

# Annual Report 2010 Haliburton County Public Library



## Board of Directors

<b>Cheryl Murdoch - Board Chair</b>	<b>Deputy Reeve Minden Hills</b>
<b>Tom Gardner - Board Vice Chair</b>	<b>Deputy Reeve Algonquin Highlands</b>
<b>Warden Dave Burton (Ex-Officio)</b>	<b>Reeve Highlands East, County Warden</b>
<b>James Mackie</b>	<b>Deputy Reeve Highlands East</b>
<b>Janet Harnden</b>	<b>Haliburton County Appointee</b>
<b>Rozanne Hynard</b>	<b>Haliburton County Appointee</b>
<b>Nancy McLuskey</b>	<b>Haliburton County Appointee</b>

## General Information

[www.haliburtonlibrary.ca](http://www.haliburtonlibrary.ca)

Cardiff Branch	2778 Monck Road, Cardiff ON 613-339-2712
Dorset Branch	1051 Main Street, Dorset ON 705-766-9969
Dysart Branch	78 Maple Ave, Haliburton ON 705-457-1791
Gooderham Branch	1032 Gooderham Street, Gooderham, ON 705-447-3163
Highland Grove Branch	5373 Loop Road, Highland Grove ON 705-448-2652
Minden Hills Branch	176 Bobcaygeon Road, Minden ON 705-286-2491
Stanhope Branch	1095 North Shore Road, Stanhope ON 705-489-2402
Wilberforce Branch	2307 Loop Road, Wilberforce ON 705-448-2510
Haliburton County Public Library Administration	78 Maple Ave, Haliburton ON 705-457-2241

## **2010 Report to the Community**

This report is presented to Haliburton County Council, the local municipal councils of Algonquin Highlands, Dysart et al, Highlands East, Minden Hills, and to the residents of Haliburton County. The Annual Report is an opportunity for the library to celebrate its successes, to communicate the progress made over the past year, and to encourage future development.

***“The only true equalisers in the world are books; the only treasure-house open to all comers is a library; the only wealth which will not decay is knowledge; the only jewel which you can carry beyond the grave is wisdom.” – J. A. Langford***

2010 was a year of reassessment for the Haliburton County Public Library (HCPL). The new branches in the municipalities of Minden Hills and Dysart et al had been completed and both opened in their new facilities in the fall of 2009 with each being open forty-four hours a week. Based on the increase in hours and higher demand for services, the strain on the current staffing levels started to become evident. Some of the gaps in services identified were:

1. Web Design and Maintenance
2. Reader’s Services
3. Programming Co-ordination
4. Training Co-ordination
5. Volunteer Co-ordination

It was also determined that, based on the huge increase in the volume of new materials being added and circulated, there was an overall need for more administrative staff.

With the physical structure in place, the library board started looking towards laying the foundation that would eventually result in a strategic plan. It was determined that both policy and procedure manuals were out of date and so a working committee including Board members and staff was formed to analyze HCPL’s next steps. Gaps in services were evaluated and the Board made the decision to hire a recent University of Western Ontario Library and Information Sciences graduate to design and execute a user survey throughout all eight branches.

The creation of working committees meant a greater time commitment for some Board members, so the Board structure itself was examined and late in the year it was resolved to increase the number of people sitting on the Board. While 2009 was a year of building physical structures, collections, and technology, 2010 was a year of strengthening the infrastructure by which the library system is governed and operated. Haliburton County Public Library will strive to continue to give the best service possible to the people of Haliburton County.

Respectfully submitted,  
Bessie Sullivan, Chief Executive Officer

## **FINANCIAL**

### **Budget**

2010 was the first full year with the increase in hours at the Minden Hills and the Dysart Branches and the Haliburton County Public Library spent \$507,349.00 on salaries. \$93,811.20 was spent on new materials of all formats. While operating costs did increase, the revenue that the library was able to generate also increased from \$23,054.00 in 2009 to \$30,696.00 in 2010. The total audited expenditure for the library was \$686,014.00 and the County Levy was \$545,200.00 (The Complete Audited Financial Reports are posted on the library's website)

### **Grants**

Successful grant applications continue to reduce the funding needed from the County to run the library. In 2010 the Public Library Operating Grant from the Minister of Culture was \$120,353.00. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) helped fund two summer students with \$768.00 in assistance. The Canadian Parents for French, Ontario Chapter received a grant to donate \$1000.00 to the library to purchase children's French language materials.

### **Awards**

The Haliburton County Public Library was nominated as the Haliburton Highlands Chamber of Commerce's non-profit business of the year.

## **COLLECTIONS**

### **Circulation**

Three collection formats were added in 2010. The library began to purchase the board style toddler books. With the rising demand for ebooks, the library began purchasing these in addition to the titles HCPL was already receiving through a grant. This was to meet the overwhelming public need. Book Club sets were also added. Book Club sets are collections of eight of the same title with reader's guides which are lent to one person to be distributed amongst that person's book club. The titles were made possible through public donations and the Friends of the Library purchasing missing volumes.

HCPL started to catalogue magazines in 2010. This change enables patrons to place holds on individual issues of magazines.

In the late fall, for the first time ever, the Haliburton County Public Library surpassed the 100,000 circulation mark. This means that more than 100,000 items went out in 2010.

The overall circulation of items at the library went from 79,774 in 2009 to 116,031 in 2010, for an increase of 45% in circulation. The current total number of card holders increased to 6,627. We added 8,706 items to our catalogue in 2010 as compared to 3,585 in 2009.

### **Interlibrary Loan**

The Haliburton County Public Library lent 1253 items from our collection to libraries all over Canada. We borrowed 2858 items. The number of borrowed items was up 725 items from 2009, with the number of items being lent out remaining steady.

## **OUTREACH**

### **Partnerships**

By the end of 2010, the Haliburton County Public Library was connected to more than twenty-five strategic partners. Partnerships allow the library to offer a wider variety of services and avoid duplications of other agencies.

The library entered into four reciprocal agreements with Kawartha Lakes Public Library Board, Smith-Ennismore-Lakefield Public Library Board, Galway-Cavendish & Harvey Public Library Board, and Lake of Bays Public Library Board. All five libraries agreed to waive non-resident fees to those living in any of the library boards included in the reciprocal agreements.

Canadian Parents for French, Ontario Chapter received a grant in May for an after school French Club and French language books.

The Haliburton Highland Genealogy Group moved into the spare office at the Minden Hills Branch in June. They house and staff the local genealogy collection as well as supplying microfilm equipment with copying capabilities.

Also new in 2010 was the Portable Library. This is a fully functioning library booth that can travel to events. It debuted at the Arts and Crafts Festival on July 23<sup>rd</sup> and continued with appearances at the Wilberforce Agricultural Fair August 7<sup>th</sup>, and the Farmer's Market in Carnarvon on August 13<sup>th</sup> and 27<sup>th</sup>. The purpose of the Portable Library is to increase the library's visibility and allow people to sign up for cards outside traditional library walls. At four events the booth had 500 visitors and registered 80 new cards.

### **Portable Library**



### **Friends of the Haliburton County Public Library**

The Friends are one of HCPL's most important partnerships. The mission statement of the Friends is as follows:

**Friends of the Haliburton County Public Library strive to ensure that our public libraries are the best they can be for the people of Haliburton County.**

Early in the year the Friends installed shelves in both the Dysart and Minden Hills Branches receiving rooms to store book sale inventory. All funds raised by the Friends go towards enhancements to the libraries that do not fall under Capital or Operating budget allotments.

On April 21<sup>st</sup> the Friends hosted a member appreciation afternoon with travel writer Matt Jackson.

They held their Annual General Meeting on May 13<sup>th</sup> in conjunction with their spring Lunch and Learn featuring Amin Shivji's trip to Kilimanjaro. The second Lunch and Learn of the year took place on September 23<sup>rd</sup> and featured Lynn Phillip Hodgson who has written extensively about Camp X.

The Friends undertake two large book sales a year. The first took place at CanoeFM on June 13<sup>th</sup> in conjunction with CanoeFM's annual garage sale. The second sale happened on September 11<sup>th</sup> on the grounds of the Minden Hills Branch at the same time as R.D. Lawrence's Great Green Garage Sale.

Mirroring the Minden Hills Branch, the Dysart Branch set up a perpetual book sale in June.

The Friends held their fifth annual Book Gala on November 7<sup>th</sup> featuring Judy Fong Bates. Ms. Bates writes both fiction and non-fiction and her novel *Midnight at the Dragon Cafe* was also selected for the "Keep Toronto Reading" title.

### **Programming**

Programming is an area that the Haliburton County Public Library constantly strives to improve.

The library once again took part in the Chesley Challenge reading program which uses the Canada Reads winning title to encourage as many people as possible in the community to read the title. They then sign a sheet at any of the library branches to indicate that they have completed reading the book.

MPP Rick Johnson and his wife Terri Crawford gave two free March Break concerts at the Minden Hills and the Dysart Branches, which were attended by over 200 people.

The Friends of the Haliburton County Public Library sponsored a series of Financial Planning Workshops that took place in the meeting room of the Dysart Branch.

In partnership with the Ontario Early Years Centre and Point in Time Centre, ten Mother Goose Programs® were offered at the Dysart Branch.

Minden Hills, Dysart, and Wilberforce continue to host regular school visits from their neighbourhood schools. Cardiff initiated school visits by the end of the year.

Wilberforce Branch held its annual gardening session on May 4<sup>th</sup> and the 2010 topic was How to Plan Your Garden and What Grows Best in Our Zone.

The Gooderham Branch held its annual writer's day on July 3<sup>rd</sup>. For the first time the event was in two places: Gooderham from 10:00am-12:00pm, and then Dysart from 2:00pm-4:00pm.

The Friends of the library sponsored two children's summer concerts during the summer. Children's entertainer Jake Differ performed a concert in Stanhope in July and a concert in Wilberforce in August.

Several Branches run summer story time programs including Dorset, Stanhope, and Wilberforce.

Due to a lack of space, the Minden Hills Cultural Centre was unable to commit to an exhibit on John McCrae. With support from the Minden Branch of the Royal Canadian Legion, The Minden Rotary, and the Friends of the Haliburton County Public Library, the exhibit opened in late June at the Minden Hills Branch and ran until September.

The Haliburton County Public Library participated for the second year in the Evergreen Reading Program, which is the only Canadian literary award that is voted on by the public. The library makes available the ten titles selected as the award's shortlist and then voting takes place in October. The library system as a whole generated 40 votes in 2010, which was up from 22 in 2009.

The week before Christmas, the Haliburton County Public Library ran a fine amnesty week whereby non-perishable food items were collected in place of fines. These non-perishable food items were then distributed to local food banks.

Dorset, Stanhope, and Gooderham Branches continue to host regular book club meetings.

### **Events**

On June 4<sup>th</sup> the Donor Wall at Dysart Branch was unveiled. The wall was created by local marquetry artist Kevin Dunlop. Who also gave the library permission to use photographs of the wall on the library website and in promotional materials. (See cover page of this report.)

Because 2010 was a Municipal Election year, the Board was to complete their term. Trustee recruitment began and the Library Board held an open house September 13<sup>th</sup>, which was attended by eight potential Trustees.

Minden Hills Branch celebrated their first year in operation at their new location. A plaque was unveiled that was dedicated to those involved in the construction project.

### **Publications**

HCPL experienced an increase in the cost of ink and paper as all publications were brought in-house. Two beautifully prepared booklets were produced. One was a compilation of *Staff Picks*. Sixteen staff members responded to the request for their favourite read of the year and a brief description as to why they liked it. The other publication was a list with descriptions of *Those Other Movies* that we have in our collection. HCPL started a newsletter to go out once a month to let staff know about upcoming events, changes, and policies and procedures that they need to review.

### **Media**

The local media has become instrumental in allowing us to promote the collections and services of the library. We have a regular column in *The Highlands Weekender* and regular promotion spots on Canoe FM. Moose FM, *The County Voice*, *The Haliburton County Echo*, and *The Minden Times* have all continued to cover and promote special programs and activities of the library.

## **PROFESSIONAL DEVELOPMENT**

### **Training**

Ongoing training is the key to a staff that continues to develop and keep up with the technology and legislation as it changes. Staff in Minden and Dysart received CPR and Heartsaver Automatic External Defibrillators Operation Training. Defibrillators were installed in both branches.

Trustee Nancy McLuskey and Library CEO Bessie Sullivan attended “Leadership by Design” in Trenton in May jointly sponsored by the Ontario Library Board’s Association and the Southern Ontario Library Service. This was a workshop designed for CEOs and Trustees to analyze where the library has been and where it is going in the future.

Library CEO Bessie Sullivan attended Health and Safety training for managers in Orillia with two other County Department Heads. Community Partnerships and Administrative Supervisor Sue Robinson became a certified member of the Joint Health and Safety Committee for Haliburton County.

Staff training day focused on many aspects of Health and Safety including a visit by the OPP Community Constable Sandy Adams to reinforce the Trespassing Act and personal safety. The Dysart Fire Chief and County Fire Co-ordinator Miles Maughan also came to demonstrate proper fire extinguisher inspection.

Many staff continue to regularly work their way through the basic and advanced Southern Ontario Library Services courses. Staff also take part, when possible, in teleconference training and webinars.

## **Conferences**

Library CEO Bessie Sullivan and Collections Development and Promotions Supervisor Sherrill Sherwood attended the Ontario Library Association's Super Conference in February. Sue Robinson attended the OALT (Ontario Association of Library Technicians) Conference in May which is held annually. Sullivan attended the ARUPLO (Administrators of Urban/Rural Public Libraries in Ontario) training in September held in Barrie. Gooderham Branch Supervisor Marilyn Billings and Library Assistant Marg Graham went to the staff portion of ARUPLO training. Sherwood and Sullivan attended the RA (Readers' Advisory) in a Day workshop in Toronto. This event is held for one day each year and is a hands-on workshop designed to present a number of Readers' Advisory tools that can be taken away and implemented in one's home library.

## **Presentations**

Sherrill Sherwood, and Bessie Sullivan were asked to present at the October 18<sup>th</sup> RA in a Day Conference at the Toronto Reference Centre. The topic of the presentations was *Book Trailers on the Radio*. There were approximately 150 people at the session.

## **FACILITIES**

### **Branch Upgrades**

The four municipalities that make up Haliburton County are responsible for buildings and furnishings of each library branch.

In Minden Hills, blinds were hung in the offices; the blinds were supplied by the Genealogy Group and the Friends. The Friends also purchased new shelving for the perpetual book sale. The Minden Hills Municipality installed a panic button at the Minden Hills Branch.

The Dysart et al Municipality purchased additional shelving for the Dysart Branch.

Algonquin Highlands purchased two armchairs and a coffee table for the Stanhope Branch. A relatively new bay of shelving was saved from the old Minden Hills Branch and erected in Stanhope. Two new office chairs were purchased for Dorset.

### **Technology**

Industry Canada funds a program called Community Access Program (CAP) through which all of the public computer equipment is supplied. The County is also able to hire CAP Interns to work in the libraries and help people learn computer skills and trouble shoot their own technology issues.

Throughout the summer there was evidence of router overload at Minden Hills and Dysart Branches of the library. In the fall the library received a connectivity grant to purchase higher capacity routers for the summer of 2011.

### **Data Collection**

A new graduate from the University of Western Ontario's School of Library and Information Science was hired to design and undertake a user survey. The survey was available at all branches as well as on-line and the data was collected from November 23<sup>rd</sup> until December 11<sup>th</sup>. There were over 300 surveys collected and analysis will take place in 2011. The survey encompassed two broad categories: you and your library, and service and environment. The portion of the survey entitled "you and your library" was designed to ask patrons about their library usage, frequency, time and day of visits, and what kind of materials they take out. The "service and environment" section was a physical analysis of the patron's most frequently used branch.

### **Chairs and Table Purchased by Algonquin Highlands**



**Stanhope Branch**

**HALIBURTON COUNTY PUBLIC LIBRARY**

78 MAPLE AVENUE  
HALIBURTON, ON K0M 1S0  
705-457-2241

**[www.haliburtonlibrary.ca](http://www.haliburtonlibrary.ca)**