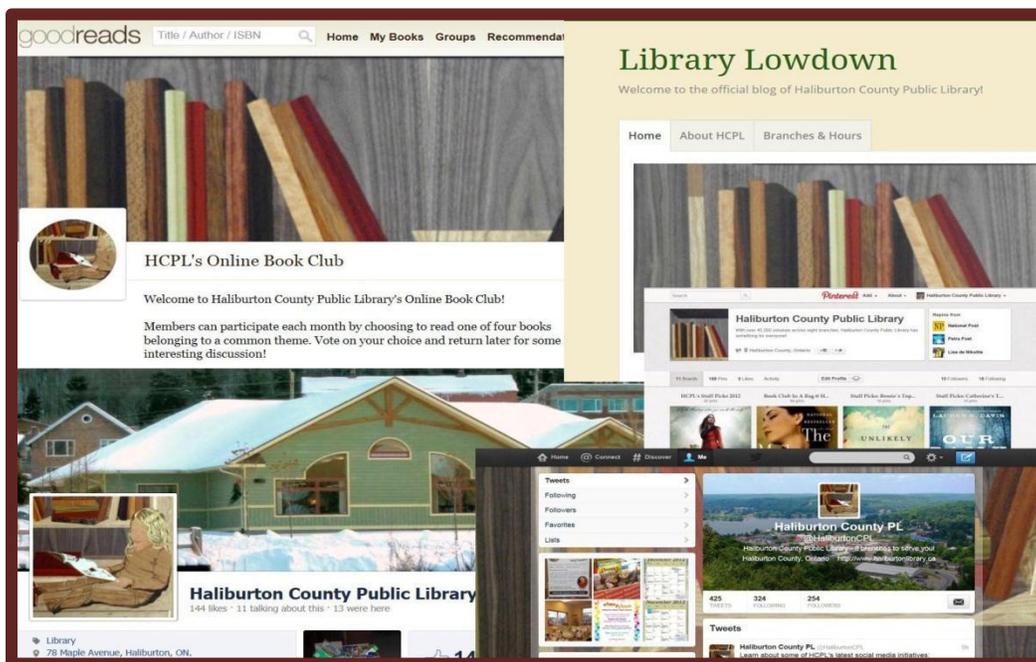


# Annual Report 2012

## Haliburton County Public Library



## Board of Directors

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

## **2012 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 public library is where place and possibility meet” -Stuart Dybek.**

Early in 2012, the Haliburton County Library Board began the process of strategic planning. With the help of the Southern Ontario Library Service, they embarked on a day of brainstorming. This session resulted in a facilitator report of common themes and directions that will form the foundation of the final strategic plan. Through extensive Committee and Board input this year, a draft strategic plan is nearing completion and will be finalized in 2013.

The process of strategic planning indicated clearly that the role of the public library has changed. We are no longer merely in the book industry, but rather we have become the vehicle to facilitate the reading and information-seeking world.

Our spaces are used for collaboration and creativity, our services for meeting the recreation and research needs of the public, and our partnerships for maintaining existing services and bridging any potential service gaps. As a collective, these elements allow us to connect with our community in a limitless number of ways.

It had been determined in 2010 that both policy and procedure manuals needed to be upgraded and by the end of 2012, the Board had reviewed and passed 32 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.

Early in 2012, the job evaluation process was completed to complement the new organizational structure. Detailed job descriptions will be developed in 2013.

The Municipalities continue to support the library system with the belief that facilities within their jurisdiction need consistent monitoring and upgrading. To that end, by the fall of 2012, Highlands East had plans underway for a new library structure in Wilberforce.

Haliburton County Public Library (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 2012, the HCPL spent \$619,185.00 on salaries. \$97,881.00 was spent on new materials of all formats. The total audited expenditure for the library was \$806,759.00 and the County Levy was \$643,700.00. (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 2012, the Public Library Operating Grant from the Minister of Culture was \$120,353.00. The Canadian Library Association supplemented one student at \$1,908.00. Haliburton County Development Corporation provided \$7,500.00 to support an intern in the administration office. The amount of \$13,946.00 came from the Ontario Library Association to support Technology Interns.

### **Awards**

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

The HCPL won the Angus Mowat Award of Excellence for our Celebrity Reader column. It was presented by Minister Chan at the Ontario Library Association's Super Conference.



## **PERSONNEL**

The Job Evaluation process was undertaken late in 2011 and completed in 2012.

In 2012, Haliburton Highlands Secondary School approached us to participate in their Co-op program. We had two very successful placements and will continue to participate in the program.

Due to the long term absence of a permanent staff member, we were able to hire a recent library school graduate, Amanda Wilk, on a contract basis.

## **COLLECTIONS**

### **Circulation**

The overall circulation of items at the library went from 134,659 in 2011 to 138,756 in 2012, for an increase of 3% in circulation. The current total number of card holders decreased slightly from 7,437 in 2011 to 6,667 in 2012. We added 6,532 items to our catalogue bringing the total number of holdings to over 49,000 items. Even though the number of our collection has increased by 14,000 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 a minimum of 60,000 items (Guidelines for Rural/Urban Public Library Systems 2<sup>nd</sup> Edition, January 2012).

### **Interlibrary Loan**

The HCPL lent 2,129 items from our collection in 2012 to patrons of other library systems. These items were lent to libraries all over Canada. We borrowed 2,808 items in 2012 for our patrons.

## **OUTREACH**

### **Partnerships**

By the end of 2012, the HCPL was connected to more than forty strategic partners. Partnerships allow the library to offer a wider variety of services and avoid duplications of services provided by other agencies.

Highlights of 2012 partnerships include Haliburton, Kawartha, Pine Ridge Health Unit traveling displays and water testing drop-off in Minden. The Minden Hills Museum installed black and white photos of the history of the area at the Minden Hills Branch.

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 is 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.**

The Friends held their Annual General Meeting on April 27th at the Minden Cultural Centre and the guest author was the cultural centre's writer in residence Ava Homa.

The Lunch and Learn for 2012 was held on May 31<sup>st</sup> featuring Sheila Ziman speaking about the Haliburton Land Trust.

The Friends held a Book Sale on June 17th in conjunction with the Rail's End Gallery's Treasure N' Trash Sale. They also held one on the grounds of the Minden Hills Branch on August 4<sup>th</sup>.

On August 15<sup>th</sup> they held an outdoor tea at the Dysart Branch that featured Heather A. Clark, author of *Chai Tea Sunday*.

The Friends held their seventh annual Book Gala on November 4<sup>th</sup> and Terry Fallis was the speaker. The event was held at the Pinestone as other venues had been outgrown.

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

For the second time, the Friends held a "Friendly Christmas" sale in December 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 2012, they provided Large Type format books, a new portable library tent, a book truck, a laminator, some book club sets, support of the Evergreen Award, and some children's craft supplies.

### **Programming**

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

March Break programs at the Minden Hills, Dysart, and Wilberforce Branches were attended by 83 people.

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.

The HCPL ran a comprehensive children's program schedule during the summer of 2012. These events attracted 660 child participants as well as their caregivers.

The HCPL participated for the fourth 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 87 votes towards the provincial total.

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.

Dysart, Dorset, Gooderham and Stanhope Branches continue to host regular book club meetings using both the HCPL book club sets and the general collection. Minden began a theme-based book club late in 2012.

Also late in 2012, HCPL started an online book club using the Goodreads platform. Book club members have a choice of four themed books to read each month and can choose to participate in on-line discussion.

### **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 five events in 2012, the booth had 636 visitors and registered 10 new library cards.



**Wilberforce Agricultural Fair – August 2012**

## **Publications**

The HCPL endeavours to aid our patrons in a number of different ways, be it book selections, how to use our online resources, or how to manage your account. Every year we produce booklets and pamphlets on a topic pertinent to the moment. In 2012, the *Annual Report* was released on April 25<sup>th</sup>. *2012 Staff Picks*, *Amazing Young Adult Reads*, and *Amazing Picture Books to Explore* were also produced, and then made available to the public.

## **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 four print publications, and regular promotion spots on both CanoeFM and MooseFM.

## **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.

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

Catherine Coles became the Chair of the Ontario Library Association's Evergreen Committee which is the adult portion of the Forest of Reading Award Program.

Coles became the Divisional Editor for Public Libraries for Access which is the magazine of the Ontario Library Association.

Sullivan sits on the Ontario Library Association's Advocacy 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.

Staff training day in October focused on Readers' Advisory in the morning and then procedure changes and hands-on Readers' Advisory in the afternoon.

All staff continue to work towards the Southern Ontario Library Service Certificate in Small Library Management.

### **Conferences**

Sullivan, Coles, McLuskey, and Trustee Reuben Maughan attended the Ontario Library Association's Super Conference in February. Sullivan and Coles attended the ARUPLO training in September held in Barrie. Sullivan, Wilk, and Coles attended the RA in a Day Conference in Toronto in October.

### **Presentations**

Bessie Sullivan presented a session entitled *Using Local Media to Promote Your Library* at the OLA Super Conference in early February. Board Chair McLuskey and Sullivan presented the annual report to all Municipalities during the spring.

## **FACILITIES**

### **Construction Projects**

Late in 2012 Highlands East Council began negotiations with Fleming College to build a sustainable Library building in Wilberforce. The project will take place over 20 weeks of building in 2013.

### **Technology**

Industry Canada funds a program called Community Access Program (CAP) through which all of the public computer equipment is supplied. This funding was discontinued in 2012. However, the funding for the capital cost of computers has been added to the Library's 2013 budget through financial support from the County. Generous donations have also been received or committed by library partners. The portion of CAP that allows the library to hire interns has so far remained intact. These interns work in the branches and help people learn computer skills and trouble shoot their own technology issues. The HCPL will continue to monitor the program costs with a view to maintaining this important community service.

Our on-line library catalogue got an upgrade with the addition of a product called Novelist Select. This tool boosts the quality of information in our catalogue with reader-focused features. Elements like reading recommendations, read-a-likes, series information, reviews, and book jackets make browsing books on-line a much more enjoyable and relevant activity.

## **HALIBURTON COUNTY PUBLIC LIBRARY**

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

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