

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

**August 21, 2019**

**10:00 a.m.**

**Teeswater Branch Library**

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Minutes for Approval**  
June 17, 2019
- 4. Staff Reports**
  - a. Director's Report
  - b. Branch Services Report
  - c. Branch Supervisor Report
  - d. Branch Activities Report
    - 4.d.1 System-wide Programs**
    - 4.d.2 Cargill Branch**
    - 4.d.3 Chesley Branch**
    - 4.d.4 Kincardine Branch**
    - 4.d.5 Lion's Head Branch**
    - 4.d.6 Lucknow Branch**
    - 4.d.7 Mildmay Branch**

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

e. Digital Initiatives Report

**5. Policy Review**

Operations: Safety, Security and Emergencies

**6. Correspondence**

Response to the Board from Ministry of Tourism, Culture and Sport.

**7. Other Business**

**8. Next Meeting**

September 18, 2019

**9. Adjournment**



## Bruce County Public Library Board Minutes

June 17, 2019  
Cargill Library Branch

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

### 1. Call to Order

The Chair called the order at 2:00 p.m.

### 2. Declaration of Pecuniary Interest

### 3. Minutes for Approval

Moved By Steve Hammell

Seconded By Michael Moszynski

That the minutes of the May 15, 2019 Library Board Meeting be adopted.

Carried

**4. Annual Audited Financial Statement**

Moved By Steve Hammell  
Seconded By Robert Buckle

That the Library Board Financial Statements 2018 Audited Results Report be received for information.

Carried

**5. Staff Reports**

**a. Director's Report**

Moved By Michael Moszynski  
Seconded By Steve Hammell

That the Director's Report be received for information.

Carried

**b. Branch Services Report**

Moved By Robert Buckle  
Seconded By Michael Moszynski

That the Branch Services Report be received for information.

Carried

**c. Branch Supervisor Report**

Moved By Steve Hammell  
Seconded By Michael Moszynski

That the Branch Supervisor Report be received for information.

Carried



**d. Branch Activities Report**

Moved By Michael Moszynski

Seconded By Robert Buckle

That the following Branch Reports be received for information:

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

Carried

**6. Policy Review**

Moved By Steve Hammell

Seconded By Michael Moszynski

That the Fundraising - Partnerships and Sponsorship Policy be accepted as amended.

Carried

**7. Southern Ontario Library Service**

As of June 1, 2019 the Southern Ontario Library Service (SOLS) re-enabled its Interlibrary Loan (ILL) software. However, SOLS will no longer be providing a courier service for the delivery of ILLs across the Province. All library systems will expected to use Canada post and will receive a partial postage reimbursement from SOLS at the end of the calendar year.

Moved By Robert Buckle

Seconded By Michael Moszynski

That Bruce County Public Library will reinstatement its Interlibrary Loan service to the public.

Carried

**8. eScribe Access**

The County is looking into the possibility of the Citizen Trustees having access to the eScribe program.

**10. Next Meeting**

The next meeting of the Bruce County Library Board will take place on August 21, 2019 at the Teeswater Branch Library.

**11. Adjournment**

Moved By Michael Moszynski

Seconded By Robert Buckle

That the meeting of the Bruce County Library adjourn at 3:25 p.m.

Carried

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Luke Charbonneau, Chair

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Grace Dawson, Interim Director

# Bruce County Public Library

## Director's Report

### July & August, 2019

#### 1. FACILITIES

- a. **Tara Branch:** Efforts continue to improve the space and layout at the Tara branch. New furniture has been added to enhance the children's space along with the creation of a lounge seating area.



#### 2. PERSONNEL

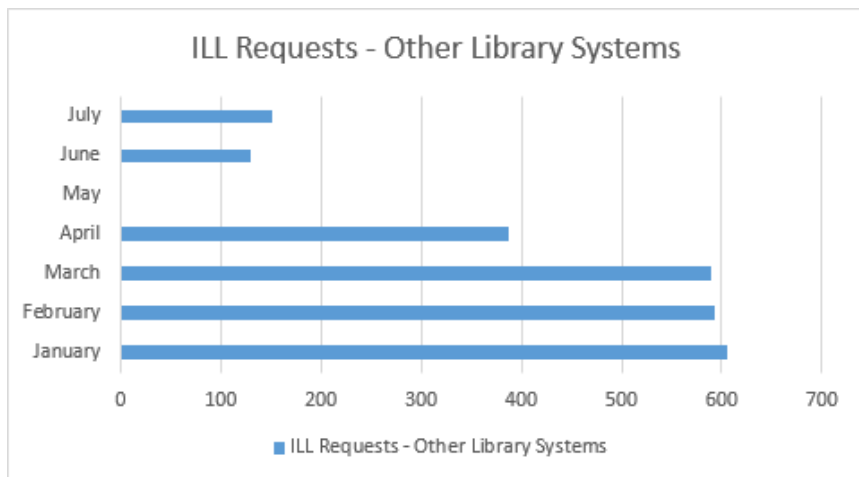
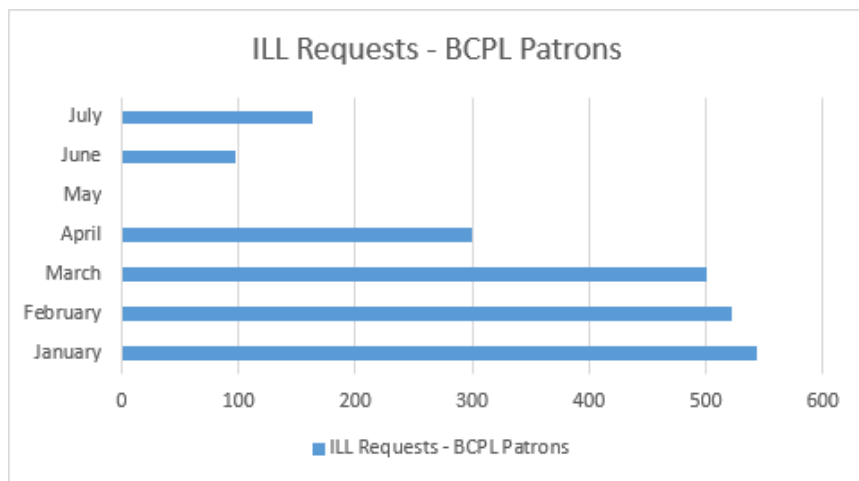
- a. **CEO/Director:** Nicole Charles has submitted a request to return early from her maternity leave. Nicole will be returning to work as of September 17<sup>th</sup>, 2019. I will continue working with BCPL until September 20<sup>th</sup> in order to help transition Nicole back into the role.
- b. **Custodian - Lakeshore Hub:** Don Ferguson has retired from his custodial role with the Bruce County Public Library as of July 31<sup>st</sup>, 2019. The position will be posted and filled temporarily until December 31<sup>st</sup>, 2019. Starting 2020, we hope that the custodial duties for Lakeshore Hub will be contracted out and the costs shared between all three departments situated within the facility. It is intended that the Custodian position's hours will be re-purposed and re-distributed to front-line Library Clerk position(s). This situation will be discussed at the upcoming CUPE negotiations at the end of 2019.
- c. **Library Clerk - Port Elgin/Southampton - Permanent:** The successful candidate for this position is Beverly Koker.
- d. **Library Clerk - Kincardine/Tiverton - Permanent:** The successful candidate for this position is Zulay Oral.
- e. **Library Clerk - Walkerton/Cargill - Permanent:** The successful candidate for this position is Brandy Patterson.
- f. **Library Clerk - Tara/Paisley/Chesley - Permanent: Vacant:** With two position resignations, we have been able to consolidate two clerk positions into one role with additional hours. It is hoped that this approach will reduce overturn and increase staff retention.

### 3. STRATEGIC PLAN

- a. The **Q2 update** is attached for your information.

### 4. ADMINISTRATION

- a. **Q2 Business Plan** is attached for your information.
- b. **ILL Updates:** With SOLS' reinstitution of the provincial ILL service in June, the number of requests continue to be lower than numbers prior to the original cancellation of the service, but they are growing monthly. Once more library systems start to reinstitute their ILL services and patrons learn that the service is available again, we anticipate that these numbers will continue to rise.



### ILL Postage Costs

**June:** \$86.88

**July:** \$215.86

- c. **Social Media Team:** In order to help meet the goals of BCPL's Marketing Strategy, we have put together an internal Social Media Team to assist in the generation of content for BCPL's three social media platforms (Facebook, Twitter and Instagram). This team will consist of the Communications/eServices Coordinator, the Assistant Director, the Director, a Library Supervisor and a Library Clerk. The team will be using Bruce County's cloud technology (Bruce Worx) in order to share/create content and to communicate. We intend to have this group operational by September.
- d. **Collection Update:** In response to some concerns raised at the previous Board Meeting regarding the amount of materials weeded from the library's collection, we have begun reviewing staff's current weeding practises and we are working on aligning them with the County's Tangible Capital Assets' useful lifespan specified for Library collections.

#### **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.

- e. **2019 Midyear Branch Profiles** are attached for your information.

## Strategic Plan Goals and Objectives 2014-2019

Goal	Objectives	2014	2015	2016	2017	2018	2019
Work outside the library walls: build strong community partnerships	Create community partnerships	X	X	X	X	X	X
	Joint marketing/promotion		X	X	X	X	X
	Create County partnerships		X	X	X	X	X
	Create business partnerships				X	X	
	Partner with recreational facilities					X	X
	Apply for funding grants	X	X	X	X	X	X
Dynamic, cool, equipped community hub	Library as destination/community hub		X	X	X	X	X
	More welcoming physical space		X	X	X	X	X
	Increased accessibility – open hours				X	X	X
	Easier user-friendly access		X	X	X	X	X
	Dynamic multi-use space				X	X	X
	Multi-generational meeting place		X	X	X	X	X
Balancing Innovation	Staff technology training	X	X	X	X	X	X
	Use staff expertise & experience	X	X	X	X	X	X
	Infrastructure to support current technology needs		X	X	X	X	X
	Teens as technology leaders					X	X
How Are We Doing? Ongoing conversation with the community	Ongoing feedback from the public				X	X	X
	Understanding and collaboration of community services		X	X	X	X	X
	Equity of services across branches			X	X		
	Access to employment services				X	X	X
Innovative communication, evaluation and promotion	New methodology for evaluation		X	X	X		
	More engaging programming		X	X	X	X	X
	Promote successes		X	X	X	X	X
	Better online engagement		X	X	X	X	X
Anything is possible with outreach	Community outreach for under-served populations			X	X	X	X
	Outreach to specific community agencies		X		X	X	X
	New opportunities for lending (i.e. snow shoes, robots)				X	X	X
	Mobile circulation capabilities			X	X		
Staff: our most valuable resource	Training and support	X	X	X	X	X	X
	Increased engagement		X	X	X	X	X
	Improved internal communication		X	X	X	X	X

## Action Items 2019

Goal	Action	Q1	Q2	Q3	Q4
Work outside the library walls: build strong community partnerships	Reach out to County departments to partner on programs and/or events	✓	✓		
	Attend Friends of the Library meetings and continue to support events and advocacy in communities	✓	✓		
	Host community events linking multiple service providers or community members (i.e. Welcome to your Community, Maker Faire)				
	Recruit volunteers from the community to assist with special program offerings (e.g. tax clinics)	✓			
Dynamic, cool, equipped community hub	Add charging stations in some branches for patron use				
	Meet with IT department to discuss needs for future projects	✓	✓		
	Introduce and promote STARLINGS wearable tech for babies				
	Provide more STEM kits to branches and patrons				
Balancing Innovation	Deliver a staff development event addressing training needs				
	Introduce and promote online literacy program (Beanstack)	✓	✓		
How Are We Doing? Conversation with the community	Online survey gathering feedback from the public on our services and resources				
Innovative communication, evaluation and promotion	Create a Marketing Strategy by end of Q2 and work on implementation in Q3 and Q4		✓		
	Annual Report to the Community		✓		
Anything is possible with outreach	Outreach focus on businesses, recreation, and seniors	✓	✓		
	Build awareness and support for the bookmobile project		✓		
Staff: our most valuable resource	Utilize and develop staff in leadership roles in working groups and committees		✓		
	Mental Health and Safety training for staff				
	Regular Labour/Management meetings with both Unions				

# 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 Q2	2019 Budget
Staff-led programs held	2,487	1,362	1,545	2,607	2,000	1,341	2,300
Program participation number	19,896	10,856	16,897	23,275	18,000	12,278	22,000
Electronic Database use (# of sessions)	5,474	6,703	12,588	6,742	10,000	5,167	12,000
Active library members	25,952	25,424	28,319	28,234	27,000	25,044	25,000
Circulation of physical items	439,483	457,627	430,064	429,261	440,000	195,174	430,000
Circulation of online resources (eBooks & eMagazines)	50,228	58,912	62,593	75,740	60,000	44,590	70,000
Visits to the library website and online catalogue	199,783	205,998	238,901	282,215	225,000	152,873	300,000
Followers on social media	2,237	2,966	3,656	4,065	4,000	4,304	4,200
Staff training hours in current technologies	263	234	228	320	300	125	320



## 2019 Bruce County Business Plan

2019 Major Initiatives	Operational	Capital	Combined Total	Quarterly Update
	Budget Cost (year)	Budget Cost (year)	Budget Cost (year)	Q2
1. Bookmobile Phase 3	\$2,000 merchandise	\$25,000 (Transfer to Reserves)	\$27,000	As of Q2, a Bookmobile Customer Survey has been released. An online copy is available on the library's website along with paper copies in library branches and other local community spaces. Library tote bags are also being sold as a soft fundraising effort.
2. Marketing Strategy Phase 2	\$2,000 advertising	0	\$2,000	<p>As of Q2, a new promotional tool has been released to help promote library events to each Municipality's unique media outlets, publications and community groups. This tool is now in use.</p> <p>As of Q2, efforts are underway to form a Social Media Team to help create increased marketing content for the library's social media platforms. This team will begin to be operational in Q3.</p>
3. Mental Health & Wellness Program - Phase 3 • First Aid in Mental Wellness	\$5,500 Training costs	0	\$5,500	As of Q2, the scheduling for front-line staff to attend Mental H&S training continues. Training will occur later in the year.
4. Professional Development	\$12,500 Training costs	0	\$12,500	As of Q2, Loyalist training for 3 library staff members continues. Training is expected to be completed by the end of Q4.

## 2019 Bruce County Business Plan

2019 Major Initiatives	Operational	Capital	Combined Total	Quarterly Update
	Budget Cost (year)	Budget Cost (year)	Budget Cost (year)	Q2
				As of Q2, Lean training for 8 library staff members continues. Training is expected to be completed by the end of Q4.

## 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><b>Owner:</b> 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><b>BCPL Strategic Priority:</b> We will sell our ideas - plan and invest for large future projects</p> <p><b>County Strategic Priority:</b> Explore alternate options to improve efficiency and service</p> <p><b>Support Corporate Initiative:</b> Lean process Communication Strategy</p>	<p>Merchandise \$2,000</p> <p>Transfer to capital Reserves \$25,000</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><b>Owner:</b> 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>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  <b>Owner:</b> 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.  <b>BCPL Strategic Priority:</b> We will engage, educate, and develop staff <b>County Strategic Priority:</b> Explore alternative options to improve efficiency and service <b>Support Corporate            Initiative:</b> Mental Wellness Program - 2 <sup>nd</sup> Generation	First Aid in Mental Wellness (20 staff) =\$5,500	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		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
Owners: Library Director, Library Assistant Director, Library Supervisors	<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 costs</p> <p>Lean Training (8 staff) = \$3,500</p> <p>Loyalist Training (3 staff) = \$9,000</p> <p>Total = \$12,500</p>	Lean training will be complete by Q3.	

## 2019 Bruce County Business Plan

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

## 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.

## **Cargill Branch**

**Municipality:** Brockton

**Population of catchment area:** unknown

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,200 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 15 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 0.43 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 2,950 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items

**Public Internet Stations:** 1

- ARUPLO guidelines: small branch 3-5 computers

**Seating (including computer seating):** 9 seats

- ARUPLO guidelines: small branch: 15-30 seats

**Circulation January - June 2019:** 1,624

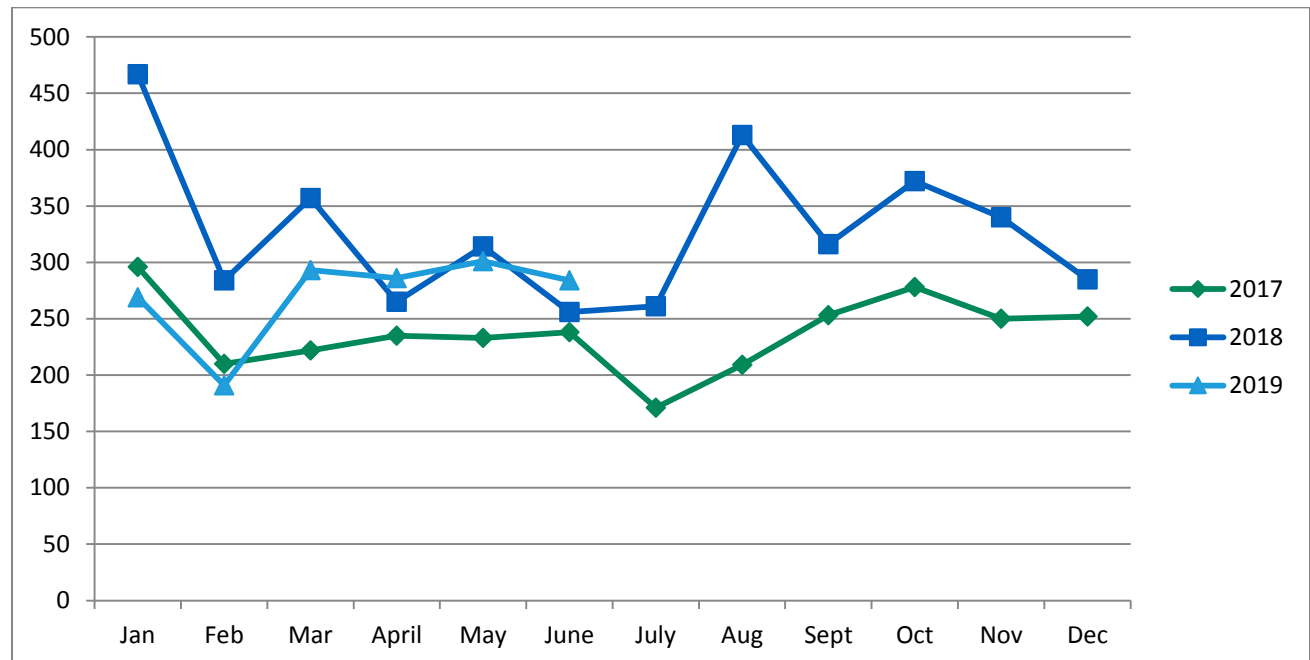
- 2018: 1,943 transactions

### **Membership**

There are 84 registered members with active library membership (meaning their card has not expired).

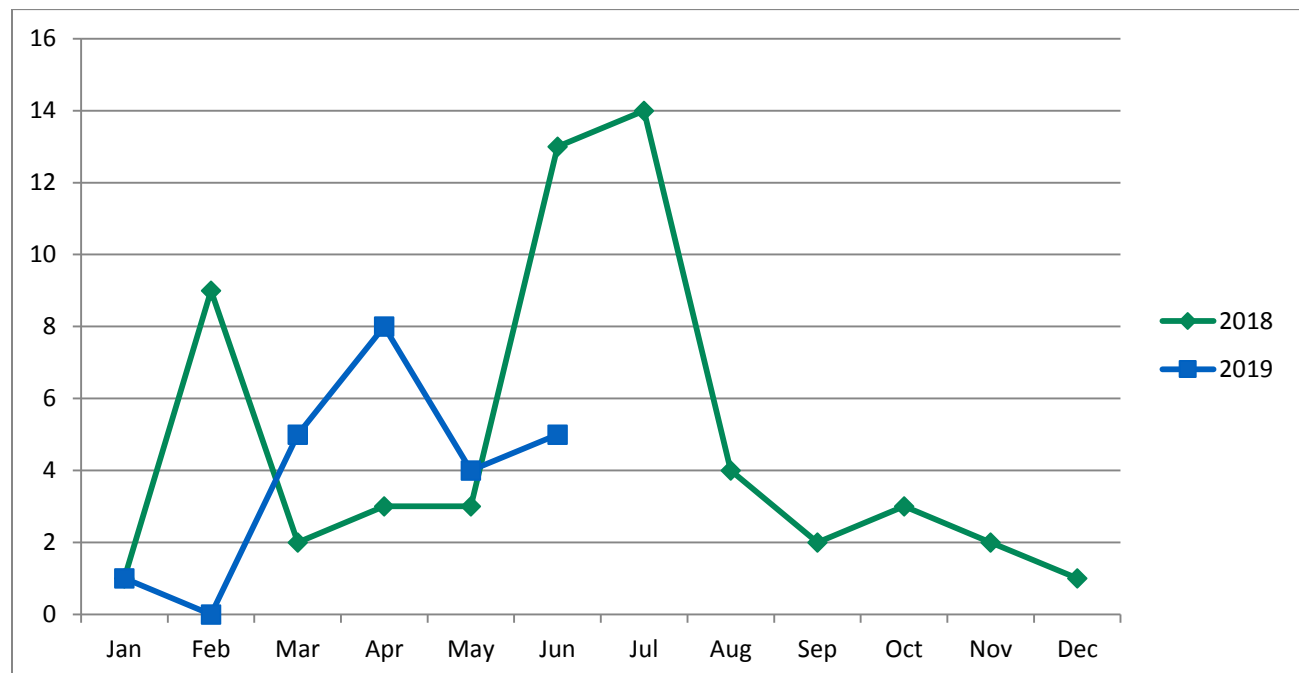


**Cargill Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet station.



Statistics Canada Demographic Data 2016

**Brockton (Municipality)**

Population: 9,432

Private Dwellings: 4,157

Median age of population: 45

% of the population aged 0 to 14 yrs: 16.2

% of population aged 15 to 64 yrs: 61.8

% of population aged 65 and over: 24.5

Mother tongue English: 8,830

Mother tongue French: 50

Mother tongue non-official languages: 310

Top non-official languages: German (110); Dutch (85); Korean (15); Chinese (10); Polish (10)

## **Chesley Branch**

**Municipality:** Arran-Elderslie

**Population of catchment area:** 1,843 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 2,679 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 40 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 2.1 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 10,527 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items

**Public Internet Stations:** 4

- ARUPLO guidelines: small branch 3-5 computers

**Seating (including computer seating):** 26 seats

- ARUPLO guidelines: small branch: 15-30 seats

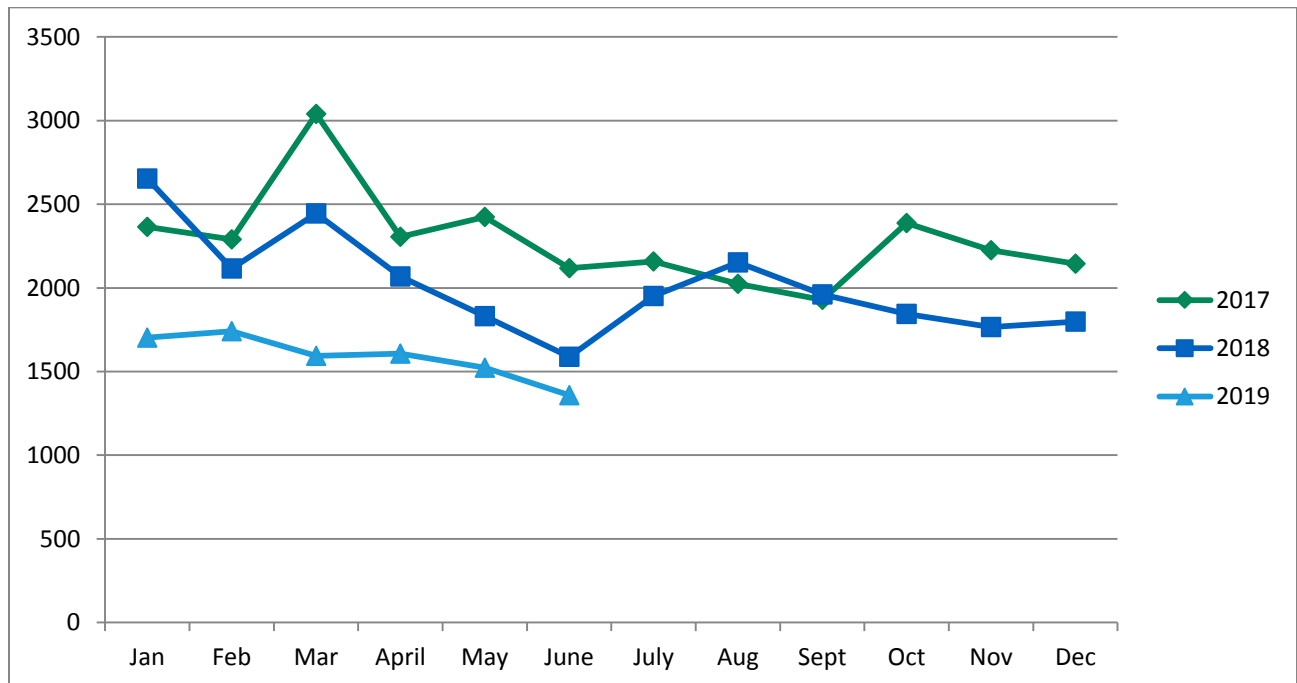
**Circulation January - June 2019:** 9,527

- 2018: 12,700 transactions

**Membership**

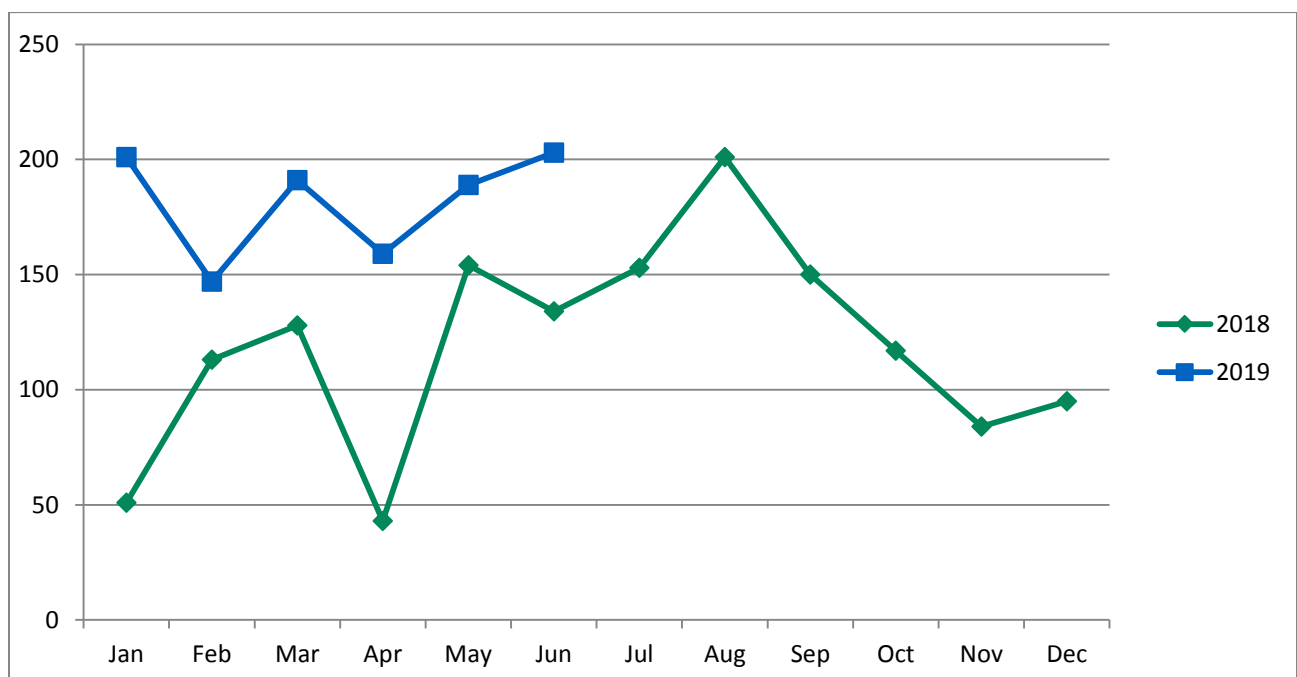
There are **856** registered members with active library membership (meaning their card has not expired).

**Chesley Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Arran-Elderslie (Municipality)**

Population: 6,803

Private Dwellings: 3,030

Median age of population: 41.8

% of the population aged 0 to 14 yrs: 19.7

% of population aged 15 to 64 yrs: 60.6

% of population aged 65 and over: 21.8

Mother tongue English: 6,190

Mother tongue French: 30

Mother tongue non-official languages: 480

Top non-official languages: German (300), Dutch (120), Mandarin (10)

## **Kincardine Branch**

**Municipality:** Kincardine

**Population of catchment area:** 11,389 (2016 census)

**Branch Type:** Medium

- ARUPLO Definition of medium: Branches serving from 5,000-10,000 population.

**Assignable library space:** 6,000 sq. ft.

- ARUPLO guideline: Medium Branches 5,000 - 10,000 sq. ft.

**Hours of Operation:** 47 hours per week

- ARUPLO guideline: Medium Branches: 25 -45 hours per week.

**Staffing:** 3.7 FTE

- ARUPLO guideline for staffing a medium branch: 2.5-5 FTE

**Collections:** 19,086 items

- ARUPLO guidelines: medium branch 12,000-24,000 items

**Public Internet Stations:** 4

- ARUPLO guidelines: medium branch 5-6 computers

**Seating (includes computer seating):** 49 seats

- ARUPLO guidelines: medium branch: 30-60 seats

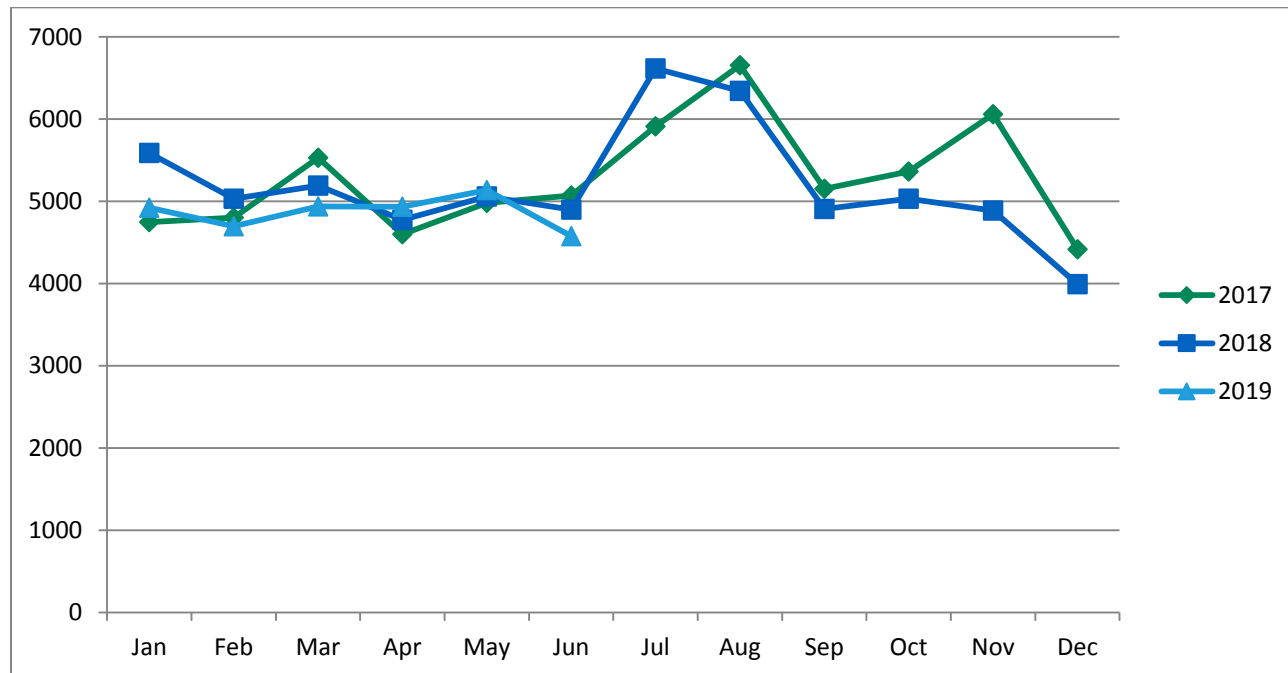
**Circulation January - June 2019:** 29,209

- 2018: 30,548 transactions

**Membership**

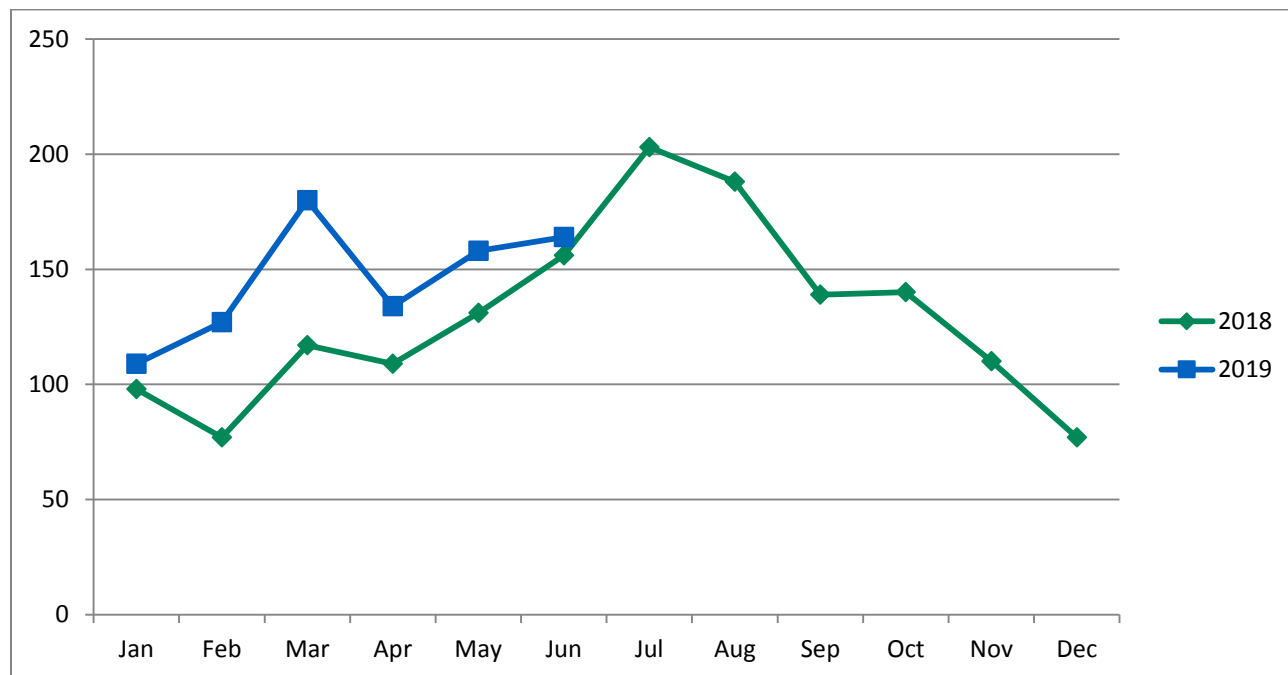
There are **2,652** registered members with active library membership (meaning their card has not expired).

**Kincardine Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Kincardine (Municipality)**

Population: 11,389

Private Dwellings: 5,883

Median age of population: 44

% of the population aged 0 to 14 yrs: 16.2

% of population aged 15 to 64 yrs: 61.8

% of population aged 65 and over: 24.5

Mother tongue English: 10,110

Mother tongue French: 165

Mother tongue non-official languages: 855

Top non-official languages: German (285), Dutch (90), Filipino (60), Gujarati\* (45), Polish (35)

\*Gujarati is an Indo-Aryan language native to the Indian state of Gujarat.



## **Lion's Head Branch**

**Municipality:** Northern Bruce Peninsula

**Population of catchment area:** 3,999 pop. of municipality (2016 Census Data)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,500 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 27.5 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 1.2 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE.

**Collections:** 5,799 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 3

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (includes computer seating):** 13 seats

- ARUPLO guidelines: small branch: 15-30 seats

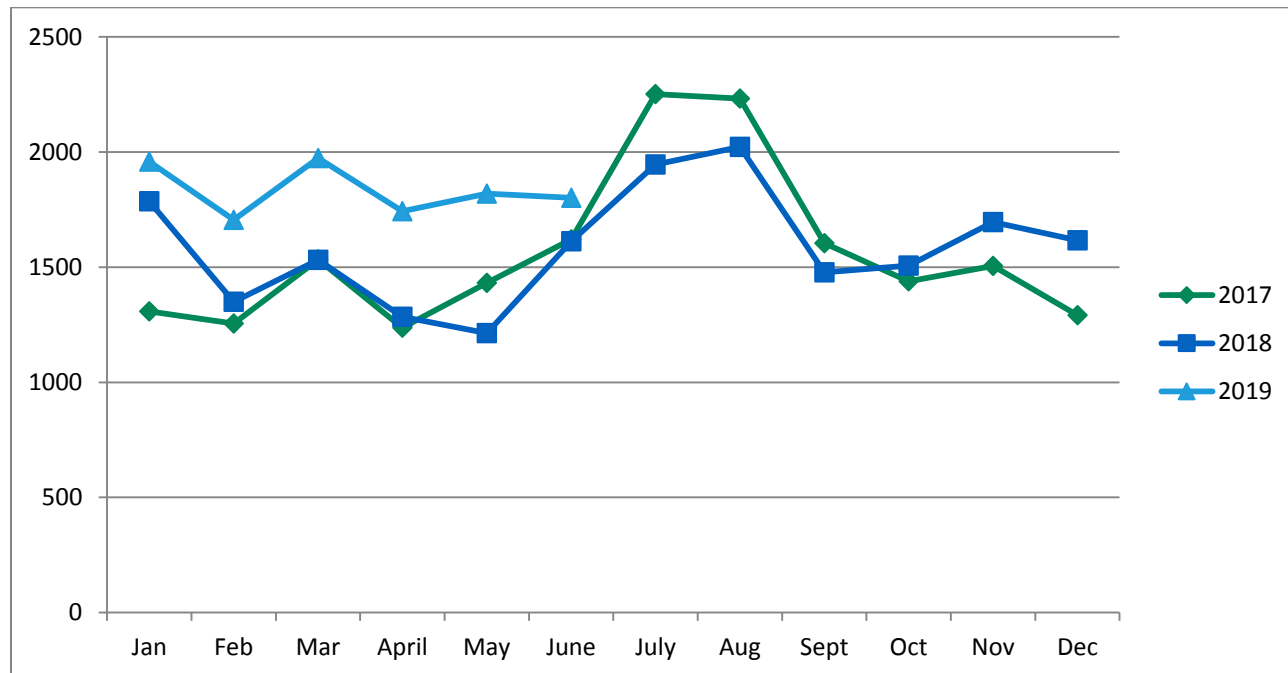
**Circulation January - June 2019:** 11,003

- 2018: 8,777 transactions

**Membership**

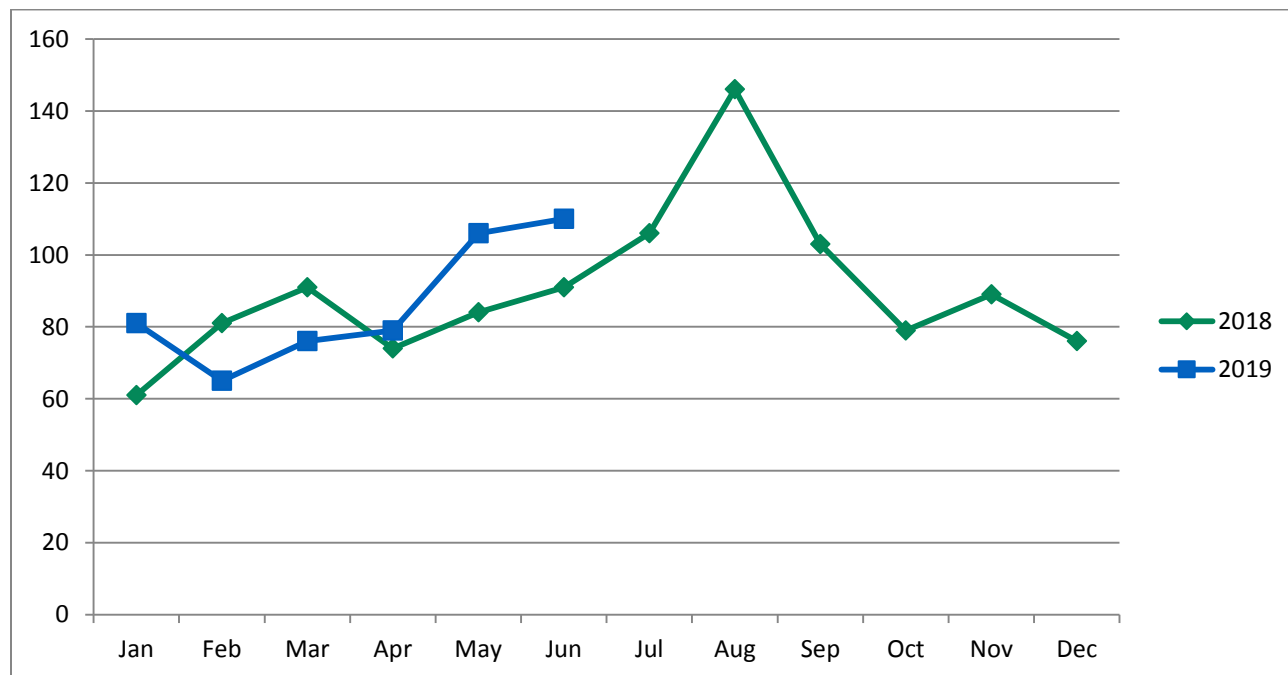
There are **716** registered members with active library membership (meaning their card has not expired).

**Lion's Head Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Northern Bruce Peninsula (Municipality)**

Population: 3,999

Private Dwellings: 5,069

Median age of population: 60.4

% of the population aged 0 to 14 yrs: 8.0

% of population aged 15 to 64 yrs: 52.9

% of population aged 65 and over: 42.9

Mother tongue English: 3,580

Mother tongue French: 45

Mother tongue non-official languages: 245

Top non-official languages: German (90); Dutch (45); Polish (20); Italian (20)

## **Lucknow Branch**

**Municipality:** Huron-Kinloss

**Population of catchment area:** 1,121 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 2,034 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 29 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 1.1 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 8,190 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 3

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 22 seats

- ARUPLO guidelines: small branch: 15-30 seats.

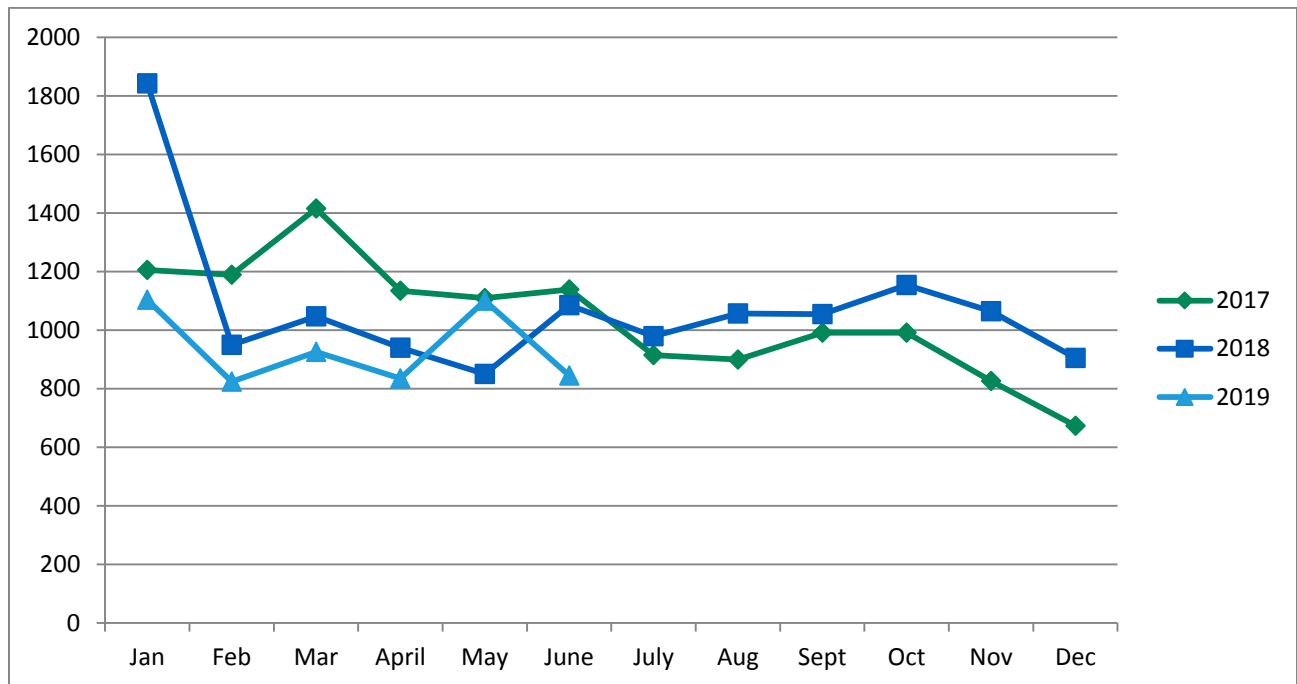
**Circulation January - June 2019:** 5,635

- 2018: 6,716 transactions

### **Membership**

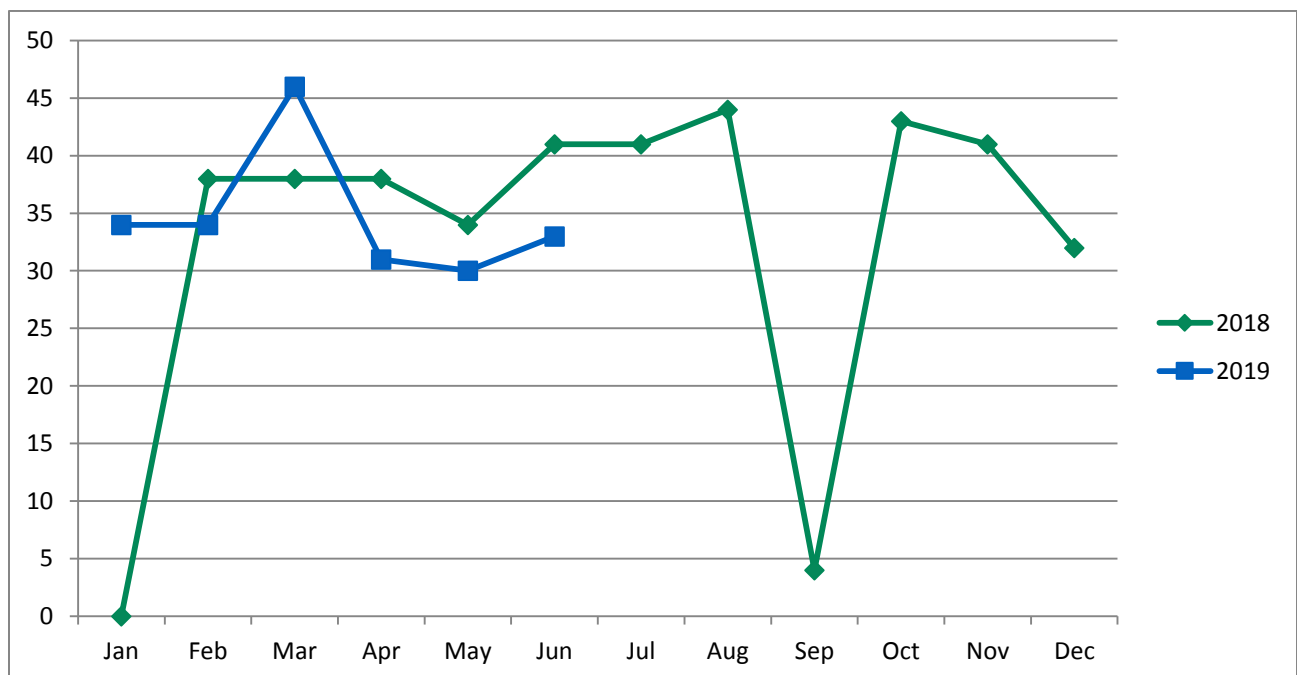
There are **363** registered members with active library membership (meaning their card has not expired).

**Lucknow Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



\*No data available for Jan 2018

Statistics Canada Demographic Data 2016

**Huron-Kinloss (Township)**

Population: 7,069

Private Dwellings: 4,037

Median age of population: 46.2

% of the population aged 0 to 14 yrs: 18.2

% of population aged 15 to 64 yrs: 59.1

% of population aged 65 and over: 25.9

Mother tongue English: 5,830

Mother tongue French: 55

Mother tongue non-official languages: 1,035

Top non-official languages: German (795); Dutch (95); Spanish (15); Polish (15)

## **Mildmay Branch**

**Municipality:** South Bruce

**Population of catchment area:** 1,219 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,410 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 21 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 1.2 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 5,168 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 3

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 14 seats

- ARUPLO guidelines: small branch: 15-30 seats.

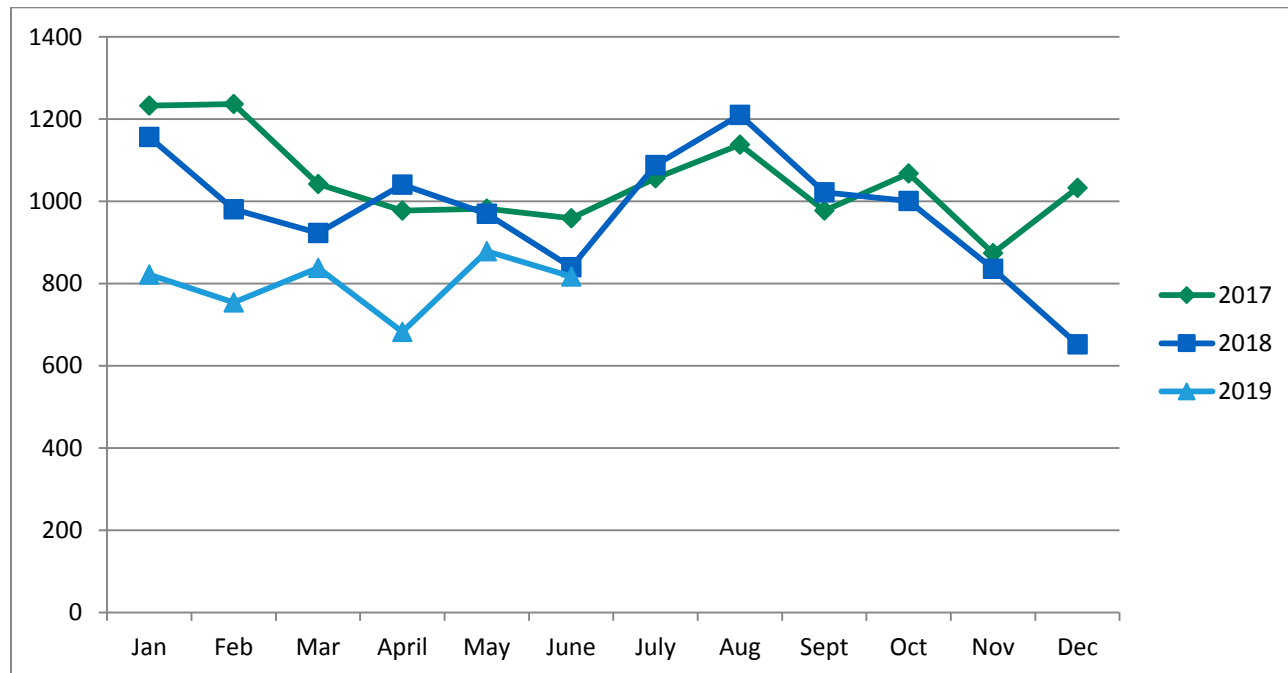
**Circulation January - June 2019:** 4,793

- 2018: 5,912 transactions

**Membership**

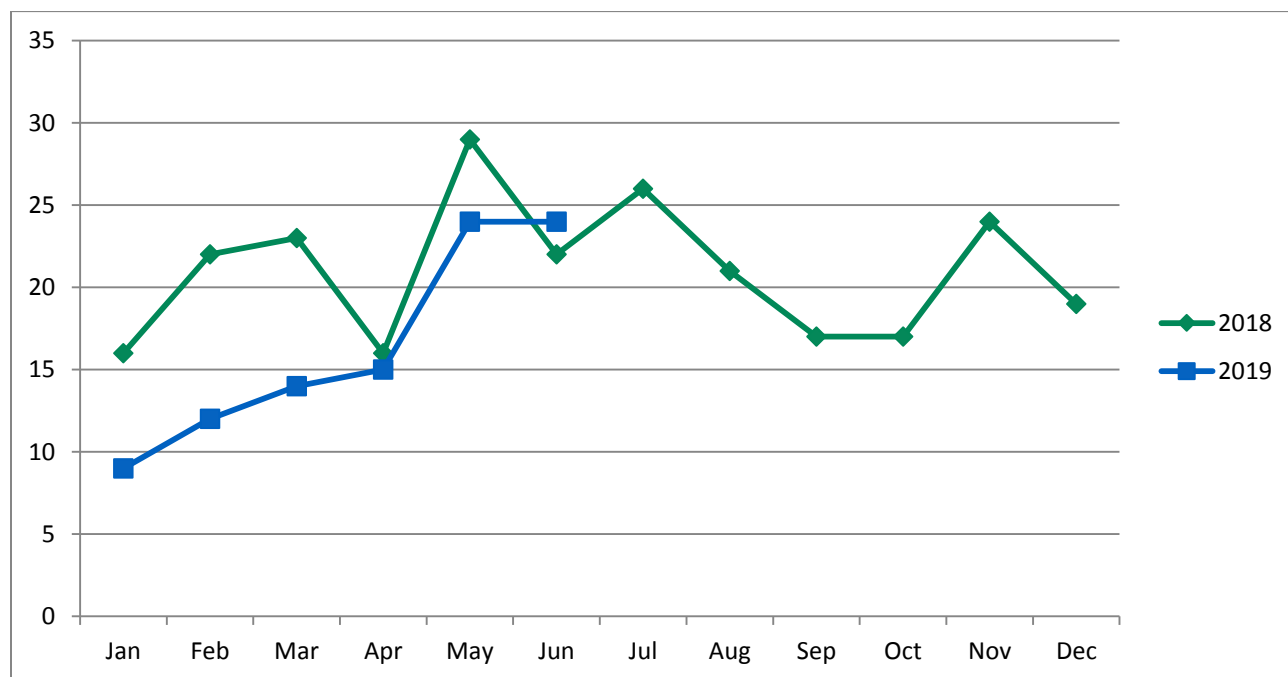
There are **409** registered members with active library membership (meaning their card has not expired).

**Mildmay Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.





Statistics Canada Demographic Data 2016

**South Bruce (Municipality)**

Population: 5,639

Private Dwellings: 2,381

Median age of population: 42.2

% of the population aged 0 to 14 yrs: 18.1

% of population aged 15 to 64 yrs: 65.0

% of population aged 65 and over: 18.2

Mother tongue English: 5,295

Mother tongue French: 10

Mother tongue non-official languages: 305

Top non-official languages: German (185); Dutch (75); Korean (10)

## **Paisley Branch**

**Municipality:** Arran-Elderslie

**Population of catchment area:** 1,003 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 988 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 21 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 0.95 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 4,655 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 1

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 16 seats

- ARUPLO guidelines: small branch: 15-30 seats.

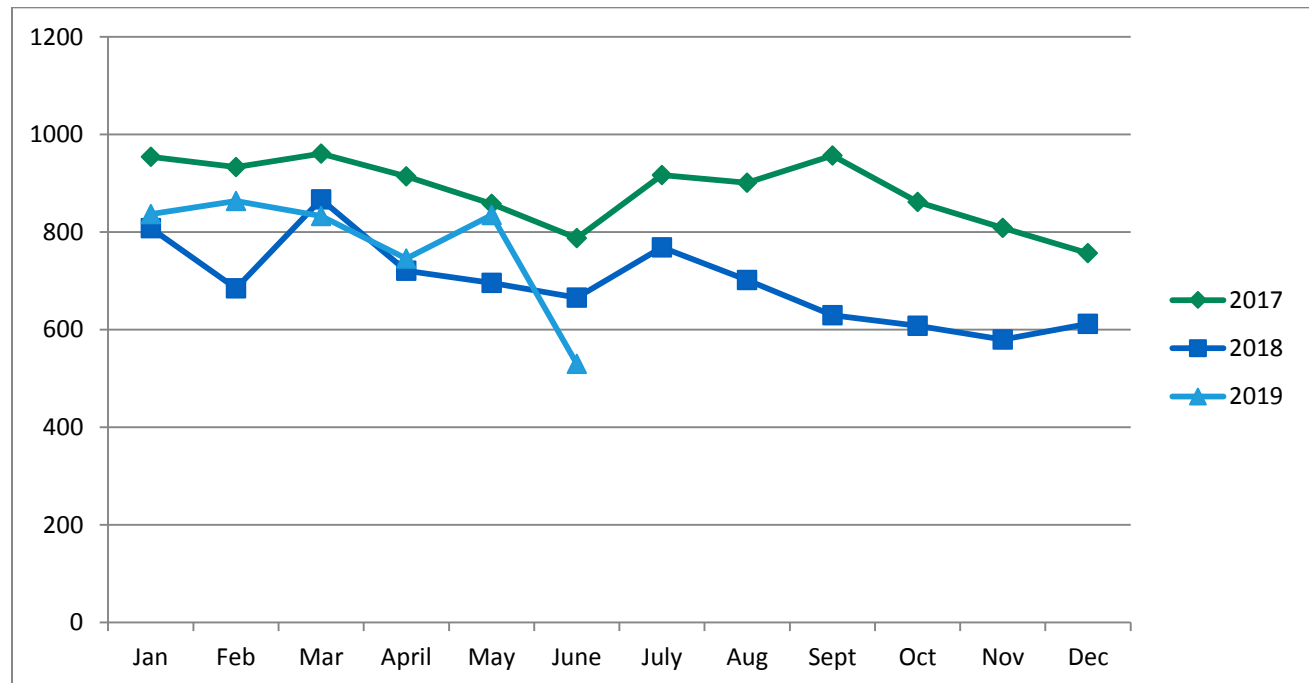
**Circulation January - June 2019:** 4,625

- 2018: 4,443 transactions

### **Membership**

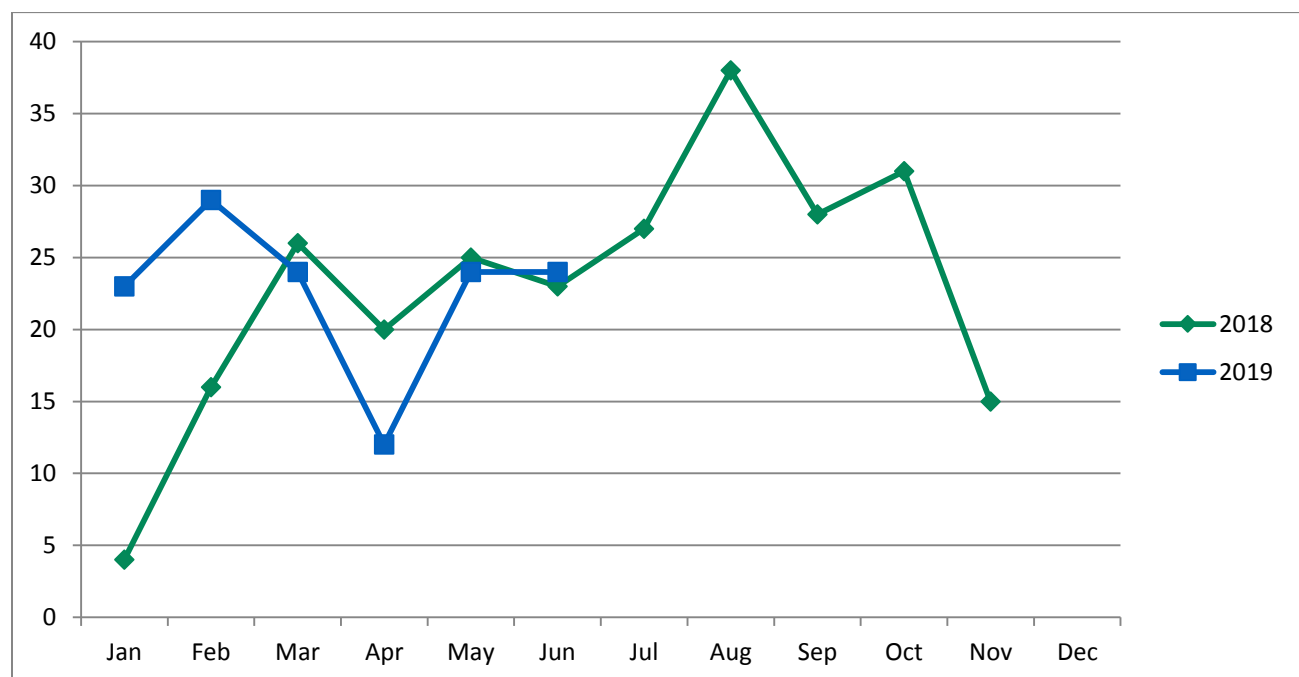
There are **279** registered members with active library membership (meaning their card has not expired).

**Paisley Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



\*IT upgrades affected Jan 2018 stats  
Statistics Canada Demographic Data 2016

**Arran-Elderslie (Municipality)**

Population: 6,803

Private Dwellings: 3,030

Median age of population: 41.8

% of the population aged 0 to 14 yrs: 19.7

% of population aged 15 to 64 yrs: 60.6

% of population aged 65 and over: 21.8

Mother tongue English: 6,190

Mother tongue French: 30

Mother tongue non-official languages: 480

Top non-official languages: German (300), Dutch (120), Mandarin (10)

## **Port Elgin Branch**

**Municipality:** Saugeen Shores

**Population of catchment area:** 7,862 (2016 census)

**Branch Type:** Medium

- ARUPLO Definition of medium: Branches serving from 5,000-10,000 population.

**Assignable library space:** 7,312 sq. ft.

- ARUPLO guideline: ARUPLO guideline: Medium Branches 5,000 - 10,000 sq. ft.

**Hours of Operation:** 49 hours per week

- ARUPLO guideline: Medium Branches: 25 -45 hours per week.

**Staffing:** 3.4 FTE

- ARUPLO guideline for staffing a medium branch: 2.5-5 FTE

**Collections:** 15,887 items

- ARUPLO guidelines: medium branch 12,000-24,000 items

**Public Internet Stations:** 5

- ARUPLO guidelines: medium branch 5-6 computers

**Seating (including computer seating):** 35 seats

- ARUPLO guidelines: medium branch: 30-60 seats

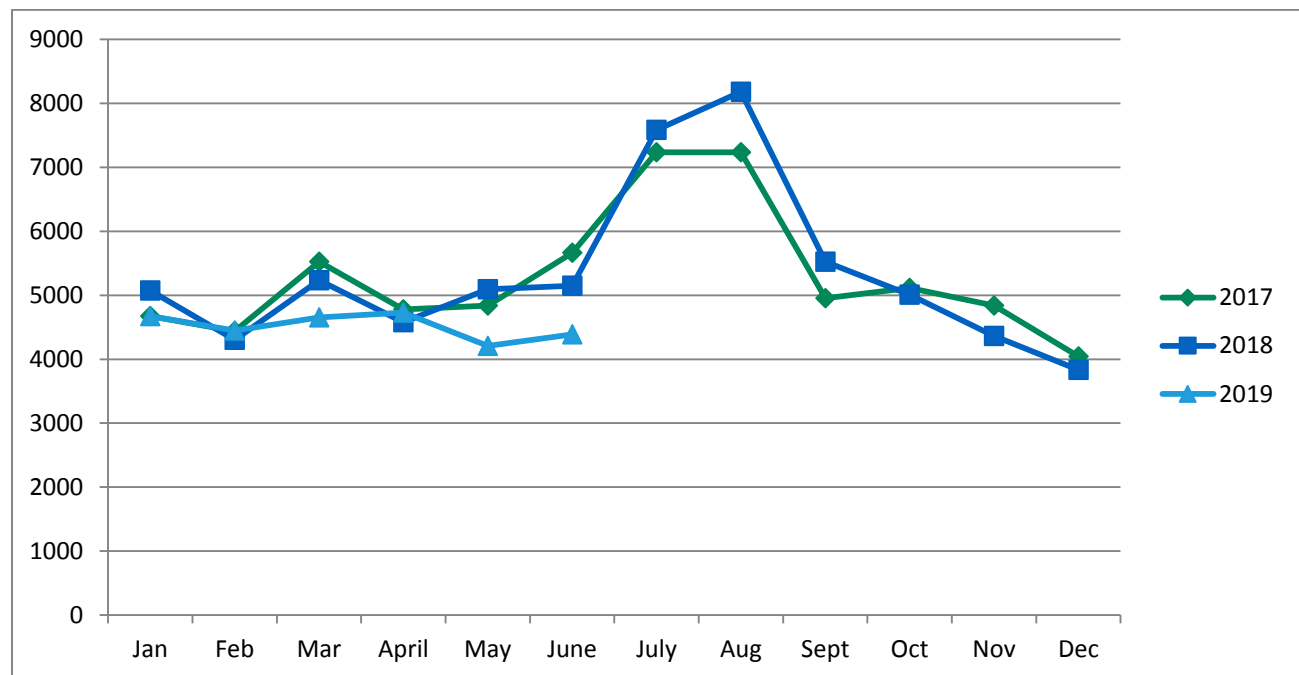
**Circulation January - June 2019:** 27,101

- 2018: 29,430 transactions

**Membership**

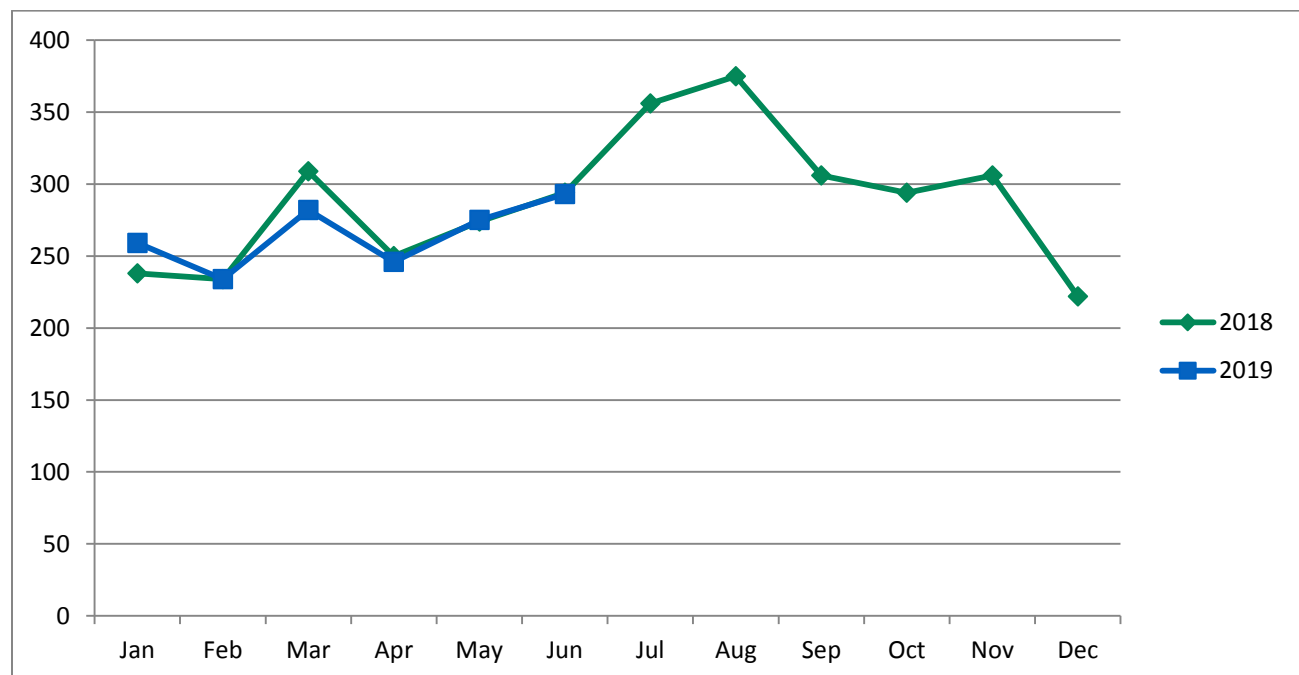
There are **2,869** registered members with active library membership (meaning their card has not expired).

**Port Elgin Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Saugeen Shores (Town)**

Population: 13,715

Private Dwellings: 7,655

Median age of population: 49.5

% of the population aged 0 to 14 yrs: 14.4

% of population aged 15 to 64 yrs: 61.2

% of population aged 65 and over: 27.2

Mother tongue English: 12,410

Mother tongue French: 210

Mother tongue non-official languages: 795

Top non-official languages: German (130); Urdu\* (80); Dutch (65); Italian (35); Gujarati\* (25)

\*Urdu is the official national language of Pakistan.

\*Gujarati is an Indo-Aryan language native to the Indian state of Gujarat.

## **Ripley Branch**

**Municipality:** Huron-Kinloss

**Population of catchment area:** 1,096 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population

**Assignable library space:** 1,200 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 21 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 1.2 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 5,305 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 2

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 18 seats

- ARUPLO guidelines: small branch: 15-30 seats.

**Circulation January - June 2019:** 4,645

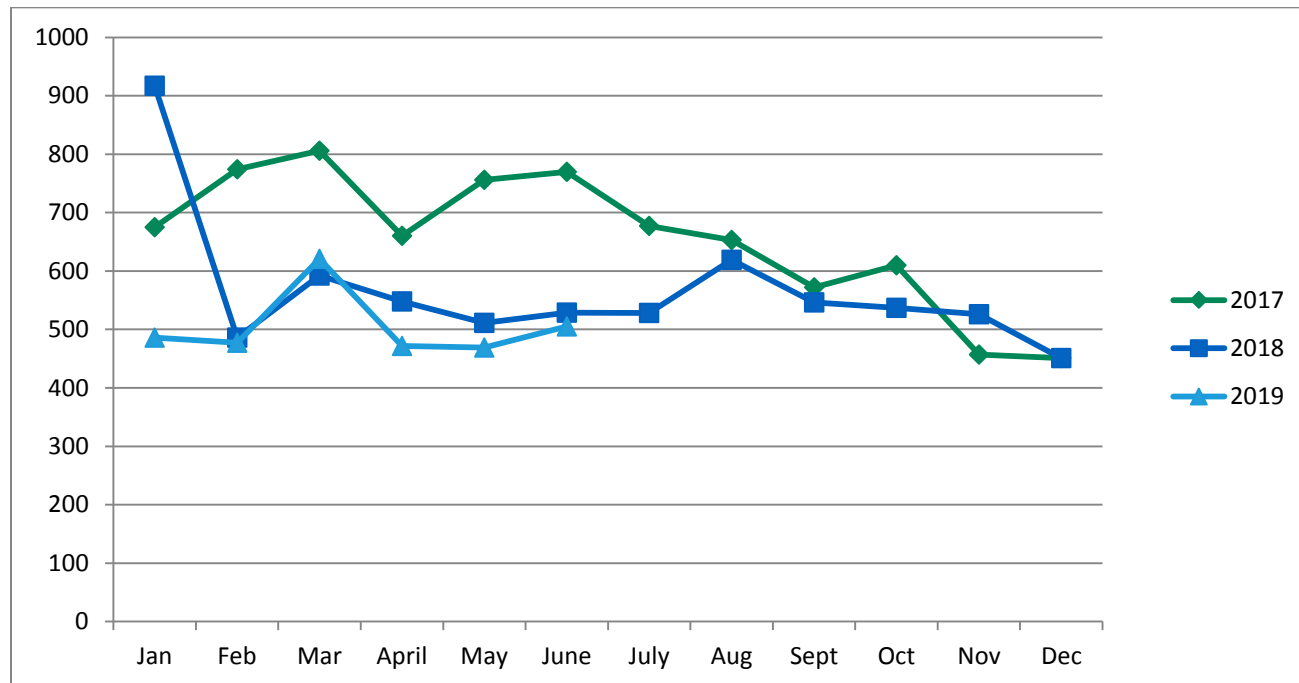
- 2018: 3,583 transactions

### **Membership**

There are **216** registered members with active library membership (meaning their card has not expired).

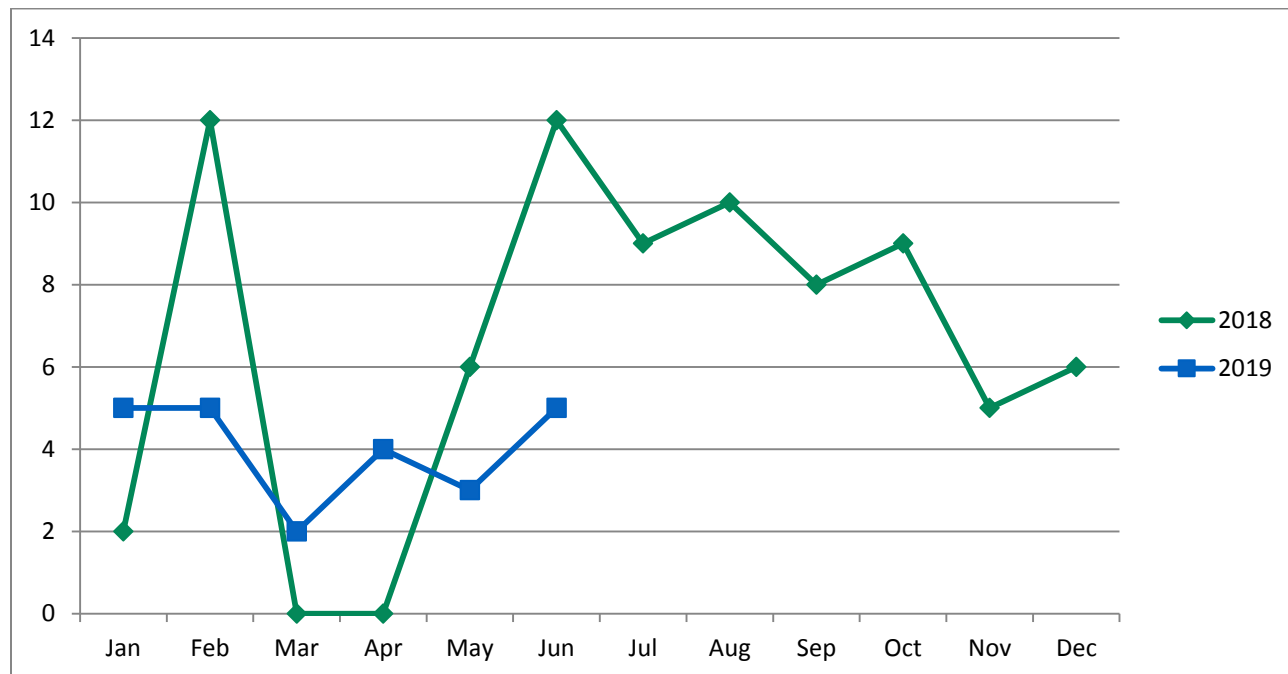


**Ripley Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Huron-Kinloss (Township)**

Population: 7,069

Private Dwellings: 4,037

Median age of population: 46.2

% of the population aged 0 to 14 yrs: 18.2

% of population aged 15 to 64 yrs: 59.1

% of population aged 65 and over: 25.9

Mother tongue English: 5,830

Mother tongue French: 55

Mother tongue non-official languages: 1,035

Top non-official languages: German (795); Dutch (95); Spanish (15); Polish (15)

## **Southampton Branch**

**Municipality:** Saugeen Shores

**Population of catchment area:** 3,678 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 2,540 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 36.5 (winter) / 39.5 (summer) hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 2.6 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 10,116 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 5

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 23 seats

- ARUPLO guidelines: small branch: 15-30 seats.

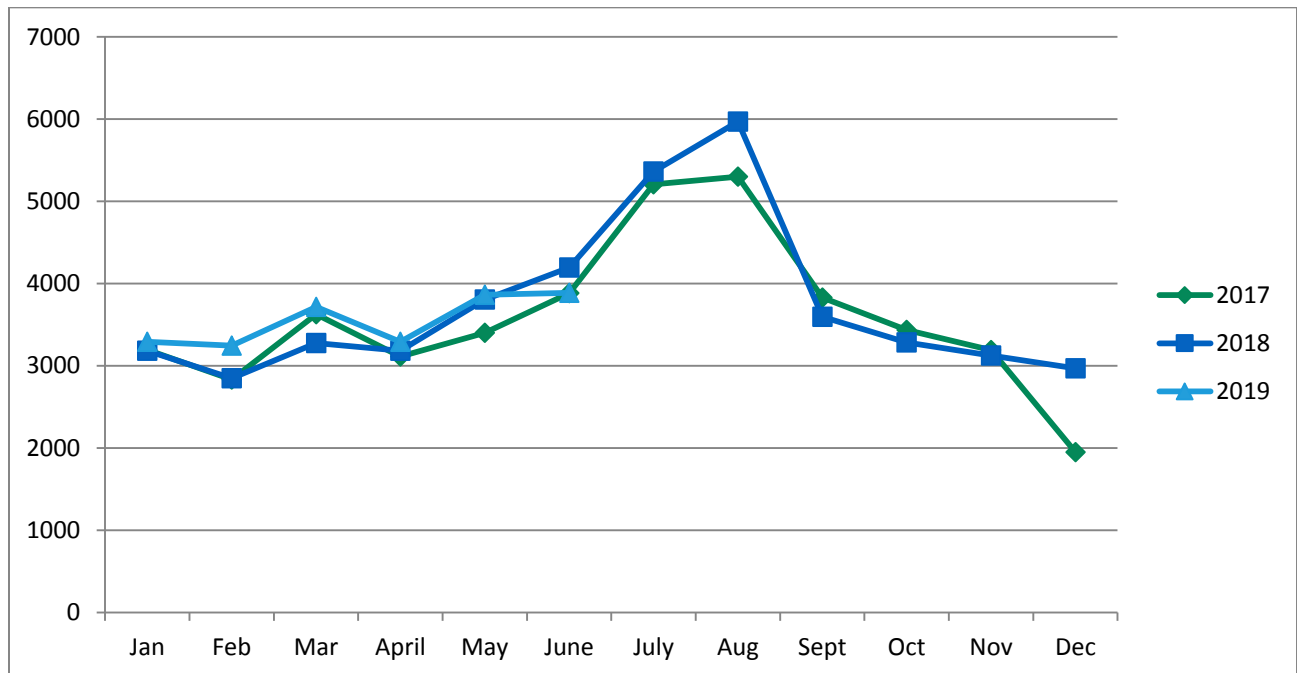
**Circulation January - June 2019:** 21,301

- 2018: 20,492 transactions

### **Membership**

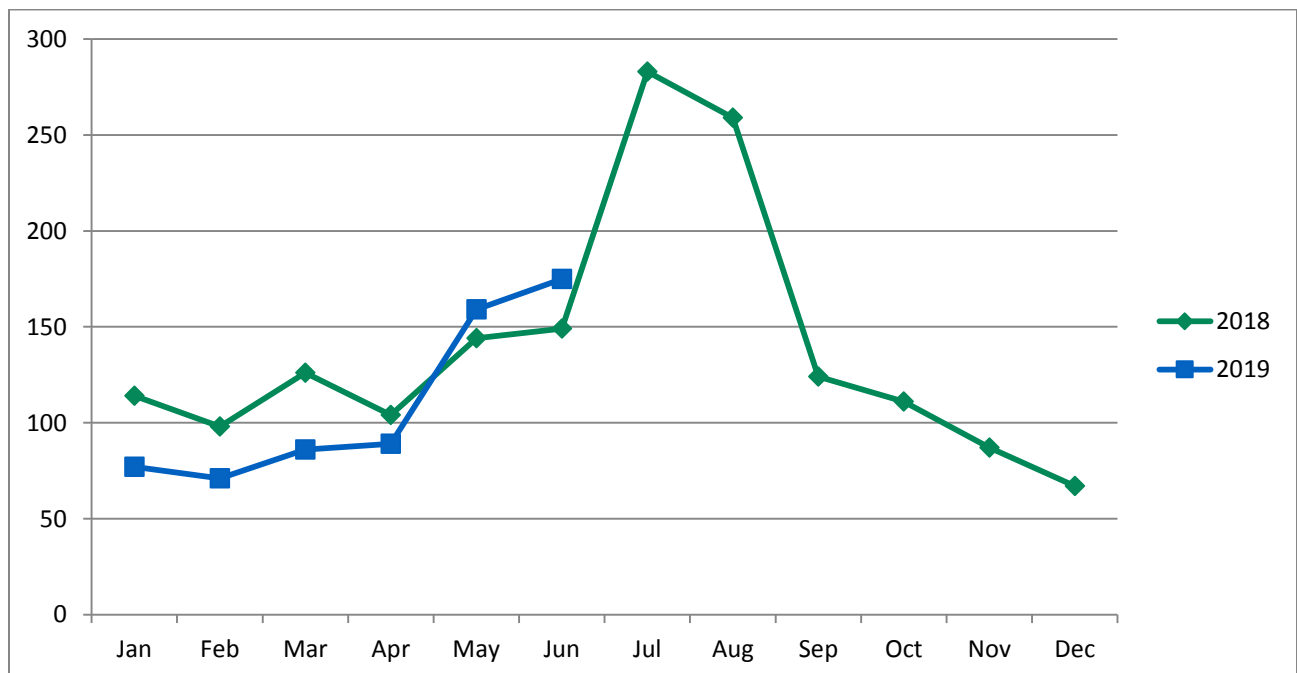
There are **1,911** registered members with active library membership (meaning their card has not expired).

**Southampton Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Saugeen Shores (Town)**

Population: 13,715

Private Dwellings: 7,655

Median age of population: 49.5

% of the population aged 0 to 14 yrs: 14.4

% of population aged 15 to 64 yrs: 61.2

% of population aged 65 and over: 27.2

Mother tongue English: 12,410

Mother tongue French: 210

Mother tongue non-official languages: 795

Top non-official languages: German (130); Urdu\* (80); Dutch (65); Italian (35); Gujarati\* (25)

\*Urdu is the official national language of Pakistan.

\*Gujarati is an Indo-Aryan language native to the Indian state of Gujarat.

## **Tara Branch**

**Municipality:** Arran-Elderslie

**Population of catchment area:** 1,138 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,000 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 25 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 0.9 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 4,314 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 1

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 5 seats

- ARUPLO guidelines: small branch: 15-30 seats.

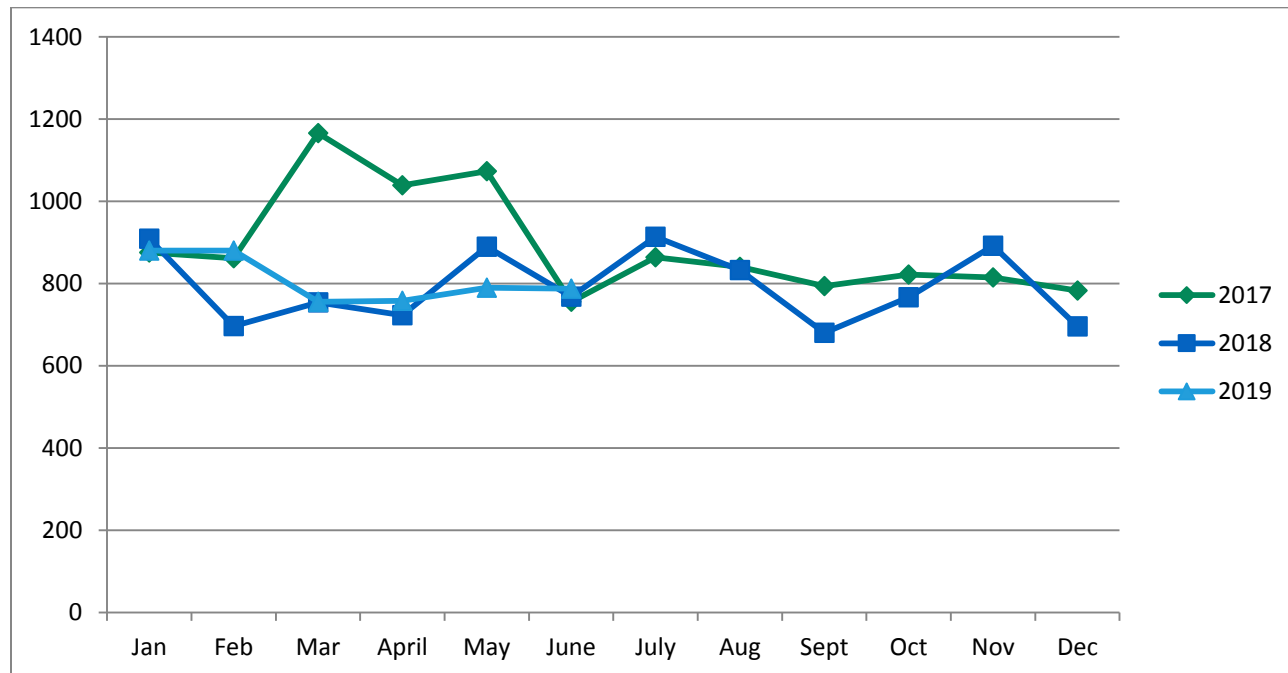
**Circulation January - June 2019:** 4,852

- 2018: 4,741 transactions

### **Membership**

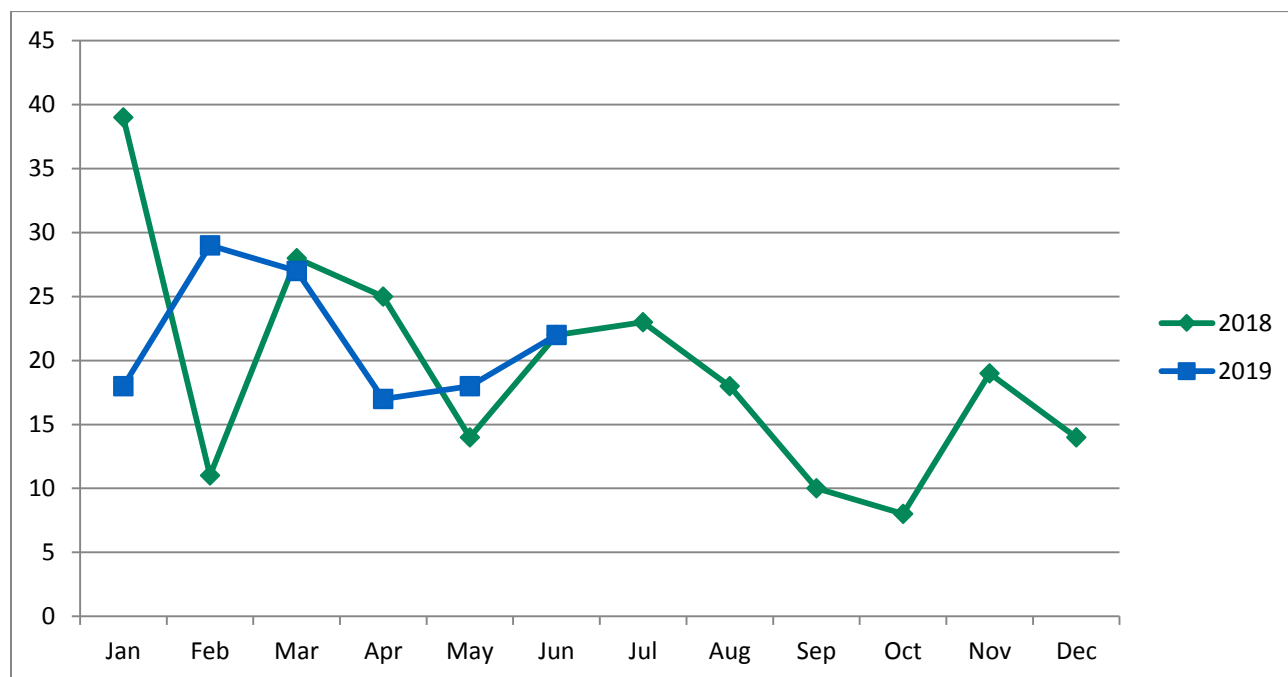
There are **355** registered members with active library membership (meaning their card has not expired).

**Tara Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Arran-Elderslie (Municipality)**

Population: 6,803

Private Dwellings: 3,030

Median age of population: 41.8

% of the population aged 0 to 14 yrs: 19.7

% of population aged 15 to 64 yrs: 60.6

% of population aged 65 and over: 21.8

Mother tongue English: 6,190

Mother tongue French: 30

Mother tongue non-official languages: 480

Top non-official languages: German (300), Dutch (120), Mandarin (10)



## **Teeswater Branch**

**Municipality:** South Bruce

**Population of catchment area:** 995 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,456 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 27 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 1 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 6,551 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 3

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 32 seats

- ARUPLO guidelines: small branch: 15-30 seats.

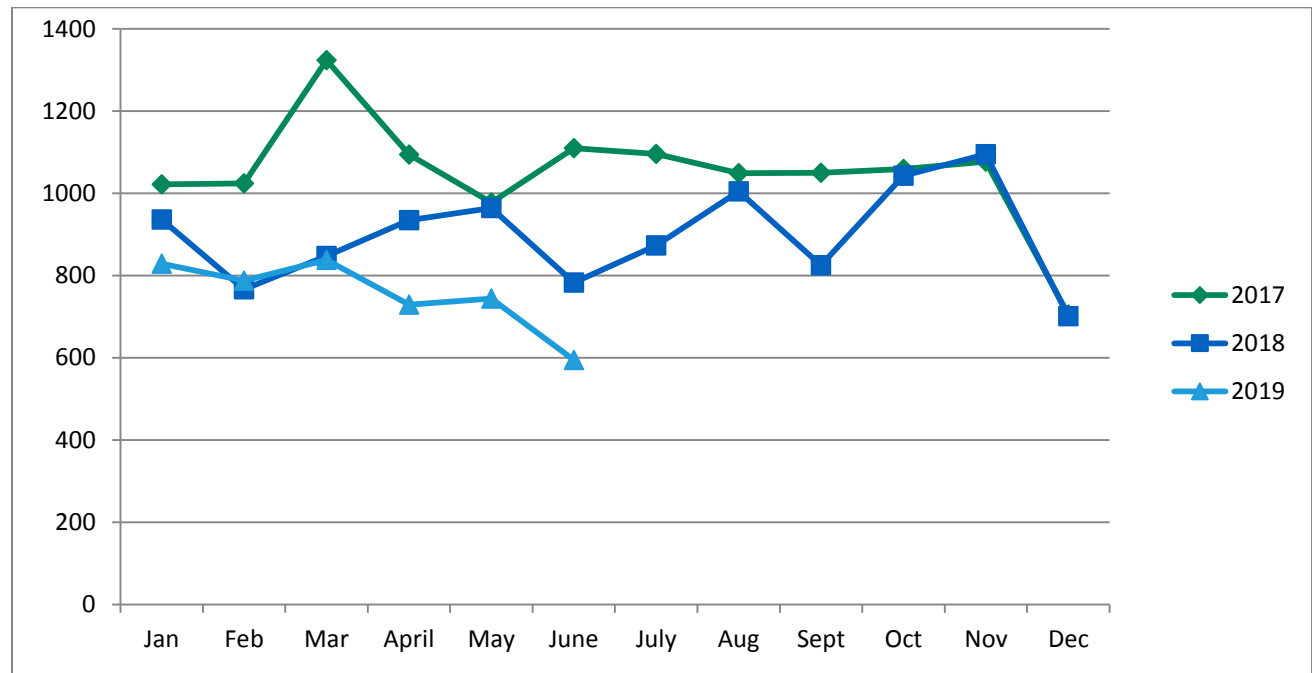
**Circulation January - June 2019:** 4,523

- 2018: 5,233 transactions

**Membership**

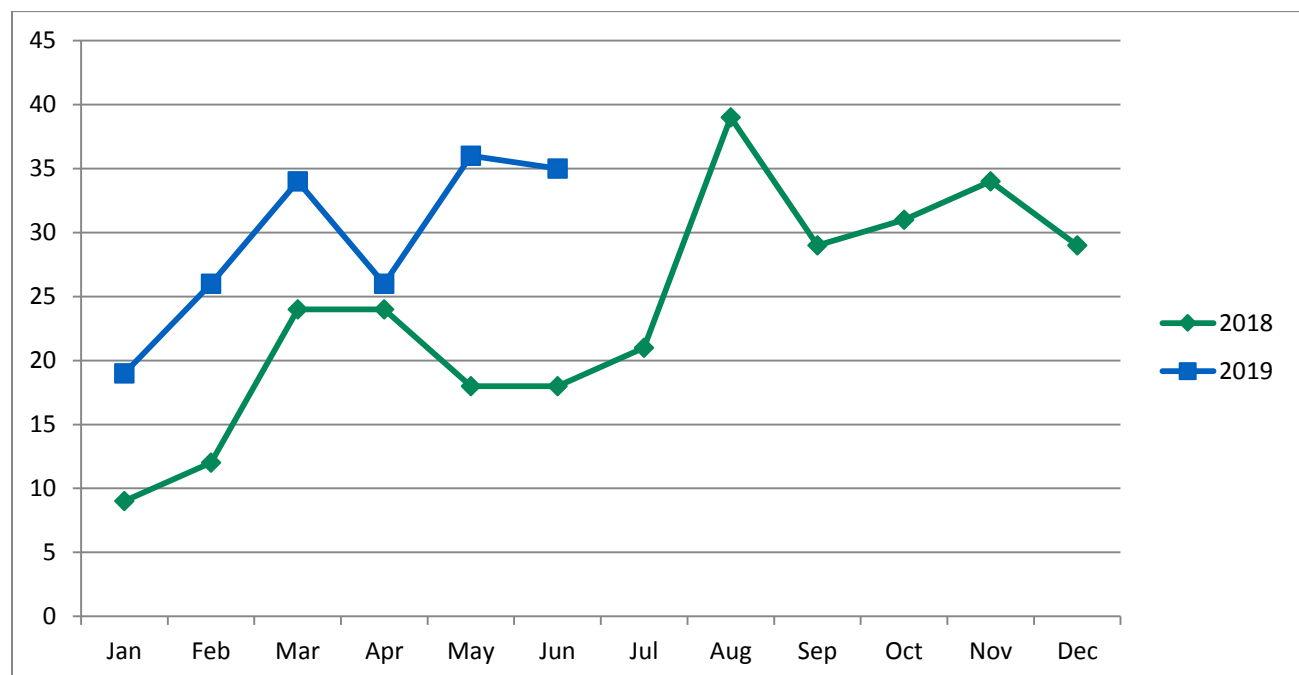
There are **400** registered members with active library membership (meaning their card has not expired).

### Teeswater Circulation 2017-2019 Comparison



### Public Internet Use 2018-2019

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**South Bruce (Municipality)**

Population: 5,639

Private Dwellings: 2,381

Median age of population: 42.2

% of the population aged 0 to 14 yrs: 18.1

% of population aged 15 to 64 yrs: 65.0

% of population aged 65 and over: 18.2

Mother tongue English: 5,295

Mother tongue French: 10

Mother tongue non-official languages: 305

Top non-official languages: German (185); Dutch (75); Korean (10)

## **Tiverton Branch**

**Municipality:** Kincardine

**Population of catchment area:** 725 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,067 sq. ft.

- ARUPLO guideline: ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 25 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 0.8 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 6,980 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 1

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 14 seats

- ARUPLO guidelines: small branch: 15-30 seats.

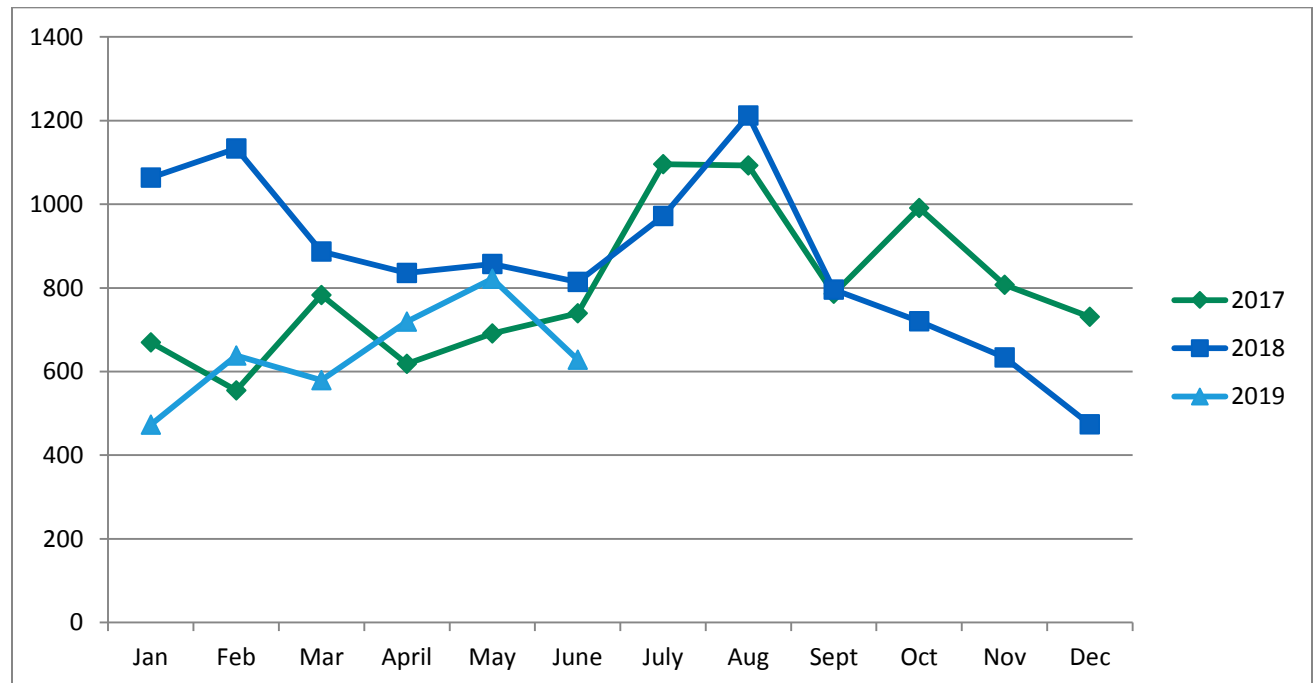
**Circulation January - June 2019:** 3,859

- 2018: 5,591 transactions

### **Membership**

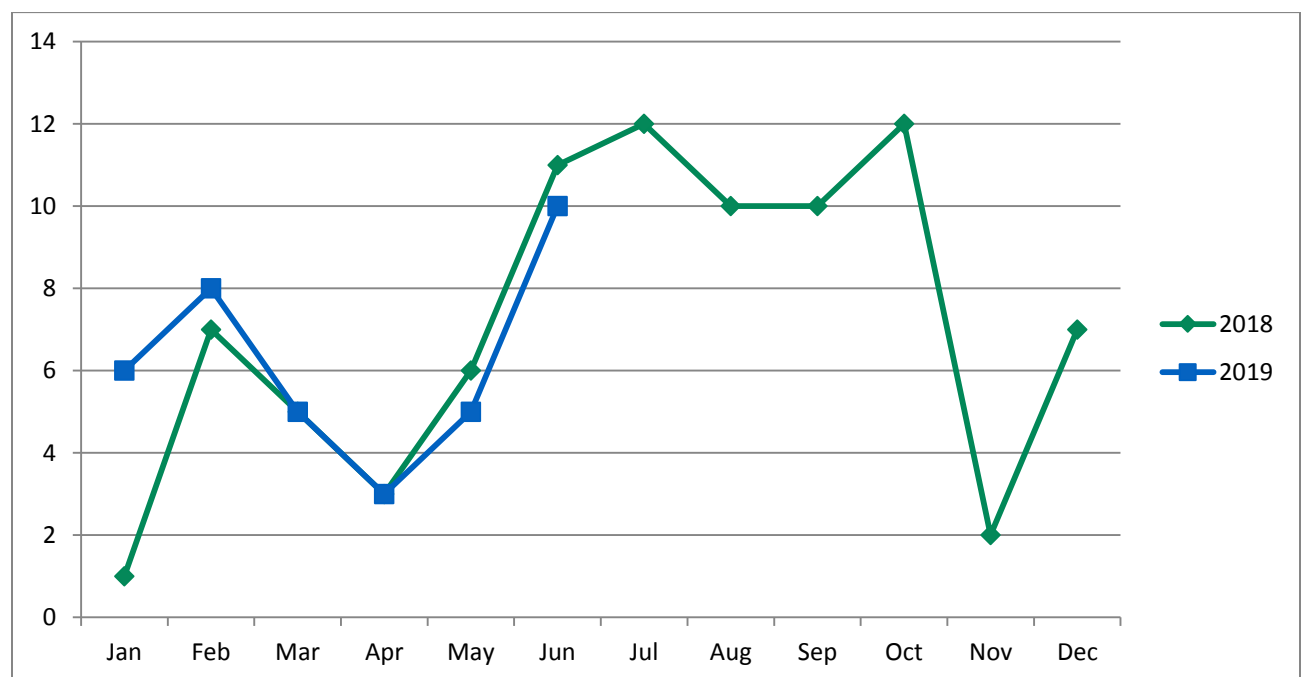
There are **242** registered members with active library membership (meaning their card has not expired).

**Tiverton Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Kincardine (Municipality)**

Population: 11,389

Private Dwellings: 5,883

Median age of population: 44

% of the population aged 0 to 14 yrs: 16.2

% of population aged 15 to 64 yrs: 61.8

% of population aged 65 and over: 24.5

Mother tongue English: 10,110

Mother tongue French: 165

Mother tongue non-official languages: 855

Top non-official languages: German (285), Dutch (90), Filipino (60), Gujarati\* (45), Polish (35)

\*Gujarati is an Indo-Aryan language native to the Indian state of Gujarat.

## **Tobermory Branch**

**Municipality:** Northern Bruce Peninsula

**Population of catchment area:** 1,147 (2016 Census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 1,543 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 21 hours per week in winter; 36 hours per week in summer

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 1.22 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 6,460 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 4

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 23 seats

- ARUPLO guidelines: small branch: 15-30 seats.

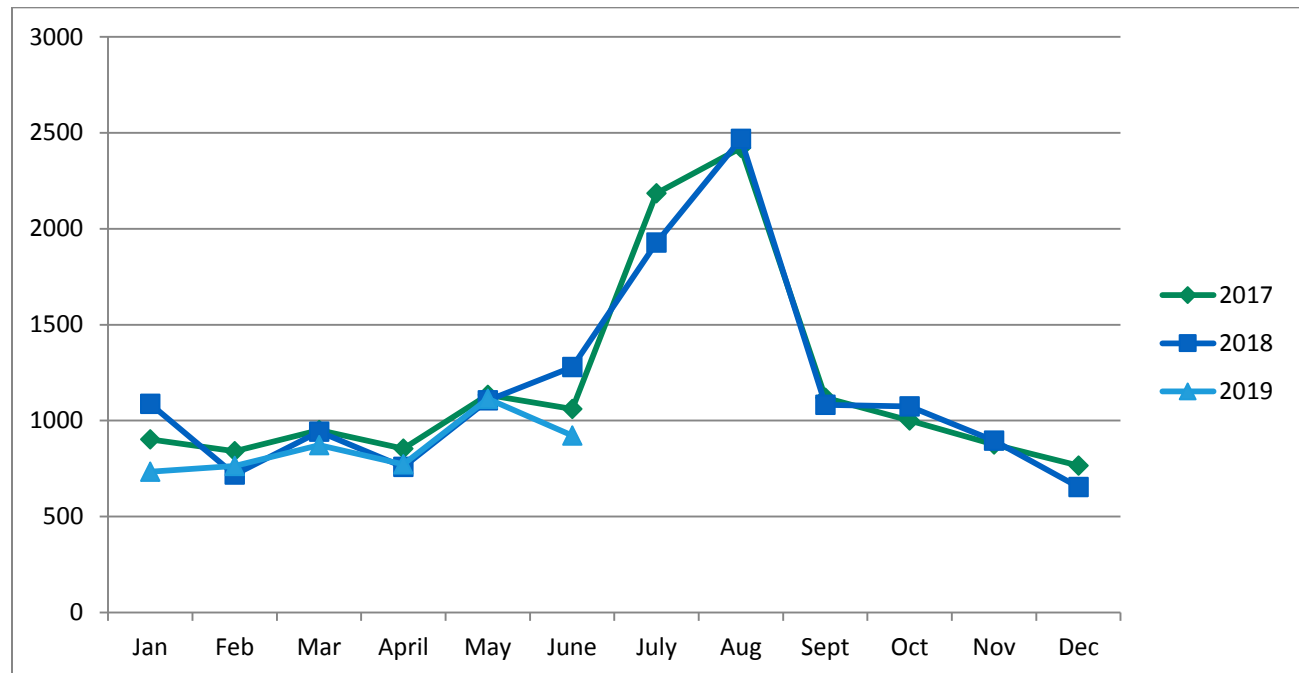
**Circulation January - June 2019:** 5,180

- 2018: 5,894 transactions

**Membership**

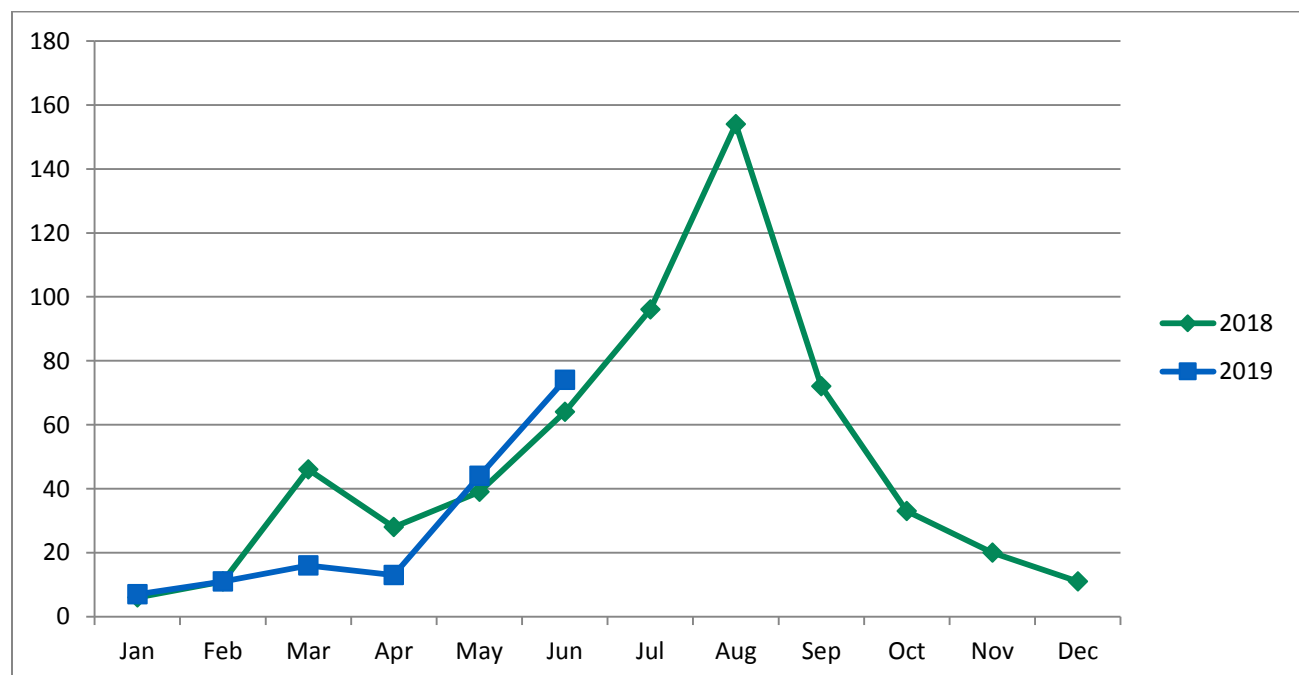
There are **625** registered members with active library membership (meaning their card has not expired).

**Tobermory Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.





Statistics Canada Demographic Data 2016

**Northern Bruce Peninsula (Municipality)**

Population: 3,999

Private Dwellings: 5,069

Median age of population: 60.4

% of the population aged 0 to 14 yrs: 8.0

% of population aged 15 to 64 yrs: 52.9

% of population aged 65 and over: 42.9

Mother tongue English: 3,580

Mother tongue French: 45

Mother tongue non-official languages: 245

Top non-official languages: German (90); Dutch (45); Polish (20); Italian (20)

## **Walkerton Branch**

**Municipality:** Brockton

**Population of catchment area:** 4,517 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 5,160 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 44 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 2.6 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE.

**Collections:** 12,594 items

- ARUPLO guidelines: 3-5 items per capita. Minimum 7,500 items.

**Public Internet Stations:** 3

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (includes computer seating):** 23 seats

- ARUPLO guidelines: small branch: 15-30 seats

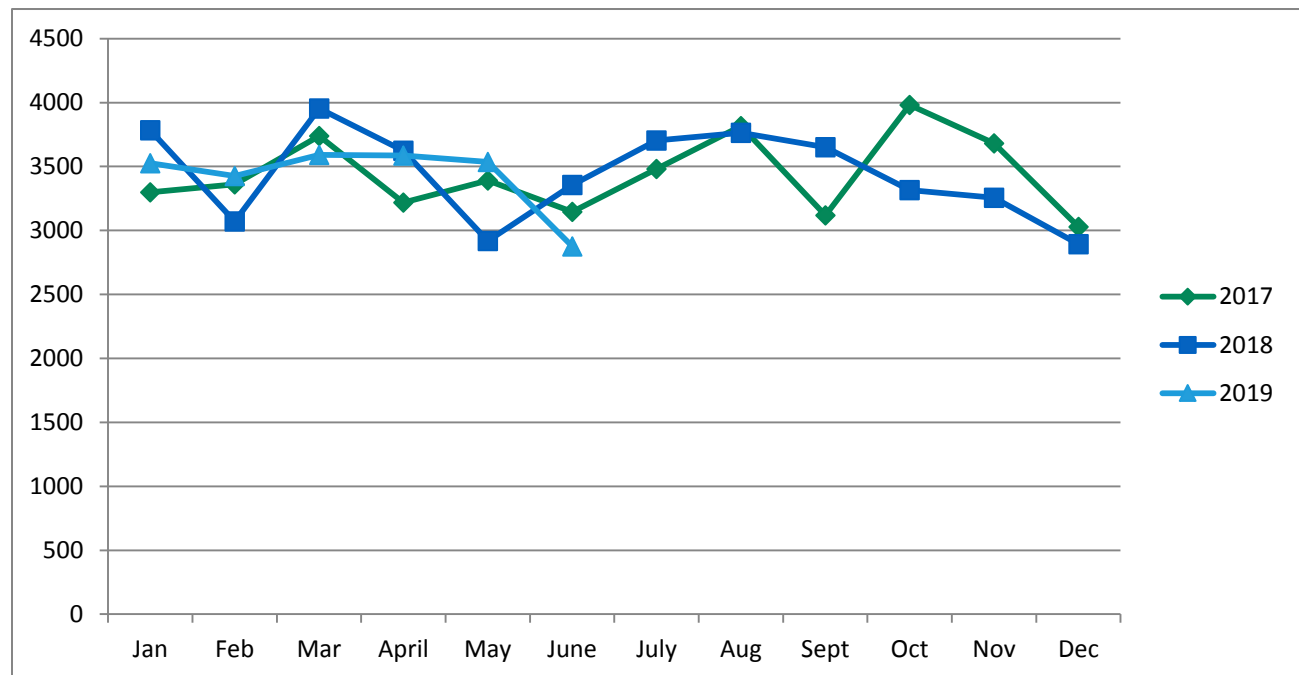
**Circulation January - June 2019:** 20,541

- 2018: 20,706 transactions

**Membership**

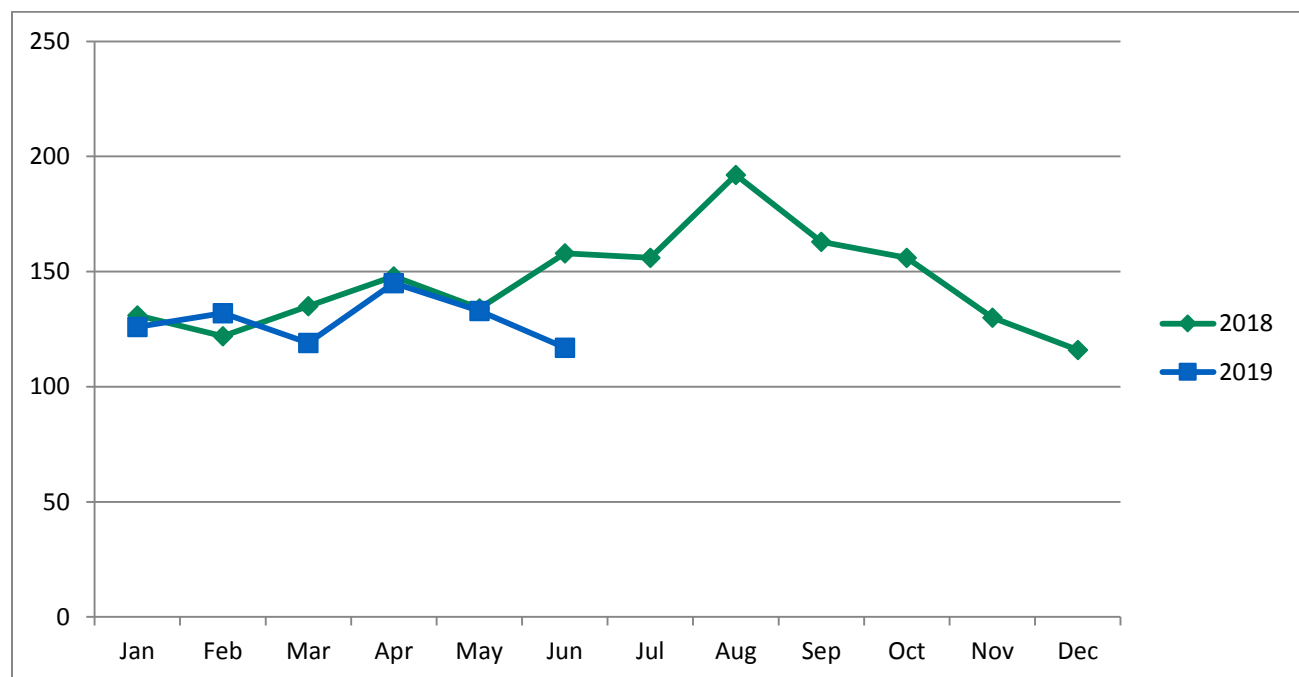
There are **1,657** registered members with active library membership (meaning their card has not expired).

**Walkerton Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**Brockton (Municipality)**

Population: 9,432

Private Dwellings: 4,157

Median age of population: 45

% of the population aged 0 to 14 yrs: 16.2

% of population aged 15 to 64 yrs: 61.8

% of population aged 65 and over: 24.5

Mother tongue English: 8,830

Mother tongue French: 50

Mother tongue non-official languages: 310

Top non-official languages: German (110); Dutch (85); Korean (15); Chinese (10); Polish (10)

## **Wiarion Branch**

**Municipality:** South Bruce Peninsula

**Population of catchment area:** 1,989 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population.

**Assignable library space:** 3,000 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 44 hours per week

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 2.2 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 13,468 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 4

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 30 seats

- ARUPLO guidelines: small branch: 15-30 seats.

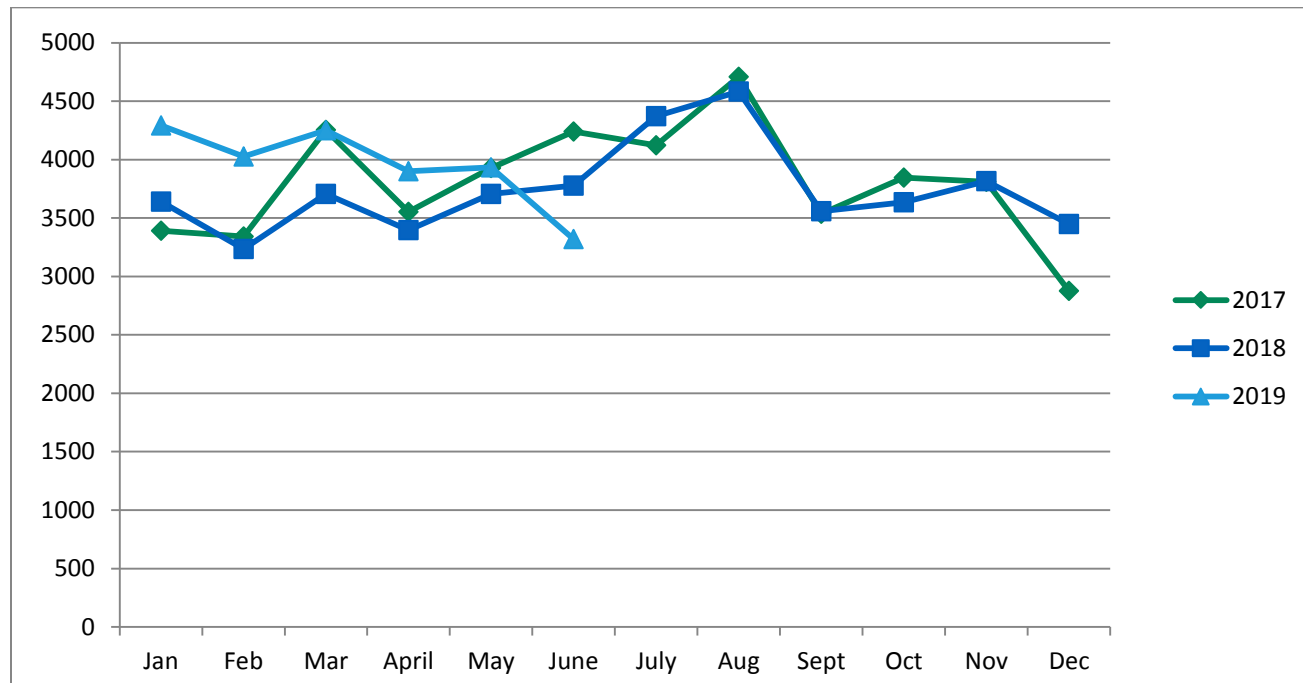
**Circulation January - June 2019:** 23,723

- 2018: 21,460 transactions

### **Membership**

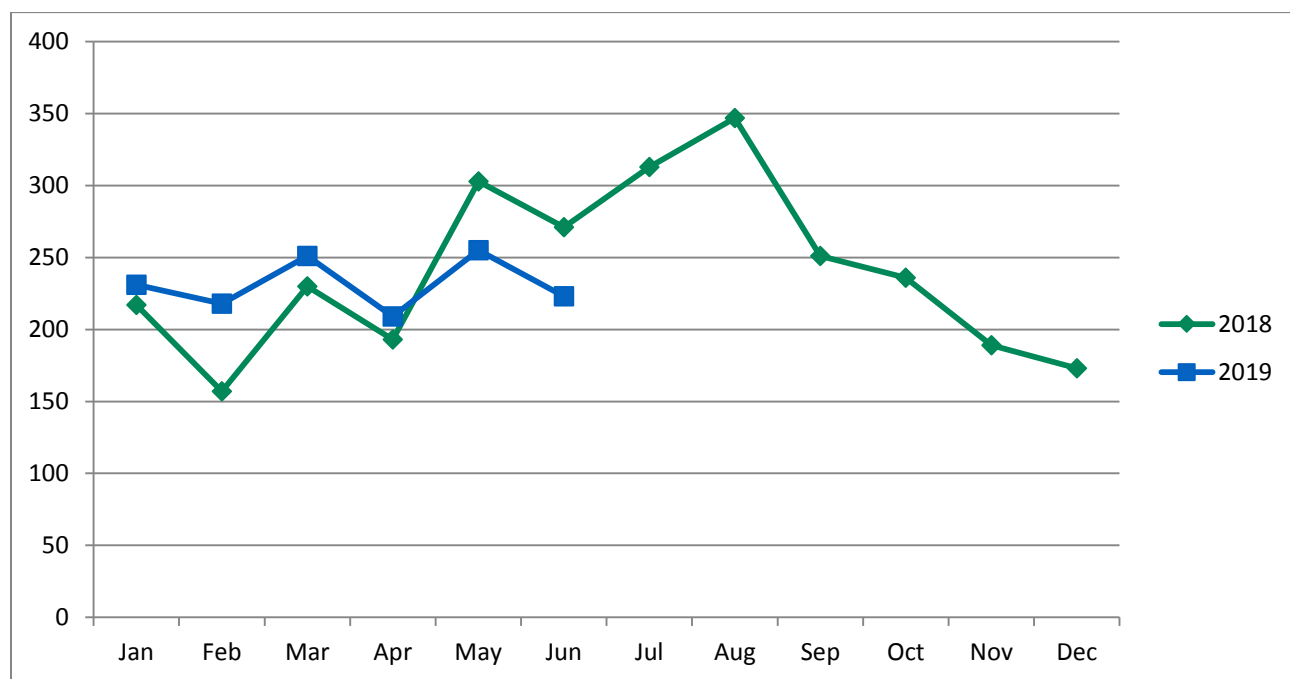
There are **1,870** registered members with active library membership (meaning their card has not expired).

**Warton Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**South Bruce Peninsula (Town)**

Population: 8,416

Private Dwellings: 6,945

Median age of population: 54.5

% of the population aged 0 to 14 yrs: 12.2

% of population aged 15 to 64 yrs: 57.2

% of population aged 65 and over: 34.3

Mother tongue English: 7,820

Mother tongue French: 55

Mother tongue non-official languages: 360

Top non-official languages: German (120); Dutch (45); Italian (25); Portuguese (20); Polish (15)

## **Sauble Beach Branch**

**Municipality:** South Bruce Peninsula

**Population of catchment area:** 2,377 (2016 census)

**Branch Type:** Small

- ARUPLO Definition of small: Branches serving up to 5,000 population

**Assignable library space:** 2,500 sq. ft.

- ARUPLO guideline: small branch 2,500 - 5,000 sq. ft.

**Hours of Operation:** 32.5 hours per week in winter; 41 hours per week in summer

- ARUPLO guideline: Small Branches: 20 -25 hours per week.

**Staffing:** 2.0 FTE

- ARUPLO guideline for staffing a small branch: 1-2.5 FTE

**Collections:** 8,545 items

- ARUPLO guidelines: small branch 6,000 - 12,000 items.

**Public Internet Stations:** 3

- ARUPLO guidelines: small branch 3-5 computers.

**Seating (including computer seating):** 22 seats

- ARUPLO guidelines: small branch: 15-30 seats.

**Circulation January - June 2019:** 10,026

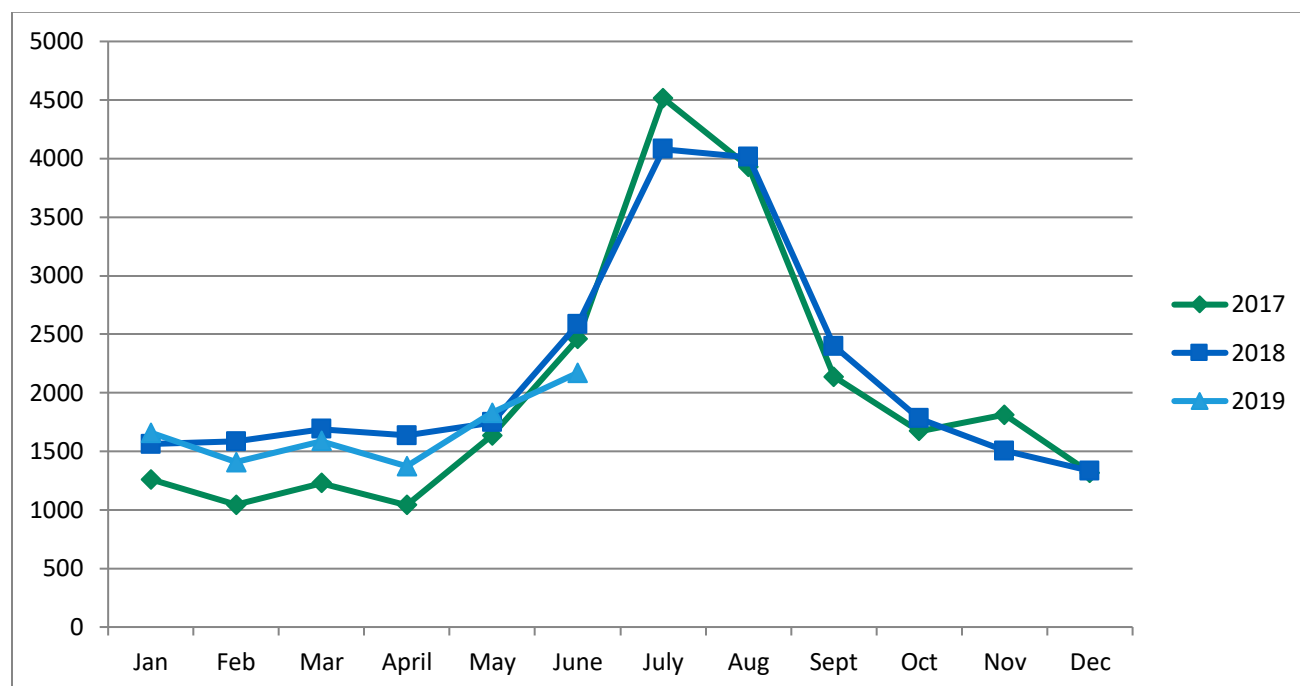
- 2018: 10,802 transactions

**Membership**

There are 1,341 registered members with active library membership (meaning their card has not expired).

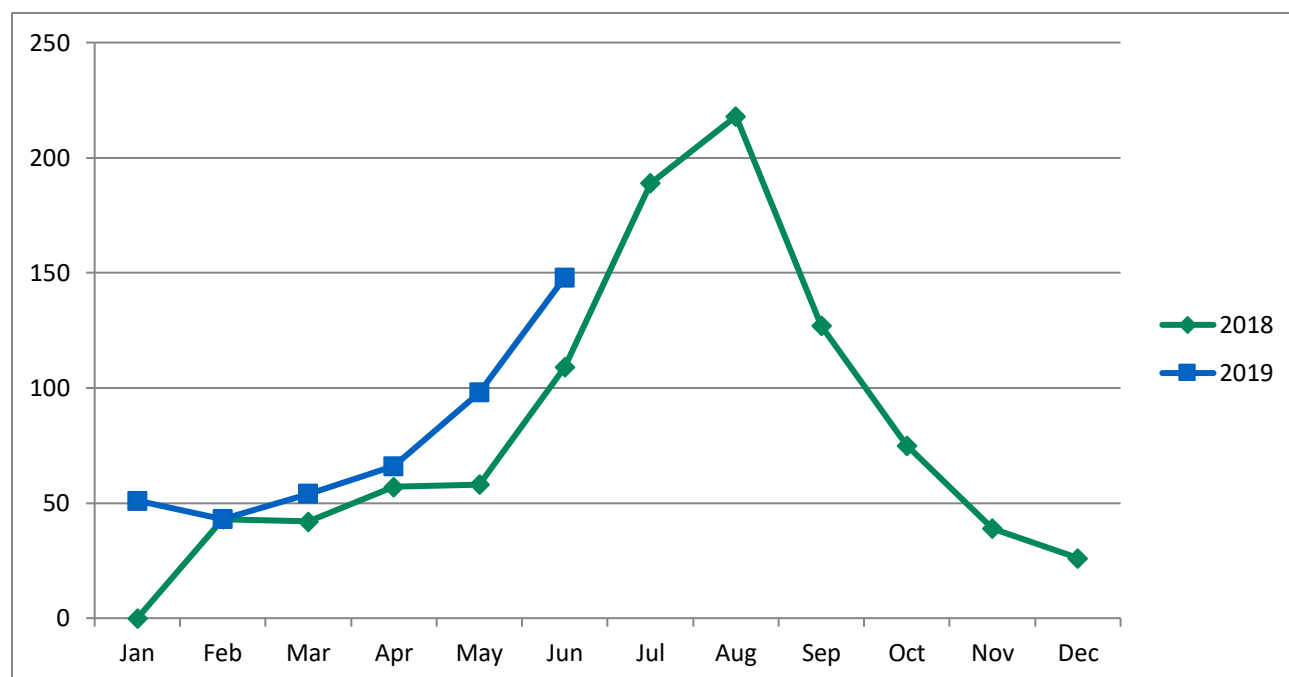


**Sauble Beach Circulation 2017-2019 Comparison**



**Public Internet Use 2018-2019**

This chart shows the number of Internet sessions per month on the branch public Internet stations.



Statistics Canada Demographic Data 2016

**South Bruce Peninsula (Town)**

Population: 8,416

Private Dwellings: 6,945

Median age of population: 54.5

% of the population aged 0 to 14 yrs: 12.2

% of population aged 15 to 64 yrs: 57.2

% of population aged 65 and over: 34.3

Mother tongue English: 7,820

Mother tongue French: 55

Mother tongue non-official languages: 360

Top non-official languages: German (120); Dutch (45); Italian (25); Portuguese (20); Polish (15)



## Branch Services Report June and July 2019

### 1. OPERATIONS

- a. **Staff Development Day:** The annual Staff Development Day has been scheduled for Monday, October 28 from 9:00 am - 1:00 pm, followed by lunch. This system-wide professional development requires closing seven branches that are ordinarily open on Mondays (Chesley, Kincardine, Lion's Head, Port Elgin, Sauble, Tiverton and Wiarton). Ample notice will be provided through print and social media to minimize the impact to our patrons.

This training day will focus on inclusion and diversity. Libraries have a responsibility to foster social inclusion and contribute to a culture that recognizes diversity. The focus meets our strategic commitment to engage, educate and develop staff.

- b. **BCPL Business Perks Program:** Interim Director Grace Dawson has suggested implementing a Business Perks Program during Canadian Library Month in October. Leaning on her expertise, we have reached out to Chambers of Commerce throughout Bruce County to investigate building partnerships with them to offer this unique program. Local businesses would offer a discount or incentive of their choosing when customers show their Bruce County Public Library card. This innovative program will raise the profile of BCPL within our communities while promoting local businesses. It also ties in with Small Business Week which runs October 20-26, 2019.

### 2. STAFF TRAINING AND DEVELOPMENT

- a. **Loyalist Training:** In June, Supervisors Cassie Wood and Michaela Posthumus completed their Loyalist Training. This involved significant engagement in learning and resulted in a solid foundation in managing effectively in a municipal environment. Assistant Director Brooke McLean attended the Essentials of Financial Management and Local Government with these Supervisors in June.
- b. **Taking the Classroom Outside:** Library Clerk Maryanne McMillan attended this workshop hosted by Bruce County Human Services at Saugeen Bluffs Conservation on June 13. The program focused on how to engage children with the natural environment by exploring the outdoors and experiencing nature through the seasons. Maryanne will share what she learned with the Program Committee so that other



library staff can benefit as well. The program was especially timely as the TD Summer Reading Club theme this year is “Natural World.”

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

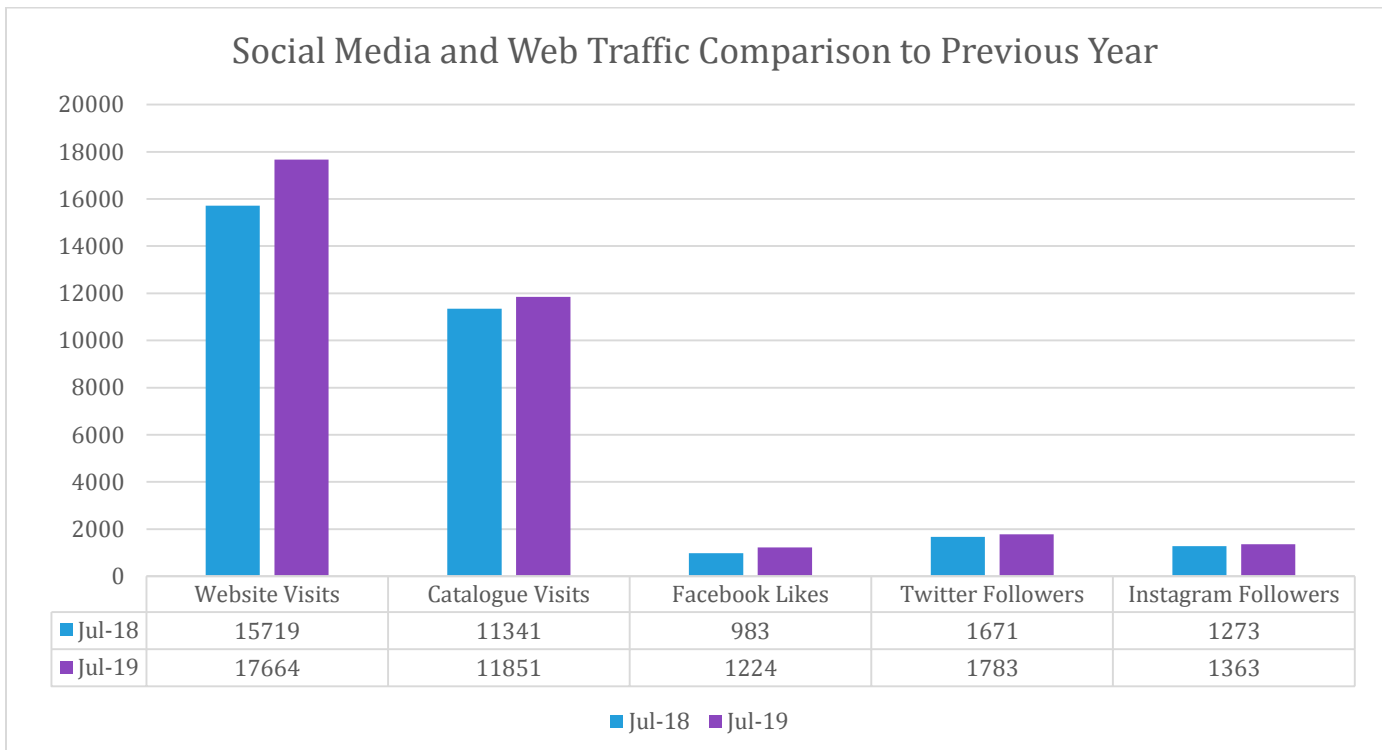
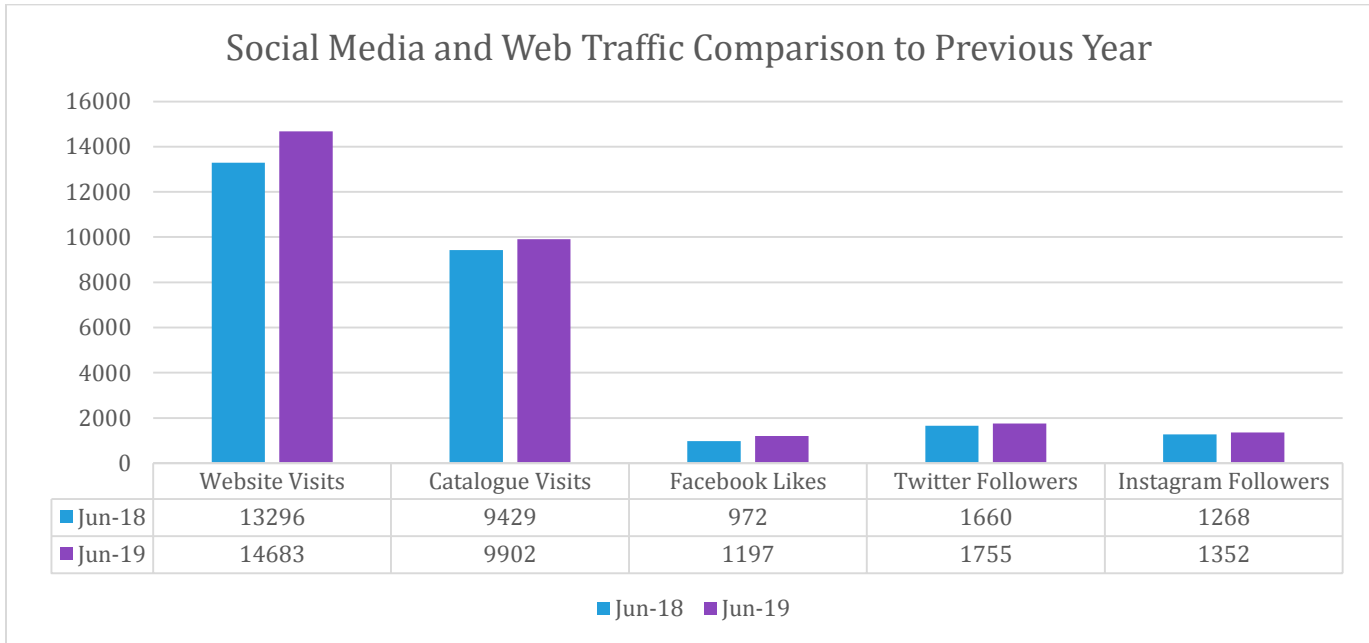
- a. **BCPL Mobile:** The initial development stage is underway, and feedback has been provided to the app developer regarding some necessary improvements. Once these identified issues have been addressed, we will begin testing the app.
- b. **Catalogue Maintenance:** Annual catalogue maintenance is underway and will be completed by the end of August. This clean-up ensures accurate billing of support fees to the Ontario Library Consortium. It is based on the number of active cardholders and bibliographic records.

### 4. FRIENDS OF THE LIBRARY GROUPS

- a. **Annual General Meetings:** Assistant Director Brooke McLean attended the Annual Meeting of the Friends of the Port Elgin Library. The Wiarton Friends of the Library also held their Annual General Meeting. The minutes of both are attached for information.
- b. **Lion’s Head Friends of the Library:** Isla Carmichael of the Lion’s Head Friends of the Library requested assistance creating an email network for all Friends of Bruce County Public Libraries. Other Friends groups have confirmed their interest as well. Digital Services Coordinator Jeremy Clark is investigating options to meet their needs.

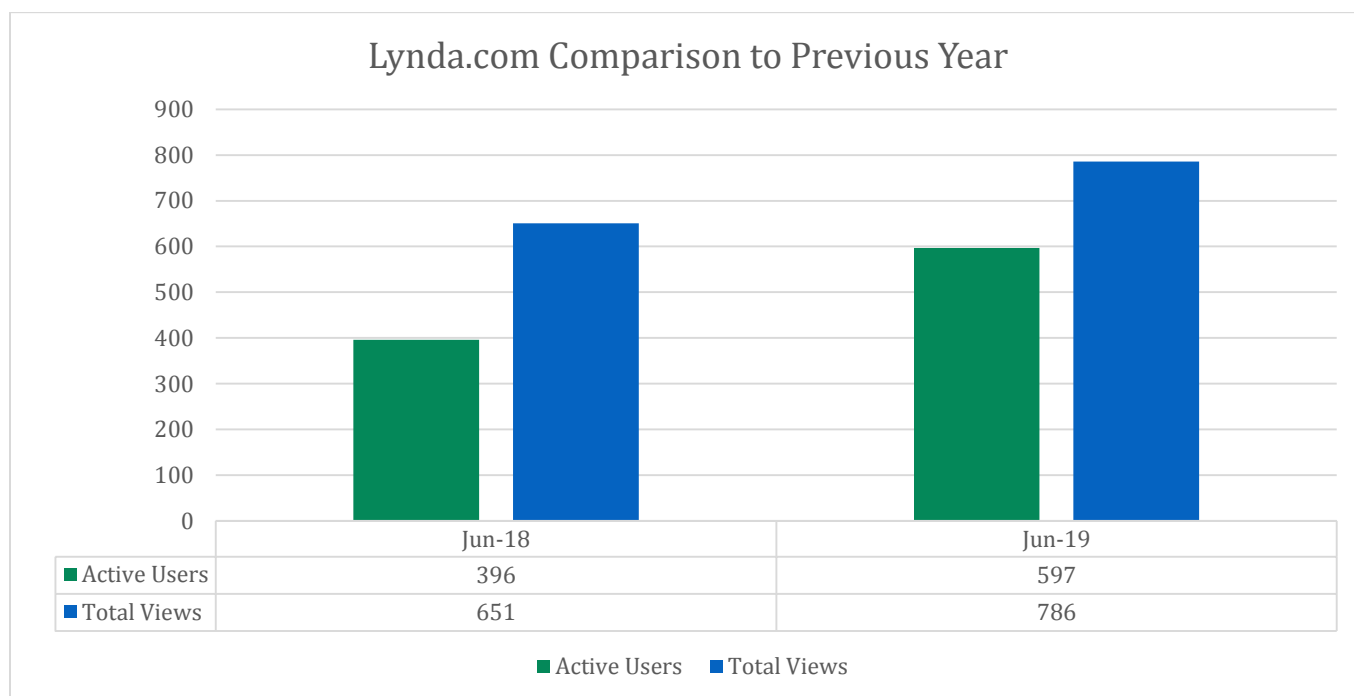
## 5. STATISTICAL REPORTS

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



## b. 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.

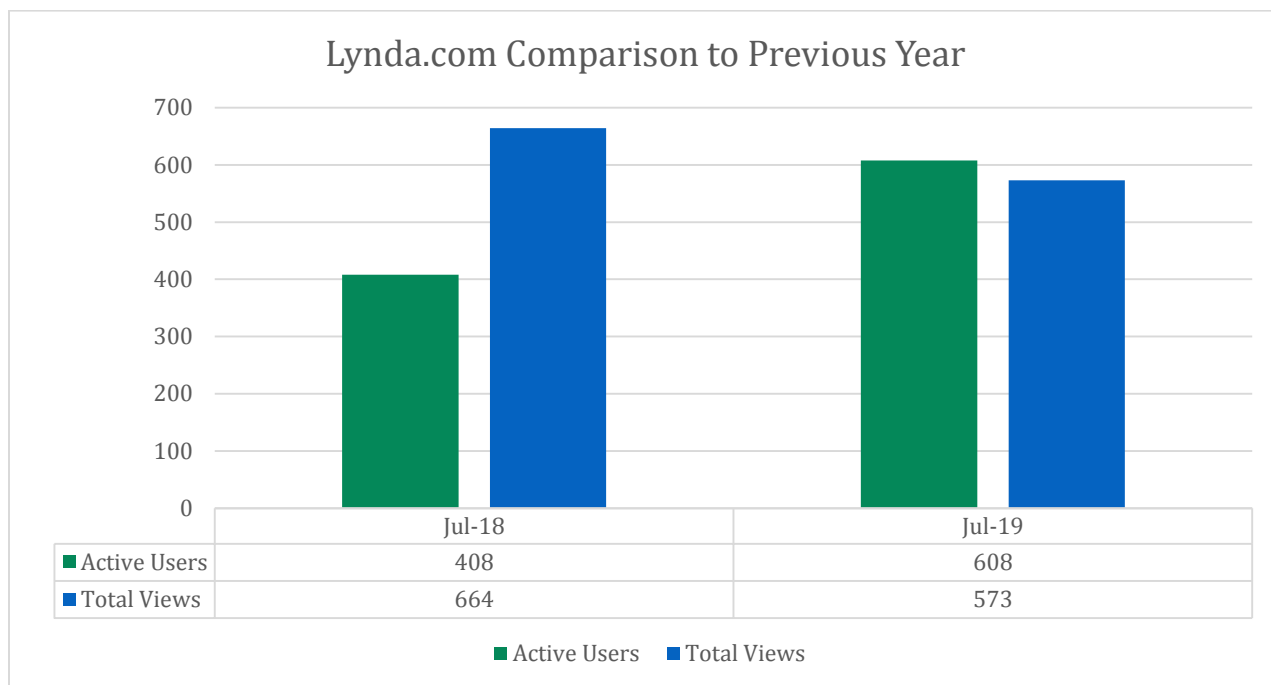


For **June** a total of:

- 47 hours and 40 minutes of video were viewed
- 10 courses have been completed
- 8% of registered users have logged in

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

1. InDesign CC 2019 Essential Training
2. The Practicing Photographer
3. Crystal Reports 2016 Essential Training
4. Word Essential Training (Office 365)
5. React: Building Progressive Web Apps



For **July** a total of:

- 39 hours of video were viewed
- 5 courses have been completed
- 7% of users have logged in

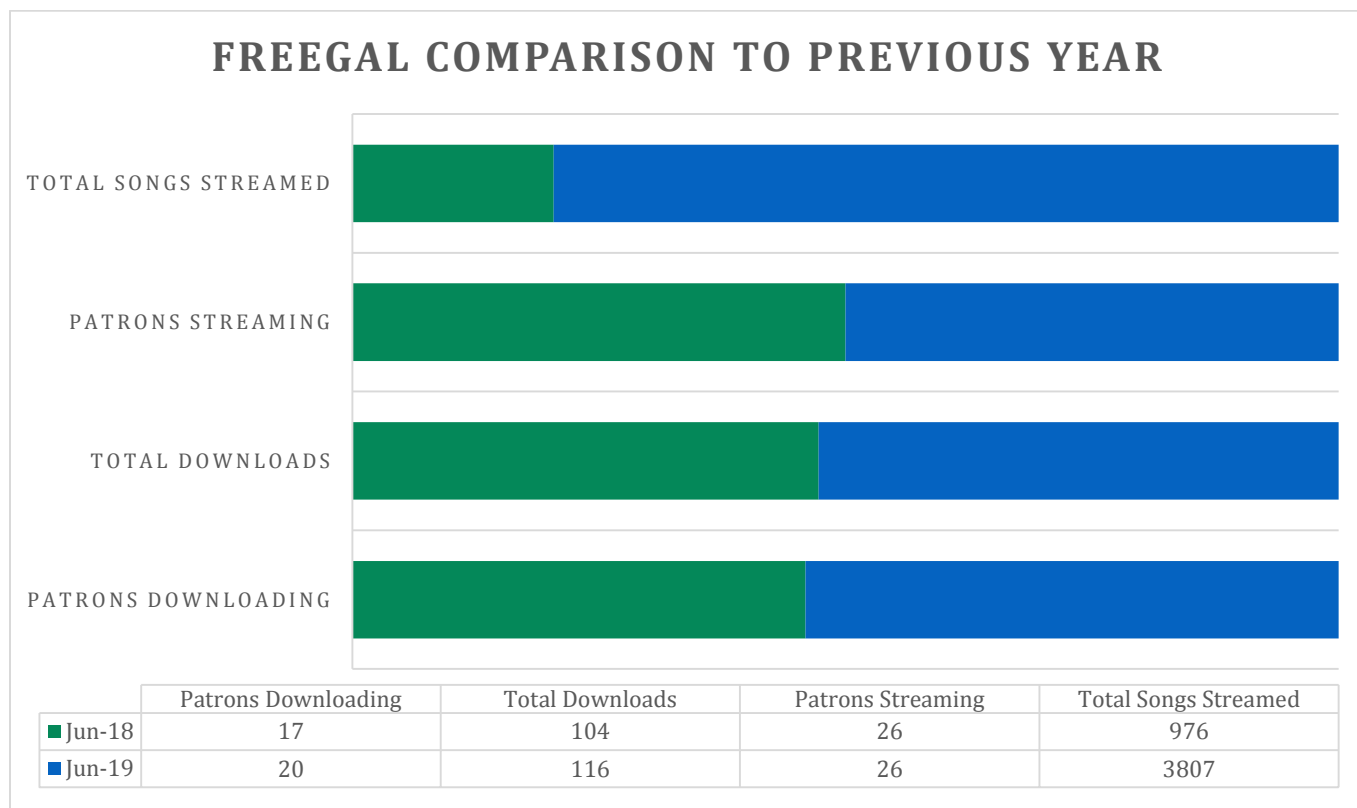
The top 5 courses combined for **July**:

1. Learning Rhino for Mac
2. Silhouette Photography
3. Excel 2016 Essential Training
4. Swift 5 Essential Training
5. Portrait Photography



### c. Freegal

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



#### Top 3 Downloaded Genres in June:

1. Pop - 42 songs downloaded
2. County - 20 songs downloaded
3. Rock - 20 songs downloaded

#### Top 3 Streamed Genres in June:

1. Soundtracks - 1219 songs streamed
2. New Age - 647 songs streamed
3. Pop - 394 songs streamed



## FREGAL COMPARISON TO PREVIOUS YEAR



	Patrons Downloading	Total Downloads	Patrons Streaming	Total Songs Streamed
■ Jul-18	9	71	16	797
■ Jul-19	13	110	27	2327

### Top 3 Downloaded Genres in July:

1. Pop - 50 songs downloaded
2. Rock - 16 songs downloaded
3. Country - 11 songs downloaded

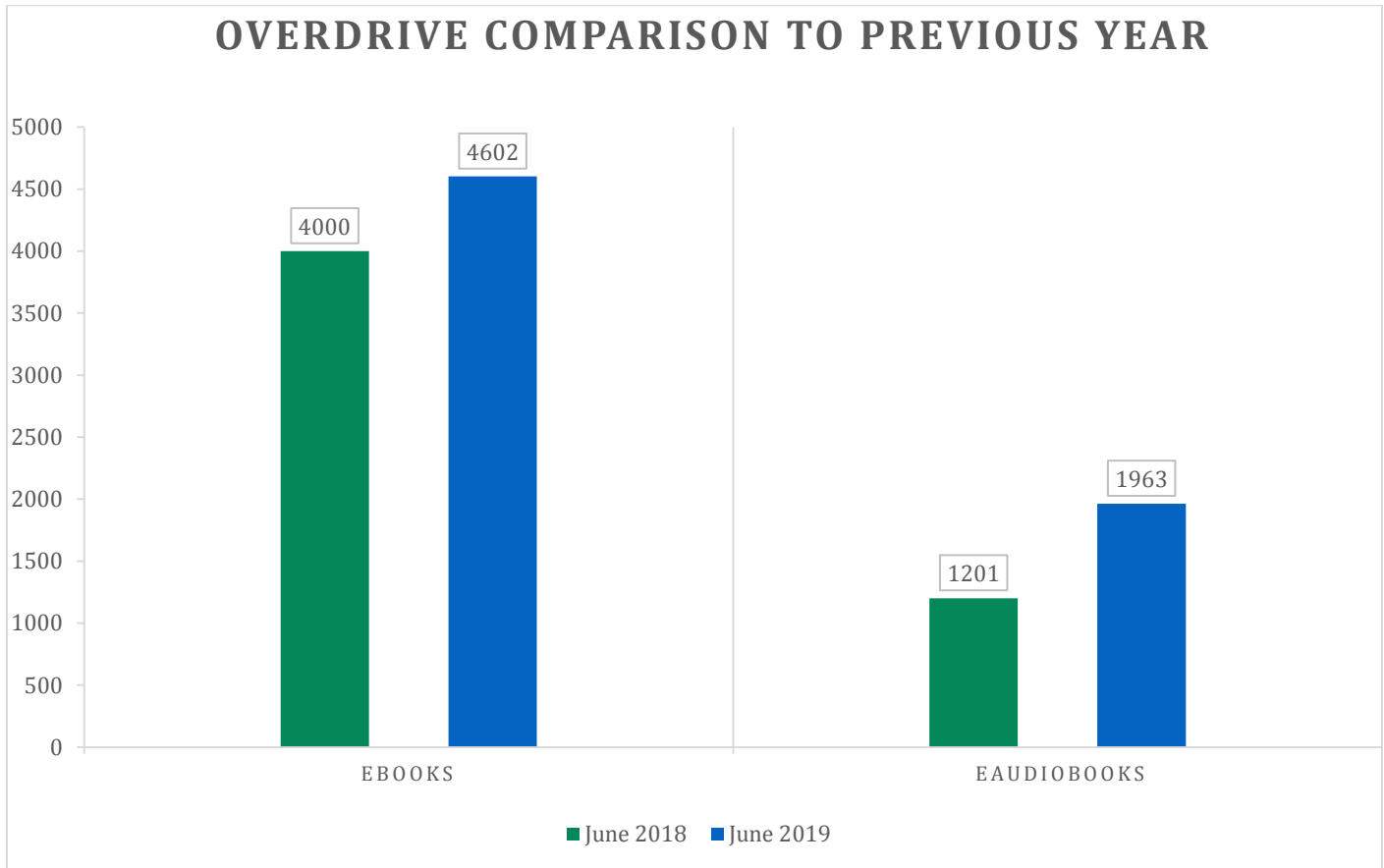
### Top 3 Streamed Genres in July:

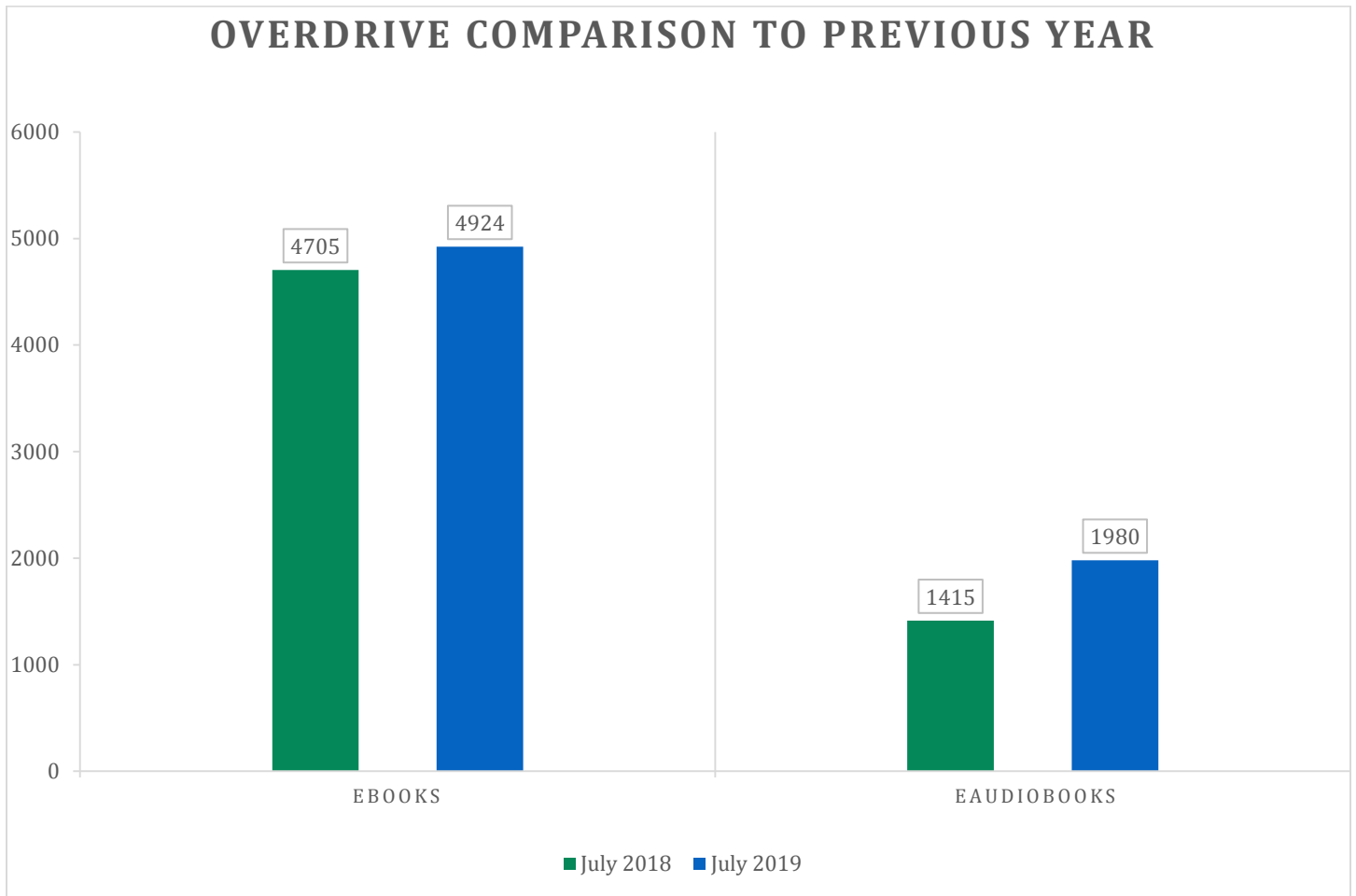
1. Soundtracks/Musicals - 638 songs streamed
2. Rock - 296 songs streamed
3. Pop - 281 songs streamed



#### d. Overdrive

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





FRIENDS OF THE PORT ELGIN BRANCH LIBRARY  
2017-2018 ANNUAL MEETING  
MINUTES

Present: Deb Seyler, Kathy Samson, JoAnn Bowen, Jackie Firth, Nancy Bonham, JoAnne Hamer  
Anne Judd, Dianne Gowan

No minutes of the 2016-2017 annual meeting available.

Treasurer's Report

Anne Judd made a motion that in place of a full financial report we will note that the credit union balance as of May 31st is \$4426.97 Seconded by Nancy. Carried.  
Dianne will get a full year print out of the bank statement.

The year end report was presented . We made additions and corrections and these will be processed before the report is forwarded to the Headquarters

Election of Officers to the Executive for the year 2018-2019 presented by member at large—Nancy Bonham

Jackie Firth was nominated for Member At Large by Nancy Bonham, seconded by JoAnn Bowen. Carried

JoAnn Bowen was nominated by Deb Seyler for Vice Chair and seconded by Nancy Bonham . Carried  
Anne moved for nominations to be closed. Seconded by Jackie. Carried.  
All positions were filled.

EXECUTIVE FOR 2018-2019

Chair--- Deb Seyler-- 2<sup>nd</sup> year

Vice Chair --JoAnn Bowen-- 1st year

Secretary-- Jo-Anne Hamer --2<sup>nd</sup> year

Treasurer---Dianne Gowen-- 2<sup>nd</sup> year

Member at Large-- Jackie Firth --1st year

Annual meeting adjourned 10 a.m.

Submitted by Jo-Anne Hamer

Friends of the PE Branch Library Petty Cash

Date	Petty Cash	Equipment	Craft Kits	Note Cards	Books	Book Bags	Gifts	Library Programs	Refreshments	Toys	Science/Curiousity	Donation	Misc
13-Jun-18						-15.00							
13-Jun-18					-4.00								
18-Jun-18					-5.00								
16-Jun-18									10.80				
18-Jun-18									7.65				
19-Jun-18			14.15										
21-Jun-18	-130.40												
21-Jun-18													\$6.80
21-Jun-18													1.35
21-Jun-18									22.00				
21-Jun-18			24.00										
21-Jun-18			6.00										
25-Jun-18								1.70					
25-Jun-18								4.45					
25-Jun-18								6.75					
25-Jun-18						-10.00							
25-Jun-18			-15.00										
26-Jun-18					-3.00								
27-Jun-18			-10.00										
27-Jun-18								7.85					
04-Jul-18						-15.00							
04-Jul-18					-5.00								
05-Jul-18			11.90										
05-Jul-18			-6.00										
09-Jul-18												-42.50	
09-Jul-18				-7.00									
09-Jul-18						-25.00							
10-Jul-18			10.15										
16-Jul-18			-15.00										
17-Jul-18			-20.00										
18-Jul-18						-30.00							
23-Jul-18			-15.00										
24-Jul-18			-6.00										
25-Jul-18								12.70					
25-Jul-18								5.65					
25-Jul-18								6.80					
30-Jul-18													-40.00



Date	Petty Cash	Equipment	Craft Kits	Note Cards	Books	Book Bags	Gifts	Library Programs	Refreshment	Toys	Science/ Curiousity	Donation	Misc
01-Aug-18								6.50					
01-Aug-18								2.85					
02-Aug-18									12.00				
08-Aug-18								16.40					
09-Aug-18			-30.00										
13-Aug-18						-15.00							
13-Aug-18			-30.00										
15-Aug-18					-10.00								
21-Aug-18								9.05					
22-Aug-18								4.00					
02-Aug-18								8.50					
22-Aug-18								9.05					
22-Aug-18								8.40					
24-Aug-18			15.60										
27-Aug-18						-10.00							
27-Aug-18								2.85					
27-Aug-18									17.15				
29-Aug-18								8.35					
30-Aug-18						-15.00							
30-Aug-18													16.70
07-Sep-18												-16.95	
19-Sep-18									17.35		9.90		
19-Sep-18												-4.25	
24-Sep-18					-8.50								
24-Sep-18			32.55										
24-Sep-18													
27-Sep-19	78.90												
05-Oct-18								11.25					
18-Oct-18									12.00				
19-Nov-18								4.45					
19-Nov-18								2.85					
19-Nov-18								3.95					
21-Nov-18								20.95					
21-Nov-18								24.40					
21-Nov-18								8.95					
21-Nov-18								6.30					
21-Nov-18								6.80					
21-Nov-18								5.70					

Friends of the PE Branch Library Petty Cash

Date	Petty Cash	Equipment	Craft Kits	Note Cards	Books	Book Bags	Gifts	Library Programs	Refreshments	Toys	Science/Curiousity	Donation	Misc
21-Nov-18								5.65					
21-Nov-18								18.70					
23-Nov-18								19.20					
24-Nov-18									34.65				
27-Nov-18	-185.80												
05-Dec-18								7.90					
05-Dec-18								11.25					
05-Dec-18					-2.50								
06-Dec-18			-5.00										
13-Dec-18			-5.00										
13-Dec-18								2.85					
20-Dec-18			-4.00										
20-Dec-18				-7.00									
14-Jan-19					-3.00								
05-Feb-19									18.00				
20-Feb-19								2.25					
20-Feb-19								3.60					
20-Feb-19					-6.00								
26-Feb-19								3.30					
01-Mar-19												-15.00	
01-Mar-19						-10.00							
01-Mar-19					-5.00								
11-Mar-19					-10.00								
14-Mar-19												-15.50	
20-Mar-19								9.90					
30-Apr-19					-5.00								
06-May-19					-5.00								
13-May-19					-13.00								
15-May-19									12.00				
15-May-19											16.40		
27-May-19					-5.00								
30-May-19					-25.00								
	-237.30		-46.65	-14.00	-115.00	-145.00		302.05	163.60		26.30	-94.20	-15.15

-175.35

Petty Cash Balance at June 1, 2018 78.30  
 Plus Income and Expense 175.35  
 Petty Cash Balance at May 31, 2019 253.55



Friends Petty Cash - June 1 - May 31, 2019

	June 2018			
		Debit	Credit	Balance
1-Jun-18	Balance Forward			78.20
13-Jun-18	Book bag revenue		15.00	93.20
13-Jun-18	Book sale revenue		4.00	97.20
18-Jun-18	Book sale revenue		5.00	102.20
16-Jun-18	Michaels-Ice cream social	10.80		91.40
18-Jun-18	Michaels-Ice cream social	7.65		83.75
19-Jun-18	Dollar Tree - Craft Kits supplies	14.15		69.60
21-Jun-18	Top up petty cash		130.40	200.00
21-Jun-18	Research 110th bday - Museum	6.80		193.20
21-Jun-18	Research 110th bday - Museum	1.35		191.85
21-Jun-18	Water refill-Independent	22.00		169.85
21-Jun-18	Craft Kits - Dollar Tree	24.00		145.85
21-Jun-18	Craft Kits - Dollar Tree	6.00		139.85
25-Jun-18	Children Program - Dollarama	1.70		138.15
25-Jun-18	Children Program - Walmart	4.45		133.70
25-Jun-18	Children Program - Foodland	6.75		126.95
25-Jun-18	Book Bag revenue		10.00	136.95
25-Jun-18	Craft Kit Revenue		15.00	151.95
26-Jun-18	Book sale revenue		3.00	154.95
27-Jun-18	Craft Kit Revenue		10.00	164.95
27-Jun-18	Michaels-kids program	7.85		157.10
	July 2018			
		Debit	Credit	Balance
1-Jul-18	Balance Forward			157.10
4-Jul-18	Book Bag revenue		15.00	172.10
4-Jul-18	Book Sale revenue		5.00	177.10
5-Jul-18	Craft Kit Supplies-Dollarama	11.90		165.20
5-Jul-18	Craft Kit Revenue		6.00	171.20
9-Jul-18	Donations from S. Kearsley event		42.50	213.70
9-Jul-18	Note card revenue		7.00	220.70
9-Jul-18	Book bag revenue		15.00	235.70
9-Jul-18	Book bag revenue		10.00	245.70
10-Jul-18	Craft kit supplies-Michaels	10.15		235.55
16-Jul-18	Craft Kit Revenue		15.00	250.55
17-Jul-18	Craft Kit Revenue		20.00	270.55
18-Jul-18	Book bag revenue		30.00	300.55
23-Jul-18	Craft Kit Revenue		15.00	315.55
24-Jul-18	Craft Kit Revenue		6.00	321.55
25-Jul-18	Dollar Tree - storytime	1.40		320.15
25-Jul-18	Dollar Tree - storytime	4.25		315.90
25-Jul-18	Dollar Tree - storytime	7.05		308.85
25-Jul-18	Dollar Tree - storytime	5.65		303.20
25-Jul-18	Giant Tiger - TDSRC	6.80		296.40



30-Jul-18	Soap Revenue		40.00	336.40
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	August 2018			
		Debit	Credit	Balance
1-Aug-18	Balance Forward			336.40
1-Aug-18	Independent - Storytime	6.50		329.90
1-Aug-18	Dollarama - Storytime	2.85		327.05
2-Aug-18	Independent - Water refill	12.00		315.05
8-Aug-18	Dollarama - Storytime	16.40		298.65
9-Aug-18	Craft Kit Revenue		30.00	328.65
13-Aug-18	Book bag revenue		15.00	343.65
13-Aug-18	Craft Kit Revenue		30.00	373.65
15-Aug-18	Book Sale Revenue		10.00	383.65
21-Aug-18	Dollarama - Adult program supplies	9.05		374.60
22-Aug-18	No Frills - Campfire program	4.00		370.60
22-Aug-18	Dollar Tree - storytime	5.65		364.95
22-Aug-18	Dollar Tree - storytime	2.85		362.10
22-Aug-18	Dollarama - water cups; storytime	9.05		353.05
22-Aug-18	Foodland - storytime	8.40		344.65
24-Aug-18	Dollar Tree - craft kits	15.60		329.05
27-Aug-18	Book bag revenue		10.00	339.05
27-Aug-18	Dollar Tree - ice cream social	2.85		336.20
27-Aug-18	Independent - ice cream social	17.15		319.05
29-Aug-18	Dollar Tree - Campfire program	8.35		310.70
30-Aug-18	Book bag revenue		15.00	325.70
30-Aug-18	Staples - Paper for programs and displays	16.70		309.00
				309.00
	September 2018			
		Debit	Credit	Balance
1-Sep-18	Balance Forward			309.00
7-Sep-18	Donation box revenue		16.95	325.95
19-Sep-18	Refreshments - Doug Archer	17.35		308.60
19-Sep-18	Dollar Tree - STEM program	9.90		298.70
24-Sep-18	Water Donations		4.25	302.95
24-Sep-18	Book Sale Revenue		8.50	311.45
24-Sep-18	Michael's - Kids Crafts	32.55		278.90
27-Sep-18	Reimbursement to Friends	78.90		200.00
				200.00
	Oct-18			
				200.00
5-Oct-18	Dollarama - Children's programs	11.25		188.75
18-Oct-18	Independent - water	12.00		176.75
				176.75
	Nov-18			
				176.75
19-Nov-18	Giant Tiger - STEAM	4.45		172.30
19-Nov-18	Dollar Tree - STEAM	2.85		169.45
19-Nov-18	Walmart - STEAM	3.95		165.50
21-Nov-18	Michaels-Adult craft	20.95		144.55

21-Nov-18	Michaels - Adult craft	24.40		120.15
21-Nov-18	Walmart - Preschool Storytime	8.95		111.20
21-Nov-18	Walmart - Children's craft program	6.30		104.90
21-Nov-18	Walmart - Preschool Storytime	6.80		98.10
21-Nov-18	Dollarama - Preschool Storytime	5.70		92.40
21-Nov-18	Dollar Tree	5.65		86.75
21-Nov-18	Home Hardware	18.70		68.05
23-Nov-18	Michaels	19.20		48.85
24-Nov-18	Giant Tiger - refreshments Movie and Munchies	34.65		14.20
	Dec-18			
01-Dec	Petty Cash Top Up			200.00
5-Dec	Dollarama - Kids prizes	7.90		192.10
5-Dec	Dollar Tree - craft kit supplies	11.25		180.85
05-Dec	Book Sale Revenue		2.50	183.35
06-Dec	Craft kit revenue		5.00	188.35
13-Dec	Craft kit revenue		5.00	193.35
13-Dec	Dollarama - Adult craft supplies	2.85		190.50
20-Dec	Book Sale Revenue		4.00	194.50
20-Dec	Note card revenue		7.00	201.50
	Jan-19			
2-Jan-19	Balance Forward			201.50
14-Jan-19	Book sale revenue		3.00	204.50
				204.50
	Feb 2019			204.50
5-Feb-19	Independent - water	18.00		186.50
20-Feb-19	Dollarama - craft supplies	2.25		184.25
20-Feb-19	Dollar Tree - craft supplies	3.60		180.65
20-Feb-19	Book Sale Revenue		6.00	186.65
26-Feb-19	Staples - printing	3.30		183.35
				183.35
				183.35
	Mar 2019			183.35
1-Mar-19	Donation Box		15.00	198.35
1-Mar-19	Book Bag sale		10.00	208.35
1-Mar-19	Book Sale revenue		5.00	213.35
11-Mar-19	Book Sale revenue		10.00	223.35
14-Mar-19	Pie Day revenue		15.50	238.85
20-Mar-19	Dollar Tree - Socks for Down Syndrome Day display	9.90		228.95
				228.95
	Apr-19			228.95
30-Apr-19	Book Sale		5.00	233.95
				233.95
				233.95
	May-19			233.95
06-May-19	Book Sale		5.00	238.95
13-May-19	Book Sale		13.00	251.95



15-May-19	Independent - Water refill	12.00		239.95
15-May-19	Independent - Science	16.40		223.55
27-May-19	Book Sale		5.00	228.55
30-May-19	Book Sale		25.00	253.55

**Warton Friends of the Library**

**AGM**

**14 June 2019**

Chair's Remarks

Agenda - approval

Minutes of the last AGM. 8 June 2018

Reports	Chair
	Treasurer
	Library Supervisor

New Business

Adjournment

**WIARTON FRIENDS OF THE LIBRARY**  
**ANNUAL GENERAL MEETING – JUNE 8, 2018**

**PRESENT:** Fred Clarkson, Leigh Grigg, Monika Mesco, Dorothy Shaw, Jacqui Gardiner, Catherine Felkar, Clare Drury, Bill Hofer, Patti Roberts, Sheila Gatis, Sue Hoffman.

**REGRETS:** Norma Piggott, Kristina Porr.

Chair Sue Hoffman welcomed everyone to the meeting.

**AGENDA:** Dorothy moved acceptance of the Agenda, seconded by Fred. Carried

**MINUTES OF THE AGM OF JUNE 9, 2017:** Fred moved acceptance of the minutes, seconded by Sheila. Carried.

**REPORTS:**

**CHAIR:** In her report, Sue Hoffman noted the challenges being experienced by the group due to the lack of new members and in particular, members to take Executive positions. In view of this it had been proposed by members of the Executive to reduce the number of meetings and to limit events requiring volunteers to the annual Easter Egg Hunt, Books for Christmas Hampers and the Canada Day Book Sale. Members had subsequently approved this change.

The Wiarton FOL will continue to fund the \$200. award for Creative Writing at the local High School in the name of Bonnie Jacob, to honour the many contributions Bonnie made to the Wiarton FOL.

The major fund-raising event is the annual Canada Day Book Sale. Last year it was decided to ask for donations in lieu of a sale price and this resulted in the most successful sale ever with a profit of \$2,799.11, Purchase by donation will continue in 2018.

At Christmas 2017 the Friends once again donated children's books to the Christmas Hamper campaign organized by the Salvation Army. 225 books were collected and wrapped by members. Sue thanked Clare Drury and Norma Piggott for their leadership; Mary Wilson, Shirley Bruer and Scholastics for their donations and Melanie Hepburn who stepped in to provide extra books .

The WFOL purchased new computer chairs and a shelving unit for the storage room in the library. The art boards also were repainted by the town . Special thanks went to Michael and

Norma Piggott for their ongoing support for the Art in the Library program and to Jessica Mole and Leigh Grigg for their assistance with the program.

**TREASURER'S REPORT:** Bill Hofer reported Revenue for the year of \$4,373.13 which included \$2,940.41 from the Book Sale; Donations of \$1,121.10; and Memberships of \$270.00 Expenses amounted to \$3,106.75 and included Library purchases of \$2,116.51; Library programs including the Christmas Hampers, Easter Egg Hunt and the Creative Writing Award of \$756.65; plus incidentals. Net Income for the year was \$1,266.38. Bill moved acceptance of his report, seconded by Sheila. Carried.

**LIBRARY SUPERVISOR'S REPORT:** In Kristina Porr's absence her report was read by Sue Hoffman. Kristina thanked the Friends for their continued support of Library projects and the financing of the computer chairs and shelving, amongst other items. Members' participation in the movie afternoons, Christmas hampers, the Easter Egg Hunt and the art program is very much appreciated. Kristina thanked members for their time, energy and support.

#### **ELECTIONS FOR 2018 – 2020.**

Nominations were received for the following positions :

Sue Hoffman – Chair; Bill Hofer – Treasurer; Clare Drury - Secretary.  
There was no nomination for the ViceChair.

There being no other nominations, Secretary Patti Roberts moved confirmation of these positions, seconded by Fred. Carried.

**NEW BUSINESS:** Sue Hoffman again expressed her concern regarding the lack of active members and in particular the need for new members of the Executive. She cautioned that the organization was at a critical stage and could not continue beyond the next two years without the support of new members.

**ADJOURNMENT:** Fred Moved adjournment at 10:20 a.m., seconded by Jacqui. Carried.



**Report from the Chair - Sue Hoffman**

2018 was another year of changes and challenges for the Warton FOL. Membership numbers declined throughout the year, and attracting new members has been difficult.

In September the FOL held a reception to say goodbye to long-time member Patti Roberts. She and her husband Ken moved away to be closer to family. Patti held various executive positions over the years and was an enthusiastic supporter of the Warton library. In December our treasurer Bill Hofer passed away unexpectedly - he volunteered as treasurer for 10 years. Bill's dedication to the Warton FOL and his accounting skills served our group! Thank you to Leigh Grigg for taking over as treasurer.

The major fundraising effort continues to be the annual Canada Day book sale. Thanks to many dedicated volunteers, we raised \$2,867.60.

These funds were used to purchase Library supplies for the Warton branch. One major project was getting new upholstery for the Book Nook in the Children's area.

The Warton FOL continued to support Library programs such as the Easter Egg hunt. Reluctantly we decided to end the donation of childrens books to the Salvation Army Christmas hampers. Instead, Kristina Akerman, the Branch Supervisor, suggested we donate a new book to each child attending the pre-kindergarten registration held during November. 22 children received a new book during the registration event.

The annual Bonnie Jacob Memorial Bursary for Creative Writing (\$200) was awarded to Meghan Grundmann.

The FOL continues to be grateful to Michael and Norma Piggott for their ongoing efforts for the Art in the Library program. The rotating art exhibits are

appreciated by library patrons and visitors. Michael's articles which are published in the Warton Echo are very informative and give local artists much needed support. Additional thanks to Leigh Grigg and Jessica Mole for their assistance with the installation of art pieces.

As mentioned, this past year was challenging for the Warton FOL. a reduced membership and a lack of new executive members will determine the future of the group in 2019.



# Warton Friends of the Library Income Statement For Period Covering 01/06/2018 to 31/05/2019

## Revenues

### Income

Book Sales C\$2,867.60

### Donations

General C\$388.00

In Memorandum C\$220.00

Movies C\$56.85

Interest Income C\$20.19

### Memberships

Active Memberships C\$190.00

Associate Memberships C\$20.00

## Total Revenue

**C\$3,762.64**

## Expenses

### Expenses

Books C\$29.49

Event Expenses C\$399.08

Miscellaneous -C\$0.08

Misc Library Inventory C\$438.07

Office Supplies C\$664.89

Repair and Maintenance C\$1,218.14

Scholarship C\$200.00

## Total Expenses

**C\$2,949.59**

Net income for Period

C\$813.05

# Warton Friends of the Library Balance Sheet 31/05/2019

## Assets

### Assets

#### Current Assets

Petty Cash C\$133.55

Checking Account C\$7,784.71

Savings Account C\$7.49

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**Total Assets** C\$7,925.75

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## Liabilities

**Total Liabilities** C\$0.00

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## Equity

### Equity

Opening Balances C\$7,112.70

**Retained Earnings** C\$813.05

**Total Equity** C\$7,925.75

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**Total Liabilities & Equity** C\$7,925.75

Report from Temporary Lead Branch Supervisor: Heather McCarron

I joined the Warton Branch on March 18, 2019 as the Temporary Lead Branch Supervisor covering for Kristina Ackerman's maternity leave.

I was not able to report on 2018 for obvious reasons. I did want to share some on the new activities/changes that the Warton Branch will be introducing.

Bruce County Public Library will no longer be charging for Public Internet use. This will allow all members of the public to have equal access to a computer.

Warton Branch is a validation location for the 2019 Adventure Passport event. The public will be able to turn in their completed passports and pick up their 2019 T-shirt at the library.

All library branches are working on tidying and downsizing the number of posters and signage at each of branch. Signage will be uniform at all branches and posters will be refreshed/rotated on a regular basis.

Summer brochures will be created this summer to announce programming at the branches. The brochures will be uniform in design but will promote the programs of each branch. A special events poster is being created to announce the larger summer events at various branches.

Bruce County Public Library is selling book bags to help raise money for the future Bookmobile. The cost of the bags is \$20.00.

I look forward to working with the Warton Friends of the Library throughout 2019.



## Branch Supervisor Report

Carolyn McKeeman  
Teeswater Branch

Date: August 12, 2019

A lot of positive programs have been happening in the Teeswater branch over the last year, as the town ramped up for their Homecoming Celebrations happening August 1-5, 2019. As such, we hosted a group of 6 to 10 members of the Homecoming Historical Committee once a month for the past year and a half as we partnered with them to collect materials at the branch so they could prepare and display them.

During the Homecoming event, we had 40 people come out to see the displays we had at the branch, including the big guest register that was housed there for several months prior as an interest piece for community members. When we participated in the "Doors Open" event on Sunday, August 5, we had 125 community members do a walk-through with our own historical tour guide, Jodi Jerome, walking with them and showing the points of interest. She also played a small video we have of the third level of the library, which housed the librarian for many years, which was very well received.

We hosted Andre's Alpacas in July with 85 guests coming to see the lovable creatures as they slowed traffic on Main Street in their pen in front of the library. The preschool story time program that happened just prior to the Alpaca arrival had our largest attendance ever at 23.

We have been doing some outreach partnerships and guest appearances with the local EarlyON program which has been very successful this summer as well. Upwards of 60 have attended the programs in July. These connections will continue on a regular basis going forward.

We are in the planning stages of starting a "Speakers Series" in South Bruce, and have become members of the South Bruce Business Improvement Association to encourage some relationships with other businesses in hopes of getting some interesting workshops and talks happening.

Our clerk, Jodi Jerome, was the successful applicant to fill in as Assistant Branch Supervisor in Chesley branch until May 2020. As such, we have made attempts to fill the shifts from our call-in list as best we can. It has certainly giving us lots of opportunity to meet other BCPL clerks.

**System-Wide Programs**

Nancy Kuhl, Program Coordinator

June 2019

<b>Ongoing Programs</b>	Read and Play Every Day	As of June 30, 163 children have registered for Read and Play Every Day. A total of 547 activities have been completed with 281 books read. Walkerton has registered the most children (40) so far.
<b>June Programs</b>	Pride Month - Love is Love Story Times	Most branches participated in a special story time to support all types of families for Pride month. 86% of survey respondents indicated they were more aware of library services. Respondents also found guest reader Fort Papalia from Kincardine Pride engaging and liked the inclusive selection of books.
	Senior's Month Fraud Awareness Presentations	The Library hosted experts from the Canadian Anti-Fraud and Ontario Securities Commission in June. 38 people total attend 5 sessions in 5 different communities.
	Get Your Summer Read on Day - June 22	This kick-off event for summer reading club saw 69 children register at our locations.
<b>July and August Programs</b>	Summer Reading Club	This year the library is running TD Summer Reading Club for kids as well as a teen and adult summer reading club. All registrants and reading will be tracked using Beanstack. Kids and teens will track the time spent reading, while adults will track the number of books read. Each badge earned will count as a ballot for our draws. Each municipality will have a draw for kids August 1. Prize package includes book, comic, bookmark, bag and some Explore the Bruce swag. The grand prize for kids will be drawn the end of August. The winner for each municipality will have the opportunity to sponsor an animal of their choice from the Canadian Wildlife Federation. For teens, the grand prize is a Fujifilm Instax Mini 9 camera and for adults, a \$50 Chapters gift card.
	Summer Performers	We have several special performers and presenters this summer.

		<ol style="list-style-type: none"> <li>1. Mystic Drumz offers performance and hands on learning with various instruments from around the world. Performances will occur in Port Elgin and Walkerton and the workshop takes place in Wiarton.</li> <li>2. Panzerotti and Sunshine are back in Wiarton, Port Elgin and Mildmay with their string instruments and participatory folk singing.</li> <li>3. Parks Canada presents their “On the Road to Recovery” program in Wiarton, Sauble Beach, Tobermory and Lion’s Head.</li> <li>4. Bruce County Museum &amp; Cultural Centre visits Kincardine, Ripley and Wiarton with their outreach program, “Let’s Celebrate”.</li> <li>5. Andre’s Alpacas will stop by the Walkerton and Teeswater branches with two of their alpacas.</li> </ol>
	ROM kits	To enhance the “Natural World” summer programming theme, we rented three kits from the ROM. Each municipality is scheduled to have at least one kit in their branches for a week of programming. The kits are focused on nature: skulls, fossils and hands-on nature studies.
	Author Andy Potter	Andy’s book “Bay of Blood” is a fictional work based on the death of Tom Thomson. Andy will visit Tobermory, Lion’s Head, Port Elgin and Wiarton branches in July and August.
	Author John Gardiner	John Gardiner is a former newspaper editor who penned, “Memories for Sale: Tales from a Small Town”. John will visit Kincardine and Port Elgin branches.
	Authors Catherine Graham and Jeanette Lynes	These two nationally recognized authors will visit Southampton and Port Elgin Branches July 23 and 24 <sup>th</sup> . Jeanette’s first novel, “The Factory Voice” was long listed for the 2009 Scotia Giller Prize. Catherine’s poetry collection “The Celery Forest” was named a CBC Book of the Year.

## Bruce County Public Library

### Branch Activities Report

	Essential Oils Workshop	Shelley Rounq will talk about the uses and benefits of essential oils. Participants can mix handmade scrub or salts. The workshops take place in Port Elgin, Southampton, Walkerton and Sauble Beach.
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**System-Wide Programs**

Nancy Kuhl, Program Coordinator

July 2019

<b>Ongoing Programs</b>	Read and Play Every Day	This ongoing early literacy Beanstack program has 233 children registered; 17 of whom have completed the first 40 activities. Participants have read a total of 548 books.
	Book Nook	The library has provided some materials for enhanced reading based on current exhibits at the Museum.
<b>July Programs</b>	Summer Reading Club	<p>269 children have registered for Summer Reading club, 169 of whom have logged a total of 87846 minutes.</p> <p>The names for the July draw were pulled on July 31. 1 winner from each municipality will receive a summer fun gift bag.</p> <p>20 teens registered for summer reading club, 16 of whom have logged time and have read a total of 22692 minutes.</p> <p>113 adults have registered for their summer reading challenge, 72 of whom have logged titles read, with a total of 372 books entered.</p>
	Summer Performers	<p>Andre's Alpacas were hugely popular with over 40 people interacting with the animals in Walkerton and over 80 in Teeswater.</p> <p>Mystic Drumz was a wonderful performance featuring unique instruments from around the world. While the workshop was full, the performances had a lighter turnout.</p>
	Essential Oils Workshop	Shelley ROUNG was an excellent presenter and people really enjoyed making something to take home. We will host Shelley again in the fall.



	Authors Catherine Graham and Jeanette Lynes	These writers happily shared their work and their connections to the Grey Bruce area at Southampton and Port Elgin branches. We hope to bring them back again next year for more readings or a writer's workshop. We received a lovely thank you from them: "We so appreciated the warm welcome we received and the laid-back fun conversations in an intimate setting.... Thank you for everything you do to enrich the cultural life of this part of Ontario and the community you nurture through your work!"
August and September Programs	Author Anna Dopico - August 17	Anna will be at Southampton Branch August 17 for a book signing. She wrote "To Make Riders Faster", which is the story of the Cervélo Bicycle company. Cervélo is a top-end bicycle used by participants in the Tour de France and the Olympics, developed in Canada by Gerard Vroomen and Phil White. Phil will be with Anna at the signing.
	Cris Kohl and Joan Forsburg - August 10 and 11	Cris and Joan are back to share their experiences diving in Lake Huron and Georgian Bay in a stunning visual presentation. They will visit Lion's Head Branch August 10 and Wiarton Branch August 11.
	Science Literacy Week - September 16-22	Branches will participate in this national program by offering water-based science activities throughout the week.
	Culture Days presentation - September 28	<p>Sue and David Williams share their experiences sailing on Lake Huron and Georgian Bay with a presentation based on their book, "Ready to Come About". They will present as part of our Culture Days theme of Bruce County on the Water. Sue and David will visit Kincardine and Tobermory Branches.</p> <p>Trip Beattie is a fly-fishing guide who will present in Southampton and Walkerton Branches about fly-fishing and conservation in our local waterways. Participants will observe a fly-tying demonstration.</p>

## Bruce County Public Library

### Branch Activities Report

	Healthy Smiles Story Times	The Library is working with Grey Bruce Public Health to help promote various health initiatives. In September, representatives from Grey Bruce Public Health will visit several story times to share information about the Healthy Smiles program. Healthy Smiles offers free dental care to families who qualify for the program.
	Local Author Liz McLean	Liz will talk about her book, "Baking Cupcakes in Egypt" at Lion's Head, Port Elgin, Sauble Beach, Tobermory and Chesley Branches.

**Tracey Knapp, Lead Branch Supervisor**

**Tracey Knapp, Lead Branch Supervisor**

Other Children's and Teens Programs	STEAM On!	Every Tuesday after school, different STEAM activities are available for children to take part in. This month thirteen children attended.
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Total Circulation for June	284 items
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## Get Your Summer Read On! Display

## Cargill Branch

Tracey Knapp, Lead Branch Supervisor

July 1, 2019

Other Children's and Teens Programs	TD Summer Reading Club	<p>We had four programs in July.</p> <p><b>Get Growing:</b> We talked about seed, bugs and gardens. Children made self-watering pots from recycled pop bottles and planted morning glories.</p> <p><b>Amazing Animals:</b> We talked about chameleons and learned about their habitat, food and enemies. Children made a chameleon craft and read stories about chameleons.</p> <p><b>Something Fishy:</b> We learned about Sharks and read a book called <b>The Misunderstood Shark</b>. Our craft was a shark that had a string with a pretend fish that they had to get into the shark's mouth.</p> <p><b>Starters of Storytelling:</b> Children played a storytelling dice game. The numbers rolled helped them choose the characters, setting and problem. Many silly stories came out of this game!</p> <p>Twenty-seven children and adults attended</p>
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Total Circulation for July	437 items
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TD Summer Reading Club fun!

**Chesley Branch**

**Grant Robertson, Lead Branch Supervisor**

**June 30, 2019**

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Stories, songs, play and fun. Story Time continues to be a busy time at the Chesley Branch. In June, 28 children and caregivers participated in 3 programs. This month included a special Love is Love theme for Pride.
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<b>Community Development: community events, partnered programs with community groups</b>	Longest Day of Play	Grant and Jodi participated in Arran-Elderslie's Longest Day of Play in the park. A short mini-golf course was created, for creative play, along with stories, sports kits demos and promotion of Summer Reading Club. In all, 32 people participated in our activities.
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<b>Adult and Senior Programs</b>	Fraud Prevention Talk	Presented by the Ontario Securities Commission, the talk focused on common types of fraud. In total 8 people participated.
	Senior Story Time	Our monthly visits continue with Parkview and Elgin Abbey. The Elgin Abbey story time this month turned into an event as they had cake and cookies ready when Grant arrived. In total, 23 seniors took part

<b>Technology Based Programs</b>	Mrs. Gordon's Class Visit	Mrs. Gordon's class of 19 Grade 2s visited from Chesley District Community School. With three maker/tech stations, children experienced Sphero's, Squishy Circuits and straw building.
	Tech Coach	4 people sought help on various issues from help with the new format of Yahoo mail, using Libby and transferring use from a lifetime of Mac use to an Android Tablet.





Grant helping a young coder get the mouse to the end of the route during the Longest Day of Play.



Young golfer improvising by kicking the ball during the Longest Day of Play

Total Circulation for June	1443 items
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## Chesley Branch

Grant Robertson, Lead Branch Supervisor

July 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Chesley's Story Time is back on track with the bridge opened now. In July 32 children attended. Lots of singing, rhymes and play time.
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<b>Adult and Senior Programs</b>	Movie	Nine people attended our summer movie showing of <b>The Favourite</b> .
	Senior Story Time	Branch Supervisor Grant attended Elgin Abbey in July and met with 12 seniors to read stories about summer time adventures.

<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	In total 48 children attended the Summer Reading Club programs. The fossil and skulls kits from the Royal Ontario Museum were particularly popular.
	Elmwood Starz Art Camp	The Elmwood Starz Art Camp attended the Chesley Library again this year. Funded by the Friends of the Library this program allows children to experience more detailed art projects with working artists. In total 9 children attended.



The face of concentration during the Elmwood Starz Art Camp



One of the completed projects from the Elmwood Starz Art Camp

Total Circulation for July	1860 items
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**Kincardine Branch**

**Michaela Posthumus, Lead Branch Supervisor**

**June 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 June, 78 children and caregivers attended! This month, we partnered with Kincardine Pride and featured special guest readers in "Love is Love" themed Story Times.
	Get Your Summer Read On! Summer Reading Club Kick-Off Day	With sidewalk chalk, jump ropes, and refreshments set up outside the library, we registered 18 children for the 2019 TD Summer Reading Club.

<b>Community Development: community events, partnered programs with community groups</b>	Pride Movie Night	To celebrate Pride week, the library and Kincardine Pride Inc. screened the film "Milk," the story of gay activist Harvey Milk who became California's first openly gay elected official, with 7 attending.
	Community Information Expo	The library hosted a community information expo with representatives from community partners to provide resources for recreation, healthy living, continued education, and more. Four attended.

<b>Adult and Senior Programs</b>	Ontario Securities Commission	For Senior's Month, the Kincardine branch hosted a fraud awareness presentation with speakers from the Ontario Securities Commission. Eighteen attended.
	Story Time Adventures	Partnering with EarlyON, we visited the Trillium Court retirement living & long term care home to share picture books and activities with 28 children and seniors in attendance.
	Book Club	The monthly Book Club discussed "The Marrow Thieves" by Noah Cherie Dimaline. Sixteen members attended.

<b>Total Circulation for June</b>	<b>4577 items</b>
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Sidewalk chalk artists on Summer Reading Club Kick-off Day!



Fort Papalia of Kincardine Pride Inc. reads to a group for our Love Is Love-themed Story Time.



Allister Field from the Ontario Securities Commission presents on fraud awareness.

**Kincardine Branch**

**Michaela Posthumus, Lead Branch Supervisor**

**July 1, 2019**

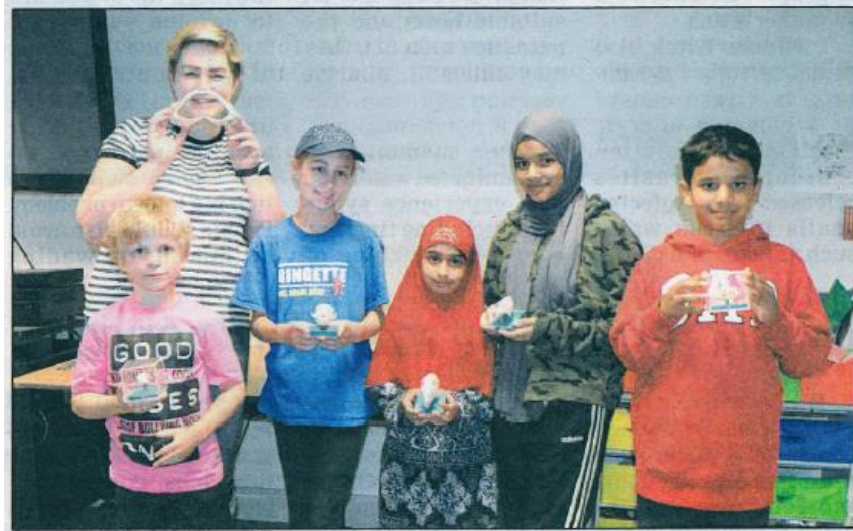
<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	On Wednesday mornings the Kincardine Library runs a weekly story time for pre-school age children to promote literacy development. In July, 145 children and caregivers attended!
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<b>Adult and Senior Programs</b>	Knitting Circle	During July, 48 people came to the library to enjoy crafts and conversation at our popular knitting club.
	Book Club	The monthly Book Club discussed "Women Talking" by Miriam Toews. Eleven members attended.

<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	Summer Reading Club activities at the library promote reading and learning for children when school is out of session. In July, 46 children learned about the natural world around them in our hands-on programs.
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<b>Total Circulation for July</b>	<b>6547 items</b>
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### *Fossils found at the library*

Children between the ages of eight and 12 were invited to take part in a program at the Kincardine Library that was offered by the Royal Ontario Museum, which taught about skeletons and fossils. Bruce County Public Library lead branch supervisor Michaela Posthumus and participants Lincoln Henhoeffter, Brooke Reid, Dua Abid, Ibtehal Khan and Musa Khan displayed a jawbone and skulls from small animals. (Tammy Schneider photo)

Summer Reading Club participants show off animal skulls from the Royal Ontario Museum kits.



An attentive Story Time crowd in July.

**Lion's Head Branch**  
**Kathryn Hauck, Branch Supervisor**

June 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 outside and played with the parachute, sang "Sleeping Bunnies" and read stories to enhance literacy skills. Thirty-six children and caregivers attended four programs.
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<b>Community Development: community events, partnered programs with community groups</b>	Fraud Presentation	The Canadian Anti-Fraud Centre came and spoke to seniors about various scams to be aware of. Seven people attended the program.
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<b>Adult and Senior Programs</b>	Golden Dawn Seniors Residence/Nursing Home	On Mondays, I visit the Golden Dawn and read to a few of the residents. This month, I showed a presentation and spoke about Australia, Japan and Vietnam. As well, I read three folk lore stories from Scotland. Eighteen people attended two programs.
	Knitting Circle	People bring in their projects, questions and skills to the circle and knit for two hours. I continued reading through Faerie Knitting by Alice Hoffman and we discussed a knitting design. As well, I continued to read short stories from the Vinyl Café by Stuart McLean. Twenty-four people attended three programs.
	Thursday Sages	Every Thursday, Beth chooses a topic and explores it with the patrons that attend the session. This month, topics included Flower Pot Island and the Lighthouse and corrective painting techniques. Twenty people attended three programs.

<b>Total Circulation for June</b>	<b>1808 items</b>
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## Lion's Head Branch

### Kathryn Hauck, Branch Supervisor

July 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Crafts, songs and stories are chosen to engage the various ages of children who attend. This month we went outside to water, weed and tend to the tomato and basil plants. We also sang songs and read stories to enhance literacy skills. Thirty-five children and caregivers attended three programs.
<b>Adult and Senior Programs</b>	Golden Dawn Seniors Residence/Nursing Home	On Mondays, I visit the Golden Dawn Seniors Residence and read to the residents. This month, I continued to read short stories by Stuart McLean as well as local history books. Thirty-eight people attended three programs.
<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	I have read stories about amazing animals and nature followed by a craft involving nature. Making a Fish Bowl and writing your name using items from nature are a couple of examples. Forty-six people attended four programs.

Total Circulation for July	2249 items
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Something Fishy for Summer Reading Club.





Writing your name using nature.



Beautiful works of art.



Listening to a book outside at Golden Dawn Nursing home.

**Lucknow Branch**

Cassie Wood, Branch Supervisor

June 28, 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. This month we introduced pretend fruit counters for a new song which requires us to listen, count, and sort, two important components to develop numeracy skills. Over the month of June, 44 parents and children attended the program.
	Baby Time	Every Wednesday the Lucknow Branch holds a Baby Time group. Our goal is to introduce easy ways in which parents can share language and literacy development with their babies, and the long-term importance of these activities. This month, 11 babies and parents attended.

<b>Community Development: community events, partnered programs with community groups</b>	Library Field Trips	This month we welcomed the JK/SK and grade two classes for field trips to the library. We shared stories, the song "Herman the Worm," and set up several STEAM-based stations for free play. With the grade twos, the Supervisor developed a literacy-based activity in which the class would break off into small groups and read from fun facts books, such as Ripley's and Guinness for Kids, a favourite genre of this age group, then share their best facts with the class.
	Sepoy Manor	Every other Wednesday the Supervisor visits the retirement home where we share short story collections and discuss other authors we enjoy. In June, 20 residents enjoyed a visit 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.
	Lucknow Strawberry Summerfest	Strawberry Summerfest is an annual community event geared towards children and families. We attended this year to promote the Summer Reading Club, sign



		up kids, and help parents familiarize themselves with Beanstack. We also brought the button maker along to show off one of our many cool contraptions. In total, we met with approximately 100 people.
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<b>Adult and Senior Programs</b>	Vegan and Vegetarian Conversation Circle	Our clerk, Karen McGugan, is an experienced 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. Seven people attended this month's meeting. Karen made vegan ranch dip with vegetables - so delicious!
	Lucknow Scribblers	This program is a regular weekly meeting of our local authors group. Over the course of June, 12 people attended to discuss their writing ideas and current works. We are proud to encourage local creatives to work on and share their work.

<b>Technology Based Programs</b>	Tech Coach	This month saw an increase in coaching sessions. We helped three people better navigate the internet, and also helped someone build a Facebook page for their new business.
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<b>Total Circulation for June</b>	<b>851 items</b>
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**Lucknow Branch**

Cassie Wood, Branch Supervisor

July 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 used our parachute songs for both hand-eye coordination Over the month of July, 28 parents and children attended the program.
	Baby Time	Every Wednesday the Lucknow Branch holds a Baby Time group. Our goal is to introduce easy ways in which parents can share language and literacy development with their babies, and the long-term importance of these activities. This month, 16 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. We were all in stitches reading from <b>Vinyl Café Diaries</b> by Stuart Mclean. In July, 18 residents enjoyed a visit 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.
	Lucknow EarlyON	This month we joined our EarlyON friends for a morning of outdoor play, songs, and stories. We met with several new families to promote Summer Reading Club and other library programs geared towards children 0-6. In total, 28 parents and children attended the program.
<b>Adult and Senior Programs</b>	Vegan and Vegetarian Conversation Circle	Our clerk, Karen McGugan, is an experienced 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. Five people participated in this month's meeting.

Technology Based Programs	Book a Coach	This month we helped two people navigate Libby on their devices and improve other internet skills.
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Other Children's and Teens Programs	TD Summer Reading Club (SRC)	This month we hosted five SRC programs that consisted of crafts, games, dinosaur egg hatching, and even real fossils from the borrowed Royal Ontario Museum kits. Over the course of July, 36 children participated in our activities.
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Total Circulation for July	1317 items
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Using air-dry clay, we made our very own dinosaur fossils!



We hatched baking soda dinosaur eggs using green vinegar. We pretended to be paleontologists and gently extracted our dinosaurs using brushes.

**Mildmay Branch**

Carolyn McKeeman, Branch Supervisor

June 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Story time continued in Mildmay with 17 children and their adults attending to hear stories, sing songs and play literacy games.
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<b>Community Development: community events, partnered programs with community groups</b>	School Visits	The library visited Sacred Heart School in Mildmay and did 4 presentations to 4 different age groups in the school library. A total of 191 children saw the presentation and took home materials about the Summer Reading program as well as other summer activities happening in Mildmay. Five new library cards were issued, and a group of 8 grade 7/8 boys stopped into the library to visit a few days following the presentation!
	Mildmay in Motion	Along with most businesses on the main street in Mildmay, we participated in a Municipality of South Bruce initiative "Mildmay in Motion". We had 63 visitors, as well as 3 Story Time participants and 22 others who tried the Escape Room. Overall a very successful program that brought in many people who had never visited the branch.

<b>Technology Based Programs</b>	Tech Coach	Four patrons came to the library for assistance with their technology questions. These included how to print from an email, how to download Libby & ebooks, and how to print an article off the internet.
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<b>Other Children's and Teens Programs</b>	Drop-In Crafts	Twelve children showed their creative sides at our creation station at the Mildmay Branch.
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Patron Feedback	"This was really fun. Thanks for putting that together for us" [referring to the Escape room at Mildmay in Motion]
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Total Circulation for June	864 items
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Raptors Basketball fun



Starting out on the Escape Room



A few of the Escape Room participants in Mildmay

**Mildmay Branch**

Carolyn McKeeman, Branch Supervisor

July 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Our preschool story time continues in Mildmay with 49 in attendance this month. We had 26 children and caregivers join us for our 'Story Time with Lennie' program involving a live goat!
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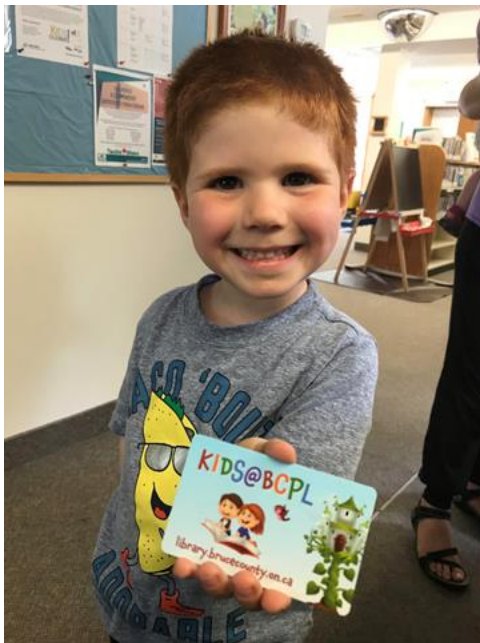
<b>Community Development: community events, partnered programs with community groups</b>	Adventures in Play	A full house of nearly 40 participants came to this partnership program with EarlyON. Another is scheduled for August at Sacred Heart School.
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<b>Other Children's and Teens Programs</b>	Drop-In Crafts	The table craft activities continue to draw in the crowds with 71 kids stopping by to try some creative fun in Mildmay.
	TD Summer Reading	Summer Reading Club had a total of 34 in attendance in July.

<b>Total Circulation for July</b>	<b>1278 items</b>
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Lennie the goat at Story Time.



Cooper's brand-new library card.



**Paisley Branch**

Grant Robertson, Lead Branch Supervisor

June 30, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Story time consists of songs, stories, rhymes, a simple craft and play. In total, 12 children participated in June.
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<b>Community Development: community events, partnered programs with community groups</b>	Story Time at Kids & Us Daycare	Our bi-weekly visits to Kids & Us Daycare continue. In June 29 children took part in songs, stories and a simple craft. Assistant Supervisor Jodi has taken over this role, and the kids are really responding well to her story times.
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<b>Adult and Senior Programs</b>	Book Club	The Paisley Book Club met to discuss <b>The Clockmaker's Daughter</b> with 5 people in attendance.
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Total Circulation for June	530 items
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**Paisley Branch**

**Grant Robertson, Lead Branch Supervisor**

**July 31, 2019**

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	The success of the TD Summer Reading Club seems to have had an impact on Story Time numbers in July. However, we still had 6 children attend.
	Story Time at Kids & Us	Story Time at Kids & Us continues through the summer. For a different experience for the kids to be out in the community, Assistant Supervisor Jodi invited the class to the Library and held story time outside in the backyard of the Branch. In total 41 children participated during July.

<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	Summer Reading Club in Paisley has been successful this summer with the Daycare walking down to the Library regularly to join other community children for the program. In July 100 children in total attended!
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<b>Total Circulation for July</b>	<b>639 items</b>
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## Bruce County Public Library

### Branch Activities Report



Kids & Us visiting the Library for a special Story Time.



TD Summer Reading Club at the Paisley Library.



Paisley Library collaborated with Artscape, a local Paisley initiative to promote the town. We jointly developed a drop-in program to create works of art with supplied fish and rocks. Here are some of the creations.

**Port Elgin Branch**

Kathy Samson, Lead Branch Supervisor

June 30, 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 48 children participated.
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<b>Community Development: community events, partnered programs with community groups</b>	Port Elgin Montessori School	We visited the Port Elgin Montessori School and delivered a program about Summer Fun. Twenty-one preschoolers enjoyed parachute games, egg races, and listened to two stories about summer.
	Saugeen Central School	We visited two Junior Kindergarten/Senior Kindergarten classes; a Grade 1 and 2 class; a grade 3 and 4 class and a grade 5 and 6 class on five different occasions. A total of 148 children had the opportunity to explore some of the library's tech kits - Dot and Dash, Code-a-pillar, Plan-a-Path and the Ozobots.

<b>Adult and Senior Programs</b>	Book Club	The group discussed the book <b>Before the Fall</b> by Noah Hawley. There were 12 in attendance.
	Knitting Circle	This month 63 crafters connected and shared with each other while working on their handcrafted projects.

<b>Other Children's and Teens Programs</b>	STEAM On!	<p>Our STEAM program focusses on Science, Technology, Engineering, Art, and Math. Nineteen young people participated. Program themes this month included:</p> <ol style="list-style-type: none"> <li>1. Ramp it up - STEAM concept: SCIENCE - Movement and energy. The group learned what gets things moving, keeps them moving and what makes things stop moving.</li> <li>2. Model Lung - STEAM concept: SCIENCE - Health. The group discovered how their lungs work.</li> </ol>
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		<p>3. What happens when you mix colours - STEAM concept: ART - Primary and Secondary colours - the group discovered which colours mixed well and which ones did not.</p> <p>4. Water Science Experiments - STEAM concept: SCIENCE. The group participated in experiments which included bending water, surface tension of water and hardness of water.</p>
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Total Circulation for June	4388 items
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Model Lung from STEAM program



**Port Elgin Branch**

Kathy Samson, Lead Branch Supervisor

July 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 98 children participated.
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<b>Community Development: community events, partnered programs with community groups</b>	Port Elgin Montessori School	We visited the Port Elgin Montessori School on two occasions. Program themes included bugs and famous landmarks. Fifty-two preschoolers enjoyed games, songs and stories.
	EarlyON	We visited EarlyON at St. Joseph's School on three occasions and participated in their Little Counters program. A total of 54 youngsters and their parents enjoyed stories and songs.

<b>Adult and Senior Programs</b>	Book Club	The group discussed the book <b>The Arrangement</b> by Sarah Dunn. There were 8 in attendance.
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<b>Technology Based Programs</b>	Tech Coach	We provided one-on-one support to 37 people with technology related questions. Most popular questions included accessing OverDrive and Consumer Reports electronic database.
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<b>Other Children's and Teens Programs</b>	Panzerotti and Sunshine	This local folk group entertained 68 people with traditional folk music.
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<b>Total Circulation for July</b>	<b>5984 items</b>
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**Ripley Branch**

Cassie Wood, Branch Supervisor

June 29, 2018

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	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 June, 14 parents and children attended.
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<b>Community Development: community events, partnered programs with community groups</b>	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 Stuart McLean's beloved <b>Vinyl Cafe</b> . In June 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.
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<b>Adult and Senior Programs</b>	Book Club	This month our branch club read <b>The Storyteller</b> by Jodi Picoult, which raised many interesting discussions about justice and atoning for crimes regardless of how much time has passed. Five members attended this month.
	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 <b>June</b>	<b>505</b> items
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Ripley Branch

Cassie Wood, Branch Supervisor

July 31, 2019

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 children. The hour consists of songs, stories and a fine motor activity such as colouring and Mega Blocks. Over the month of July, 18 parents and children attended the program.
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Community Development: community events, partnered programs with community groups	RVilla Retirement Home	Our weekly visit to the local retirement facility consists of sharing short stories and essays together. This month we read from Stuart McLean's beloved <b>Vinyl Cafe</b> . In July we met with 15 residents. This group has great discussions after each piece we read together as we reflect on the parallels between our families and the families in <b>Vinyl Cafe</b> . This outreach group is particularly rewarding as we get to build relationships with people who might not be able to get to the library but who love reading and discussion.
	Wolf Camp	Every Tuesday in July, the supervisor attended the Wolf Camp held at the Ripley Community Centre. Each visit included a different robotics kit from the BCPL collection. We used the Cubelets, Sphero, Ozobot, and Dash kits. The kids, ranging in age from 4-12, really enjoyed the activities and we received a lot of positive feedback from campers and camp leaders alike. Over the course of the visits, we reached 120 kids to promote summer reading and library services.

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, eight knitters joined the circle.
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<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	This month we hosted five SRC programs that consisted of crafts, games, dinosaur egg hatching, and even real fossils from the borrowed Royal Ontario Museum kits. Over the course of July, 30 children participated in our activities.
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<b>Total Circulation for July</b>	<b>533 items</b>
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**Sauble Beach Branch**

**Heather McCarron, Temporary Lead Branch Supervisor**

**June 1, 2019**

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Babies, preschool-aged children, and their parents are introduced to early literacy skills through songs, rhymes and stories. Twenty-three attended the program.
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<b>Adult and Senior Programs</b>	Book Club	Seven members discussed the book <b>Educated</b> by Tara Westover.
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<b>Technology Based Programs</b>	Tech Coach	Two customers were helped with device set-up for eBooks.
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<b>Total Circulation for June</b>	<b>2170 items</b>
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**Sauble Beach Branch**

Heather McCarron, Temporary Lead Branch Supervisor

July 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Story Time demonstrates early literacy skills, to babies, children and their caregivers through songs, rhymes and stories. There were 45 participants.
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<b>Community Development: community events, partnered programs with community groups</b>	Adventures in Play	Beaches was the theme of the partnered program between the library and EarlyON. Fourteen children participated in songs, activities and stories related to the beach.
	Parks Canada: On the Road to Recovery	Fourteen people joined a Bruce Peninsula National Park representative for an engaging and informative presentation. They shared ideas for making roads safer and improving habitats for wildlife, and discussed and how the public can help.

<b>Adult and Senior Programs</b>	Essential Oils	Participants learned about essential oils and the benefits of essential oils. A sugar scrub was made using essential oils.
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<b>Other Children's and Teens Programs</b>	Summer Reading Program	Children ages 7-12 participated in weekly programs related to the theme, Wonders of Nature. Programs consisted of reviewing books related to theme, activities and crafts. Forty-seven children participated.
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Total Circulation for July	4351 items
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**Southampton Branch**

Kathy Samson, Lead Branch Supervisor

June 30, 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 62 children participated.
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<b>Community Development: community events, partnered programs with community groups</b>	Books to Go @ Hampton Court	The Books to Go program visited Hampton Court on June 7th and June 21st, 2019. This month a total of 14 visitors used the program to check out 35 items, renew 20 items, and return 36 items. Popular requests continue to be Amish/Mennonite Fiction, historical fiction, books about pets and new requests included poetry and some non-fiction books.
	Sign Language with Andrea Wist	Andrea Wist hosts this bi-weekly program. There were 8 in attendance in June.
	Let's Travel - Hampton Court	Eight residents watched two videos where they travelled to two destinations - Australia and Florida - where marine biologists were studying dolphins.

<b>Adult and Senior Programs</b>	Beginners Spanish	A total of 64 participants came out to learn some new Spanish vocabulary.
	Conversational Spanish/French	These weekly programs saw a total of 45 participants.

<b>Technology Based Programs</b>	Tech Coach	We provided one-on-one support to 12 people with technology related questions.
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<b>Other Children's and Teens Programs</b>	After School Spanish	For the month of June, 26 young people participated in this weekly after school program.
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<b>Total Circulation for June</b>	<b>3888 items</b>
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**Southampton Branch**

**Kathy Samson, Lead Branch Supervisor**

**July 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 93 children participated.
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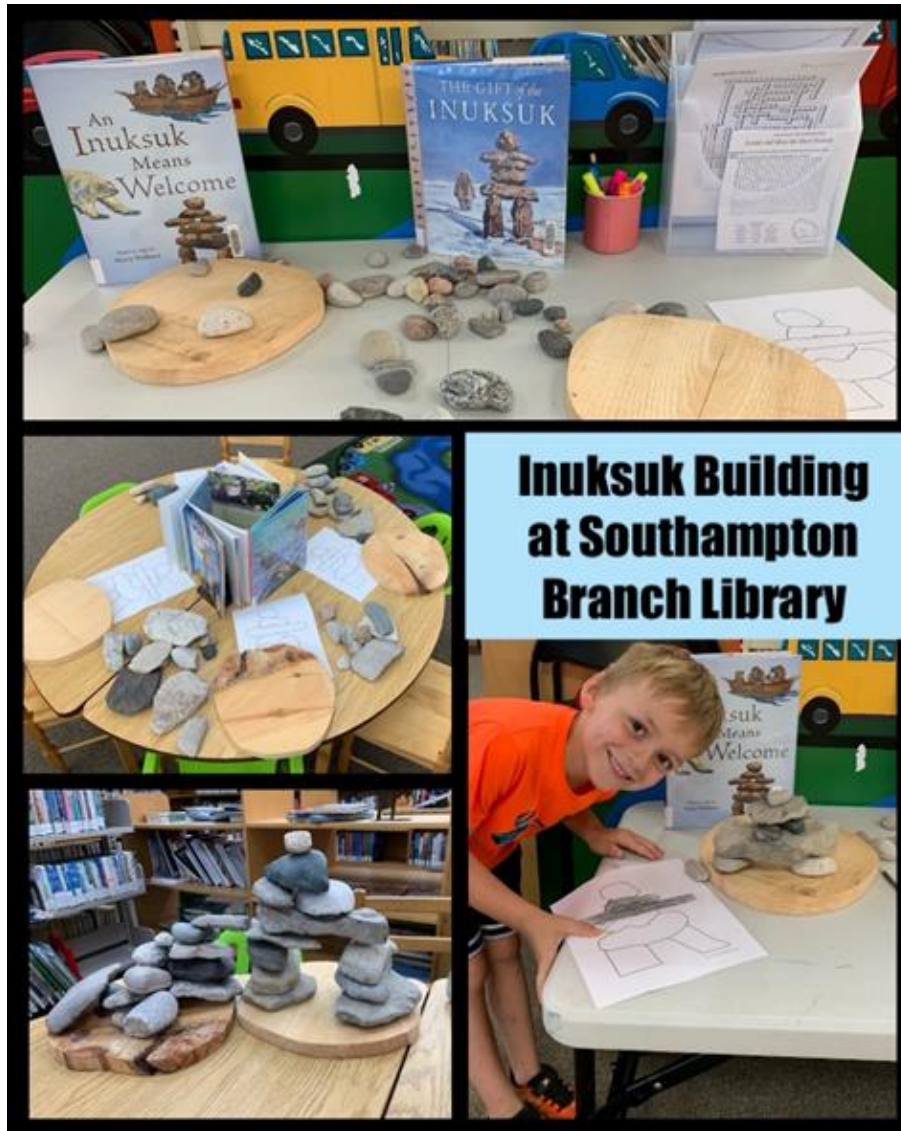
<b>Community Development: community events, partnered programs with community groups</b>	Books to Go @ Hampton Court	The Books to Go program visited Hampton Court on July 5 and 26, 2019. This month a total of 18 visitors used the program including a new resident. Residents used the program to check out 52 items, renew 21 items, and return 53 items. Popular requests continue to be Amish/Mennonite Fiction, historical fiction and a new request for authors such as James Patterson and C.J. Box.
	Let's Travel - Hampton Court	Eight residents watched two videos where they travelled to two destinations - Australia and Florida - where marine biologists were studying dolphins.

<b>Adult and Senior Programs</b>	Beginners Spanish	A total of 42 participants came out to learn some new Spanish vocabulary.
	Conversational Spanish/French	These weekly programs saw a total of 38 participants.

<b>Technology Based Programs</b>	Tech Coach	We provided one-on-one support to 21 people with technology related questions.
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<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	Starters of Storytelling, Hands on Nature and Natural Science programs were offered this month with a total of 86 young people participating. The most popular program was Inukshuk Building.
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<b>Total Circulation for July</b>	<b>5591 items</b>
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**Tara Branch**

Grant Robertson, Lead Branch Supervisor

June 30, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Songs, crafts and fun. Lots going on at Story Time in our revamped space. In total, 35 children and caregivers attended in June.
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<b>Adult and Senior Programs</b>	Knitting Circle	Attendees gather to knit, share projects and to provide advice to others. In a shortened month due to the painting and changeover, we still had 4 people attend.
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<b>Technology Based Programs</b>	Tech Coach	One person sought assistance in June.
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<b>Other Children's and Teens Programs</b>	STEAM On!	With the painting and change over in Tara we had a shortened month for STEAM On!, however, we still had 13 children attend.
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<b>Patron Feedback</b>	Very positive comments by everyone about the new look in Tara, and how story time does not feel so cramped.	
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<b>Total Circulation for June</b>	<b>788 items</b>
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Participants play with a non-Newtonian fluid they made at Tara's STEAM On! program. Non-Newtonian fluids become hard when you hold them and return to a liquid state as soon as you let go.



**Tara Branch**

Grant Robertson, Lead Branch Supervisor

July 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Tara Story Time continues to be a hub of activity, especially with the increased space. Songs are sung, crafts are created, and stories read. In July, 31 children and caregivers attended.
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<b>Adult and Senior Programs</b>	Knitting Circle	The Tara Knitting Circle continues during the summer with 5 people participating.
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<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	Summer Reading Club in Tara saw consistent numbers in July, and provides a lot of fun for participants. The Royal Ontario Museum Fossil and Skull kits were big hits in July. In total 26 children participated.
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Staff member Alyssa and some of our story time gang having fun with action songs during story time in our new space.

Total Circulation for July	961 items
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**Teeswater Branch**

Carolyn McKeeman, Branch Supervisor

June 1, 2019

<b>Community Development: community events, partnered programs with community groups</b>	Homecoming Historical Committee Meeting	Five members of the Teeswater Historical Committee for the 2019 Homecoming event met at the library in June.
	School Visits	The library visited Sacred Heart School as well as Hillcrest Public School in June to talk about Summer Reading Club and all the summer activities planned at their library. Altogether, 168 children heard the presentation.

<b>Technology Based Programs</b>	Tech Coach	Technology assistance was very popular this month in Teeswater. A total of 11 patrons received help with everything from looking up fishing license information, to attaching files from a usb, to placing holds on the library website, to printing assistance.
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<b>Other Children's and Teens Programs</b>	Drop-In Crafts	Our programs on Saturday mornings continue to draw a few of our young patrons in to see what we're up to. Nine children stopped by to participate on Saturdays and 25 during weekdays in June.
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<b>Total Circulation for June</b>	<b>595 items</b>
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Crafting at the branch

**Teeswater Branch**

**Carolyn McKeeman, Branch Supervisor**

**July 31, 2019**

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	A total of 30 children and caregivers attended Story Time. We had 26 people come early to Story Time prior to Andre's Alpacas visiting the branch.
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<b>Community Development: community events, partnered programs with community groups</b>	Adventures in Play	On July 11, we had 29 attend this partnership event with the EarlyON staff at the Teeswater park for a morning of fun in the sun.
	Day Camp Visits	The local day camp brought 18 children and 4 staff members to the library twice in July, allowing us to highlight the many resources and programs at their local library. They are scheduled to return with another two groups in August.
	Historical Committee	One final meeting brought out 4 of the Homecoming Historical Committee in Teeswater before the big event on August 1-5, 2019.

<b>Other Children's and Teens Programs</b>	TD Summer Reading	During our weekly meetings, 16 children attended and were mostly drawn to the kits we had borrowed from the Royal Ontario Museum.
	Andre's Alpacas	A huge hit at the Teeswater library was the visit from Andre's Alpacas on July 25. A whopping 85 community members, mostly children, stopped to see these fun visitors on the front lawn.
	Drop-In Craft	Our crafting area was buzzing with activity in July as 107 kids did activities at the branch.

<b>Total Circulation for July</b>	<b>906 items</b>
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## Bruce County Public Library

### Branch Activities Report



Day camp visit to the library.



Andre's Alpacas



Super busy story time before Alpaca visits.

**Tiverton Branch**

Michaela Posthumus, Lead Branch Supervisor

June 1, 2019

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	The Tiverton Branch runs Story Time on Friday mornings to promote literacy development for pre-school age children. In June, 24 caregivers and children attended this program.
	Get Your Summer Read On! Day	Two children signed up for the TD Summer Reading Club at the Summer Reading Kick-off Day at the Tiverton Branch.

Adult and Senior Programs	Book Club	Six patrons attended Tiverton's monthly Book Club this June to discuss "Warlight" by Michael Ondaatje.
	Tiverton Park Manor Visit	In June library staff visited Tiverton Park Manor to offer iPad and tablet help to seniors. Three residents came to learn new tips and tricks for technology.

Technology Based Programs	Tech Coach	This month the Tiverton Branch staff helped 4 people with their technological devices.
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Total Circulation for June	628 items
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Story Time songs at the Tiverton Branch



Summer days at the library



**Tiverton Branch**

Michaela Posthumus, Lead Branch Supervisor

July 1, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	On Friday mornings the Tiverton Library runs a weekly story time for pre-school age children to promote literacy development. In July, 13 children and caregivers attended!
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<b>Adult and Senior Programs</b>	Tiverton Park Manor Visit	In July library staff visited Tiverton Park Manor to offer iPad and tablet help to seniors. Two residents came to learn new tips and tricks for technology.
	Book Club	Five patrons attended Tiverton's monthly Book Club this July to discuss <b>Little Fires Everywhere</b> by Celeste Ng.

<b>Other Children's and Teens Programs</b>	TD Summer Reading Club	Summer Reading Club activities at the library promote reading and learning for children when school is out of session. In July, 7 children learned about the natural world around them in our hands-on programs.
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Total Circulation for July	<b>793</b> items
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The lucky winner of our Summer Reading Club July draw shows off his prizes.

**Tobermory Branch**

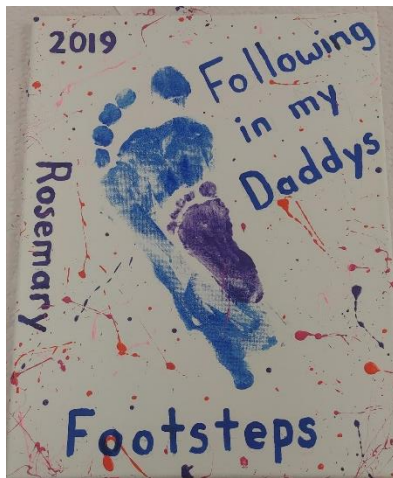
Kathryn Hauck, Branch Supervisor

June 1, 2019

<p><b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b></p>	<p>Story Time Explorers</p>	<p>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 we made Father's Day pictures. Three people attended one program.</p>
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<p><b>Other Children's and Teens Programs</b></p>	<p>St. Edmunds Public School Visit</p>	<p>We listened to wildlife sounds and had to guess what animals made them. We also did a nature craft - writing our name with twigs, leaves and flowers. Ten children participated.</p>
	<p>Summer Reading</p>	<p>We had our Summer Reading Kick-Off as well as making a Storytelling Stick. Three people came to the kick-off and four children took part in the Storytelling Stick craft.</p>

<p>Total Circulation for June</p>	<p><b>922 items</b></p>
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Father's Day craft



Summer Reading Club Kick Off



St. Edmunds School Visit



Stone Mason - Johnathon rebuilding the library wall

**Tobermory Branch**

Kathryn Hauck, Branch Supervisor

July 1, 2019

<p><b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b></p>	<p>Story Time Explorers</p>	<p>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 we made a flip-flop craft with our feet. Three people attended one program.</p>
<p><b>Community Development: community events, partnered programs with community groups</b></p>	<p>Parks Canada Presentation</p>	<p>Parks Canada: Road to Recovery was an excellent program where a park employee discussed the various levels of animal endangerment (extirpated, extinct) focusing on the snakes and turtles found on the Bruce Peninsula. As well, we were shown how Parks Canada is protecting turtle nesting sites and making snake road crossings. Fifty people attended the program.</p>
	<p>Scales Nature Reserve</p>	<p>Snapping Turtle, Corn Snakes and Milk Snake were just a few animals that people had the amazing opportunity to learn about during Scales presentation. Sixty-five people attended the program. This program was sponsored by the Tobermory Friends of the Library.</p>
<p><b>Other Children's and Teens Programs</b></p>	<p>Summer Reading Club</p>	<p>We have had three successful programs that have focused on animals, nature and natural science. Fake owl pellets were dissected, Royal Ontario Museum kits were used to discover the natural world and a craft and story about fish was completed. Forty-four participated in three programs.</p>

<p>Total Circulation for July</p>	<p><b>1898</b> items</p>
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Parks Canada Road to Recovery Presentation.



Lucas holding Corn Snake



Sophia holding snake



Avril conquering her snake fear.



Summer Reading Club on 25 July 2019.

**Walkerton Branch**

Tracey Knapp, Lead Branch Supervisor

June

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Children build their literacy skills through reading, talking, singing and playing together. Forty-four children and caregivers attended this month.
	Baby Time	Through songs, stories and rhymes babies are introduced to new words and sounds. Twelve babies and caregivers attended this month.

<b>Community Development: community events, partnered programs with community groups</b>	Student Art Show	The Branch partnered with the Walkerton District Community School Grade 12 art teacher to help two art students put on their own art show at the Walkerton Branch. Their opening night had fifty-three people in attendance.
	Brockton Fire Fighters - Touch A Truck Event	The Supervisor attended this family event where she handed out Summer Reading Club information along with a children's book. Ninety books and information packages were distributed, and many more children and adults were spoken with.

<b>Adult and Senior Programs</b>	Fraud Awareness for Seniors	A representative from the Canadian Anti-Fraud Centre spoke about common frauds aimed at seniors. Participants learned how to identify these scams and avoid becoming a victim. Ten seniors attended.
	Card Making with Bonnie	Each month participants make two handmade cards. Six people attended.
	Delivery of Large Print and Talking Books to Brucelea Haven	A volunteer delivers books and audio books weekly to residents of Brucelea Haven.

<b>Other Children's and Teens Programs</b>	Story Stones	Eleven children painted pictures on stones. This was a program devised at the last moment when the 'Let's Talk Chemistry Magic Show' presenters were unable to attend. Library staff are creative and flexible in all situations!
	STEAM On!	Each Saturday a different craft or activity is offered. Twelve children took part this month.

Patron Feedback	<p>Hi Tracey,</p> <p>I wanted to thank you so much on behalf of my two students and myself. Their show last night was excellent and they were so excited. With your help, both of these students curated and held their first “real” art show. They gained so much experience and confidence from this opportunity. They had a wonderful night. One even asked if she could do it again next year. Thanks for being so accommodating and making this such a memorable experience for them.</p>
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Total Circulation for June	2875 items
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Walkerton District Community School Student Art Show Opening



Brockton Fire Fighters Touch-A-Truck Event



Walkerton Branch

Tracey Knapp, Lead Branch Supervisor

July 1, 2019

Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills	Story Time	Children learn early literacy skill through singing, talking, stories and playing with other children. Thirty-five children and caregivers attended this month.
	Baby Time	Babies learn sounds and words through rhymes, singing and stories. Eighteen babies and caregivers attend this month.

Adult and Senior Programs	Movie	Four people attended the viewing of the movie <b>The Bookshop</b> .
	Brucelea Haven Visit	A volunteer delivers weekly books to residents of Brucelea Haven.

Other Children's and Teens Programs	TD Summer Reading Club	Four weekly Summer Reading Club programs were held in July. <b>Get Growing:</b> Children learned about the life cycle of plants and they planted bean and grass in plastic cups to take home. <b>Wonders of Nature:</b> We explored the lifecycle of butterflies. <b>Something Fishy:</b> Special guest speaker Owen gave a presentation about Octopuses from his school science fair project. The children then made their own octopus out of cardboard rolls. <b>Starters of Storytelling:</b> Children drew pictures on rocks and then told stories using the pictures. In total twenty children attended this month.
	Visit with Andre's Alpacas	More than forty children, babies and adults came to learn about how Alpacas live when two Alpacas visited the library! Everyone enjoyed the alpacas and we all got a chance to pat them - their wool is very soft!
	Mystic Drumz Show	Seven people attended this interactive show where the audience was taken on a musical adventure by using percussion instruments and sounds.

Total Circulation for July	3803 items
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Andre's Alpacas



Something Fishy - Making Octopus



Wonders of Nature - Butterflies

**Warton Branch**

Heather McCarron, Temporary Lead Branch Supervisor

June 30, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Early literacy skills are introduced to caregivers, babies and children through songs, rhymes and stories. Seventeen attended.
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<b>Adult and Senior Programs</b>	Fraud Awareness for Seniors	A representative from Canadian Fraud Council shared information on the many types of fraud currently aimed at seniors.
	Wii Bowling Tournament for Seniors	The Library Branch hosted a Wii Bowling Tournament for the Sandpipers senior group. Seventeen seniors participated in the tournament.
	Cookbook Club	Five Cookbook Club members shared BBQ recipes and dishes. Grilled crickets were among the dishes shared.

<b>Technology Based Programs</b>	Tech Help	Three individuals were helped with public computer and devices.
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<b>Other Children's and Teens Programs</b>	Jr. Book Club	Young teens participated in book discussions and activities. Eight young readers attended the Book Club.
	School Class Visits	Twenty-one Grade 2 students were welcomed to the library with stories and introduction to KEVA Planks.

Total Circulation for June	3321 items
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Senior Wii Bowling Tournament Champion.

## Wiarton Branch

Heather McCarron, Temporary Lead Branch Supervisor

July 31, 2019

<b>Early Literacy Programs: Programs for babies, children, and parents that develop pre-reading skills</b>	Story Time	Basic literacy skills are shared with babies, children and caretakers. Forty-two participants enjoyed songs, rhymes and stories.
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<b>Community Development: community events, partnered programs with community groups</b>	Summer Math Camp	Library staff and Grade 2 teachers collaborated to bring a selection of stories and math activities to children. Sixty-four children attended.
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<b>Technology Based Programs</b>	Tech Help	Three people helped with tech questions. Staff provided instruction in downloading eBooks and moving documents from phone to laptop.
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<b>Other Children's and Teens Programs</b>	Panzerotti and Sunshine	Musical fun appreciated by 14 family members.
	Parks Canada: On the Road to Recovery	Bruce Peninsula National Park is making roads safer for wildlife and improving habitats. Parks Canada representative shared the programs with 22 attendees.
	Mystic Drumz Hand Drumming Workshop	An interactive and inclusive workshop where 25 persons become a percussion ensemble. The group presented a full song from start to finish.
	Summer Reading Club	Nineteen children ages 7-12 attended programs related the Natural World. Each session explored the theme through review of books, activities and crafts.

<b>Total Circulation for July</b>	<b>4194 items</b>
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## System-Wide Technology Initiatives

Jeremy Clark, Digital Initiatives Coordinator

August 2019

Ongoing Initiatives	Tech Training	After developing a list of training topics with input from Grace and Brooke, I fleshed out each topic with the important concepts staff should learn. The next step is to source existing training material on the topics, and identify gaps where material will need to be created.
	Community Volunteer Income Tax Program (CVITP)	IT has agreed to provide us with the next four Windows 10 laptops they decommission, as our current Windows 7 laptops will stop receiving security updates from Microsoft on January 14, 2020.  The new laptops will need to be configured to meet the program's requirements. Having four will allow us to offer the program in an additional location, which will most likely be in Chesley.
	Harry Potter Kano Wand	We have ordered three of the Kano Harry Potter Wands with a plan to purchase five in total. These are designed to teach basic coding, logic, and to allow the user's creativity an outlet. They may also integrate with additions to our escape room kits.
	Tech Kit Curriculum Linking	Nancy Kuhl and I will be updating the staff guides for our technology program kits to include linkage with Ministry of Education curriculum learning goals and outcomes. Staff guides for the kits will also be added to the team site.
	Museum tech appearances	I've scheduled two appearances at the Bruce County Museum and Cultural Centre this summer to demonstrate our robotics and lendable tech items. The first is complete and was well received. The second is August 22. These programs are part of a reciprocal programming agreement with the museum.

## Bruce County Public Library

### Digital Initiatives Coordinator Report

Completed Initiatives	Tablet Kit	The Android tablets were removed from the Dash and Dot and Sphero kits and used to make two 5-tablet kits. Staff place holds on the tablet kits when they hold tablet-required items. Separating them allows us to add more tech kits without needing to purchase tablets for each.
	Conversion Station	<p>The conversion station has had DeepFreeze installed and configured. This ensures that no patron data is saved, and that the computer is returned to a default state after each use.</p> <p>The VCR for the conversion station suffered a failure. A replacement was donated to us by former custodian Don Ferguson, and the conversion station is up and running again.</p>
	Team Sites and P drive migration	<p>Team sites have been launched for four groups: all library staff, the program committee, management and supervisors, and a Director &amp; Assistant Director site.</p> <p>This involved identifying needed files on our shared storage and migrating them to the appropriate sites. Access to the P drive has been restricted to three HQ staff, and all staff now use the team sites to share documents.</p>
	Society of United Energy Professionals Grant Approval	Our grant application to the Society of United Energy Professionals for \$1128.51 for the purchase of new cubelets was approved, and we are awaiting the cheque.
	Green Screen	Our Green Screen kit will be ready for staff to place holds on in the next month. The staff guide is nearly complete.

Technology Research/Purchase Ideas	Virtual Reality (VR)	I have been researching the possibilities for a portable VR kit. Several companies produce high-quality wireless VR headsets which can be used to demonstrate to entertainment and creative potential of the devices.
	Day-to-day Lendable Tech	I have been researching the possibilities for lending every-day tech items to those in need, such as charging cables, USB drives, flash memory cards, etc.



## Bruce County Public Library

### Digital Initiatives Coordinator Report

<b>Branch and Outreach Programming</b>	Green Screen Visits	I have visited the Port Elgin and Lion's Head, and the Bruce County Museum with the green screen to demonstrate it to the public, and to familiarize branch staff with it. I will be visiting Tobermory and Mildmay or Teeswater in the coming weeks.
	Warton Back to School	I will be attending a back-to-school event in Warton with Heather McCarron and a variety of our interactive tech items to demonstrate for the public. I attended this event last year and it was a great success.

<b>Branch Staff Training and Requests</b>	SRC Beanstack Training	In preparation to use Beanstack as the platform for SRC this year, I conducted training sessions at staff meetings, or during branch hours if necessary, for staff in all municipalities. Feedback and questions from the training helped to produce a smooth-running Beanstack program this summer.
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<b>Upcoming Items</b>	Micro:bits	We received 10 free Micro:bits kits from Kids Code Jeunesse to run children's coding programs. These have been made a lower priority and will be prepared for staff use in the fall.
	Forest of Reading Beanstack	Nancy Kuhl and I have begun planning to run the OLA classroom reading program Forest of Reading using Beanstack. Nancy discussed the idea with the Program Committee, and I have started building the program. It will be discussed again with the Program Committee.
	Fall and Winter Beanstack	Lessons learning from our kid, teen, and adult summer reading Beanstack programs will be used to guide decisions on Beanstack reading challenges offered through the fall and early winter. Participants in the adult summer reading program have logged well over 400 completed books, and this is a program structure we may return to for a long-term program starting in the fall.

**Bruce County Public Library**

Digital Initiatives Coordinator Report

	Fall fairs	I will be attending the Wiarton, Arran-Tara, and Tiverton fall fairs with the respective branch supervisors to promote library services and lendable tech items.
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## **Policy: Operational - Safety, Security, and Emergencies in the Library**

**Department: Library**

**Effective Date: February 2017**


**Revision Date:**

**Next Year of Review: 2019**

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The Bruce County Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property.

1. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure place for the public.
2. The board requires individual staff member to take responsibility for his or her own safety, as well as that of the user.
3. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis
4. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
5. The Library develops safety and security programs in coordination with the County of Bruce that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
  - a) harassment and violence (see also relevant County of Bruce policies and procedures) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals
  - b) Safe work practices, including WHMIS, ergonomics, working alone, and indoor air quality
  - c) Crime, including theft, vandalism, and drug dealing and/or use
  - d) Disasters that threaten collections, furniture and equipment, including fire and flood.
6. Staff members will enforce the Library Code of Conduct in order to ensure safety and security in the library.
7. In accordance to Ontario Regulation 191/11 Integrated Accessibility Standards all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.

8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate in consultation with the Bruce County CAO will determine when to close the library during an emergency or catastrophe .
9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

**Related Documents:**

Bruce County Public Library Branch Emergency Procedures  
OP - Conduct: Code of Conduct  
County of Bruce Policy B2: Adverse Weather Conditions  
County of Bruce Policy CBHS-4: Employee Accident/Incident Reporting  
County of Bruce Policy CBHS-9: Hazardous Conditions Reporting  
County of Bruce Policy CBHS-12: Workplace Violence Prevention Policy  
County of Bruce Procedure CBHS-2.6: Emergency Procedure Guidelines  
County of Bruce Policy E1: Workplace Harassment  
County of Bruce Policy E22: Emergency Evacuation Assistance  
County of Bruce Policy E24: Mental Health Safety Policy  
Occupational Health and Safety Act, R.S.O. 1990, chapter O.1  
Ontario Regulation 191/11 Integrated Accessibility Standards s. 13

**Ministry of Tourism,  
Culture and Sport**

**Ministère du Tourisme,  
de la Culture et du Sport**

Minister

Ministre

6th Floor  
438 University Avenue  
Toronto, ON M5G 2K8  
Tel: 416 326-9326

6<sup>e</sup> étage  
438, avenue University  
Toronto (Ontario) M5G 2K8  
Tél. : 416 326-9326



391-2019-258

June 24, 2019

Luke Charbonneau  
Chair  
Bruce County Public Library Board  
1243 MacKenzie Road  
Port Elgin ON N0H 2C6

Dear Luke Charbonneau:

Thank you for writing with your concerns about the funding of library services and the interlibrary loan program in Ontario. As Minister of Tourism, Culture and Sport, I am pleased to respond.

Our government knows that public libraries play a critical role in rural, remote and Indigenous communities across the province. These are the very communities that we want to deliver more services to.

We are committed to working with Ontario's libraries and with our library service organizations to maintain the interlibrary loan program. Both Ontario Library Service–North (OLS-N) and Southern Ontario Library Service (SOLS) will reimburse libraries for delivery costs such as postage, and they will preserve the online system libraries use to coordinate the program.

This solution has been in place exclusively in the north for some time and is similar to models used by other jurisdictions across the country. This structure will work for all parties involved, and I'm pleased to see the program continue.

I value our strong partnerships with OLS-N and SOLS and will continue to work with them to provide modern and sustainable library services to the people of Ontario. Together, we are ensuring that services are delivered in the most efficient and effective ways possible.

Thank you again for writing and for your support of Ontario's public libraries.

Kindest regards,

**Lisa MacLeod**  
**Minister of Tourism, Culture and Sport**