



Library Board Report

To: Chair and Members of the Bruce County Public Library Board

From: Brooke McLean, Director of Library Services

Date: November 20, 2024

Re: Community Volunteer Income Tax Program

Staff Recommendation:

That the Bruce County Public Library Board approve hiring a temporary, part-time administrative assistant to support the CVITP program, to be funded by the CVITP grant.

Background:

The Community Volunteer Income Tax Program (CVITP) supports individuals with modest incomes to file their tax returns. In 2024, volunteers filed 480 returns resulting in over \$1.5 million in tax refunds and benefits for participants. The demand for this vital service continues to grow, increasing the program's impact year after year.

Bruce County Public Library received \$10,115 in grants from the Canada Revenue Agency for the CVITP clinics offered at the Port Elgin, Chesley, Kincardine, and Walkerton Branches in 2024. These funds must be used to support the CVITP program. In 2025, we hope to extend the program to the Lucknow Branch.

To ensure the continued success of the program, staff propose hiring a temporary, part-time administrative assistant from January through April 2025. This role would provide essential support to the Program Coordinator and CVITP volunteers, and be fully funded by the CVITP grant.

Financial/Staffing/Legal/IT Considerations:

Financial and Staffing considerations are outlined in this report.

Interdepartmental Consultation:

None.

Link to Strategic Plan:

Trusted Community Connector