
-10,528
4,000
0
0
0
-6,528
0
0
0
0
0
0
-6,528
0
-6,528
0
0
0
-10,528
0
0
0
0
-10,528
4,000
0.00

County of Bruce
Director of Library Services

Library Special Projects

	2017		2018	2019
	Budget	Actual	Budget	Proposed
Expenditures by Program				
Library Special Projects	15,000	57,813	15,000	3,000
Gross Expenditure	15,000	57,813	15,000	3,000
	0	0	0	0
Revenue	15,000	57,316	15,000	3,000
Net Requirement	0	497	0	0
Expenditures by Type				
Salaries, Wages & Benefits				0
Staff Related Costs	0	2,178	0	0
Contract Services	0	0	0	0
Material & Services	15,000	49,565	15,000	3,000
Transfers/Grants/Financial Charges				0
Trfr to Reserves	0	6,070	0	0
Capital	0	0	0	0
Fleet Costs				0
Facility Costs				0
Other Internal Costs				0
Gross Expenditures	15,000	57,813	15,000	3,000
				0
Net Expenditure	15,000	57,813	15,000	3,000
Revenues By Type				
Federal				0
Provincial	0	36,252	0	0
Municipal				0
Own Funds (Transfers from reserves)	15,000	14,995	15,000	3,000
Fees and Services				0
Donations	0	6,070	0	0
Fines				0
Other				0
Total Revenue	15,000	57,316	15,000	3,000
Net Requirement	0	497	0	0
Full Time Equivalents	0.00	0.00	0.00	0.00

\$ Change over 2018 Budget
-12,000
-12,000
0
-12,000
0
0
0
-12,000
0
0
0
0
0
0
-12,000
0
-12,000
0
0
0
-12,000
0
0
0
-12,000
0
0.00

County of Bruce
Director of Library Services

Library Department Sheet Summary

	2017	2018 Baseline		2019 Adjustments Pressure Category					2019	\$ Change over 2018 Budget
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed	
Expenditures by Program										
Library Administration	3,064,141	3,641,729	-9,773	96,843	0	0	7,700	0	3,736,499	94,770
Ongoing Ventures	1,738	13,525	-10,528	4,000	0	0	0	0	6,997	-6,528
Library Special Projects	57,813	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Gross Expenditure	3,123,692	3,670,254	-20,301	88,843	0	0	7,700	0	3,746,496	76,242
	0	0	0	0	0	0	0	0	0	0
Revenue	349,821	292,512	-11,528	-18,133	0	0	0	0	262,852	-29,660
Net Requirement	2,773,871	3,377,742	-8,773	106,975	0	0	7,700	0	3,483,644	105,902
Expenditures by Type										
Salaries, Wages & Benefits	2,411,013	2,551,881	0	61,325	0	0	0	0	2,613,206	61,325
Staff Related Costs	37,902	38,500	-1,000	0	0	0	7,700	0	45,200	6,700
Contract Services	35,143	49,500	0	-7,000	0	0	0	0	42,500	-7,000
Material	215,198	240,527	-12,028	-3,890	0	0	0	0	224,609	-15,918
Trfr/Grants/Fin Charges (Tiered Respo	332,044	338,687	-7,273	6,628	0	0	0	0	338,042	-645
Trfr to Reserves	18,738	0	0	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0	0	0	0
Fleet Costs	15,153	14,000	0	5,809	0	0	0	0	19,809	5,809
Facility Costs	58,500	39,537	0	-2,586	0	0	0	0	36,951	-2,586
Other Internal Costs	0	397,622	0	28,557	0	0	0	0	426,179	28,557
Gross Expenditures	3,123,692	3,670,254	-20,301	88,843	0	0	7,700	0	3,746,496	76,242
	0	0	0	0	0	0	0	0	0	0
Net Expenditure	3,123,692	3,670,254	-20,301	88,843	0	0	7,700	0	3,746,496	76,242
Percent of Net Expenditure Budget			-0.6%	2.4%	0.0%	0.0%	0.2%	0.0%	2.1%	
Revenues By Type										
Federal	0	0	0	0	0	0	0	0	0	0
Provincial	226,477	188,487	0	0	0	0	0	0	188,487	0
Municipal	0	0	0	0	0	0	0	0	0	0
Own Funds	51,445	57,525	-10,528	-15,000	0	0	0	0	31,997	-25,528
Fees and Services	20,355	15,100	0	-233	0	0	0	0	14,868	-233
Donations	24,355	4,000	0	0	0	0	0	0	4,000	0
Fines	17,737	18,000	-1,000	0	0	0	0	0	17,000	-1,000
Other	9,452	9,400	0	-2,900	0	0	0	0	6,500	-2,900
Total Revenue	349,821	292,512	-11,528	-18,133	0	0	0	0	262,852	-29,660
Net Requirement	2,773,871	3,377,742	-8,773	106,975	0	0	7,700	0	3,483,644	105,902
Percent of Prior Year Net Requirement Budget			-0.3%	3.2%	0.0%	0.0%	0.2%	0.0%	3.1%	
Full Time Equivalents (FTE's)	0.00	36.27	0.00	0.00	0.00	0.00	0.00	0.00	36.27	0.00
Percent of Prior Year FTE's			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

County of Bruce
Director of Library Services

Library Administration

	2017	2018 Baseline		2019 Adjustments Pressure Category					2019	\$ Change over 2018 Budget
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed	
Expenditures by Program										
Library Administration	3,064,141	3,641,729	-9,773	96,843	0	0	7,700	0	3,736,499	94,770
Gross Expenditure	3,064,141	3,641,729	-9,773	96,843	0	0	7,700	0	3,736,499	94,770
	0	0	0	0	0	0	0	0	0	0
Revenue	290,767	259,987	-1,000	-6,133	0	0	0	0	252,855	-7,133
Net Requirement	2,773,374	3,381,742	-8,773	102,975	0	0	7,700	0	3,483,644	101,902
Expenditures by Type										
Salaries, Wages & Benefits	2,411,013	2,551,881	0	61,325	0	0	0	0	2,613,206	61,325
Staff Related Costs	35,725	38,500	-1,000	0	0	0	7,700	0	45,200	6,700
Contract Services	35,143	49,500	0	-7,000	0	0	0	0	42,500	-7,000
Material	163,895	212,002	-1,500	4,110	0	0	0	0	214,612	2,610
Trfr/Grants/Fin Charges (Tiered Respor	332,044	338,687	-7,273	6,628	0	0	0	0	338,042	-645
Trfr to Reserves	12,668	0	0	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0	0	0	0
Fleet Costs	15,153	14,000	0	5,809	0	0	0	0	19,809	5,809
Facility Costs	58,500	39,537	0	-2,586	0	0	0	0	36,951	-2,586
Other Internal Costs	0	397,622	0	28,557	0	0	0	0	426,179	28,557
Gross Expenditures	3,064,141	3,641,729	-9,773	96,843	0	0	7,700	0	3,736,499	94,770
	0	0							0	0
Net Expenditure	3,064,141	3,641,729	-9,773	96,843	0	0	7,700	0	3,736,499	94,770
Percent of Net Expenditure Budget			-0.3%	2.7%	0.0%	0.0%	0.2%	0.0%	2.6%	
Revenues By Type										
Federal	0	0							0	0
Provincial	188,487	188,487	0	0	0	0	0	0	188,487	0
Municipal	0	0							0	0
Own Funds	36,451	29,000	0	-3,000	0	0	0	0	26,000	-3,000
Fees and Services	20,355	15,100	0	-233	0	0	0	0	14,868	-233
Donations	18,285	0	0	0	0	0	0	0	0	0
Fines	17,737	18,000	-1,000	0	0	0	0	0	17,000	-1,000
Other	9,452	9,400	0	-2,900	0	0	0	0	6,500	-2,900
Total Revenue	290,767	259,987	-1,000	-6,133	0	0	0	0	252,855	-7,133
Net Requirement	2,773,374	3,381,742	-8,773	102,975	0	0	7,700	0	3,483,644	101,902
Percent of Prior Year Net Requirement Budget			-0.3%	3.0%	0.0%	0.0%	0.2%	0.0%	3.0%	
Full Time Equivalents (FTE's)	0.00	36.27	0.00	0.00	0.00	0.00	0.00	0.00	36.27	0.00
Percent of Prior Year FTE's			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

2018 Baseline Adjustment / Explanation	Increase / (Decrease)			
	Expense	Revenue	Net Changes	FTE Impact
Advertising for Recruitment (moving to interdept charge)	-1,500		-1,500.00	0.00
Service Awards (moving to interdept charge)	-1,000		-1,000.00	0.00
Decrease in Fine Revenue		-1,000	1,000.00	0.00
Decrease in Rent to Tara Branch	-7,273		-7,273.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Other	0	0	0.00	0.00
Total Adjustments to Base Budget	-9,773	-1,000	-8,773.00	0.00

2019 Pressure Category / Explanation	Increase / (Decrease)			
	Expense	Revenue	Net Changes	FTE Impact
Maintain Services			0	0.00
Salary & Wages	33,245		33,245	0.00
Benefits	28,080		28,080	0.00
Cell phone plan costs for upgrade of 2 van driver phones	500		500	0.00
Increase to database costs (USD) and Grant Connect cost	4,000		4,000	0.00
Replacement Membership Cards - Based on YTD revenue		968	-968	0.00
Limited Sale of Merchandise		-1,900	1,900	0.00
Warton Library Annual Alarm Fee	400		400	0.00
Lease moving to Corporate Services Budget	-2,660		-2,660	0.00
Vehicle Maintenance -Based on YTD expenses	3,031		3,031	0.00
Vehicle Fuel Cost - Based on YTD expenses	5,438		5,438	0.00
One-time branch cell phones purchased in 2018; Replacement phones for 2 van drivers (\$1,000)	-3,500		-3,500	0.00
Used Book Sale - may not be able to hold 2019 HQ book sale		-1,000	1,000	0.00
Misc Revenue - Decreasing year over year		-1,200	1,200	0.00
\$12,000 for public internet; \$14,000 for database costs		-3,000	3,000	0.00
Variance for Interdepartmental Facility Transfer	-2,986		-2,986	0.00
5% Increase to Insurance Premiums	610		610	0.00
OverDrive, Access Copyright, Collection HQ, OLC Annual Support - decrease in costs	-7,000		-7,000	0.00
2% Annual Branch Rental Increases	6,628		6,628	0.00
Increase Admin Allocation	28,557		28,557	0.00
Recabling branches, fax card install	2,500		2,500	0.00
Other	0	0	0	0.00
Total Maintain Services	96,843	-6,133	102,975	0.00
Provincial Legislated			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Provincial Legislated	0	0	0	0.00

2019 Pressure Category / Explanation	Increase / (Decrease)			
	Expense	Revenue	Net Changes	FTE Impact
Growth			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Growth	0	0	0	0.00
Council Priorities			0	0.00
Lean training, Mental Health First Aid, Loyalist	7,700		7,700	0.00
	0	0	0	0.00
Total Council Priorities	7,700	0	7,700	0.00
Service Initiatives/Savings				
			0	0.00
			0	0.00
De-escalation Training	0		0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Service Initiatives/Savings	0	0	0	0.00
Total Budget Changes due to Pressure Categories	104,543	-6,133	110,675	0.00
Total Budget Changes	94,770	-7,133	101,902	0.00

County of Bruce
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Ongoing Ventures

	2017	2018 Baseline		2019 Adjustments Pressure Category					2019	\$ Change over 2018 Budget
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed	
Expenditures by Program										
Ongoing Ventures	1,738	13,525	-10,528	4,000	0	0	0	0	6,997	-6,528
Gross Expenditure	1,738	13,525	-10,528	4,000	0	0	0	0	6,997	-6,528
	0	0	0	0	0	0	0	0	0	0
Revenue	1,738	17,525	-10,528	0	0	0	0	0	6,997	-10,528
Net Requirement	0	-4,000	0	4,000	0	0	0	0	0	4,000
Expenditures by Type										
Salaries, Wages & Benefits	0	0	0	0	0	0	0	0	0	0
Staff Related Costs	0	0							0	0
Contract Services	0	0							0	0
Material	1,738	13,525	-10,528	4,000	0	0	0	0	6,997	-6,528
Trfr/Grants/Fin Charges (Tiered Respor	0	0							0	0
Trfr to Reserves	0	0	0	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0	0	0	0
Fleet Costs	0	0							0	0
Facility Costs	0	0							0	0
Other Internal Costs	0	0							0	0
Gross Expenditures	1,738	13,525	-10,528	4,000	0	0	0	0	6,997	-6,528
	0	0							0	0
Net Expenditure	1,738	13,525	-10,528	4,000	0	0	0	0	6,997	-6,528
Percent of Net Expenditure Budget			-77.8%	29.6%	0.0%	0.0%	0.0%	0.0%	-48.3%	
Revenues By Type										
Federal	0	0							0	0
Provincial	1,738	0	0	0	0	0	0	0	0	0
Municipal	0	0							0	0
Own Funds	0	13,525	-10,528	0	0	0	0	0	2,997	-10,528
Fees and Services	0	0							0	0
Donations	0	4,000	0	0	0	0	0	0	4,000	0
Fines	0	0							0	0
Other	0	0							0	0
Total Revenue	1,738	17,525	-10,528	0	0	0	0	0	6,997	-10,528
Net Requirement	0	-4,000	0	4,000	0	0	0	0	0	4,000
Percent of Prior Year Net Requirement Budget			0.0%	-100.0%	0.0%	0.0%	0.0%	0.0%	-100.0%	
Full Time Equivalents (FTE's)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percent of Prior Year FTE's			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

County of Bruce
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Ongoing Ventures

Increase / (Decrease)				
2018 Baseline Adjustment / Explanation	Expense	Revenue	Net Changes	FTE Impact
Most funds spent in 2018 for memorial projects. ~\$3000 transfer for branch specific spending.	-10,528		-10,527.79	0.00
Used for purchase of memorial pieces for various branches. Transfer ~\$3000 to spend on specific branches.		-10,528	10,527.79	0.00
			0.00	0.00
Other	0	0	0.00	0.00
Total Adjustments to Base Budget	-10,528	-10,528	0.00	0.00
Increase / (Decrease)				
2019 Pressure Category / Explanation	Expense	Revenue	Net Changes	FTE Impact
Maintain Services			0	0.00
Spending of library donations on general supplies	4,000		4,000	0.00
			0	0.00
			0	0.00
			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Maintain Services	4,000	0	4,000	0.00
Provincial Legislated			0	
			0	0.00
			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Provincial Legislated	0	0	0	0.00

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Ongoing Ventures

2019 Pressure Category / Explanation	Increase / (Decrease)			
	Expense	Revenue	Net Changes	FTE Impact
Growth			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Growth	0	0	0	0.00
Council Priorities			0	0.00
			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Council Priorities	0	0	0	0.00
Service Initiatives/Savings			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Service Initiatives/Savings	0	0	0	0.00
Total Budget Changes due to Pressure Categories	4,000	0	4,000	0.00
Total Budget Changes	-6,528	-10,528	4,000	0.00

County of Bruce
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Library Special Projects

	2017	2018 Baseline		2019 Adjustments Pressure Category					2019	\$ Change over 2018 Budget
	Actual	Budget	Adj. to Base Budget	Maintain Services	Provincial Legislated	Growth	Council Priorities	Service Initiatives / Savings	Proposed	
Expenditures by Program										
Library Special Projects	57,813	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Gross Expenditure	57,813	15,000	0	-12,000	0	0	0	0	3,000	-12,000
	0	0	0	0	0	0	0	0	0	0
Revenue	57,316	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Net Requirement	497	0	0	0	0	0	0	0	0	0
Expenditures by Type										
Salaries, Wages & Benefits	0	0							0	0
Staff Related Costs	2,178	0	0	0	0	0	0	0	0	0
Contract Services	0	0	0	0	0	0	0	0	0	0
Material	49,565	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Trfr/Grants/Fin Charges (Tiered Respor	0	0							0	0
Trfr to Reserves	6,070	0	0	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0	0	0	0
Fleet Costs	0	0							0	0
Facility Costs	0	0							0	0
Other Internal Costs	0	0							0	0
Gross Expenditures	57,813	15,000	0	-12,000	0	0	0	0	3,000	-12,000
	0	0							0	0
Net Expenditure	57,813	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Percent of Net Expenditure Budget			0.0%	-80.0%	0.0%	0.0%	0.0%	0.0%	-80.0%	
Revenues By Type										
Federal	0	0							0	0
Provincial	36,252	0	0	0	0	0	0	0	0	0
Municipal	0	0							0	0
Own Funds	14,995	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Fees and Services	0	0							0	0
Donations	6,070	0	0	0	0	0	0	0	0	0
Fines	0	0							0	0
Other	0	0							0	0
Total Revenue	57,316	15,000	0	-12,000	0	0	0	0	3,000	-12,000
Net Requirement	497	0	0	0	0	0	0	0	0	0
Percent of Prior Year Net Requirement Budget			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Full Time Equivalents (FTE's)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percent of Prior Year FTE's			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

County of Bruce
Director of Library Services

Library Special Projects

Increase / (Decrease)				
2018 Baseline Adjustment / Explanation	Expense	Revenue	Net Changes	FTE Impact
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Other	0	0	0.00	0.00
Total Adjustments to Base Budget	0	0	0.00	0.00
Increase / (Decrease)				
2019 Pressure Category / Explanation	Expense	Revenue	Net Changes	FTE Impact
Maintain Services				
			0	0.00
Funding for literacy incentives in online component (\$3,000)		-12,000	12,000	0.00
\$3,000 to fund incentives for online component of literacy program.	-12,000		-12,000	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Maintain Services	-12,000	-12,000	0	0.00
Provincial Legislated				
			0	0.00
			0	0.00
			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Provincial Legislated	0	0	0	0.00

County of Bruce
Director of Library Services

Library Special Projects

2019 Pressure Category / Explanation	Increase / (Decrease)			
	Expense	Revenue	Net Changes	FTE Impact
Growth			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Growth	0	0	0	0.00
Council Priorities			0	0.00
			0	0.00
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Council Priorities	0	0	0	0.00
Service Initiatives/Savings				
			0	0.00
			0	0.00
Other	0	0	0	0.00
Total Service Initiatives/Savings	0	0	0	0.00
Total Budget Changes due to Pressure Categories	-12,000	-12,000	0	0.00
Total Budget Changes	-12,000	-12,000	0	0.00

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Account Number	2017 Previous YTD Budget	2017 Previous YTD Actual	2018 Annual Budget	Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Proposed	Change over 2018 Budget
Library											
Admin/Operations Library											
RC-Library Revenues											
Revenues											
4-72-721-7295-0219 Donations	4,000.00	14,058.90	0							-	-
4-72-721-7295-0220 Donations for Equip Purchases non TCA	0.00	1,887.38	0							-	-
4-72-721-7295-0224 Donations - Other	1,634.00	2,339.02	0							-	-
4-72-721-7295-0322 Provincial Subsidy Conditional Operating	188,487.00	188,487.00	188487							188,487.00	-
4-72-721-7295-0600 Program Revenues	0.00	800.00	0							-	-
4-72-721-7295-0605 Books - Lost or damaged	1,500.00	2,534.16	1500							1,500.00	-
4-72-721-7295-0606 Sale of Merchandise	100.00	10.00	2000		-1,900.00					100.00	(1,900.00)
4-72-721-7295-0607 Used Book Sales	6,000.00	5,902.79	5000		-1,000.00					4,000.00	(1,000.00)
4-72-721-7295-0621 Memberships	0.00	0.00	0							-	-
4-72-721-7295-0623 Miscellaneous Revenue	1,700.00	273.75	1400		-1,200.00					200.00	(1,200.00)
4-72-721-7295-0625 Film Revenue Criterion	0.00	0.00	0							-	-
4-72-721-7295-0626 Replacement Membership Cards	0.00	1,055.75	0		967.50					967.50	967.50
4-72-721-7295-0634 Exam Proctoring	0.00	620.00	400							400.00	-
4-72-721-7295-0635 Printing Charges	3,000.00	3,332.00	3000							3,000.00	-
4-72-721-7295-0636 Internet Charges	4,400.00	8,430.85	5000							5,000.00	-
4-72-721-7295-0637 Fax Charges	1,600.00	2,626.25	2400							2,400.00	-
4-72-721-7295-0638 Photocopy Revenue	2,600.00	2,826.15	2600							2,600.00	-
4-72-721-7295-0653 AV Charges Equipment	500.00	390.00	300							300.00	-
4-72-721-7295-0740 Rental Income	900.00	1,005.00	900							900.00	-
4-72-721-7295-0770 Fines	18,000.00	17,737.45	18000	-1,000.00						17,000.00	(1,000.00)
4-72-721-7295-0880 Sale of Equipment	0.00	0.00	0							-	-
8-72-721-7295-0917 Trsf fr Reserves -OP -Library Tax Stabilization	0.00	0.00	0							-	-
8-72-721-7295-0920 Trsf fr Reserves - for Operating	50,904.00	36,450.54	29000		-3,000.00					26,000.00	(3,000.00)
Total Revenues	285,325.00	290,766.99	259,987.00	-1,000.00	-6,132.50	0.00	0.00	0.00	0.00	252,854.50	(7,132.50)
Total RC-Library Revenues	285,325.00	290,766.99	259,987.00	-1,000.00	-6,132.50	0.00	0.00	0.00	0.00	252,854.50	(7,132.50)
RC- Program -Library											
Revenues											
8-72-721-7300-0920 Transfer from Reserves - for Operating	0.00	0.00	0							-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-721-7300-1110 Salaries and Wages	2,005,142.00	1,971,738.24	2103707		33,245.00					2,136,952.00	33,245.00
4-72-721-7300-1117 Sick Pay	0	31,414.19	0							-	-
4-72-721-7300-1126 Overtime	0	1,210.48	365							365.00	-
4-72-721-7300-1200 Employment Benefits	403,715.00	293,680.64	324489		2,143.00					326,632.00	2,143.00
4-72-721-7300-1220 Non Mandatory Benefits	0	106,299.08	116362		25,352.00					141,714.00	25,352.00
4-72-721-7300-1230 Workers Compensation - Contributions	6,635.00	6,670.60	6958		585.00					7,543.00	585.00
4-72-721-7300-3147 Vehicle Lease	0.00	951.12	2660		-2,660.00					-	(2,660.00)

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Account Number	2017 Previous YTD Budget	2017 Actual	2018 Annual Budget	Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Proposed	Change over 2018 Budget
4-72-721-7300-3148 Vehicle Maintenance	9,000.00	14,202.15	4200		3,031.03					7,231.03	3,031.03
4-72-721-7300-3151 Vehicle Fuel Cost			7140		5,437.62					12,577.62	5,437.62
4-72-721-7300-3215 Maintenance Office Equip - Materials	0.00	0.00	0							-	-
4-72-721-7300-3301 Equipment Repairs and Maintenance	1,500.00	1,205.86	2500		2,500.00					5,000.00	2,500.00
4-72-721-7300-3350 Equipment Purchases-Non TCA	2,404.00	2,671.97	7250		-3,500.00					3,750.00	(3,500.00)
4-72-721-7300-3354 Equipment Purchases- Non TCA by donation	0.00	0.00	0							-	-
4-72-721-7300-3412 AV Films (Criterion))	3,900.00	3,132.17	3200							3,200.00	-
4-72-721-7300-3413 Audio Visual Supplies	2,500.00	975.76	1000							1,000.00	-
4-72-721-7300-3414 Other Purchases thru Used Book Sales	6,000.00	7,212.06	4000							4,000.00	-
4-72-721-7300-3419 Workshop Related Expenses	1,000.00	769.10	1000							1,000.00	-
4-72-721-7300-3422 Programs	16,134.00	14,997.75	12000							12,000.00	-
4-72-721-7300-3430 Promotional Items	0.00	0.00	1000							1,000.00	-
4-72-721-7300-3432 Promotional Advertising - Programs	7,500.00	5,835.94	7500							7,500.00	-
4-72-721-7300-3558 Insurance Premiums	18,084.00	18,358.88	12192		609.60					12,801.60	609.60
4-72-721-7300-3709 Periodicals and Subscriptions	71,000.00	47,503.40	86000		4,000.00					90,000.00	4,000.00
4-72-721-7300-3710 Memberships	12,500.00	12,276.40	12500							12,500.00	-
4-72-721-7300-3711 Advertising	2,500.00	2,712.41	1500	-1,500.00						-	(1,500.00)
4-72-721-7300-3717 Public Printing	5,000.00	468.31	0							-	-
4-72-721-7300-3719 Postage	2,200.00	725.86	1060							1,060.00	-
4-72-721-7300-3756 Telephone	17,000.00	18,760.71	24000		500.00					24,500.00	500.00
4-72-721-7300-3757 Public Internet	14,000.00	10,507.83	14000							14,000.00	-
4-72-721-7300-3786 Computer Supplies	1,500.00	2,013.65	4300							4,300.00	-
4-72-721-7300-3804 Supplies - General	11,000.00	11,579.22	16000							16,000.00	-
4-72-721-7300-3911 Travel cost	15,000.00	20,362.59	15000							15,000.00	-
4-72-721-7300-3914 Staff Training	20,500.00	9,117.48	12500					7,700.00		20,200.00	7,700.00
4-72-721-7300-3915 Conventions	8,000.00	5,082.87	8000							8,000.00	-
4-72-721-7300-3917 Health and Safety	2,000.00	691.30	2000							2,000.00	-

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CAPITAL

Account Number	2017 Previous YTD Budget	2017 Previous YTD Actual	2018 Annual Budget	Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Proposed	Change over 2018 Budget
4-72-721-7300-3931 Retirement/Service Awards	2,500.00	470.39	1000	-1,000.00						-	(1,000.00)
4-72-721-7300-3933 Miscellaneous	1,000.00	1,551.64	1000							1,000.00	-
4-72-721-7300-4503 Branch Mtce Building and Grounds -Contract Ser			0		400.00					400.00	400.00
4-72-721-7300-4504 Maintenance Office Equip -Contract Service	40,000.00	29,426.56	40000		-7,000.00					33,000.00	(7,000.00)
4-72-721-7300-4520 Consultant Services	0.00	468.04	5500							5,500.00	-
4-72-721-7300-4551 Audit	1,200.00	1,200.00	0							-	-
4-72-721-7300-4552 Legal	0.00	0.00	0							-	-
4-72-721-7300-4553 Professional Services	0.00	167.27	0							-	-
4-72-721-7300-4571 Maintenance - Computer Software	8,900.00	3,880.85	4,000.00							4,000.00	-
4-72-721-7300-6201 Credit Bureau Charges	0	0	0							-	-
4-72-721-7300-7001 Branch Library Service Grants	332,046.00	332,044.00	338687	-7,273.00	6,628.28					338,042.28	(644.72)
4-72-721-7300-8505 Interdepartmental Cost Recovery			0							-	-
4-72-721-7300-8510 Data Processing Interdept	1,100.00	1,100.00	0							-	-
4-72-721-7300-8520 Rental Charge Interdept	58,500.00	58,500.00	0							-	-
4-72-721-7300-8550 Interdept Facilities Allocation			39537		-2,986.00					36,551.00	(2,986.00)
4-72-721-7300-8551 Interdept Program Support Allocation			397622		28,557.00					426,179.00	28,557.00
4-72-721-7300-8999 Expense Recoveries	0.00	(3,333.40)	0							-	-
8-72-721-7300-9110 Transfer to Operating Reserves	0.00	12,668.25	0							-	-
Total Expenditures	3,110,960.00	3,061,271.62	3,641,729.00	-9,773.00	96,842.53	0.00	0.00	7,700.00	0.00	3,736,498.53	94,769.53
Total RC- Program -Library	-3,110,960.00	-3,061,271.62	-3,641,729.00	9,773.00	-96,842.53	0.00	0.00	-7,700.00	0.00	(3,736,498.53)	(94,769.53)
RC-Library Capital Revenues											
4-72-721-7302-0255 Capital Donations										-	-
4-72-721-7302-0885 Capital Revenue Sale of Equipment										-	-
8-72-721-7302-0920 Transfer from Reserves - for Operating	0.00	0.00	0							-	-
8-72-721-7302-0921 Transfer from Reserves - for IT										-	-
8-72-721-7302-0922 Transfer from Reserves - For Capital										-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-721-7302-3350 Equipment Purchases-Non TCA	0.00	2,869.22	0							-	-
6-72-721-7302-9492 Building Int Flooring Carpet/Laminate										-	-
6-72-721-7302-9501 Building Int - Furnishings/Shelving										-	-
6-72-721-7302-9575 Technology - Computer Pool										-	-
6-72-721-7302-9577 Technology - Desktop Software Pool										-	-
6-72-721-7302-9579 Technology - Printers										-	-
6-72-721-7302-9582 Technology -Other										-	-

County of Bruce
Statement of Revenue and Expenditures

Admin
Ongoing Ventures
Special Projects

INPUT
Downloaded
Formulas
CAPITAL

Account Number	2017 Previous YTD Budget	2017 Previous YTD Actual	2018 Annual Budget	Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Proposed	Change over 2018 Budget
6-72-721-7302-9583 Technology - Server Hardware										-	-
6-72-721-7302-9600 Vehicles -Licenced										-	-
6-72-721-7302-9701 Furniture & Fixtures - Office Furniture										-	-
6-72-721-7302-9730 Library Books - Purchases										-	-
6-72-721-7302-9731 Library Books - Purchase by Donations										-	-
6-72-721-7302-9732 Library Talking Books										-	-
6-72-721-7302-9734 Library Books Cataloguing and										-	-
6-72-721-7302-9735 Library E Book Purchases										-	-
6-72-721-7302-9738 Library Audio Visual Collection										-	-
8-72-721-7302-9100 Transfer to Capital Reserves										-	-
8-72-721-7302-9102 Transfer to Capital Reserves IT										-	-
8-72-721-7302-9104 Trfr to Reserves Unfinished IT Capital										-	-
Total Expenditures	0.00	2,869.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Library Capital	0.00	-2,869.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total Admin/Operations Library	-2,825,635.00	-2,773,373.85	-3,381,742.00	8,773.00	-102,975.03	0.00	0.00	-7,700.00	0.00	(3,483,644.03)	(101,902.03)
OnGoing Ventures Library											
RC-Cap Program Library											
Revenues											
4-72-725-7305-0321 Provincial Subsidy										-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-725-7305-1110 Salaries and Wages										-	-
4-72-725-7305-1200 Employment Benefits										-	-
4-72-725-7305-1230 Workers Compensation - Contributions										-	-
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Cap Program Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Service Ontario Initiatives											
Revenues											
4-72-725-7310-0321 Provincial Subsidy	0.00	1,738.29	0							-	-
4-72-725-7310-0360 Provincial Capital Revenues										-	-
Total Revenues	0.00	1,738.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-725-7310-3301 Equipment Repairs and Maintenance	0.00	291.84	0							-	-
4-72-725-7310-3711 Advertising	0.00	0.00	0							-	-
4-72-725-7310-3804 Supplies - General	0.00	1,446.45	0							-	-
4-72-725-7310-3933 Miscellaneous	0.00	0.00	0							-	-
6-72-725-7310-9575 Technology - Computer Pool										-	-
6-72-725-7310-9701 Furniture & Fixtures - Office Furniture										-	-
6-72-725-7310-9730 Library Books - Purchases										-	-
Total Expenditures	0.00	1,738.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Service Ontario Initiatives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Library Donations											
Revenues											
4-72-725-7315-0219 Donations			4,000.00							4,000.00	-
4-72-725-7315-0220 Donations for Equip Purchases non TCA			0.00							-	-
4-72-725-7315-0224 Donations - Other			0.00							-	-
8-72-725-7315-0920 Transfer from Reserves - for Operating			13,525.00	-10,527.79						2,997.21	(10,527.79)
Total Revenues	0.00	0.00	17,525.00	-10,527.79	0.00	0.00	0.00	0.00	0.00	6,997.21	(10,527.79)
Expenditures										-	-

County of Bruce
Statement of Revenue and Expenditures

Admin
Ongoing Ventures
Special Projects

INPUT
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Formulas
CAPITAL

Account Number	2017 Previous YTD Budget	2017 Previous YTD Actual	2018 Annual Budget	Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Proposed	Change over 2018 Budget
4-72-725-7315-3350 Equipment Purchases-Non TCA			13,525.00	-10,527.79						2,997.21	(10,527.79)
4-72-725-7315-3422 Programs			0.00							-	-
4-72-725-7315-3804 Supplies - General			0.00		4,000.00					4,000.00	4,000.00
8-72-725-7315-9110 Transfer to Operating Reserves			0.00							-	-
Total Expenditures	0.00	0.00	13,525.00	-10,527.79	4,000.00	0.00	0.00	0.00	0.00	6,997.21	(6,527.79)
Total RC-Library Donations	0.00	0.00	4,000.00	0.00	-4,000.00	0.00	0.00	0.00	0.00	-	(4,000.00)
Total OnGoing Ventures Library	0.00	0.00	4,000.00	0.00	-4,000.00	0.00	0.00	0.00	0.00	-	(4,000.00)
Library Special Projects											
RC-Seniors Program											
Revenues											
4-72-728-7320-0320 Provincial Subsidy	0.00	0.00	0							-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-728-7320-4525 Website Internet Contract Service	0.00	0.00	0							-	-
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Seniors Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Special Funding											
Revenues											
4-72-728-7350-0321 Provincial Subsidy	0.00	11,401.51	0							-	-
4-72-728-7350-0326 Provincial Subsidy -Prior Yrs			0							-	-
8-72-728-7350-0920 Transfer from Reserves - for Operating	0.00	0	0							-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-728-7350-3350 Equipment Purchases-Non TCA	0.00	9,392.49	0							-	-
4-72-728-7350-3425 Outreach Activities	0.00	2,009.02	0							-	-
4-72-728-7350-3709 Periodicals and Subscriptions			0							-	-
4-72-728-7350-3804 Supplies - General	0.00	0	0							-	-
4-72-728-7350-3915 Conventions			0							-	-
4-72-728-7350-3933 Miscellaneous	0.00	0	0							-	-
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Special Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Strategic Plan											
Revenues											
8-72-728-7360-0920 Transfer from Reserves - for Operating	0.00	0	0							-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-728-7360-4520 Consultant Services	0.00	0	0							-	-
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Literacy Program											
Revenues											
4-72-728-7370-0219 Donations	0.00	6,070.00	0							-	-
8-72-728-7370-0920 Transfer from Reserves - for Operating	15,000.00	14,994.65	15000		-12,000.00					3,000.00	(12,000.00)
Total Revenues	15,000.00	21,064.65	15,000.00	0.00	-12,000.00	0.00	0.00	0.00	0.00	3,000.00	(12,000.00)
Expenditures											

County of Bruce
Statement of Revenue and Expenditures

Admin
Ongoing Ventures
Special Projects

INPUT
Downloaded
Formulas
CAPITAL

Account Number	2017 Previous YTD Budget	2017 Previous YTD Actual	2018 Annual Budget	Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Proposed	Change over 2018 Budget
4-72-728-7370-3401 Books	6,000.00	9,266.21	6000		-6,000.00					-	(6,000.00)
4-72-728-7370-3411 Video Collection	6,000.00	0.00	3000		-3,000.00					-	(3,000.00)
4-72-728-7370-3804 Supplies - General	0.00	1,973.87	3000							3,000.00	-
4-72-728-7370-3933 Miscellaneous	3,000.00	3,754.57	3000		-3,000.00					-	(3,000.00)
8-72-728-7370-9110 Transfer to Operating Reserves	0.00	6,070.00	0							-	-
Total Expenditures	15,000.00	21,064.65	15,000.00	0.00	-12,000.00	0.00	0.00	0.00	0.00	3,000.00	(12,000.00)
Total RC-Literacy Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Capacity Grant Prgram											
Revenues											
4-72-728-7380-0321 Provincial Subsidy	0.00	24,850.00	0							-	-
4-72-728-7380-0360 Provincial Capital Revenues										-	-
Total Revenues	0.00	24,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-728-7380-3350 Equipment Purchases-Non TCA	0	0.00	0							-	-
4-72-728-7380-3709 Periodicals and Subscriptions	0.00	23,169.06	0							-	-
4-72-728-7380-3804 Supplies - General	0	0.00	0							-	-
4-72-728-7380-3914 Staff Training	0	2,177.66	0							-	-
6-72-728-7380-9575 Technology - Computer Pool										-	-
6-72-728-7380-9576 Technology - Projector Pool										-	-
6-72-728-7380-9577 Technology - Desktop Software Pool										-	-
6-72-728-7380-9579 Technology - Printers										-	-
6-72-728-7380-9582 Technology -Other										-	-
6-72-728-7380-9730 Library Books - Purchases										-	-
Total Expenditures	0.00	25,346.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Capacity Grant Prgram	0.00	-496.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
RC-Library Fundraising Activities											
Revenues											
4-72-728-7390-0219 Donations			0							-	-
8-72-728-7390-0920 Transfer from Reserves - for Operating			0							-	-
8-72-728-7390-0922 Transfer from Reserves - For Capital			0							-	-
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Expenditures											
4-72-728-7390-3148 Vehicle Maintenance			0							-	-
4-72-728-7390-3151 Vehicle Fuel Cost			0							-	-
4-72-728-7390-3804 Supplies - General			0							-	-
6-72-728-7390-9600 Vehicles -Licenced			0							-	-
8-72-728-7390-9100 Transfer to Capital Reserves			0							-	-
8-72-728-7390-9110 Transfer to Operating Reserves			0							-	-
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total RC-Library Fundraising Activities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total Library Special Projects	0.00	-496.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Total Library	-2,825,635.00	-2,773,870.57	-3,377,742.00	8,773.00	-106,975.03	0.00	0.00	-7,700.00	0.00	(3,483,644.03)	(105,902.03)

Full Time Equivalents

Library Admin	36.11		36.27							36.27	-
Ongoing Ventures										-	-
Special Projects										-	-
Total	36.11	0	36.27	0.00	0.00	0.00	0.00	0.00	0.00	36.27	-

County of Bruce

Statement of Revenue and Expendi

Revised Budget

		2017	2017	2018
Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget
Library				
Admin/Operations Library				
RC- Program -Library				
Expenditures				
4-72-721-7300-1110	Salaries and Wages	2,005,142.00	1,971,738.24	2,103,707.00
4-72-721-7300-1117	Sick Pay	0.00	31,414.19	0.00
4-72-721-7300-1126	Overtime	0.00	1,210.48	365.00
4-72-721-7300-1200	Employment Benefits	403,715.00	293,680.64	324,489.00
4-72-721-7300-1220	Non Mandatory Benefits	0.00	106,299.08	116,362.00
4-72-721-7300-1230	Workers Compensation - Contributions	6,635.00	6,670.60	6,958.00
Total Expenditures		2,415,492.00	2,411,013.23	2,551,881.00
Total RC- Program -Library		-2,415,492.00	-2,411,013.23	-2,551,881.00
Total Admin/Operations Library		-2,415,492.00	-2,411,013.23	-2,551,881.00
OnGoing Ventures Library				
RC-Cap Program Library				
Expenditures				
4-72-725-7305-1110	Salaries and Wages	0.00	0.00	0.00
4-72-725-7305-1200	Employment Benefits	0.00	0.00	0.00
4-72-725-7305-1230	Workers Compensation - Contributions	0.00	0.00	0.00
Total Expenditures		0.00	0.00	0.00
Total RC-Cap Program Library		0.00	0.00	0.00
Total OnGoing Ventures Library		0.00	0.00	0.00
Total Library		-2,415,492.00	-2,411,013.23	-2,551,881.00

Adj to Base	Maintain Services	Provincial Legislation	Growth	Council Priorities	Service Initiatives Savings	2019 Adopted
0.00	33,245.00	0.00	0.00	0.00	0.00	2,136,952.00
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	0.00	0.00	0.00	0.00	0.00	365.00
0.00	2,143.00	0.00	0.00	0.00	0.00	326,632.00
0.00	25,352.00	0.00	0.00	0.00	0.00	141,714.00
0.00	585.00	0.00	0.00	0.00	0.00	7,543.00
0.00	61,325.00	0.00	0.00	0.00	0.00	2,613,206.00
0.00	-61,325.00	0.00	0.00	0.00	0.00	(2,613,206.00)
0.00	-61,325.00	0.00	0.00	0.00	0.00	(2,613,206.00)
						-
						-
						-
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	0.00	0.00	0.00	0.00	0.00	-
0.00	-61,325.00	0.00	0.00	0.00	0.00	(2,613,206.00)

Change over 2018 Budget	Comments
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33,245.00	0.00
-	0.00
-	0.00
2,143.00	0.00
25,352.00	0.00
585.00	0.00
61,325.00	0.00
(61,325.00)	0.00
(61,325.00)	0.00
-	0.00
-	0.00
-	0.00
-	0.00
-	0.00
-	0.00
-	0.00
(61,325.00)	0.00

Reserves Details Library

Transfers to Reserves		
Reserve	Project/Description	\$ Amount

	Total Entered in Input Sheet	\$	-
	Check	\$	-

Transfers From Reserves			
Reserve	Project/Description	\$ Amount	Related Expense/Capital Account
Community Access Project	Public Internet	\$ 12,000.00	4-72-721-7300-3757
Special One Time Funding	Database Funding	\$ 14,000.00	4-72-721-7300-3709
Literacy Program	Incentives for online literacy program	\$ 3,000.00	4-72-728-7370-3804
General Branch Specific Donations	Cargill Donation Reserve	\$ 122.80	4-72-725-7315-7330
General Branch Specific Donations	Chesley Donation Reserve	\$ 247.63	4-72-725-7315-7330
General Branch Specific Donations	Lion's Head Donation Reserve	\$ 528.87	4-72-725-7315-7330
General Branch Specific Donations	Tiverton Donation Reserve	\$ 124.02	4-72-725-7315-7330
General Branch Specific Donations	Wightman Reserve	\$ 1,973.89	4-72-725-7315-7330

	Total Entered in Input Sheet	\$	31,997.21
	Check	\$	-

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Branch Services Report December, 2018

1. OPERATIONS - UPDATE

- a. **BRUCEWORX:** Skype for Business has allowed the phones at Headquarters to be replaced with headsets. Headquarters staff are no longer tied to a phone number at the Administration offices and can easily be reached wherever they are working. This includes off-site as well since it is connected to their device. It is also now possible for Branch Staff to call an employee at Headquarters directly. We expect the new headsets to facilitate improved communication.
- b. **BRANCH SUPERVISORS' MEETING:** On November 26, a Branch Supervisors' meeting was held which afforded me the opportunity to introduce myself to most of the Supervisors, and to learn more about them and their branches. I'm looking forward to working with such a dedicated team.
- c. **BRUCE COUNTY MUSEUM AND ARCHIVES:** Nicole arranged for me to meet Cathy McGirr from the Museum. She provided an in-depth tour of the Museum space, and we also had the opportunity to discuss how the Library and Museum partner on various programs and initiatives.

2. STAFF TRAINING AND DEVELOPMENT

- a. Nothing to report.

3. INTEGRATED LIBRARY SYSTEM (ILS) AND IT SERVICES - Update

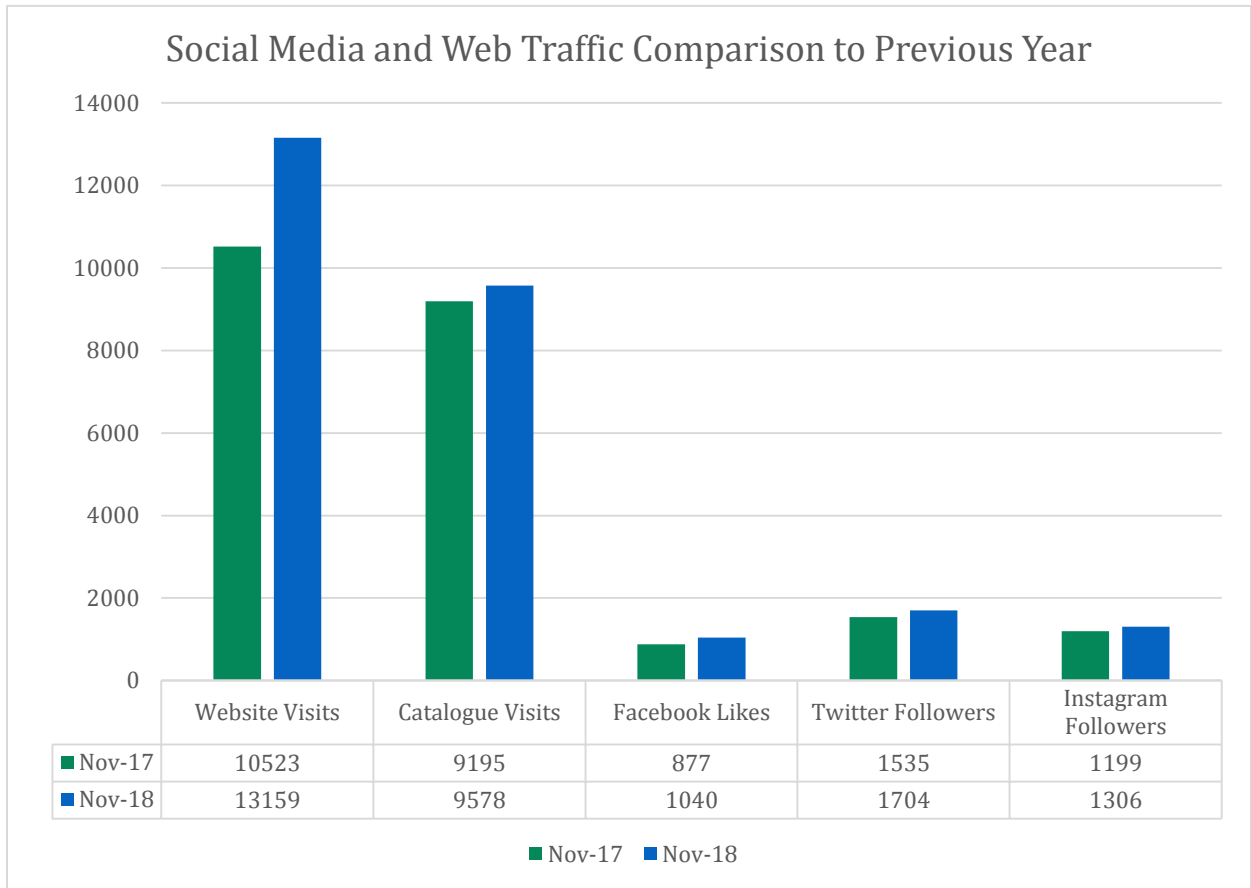
- a. **WORKFLOWS UPDATE:** Symphony Workflows is the Integrated Library System used at Bruce County Public Library. November saw all staff computers updated to the newest version of Workflows which eliminated some bugs while adding enhancements to the Circulation and Cataloguing modules. The updates were rolled out smoothly with the assistance of the IT Department.

4. FRIENDS OF THE LIBRARY GROUPS

- a. **PORT ELGIN:** The Port Elgin Friends of the Library group hosted a 110th Anniversary Celebration. Enthusiastic attendance by all ages at this event demonstrates the important place the branch has in its' community. The event was attended by Library Director Nicole Charles as well as former Director Marzio Appoloni.

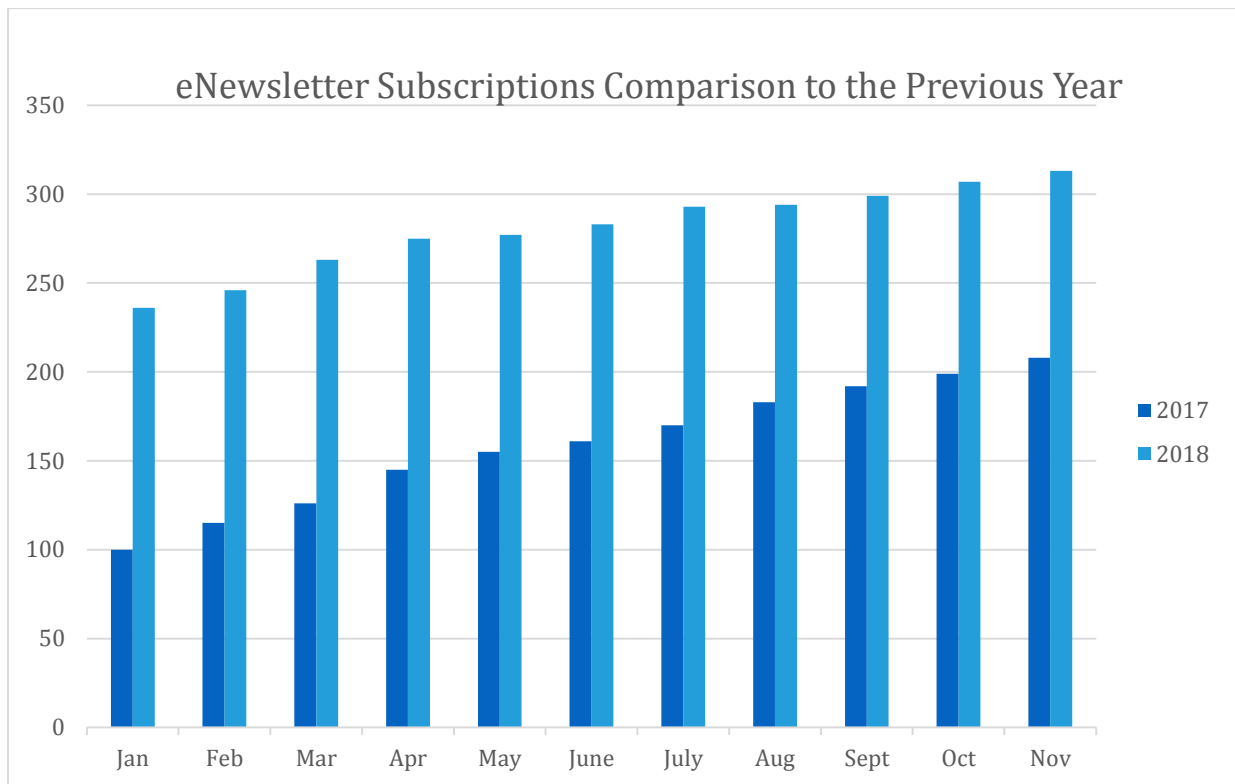
5. STATISTICAL REPORTS

a. Stephen Wood, Communications Coordinator, provides web and social media statistics.



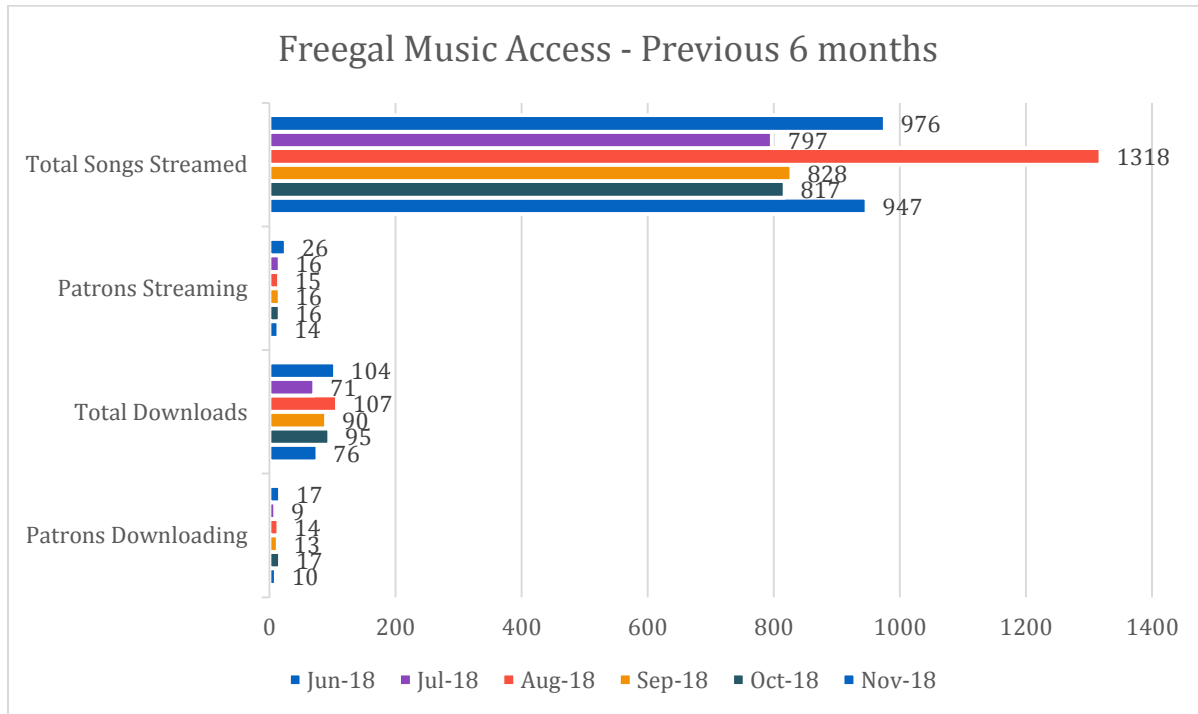
b. Library eNewsletter

Bruce County Public Library sent our inaugural eNewsletter in October 2016. Since then, we have gained a following for learning about programs and services that we offer.



c. FREEGAL

In January 2018, Bruce County Public Library started offering a music streaming/download service called Freegal.



Top 3 Streamed Genres in **November**:

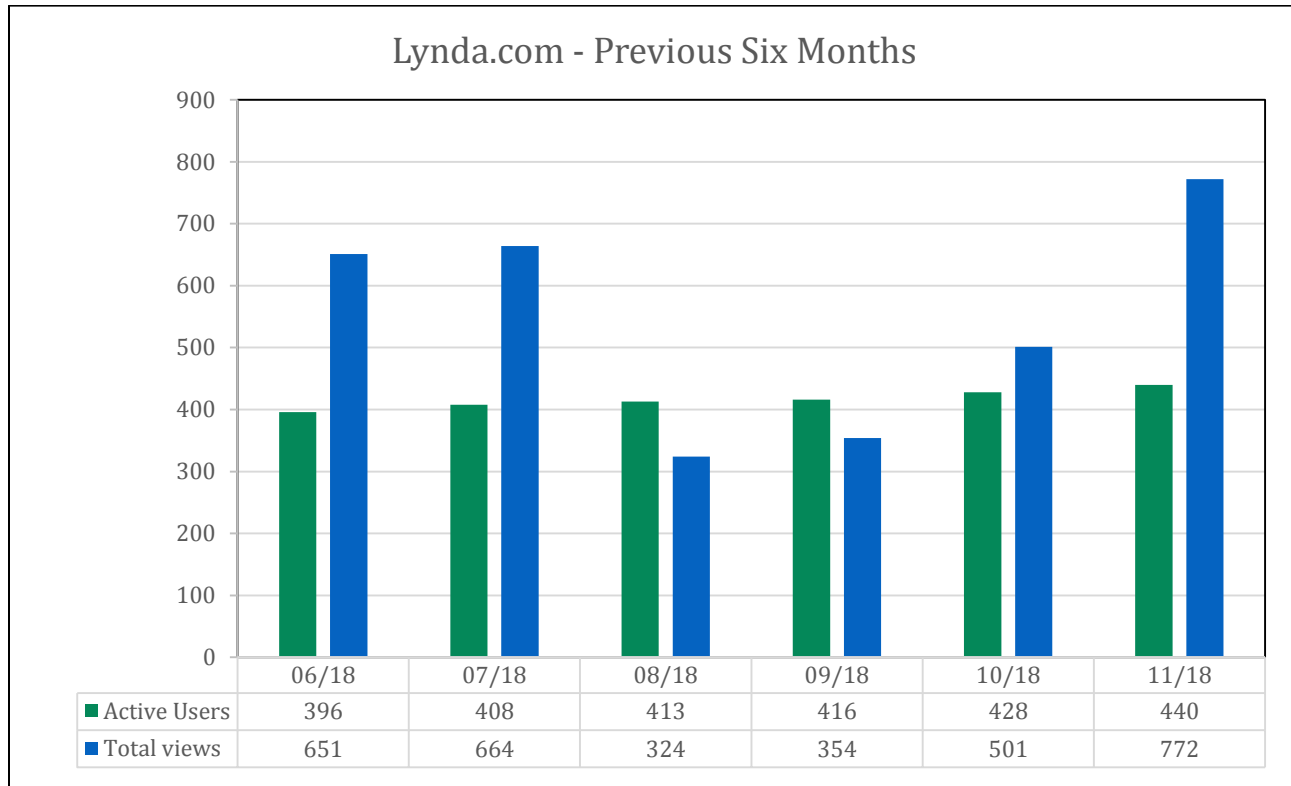
1. Pop - 263 songs streamed
2. Rock - 109 songs streamed
3. Alternative - 100 songs streamed

Top 3 Downloaded Genres in **November**:

1. Pop - 28 songs downloaded
2. Christian - 9 songs downloaded
3. Blues - 6 songs downloaded
3. Classical - 6 songs downloaded

d. Lynda.com

Lynda.com is the library's online training database. It offers our members the ability to acquire skills in design, business, photography, and more.



In **November**, a total of:

- 49 hours of video were viewed
- 2 courses were completed
- 8% of users logged in

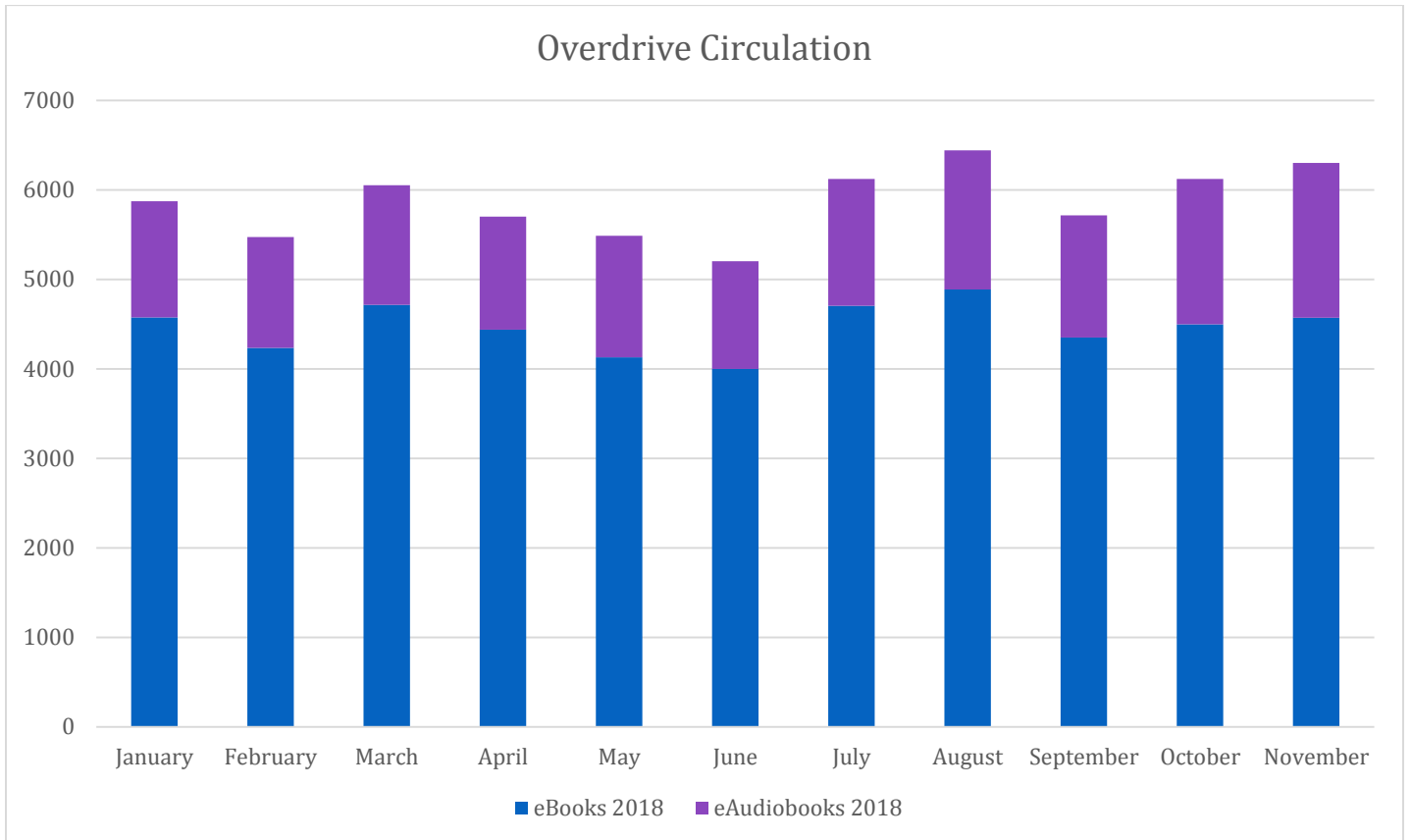
Top 5 courses for **November**:

1. Wordpress Essential Training
2. iOS 8: iPhone and iPad Essential Training
3. ZBrush 2018 Essential Training
4. Learning Photoshop Elements 2018
5. Word 2013 Essential Training



e. OVERDRIVE

Bruce County Public Library provides access to eBooks and eAudiobooks through Overdrive.



System-Wide Programs

Nancy Kuhl, Program Coordinator

November 2018

Ongoing Programs	Community Volunteer Income Tax Program	We are still seeking volunteers to run a clinic in Port Elgin.
	Me You and a Book Too	Printing of new materials has been delayed by printer until December. Arrival expected December 14. We have handed out 920 bags since the program's inception.
November Programs	David Chapman - November 15 & 22	100% of survey respondents to David's presentations in 2018: <ul style="list-style-type: none"> • learned something that was helpful • intend to apply what they learned • felt more confident about what they learned • were more aware of resources
	Fall Prevention Displays	Public Health provided information and materials for libraries to make available to the public about preventing falls in and outside the home.
December/January Programs	Food for Fines December 1-8	Our annual Food for Fines campaign runs the first week of December. One food donation will earn \$2.00 off accumulated overdue fines (up to a total of \$10.00).
	"Will & Jake" - January 15, 23, 31	Walkerton, Port Elgin and Chesley branch Story Times welcome guest reader, Jenny Raspberry in January. Jenny's book was written with and in support of a group of parents that have children with Down's Syndrome. Will & Jake is a beautiful story of how everyone has strengths to celebrate, regardless of the number of chromosomes they possess.
	Shelfie Day - January 23	Library staff and public are encouraged to show their Library Love by taking a "Shelfie" in the library and sharing their photos with us on social media.
	Family Literacy Day - January 29	Library branches will work with local EarlyON staff to provide partnered literacy-based programming for families.

Cargill Branch

Tracey Knapp, Lead Branch Supervisor

November, 2018

Other Children's and Teens Programs	Professional Development Day Craft - Slime Party!	Five Children made 'no glue' slime using toothpaste. They also make crafts of their own design in the Crafty Corner.
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Total Circulation for November	340 items
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Chesley Branch

Grant Robertson, Lead Branch Supervisor

November, 2018

<p>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</p>	<p>Pre-School Story time</p>	<p>Story time in Chesley consists of songs, crafts, play time and stories. In November, 22 children and caregivers participated in 4 story time programs.</p>
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<p>Community Development: community events, partnered programs with community groups</p>	<p>Let's Learn Clinic</p>	<p>The Chesley Branch attended the Chesley Community School Kindergarten Registration night on November 13th. With the help of the Chesley Friends of the Library, 26 children were given books and presented with packages about the library for their parents.</p>
	<p>Senior Short Story Time at Elgin Abbey and Parkview Manor</p>	<p>The Senior Short Story is now at two locations in Chesley, Parkview Manor and Elgin Abbey, and has become a regular monthly visit. The initial Elgin Abbey story time was a lot of fun for everyone as the residents told stories about their lives brought on from reminiscences from the readings. In particular, widespread snow storms in the 1950s, were recalled with some harrowing and funny stories brought out from a reading from Harvest Dust. In total, 23 seniors took part between the two locations.</p>

Adult and Senior Programs	Brown Bag Book Club	The Book Club met on November 9th with 7 people in attendance to discuss "Unexploded" by Allison MacLeod
	Free Flicks Movie Matinee	In November, 14 people greatly enjoyed the movie "Book Club".
	Chelsey Library Speakers' Series	November's speaker was Jason Eke who spoke about the making of his documentary Canoe. Attendees were also given the opportunity to watch the video afterwards, and all stayed. Jason lives in the Chesley area and his YouTube channel has thousands of subscribers. In total there were 18 attendees.

Technology Based Programs	Tech Help @ the Library	In November, 3 people sought a Tech Help appointment.
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Patron Feedback	I just wanted to let you know what a great job you did Friday! We had a great outcome and I think the residents really liked it! I would love to continue this. Ashley Glass, Resident Program Manager, Elgin Abbey.	
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Total Circulation for November	1,766 items
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Kincardine Branch

Michaela Posthumus, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	On Wednesday mornings the Kincardine Library runs a weekly story time for pre-school age children to promote literacy development. In November, 85 children and caregivers came to the branch for stories and songs!
	Little Counters™ with Kincardine EarlyON	Partnering with the local EarlyON Centre, the Kincardine library delivered the final two sessions of the pre-school numeracy program LittleCounters™, with 17 toddlers and caregivers in attendance.
	STEAM Activities	In November, we continued our monthly after-school STEAM challenge. Three children came to learn and experiment.

Community Development: community events, partnered programs with community groups	Canadian Citizenship Course	Kincardine Library partnered with the Adult Learning Centre to bring a Canadian Citizenship study course to members of the community applying for citizenship. Eight attended the weekly sessions.
	Understanding Dementia	Four patrons attended this presentation from the Alzheimer Society of Grey-Bruce, learning how we can build more inclusive communities where everyone can live healthy active lives.
	Business to Bruce	Bruce County Public Library has partnered with the County's Economic Development Team to provide a Speaker Series called <i>Starter Company Plus</i> . This series discusses topics for small businesses. Kincardine's seminar was "Business Planning". In total, 9 people attended this seminar.

Adult and Senior Programs	Knitting Club	During November, 53 people came to the library to enjoy crafts and conversation at our popular knitting club.
	Book Club	The monthly book club at Kincardine Branch met again in November. Twenty library patrons attended.
	Free Movies	Kincardine shows free movies every first and third Tuesday of the month. This month 21 came to catch a show.

Technology Based Programs	Tech Time	The Kincardine Library helped 5 patrons with their devices this month.
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Other Children's and Teens Programs	Meet Will & Jake Book Signing	Local author Jenny Raspberry came to the library to read from her new book, "Meet Will and Jake." Twenty-four parents and children attended.
	Local Author Doug Archer	On our Professional Development Day we had a visit from our local author Doug Archer who read from his new book. Five attended.

Total Circulation for November	4,888 items
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Smiles abound at the launch and signing of "Meet Will & Jake"

Lion's Head Branch
Kathryn Hauck, Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Oh the Songs & Stories	This weekly program is for babies, toddlers and preschoolers that are not yet ready for school. We sing songs, read stories and try to do a craft (if the kids can sit!) Forty children attended five programs.
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Community Development: community events, partnered programs with community groups	Listen Up	HearingLife did an educational talk about hearing, hearing loss and ways to protect the hearing you have. Three people attended.
	Understanding Dementia	Participants that attended this program learned how we can build a stronger more inclusive community where everyone can contribute and live healthy and active lives. Four people attended.

Adult and Senior Programs	Thursday Sages	Participants come to the library to break up their week and learn something new! Topics range from what DVD series are for a particular patron to making Sock Puppets. Twenty-five people attended five programs.
	Monday Movie Matinee	Monday Movie Matinees help you get through a Monday. Twenty-five people came to three movies.
	Knitting to Do!	Bring in your creations, learn how to knit or just come to socialize. Twenty-eight people came to four programs.

Other Children's and Teens Programs	School Visit to Library	Bruce Peninsula District School students in Grades 1-3 and grade 7 came to the library for a Remembrance Day Program. Seventy-three children attended.
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Total Circulation for November	1,696 items
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Seventy-three hands made this Remembrance Day Wreath



Toddlers making poppies

Lucknow Branch

Cassie Wood, Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Lucknow Branch holds a story time each Friday morning for pre-school aged children. The hour consists of songs, stories and crafts. Over the month of November, 40 parents and children attended.
	Baby Time	Our new baby group launched this month. This group aims to encourage early literacy between babies and caregivers by using songs, rhymes, and stories. Each week we discuss easy ways we can engage with our babies to encourage language and pre-literacy skills. This month, 14 babies and parents attended.

Community Development: community events, partnered programs with community groups	Pinecrest Manor	Weekly visits to the nursing home to read short stories to residents who were once avid readers. This month we met with 8 residents.
	Sepoy Manor	Bi-weekly visit to the retirement home where we share short story collections and discuss other authors we enjoy. In November, 24 residents enjoyed our visits and group discussions this month.

Adult and Senior Programs	Lucknow Scribblers	This is a regular weekly meeting of our local authors group. Over the course of November, 21 people attended to discuss their writing ideas and current works.
	Vegan and Vegetarian Conversation Circle	Our clerk, Karen McGugan is an expert vegan who hosts this program for those who want to incorporate more plant-based recipes in their diet. She also brings delicious homemade vegan treats! This program has also encouraged participants to borrow our cookbooks for more recipe ideas. Five people attended this month's meeting.
	David T. Chapman, Storm Chaser	Weather expert David Chapman visited Lucknow branch to give a presentation on the weird, wonderful, and frightening weather events he tracks all across Ontario. Four people attended the talk.

Other Children's and Teens Programs	Professional Development Day Winter Crafternoon	Kids made popsicle stick reindeer and snowmen as well as decorated clay Christmas tree ornaments. We had great feedback from parents expressing their appreciation for fun activities they could do with their kids to prepare for the holiday season. Six children participated.
	KEVA Planks Building	This week we broke out our cool KEVA building kit to challenge kids to build structures. We built ramps, a bridge, some trees, and a piano keyboard! They really enjoyed the open-ended play and the activity drew kids from JK-Grade 5. Seven kids attended.

Total Circulation for November	1,065 items
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Mildmay Branch

Carolyn McKeeman, Branch Supervisor

November, 2018

Community Development: community events, partnered programs with community groups	South Bruce Mayor Outreach	Mayor Bob Buckle came on 3 Fridays during November and had 7 community members come and chat with him.
	Hanging of the Green Open House	The evening of the annual “Hanging of the Green” is always a busy night in Mildmay. We remained open until 8 pm (parade time) and offered coffee and sweets to our visitors. We had 13 community members stop in.
	Tree of Warmth	The annual “Tree of Warmth” that gathers donations of warm clothing to be sent to Human Services for distribution, has been put up in the branch. It has already gathered several items for donation. People can donate until December 20.

Adult and Senior Programs	Book Club	Eight members joined in for the last meeting of 2018 in Mildmay, and discussed “Home for Unwanted Girls” by Joanna Goodman (one of our new book club kit titles!)
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Technology Based Programs	Tech Assistance	Library staff assisted 4 community members with technology, including help with printing a resume and helping a young Amish man complete his driver’s training test online!
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Other Children’s and Teens Programs	Professional Activity (PA) Day	We hosted a Lego club during November’s PA day and 3 kids stopped in to build with us.
	Crafter’s Table	Always a popular place to hang out, the crafting table attracted 18 kids in November.

Total Circulation for November	836 items
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Fall prevention display from Public Health

Paisley Branch

Grant Robertson, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Pre-School Story time	Paisley's pre-school story time consists of games, stories and songs. In November, 20 children and their caregivers attended 4 programs.
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Community Development: community events, partnered programs with community groups	Paisley Library visits the Paisley KidsnUs Daycare	The Paisley branch has been visiting the KidsnUs Daycare on alternating Tuesdays. The total number of children served in November was 40.
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Adult and Senior Programs	Paisley Book Club	The Paisley Book Club had 11 people attend their November meeting.
	Paint a Christmas Decoration	Assistant Supervisor Heather McCarron used her artistic skills to create a program of painting a Christmas Decoration. Two people attended this program.

Total Circulation for November	580 items
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Port Elgin Branch

Kathy Samson, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Preschool Story Time	This preschool program invites preschoolers and their families to come out to play games, read stories, make crafts, learn and have fun. This month a total of 36 children participated.
	Read to Me, Please	A spin-off of preschool story time, children enjoy stories and STEAM activities. This month a total of 45 children participated.
	Learning with Laura	This program is offered every other Saturday. The theme on November 3 was Indoor Games. Children played mini golf, bean bag toss and pumpkin tic-tac-toe. On November 17, the theme was Colours. Children played a colour sorting ball game and created squishy bag colour paintings. This month 34 participated.

Community Development: community events, partnered programs with community groups	Let's Learn - Northport Elementary School	Approximately 100 people stopped by the library booth and picked up information about the Library including the branch calendars (Port Elgin and Southampton) for November and December.
	Let's Learn - Saugeen Central School	Approximately 140 people stopped by the library booth and picked up information about the Library including the branch calendars (Port Elgin and Southampton) for November and December.
	Storybook Christmas	Port Elgin Branch was transformed into a Christmas wonderland. This 4 th annual Christmas Library Celebration was held prior to the Santa Claus parade. Approximately 172 community members enjoyed stories, activities and holiday crafts. Hot apple cider was served for the adults and juice boxes for the children. Goody bags were handed out to all children who attended. This annual event is funded by the Friends of the Port Elgin Branch Library.

Adult and Senior Programs	Do-it-Yourself - Bath Gifts	In line with the Christmas Season, this program offered the creation of two Do-it-Yourself bath items. Participants created a Vanilla Brown Sugar Scrub and an Herbal Tub Tea. Recipes were available to participants to take home at the end of this program allowing them to create more gifts. There were 12 participants.
	Movie & Munchies	“National Lampoon’s Christmas Vacation” was played in the Rotary Room. Munchies and beverages were provided by Queen’s Bar and Grill. Funds to support this program were provided by the Friends of the Port Elgin Library. There were 11 people in attendance.

Technology Based Programs	iPad Basics	An introduction to the iPad workshop was offered by branch Tech Buddy Volunteer, Zackary. There were 5 in attendance. The class was working on a Robot Lesson Plan. This provided them the opportunity to see a robot. They created an obstacle course for Dash to move through - quite the challenge! These tech toys teach hand-eye coordination with the use of a Samsung tablet.
	Dash & Dot - Northport School	Twenty-two junior kindergarten/senior kindergarteners had fun playing with Dash & Dot.

Other Children’s and Teens Programs	STEAM Mondays	STEAM Challenges are held every Monday after school. Weekly themes included: Creating Blow-up Balloons (balloons that explode); a Melting Ice Experiment; Make an Igloo; and Make Fake Snow. This month they were 50 in attendance.
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Total Circulation for	4,363 items
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Santa arriving to celebrate Storybook Christmas

Ripley Branch

Cassie Wood, Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Ripley Branch holds a story time each Friday morning for pre-school aged children. The hour consists of songs, stories and crafts. Over the month of November, 26 parents and children attended.
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Community Development: community events, partnered programs with community groups	Junior Kindergarten/Senior Kindergarten (JK/SK) School visit	This month, Cassie visited Ms. Makin-Peters' JK/SK class and brought the Code-and-Go Mouse kits for the kids to use for the first time. The class was divided into groups of two or three students, and the kids got to play with these exciting STEAM-based toys. We discussed how we can take the mouse kits home with us with a library card and talked about the other kinds of things we can borrow from the library.
	RVilla Retirement Home Short Story Club	Our weekly visit to the local retirement facility consists of sharing short stories together. This month we read Christmas stories by David Sedaris and Stuart McLean and discussed our family holiday traditions or disasters, which made for lovely reminiscence for everyone. Twelve residents joined the group this month.

Adult and Senior Programs	Knitting Circle	The Ripley branch hosts a group for knitters of all levels to work on projects and help each other with difficult patterns and stitches. This month, 16 knitters joined the circle.
	Ripley Book Club	This month the branch launched a new book club. November's selection was "My Name is Lucy Barton" hosted by our clerk, Natalia Baby. We had four people attend the meeting who enjoyed the book, tea, and sweets, and are looking forward to the January meeting.

Total Circulation for November	526 items
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Sauble Beach Branch

Kristina Porr, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Babies, pre-school aged children, and their caregivers come for songs, stories, and activities on Wednesday mornings. This month we had two participants.
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Community Development: community events, partnered programs with community groups	Kindergarten Registration Night: Hepworth Central Public School	The library was able to connect with families registering their children for kindergarten next year. I met with 65 people, and shared information about the library while also offering fun activities at the event.
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Adult and Senior Programs	Movie	Five patrons enjoyed watching the recent release of "Finding Your Feet."
	Book Club: "Station Eleven"	Eight members came out to share their thoughts about the novel "Station Eleven" by Emily St. John Mandel.

Technology Based Programs	Book a Coach	Two people came in for one-on-one technology sessions.
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Total Circulation for November	1,504 items
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Kindergarten Registration Night at the Hepworth Central Public School

Southampton Branch

Kathy Samson, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Preschool Storytime	There were 25 participants in this weekly program. Preschoolers and their families came out to play games, read stories, make crafts, learn and have fun.
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Community Development: community events, partnered programs with community groups	Books to Go - Hampton Court x 2	The Books to Go program visited Hampton Court on November 9 and 30, 2018. This month, a total of 12 visitors used the program to check out, return, request and renew books. Popular requests were poetry by Robert Burns and Cat mysteries. New requests this month were for novellas. Books to Go will return to Hampton Court in December.
	Welcome to Whoville	This 4 th annual Christmas Library Celebration was held prior to the Santa Claus parade. Families visited Whoville (the transformed Southampton Library Branch) and enjoyed stories and activities before heading out to see Santa come down High Street. Approximately 150 enjoyed stories, activities and holiday crafts. Hot apple cider was served for the adults and juice boxes for the children. Goody bags were handed out to all children who attended.

Adult and Senior Programs	Sign Language with Andrea Wist	This program is offered twice a month and instructed by Andrea Wist, a teacher of Sign Language with Georgian College. She creates a fun and relaxing learning experience for everyone. This month, 12 participated.
	Storm Chaser - David Chapman	Niagara-based storm chaser, David Chapman, took everyone on a storm chasing journey. He showed videos and photos of storms across Ontario. Fourteen people came out to hear him speak.

	Conversational French and Spanish programs	These weekly programs continue to remain popular. The French program had 23 participants and the Spanish programs (Beginner and Advanced) had a total of 78 participants.
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Technology Based Programs	iPad Workshops x 3	These bi-weekly workshops remain popular. In November, 61 people attended.
	Technology Help-Book a Coach	There were 19 patrons seeking technology help in November. Patrons come in with a variety of technology questions from help downloading e-books to help with their e-mail. Some sessions take an hour while others may only take 15 minutes.

Total Circulation for November	3,124 items
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Welcome to Whoville



Tara Branch

Grant Robertson, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Preschool Story Time	Story time consists of songs, rhymes, stories and crafts. In November, 34 children and caregivers participated in 4 story time programs.
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Adult and Senior Programs	Yarns and Tales	Knitters get together weekly to chat and discuss their work. In November, 5 people participated.
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Other Children's and Teens Programs	Afterschool Hangout	Tara Branch launched a new program in November called Afterschool Hangout aimed at school aged children. Four sessions were held so far for this new program and the total attendance for November was 28 children.
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Total Circulation for November	892 items
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Teeswater Branch

Carolyn McKeeman, Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	This is a relatively new program for us in Teeswater, with 9 attending the story time program on Tuesday mornings. The group has taken advantage of our newly re-vamped children's area that allows for more room for movement activities along with the listening, language and pre-reading skills that always accompany preschool story time. The crafts included scissor use and gluing tiny pieces which are both great fine motor activities
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Adult and Senior Programs	Book Club	There were 6 members at the monthly book club meeting in Teeswater Branch. They were discussing "Looking for Alaska" by John Green.
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Technology Based Programs	Tech Assistance	Library staff assisted two patrons who required tech help in November. Both patrons were looking for help in printing documents.
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Total Circulation for November	1,095 items
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Teeswater branch all dressed up for Christmas!

Tiverton Branch

Michaela Posthumus, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	The Tiverton Branch runs its regular story time on Friday mornings, and baby time on Saturdays. In November, 57 caregivers and children attended this program.
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Adult and Senior Programs	Book Club	Seven patrons came to the library to join the discussion at our monthly book club.
	Knitting Circle	On Mondays, knitters meet at the library to enjoy craft and conversation. This month 12 attended.

Technology Based Programs	Tech Time	This month the Tiverton Branch staff helped 3 people with their technological devices.
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Total Circulation for November	634 items
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Tobermory Branch

Kathryn Hauck, Branch Supervisor

November, 2018

Community Development: community events, partnered programs with community groups	EarlyON	This partnered program is for babies and toddlers not yet ready for school. Caregivers and babies come and learn songs and listen to stories. Three people attended.
	Understanding Dementia	Participants attending this program learned how to build a stronger more inclusive community where everyone can contribute and live healthy and active lives. Two people attended.

Adult and Senior Programs	Book Club	Nine people came to the library to discuss what books have been keeping them busy reading for the last month. Excellent books shared.
	Friends of the Library	Nine people came together to discuss the upcoming Santa Claus parade and continuing Friends exposure within the community.

Total Circulation for November	896 items
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Walkerton Branch

Tracey Knapp, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Children build early literacy skills by reading, talking, singing and playing together. Thirty-three children and caregivers attended this month.
	Baby Time	Through songs, stories, and rhymes babies are introduced to new words and sounds. Twenty-nine babies and caregivers attended this month.

Community Development: community events, partnered programs with community groups	Let's Learn Junior Kindergarten Registration	Supervisor attended the Junior Kindergarten registration at the Walkerton District Community School. Promoted the library by handing out branch calendars, "I Love Bruce County Library" buttons, stickers and treasure cards. I interacted with about forty-five children and parents.
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Adult and Senior Programs	Understanding Dementia presented by the Alzheimer Society	Attendees learn how they can build stronger and more inclusive communities where everyone can contribute and live healthy active lives. Eight people attended.
	Author talk with Debbie Kerr	Debbie Kerr shared positivity and humour in her breast cancer journey in her book, When Cancer Takes Flight: A humorous guide to dealing with the turbulence of breast cancer. Nine people attended.
	Ontario Super Storms presentation by David Chapman	Local storm chaser David Chapman's presentation focus on a wide variety of severe weather including thunderstorms, ice storms, and snow and wind storms all from Ontario. Nine people attended.

Technology Based Programs	Be Kind to Yourself Day at the Walkerton District Community School	Branch Supervisor Tracey and Digital Initiatives Coordinator Jeremy attended the school with a number of different robots so the high school kids could interact and de-stress from their school work. Six high school students and sixteen grade seven and eight students attended.
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Other Children's and Teens Programs	Professional Development Day Craft	Ten children made Fairy light jars using glow in the dark paint, glitter and a mason jar.
	Afternoon movie	Five children and their caregivers watched the movie Thumbelina.

Total Circulation for November	3,256 items
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Professional Development Day Craft - Making Fairy Jars at the Walkerton Branch

Wiarton Branch

Kristina Porr, Lead Branch Supervisor

November, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Babies, pre-school aged children, and their caregivers join us for songs, stories and activities on Tuesday mornings. This month we had 30 participants.
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Community Development: community events, partnered programs with community groups	Kindergarten Registration at Peninsula Shores District School in Wiarton	The library attended the Kindergarten registration event night at the Wiarton school. Parents and children were able to see and interact with different resources the library has to offer like books, robotic kits. The Wiarton Friends of the Library also provided a new book to each incoming student. There were approximately 60 participants.
	Kids Den Day Care Visit	Thirteen participants from the local day care visited the library for a special early literacy program playtime at the library.

Adult and Senior Programs	Movie	Seven participants watched a movie showing of "Finding Your Feet."
	Cookbook Club: The Essentials	Four participants shared food and their reviews of cookbooks that covered essential recipes.
	Super Storms of Ontario	Three participants listened to guest speaker David T. Chapman who have a presentation on various types of super storms that he has chased and photographed in Ontario, including some right in our backyard!

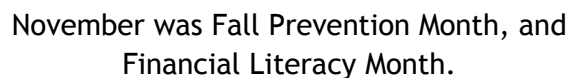
Technology Based Programs	Minecraft	Four children came out on their day off school, a professional development day for teachers, to build together in the online world of Minecraft.
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Other Children's and Teens Programs	Junior Book Club	Every Thursday there is an afterschool book club where children can explore new and different books, enjoy snacks, and participate in a fun activity from board
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Branch Activities Report

Winter Craft Nights

Total Circulation for November



System-Wide Technology Initiatives

Jeremy Clark, Digital Initiatives Coordinator

4th Quarter 2018

Ongoing Initiatives	Tech Training Review	During July, August, and September, branch staff were asked to log all requests for tech assistance they received. This covered everything from help printing, to attaching items to email, to downloading eBooks on tablets. This was the first step in evaluating how we offer tech help to the public, and how I can better equip staff to serve customers in this area. An overview of the results is shown in the graphs named “Graph 1 - Patron Requests by Problem Description”, “Graph 2 - Total Patron Requests By Month”, and “Table 1 - Patron Requests By Branch.”
	Tablet Use Review	<p>Previously when we purchased new robotics kits that required tablets, we purchased tablets as well. In the case of the Dash & Dot and Sphero kits, this added more than \$2,500 to the purchase price of the technology and required us to buy more expensive travel cases for them.</p> <p>I am investigating separating the tablets from the robotics kits and making them a separate item. In this new system, staff would check out a tech kit and a tablet kit if needed. We would establish two new kits, each with 5 Android tablets, and include the iPad program kit with its 10 iPads. Because we can now manage these tablets ourselves, I can easily update and install any new apps required.</p> <p>This will lower the price of future tablet-required tech kits, expanding the reach we get for our budget in this area.</p>
	Teen Beanstack - Read The World	<p>Read the World, our ongoing teen Beanstack program, has attracted 16 patrons who have achieved the following milestones:</p> <p>8,804 minutes read 54 badges earned 4 reviews written</p>

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		<p>28 activities completed</p> <p>Each badge earned gives the participant an additional ballot for the prize draw at the end of the program</p>
	Tech Kit and Circulating Tech Item Review	<p>I am reviewing circulation and usage statistics for our tech kits. Our intent is to show funders an estimated reach for some of the more popular items. We want to demonstrate the impact of their funding.</p> <p>Numbers and reach estimates are given in "Table 2 - Usage Statistics for Tech Kits."</p>

Completed Initiatives	Mobile Device and App Management	<p>IT has moved all of our tablets into my control in Azure, the County's mobile device management system. I can now manage the apps deployed to the devices. This will play an important role in how we manage tablets and tech kits.</p> <p>Staff request apps be added to tablets and branch cell phones. I review apps to ensure that they meet our privacy standards and don't expose user data to the public.</p>
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Technology Research/Purchase Ideas	Harry Potter Kano Wand	<p>The Harry Potter wand by Kano is a tablet-connected device that teaches coding skills using the motion of the wand and a drag-and-drop program interface.</p> <p>The programming tools in the app encourage users to develop skills in logical thinking, thinking ahead, spatial awareness and math in addition to introducing them to coding concepts.</p>
	Bloxel	<p>Bloxel is a videogame design platform where users place coloured blocks on a 13x13 grid which are then used to 'translate' the blocks into a tablet-based video game.</p> <p>It offers users the opportunity to learn about visual and spatial design as well as basic coding skills.</p>

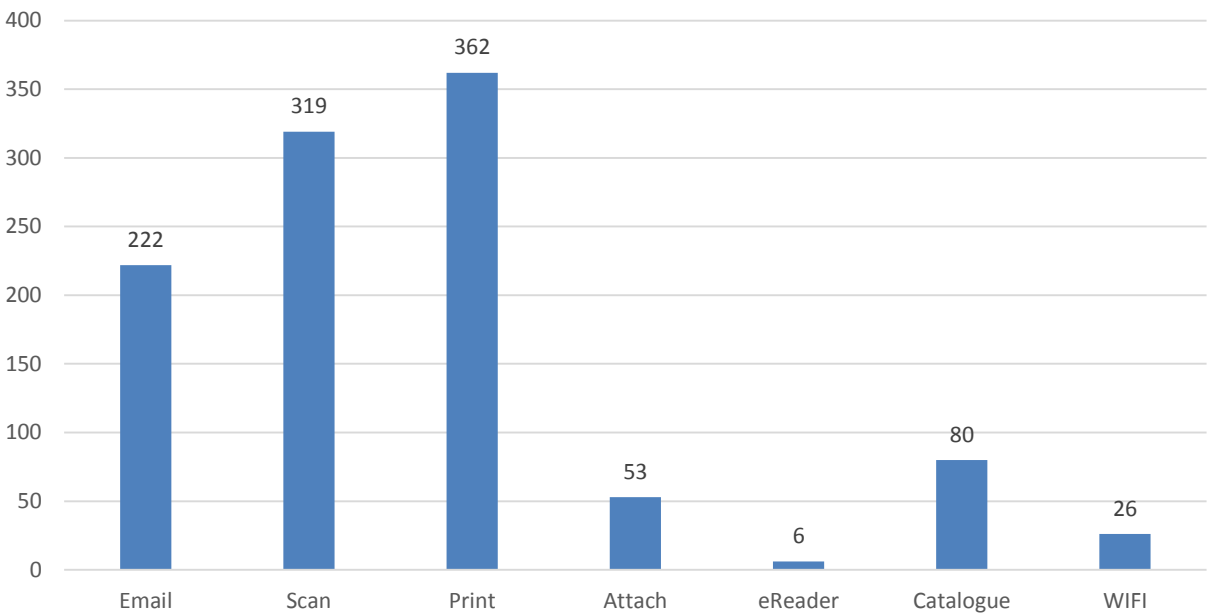
Branch Staff Training and Requests	Walkerton - High School Visit and Staff Meeting	<p>In October, I went with Lead Branch Supervisor, Tracey Knapp to the high school in Walkerton to take part in a student-organized event designed to reduce student stress. As part of this, Tracey will be giving me time at an upcoming staff meeting to introduce more of her staff to our various tech kits, making them more familiar with the offerings, and letting them see first-hand how they can use them for branch programming and outreach.</p>
	Mildmay - Petting Zoo and Staff Meeting	<p>Branch Supervisor, Carolyn McKeeman has asked that I come to Mildmay to run a tech petting zoo. This will be a chance for the public to interact with our circulating tech kits in the branch.</p> <p>After this event, I plan to demonstrate these and other tech kit items for her staff from both Mildmay and Teeswater.</p>

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Upcoming Items	Canada Reads 2019 - Beanstack	<p>For the upcoming Canada Reads event, Nancy Kuhl and I have planned an event in Beanstack. This will target at adults, but teens are welcome to join.</p> <p>The event will launch on January 28th, and end on March 31st.</p>
	Early Literacy - Beanstack	<p>The early literacy Beanstack program has completed Phase 1 of the project. Lead Branch Supervisor, Kathy Samson and Branch Supervisor Carolyn McKeeman helped Nancy Kuhl and I produce an initial list of 125 literacy activities. These have been added to the program as badges which contain 25 activities, 20 of which must be completed. After completing these 20 activities, users earn one badge.</p> <p>Kathryn Hauck and Cassie wood will join the planning team for phase 2 of the project and will assist in developing 50 new literacy activities to add to the program.</p>

Graph 1 - Patron Requests by Problem Description



Graph 2 - Total Patron Requests By Month

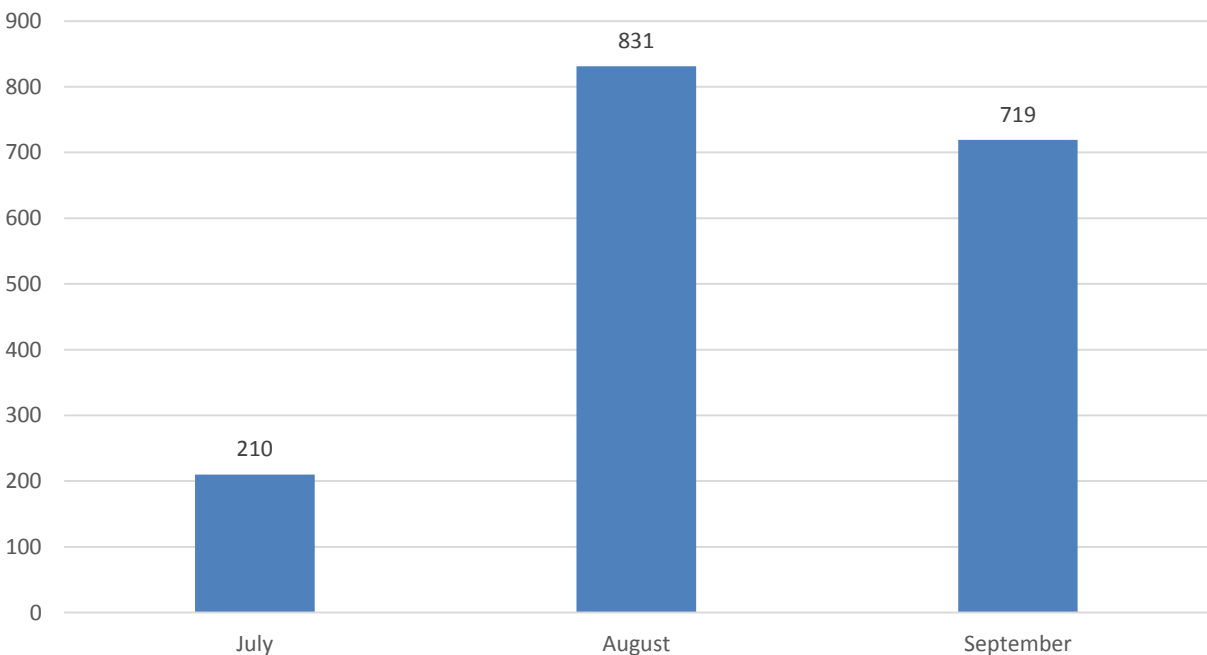


Table 1 - Patron Requests by Branch

Branch	Number of Patron Requests
Cargill	0
Chesley	4
Kincardine	21
Lion's Head	1
Lucknow	1
Mildmay	8
Paisley	0
Port Elgin	788
Ripley	0
Sauble Beach	16
Southampton	844
Tara	3
Teeswater	21
Tobermory	5
Walkerton	8
Wiarton	23
Unspecified	70
Grand Total	1813

Table 2 - Usage Statistics for Tech Kits

Year	Month	Item	Checkouts	Renewals	Number per month	Estimated Reach
2015	June	Minecraft	50	7	1.19	250
	December	Ozobots	78	5	2.10	1200
	December	Cubelets	46	3	1.20	800
	December	iPad kit	22	3	0.61	
2016	February	Wii Rockband	4	3	0.20	
	February	Maker Station	4	1	0.14	
	May	Escape Room	16	3	0.61	
	November	Littlebits	17	7	0.96	150
	November	Board Game #1	10	3	0.52	
	November	Board Game #2	4	2	0.24	
	November	Keva Planks	38	6	1.76	
2017	March	Cube blocks	13	12	1.19	
	March	Makedo	9		0.42	
	May	Karaoke	11		0.57	
2018	March	Dash & Dot	8	2	1.10	800
	June	Sphero	2		0.50	
	July	Button-maker	6	2	1.60	100
	August	Strawbees	8	1	2.25	



Kim Storz
Chief Librarian/CEO
West Grey Public Library
453 Garafaxa St., S
Durham, ON N0G 1R0

December 12, 2018

Dear Ms. Storz,

Thank you for your inquiry regarding Bruce County Public Library's Bookmobile Project. I appreciate you sharing the statistics gathered regarding the usage of the Elmwood Resource Centre by Brockton and West Grey residents.

Due to operational changes within our organization, the pending launch of the Bookmobile has been postponed until 2020.

In the meantime, Bruce County Public Library will be sending a survey to its residents to assist in determining the Bookmobile route and where it stops. I would encourage interested residents of West Grey to submit their input as well.

I look forward to our continuing dialogue as the Bookmobile launch approaches.

Regards,

Nicole Charles
Library Director/CEO