

## **Bruce County Public Library Board Agenda**

**June 17, 2019**

**2:00 p.m.**

**Cargill Library Branch**

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Minutes for Approval**  
May 15, 2019
- 4. Annual Audited Financial Statement**
- 5. Staff Reports**
  - a. Director's Report
  - b. Branch Services Report
  - c. Branch Supervisor Report
  - d. Branch Activities Report
    - 5.d.1 System-wide Programs**
    - 5.d.2 Cargill Branch**
    - 5.d.3 Chesley Branch**
    - 5.d.4 Kincardine Branch**
    - 5.d.5 Lion's Head Branch**
    - 5.d.6 Lucknow Branch**

- 5.d.7 Mildmay Branch
- 5.d.8 Paisley Branch
- 5.d.9 Port Elgin Branch
- 5.d.10 Ripley Branch
- 5.d.11 Sauble Beach Branch
- 5.d.12 Southampton Branch
- 5.d.13 Tara Branch
- 5.d.14 Teeswater Branch
- 5.d.15 Tiverton Branch
- 5.d.16 Tobermory Branch
- 5.d.17 Walkerton Branch
- 5.d.18 Wiarton Branch

**6. Policy Review**

Fundraising- Partnerships and Sponsorship

**7. Southern Ontario Library Service**

Inter-library loan verbal update by Interim Director, Grace Dawson

**8. eScribe Access**

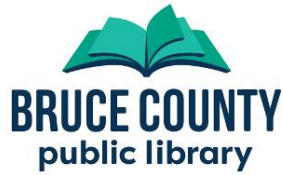
Verbal Update by Acting CAO, Murray Clarke

**9. Other Business**

**10. Next Meeting**

August 21, 2019

**11. Adjournment**



## Bruce County Public Library Board Minutes

May 15, 2019  
Lions Head Branch Library

Present	Mitch Twolan Luke Charbonneau Steve Hammell	Michael Moszynski Patricia Symon Catherine Dickison
Regrets Staff	Robert Buckle Lorraine Noseworthy Brooke McLean Grace Dawson	Murray Clarke, Acting Chief Administrative Officer

### 1. Call to Order

The Chair called the meeting to order at 10:05 a.m.

### 2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

### 3. Minutes for Approval

Moved By Mitch Twolan

Seconded By Patricia Symon

That the minutes of the April 17, 2019 Library Board Meeting be adopted.

Carried

#### **4. Staff Reports**

##### **a. Director's Report**

Moved By Michael Moszynski

Seconded By Catherine Dickison

That the Director's Report be received for information.

Carried

##### **b. Branch Services Report**

Moved By Steve Hammell

Seconded By Patricia Symon

That the Branch Services Report be received for information.

Carried

##### **c. Branch Supervisor Report**

Moved By Mitch Twolan

Seconded By Patricia Symon

That the Branch Supervisor Report be received for information.

Carried

##### **d. Branch Activities Report**

Moved By Michael Moszynski

Seconded By Steve Hammell

That the following Branch Activities Reports be received for information:

System-wide Programs, Cargill, Chesley, Kincardine, Lion's Head, Lucknow, Mildmay, Paisley, Port Elgin, Ripley, Sauble Beach, Southampton, Tara, Teeswater, Tiverton, Tobermory, Walkerton, Wiarton.

Carried



**5. Closed Meeting**

Moved By Patricia Symon  
Seconded By Steve Hammell

That the Library Board move into a closed meeting pursuant to Section 239 (2) (b) of the Municipal Act related to personal matters about an identifiable individual, including municipal or local board employees, to discuss the Southern Ontario Library Services funding cuts.

Carried

**6. Rise and Report**

Moved By Patricia Symon  
Seconded By Michael Moszynski

That the Board rise and report from the closed meeting. The Chair reported that staff were provided direction during the closed meeting.

Carried

**8. Next Meeting**

The next meeting of the Bruce County Library Board will take place on June 17, 2019 at the Cargill Branch Library.

**9. Adjournment**

Moved By Michael Moszynski  
Seconded By Steve Hammell

That the meeting of the Bruce County Library adjourn at 11:28 a.m.

Carried

---

Luke Charbonneau, Chair

---

Grace Dawson, Interim Director



## Staff Report

**To:** Warden Mitch Twolan  
Members of the Bruce County Public Library Board

**From:** Bettyanne Cobean  
Director of Corporate Services

**Date:** June 17, 2019

**Re:** Library Board Financial Statements 2018 Audited Results

---

### Recommendation:

The Library Board Financial Statements 2018 Audited Results Report is for information.

### Background:

Attached is the Statement of Revenue and Expenditures for the fiscal period 2018. The audited Library Board Financial Statements for the same period are also included as prepared by BDO and presented to the County's Corporate Services Committee by the Managing Partner, Traci Smith as part of the County's consolidated 2018 audit.

BDO states that *"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the County of Bruce Library Board as at December 31, 2018 and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."*

2018 operations ended with a \$68,493 surplus. Savings in salaries and benefits contributed \$53,000 to the surplus. Reduction of the Tara Branch rent created \$7,000 in savings, partially offset by a deficit of \$6,000 in training. Periodicals generated a \$12,000 surplus. Revenues exceeded budget by \$3,000, and as per the Reserve Policy the donations received greater than budget totaling \$5,000 have been transferred to the Donation Reserve. According to approved procedures, the surplus forms part of the corporate surplus/deficit and is not retained for Library purposes.

Members of Council will recall that 2019 is the first year of corporate wide interfund allocations. Prompted by the Accounts Payable Lean Improvement Process, the Finance Division introduced new methodology in the 2019 budget templates. Procedures were created to allocate both facility and administration costs in a consistent method that is easier for all, and with clear accountabilities. This new method required that the 2018 budget be amended for comparison purposes.



Program support, including Human Resources and Corporate Services, is allocated based on Full Time Equivalents, and Facility costs are distributed based on square footage occupied. This impacted the facility costs related to the Lakeshore Hub that were previously costed to the Library and Corporate Services budgets and now part of the Non Departmental budget.

The activity during 2018 related to the reserves is summarized in the attached Reserve Fund Schedule at December 31, 2018.

Note 3 of the Financial Statements outlines the tangible capital assets of the Library Board. The County Library assets total \$3,323,156 based on historical value. Applying the fixed straight-line depreciation, if we were to sell all assets today, the amount would total \$1,434,426. The Library Board assets total 1.0% of the County's total assets as at December 31, 2018.

Based on the most current census and the reported population for Bruce County of 68,147, the 2018 levy, as amended, reflected a \$54.88 per capita cost which does not account for seasonal and out of county users. Assuming a stable population, the comparison for 2019 is an increase to \$56.52 per capita. The County continues to operate with no-user fees for out of county users and earlier this year approved the elimination of internet charges for the public users. The loss of the budgeted revenue of \$5,000 will be absorbed in the yearend results.

**Financial/Staffing/Legal/IT Considerations:**

There are no staffing, legal or ITS considerations associated with this report. The financial considerations are included in the report for information.

**Interdepartmental Consultation:**

This report has been shared with the Director of Library Services.

**Link to Strategic Goals and Elements:**

None identified.

**Approved by:**

Murray Clarke  
Acting Chief Administrative Officer

**The County of Bruce  
Library Board  
Financial Statements  
For the year ended December 31, 2018**

**The County of Bruce Library Board**  
**Financial Statements**  
**For the year ended December 31, 2018**

---

**Contents**

**The Bruce County Library**

Independent Auditor's Report	2 - 3
Statement of Financial Position	4
Statement of Operations and Accumulated Surplus	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 11



---

## Independent Auditor's Report

---

### To the Board Members of the County of Bruce Library

#### Opinion

We have audited the accompanying financial statements of the County of Bruce Library Board (the Library Board), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the County of Bruce Library Board as at December 31, 2018 and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.



### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted accounting standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**BDO Canada LLP**

Chartered Professional Accountants, Licensed Public Accountants

Owen Sound, Ontario  
April 24, 2019

**The County of Bruce Library Board**  
**Statement of Financial Position**

<b>December 31</b>	<b>2018</b>	<b>2017</b>
<b>Financial assets</b>		
Cash held by the County of Bruce (Note 2)	\$ 387,052	\$ 384,091
Due from County of Bruce	128,992	121,108
Due from Canada	822	4
Due from Province of Ontario	2,200	6,827
Due from other municipalities	117	-
Accounts receivable	4,843	6,072
	<b>524,026</b>	<b>518,102</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	<b>149,848</b>	<b>139,698</b>
<b>Net financial assets</b>	<b>374,178</b>	<b>378,404</b>
<b>Non-financial assets</b>		
Tangible capital assets (Note 3)	1,357,100	1,434,426
Prepaid expenses	11,919	4,737
	<b>1,369,019</b>	<b>1,439,163</b>
<b>Accumulated surplus (Note 4)</b>	<b>\$ 1,743,197</b>	<b>\$ 1,817,567</b>

The accompanying notes are an integral part of these financial statements.



**The County of Bruce Library Board**  
**Statement of Operations and Accumulated Surplus**

<b>For the year ended December 31</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>(Note 5)</b>		
<b>Revenue</b>			
Government transfers:			
County of Bruce	\$ 3,364,223	\$ 3,295,730	\$ 3,111,774
Province of Ontario	188,487	207,609	234,461
Fines and sale of books	26,500	24,613	26,184
Interest income	-	6,802	4,755
Donations	5,000	11,598	28,002
Rental income and user fees	16,000	19,001	21,360
Loss on disposal of tangible capital assets	-	(38,263)	(2,740)
	<u>3,600,210</u>	<u>3,527,090</u>	<u>3,423,796</u>
<b>Expenses</b>			
Salaries and benefits	2,551,881	2,498,445	2,411,013
Contract services	50,700	40,332	44,743
Materials	353,267	352,065	341,231
External transfers	338,687	331,414	332,044
Amortization	-	379,204	390,140
	<u>3,294,535</u>	<u>3,601,460</u>	<u>3,519,171</u>
<b>Annual surplus (deficit) (Note 5)</b>	305,675	(74,370)	(95,375)
<b>Accumulated surplus, beginning of the year</b>	<u>1,817,567</u>	<u>1,817,567</u>	<u>1,912,942</u>
<b>Accumulated surplus, end of the year</b>	<u>\$ 2,123,242</u>	<u>\$ 1,743,197</u>	<u>\$ 1,817,567</u>

The accompanying notes are an integral part of these financial statements.

**The County of Bruce Library Board**  
**Statement of Changes in Net Financial Assets**

<b>For the year ended December 31</b>	2018	2018	2017
	Budget (Note 5)	Actual	Actual
<b>Annual surplus (deficit) (Page 5)</b>	\$ 305,675	\$ (74,370)	\$ (95,375)
Acquisition of tangible capital assets	(350,000)	(340,881)	(409,817)
Amortization of tangible capital assets	-	379,204	390,140
Loss on sale of tangible capital assets	-	38,263	2,740
Proceeds on disposal of tangible capital assets	-	740	-
	(350,000)	77,326	(16,937)
Change in prepaid expenses	-	(7,182)	(598)
<b>Decrease in net financial assets</b>	(44,325)	(4,226)	(112,910)
<b>Net financial assets, beginning of the year</b>	378,404	378,404	491,314
<b>Net financial assets, end of the year</b>	\$ 334,079	\$ 374,178	\$ 378,404

The accompanying notes are an integral part of these financial statements.

**The County of Bruce Library Board**  
**Consolidated Statement of Cash Flows**

<b>December 31, 2018</b>	<b>2018</b>	<b>2017</b>
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Annual deficit (Page 5)	\$ (74,370)	\$ (95,375)
Items not involving cash		
Amortization	379,204	390,140
Gain on disposal of tangible capital assets	38,263	2,740
	<u>343,097</u>	<u>297,505</u>
Changes in non-cash working capital balances		
Accounts receivable	1,229	(2,567)
Accounts payable and accrued liabilities	10,150	4,077
Due from Canada	(818)	109
Due from Province of Ontario	4,627	(1,916)
Due from other municipalities	(117)	38
Due from County of Bruce	(7,884)	852
Prepaid expenses	(7,182)	(598)
	<u>5</u>	<u>(5)</u>
	343,102	297,500
<b>Capital transaction</b>		
Cash used to acquire tangible capital assets	(340,881)	(409,817)
Proceeds on disposal of tangible capital assets	740	-
	<u>(340,141)</u>	<u>(409,817)</u>
<b>Net change in cash</b>	<b>2,961</b>	<b>(112,317)</b>
<b>Cash, beginning of the year</b>	<b>384,091</b>	<b>496,408</b>
<b>Cash, end of the year</b>	<b>\$ 387,052</b>	<b>\$ 384,091</b>

The accompanying notes are an integral part of these financial statements.

---

## The County of Bruce Library Board

### Notes to Financial Statements

December 31, 2018

---

#### 1. Summary of Significant Accounting Policies

<b>Management Responsibility</b>	The management of the County of Bruce has prepared and is responsible for the integrity, objectivity and accuracy of the financial information presented in these consolidated financial statements. Management reviews and approves the financial statements before they are submitted to the Library Board.
<b>Basis of Accounting</b>	<p>The financial statements of the County of Bruce Library Board have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants of Canada as prescribed by the Ontario Ministry of Municipal Affairs and Housing.</p> <p>Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.</p>
<b>Basis of Consolidation</b>	The Library Board has been consolidated within the financial statements of the Corporation of the County of Bruce.
<b>Use of Estimates</b>	The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. Estimates are used when accounting for items such as accrued liabilities and useful life of tangible capital assets.

---

## The County of Bruce Library Board

### Notes to Financial Statements

December 31, 2018

---

#### 1. Summary of Significant Accounting Policies - (continued)

##### **Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by management. The following rates are used:

Library collections	7 years
Technology and communication	4 to 5 years
Furniture and fixtures	5 years
Vehicle and machinery	5 to 10 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

##### **Revenue Recognition**

- a) Fines and donations are recognized when collected.
- b) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- c) Revenue restricted by legislation, regulation or agreement and not available for general County purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of operations and accumulated surplus in the year in which it is used for the specified purpose.
- d) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

---

**The County of Bruce Library Board**  
**Notes to Financial Statements**

**December 31, 2018**

---

**2. Cash Held by the County of Bruce**

	<u>2018</u>	<u>2017</u>
Restricted	<u>\$ 387,052</u>	<u>\$ 384,091</u>

The cash balance is being held in the Corporation of the County of Bruce bank accounts as part of a centralized cash control service. The Canadian Deposit Insurance Corporation insures deposits up to a maximum of \$100,000 per depositor.

---

**3. Tangible Capital Assets**

	<u>2018</u>		<u>2017</u>	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Library collections	\$ 2,374,002	\$ 1,211,121	\$ 2,558,155	\$ 1,372,262
Technology and communication	179,145	125,262	298,677	214,811
Vehicle and machinery	68,404	43,323	68,404	29,642
Furniture and fixtures	399,870	284,615	397,920	272,015
	<u>\$ 3,021,421</u>	<u>\$ 1,664,321</u>	<u>\$ 3,323,156</u>	<u>\$ 1,888,730</u>
Net book value		<u>\$ 1,357,100</u>		<u>\$ 1,434,426</u>

---

---

**The County of Bruce Library Board**  
**Notes to Financial Statements**

**December 31, 2018**

---

**4. Accumulated Surplus**

Accumulated surplus consists of individual fund surplus and reserves as follows:

	<u>2018</u>	<u>2017</u>
Invested in capital assets	\$ 1,357,100	\$ 1,434,426
Reserves	<u>386,097</u>	<u>383,141</u>
Accumulated surplus	<u>\$ 1,743,197</u>	<u>\$ 1,817,567</u>

---

**5. Budgets**

Under Canadian public sector accounting principles, budget amounts are to be reported on the statement of operations and accumulated surplus and changes in net financial assets for comparative purposes. The 2018 budget amounts for The County of Bruce Library Board approved by the Board have been reclassified to conform to the presentation of the statements of operations and accumulated surplus and changes in net financial assets. The following is a reconciliation of the budget approved by the Board.

	<u>2018</u>	<u>2018</u>	<u>2017</u>
	Budget	Actual	Actual
Annual surplus (deficit) (Page 5)	\$ 305,675	\$ (74,370)	\$ (95,375)
Net transfers (to)/from reserves	44,325	(2,956)	112,312
Capital acquisitions and disposals	(350,000)	(301,878)	(407,077)
Amortization	-	<u>379,204</u>	<u>390,140</u>
General surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

---

**County of Bruce**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

For the Fiscal Period 2018-12 Ending December 31, 2018

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Library</b>					
<b>Admin/Operations Library</b>					
<b>RC-Library Revenues</b>					
<b>Revenues</b>					
4-72-721-7295-0219 Donations	4,000.00	14,058.90	0.00	0.00	0.00%
4-72-721-7295-0220 Donations for Equip Purchas	0.00	1,887.38	0.00	0.00	0.00%
4-72-721-7295-0224 Donations - Other	1,634.00	2,339.02	0.00	0.00	0.00%
4-72-721-7295-0321 Provincial Subsidy	0.00	0.00	0.00	2,200.44	0.00%
4-72-721-7295-0322 Provincial Subsidy Conditiona	188,487.00	188,487.00	188,487.00	188,487.00	0.00%
4-72-721-7295-0600 Program Revenues	0.00	800.00	0.00	0.00	0.00%
4-72-721-7295-0605 Books - Lost or damaged	1,500.00	2,534.16	1,500.00	2,457.58	(63.84%)
4-72-721-7295-0606 Sale of Merchandise	100.00	10.00	2,000.00	48.00	97.60%
4-72-721-7295-0607 Used Book Sales	6,000.00	5,902.79	5,000.00	5,251.10	(5.02%)
4-72-721-7295-0623 Miscellaneous Revenue	1,700.00	273.75	1,400.00	133.55	90.46%
4-72-721-7295-0626 Replacement Membership Ca	0.00	1,055.75	0.00	936.00	0.00%
4-72-721-7295-0634 Exam Proctoring	0.00	620.00	400.00	920.00	(130.00%)
4-72-721-7295-0635 Printing Charges	3,000.00	3,332.00	3,000.00	2,447.75	18.41%
4-72-721-7295-0636 Internet Charges	4,400.00	8,430.85	5,000.00	6,624.05	(32.48%)
4-72-721-7295-0637 Fax Charges	1,600.00	2,626.25	2,400.00	2,649.25	(10.39%)
4-72-721-7295-0638 Photocopy Revenue	2,600.00	2,826.15	2,600.00	3,331.40	(28.13%)
4-72-721-7295-0653 AV Charges Equipment	500.00	390.00	300.00	630.00	(110.00%)
4-72-721-7295-0740 Rental Income	900.00	1,005.00	900.00	1,252.25	(39.14%)
4-72-721-7295-0770 Fines	18,000.00	17,737.45	18,000.00	16,855.90	6.36%
4-72-721-7295-0880 Sale of Equipment	0.00	0.00	0.00	76.30	0.00%
8-72-721-7295-0920 Trsf fr Reserves - for Operati	50,904.00	36,450.54	29,000.00	28,375.68	2.15%
<b>Total Revenues</b>	<b>285,325.00</b>	<b>290,766.99</b>	<b>259,987.00</b>	<b>262,676.25</b>	<b>(1.03%)</b>
<b>Total RC-Library Revenues</b>	<b>285,325.00</b>	<b>290,766.99</b>	<b>259,987.00</b>	<b>262,676.25</b>	<b>(1.03%)</b>
<b>RC- Program -Library</b>					
<b>Expenditures</b>					
4-72-721-7300-1110 Salaries and Wages	2,005,142.00	1,971,738.24	2,103,707.00	2,031,735.07	3.42%
4-72-721-7300-1117 Sick Pay	0.00	31,414.19	0.00	26,957.47	0.00%
4-72-721-7300-1126 Overtime	0.00	1,210.48	365.00	485.38	(32.98%)
4-72-721-7300-1200 Employment Benefits	403,715.00	293,680.64	324,489.00	306,727.79	5.47%
4-72-721-7300-1220 Non Mandatory Benefits	0.00	106,299.08	116,362.00	125,621.48	(7.96%)
4-72-721-7300-1230 Workers Compensation - Con	6,635.00	6,670.60	6,958.00	6,917.62	0.58%
4-72-721-7300-3147 Vehicle Lease	0.00	951.12	2,660.00	4,644.72	(74.61%)
4-72-721-7300-3148 Vehicle Maintenance	9,000.00	14,202.15	4,200.00	7,677.71	(82.80%)
4-72-721-7300-3151 Vehicle Fuel Cost			7,140.00	12,630.98	(76.90%)
4-72-721-7300-3301 Equipment Repairs and Maint	1,500.00	1,205.86	2,500.00	14,892.37	(495.69%)
4-72-721-7300-3350 Equipment Purchases-Non T	2,404.00	2,671.97	7,250.00	6,802.76	6.17%
4-72-721-7300-3412 AV Films (Criterion))	3,900.00	3,132.17	3,200.00	3,132.17	2.12%
4-72-721-7300-3413 Audio Visual Supplies	2,500.00	975.76	1,000.00	844.91	15.51%
4-72-721-7300-3414 Other Purchases thru Used B	6,000.00	7,212.06	4,000.00	1,316.45	67.09%
4-72-721-7300-3419 Workshop Related Expenses	1,000.00	769.10	1,000.00	1,030.98	(3.10%)
4-72-721-7300-3422 Programs	16,134.00	14,997.75	12,000.00	12,119.48	(1.00%)



**County of Bruce**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-12 Ending December 31, 2018*

Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
4-72-721-7300-3430	Promotional Items	0.00	0.00	1,000.00	0.00	100.00%
4-72-721-7300-3432	Promotional Advertising - Pro	7,500.00	5,835.94	7,500.00	5,914.53	21.14%
4-72-721-7300-3558	Insurance Premiums	18,084.00	18,358.88	12,192.00	12,192.77	(0.01%)
4-72-721-7300-3709	Periodicals and Subscriptions	71,000.00	47,503.40	86,000.00	74,242.49	13.67%
4-72-721-7300-3710	Memberships	12,500.00	12,276.40	12,500.00	10,906.81	12.75%
4-72-721-7300-3711	Advertising	2,500.00	2,712.41	1,500.00	5,663.84	(277.59%)
4-72-721-7300-3717	Public Printing	5,000.00	468.31	0.00	0.00	0.00%
4-72-721-7300-3719	Postage	2,200.00	725.86	1,700.00	821.01	51.71%
4-72-721-7300-3756	Telephone	17,000.00	18,760.71	24,000.00	18,311.22	23.70%
4-72-721-7300-3757	Public Internet	14,000.00	10,507.83	14,000.00	19,344.73	(38.18%)
4-72-721-7300-3786	Computer Supplies	1,500.00	2,013.65	4,300.00	2,763.20	35.74%
4-72-721-7300-3804	Supplies - General	11,000.00	11,579.22	16,000.00	14,958.37	6.51%
4-72-721-7300-3911	Travel cost	15,000.00	20,362.59	15,000.00	13,168.17	12.21%
4-72-721-7300-3914	Staff Training	20,500.00	9,117.48	12,500.00	15,510.93	(24.09%)
4-72-721-7300-3915	Conventions	8,000.00	5,082.87	8,000.00	11,046.97	(38.09%)
4-72-721-7300-3917	Health and Safety	2,000.00	691.30	2,000.00	712.14	64.39%
4-72-721-7300-3931	Retirement/Service Awards	2,500.00	470.39	1,000.00	179.58	82.04%
4-72-721-7300-3933	Miscellaneous	1,000.00	1,551.64	1,000.00	3,052.01	(205.20%)
4-72-721-7300-4503	Branch Mtce Building and Gr			0.00	329.70	0.00%
4-72-721-7300-4504	Maintenance Office Equip -C	40,000.00	29,426.56	40,000.00	29,092.15	27.27%
4-72-721-7300-4520	Consultant Services	0.00	468.04	5,500.00	5,159.10	6.20%
4-72-721-7300-4551	Audit	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
4-72-721-7300-4552	Legal	0.00	0.00	0.00	598.85	0.00%
4-72-721-7300-4553	Professional Services	0.00	167.27	0.00	71.22	0.00%
4-72-721-7300-4571	Maintenance - Computer Sof	8,900.00	3,880.85	4,000.00	3,880.85	2.98%
4-72-721-7300-7001	Branch Library Service Grant	332,046.00	332,044.00	338,687.00	331,414.00	2.15%
4-72-721-7300-8505	Interdepartmental Cost Reco			0.00	(2,530.10)	0.00%
4-72-721-7300-8510	Data Processing Interdept	1,100.00	1,100.00	1,100.00	1,100.00	0.00%
4-72-721-7300-8520	Rental Charge Interdept	58,500.00	58,500.00	58,500.00	58,500.00	0.00%
4-72-721-7300-8999	Expense Recoveries	0.00	(3,333.40)	0.00	(20.00)	0.00%
8-72-721-7300-9110	Transfer to Operating Reserv	0.00	12,668.25	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>(3,110,960.00)</b>	<b>(3,061,271.62)</b>	<b>(3,266,010.00)</b>	<b>(3,201,121.88)</b>	<b>1.99%</b>
<b>Total RC- Program -Library</b>		<b>(3,110,960.00)</b>	<b>(3,061,271.62)</b>	<b>(3,266,010.00)</b>	<b>(3,201,121.88)</b>	<b>1.99%</b>
<b>RC-Library Capital</b>						
<b>Revenues</b>						
4-72-721-7302-0255	Capital Donations	1,366.00	3,646.92	1,000.00	1,701.84	(70.18%)
4-72-721-7302-0885	Capital Revenue Sale of Equi	0.00	0.00	0.00	789.33	0.00%
8-72-721-7302-0921	Transfer from Reserves - for I	46,173.00	40,173.00	0.00	0.00	0.00%
8-72-721-7302-0922	Transfer from Reserves - For	38,500.00	30,028.01	15,000.00	2,786.07	81.43%
<b>Total Revenues</b>		<b>86,039.00</b>	<b>73,847.93</b>	<b>16,000.00</b>	<b>5,277.24</b>	<b>67.02%</b>
<b>Expenditures</b>						
4-72-721-7302-3350	Equipment Purchases-Non T	0.00	2,869.22	0.00	0.00	0.00%
4-72-721-7302-9201	Costs for Sale of Assets			0.00	48.70	0.00%
6-72-721-7302-9501	Building Int - Furnishings/She	15,500.00	9,466.64	10,000.00	0.00	100.00%
6-72-721-7302-9575	Technology - Computer Pool	41,539.00	42,573.47	0.00	0.00	0.00%
6-72-721-7302-9577	Technology - Desktop Softwa	6,000.00	0.00	0.00	0.00	0.00%

**County of Bruce**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-12 Ending December 31, 2018*

Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
6-72-721-7302-9701	Furniture & Fixtures - Office F	22,000.00	21,267.44	10,000.00	2,918.40	70.82%
6-72-721-7302-9730	Library Books - Purchases	265,000.00	248,159.42	250,000.00	250,672.55	(0.27%)
6-72-721-7302-9731	Library Books - Purchase by	1,000.00	1,321.35	1,000.00	1,020.82	(2.08%)
6-72-721-7302-9732	Library Talking Books	12,000.00	11,229.11	12,000.00	9,672.99	19.39%
6-72-721-7302-9734	Library Books Cataloguing an	35,000.00	34,907.27	30,000.00	37,012.96	(23.38%)
6-72-721-7302-9735	Library E Book Purchases	1,500.00	2,081.71	2,000.00	2,561.25	(28.06%)
6-72-721-7302-9736	Library E Books purchased b			0.00	681.02	0.00%
6-72-721-7302-9738	Library Audio Visual Collectio	35,000.00	30,826.34	35,000.00	30,882.09	11.77%
8-72-721-7302-9100	Transfer to Capital Reserves	25,000.00	25,000.00	27,000.00	27,000.00	0.00%
8-72-721-7302-9102	Transfer to Capital Reserves	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
8-72-721-7302-9103	Trfr to Capital Reserves Unfin	0.00	0.00	0.00	5,000.00	0.00%
<b>Total Expenditures</b>		<b>(460,739.00)</b>	<b>(430,901.97)</b>	<b>(378,200.00)</b>	<b>(368,670.78)</b>	<b>2.52%</b>
<b>Total RC-Library Capital</b>		<b>(374,700.00)</b>	<b>(357,054.04)</b>	<b>(362,200.00)</b>	<b>(363,393.54)</b>	<b>(0.33%)</b>
<b>Total Admin/Operations Library</b>		<b>(3,200,335.00)</b>	<b>(3,127,558.67)</b>	<b>(3,368,223.00)</b>	<b>(3,301,839.17)</b>	<b>1.97%</b>
<b>OnGoing Ventures Library</b>						
<b>RC-Service Ontario Initiatives</b>						
<b>Revenues</b>						
4-72-725-7310-0321	Provincial Subsidy	0.00	1,738.29	0.00	398.35	0.00%
4-72-725-7310-0360	Provincial Capital Revenues	0.00	5,799.29	0.00	0.00	0.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>7,537.58</b>	<b>0.00</b>	<b>398.35</b>	<b>0.00%</b>
<b>Expenditures</b>						
4-72-725-7310-3301	Equipment Repairs and Maint	0.00	291.84	0.00	0.00	0.00%
4-72-725-7310-3804	Supplies - General	0.00	1,446.45	0.00	423.12	0.00%
6-72-725-7310-9701	Furniture & Fixtures - Office F	0.00	5,799.29	0.00	0.00	0.00%
<b>Total Expenditures</b>		<b>0.00</b>	<b>(7,537.58)</b>	<b>0.00</b>	<b>(423.12)</b>	<b>0.00%</b>
<b>Total RC-Service Ontario Initiatives</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(24.77)</b>	<b>0.00%</b>
<b>RC- Library Donations</b>						
<b>Revenues</b>						
4-72-725-7315-0219	Donations			4,000.00	7,604.50	(90.11%)
4-72-725-7315-0220	Donations for Equip Purchas			0.00	238.77	0.00%
4-72-725-7315-0224	Donations - Other			0.00	1,471.80	0.00%
8-72-725-7315-0920	Transfer from Reserves - for			13,525.00	5,977.59	55.80%
8-72-725-7315-0922	Transfer from Reserves - For			0.00	4,514.65	0.00%
<b>Total Revenues</b>				<b>17,525.00</b>	<b>19,807.31</b>	<b>(13.02%)</b>
<b>Expenditures</b>						
4-72-725-7315-3350	Equipment Purchases-Non T			13,525.00	5,350.93	60.44%
4-72-725-7315-3422	Programs			0.00	42.11	0.00%
4-72-725-7315-3804	Supplies - General			0.00	584.55	0.00%
6-72-725-7315-9701	Furniture & Fixtures - Office F			0.00	4,514.65	0.00%
8-72-725-7315-9110	Transfer to Operating Reserv			0.00	5,315.07	0.00%
<b>Total Expenditures</b>				<b>(13,525.00)</b>	<b>(15,807.31)</b>	<b>(16.87%)</b>

**County of Bruce**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

For the Fiscal Period 2018-12 Ending December 31, 2018

Account Number		Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total RC- Library Donations</b>				<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00%</b>
<b>Total OnGoing Ventures Library</b>		<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>3,975.23</b>	<b>0.62%</b>
<b>Library Special Projects</b>						
<b>RC-Special Funding</b>						
<b>Revenues</b>						
4-72-728-7350-0321	Provincial Subsidy	0.00	11,401.51	0.00	13,445.33	0.00%
4-72-728-7350-0326	Provincial Subsidy -Prior Yrs			0.00	2,133.63	0.00%
4-72-728-7350-0360	Provincial Capital Revenues	0.00	2,184.83	0.00	944.70	0.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>13,586.34</b>	<b>0.00</b>	<b>16,523.66</b>	<b>0.00%</b>
<b>Expenditures</b>						
4-72-728-7350-3350	Equipment Purchases-Non T	0.00	9,392.49	0.00	5,557.92	0.00%
4-72-728-7350-3425	Outreach Activities	0.00	2,009.02	0.00	3,173.87	0.00%
4-72-728-7350-3709	Periodicals and Subscriptions			0.00	2,932.70	0.00%
4-72-728-7350-3804	Supplies - General	0.00	0.00	0.00	264.84	0.00%
4-72-728-7350-3915	Conventions			0.00	447.74	0.00%
4-72-728-7350-3933	Miscellaneous	0.00	0.00	0.00	1,068.26	0.00%
6-72-728-7350-9575	Technology - Computer Pool	0.00	2,184.83	0.00	944.70	0.00%
<b>Total Expenditures</b>		<b>0.00</b>	<b>(13,586.34)</b>	<b>0.00</b>	<b>(14,390.03)</b>	<b>0.00%</b>
<b>Total RC-Special Funding</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,133.63</b>	<b>0.00%</b>
<b>RC-Literacy Program</b>						
<b>Revenues</b>						
4-72-728-7370-0219	Donations	0.00	6,070.00	0.00	41.00	0.00%
8-72-728-7370-0920	Transfer from Reserves - for	15,000.00	14,994.65	15,000.00	876.11	94.16%
<b>Total Revenues</b>		<b>15,000.00</b>	<b>21,064.65</b>	<b>15,000.00</b>	<b>917.11</b>	<b>93.89%</b>
<b>Expenditures</b>						
4-72-728-7370-3401	Books	6,000.00	9,266.21	6,000.00	0.00	100.00%
4-72-728-7370-3411	Video Collection	6,000.00	0.00	3,000.00	0.00	100.00%
4-72-728-7370-3804	Supplies - General	0.00	1,973.87	3,000.00	876.11	70.80%
4-72-728-7370-3933	Miscellaneous	3,000.00	3,754.57	3,000.00	0.00	100.00%
8-72-728-7370-9110	Transfer to Operating Reserv	0.00	6,070.00	0.00	41.00	0.00%
<b>Total Expenditures</b>		<b>(15,000.00)</b>	<b>(21,064.65)</b>	<b>(15,000.00)</b>	<b>(917.11)</b>	<b>93.89%</b>
<b>Total RC-Literacy Program</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>RC-Capacity Grant Prgram</b>						
<b>Revenues</b>						
4-72-728-7380-0321	Provincial Subsidy	0.00	24,850.00	0.00	0.00	0.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>24,850.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>						
4-72-728-7380-3709	Periodicals and Subscriptions	0.00	23,169.06	0.00	0.00	0.00%
4-72-728-7380-3914	Staff Training	0.00	2,177.66	0.00	0.00	0.00%

**County of Bruce**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-12 Ending December 31, 2018*

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Expenditures</b>	<b>0.00</b>	<b>(25,346.72)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total RC-Capacity Grant Program</b>	<b>0.00</b>	<b>(496.72)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>RC- Library Fundraising Activities</b>					
<b>Revenues</b>					
4-72-728-7390-0219 Donations			0.00	540.00	0.00%
<b>Total Revenues</b>			<b>0.00</b>	<b>540.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
4-72-728-7390-3711 Advertising			0.00	127.20	0.00%
4-72-728-7390-3804 Supplies - General			0.00	284.88	0.00%
8-72-728-7390-9100 Transfer to Capital Reserves			0.00	127.92	0.00%
<b>Total Expenditures</b>			<b>0.00</b>	<b>(540.00)</b>	<b>0.00%</b>
<b>Total RC- Library Fundraising Activities</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Library Special Projects</b>	<b>0.00</b>	<b>(496.72)</b>	<b>0.00</b>	<b>2,133.63</b>	<b>0.00%</b>
<b>Total Library</b>	<b>(3,200,335.00)</b>	<b>(3,128,055.39)</b>	<b>(3,364,223.00)</b>	<b>(3,295,730.31)</b>	<b>2.04%</b>

<b>2017 closing</b>	<b>Transfers From</b>	<b>Transfers To</b>	<b>Interest/ Reallocation</b>
<b>Library</b>			
\$      9,414.61			\$         168.84
\$       1,215.13		\$       1,200.00	\$          43.31
\$   66,318.69	-\$    14,000.00		\$           938.26
\$    13,231.71	-\$ <b>2,786.07</b>	\$       5,000.00	\$         277.00
<b>Library</b>			
\$    11,890.61		\$    15,000.00	\$         482.25
\$    44,399.48		\$    12,000.00	\$       1,011.45
<b>Library</b>			

2018					
Reserve Name	Reserve Balance	GL	Typical Source of Funding	Typical Uses of Funding	Notes and Comments
Information and Technology Capital Reserve Funds					
Library					
Computer Software	\$ 9,583.45	721-1120-ITCP	Annual Operating budget contributions. Year End unspent capital earmarked for this purpose	Acquisition of software. New software or enhanced modules to existing software.	May include but not limited to funds set aside for annual MS Office Licensing
Computer Hardware	\$ 2,458.44	721-1120-ITCP	Annual Operating budget contributions. Year End unspent capital earmarked for this purpose	Acquisition of desktop computers, laptops, and printers.	May include but not limited to funds set aside for annual MS Office Licensing
Community Access Project	\$ 53,256.95	721-1110-LCPP	Transfer of funds received for the program which were offset with County Contribution. Therefore the unbudgeted variance was transferred to reserves	Used to offset cost related to the Community Access Program providing free internet and some capital computers at the Library Branches	0
Equipment Replacement					
Library					
Other Operational Equipment	\$ 15,722.64	721-1120-EQUI	Annual Operating budget contributions. Year End unspent capital earmarked for this purpose	Acquisition of operational equipment either new or replacement as deemed by Council. Including but not limited to office equipment.	-
Facility Reserves					
Library					
Library Headquarters and Branch Locations	\$ 27,372.86	721-1120-BUIL	Annual Operating budget contributions. Year End unspent capital earmarked for this purpose	Used to fund future capital improvements to existing facility or replacement of existing building components.	Includes but not limited to elevator, windows, parking lots, light standards, flooring, accessibility upgrades, shelving, building security access and roofing.
Vehicle and Machine Replacement					
Library					
Vehicle Replacement	\$ 57,410.93	721-1120-VEHC	Annual Operating budget contributions. Year End unspent capital earmarked for this purpose	Used to fund new capital purchases or replacements of existing vehicles or operating machinery	-
Operating Surplus Reserves					
Library					

2017 closing	Transfers From	Transfers To	Interest/ Reallocation		Reserve Name	Reserve Balance	GL	Typical Source of Funding	Typical Uses of Funding	Notes and Comments	
\$ 30,072.58	-\$ 4,375.68		\$ 460.84	76	Library Sustainability/Strategic Plan	\$ 26,157.74	721-1110-LSTP	Transfer of Year end Surplus	Used for the purpose of developing and implementation of the Library strategic plan as deemed by director and council.	2012 year end surplus	
\$ 0.00				6	Library Tax Stabilization	\$ 0.00	721-1110-TXST	Year end annual surplus.	Used to mitigate significant increases in tax rates as determined by Council. Available for unplanned or emergency situations as deemed appropriate by council	Established in 2011	
					Donation Reserves						
					Library						
\$ 26,325.85	-\$ 10,492.24	\$ 4,315.07	\$ 361.34		91	General Branch Specific Donations	\$ 20,510.02	accts LB DON	Contributions in the form of donations received from individuals, corporations, community groups and estates with no stipulations. As part of the year end process any donations over and above budget are transferred to the reserve.	Used to purchase operating materials or capital book purchases associated with the applicable branch as deemed appropriate by Director and Library Board.	Finance maintains a detailed account of the individual branch donations.
\$ 79,602.47		\$ 1,000.00	\$ 1,445.49		92	Southampton Branch Donation Bylaw 3346 (Stipulations Attached)	\$ 82,047.96	721-1110-LSOU	Contributions in the form of donations received from individuals, corporations, community groups and estates with stipulations. As part of the year end process any donations over and above budget are transferred to the reserve.	Must be spent on the Southampton Library Branch on the recommendation of the Bruce County Public Library Board and the approval of Council.	Bequested Donation established in 1993 Estate of Alda Griffiths. Previously requests have been received by Saugeen shores related to the building.
					Designated Project or Special Purpose Reserves						
					Library						
\$ 16,975.99	-\$ 876.11	\$ 41.00	\$ 289.46	134	Literacy Program	\$ 16,430.34	721-1110-LTCY	Year End unspent project funds earmarked for this purpose	Specific undertakings related to Literacy Program as deemed appropriate by Director and Council.	0	
\$ 18,255.50			\$ 327.39	135	Sale of Used Library Books	\$ 18,582.89	721-1110-LBKS	Year end transfer of the variance of funds generated at individual branches from the sale of used Library Books, and the purchases made through out the year	Used to purchase operating materials or capital book purchases associated with the applicable branch as deemed appropriate by Director and Library Board.	Finance maintains a detailed account of the individual branch donations. Established by motion in 2008.	

2017 closing	Transfers From	Transfers To	Interest/ Reallocation		Reserve Name	Reserve Balance	GL	Typical Source of Funding	Typical Uses of Funding	Notes and Comments
\$ 59,132.90	-\$ 10,000.00		\$ 881.13	136	Special One Time Funding	\$ 50,014.03	721-1110-SPFD	Year end transfer of provincial one time funding in 2006.	Specific undertakings related to strengthen literacy and life long learning as deemed appropriate by Director and Council.	0
		\$ 127.92	\$ 2.29		Fundraising Project	\$ 130.21	721-1110-PROJ	Specific Fundraising Projects	Used to fund purchase	In 2018-2020 for Bookmobile
\$ 6,301.04			\$ 113.00	137	Accessibility	\$ 6,414.04	721-1110-PROJ	Operating budget transfer.	Specific undertakings related to accessibility as deemed appropriate by Director and Council.	Established in 2004
<u>\$ 383,136.56</u>					<u>\$ 386,092.50</u>					
<u>-\$ 42,530.10</u>										
<u>\$ 38,683.99</u>										
<u>\$ 6,802.05</u>										

**Bruce County Public Library  
Director's Report  
June 2019**

**1. FACILITIES**

- a. **Ripley Branch:** The interior of the Ripley Branch was recently repainted.



- b. **Tara Branch:** The Tara branch will be having its interior repainted on June 10<sup>th</sup>. Staff also plan on re-arranging the layout of the library's staff area and public computers to enable more accessibility and room for the public.

**2. PERSONNEL**

- a. **Temporary Part Time Clerk – Kincardine:** The successful candidate to this position is Zulay Oral. She will be occupying the position until the incumbent's maternity leave is completed.
- b. **Temporary Part Time Clerk – Sauble Beach:** This position is to cover additional hours of operation during the summer. The successful candidate is Susan Collins.
- c. **Temporary Part Time Clerk – Kincardine:** This position is to cover additional hours of operation during the summer. The successful candidate is Ocean Poels.

**3. STRATEGIC PLAN**

- a. The Q2 update will be presented at the August meeting.

**4. ADMINISTRATION**

**a. Grants:**

- i. Bruce County Public Library's application to the **Leflar Foundation** has been accepted. We will be using the money from this grant to purchase Ukulele kits for the library system. A portion of the kits will be added to the collection for the public to borrow and others will be used internally for staff programming.



- ii. Bruce County Public Library's application to the **Community Foundation Grey Bruce** has been accepted. We will be using the money from this grant to purchase Sensory Kits for the library system. These kits will contain a variety of sensory tools and toys to help individuals with autism and other sensory-sensitivity conditions. These kits will be available for the public to borrow with their library card.
  - iii. Bruce County Public Library's application to the **Society of United Professionals Bruce Power Local's Community Foundations Fund** has been approved. We will be using the money from this grant to purchase new and replacement parts for our Cubelet Technology Kits.
- b. Bookmobile Project Update:** Bookmobile Customer Survey has been released. Branch staff will be circulating paper copies within the branches and in their communities. An electronic version is also available on the library's website.
- c. Business Plan Update:** The Q2 update will be presented at the August meeting.



## **Branch Services Report June 2019**

### **1. OPERATIONS**

- a. **Bookmobile:** The Bookmobile Survey has launched and received 77 responses the first week. The survey is available online as well as in hardcopy at all Bruce County Public Library branches. They have also been distributed to retirement residences, campgrounds, provincial parks and Chambers of Commerce.

### **2. STAFF TRAINING AND DEVELOPMENT**

- a. **Cultural Awareness Training:** Carolyn McKeeman, Supervisor at the Mildmay and Teeswater Branches, and Nancy Kuhl, Programming Co-Ordinator, attended Cultural Awareness Training on May 17. The session was presented by Lyndon Lynklater, a traditional knowledge keeper, storyteller and children's author.
- b. **Bruce County Off-Site Training Day:** Director Grace Dawson and Assistant Director Brooke McLean attended Bruce County's training on Transformation and Cultural Change. Dr. JP Gedeon offered the keynote address while a LEAN session was facilitated by France Bergeron and Joanne Gaudet.
- c. **Mental Health Week:** Several staff members took advantage of the Mental Wellness events offered at various locations throughout Bruce County. Mindful Mike was back to provide sessions on mindfulness, and there were also wellness visits from paramedic services.

### **3. INTEGRATED LIBRARY SYSTEM (ILS) AND IT SERVICES**

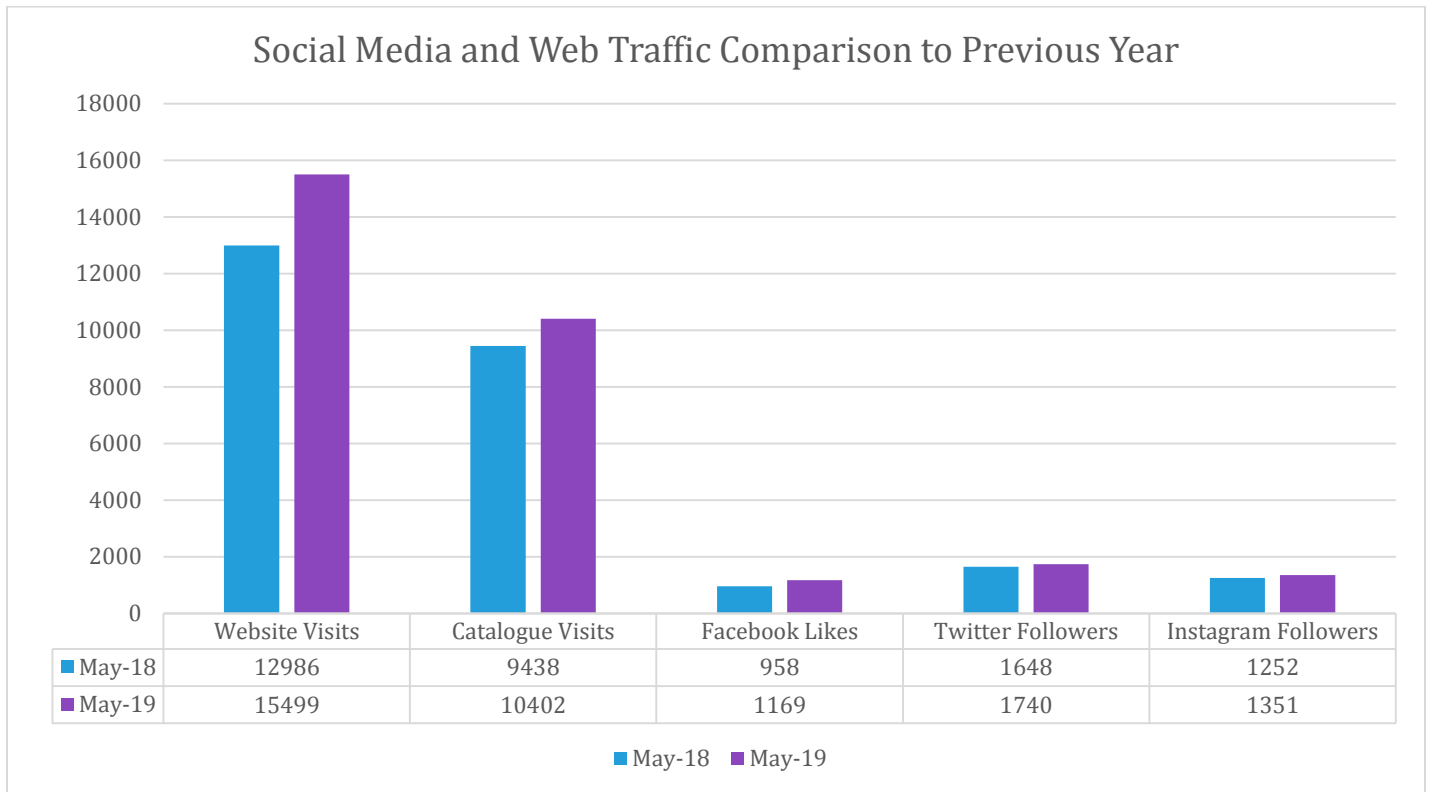
- a. **BLUECloud Mobile:** Bruce County Public Library is going to leverage the purchasing power of the Ontario Library Consortium to purchase a mobile app developed by SirsiDynix. The app will be available for iOS and Android devices and will provide patrons with an alternative method of connecting with our resources, and accessing their account information.
- b. **Freegal eResource Central Connector:** Bruce County Public Library has opted to purchase the newly available eResource Central (eRC) connector for Freegal. This connector will pull Freegal resources into Enterprise search results and make it easier for patrons to discover the songs, albums, and videos available to them through Freegal.

### **4. FRIENDS OF THE LIBRARY GROUPS**

- a. A Volunteer Appreciation Luncheon is scheduled for June 10 at the Wiarton Branch.

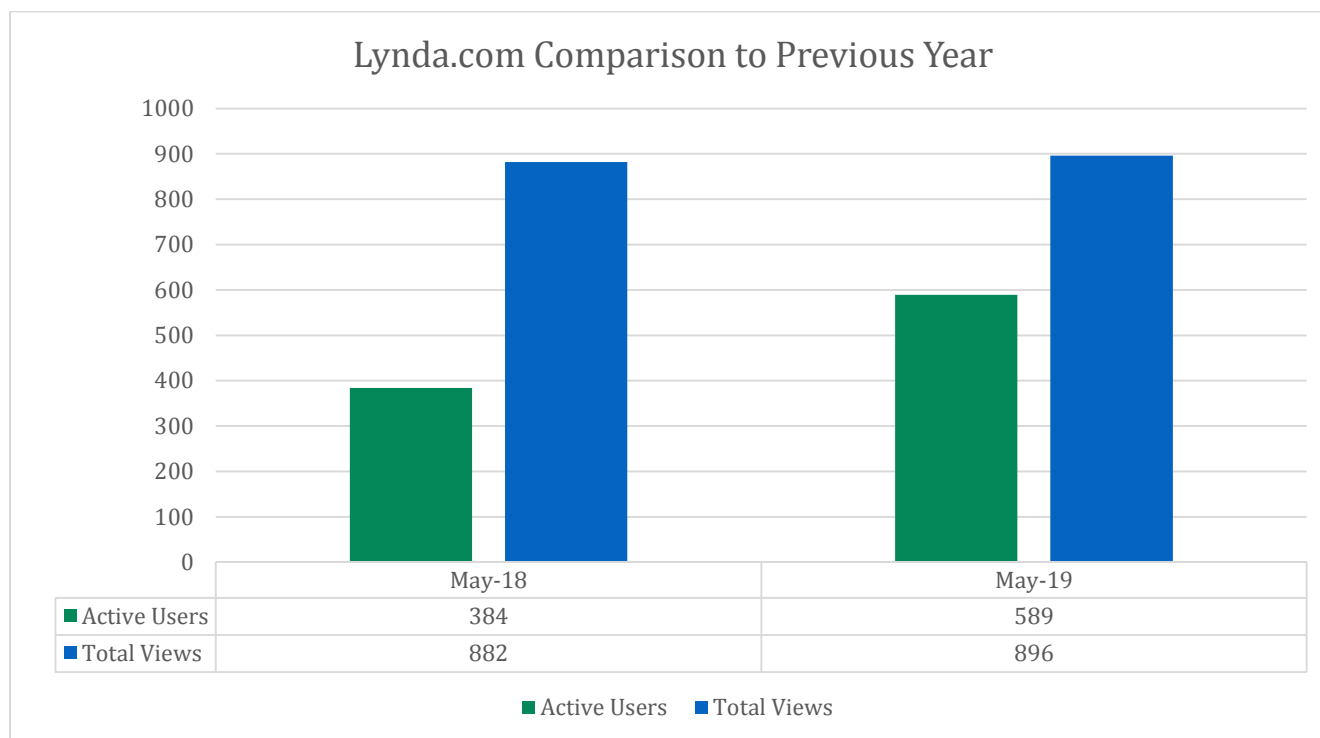
## STATISTICAL REPORTS

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



### c. 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.



For **May** a total of:

- 57 hours and 51 minutes of video were viewed
- 16 courses have been completed
- 7% of registered users have logged in

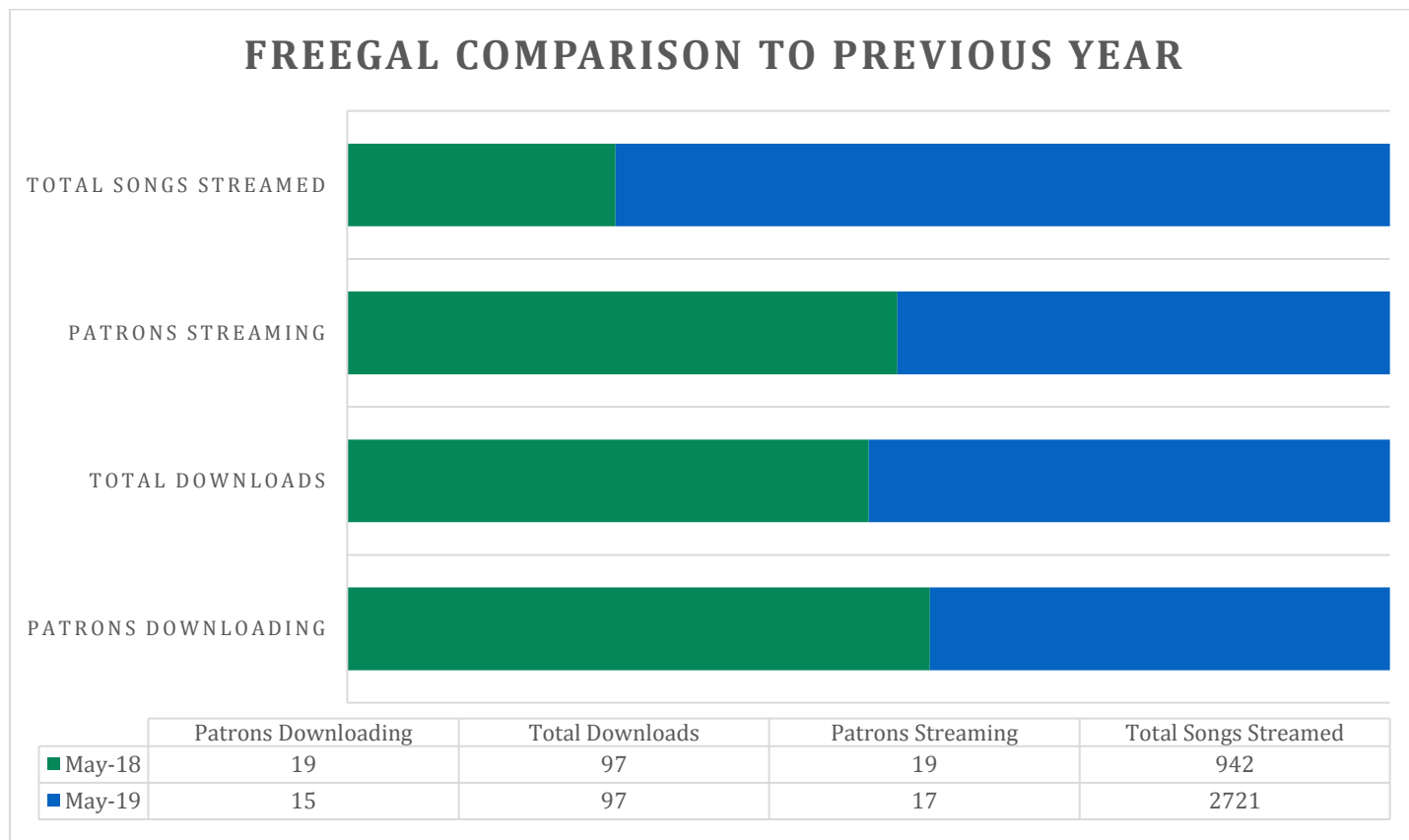
The top 5 courses combined for **May**:

- a. Excel 2016 Essential Training
- b. Project Management Foundations
- c. InDesign CC 2019 Essential Training
- d. Creating a Short Film
- e. Online Marketing Foundations



#### d. Freegal

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



#### Top 3 Downloaded Genres in May:

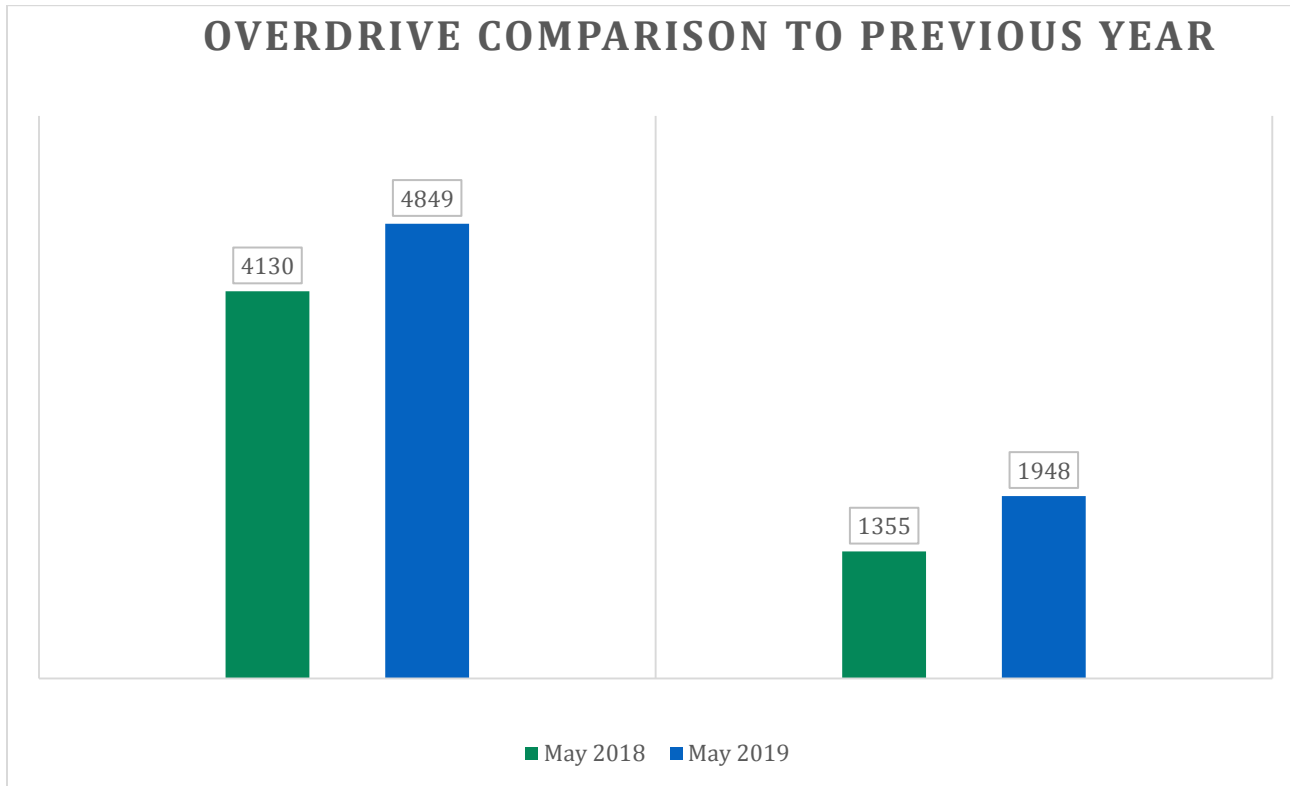
1. Pop - 29 songs downloaded
2. Country - 19 songs downloaded
3. Classic Rock - 10 songs downloaded

#### Top 3 Streamed Genres in May:

1. Soundtracks- 870 songs streamed
2. Soundtracks/Musicals - 577 songs streamed
3. Pop - 245 songs streamed

e. OverDrive

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



Overdrive provides patrons access to best-selling and classic eBooks and eAudiobooks from the library's digital collection. Patrons have access to the collection anytime, from anywhere using their Bruce County Public Library card. The service is compatible with all major computers and devices. Borrowed eBooks and eAudiobooks can be enjoyed immediately in a web browser or can be downloaded to the free Libby app for mobile devices. OverDrive titles are also available in our online catalogue. Titles automatically expire at the end of the lending period, and there are no late fees.



# BORROW FREE EBOOKS FROM YOUR LIBRARY!

Browse. Search. Discover.

Find your next great read:

[downloadcentre.library.on.ca/](https://downloadcentre.library.on.ca/)

ONTARIO  
LIBRARY  
SERVICE  download  
centre



## Branch Supervisor Report

Tracey Knapp  
Cargill Branch

Date: June 7, 2019

The Cargill Branch over the past year has seen a small increase in their stats. We have seen a few more children come to the branch by holding an after school activity every Tuesday, PD day activities once a month and drop in crafts every Saturday.

Our clerk Mary Lou is very creative and she has developed various displays and bulletin boards though out the year to make the branch more attractive for our patrons.

The municipality of Brockton is having a new front window installed by the circulation desk area due to some water damage. The window has been order and should be install before the end of the summer.



**System-Wide Programs**

Nancy Kuhl, Program Coordinator

May 2019

<b>Ongoing Programs</b>	Read and Play Every Day	Our new early literacy initiative uses Beanstack to encourage families with preschool children and babies to incorporate literacy into their everyday routines. We launched the program in May and have had 35 registrants thus far.
	Book Nook	Library and Museum partnered to launch the Book Nook. This mini collection is available to peruse at the Museum and provides enhanced learning materials that support their exhibits. Visitors can take materials with them if they choose and return to any library branch.
<b>May Programs</b>	One World Festival Outreach	Heather McCarron and I attended the Grey Bruce One World Festival for school children in Owen Sound on May 23. The theme of the festival this year was "Sharing our Stories". Combining staff resources with Owen Sound & North Grey Union Public Library, we made story stones with carry pouches with the 80 children that participated.
	Read Local	This event in Southampton brought together local authors with the public. When asked what they liked most about the program, 75% stated they liked meeting and connecting with local authors. 100% of respondents were more aware of resources and services provided by the library.
<b>June Programs</b>	Let's Talk Science - June 14-15	This popular outreach science program will happen at Walkerton, Ripley and Kincardine branches.
	Senior's Month Fraud Awareness Presentations	Ontario Securities Commission will present about financial fraud, Canadian Anti-Fraud Centre will present on the most common scams. Both presentations are geared to seniors.
	Pride Month - Love is Love Story Time	In celebration of Pride month, branches will create in-branch displays with LGBTQ books as a theme. Several branches will feature LGBTQ titles in a story time this month. Kincardine branch will host a

## Bruce County Public Library

### Branch Activities Report

		guest reader from the Kincardine Pride group.
	Kincardine Branch Library Community Information Expo - June 4	This event brings together different community agencies to share their information with the public.
	Get Your Summer Read On Day! - June 22	All branches will participate in this TD Summer Reading Club kick-off event. Children are encouraged to register for summer reading at their local branch on this day.



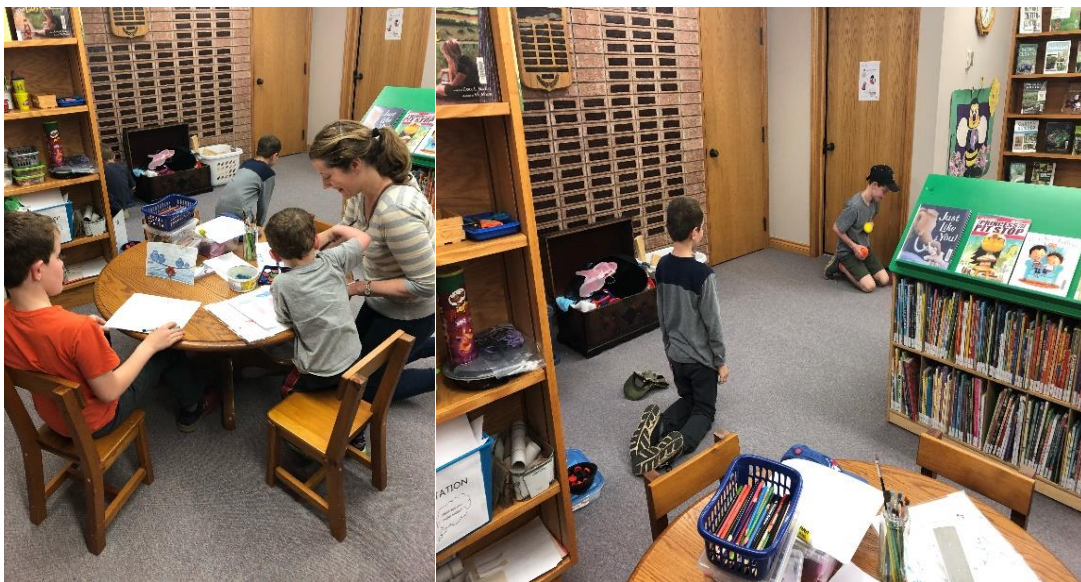
## Cargill Branch

Tracey Knapp, Lead Branch Supervisor

May 31, 2019

Other Children's and Teens Programs	STEAM On!	Six children participated in PD day activities where they painted and made a craft project with the theme 'Why Fit In When You Can Stand Out?'
	STEAM On!	Every Tuesday after school, different STEAM activities were made available. Four children took part this month.

Total Circulation for May	301 items
---------------------------	-----------



STEAM ON! 'Why Fit In When You Can Stand Out

**Chesley Branch**

**Grant Robertson, Lead Branch Supervisor**

**May 1, 2019**

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Story time was impacted in May by the bridge being closed again. However, we still had fun with stories, songs, rhymes, crafts and free play. In total 55 children participated.
--	------------	--

<b>Community Development: community events, partnered programs with community groups</b>	Adventures in Play	Chesley Branch visited the OEYC Centre to deliver a joint program called Adventure in Play. It consisted of stories, activity centres and crafts. Assistant Supervisor Jodi Jerome used it as an opportunity to promote our services and weekly story time. Eighteen children participated.
--	--------------------	---

<b>Adult and Senior Programs</b>	Guest Speaker Series	Gladys Johnston, President of the Bruce County Genealogical Society, spoke about her family research trip to Colonsay in the Scottish Hebrides Islands. Everyone enjoyed Gladys' engaging speaking style with 21 in attendance.
	Movie	In May we showed the Robert Redford movie <b>Old Man and the Gun</b> to 16 people.
	Seniors' Story Time	The once a month visits to Parkview and Elgin Abbey continue with stories and laughter. In May, 19 seniors participated.

<b>Technology Based Programs</b>	Tech Coach	In May, 2 people sought assistance with devices.
----------------------------------	------------	--

Total Circulation for <b>May</b>	<b>1523</b> items
----------------------------------	-------------------

**Kincardine Branch**

**Michaela Posthumus, Lead Branch Supervisor**

**May 1, 2019**

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	On Wednesday mornings the Kincardine Library runs a weekly story time for pre-school age children to promote literacy development. In May, 103 children and caregivers came to the branch for stories and songs!
--	------------	--

<b>Community Development: community events, partnered programs with community groups</b>	Author Loren Olsen	Presented in partnership with Kincardine Pride, the library welcomed Loren Olsen to share from his book, "Finally Out: Letting Go of Living Straight." Eight attended.
	Local Author Christena Rose	Partnering with Grey Matter Beer Company, the library took part in the launch of local young adult author Christena Rose's first novel, "Twisted Veil," with 20 in attendance.

<b>Adult and Senior Programs</b>	Knitting Circle	During May, 43 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 in May to discuss "Before the Fall" by Noah Hawley. Fifteen members attended.
	Movie	Kincardine showed "The Hate U Give" and "Bohemian Rhapsody" for our May free movies. This month, 30 came to catch the show.

<b>Other Children's and Teens Programs</b>	STEAM On!	In May, our after-school STEAM program taught children about the muscles, bones, and tendons that make our bodies move with a "hands on" model of the human hand. This month 4 attended.
--	-----------	--

<b>Total Circulation for May</b>	<b>5136 items</b>
----------------------------------	-------------------





Local author Christena Rose shows off her supernatural young adult book, "Twisted Veil."

## Lion's Head Branch

Kathryn Hauck, Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	I prepare a craft, sing songs and tell stories to suit the varying ages of the children that attend. This month, we went through the alphabet reading Chicka Chicka Boom Boom, sang songs and read stories using felt characters and other props. Twenty nine children and care givers attended five programs.
--	------------	--

<b>Adult and Senior Programs</b>	Reading at Golden Dawn Seniors Residence/Nursing Home	On Mondays, I visit the Golden Dawn and read to a few of the residences. We have worked our way through Stuart McLean's Vinyl Café as well as learned about Queen Victoria. Nine people attended one program.
	Knitting Circle	People bring in their projects, questions and skills to the circle and knit for two hours. I read a story from a knitting book by Alice Hoffman, and discuss a knitting design. I have also started reading short stories from the Vinyl Café by Stuart McLean. Forty-four people attended four programs.
	Thursday Sages	Every Thursday, Beth choses a topic and explores/teaches the patrons that attend the session. This month, topics included exploring more in Mango Languages and a special presentation by Ulla Conrad, a steward and trail caretaker of a portion of the Bruce Trail. Thirty-seven people attended five programs.

Total Circulation for May	1820 items
---------------------------	------------

**Lucknow Branch**

Cassie Wood, Branch Supervisor

May 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Lucknow Branch holds a Story Time each Friday morning for pre-school children. The hour consists of songs, stories and a fine motor activity such as colouring and Mega Blocks. We have been enjoying singing our parachute songs, which require us to listen to instructions and use our gross motor skills to shake the parachute to the rhythm of the song. Over the month of May, 49 parents and children attended the program.
	Baby Time	This baby and parent 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. No matter how young, babies acquire language and literacy. This month, 11 babies and parents attended.

<b>Community Development: community events, partnered programs with community groups</b>	Sepoy Manor	Every other Wednesday the Supervisor visits the retirement home where we share short story collections and discuss other authors we enjoy. In May, 22 residents enjoyed our visits and group discussions. These visits help to bring literature to those who can no longer read independently and can also address the loneliness some older adults can experience when living in care homes. We have been getting more requests for specific titles, which shows that our visits have encouraged residents to read and use the library, even if they cannot get to us in person.
	Lucknow Town Yard Sale	Lucknow branch participated in the annual town yard sale. Our cart had heaps of treasures and our table had lots of library information. More importantly, we got to meet lots of people, some of whom were new to town or hadn't used the library recently. At the end of the sale, we met with approximately 65 people and sold \$40 worth of weeded material.



	Lucknow Messy Church	Messy Church is a popular family program held at the Lucknow Presbyterian Church. We were invited to show off our building toys as they fit with the theme of that week. Kids visited our table to use our Lego and KEVA planks, and check out some books. We handed out calendars and talked about Summer Reading Club. Approximately 50 people attended this month's group.
--	----------------------	---

<b>Adult and Senior Programs</b>	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. This program has also encouraged participants to borrow our cookbooks for more recipe ideas. Eight people attended this month's meeting. Karen made vegan cookie dough bites for the group, using dates, oats, almond butter, raisin and flax seed to share - a delicious alternative to sugary snacks!
----------------------------------	--	---

<b>Technology Based Programs</b>	Book a Coach	This month, we helped two seniors better navigate their phones and computers. One user commented that she would have had to drive approximately 30 minutes to ask the questions she got answered right in her town at the library.
----------------------------------	--------------	--

Total Circulation for <b>May</b>	<b>1101</b> items
----------------------------------	-------------------



**Mildmay Branch**

Carolyn McKeeman, Branch Supervisor

May 31, 2019

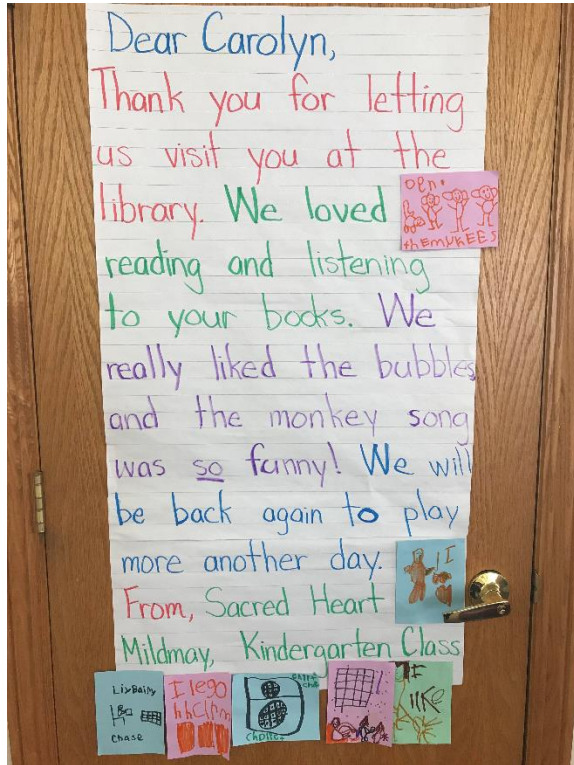
<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Our preschool story time program re-started after the Victoria Day weekend, and welcomed 10 attendees in May.
--	------------	---

<b>Community Development: community events, partnered programs with community groups</b>	Class Visit	The Kindergarten class from Sacred Heart School in Mildmay added the library to their “community helpers” walking field trip, with 37 stopping in for stories and a library tour.
--	-------------	---

<b>Technology Based Programs</b>	Tech Coach	In May, patrons requested tech assistance with filling in an online form, accessing the census website, printing government forms and using the scanner.
----------------------------------	------------	--

<b>Other Children’s and Teens Programs</b>	STEAM On!	Our after school STEAM program ran on May 28 with 3 children attending for some Strawbees creations.
	Family Drop-In	Saturday morning family programs attracted 15 attendees in May with Giant X’s and O’s, Mother’s Day Crafts and Minute to Win It games.

<b>Total Circulation for May</b>	<b>879 items</b>
----------------------------------	------------------



Thank you letter from Mildmay Sacred Heart School

**Paisley Branch**

Grant Robertson, Lead Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Paisley's Story Time program continues to grow. Each week there are songs, stories, a craft and play time. In May, 29 children participated.
--	------------	--

<b>Community Development: community events, partnered programs with community groups</b>	Adventures in Play	Paisley Branch visited the OEYC Centre at PCS to deliver a joint program called Adventures in Play. It consisted of stories, activity centres and crafts. Assistant Supervisor Jodi Jerome used it as an opportunity to promote our services and weekly Story Time. Twenty-eight children participated.
	Story Time at Kids & Us Daycare	Paisley's bi-weekly visit to Kids & Us Daycare saw 34 children participate. They sing songs, read stories and the library provides a simple craft.

<b>Technology Based Programs</b>	Tech Coach	One person availed themselves of tech help in May.
----------------------------------	------------	--

Total Circulation for <b>May</b>	<b>835</b> items
----------------------------------	------------------

**Port Elgin Branch**

Kathy Samson, Lead Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	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 46 children participated.
--	------------	--

<b>Community Development: community events, partnered programs with community groups</b>	Port Elgin Montessori School	Sixteen students and 16 parents listened to stories celebrating Mother's Day and participated in some STEAM related activities.
	Port Elgin-Saugeen Central School	At this JK/SK class visit, 31 students played and explored the Ozobots, Dash and Dot, Plan-a-path and Cubelets.
	Port Elgin-Saugeen Central School	Nineteen Grade 1 students played and explored the Ozobots, Dash and Dot, Plan-a-path and Cubelets.

<b>Adult and Senior Programs</b>	One World Movie	Eight adults attended the movie <b>Indian Horse</b> .
	Book Club	The group discussed the book <b>The Handmaid's Tale</b> by Margaret Atwood. There were 6 in attendance.
	Knitting Circle	This month 63 crafters connected and shared with each other while working on their handcrafted projects.

<b>Technology Based Programs</b>	Tech Coach	We provided one-on-one support to 22 people with technology related questions.
----------------------------------	------------	--

<b>Other Children's and Teens Programs</b>	STEAM On!	STEAM (Science, Technology, Engineering, Art, Math). Twenty-one young people participated. Program themes this month included:  1. Bird Feeders constructed out of popsicle sticks - Engineering 2. Tornado in a Jar - Science/Nature 3. STEAM kits - Engineering kits: Cup stacking; Playdough and Straws; KEVA planks and cubes.
--	-----------	--

<p><b>Patron Feedback</b></p>	<p>“I just wanted to let you know about an incident with one of your staff at the Port Elgin branch. Nancy (don’t have her last name) let me know that I had some overdue books. I was confused as I thought I had returned them early. She showed me the computer screen and again I was confused but said I would deal with it later. I came home to a phone call from Nancy on my machine. She had looked at my account and was calling to clarify the information for me.</p> <p>In this situation I was the one in the wrong and yet she was so patient and communicated to me at the branch and then went above and beyond to call me after.</p> <p>Just thought you should know about a great staff member you have.” Brian Martin</p>
-------------------------------	---

<p>Total Circulation for <b>May</b></p>	<p><b>4210</b> items</p>
---	--------------------------

### Story Time - Mother’s Day Tea





**Ripley Branch**

Cassie Wood, Branch Supervisor

May 31, 2018

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Ripley Branch holds a Story Time each Thursday morning for pre-school aged children. The hour consists of songs, stories, and a fine motor activity. Over the month of May, 17 parents and children attended.
---	------------	---

Community Development: community events, partnered programs with community groups	R Villa Retirement Home	Our weekly visit to the local retirement facility consists of sharing short stories and essays together. This month we read from David Sedaris' <b>Me Talk Pretty One Day</b> , and stories from Stuart McLean's beloved <b>Vinyl Cafe</b> . In May we met with nine residents. This group has great discussions after each piece we read together. We get to build relationships with people who might not be able to get to the library but who love reading and story.
---	-------------------------	---

Adult and Senior Programs	Book Club	Our book club is still going strong with lively discussion each month. This month the club read <b>Poles Apart</b> by Terry Fallis. This title proved to be divisive, with some in the group really enjoying Fallis's writing, while others decidedly did not. Six people attended this month's meeting.
	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, 10 knitters joined the circle.

Total Circulation for May	469 items
---------------------------	-----------



**Sauble Beach Branch**

Heather McCarron, Temporary Lead Branch Supervisor

May 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	To help build their early literacy skills, a mix of 19 preschool aged children, babies and their caregivers joined us throughout the month for stories, talking, singing and playing together.
--	------------	--

<b>Adult and Senior Programs</b>	Movie: A Star is Born	The library showed the film "A Star is Born".
	Book Club: Kingdom of the Blind	Ten members discussed and shared opinions on the Louise Penny book, Kingdom of the Blind.

<b>Technology Based Programs</b>	Tech Coach	Two people received one-on-one tech help with our public library computers.
----------------------------------	------------	---

<b>Other Children's and Teens Programs</b>	Mother's Day Craft	Children enjoyed creating a surprise gift for their mother.
--	--------------------	---

**Patron Feedback**

Total Circulation for <b>May</b>	<b>1830</b> items
----------------------------------	-------------------

**Southampton Branch**

Kathy Samson, Lead Branch Supervisor

May 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	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 51 children participated.
--	------------	--

<b>Community Development: community events, partnered programs with community groups</b>	Let's Travel - Hampton Court	Eight residents watched a video about Hummingbird habitats in Cuba, Costa Rica and Peru.
	Books to Go - Hampton Court	This month a total of 35 items were checked out, 20 items renewed, and 38 items returned. Popular items continue to be Amish Fiction series especially in paperback format as they are easy for the residents to hold.
	GC Huston Public School	We visited a Grade 2 Class where 21 students had the opportunity to play and explore with the Ozobots.

<b>Adult and Senior Programs</b>	Beginners Spanish	A total of 60 participants came out to learn some new Spanish vocabulary.
	Conversational Spanish/French	These weekly programs saw a total of 57 participants.
	Read Local	The library hosted this special event on Friday, May 31. Local authors, Cindy Charity, Emily Little, Chelby Morris, Barbara Bingham, Lee Johnston, A.A. Gordon and Paul Hock shared their works with 42 community members.

<b>Technology Based Programs</b>	Bi-weekly iPad/iPhone Workshops	In May, 33 people attended and learned how to use the PixLR app for photo editing.
	Tech Coach	We provided one-on-one support to 16 people with technology related questions.

<b>Other Children's and Teens Programs</b>	After School Spanish	For the month of May, 30 young people participated in this weekly after school program.
--	----------------------	---

Total Circulation for May	3866 items
---------------------------	------------

Story Time



**Tara Branch**

Grant Robertson, Lead Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	In May 52 children and their caregivers participated in our weekly story time with songs, rhymes and lots of fun stories.
<b>Community Development: community events, partnered programs with community groups</b>	Adventures in Play	Tara Branch visited the Ontario Early Years Centre to deliver a joint program called Adventures in Play. It consisted of stories, activity centres, and crafts. Assistant Supervisor Jodi Jerome used it as an opportunity to promote our services and weekly Story Time. Eighteen children participated.
	Visit from Glad Tidings Christian School	Thirteen students from Glad Tidings visited the Library to learn about what a public library does, and to have some stories read to them.
<b>Other Children's and Teens Programs</b>	STEAM On!	Our after-school program continues to attract children to the Branch and provide lots of quality hands on experiments and fun. In total, 19 students participated in May.

Total Circulation for May

790 items

Marble



Various tools and techniques for alternative picture making; elastic bands, marbles and toy cars.



**Teeswater Branch**

Carolyn McKeeman, Branch Supervisor

May 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Tuesday morning preschool Story Time had 6 children attend two programs in May.
--	------------	---

<b>Community Development: community events, partnered programs with community groups</b>	Teeswater Homecoming Historical Committee	As homecoming approaches this summer, the Historical Committee continues to add to the display housed at the library and meet there once a month. We are also the drop-off location for items from the community to be added to the displays.
	Bruce County Emergency Preparedness	David Smith, Community Emergency Management Coordinator with Bruce County Corporate Services spend a day at the Teeswater library, offering advice and information to our patrons for Emergency Preparedness Week (May 5-11).
	Great Teeswater Book Sale	In combination with the town-wide yard sale, Teeswater branch once again offered up all our collected materials for a book sale. We set them up starting the day of the yard sale (first Saturday in May), and for 10 days following. This year, we had nearly 100 people stop in to see our treasures.

<b>Technology Based Programs</b>	Tech Coach	In May, Teeswater patrons were interested in learning how to place a hold on library material online, how to listen to audiobooks on computer, and how to search for specific formats in our catalogue.
----------------------------------	------------	---

Total Circulation for <b>May</b>	<b>744</b> items
----------------------------------	------------------



Teeswater Homecoming 2019 Historical Committee



**Tiverton Branch**

Michaela Posthumus, Lead Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	The Tiverton Branch runs Story Time on Friday mornings to promote literacy development for pre-school age children. In May, 21 caregivers and children attended this program.
--	------------	---

<b>Adult and Senior Programs</b>	Book Club	Three patrons attended Tiverton's monthly Book Club this May to discuss "The House I Loved" by Tatiana de Rosnay.
----------------------------------	-----------	---

<b>Technology Based Programs</b>	Tech Coach	This month the Tiverton Branch staff helped 4 people with their technological devices.
----------------------------------	------------	--

Total Circulation for <b>May</b>	<b>822</b> items
----------------------------------	------------------

**Tobermory Branch**

Kathryn Hauck, Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time Explorers	This is a partnered program with EarlyON. Carleen from EarlyON brings a different craft and information and I contribute reading materials, information as well as additional craft supplies for the parents and children. We engage parents in making learning tools and keepsakes. This month was making Mother's Day pictures. Five people attended one program.
<b>Adult and Senior Programs</b>	Friends of the Library	The Friends of the Library group met for their monthly meeting. Summer programming plans and funding, Chi-Cheemaun Weekend Book Sale, and Corporate Donations progress were discussed. Seven members attended one meeting.
<b>Other Children's and Teens Programs</b>	St. Edmunds Public School Visit	We read three Scottish Folk Lore stories about the Loch Ness Monster, Selkies and Kelpies. Afterwards, we cut out shapes, colored and made Scottish Thistle pictures. Ten children participated.

Total Circulation for <b>May</b>	<b>1115</b> items
----------------------------------	-------------------



EarlyOn and Tobermory Branch Mother's Day craft.





Visiting St. Edmunds Public School and learning about Scottish Folklore and Thistles.

**Walkerton Branch**

Tracey Knapp, Lead Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Children build their early literacy skills through reading, talking, singing and playing together. Fifty-two children and caregivers attended this month.
	Baby Time	Babies are introduced to new words and sounds through songs, stories, and rhymes that prepares them to become verbal and inspire a lifetime love for books. Seven babies and parents attended this month.

<b>Community Development: community events, partnered programs with community groups</b>	Annual Walkerton Branch Juried Art Show	The Walkerton Branch and the Brockton Art Committee puts on a juried exhibition each year, which gives local artists the opportunity to show their work and compete for prizes. As well, the public can vote for their favorite work. Fifty-seven people attended the Opening Night and Awards and 120 viewed the show during the two weeks it was open to the public.
--	---	--

<b>Adult and Senior Programs</b>	Card Making With Bonnie	Patrons made three handmade cards. Seven patrons attend this month's program.
	Volunteer delivery of library material to Brucelea Haven	Each week a volunteer delivers library material to approximately seven residents of Brucelea Haven.

<b>Other Children's and Teens Programs</b>	School class visit to the library	Two grade four and five classes from Saint Teresa of Calcutta School visited the library. They had a tour of the library, received library cards and they all checked out a book. Fifty-one children and their teachers attended.
	STEAM ON! PD Day Activity	Six children made a bird craft out of cloths pegs.
	Beginners Sewing Club	Each week children learn different stitches used in hand sewing. Each week they made a new project to take home with them. Twenty-eight attended this month.

Total Circulation for May	3537 items
---------------------------	------------



A few of the Walkerton Branch Juried Art Show Winners



STEAM ON! PD Day activity making bird craft out of cloths pegs

**Wiarton Branch**

Heather McCarron, Temporary Lead Branch Supervisor

May 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	To help build their early literacy skills, a mix of 18 preschool aged children, babies, and their caregivers joined us throughout the month for stories, talking, singing and playing together.
--	------------	---

<b>Community Development: community events, partnered programs with community groups</b>	Grade Two Class Visit	The library shared three advanced picture books with the class. The 19 participants created an origami bookmark.
--	-----------------------	--

<b>Adult and Senior Programs</b>	Cookbook Club: Brunch	Participants this month reviewed and shared recipes from library titles with the theme of Brunch.
----------------------------------	-----------------------	---

<b>Technology Based Programs</b>	Tech Coach	Thirteen people received one-on-one tech help with their devices, or on our public library computers.
----------------------------------	------------	---

<b>Other Children's and Teens Programs</b>	Jr. Book Club	Thirteen school age children had the chance to explore new titles and take part in fun activities.
--	---------------	--

Total Circulation for <b>May</b>	<b>3933</b> items
----------------------------------	-------------------

---

## **Policy: Fundraising - Partnerships and Sponsorship**

**Department: Library**

**Effective Date: September 2017**

**Revision Date:**

**Next Year of Review: 2019**

---

The Bruce County Public Library welcomes a broad base of support from various sources including the business community, to fulfill its mission. This policy sets out the requirements for business partnerships and sponsorships.

### **Section 1: Terms of Acceptance**

1. The library negotiates partnerships with, and accepts support from, the business community in ways that will benefit and recognize the supporting companies while enabling the library to better achieve its mission without compromising its principles. The library recognizes that companies support the library not only out of a desire to be good community members, but also with a hope of a return or benefit to the company.
2. Bruce County Public Library does not accept any cash or gift of property, pledge of support or non-cash gift or services, or enter into any partnership with any company or other organization that produces goods or services that may be considered harmful or illegal for certain members of the community.
3. The library does not accept any kind of support from any company or organization that, in the judgment of the library, exploits certain members of the community in its product lines, advertising, marketing, and workforce or in any other way.
4. The library at all times maintains an independent position on issues and concerns.
5. The library accepts support for collections, programs and services only when the content is to be determined by the library.
6. The library does not accept any support that implies or requires endorsements of products.
7. Acceptance of corporation support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the library. This agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.
8. The library board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy or that sponsorship no longer supports the best interests of the library.

9. The right to refuse and/or terminate corporate contributions extends to support of third party fundraising for which the proceeds are designated to benefit the library.
10. The Library will ensure that the confidentiality of its records is maintained and will not sell or provide access to customer records in accordance with applicable Library policies and legislation.
11. Sponsorships agreements valued at \$25,000 or more shall be presented to the Library Board for approval. Sponsorship agreements valued at less than \$25,000 may be approved by the CEO and will be reported to the Board.
12. The Library may approve special fundraising ventures which it deems suitable in fulfilling its mission, values, goals and objectives, and which will not compromise the Library's public image. All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library.
13. Use of funds raised and fundraising operating expenses will be in accordance with Revenue Canada Taxation guidelines and every effort will be made to maximize dollars raised in relationship to dollars spent.

## **Section 2: Recognition of Support**

1. Recognition for major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the library's mission and purpose and will be meaningful for both the supporting companies and the library.
2. The library's intangible intellectual assets, including its name and likeness, will be protected at all times. Corporate partners will not be permitted to use the library's name for commercial purposes or in connection with the promotion of any product.
3. Official receipts for tax purposes will be issued as appropriate and according to CRA guidelines.
4. Donor recognition programs for special fundraising initiatives, such as a capital campaigns, will be developed as a part of the campaigns.
5. The formal recognition of government grants or corporate partners in library programs and/or services is normally dictated by the terms of the grant or agreement and may include the inclusion of government or partners' logos in print or electronic publications relating to the grant or agreement.
6. The Library will also respect the wishes of any donors wishing to remain anonymous.
7. All records pertaining to established and potential donors will be held confidentially and in accordance with relevant legislation and Library policies.

## **Section 3: CLA Policy Endorsement**

1. The library board endorses the Canadian Library Association's Position Statement: Corporate Sponsorship agreement in Libraries as approved June 1997.

### **Related Documents:**

Bruce County Public Library, OP Collection Development Policy