

LIBRARIES, MUSEUMS AND CULTURAL SERVICES

OVERVIEW

Lambton County Library provides services to the public through 27 branch libraries, one bookmobile, the Lambton Room in Library Headquarters and deposit collections in the long-term care homes. Services offered in the branches include books, talking books, magazines, audio-visual materials, story hours, guest speakers, reference services, Internet access, theatre rental and a collection of archival materials for Lambton County.

Lambton Heritage Museum is located in Lambton Shores and consists of eight buildings totaling over 50,000 square feet. The museum has been entrusted with the care of over 20,000 family and corporate artifacts depicting the history of Sarnia-Lambton. It attracts 17,000 paid visitors per year and has drawn over a half million visitors since its founding.

The Oil Museum of Canada, located in Oil Springs, attracts 9,000 visitors per year to the site of the first commercial oil well in North America. A series of special events extends the season, and motorcoach visits for the Christmas Long Ago program are especially popular at year-end.

Gallery Lambton maintains and holds in trust an outstanding collection of over 900 Canadian paintings and sculptures. The Gallery holds approximately 40 paintings and sketches by the Group of Seven and others, which are important to Canadian art history and considered national treasures. The Gallery offers educational services, tours for adults and school groups, talks by artists and staff, films, public lectures, children’s art workshops, bus tours, art rental service and a gift shop.

Total FTE’s:	80.63
Total Budget:	\$5,943,702

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: Library Services
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)																				
<p>MANDATORY:</p> <ul style="list-style-type: none"> • The County library system provides books and other resources for the education, instruction, interest and enjoyment of the residents of Lambton. • Materials and programs are offered that reflect the community's needs and interests. 	<p>The library system contributes to the cultural, social and business life of County residents and assists in the promotion of the county's services. Through story programs, we reach out to preschool children and their parents, promoting reading as essential to offering our children their best start. Library services are also used extensively by school, college and university students.</p> <p>Strategic Plan Area(s) of Effort:</p> <ul style="list-style-type: none"> • Community Development Initiatives Contributes to the sustainability of rural communities by maintaining library branches in small rural communities as well as larger urban areas. Responds to the evolving needs of a knowledge-based community; supporting the availability of a range of cultural services that contribute to a learning society and to the retention of young people in the community. <p>Actively pursues collaborative opportunities with other community partners and educational institutions to promote library services and enhance the sustainability of our rural communities.</p> <ul style="list-style-type: none"> • Building Our Local Economy: Contributes to building the local economy by pursuing initiatives that create educational opportunities that support workplace skill development and attract new members to the community. 	<p>Mandatory*</p> <p>* Under the Public Library Act, a county library board is required to operate a branch library in each local municipality that operated a public library before that municipality became part of the county library system, unless the county council and the council of the municipality concerned agree otherwise.</p>	<p>Public Library Act R.S.O. 1990</p> <p>Bill Pr113 An Act respecting the County of Lambton.</p> <p>Guidelines for Rural/Urban Public Library Systems.</p> <p>County Council Motion May, 2000: "The hours of opening for each library branch will be determined by allowing one hour of opening for every 1,000 library uses. Library uses include circulation, reference inquiries, internet use and program attendance. These will be tabulated annually with adjustments being made on July 1 of each year. The minimum number of branch hours will be 12 and the maximum 65. Adjustments will be made only if there are more than 2 hours that are affected."</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Budget</td> <td style="text-align: right;">\$4,532,760</td> </tr> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">3,429,873</td> </tr> <tr> <td>Materials</td> <td style="text-align: right;">586,671</td> </tr> <tr> <td>Janitorial Services</td> <td style="text-align: right;">64,780</td> </tr> <tr> <td>Telecommunications</td> <td style="text-align: right;">54,237</td> </tr> <tr> <td>Office Supplies</td> <td style="text-align: right;">43,750</td> </tr> <tr> <td> Total FTE's</td> <td style="text-align: right;"> 65.00</td> </tr> </table>	Total Budget	\$4,532,760	Salaries & Benefits	3,429,873	Materials	586,671	Janitorial Services	64,780	Telecommunications	54,237	Office Supplies	43,750	 Total FTE's	 65.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Levy</td> <td style="text-align: right;">90%</td> </tr> <tr> <td>Provincial</td> <td style="text-align: right;">6%</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">4%</td> </tr> </table>	Levy	90%	Provincial	6%	Other	4%
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Service Level

- Libraries offer the following services free: memberships; public lending of material, including books, music, videos/DVDs, talking books, books on tape/CD, music CDs, periodicals, multilingual materials and language kits; bookmobile service to seniors and a social housing unit; public use computers, access to the Internet and a library webpage; access to reference collections that include print, microfilm, electronic databases and CDs and assistance with their use; inter-branch and interlibrary loans; assistance in the use of public access catalogues and other information retrieval; promotion of children's literacy through storytelling and reading programs; promotion of lifelong learning services which enable residents with special needs access to the library and its services (e.g. shut-in service, book deposits in our Homes for the Aged, literacy collections, etc.).
- 2004 Service Levels: 1,179,910 materials; close to one million people came through the doors; Internet terminals were used over 120,000 times; over 2,500 programs were offered with 40,168 residents in attendance; 2,917 volunteer hours given by 176 volunteers; 115,544 reference requests were answered in person, by phone, fax or email.
- Under the Public Library Act, the following must be circulated free of charge: books with hard, soft and paper covers; periodicals; newspapers; audio materials designed for the handicapped; sound recordings; audio and video cassettes; tape recordings; video discs; motion pictures; film strips; film loops; micro materials in all formats; computer software; and multi-media kits.
- The current level of service provided by the library is based on many of the recommendations made in the Cresap Report prepared in late 1990. The Report also recommended that the library system be restructured through the elimination of eight smaller branches with a consolidation of services at the remaining larger branches. This recommendation was not accepted by County Council
- The annual provincial and pay equity grant of \$283,948 has not changed since 1997 and with the recent \$1.2 million cut to library services it is not expected to increase.

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: First Nation Services
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)												
<p>DISCRETIONARY:</p> <ul style="list-style-type: none"> • Provision of library services to the Aamjiwnaang's. • The contract with the Band states that the Band will provide and maintain the quarters for a library and the County will provide all the services that the other County Branches receive. 	<p>Allows any of Lambton County to access library services from the Aamjiwnaang Branch.</p>	<p>Discretionary</p>	<p>Public Library Act R.S.O. 1990</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Budget</td> <td style="text-align: right;">\$18,000</td> </tr> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">18,000</td> </tr> <tr> <td> Total FTE's</td> <td style="text-align: right;"> .50</td> </tr> </table>	Total Budget	\$18,000	Salaries & Benefits	18,000	 Total FTE's	 .50	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Band</td> <td style="text-align: right;">64%</td> </tr> <tr> <td>Levy</td> <td style="text-align: right;">22%</td> </tr> <tr> <td>Provincial</td> <td style="text-align: right;">12%</td> </tr> </table>	Band	64%	Levy	22%	Provincial	12%
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Service Level

- Usage statistics not available.
- The County receives the Aamjiwnaang's Indian Band grant from the province for providing their community with library service. The Band Council also paid us \$11,500 in 2004 for library service (an increase of \$2,138 from 2003). The amount received from the Band does not cover the full cost of operating the branch.

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: Community Access Programs (CAP)
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)												
<p>DISCRETIONARY:</p> <ul style="list-style-type: none"> The CAP program provides public internet access at library branches across the County. 	<p>The program helps pay for upgrade to computer equipment in the branches and helps offset the telecommunication costs across the County.</p> <p>Strategic Plan Area(s) of Effort:</p> <ul style="list-style-type: none"> Community Development Initiatives Strategies which actively work to enhance the sustainability of rural communities. 	<p>Discretionary</p>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Budget</td> <td style="text-align: right;">\$51,828</td> </tr> <tr> <td>Telecommunication Costs</td> <td style="text-align: right;">42,740</td> </tr> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">8,088</td> </tr> <tr> <td> Total FTE's</td> <td style="text-align: right;"> n/a</td> </tr> <tr> <td colspan="2">(Students hired on an as needed basis).</td> </tr> </table>	Total Budget	\$51,828	Telecommunication Costs	42,740	Salaries & Benefits	8,088	 Total FTE's	 n/a	(Students hired on an as needed basis).		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Provincial</td> <td style="text-align: right;">100%</td> </tr> </table>	Provincial	100%
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Service Level

- The sustainability of the CAP funding is in question. In 2004, public libraries were initially left out of the funding formula, however, due to the persistence of the southwestern libraries, funding was eventually restored. Funding for 2006 has not been confirmed.
- It is generally accepted however, that the province is unlikely to cut off funding for rural internet access through libraries.

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: Museums
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)																						
<p>DISCRETIONARY:</p> <ul style="list-style-type: none"> • Lambton Heritage Museum is entrusted with the care of over 25,000 family and corporate artifacts depicting the history of Sarnia Lambton. • The Oil Museum of Canada preserves the site of the first commercial oil well in North America and presents working technology that was invented in Lambton and spread around the world. 	<p>Both museums are responsible for the collection, conservation and exhibition of artifacts that are reflective of Lambton County's history and oil heritage.</p> <p>Strategic Plan Area(s) of Effort:</p> <ul style="list-style-type: none"> • Building our Local Economy Helps build the local economy by developing tourism and highlighting culture and tourism capabilities. • Community Development Initiatives Supports the availability of a range of cultural services that contribute to a learning community and provide leisure opportunities. <p>Contributes to the policies and strategies that conserve the values of the area and support the area's quality of life and preserve these resources for future generations.</p> <p>Actively pursues collaborative opportunities with other community partners such as Heritage Sarnia-Lambton and the Lake Smith Conservation Association to build a shared community of interest.</p>	<p>Discretionary</p>	<p>Ontario Heritage Act R.S.O. 1990</p> <p>Revised Regulations for Ontario 1990, Regulation 877. Amended to Ontario Regulation 164/93</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Budget:</td> <td style="text-align: right;">\$690,557</td> </tr> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">396,567</td> </tr> <tr> <td>Capital Expenditures</td> <td style="text-align: right;">94,000</td> </tr> <tr> <td>Utilities</td> <td style="text-align: right;">51,905</td> </tr> <tr> <td>Bldg & Ground Upkeep</td> <td style="text-align: right;">33,513</td> </tr> <tr> <td>Advertising</td> <td style="text-align: right;">22,623</td> </tr> <tr> <td> Total FTE's</td> <td style="text-align: right;"> 6.88</td> </tr> </table>	Total Budget:	\$690,557	Salaries & Benefits	396,567	Capital Expenditures	94,000	Utilities	51,905	Bldg & Ground Upkeep	33,513	Advertising	22,623	 Total FTE's	 6.88	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Levy</td> <td style="text-align: right;">74%</td> </tr> <tr> <td>Fees/Gift Shop</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Provincial</td> <td style="text-align: right;">8%</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">3%</td> </tr> </table>	Levy	74%	Fees/Gift Shop	15%	Provincial	8%	Other	3%
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Service Level

- Although the number of visitors dropped off due to the SARS outbreak and 9/11, attendance is slowly increasing. In 2004, the Heritage Museum had 12,817 visitors and the Oil Museum 4,970.
- Current Hours of Operation: Lambton Heritage Museum – March to Oct 31 Monday to Friday 10 am to 5 pm; Weekends and Holidays 11 am to 5 pm.
Nov to Feb 28 Monday to Friday 10 am to 5 pm; closed Weekends and Holidays.
Oil Museum of Canada – May to Oct 31 Open Daily 10 am to 5 pm.
Nov to Apr 30 Monday to Friday 10 am to 5 pm.
- The Oil Museum of Canada is working closely with the Oil Museum of Canada Foundation to have the Museum designated a World Heritage site. The Foundation, along with companies such as Union Gas, has made significant contributions to the Museum in recent years.
- Provincial funding for the museums is not anticipated to increase over the next few years.

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: Lambton Room
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)																		
<p>DISCRETIONARY:</p> <ul style="list-style-type: none"> The Lambton Room gathers and maintains Lambton County archival materials using contemporary conservation standards to ensure that the records survive for future generations. 	<p>The Lambton Room is responsible for the collection, conservation and exhibition of artifacts that preserve Lambton County's history.</p> <p>Strategic Plan Area(s) of Effort:</p> <ul style="list-style-type: none"> Community Development Initiatives Contributes to the policies and strategies that conserve the values of the area and support the area's quality of life and preserve these resources for future generations. 	<p>Discretionary</p>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Budget:</td> <td style="text-align: right;">\$170,563</td> </tr> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">136,003</td> </tr> <tr> <td>Materials</td> <td style="text-align: right;">12,000</td> </tr> <tr> <td>Periodicals</td> <td style="text-align: right;">8,200</td> </tr> <tr> <td>Office Supplies</td> <td style="text-align: right;">1,050</td> </tr> <tr> <td>Photocopy Lease</td> <td style="text-align: right;">400</td> </tr> <tr> <td> Total FTE's</td> <td style="text-align: right;"> 2.25</td> </tr> </table>	Total Budget:	\$170,563	Salaries & Benefits	136,003	Materials	12,000	Periodicals	8,200	Office Supplies	1,050	Photocopy Lease	400	 Total FTE's	 2.25	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Levy</td> <td style="text-align: right;">95%</td> </tr> <tr> <td>Fees/Donations</td> <td style="text-align: right;">5%</td> </tr> </table>	Levy	95%	Fees/Donations	5%
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Service Level

- The number of visitors to the Lambton Room is increasing every year. Large numbers of genealogists visit from across the country and around the world. In 2004, 2,812 researchers spent a total of 6,668 hours in the history room.
- Currently the service is provided free with the only cost being for photocopying information.
- The Lambton Room maintains a close relationship with the Ontario Genealogy Society (Lambton Branch) who has provided financial support in recent years.

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: Fund Raising Initiatives
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)
<p>DISCRETIONARY:</p> <ul style="list-style-type: none"> The Lambton Heritage Museum runs a number of fund raising activities throughout the year. The Fall Craft sale and the Halloween Celebrations are the two largest of these affairs. 	<p>The funds raised by these events are used to offset the operating costs of the Heritage Museum in the following year.</p>	<p>Discretionary</p>		<p>Total Budget: \$22,350</p> <p>Profit for use in 2006 \$11,260</p>	<p>Fees/Admissions 100%</p>

Service Level

- The Fall Craft Fair continues to grow although its success is somewhat dependent on the weather. This fund raising activity is a joint venture with the Pinery and Thedford.
- The Halloween activities are being modified in 2005 to try to increase the profit. The Halloween event is being expanded to a two night program, with a preview night to include a catered and ticketed dinner, fundraising auction and theme costume contests. In order to sell adequate tickets and realize a revenue target of \$4000 in Year 1, the museum will partner with the Lake Smith Marsh Project members to share equally in all revenues generated.

COMMUNITY SERVICES

DEPARTMENT: Libraries, Museums & Cultural Services
 SERVICE UNIT: Gallery Lambton
 BUDGET YEAR: 2005

Description of Service	Benefit of the Service	Categorization of the Service	Legislation, Regulations, Standards	Costs and FTE's (Five Largest Expense Categories)	Funding Sources (as a % of Total Funds Required)																								
<p>DISCRETIONARY:</p> <ul style="list-style-type: none"> • Gallery Lambton owns an important collection of Canadian art including masterpieces by the Group of Seven and Tom Thomson. • The Gallery offers a variety of programming including visual art exhibitions, art classes for children and adults, and public lectures by artists, staff and other professionals. 	<p>Gallery Lambton manages a Canadian collection, showcases artists and their works, and provides an environment to increase awareness, understanding and appreciation of visual art in Lambton County</p> <p>Strategic Plan Area(s) of Effort:</p> <ul style="list-style-type: none"> • Building our Local Economy Helps build the local economy by developing tourism and highlighting culture and tourism capabilities. • Community Development Initiatives Supports the availability of a range of cultural services that contribute to a learning community and provide leisure opportunities. <p>Contributes to the policies and strategies that conserve the values of the area and support the area's quality of life and preserve these resources for future generations.</p>	<p>Discretionary</p>	<p>The Ontario Association of Art Galleries "Guidelines for Environmental Conditions in Art Galleries."</p> <p>Professional Standards set by the Ontario Association of Art Galleries, The Canadian Museum Association and the Canadian Art Museum Director's Organization.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Budget</td> <td style="text-align: right;">\$519,432</td> </tr> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">282,982</td> </tr> <tr> <td>Building Lease</td> <td style="text-align: right;">47,439</td> </tr> <tr> <td>Printing</td> <td style="text-align: right;">26,950</td> </tr> <tr> <td>Artist Fees</td> <td style="text-align: right;">20,300</td> </tr> <tr> <td>Utilities</td> <td style="text-align: right;">18,000</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Total FTE's</td> <td style="text-align: right;">6.00</td> </tr> </table>	Total Budget	\$519,432	Salaries & Benefits	282,982	Building Lease	47,439	Printing	26,950	Artist Fees	20,300	Utilities	18,000	 		Total FTE's	6.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Levy</td> <td style="text-align: right;">82%</td> </tr> <tr> <td>Fees/Gift Shop</td> <td style="text-align: right;">14%</td> </tr> <tr> <td>Provincial</td> <td style="text-align: right;">3%</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">1%</td> </tr> </table>	Levy	82%	Fees/Gift Shop	14%	Provincial	3%	Other	1%
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Service Level

- There were 22,689 visitors to Gallery Lambton in 2004, 113 memberships were purchased and 1,981 participants in the Gallery's programs.
- 106 donations in cash and in kind were made, amounting to over \$47,000 in 2004.
- Hours of Operation: Monday to Saturday 10 am to 5:30 pm.
- The Ontario Arts Council grant has increased from \$8,000 to \$14,000 over the last year. This grant continues to fluctuate and cannot be considered a stable source of revenue.
- The Gallery Advisory Committee completed a Strategic Plan for the Gallery in 2004 and is steadily working towards implementing many of the recommendations in the plan.