

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

1. FACILITIES

- a. Interim Director Grace Dawson reported on the branch refresh of Tobermory. However, photos were not included in the last report. A photo has been included here.



- b. Our Tara Branch supervisor, Grant Robertson has requested an air quality survey from the municipality and is awaiting a response.
- c. The steps to the Kincardine branch are being repaired. This does not affect access to patrons at the branch.
- d. Branch supervisors have completed the Annual Building Inspections which list deficiencies in each building that have not been attended to. In some cases, the town or municipality is aware of the issue, but action has not yet been taken. The summary report is attached.

2. PERSONNEL

- a. A temporary custodian has been hired for library headquarters until December 31, 2019.



3. STRATEGIC PLAN

- a. The Q3 update will be presented at the November board meeting.

4. ADMINISTRATION

- a. The Q3 update to the Business Plan will be presented at the November board meeting.

5. GOVERNMENT

- a. 2020 Draft Business Plan: Attached for your review
- b. 2020 Draft Operating Budget: Attached for your review
- c. 2020 Draft Capital Budget: Attached for your review

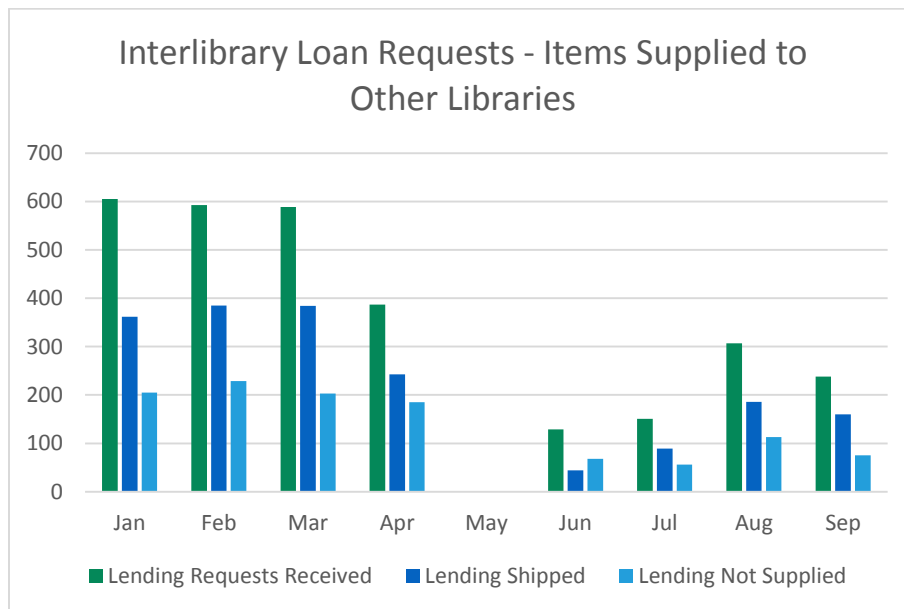
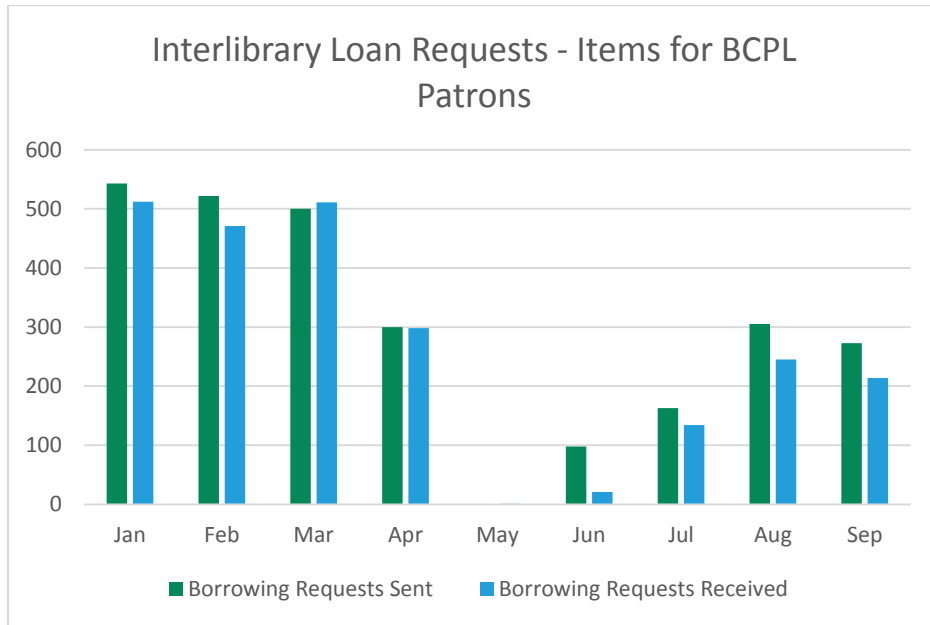
ACTION ITEMS:

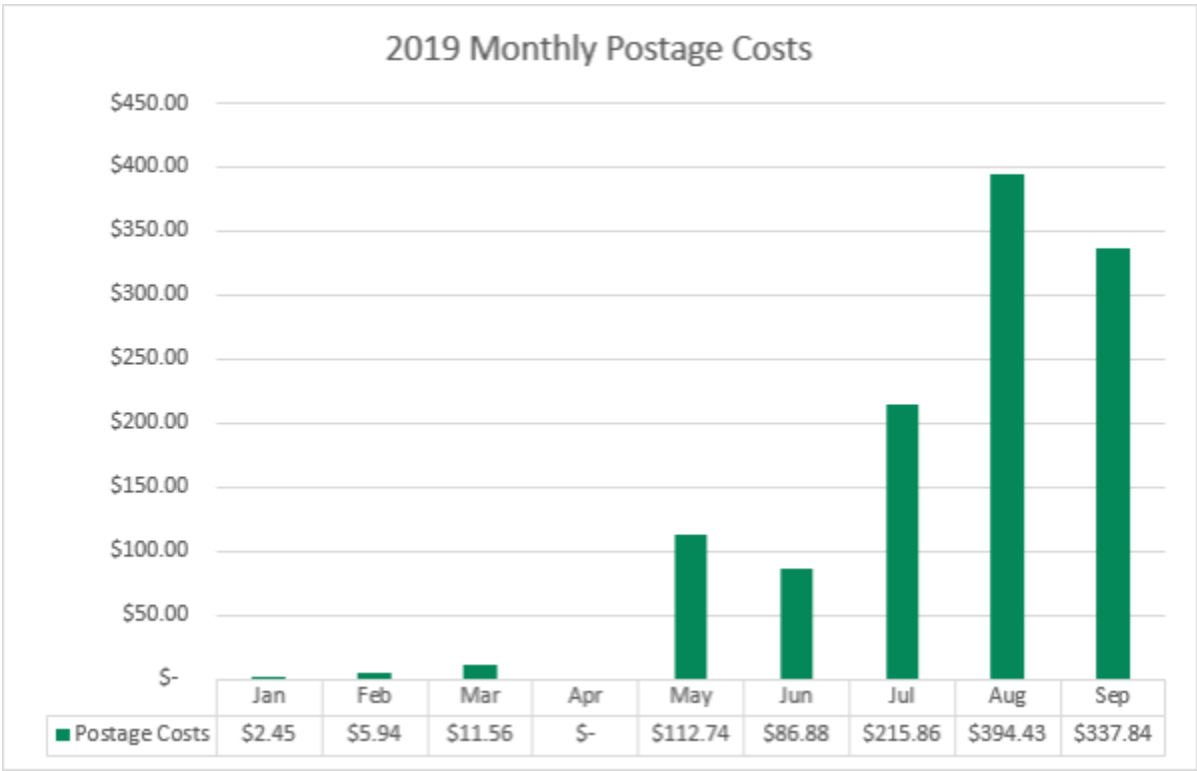
That the 2020 draft operating budget be approved by the board to move forward to County Council.

That the 2020 draft capital budget be approved by the board to move forward to County Council.

That the 2020 draft business plan be approved by the board to move forward to County Council.

d. Interlibrary Loan Updates





Branch Buildings: Annual Inspection list

October 2019

The table below shows current deficiencies from each location as reported by branch supervisors.

| Municipality | Branch | Item |
|-----------------|---------|--|
| Arran-Elderslie | Chesley | <ol style="list-style-type: none"> 1. Front entrance door is working but needed multiple repairs in the last year. 2. Interior walls need repainting due to wear and tear. 3. Extra cleaning is needed during certain times of the year. |
| | Paisley | <ol style="list-style-type: none"> 1. Front exterior door and back exterior doors need replacing. Doors do not seal and let in weather and bugs. Front entrance not wheelchair accessible. Door handle on front door needs replacing. 2. Fascia has pulled away from the soffit and is rusting. 3. No existing eaves troughs except over front door. 4. Exterior wall book return lets in weather and bugs. Wood is splintering. Needs replacing. 5. Entrance not wheelchair accessible. 6. In summer, AC unit is inadequate for cooling. In winter, heating is inadequate due to interior door seal. 7. Single-paned windows in back room and bathroom need replacing. 8. Roof is showing wear. Needs replacement soon. 9. Wall panelling is starting to peel away. 10. Washroom is not wheelchair accessible. Paint is bubbling and peeling 11. More electrical outlets needed. |
| | Tara | <ol style="list-style-type: none"> 1. Timely snow removal for safe entry of both staff and patrons. |
| Huron-Kinloss | Ripley | <ol style="list-style-type: none"> 1. Inconsistent snow removal to branch in the winter. 2. Carpet worn and needs replacing. 3. Washroom needs repainting. 4. No change table in washroom. 5. Heat loss from old windows and window frames. Town is aware. |
| | Lucknow | <ol style="list-style-type: none"> 1. Inconsistent snow removal to branch in the winter. 2. Ramp to building has shifted creating a lifted edge where the ramp meets the sidewalk. 3. Front steps are crumbling and are in need of repair. 4. Fluorescent lights (2) in children's area need covers. 5. Slow draining toilet; potential replacement needed. |

| Municipality | Branch | Item |
|--------------------------|-------------|---|
| Kincardine | Kincardine | <ol style="list-style-type: none"> 1. New mortar needed around stones in the front original section of the exterior. May be repaired with current construction. 2. Exterior window frames need scraping and repainting. 3. Carpet needs to be replaced. 4. The only accessible washroom is located in a staff area and the door frame in the hallway leading to the washroom is not wide enough for accessibility. 5. The window sills at the south bay windows have water damage and are peeling in some sections. 6. Kincardine library sign needs cleaning. 7. Water damage on wall beside emergency exit in SE corner of building. 8. Motor on automatic door leading to lower meeting room needs replacing. 9. Hand railing needed for steps to lower meeting room. |
| | Tiverton | <ol style="list-style-type: none"> 1. Siding on exterior along the ramp needs repair and repainting. 2. Carpet needs to be cleaned/replaced. 3. More electrical outlets needed for patrons. |
| Northern Bruce Peninsula | Tobermory | <ol style="list-style-type: none"> 1. Inconsistent snow removal to branch in the winter. 2. Some of the exterior stone steps around the building are cracked and crumbling. 3. The frame on the back door is cracking and needs repair. 4. Screen at the backdoor repeatedly falls out. 5. Exterior needs painting. 6. High ceilings need cleaning. 7. Building insulation needs improvement. |
| | Lion's Head | <ol style="list-style-type: none"> 1. Exterior front door needs repair to the metal strip on the door frame. 2. Inconsistent snow removal to branch in the winter. 3. Exterior automatic door opener works only when pressed multiple times. |

| Municipality | Branch | Item |
|-----------------------|-------------|---|
| Saugeen Shores | Southampton | <ol style="list-style-type: none"> 1. The exterior front entrance door is not wheelchair accessible as it does not have an automatic open button. 2. The roof continues to leak in various spots. 3. The ceiling is water stained and panels are missing. 4. Public washroom is not wheelchair accessible. 5. Branch interior requires repainting. 6. Warped flooring in public washroom. 7. More electrical outlets needed. Some outlets do not work at all. 8. Inconsistent snow removal at the back of the building. 9. Poor exterior lighting at front and back of building. 10. Poor lighting above the circulation desk. 11. Updates to both staff and public washrooms. This includes a new faucet for public washroom. |
| | Port Elgin | <ol style="list-style-type: none"> 1. Interior walls need repainting from normal wear. 2. Rotary Room floor requires stripping and refinishing. 3. Second floor of branch requires refinishing. |
| South Bruce | Teeswater | <ol style="list-style-type: none"> 1. Interior walls need touch-up. 2. Inconsistent snow removal, especially when the branch is closed. |
| | Mildmay | <ol style="list-style-type: none"> 1. Inconsistent snow removal on the property. Reported to previous building manager. 2. Front step has been repaired but remains cracked and uneven. 3. Inconsistent landscaping maintenance. 4. Interior walls show wear and tear and are in need of repainting. |
| South Bruce Peninsula | Warton | <ol style="list-style-type: none"> 1. Inconsistent snow removal, especially on weekends. 2. Poor lighting in both the circulation area and the children's area. 3. Awning over exterior door to parking lot entrance needs cobweb removal. 4. Uneven sidewalks need repair. 5. Chipped paint against wall with drop box. 6. Interior walls need touch-up. 7. Gate separating the library space from the entrance is broken and needs repair or replacement. |

| Municipality | Branch | Item |
|--------------|--------------|---|
| | Sauble Beach | <ol style="list-style-type: none"> 1. Foyer needs cleaning. 2. Exterior windows and ledges need cobweb removal. 3. Water damage around meeting room window. Municipality has been notified. 4. More frequent cleaning of bathrooms and garbage bins during July and August due to high volume. 5. Low water pressure during the summer due to heavy branch usage. 6. Books get stuck in the book drop slot. |