

# Bruce Mines and Plummer Additional Union Public Library



## Annual Report 2008

## Message to the Community

The Annual report is our opportunity to illustrate our achievements and communicate the progress we have made over the last year. The success of our programs and services are attributed to the dedication of our staff, the Board members and library volunteers who work tirelessly to provide the best possible library service.

The library had a very transitional year in 2008. We transferred the collection from the outdated (1999) Athena automated computer system to a newly created web based Joint Automated Server Initiative (JASI). This transition along with the Re-Accreditation review monopolized most of our time.

Our library remains primarily a fiction reading service, due mainly to space availability. The library's accessibility to nonfiction material via the Internet, eBooks, and Interlibrary Loan (ILL) has increased our ability to provide resources, which are unavailable in-house. The demand for material through our Interlibrary Loan service has again increased in the past year. Also, with our commitment to JASI, our library has become a lending library with quite a substantial request load.

### **Mission Statement**

The Bruce Mines and Plummer Additional Union Public Library is committed to enriching the intellectual and cultural lives of all community residents through its resources, services, programs and active involvement in community activities. Recreational reading, lifelong learning and information services are high priorities.

### **Accomplishments**

#### JASI - Joint Automation Server Initiative

Prior to the transfer of our records to the new system, the staff removed outdated material from all areas of the collection. A wonderful group of volunteers helped to put new barcodes on all 10,000 remaining items in our collection. A data entry person was hired for 8 months to assist with the implementation of the new JASI system. This position was 100% funded by a JCP Grant. The project involved the transfer of all our patron and collection data to the new system, cataloguing of new items, development of manuals and staff training. An additional responsibility of this project was to develop system parameters that would meet the needs of our library. The end result is a modern and versatile new system that provides our patrons with online access to our collection and their library accounts anytime, from anywhere.

#### Re-Accreditation Certification

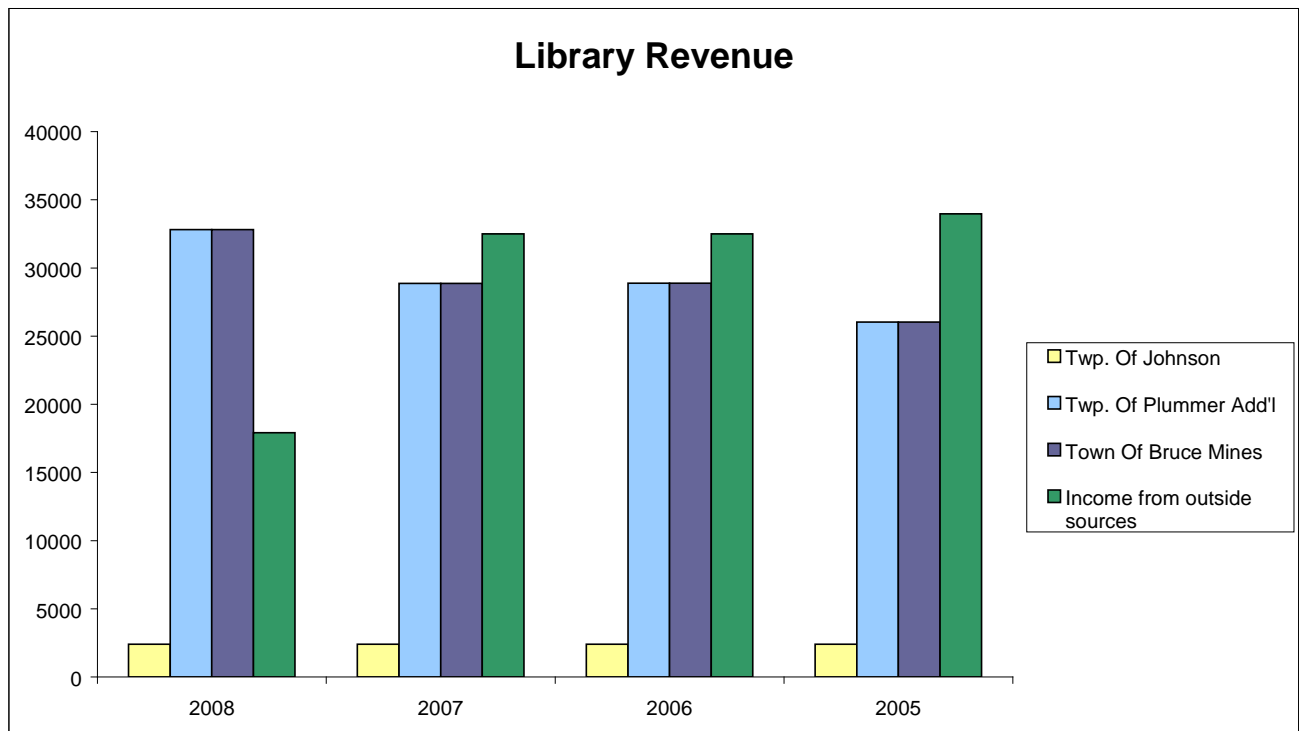
In the fall of 2008 the Bruce Mines and Plummer Additional Union Public Library underwent an audit for its re-accreditation certification. The Board and staff worked diligently all year long to ensure our policies and procedures were up to date and comprehensive. The Board and staff were well rewarded with a final score of 97%.

## Funding

The library staff was successful in obtaining funding from several organizations during the year. This funding supports programs, services and the collection, as well as providing valuable youth employment.

YCW - 100% funding for a summer student - \$6,530.07  
Industry Canada - 100% funding for 5 part-time students - \$2,292.39  
Industry Canada - computer equipment - \$3,275.00  
Service Ontario - \$500.00  
Provincial Grant - \$3,871.00  
Job Creation Project - \$1,199.00  
JASI Grant - \$249.37  
**Total funds obtained through grants - \$17, 916.83**

Each year the staff strives obtain additional funding from outside the community to support the library. The bar graph below illustrates the sources of our income.



## **Friends of the Library**

The Friends of the Library is a wonderful group of volunteers who have graciously donated their time on fundraising events for the library including 14 Annual Gala/auctions. In 2008, a small, new Friends group formed and began planning for fundraising events. The Friends fundraising has always been a great resource to supply the library with much needed equipment and material that would not otherwise be possible. The children's rug, shelving units, book collections and the conference table are just some of the items obtained through these fundraising efforts. A fantastic recent example of this is our roadside sign that was 100% funded by the Friends of the Library.

## Registration Statistics

### Patron Registration

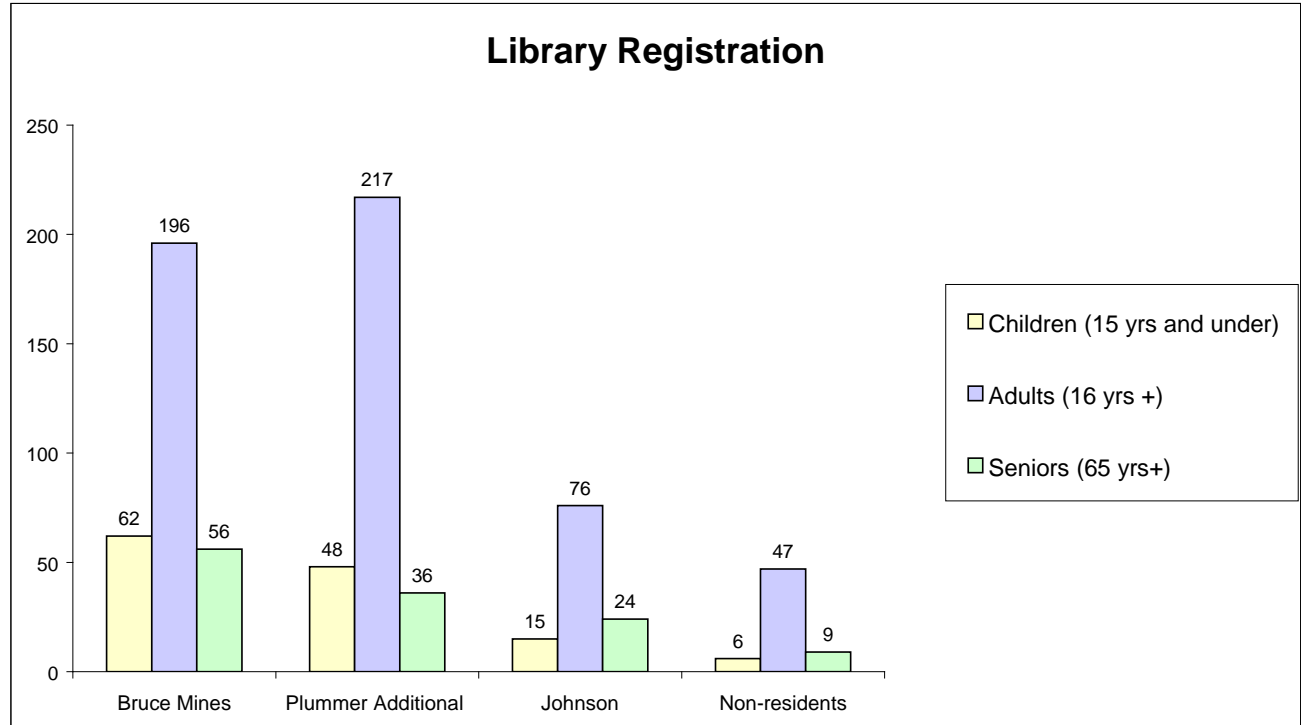
As of December 31, 2008, the library had 792 registered patrons. In 2008 we reviewed all patron records and removed members whom had not used their card in the past year. This ensured that we only entered current patrons into our new system. This accounts for what appears to be a drop in membership from 2007.

### Patron Registration/Population Comparison

The chart below illustrates the patron registration for each municipality. Through monitoring the statistics each year, we can identify changes in the usage of the library for each municipality.

Municipality	Patrons Registered 2007	Patrons Registered 2008
Town of Bruce Mines	429	314
Plummer Additional Township	379	301
Johnson Township	170	115
Non-resident	82	62

The percentage of the population that is registered library cardholders is exceptional. Adult cardholders account for the majority of library membership.



## **Services**

### Basic Services

Photocopying

Computer printing

Scanning

Faxing

Laminating

Wireless

Workshops - babysitting course, crafts, first aid course, etc.

The library is a *Service Ontario* site. The staff is trained in providing assistance navigating the Service Ontario website for things such as applying for a birth certificate, driver's licence renewal, change of address, etc.

*The library staff provides the following services for a fee of \$15.00 per hour.*

*If the request only takes a few minutes, the fee is waived.*

Typing

Scanning

Photo Editing

### Interviews and Resume Writing

A Job Connect Employment Consultant is available at the library on Wednesdays from 1:00 to 3:00 pm. Whenever possible, library staff directs patrons needing assistance with resumes and interview skills to contact Job Connect personnel. If the Job Connect hours are not convenient for a patron, the library staff will offer assistance.

### Computer Training

The staff offers basic one-on-one training for many computer applications including email, Internet, word processing and photo editing.

### Outreach

The library provides a book delivery service to patrons who cannot come to the library due to health restrictions.

### Research

The library staff provides research assistance to all patrons. If questions cannot be answered with information from the collection or the Internet, our staff has access to outside resources through Ontario Library Services – North to assist in answering patrons' enquiries.

### Zoomtext 9

The Zoomtext 9 computer program was developed for the visually impaired. It provides the user with the ability to enlarge the text on the screen. It has the ability to "speak" the text as well. The use of headphones ensures individual privacy. Two computers at the library operate the Zoomtext 9 program and each has a large type keyboard to assist the visually challenged.

### Book Club

Our library hosts an open Book Club each month. The members meet to discuss the latest selection. Our Book Club reads a variety of material ranging from fantasy fiction and murder mysteries to family drama and nonfiction material. The books are selected by the members. The library staff supplies the books to the club through our Interlibrary Loan Program.

## Special Collections

### eBooks/ eAudiobooks

eBooks are electronic versions of printed books and are excellent for providing current information on a variety of subjects. Since eBooks are online, patrons can access them from any computer, anywhere, anytime. Our library has partnered with libraries across the province to provide this service to our community. Our eBook collection is valued at over \$100,000. Our latest addition is the ability to download eBooks to MP3 Players.

### Large Print

To assist our public with the enjoyment of the written word, we have developed a large print collection. The books in this collection are typeset in a larger font for easier reading. We also expand this collection through a large print book "pool." A partnership developed through OLS-North provides the library with a book block rotation every four months.

### Audio Books

Our audio collection usage has increased over the past few years. We have purchased several new titles to ensure we are meeting the demand. Our format is changing from cassette to CD.

### Videos/ DVDs

The library has a small collection of movies and nonfiction titles in both video and DVD format. The bulk of this collection was generously donated. Movies do attract patrons to the library and we hope to obtain funding to improve this collection.

### Magazines

The library has developed a periodical collection. The following magazines are available to our patrons: Small Farm (new Canadian magazine), Our Canada, WISH, Canadian Health and Lifestyle, Bookmarks Magazine, People StyleWatch, Craft n' Things, Memory Makers, Step-by-Step Beads, McCall's Quilting, Canadian Home Workshop, Clean Eating, Alive, Townies and Consumer Reports.

### Gentle Reads

In 2006, we developed a collection of books we call "Gentle Reads." This collection contains fiction material that is free from violence, horror and foul language. Often the books have underlying spiritual content. This collection continues to be well used.

### Collection Purchases

The collection is expanded through purchases made with the book budget, as well as donations from the public. Each year, the library receives an enormous amount of donated material. Those that are appropriate for the collection are added to the shelves and the others are sold to provide additional revenue for the library. These book donations substantially increased our collection, while saving the taxpayers money.

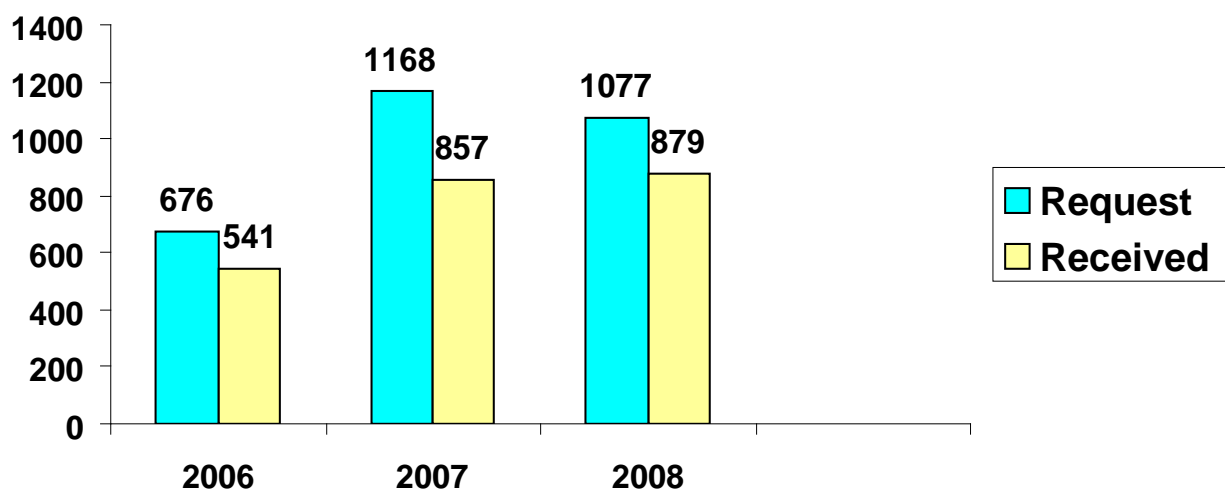
## Interlibrary Loan (ILL)

Through Interlibrary Loan, our library is able to provide our patrons with an almost infinite selection of books. Within the Ontario Partnership, we are authorized to borrow books from other libraries and have them shipped to our library, via Canada Post. This service is essential, as we could not possibly meet the needs of all our patrons with our limited space and the amount of funding we have for materials. ILL is especially useful for patrons who are looking for rare or out of print books, specific formats and material on specific subjects such as.

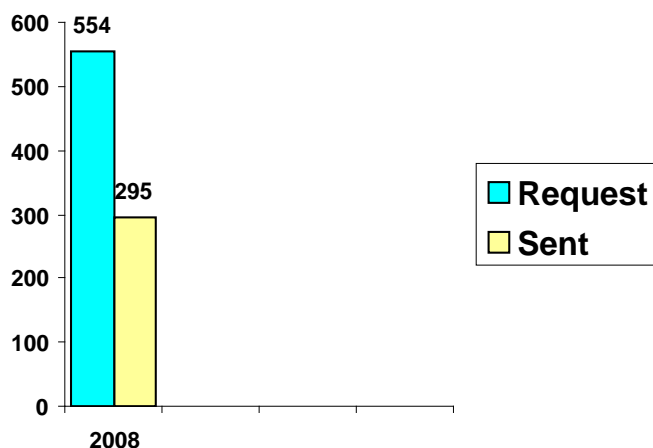
Over the past year, the ILL program has had a continued increase in the number of requests. This is partially due to the increase in awareness of the service.

In 2008, with the introduction of the new JASI system, our library became an Interlibrary Lending Library as well. This service provides material for loan to other libraries. Our library received a substantial number of requests in its first year. We filled approximately 53% of those requests. Requests that are not fulfilled are due to several factors such as the items were already on loan to our patrons, the items were at the bindery for repair or the items were published within the last 2 years and are thus kept in circulation for our patrons. Ontario Library Service-North supports the shipping of these books via Canada Post.

### Interlibrary Loan (Borrowed)



### Interlibrary Loan (Lent)



## Programs and Events 2008

### Cool Kids Camp

This summer program provided children ages four to twelve with a story session, crafts, games, songs and outdoor physical activity, twice weekly. Our Young Canada Works student and our CAP student operated the summer program. This program is an important element of library advocacy, as it introduces children to the library and the children's book collection.

### Yard Sale

Our yard sale is held the first weekend in July. In 2008 the sale included donated books and items, as well as books, which had been "weeded" from the library shelves.

### Teddy Bear Picnic

This event was held in August. This grand picnic for children and their teddy bears was great fun for all who attended. The children participated in a teddy bear hospital, face painting and teddy bear crafts. Entry into the grounds and the raffle for the teddy bears was by donation only. This event was developed to bring families and young children to the library. It was a wonderful success, with over fifty children enjoying the day's activities.

### Class Visits/ Partnerships

Classes from Arthur Henderson Public School are invited to the library for a reading and book selection session. This cooperative program benefits both the school and the library. The library in cooperation with the Ontario Provincial Police and both public schools operated a Read and Ride program. The children had the opportunity to obtain a ballot by reading three books. Their names were entered into a draw to win a ride in an O.P.P vehicle.

### Public Library Week

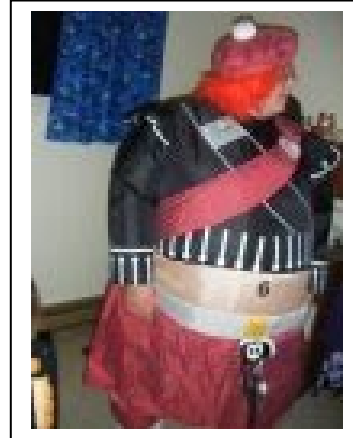
Each year, during the month of October, Ontario celebrates *Public Library Week*. This year our library hosted events during this week, as well as activities for the month of October. In the past the library has planned events for the entire week. For 2008 the library was in the process of transferring our MARC records into the new integrated library system, thus we kept the focus of our Public Library Week plans on our patrons.

- § Food for Fines – For the month of October, patrons could donate non-perishable food items in exchange for having their book fines removed. All food items were donated to the food bank.
  
- § Fall Harvest Fest - In October, several Fall Harvest events were offered including: a book sale, a pumpkin carving session with hot apple cider & apples with caramel sauce and a carved pumpkin sale.



### Author's Visit

In November, we hosted a visiting illustrator from Alberta. Adults and children attended this event. Lorna Bennett provided an overview of how a book becomes illustrated. She is the award-winning illustrator of "M is for Mountie." Lorna says, "Touring with the Young Alberta Book Society's Chrysalis Festival every October and giving illustrator presentations for the last four years has been a great source of joy and inspiration."



### Halloween Party

Each year, during the Halloween season, the library presents an evening of scary fun and excitement. Children, ages five and up listen to spooky stories and participate in gypsy fortune telling, Halloween crafts and games. This program has become a Halloween tradition for many families in the area. This year saw a reduction in attendance, as there were other parties the same evening, however, overall the event was a successful.

### Santa Reads

Each year, in December, Santa Claus comes to the library to read Christmas stories to the children and to share some hot chocolate and cookies. Children look forward to his visit and well entertained.



## Library Board Members and Staff for 2008

### Chair:

Jean Hershey - Plummer Additional Citizen Representative

### Vice chair:

Carl MacKenzie - Plummer Additional Citizen Representative

### Trustees:

Andrea Paterson - Town of Bruce Mines Citizen Representative

Cathy Wing - Town of Bruce Mines Citizen Representative

Melven Robison - Plummer Additional Council Representative

Darren Foster - Town of Bruce Mines Council Representative

- Replaced by Sara Jane Swain, June 2008

### CEO

Nancy Leindecker  
Plummer Additional Township  
Hired September 26, 2000  
35 hours/ week

### Library Clerk

Jacqueline Bloye  
Bruce Mines  
Hired January 4, 2005  
24 hours/ week

### Casual Staff

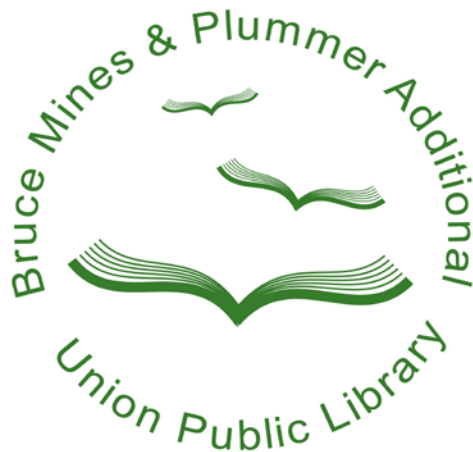
Crystal Burch  
Bruce Mines  
Hired August 3, 2003  
2 hours every other Saturday and as needed

### Cleaning Staff

Jacqueline Bloye  
Bruce Mines  
Hired September 5, 2001  
5 hours/ week

Lorelee Gordon  
Plummer Additional Township  
Hired February 3, 2008  
2 hours every other Saturday and as needed

Cathy Inch  
Bruce Mines  
Hired April 2008 to replace Jacqueline Bloye  
5 hours/ week



*A Library is not a luxury, but one of  
the necessities of life.*

*Henry Ward Beecher*