

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

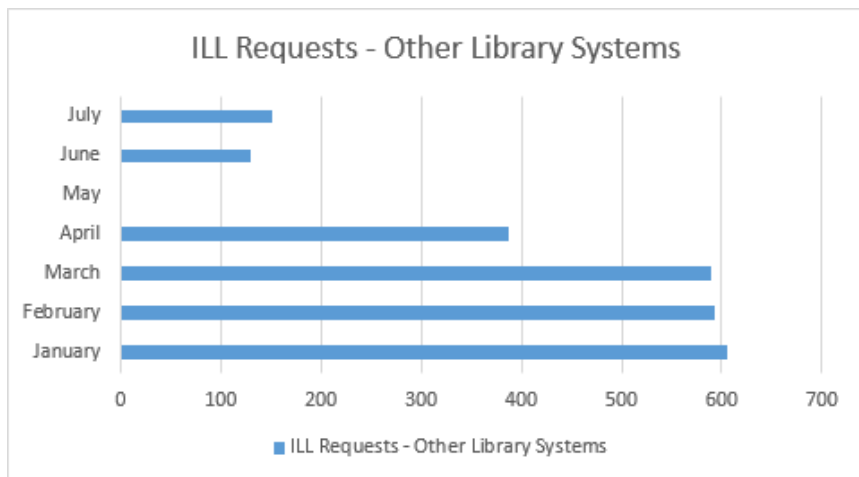
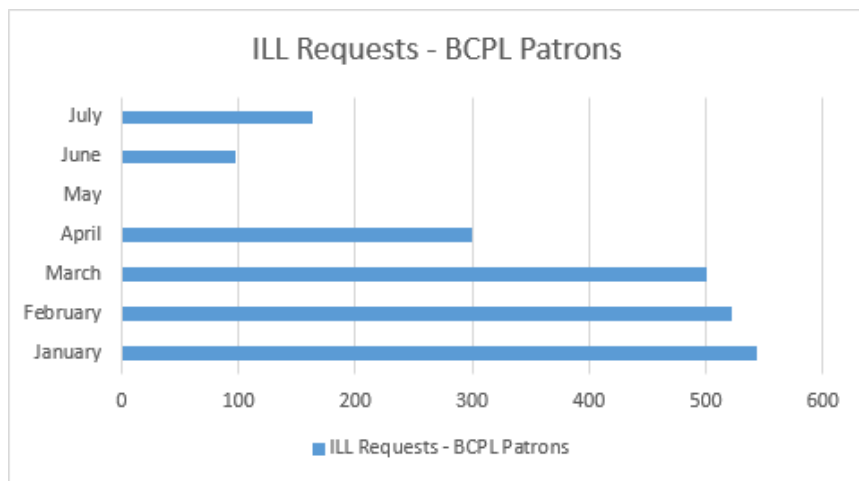
- a. **CEO/Director:** Nicole Charles has submitted a request to return early from her maternity leave. Nicole will be returning to work as of September 17th, 2019. I will continue working with BCPL until September 20th in order to help transition Nicole back into the role.
- b. **Custodian - Lakeshore Hub:** Don Ferguson has retired from his custodial role with the Bruce County Public Library as of July 31st, 2019. The position will be posted and filled temporarily until December 31st, 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.