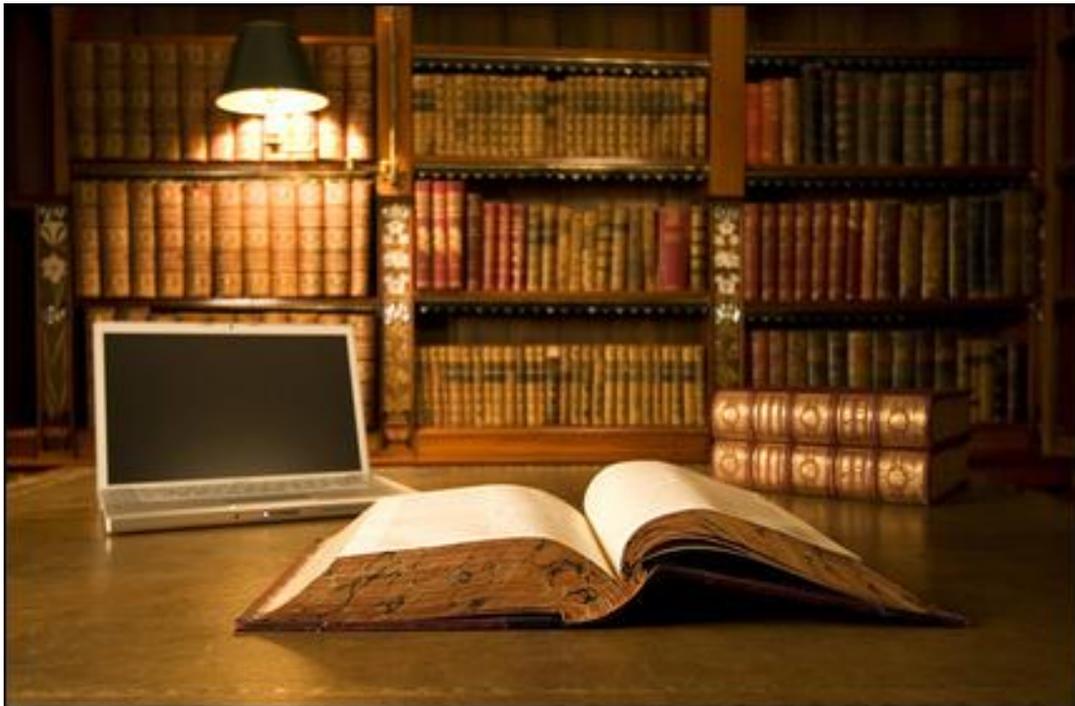


Annual Report 2011 Haliburton County Public Library



Board of Directors

Nancy McLuskey – Board Chair	Haliburton County Appointee
Cheryl Murdoch - Board Vice Chair	Deputy Reeve Minden Hills
Warden Murray Fearrey (Ex-Officio)	Reeve Dysart et al, County Warden
Bill Davis	Deputy Reeve Dysart et al
Suzanne Partridge	Deputy Reeve Highlands East
Liz Danielsen	Deputy Reeve Algonquin Highlands
Brian Cain	Haliburton County Appointee
Reuben Maughan	Haliburton County Appointee
Brenda Robinson	Haliburton County Appointee

General Information

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

2011 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.

"Public libraries are logical partners for local economic development initiatives that focus on people and quality of life. In this era of economic transformation, the business of public libraries is being recast." –Making Cities Stronger: Public Library Contributions to Local Economic Development (2007)

In 2011, the Haliburton County Public Library (HCPL) started implementing changes to address the gaps that had been identified in 2010. Early in the year two staff members of the Administration Centre became full-time. With these positions in place, HCPL was able to administrate web design and maintenance, readers' services, programming, and training.

The library organizational chart was restructured as it was out-of-date and did not properly illustrate the current staff compliment. This restructure facilitated the process of Job Evaluation which will lead to detailed job descriptions for all positions at the library. As well, annual performance evaluations can be undertaken.

It had been determined in 2010 that both policy and procedure manuals needed to be upgraded and by the end of 2011 the Board had reviewed and passed fourteen policies, some of which were new policies and some revisions from previous policies. The Board is committed to continuing this work on an ongoing basis.

The Municipalities continue to support the library system with the belief that facilities within their jurisdiction need consistent monitoring and upgrading. To that end, the Highland Grove Branch was completely renovated and a children's area was added to the branch.

The Highland Grove closure during renovations gave the HCPL the opportunity to look at all the branch hours and implement suggestions from our patrons that had been received when we undertook the User Survey in 2010. The branch hours in Highlands East and Algonquin Highlands were adjusted for better consistency for the patrons and improved safety for the staff.

Programming had been identified as a gap in services in 2010 and a full summer compliment of programming was undertaken which included hiring a seasonal Children's Programming Co-ordinator. Over a hundred children's programs were offered all over the county and at special events.

HCPL will continue to identify gaps in service and strive to maintain strengths to ensure that the standard of service meets the expectations of the people of Haliburton County.

Respectfully submitted,
Bessie Sullivan, Chief Executive Officer

FINANCIAL

Budget

In 2011, the HCPL spent \$586,550.00 on salaries. \$110,555.00 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 \$30,696.00 in 2010 to \$38,768.00 in 2011. The total audited expenditure for the library was \$784,921.00 and the County Levy was \$595,000.00 (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 2011, the Public Library Operating Grant from the Minister of Culture was \$120,353.00. The Victoria County Career Services supplemented two summer students at \$1,043.00. Haliburton County Development Corporation provided \$5000.00 to support an intern in the administration office. \$9,800.00 came from the Ministry of Culture as a one-time operating grant and \$1,443.00 was also provided by the Ministry of Culture in a grant to upgrade connectivity. \$1000.00 was donated by Parents for French, Ontario Chapter to purchase French language children's materials. Another \$1000.00 was granted by OverDrive to purchase e-books.

Awards

The HCPL was nominated as non-profit business of the year by the Haliburton Highlands Chamber of Commerce.

COLLECTIONS

Circulation

The overall circulation of items at the library went from 116,031 in 2010 to 134,659 in 2011, for an increase of 16% in circulation. The current total number of card holders increased from 6,627 in 2010 to 7,437 in 2011. We added 8363 items to our catalogue bringing the total number of holdings to over 45,000 items. Even though the number of our collection has increased by 10,000 items in the last four years, the HCPL collection is still below the provincial standard which states that for our population the number of holdings should be 50,000 items.

In 2011, HCPL made the move towards on-line reference eliminating the need to buy multiple copies of expensive resources like encyclopedias. World Book on-line is comprehensive and up-to-date and gives our patrons access to these resources 24/7. The other benefit is that precious shelf space is freed up for other collections.

Interlibrary Loan

The HCPL lent 1973 items from our collection in 2011 as compared to 1253 items in 2010. These items were lent to libraries all over Canada. We borrowed 2711 items in 2011 for our patrons.

OUTREACH

Partnerships

By the end of 2011, the HCPL was connected to more than thirty- five strategic partners. Partnerships allow the library to offer a wider variety of services and avoid duplications of services provided by other agencies.

Highlights of 2011 partnerships include Victoria County Career Services who provided job search support for students in the area along with counseling and workshops to enhance employment skills and design resumes.

Ontario Early Years Centres used our facilities to provide five book-based programs for children designed to promote early literacy and a lifelong love of reading.

The John Howard Society presented a series of five computer workshops at the library. Topics covered by these “Learn-at-Lunch” programs included skills in PowerPoint, creating a newsletter, as well as an introduction to other computer based programs.

Partnering with community organizations continues to be an effective way to support and help meet the changing needs of our community in the most efficient manner possible.

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.

They held their Annual General Meeting on May 13th at the Minden Cultural Centre and the guest author was Robert Rotenberg.

The Lunch and Learn for 2011 was held on June 9th at the Bonnieview and featured Janis Parker a local business woman and champion of area arts and culture. Janis spoke about her photography from the Arctic and Antarctic.

The Friends held one Book Sale in June in conjunction with the Rail’s End Gallery’s Treasure N’ Trash Sale.

The Friends held their sixth annual Book Gala on October 30th featuring author Frances Itani. Ms. Itani's novel *Requiem* is on the short list for the Evergreen Award for 2012.

The Friends continue to have ongoing book sales in the Minden Hills and Dysart Branches. All branches have Friend's gift baskets of gently used books for sale.

For the first time, the Friends held a "Friendly Christmas" sale at both the Minden Hills and Dysart Branches of the library. They sold gently used books, gift baskets, tote bags, and more.

Through the Friend's continuous fundraising efforts, they are able to provide enhancements to all branches of the HCPL. In 2011, they provided children's furnishings at several branches, funded some summer program advertising and supported a number of special book purchases.

Programming

Programming is an area that the HCPL constantly strives to improve.

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 Minden Hills Branch early in the new year.

In partnership with the Ontario Early Years Centre, the early literacy specialists ran Family Literacy Day Programs in both Minden Hills and Dysart Branches in January.

Wilberforce Branch held its annual gardening session on April 20th and the 2011 topic was Preserving Your Harvest.

The HCPL ran a comprehensive children's program schedule during the summer of 2011. One hundred and twenty programs took place at five branches throughout the County. These events attracted 835 child participants as well as their caregivers. The Friends of the Library sponsored craft supplies for these programs.

The HCPL participated for the third year in the Evergreen Reading Program, which is the only Canadian literary award that is voted on by the public. The library makes the ten titles selected as the award's shortlist available and then voting takes place in October. The library system as a whole generated 54 votes in 2011, which was up from 40 in 2010.

For the month of December, the Haliburton County Public Library ran a fine-amnesty program 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 using both the HCPL book club sets and the general collection. Work is being done to expand book club presence in all branches.

Portable Library

The Portable Library is a fully functioning library booth that can travel to events throughout the year. 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 12 events in 2011, the booth had 947 visitors and registered 113 new library cards.

Events

The Donor Quilt to recognise donors of the Dysart Branch building campaign was installed in mid-August in the Howard Roberts Meeting Room. It was mounted on a backing of hand-milled local maple.

Publications

The HCPL endeavours to aid our patrons in a number of different ways, be it book selections, how to use our on-line resources, or how to manage your account. Every year we produce booklets and pamphlets on a topic pertinent to the moment. In 2011, they were *The Best of Haliburton County Public Library on CanoeFM* which featured a selection of books that have been promoted on CanoeFM, and *Haliburton County Public Library Online Resource Guide* a comprehensive guide to what is available online through our website.

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 in 2011 added a column in the *Minden Times* and the *Haliburton Echo*. *The County Voice* also added a regular library column but then ceased publication. Towards the end of the year, a new publication called *the Highlander* started featuring the library's top five fiction and non-fiction titles each week. In April, *Library Moments* debuted at CanoeFM to accompany the daily book promotion spots. MooseFM also continues regular promotion of library activities.

In keeping with greater emphasis on social media, the library added a Facebook page in April and a Twitter feed in December.

County Involvement

Catherine Coles, Branch Services Librarian and Bessie Sullivan took part in CanoeFM's Haliburton County Reads. Both Catherine and Bessie defended a book over a five week period in the summer.

Bessie Sullivan was invited to participate on the steering committee of the Dysart Municipality's Cultural Planning process.

As part of the County's Emergency Response Plan, Sue Robinson, Community Partnerships and Administration Supervisor, joined the County Control Group as their Administrative Resource Officer.

Catherine Coles and Bessie Sullivan presented the electronic capabilities of the library's website, including our databases, to county staff and councillors at a lunchtime learning session in December.

Provincial Involvement

Bessie Sullivan continues to sit on the Ontario Public Library's Association Readers' Advisory Committee and to be an organizer for RA in a Day Conference

Bessie Sullivan is an executive member of the Ontario Library Consortium and attended their AGM in Toronto on May 2nd.

Catherine Coles applied for and was accepted to sit on the Ontario Library Association's Evergreen Committee which is the adult portion of the Forest of Reading Award Program.

Bessie Sullivan continues to Co-chair the Administrators of Rural/Urban Public Libraries of Ontario. (ARUPLO)

The Ontario Library Association formed a broad spectrum library Advocacy Committee. Bessie Sullivan was asked to participate on this committee.

Board Chair Nancy McLuskey represents the HCPL at the area Southern Ontario Library Services meetings for trustees.

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.

At SuperConference in early February, Sue Robinson received a certificate in Advancing Public Library Leadership. This is a two year university level program providing a foundation in organizational and municipal leadership. As a follow-up, she attended a two day leadership technique and networking workshop in Barrie in June.

Staff training day in October focused on Readers' Advisory in the morning and Workplace Harassment in the afternoon. Some group work to begin the Job Evaluation process also took place at the training day.

The Board instituted a policy partway through the year to make it a requirement of hire that staff undertake the basic ten level coursework as provided by the Southern Ontario Library Services.

Conferences

Bessie Sullivan, Sherrill Sherwood, Collections Development and Promotions Supervisor, Sue Robinson, Catherine Coles, and Nancy McLuskey attended the Ontario Library Association's Super Conference in February. Sullivan attended the ARUPLO training in September held in Barrie. Sherwood and Coles attended the RA (Readers' Advisory) in a Day Conference in Toronto in October.

Presentations

Bessie Sullivan presented at the OLA SuperConference in early February *The ABC for the New CEO: Advocacy, Budgeting, and Change*. Sullivan also presented at the British Columbia Library Conference in April. She outlined seven years of work done by the Ontario Public Library Association's Readers' Advisory Committee to standardize Readers' Advisory training and resources province wide. Board Chair Nancy McLuskey and Sullivan presented the annual report to County Council and all Municipalities during the spring. Catherine Coles presented Celebrity Readers at RA in a Day in October.

FACILITIES

Branch Upgrades

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

The Highland Grove Branch was renovated from October 24th until November 22nd, 2011. The Branch was completely gutted and the walls were refinished and painted. New and refurbished perimeter shelving was installed. The end result was a brighter, more accessible library branch.

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.

Two high speed routers were purchased through a grant and used to help with the volume of wireless use at Minden Hills and Dysart Branches during the summer.

By the end of 2011, every branch had electronic receipt printers for date due slips. This change makes it possible to stop purchasing book pockets, date due slips, and routing slips.

An extensive inventory of all electronic equipment housed in library branches was undertaken. The inventory will lead to an equipment replacement plan

Data Collection

In September of 2011, the Summer Children's Programming Co-ordinator undertook a very brief survey to gauge the impact of children's programming and Monday operating hours on the businesses in Haliburton Village. The general consensus was that the more people in the downtown core the better for everyone. All libraries in Haliburton County will continue to develop their role as the hub of the community.



New children's section at Highland Grove

HALIBURTON COUNTY PUBLIC LIBRARY

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

www.haliburtonlibrary.ca