

**Metropolitan Toronto
Library Board**

1976 Annual Report



The Board



Mr. E.J. Canning
Chairman



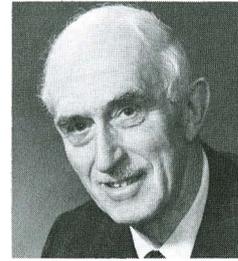
Mr. W.G. Cassels, Q.C.
Vice-Chairman



Mr. R.J. Bergin



Ms. P.M. Bergman



Mr. T.H. Goudge



Mr. S.T. Hilliard



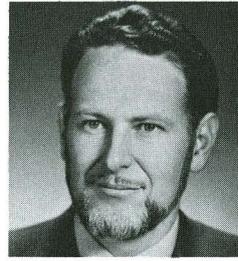
Mr. G.R. McCowan



Mr. J.S. Midanik, Q.C.



Controller N. Pownall

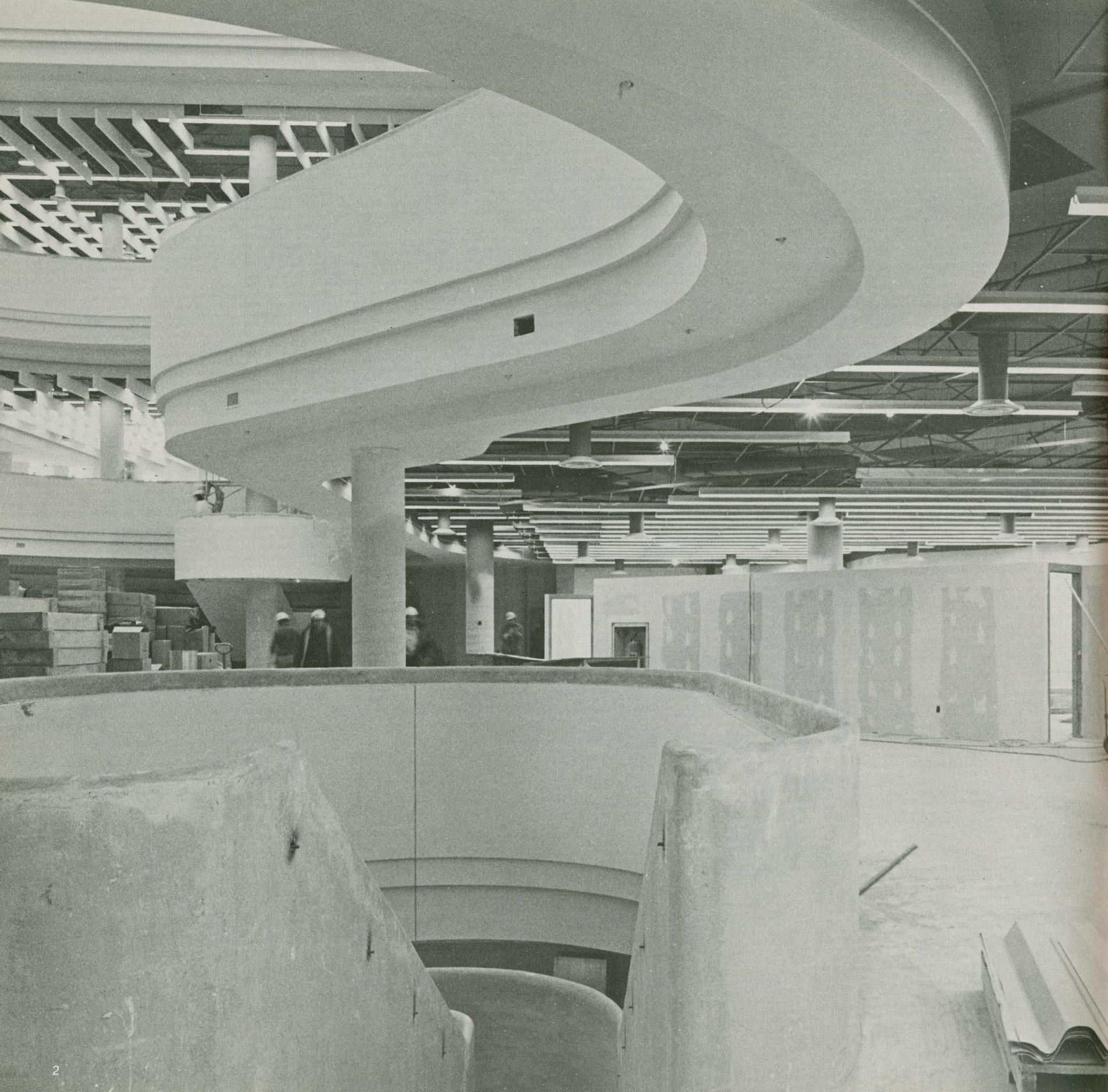


Mr. J.S. Ridout



Miss S. Taylor-Munro

Director: Mr. J.T. Parkhill
Secretary-Treasurer: Mr. A.H. Winfield
Head, Central Library: Mrs. M. Allen



Report of the Chairman

Report of the Chairman

Despite the restrictions on staff because of the financial restraint required of all government bodies in 1976, the Metropolitan Toronto Library Board has been able to maintain progress in many areas. Activities begun in 1975, such as construction of the new building, more detailed examination of our internal operations on all levels, and more extensive cooperation with area library Boards left no time for complacency or nostalgia. Both the momentum and the pressures increased in this past year.

If one word were to be used to sum up a large percentage of the business of the Metropolitan Toronto Library Board over the past six years, that word would be *planning*. 1976 was no exception. Centered on the new library design and construction for so many years, the planning continued at an even greater pace, and this year focussed on the services to be offered from our new building.

Early in the year the Board named the new library the Metropolitan Toronto Library. Plans proceeded for the actual transfer of the collections to the new building. Although we have sought information from other large libraries, their experience is not directly applicable to our move. Therefore, a Move Planning Group formed by administration reports to the Site and Building Committee.

After many hours of consideration, the Board decided that public service at Central Library would close for a period of up to six weeks this coming summer while the collections are moved to the new library. This was a very hard decision for the Board. We felt, however, that Central Library users would not be satisfied with the very limited service that could be provided during the move. It would not be possible to retrieve materials from stack areas while these materials are being cleaned, packed and moved. Another major concern was the security of the collections, with movers, staff and users all in one area.

Construction on the building has proceeded very well. At year's end, the building was 80 per cent complete and within budget. The building was closed in, and finishing of the exterior was 95 per cent complete. The interior is being finished from the top down. The Project Management Team has kept a close check on progress, and the Site and Building Committee of the Board has ensured that the project has kept on schedule.

To keep scarce material available for more people at the Central Library and in response to user patterns over the past few years, the Board decided to make the collections non-circulating September 1. There are three exceptions to this policy — the Music Library, Languages Centre, and pictures from the Fine Art Collection. At the same time, the Board also decided to promote greater use of inter-library loan service and photocopy service. As a result of this decision, staff are able to devote more time to improving the reference service to the user and to use the materials budget to buy more titles for broader reference coverage rather than duplicate copies for circulation. Over the past six years the circulation of books had decreased from 370,000 to 190,000 books yearly while materials used in the library had increased from 828,000 to 1,588,000. The collections have been largely reference for some years and the new policy is not expected to cause any difficulties for users since there are 80 other public libraries circulating books in Metro Toronto and the new building will be convenient to public transit, so users of reference materials can get to the building easily.

During the past year, the MTLB held several meetings with the library Boards of East York, Etobicoke, North York, Scarborough, Toronto and York and the Administrators of Borough and City Libraries, to discuss various projects and studies. In the spring the report by Beckman Associates, entitled "Metropolitan Toronto Library Collections —

A Working Document", was commissioned by the Board and it was agreed to move forward with its recommendations in 1977. As a result of the study on the Municipal Reference Library, undertaken for the Board by Dr. Alex Murray of York University, it was decided to continue that operation in its City Hall location and not to move it to the new building. The Board also elected to take on a pilot program with one or more of the area library Boards on municipal reference services.

The Canadian Library Association's "Project Progress" was considered by all Metro Boards. This is a national research study on where we are and where we are going as public libraries for the next 25 years.

Members of the area library Boards also met to discuss the implications for Metropolitan Toronto of the Bowron Report. This report on public library service in Ontario, commissioned by the Ontario Provincial Library Council, generated substantial interest among all library boards in the province.

In November our Board published a directory of library expertise in Metropolitan Toronto entitled *Who knows what — an inventory of expertise for Metropolitan Toronto public library requirements*, compiled by Susan Klement. Free copies were distributed to area public libraries.

The Ontario Library Association held its 75th Annual Conference in Toronto in October. MTLB staff were heavily involved. Audio Visual Service staff handled all AVS requirements as well as a film program; our Director, John Parkhill, presented an arm-chair tour of the new Metropolitan Toronto Library; Library Architect Raymond Moriyama was one of the keynote speakers on the theme "Towards the Year 2000", and delegates interested in science fiction visited Toronto Public Library's Spaced-Out Library at Boys and Girls House, and the "Science Fiction around the World" display at Central Library.

MTLB staff were active professionally

during the past year. The Director visited libraries in Buffalo, Cleveland, Detroit, Dallas, Houston and Boston in his quest for information on large library moves. He attended the INTAMEL conference in France where he presented a major paper on "Subject, Special and Rare Book Collections in Major Public Libraries around the World" and he was also a member of the ALA accreditation team that visited Dalhousie University's School of Library Service. With Audio Visual Coordinator Laura Murray and Languages Coordinator Leonard Wertheimer, Mr. Parkhill attended the American Library Association annual conference in Chicago. Robert Yu, Head of Bibliographic Centre, attended the International Federation of Library Associations meeting in Seoul, Korea. Leonard Wertheimer's *Books in other languages* was published by the Canadian Library Association. Board member Pat Bergman represented us at the Canadian Library Association Conference in Halifax.

Liaison with other libraries, educational, and cultural institutions and organizations continued to be developed by MTLB trustees and staff as a result of attending workshops, conferences and meetings. Numerous visitors from as far away as the U.S.S.R. and Finland, and as near as the Faculty of Library Science at the University of Toronto, toured our facilities and learned in person of the resources, services and collections.

Board members were extremely active during 1976 too. They were asked to attend 10 regular meetings, five special meetings and 36 committee meetings. I am grateful to each and every member for their support and attention to the matters of this Board. I appreciate their cooperation and the vast amount of work devoted to the steady flow of business during the year.

I want to thank especially the Committee Chairmen: Sydney Midanik, Administration and Personnel; John Ridout, Finance; and

Walter Cassels, Site and Building. Mr. Cassels has been deeply involved with the planning and construction of the new library since its inception. In addition to keeping a careful watch over the Board's major building project, he also serves as Vice-Chairman of the Board. The Site and Building Committee along with Tom Lennard, Building and Move Coordinator, Bonnie Campbell, Building Liaison Librarian, and Bruce Fairley, Assistant Move Coordinator, have worked closely with the project team, the architect and MTLB staff to ensure a smooth and easy transition from old to new premises.

It was gratifying too to note the increased interest of staff in attending Board and Committee meetings as observers who are sometimes invited into the deliberations.

I would like to pay tribute to and express my thanks for their support to three valued members of the Board who retired at the end of 1975: William Archer, former Alderman who represented the City of Toronto and who spoke so ably in both City and Metro Councils on our behalf; Doug Pettem, from North York who has since gone on to become Chairman of the North York Library Board; and Doug Cuthbert, who represented York Council since 1967 and was Chairman of our Administration and Personnel Committee for several years. I also record the Board's regret at the death of former Board member Brian Wallace who represented the Metropolitan Toronto School Board.

We have welcomed to the Board, Gordon McCowan, former Chairman and still a member of North York Library Board, Sheryl Taylor-Munro, an active community worker, who represents the City of Toronto, and Stuart Hilliard, a life-long resident of York, representing that Borough.

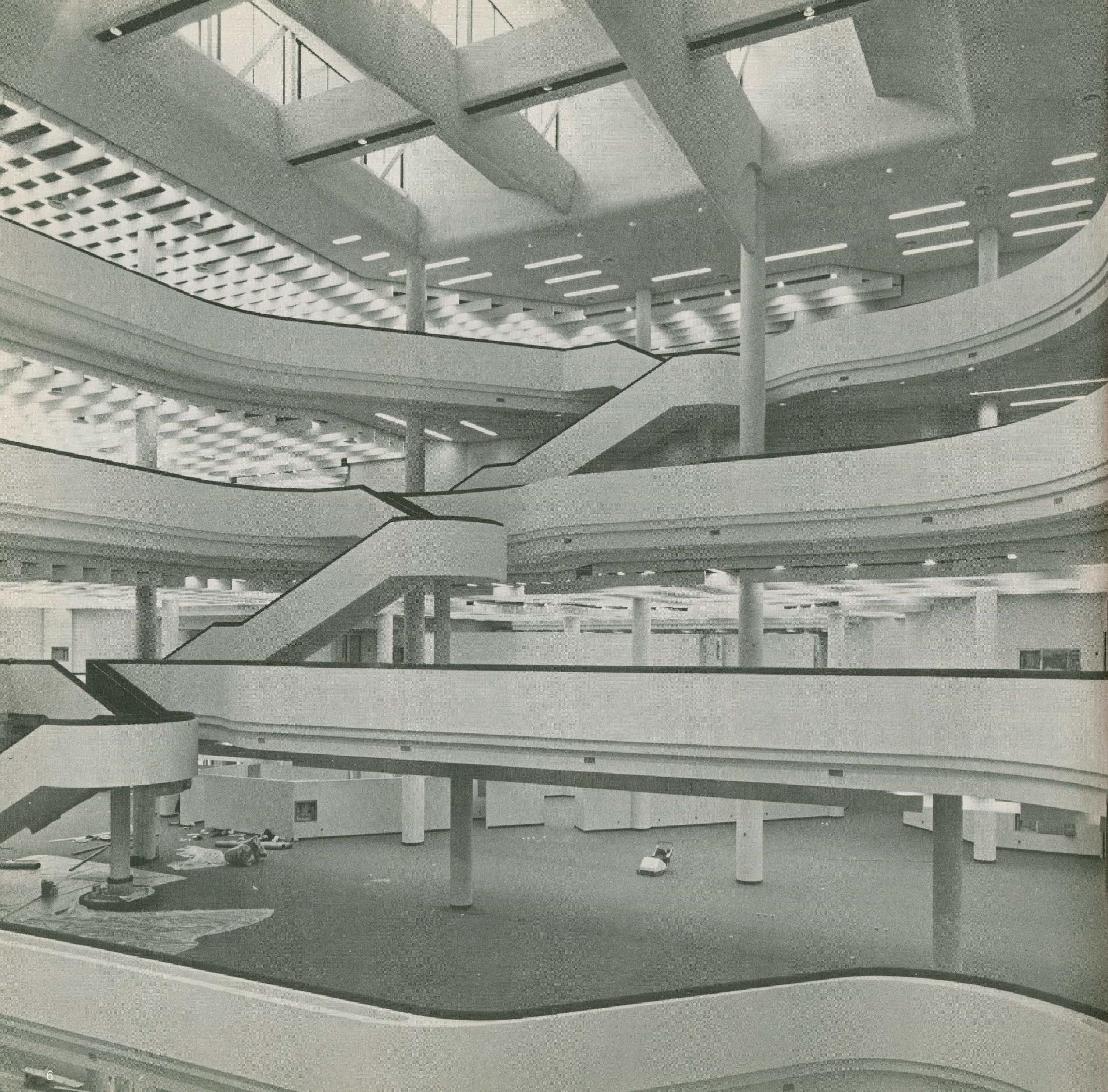
I would like to express my appreciation also to the staff of the Board. In 1977 we will finally see the results of our collaboration in providing the type of environment that

will help them to continue to expand their high standard of service to the people of the Metropolitan Toronto community. The prime concern of our staff has been the quality and quantity of their service to the public in spite of the severe budgetary restrictions of 1976. It has been reassuring also to note that their devotion to duty and their ability to carry out their function has not been impaired by the diverse demands we have made upon them.

To the Boards and staffs of the area libraries I offer my gratitude for their time and contributions to the projects undertaken as co-operative ventures. Their advice and assistance have been invaluable to our operations as a regional Board. Mutual understanding gained in the process has eased some of the stresses of the years now behind us.

1976 has been the last year for which it will be possible to make accurate comparisons with earlier operations. This coming year can only be a mix of past and future. Any forecast could be filled with uncertainties and unknowns but 1977 will in fact provide us with all the opportunities and advantages of a new home. There will be minor difficulties to be overcome but there will be beginnings, new directions and rededication to the spirit of service to the public that has carried us through the years of our growth. I look forward with faith and optimism to the days ahead and I want to thank each and every one of you for your support and assistance in our many progressive steps towards our goals.

Ed Canning
Chairman



Report of the Director

New Metropolitan Toronto Library
under construction.
View from third floor.

Report of the Director

The year 1976 was one of continued consolidation, of both facilities and services, as well as of accelerated planning to make the best use of staff and space. Budget restraints resulted in reduction of open hours in some libraries and encouraged amalgamation of activities in the interests of efficiency and maintenance of public service. A multitude of Board and staff meetings — in several systems Board and committee meetings exceeded fifty in number — worked at resolving problems, with Metro emphasis on the rationalization of collections and the continued improvement of such services as audio-visual, languages, and municipal reference. Reports and publications issued in a growing flood from all library Boards, reflecting these as well as more local concerns and attempting to keep the public informed of the great variety of services offered by Metro public libraries.

East York studied its technical services and began discussions with North York for cataloguing and processing its books. Early in the year, the Dawes Road branch was officially opened.

Etobicoke retired its 23-year-old book-mobile and consolidated its Extension Services. Etobicoke also entered into an agreement with North York for purchase and cataloguing of multilingual children's materials.

North York opened the last of its area branches, Fairview Mall Drive, which houses its Canadiana Collection, and participated in Metro-wide emphasis on Canadian acquisitions, as well as materials in other languages, especially Asian, directing particular attention to schools located in areas where English is not the language of the home. North York amalgamated its three mobile services — Shut-In, Bookmobile and Outreach Program — and established an additional mobile unit as the Flemingdon Park Children's Book Room. The library is working to improve the services of its information banks and plan-

ning the automation of its charge-out systems and materials processing.

Scarborough opened the Bridlewood neighbourhood branch library in March; a computer-assisted book catalogue of its holdings was issued in November. Scarborough also made a start on computer programming the acquisitions of library materials and is considering the automation of an inventory of its library buildings, completed during the year. Changes in the library's organizational structure were also implemented.

Toronto experienced its first full year of operation under the new management structure set up in 1975 and concurred in the certification of its clerical and professional staff members. Six branches underwent renovations and preparations were made for the renovation of others. There was considerable change of direction towards the acquisition and promotion of popular materials as well as of books and materials in languages other than English — multilingual collections increased 60% (to 71,839); multilingual circulation, representing 7.7% of total circulation, increased 64% (to 316,119). Technical services were studied as were catchment areas, goals and objectives, budgeting process, computerized circulation. Citizen input was encouraged, especially with respect to branch expansion and equalization of services across the City.

York's experience of financial stringency translated into close scrutiny of services to the public. Investigation continued into the provision of better facilities in the Weston area and emphasis placed on acquiring more popular materials. Computerized overdues were introduced and participation endorsed in UT/LAS. York shared also in the great variety of programming provided by Metro public libraries, including that for children. Experience '76 funding allowed The Story Book Theatre Troupe to entertain children

from York and two other boroughs with dramatic performances based on fairy tales. Wintario grants for books, furnishings and equipment were especially welcome.

All in all, the most promising development during the year was the decision that MTLB and all area Boards should join the University of Toronto Library Automated Systems (UT/LAS), thus making possible a consolidated, unified approach to acquisitions and cataloguing, as well as the rationalization of collection-building so strongly recommended in the Beckman Report. As in many other situations, the computer will likely make necessary, as well as possible, a co-operative approach in one of the most complex areas of librarianship.

The most challenging development, at least for the Metropolitan Toronto Library Board, was not only to erect a new building, but to make it the centre of an expanded, imaginative, and aggressive service for both the people and the other libraries in Metropolitan Toronto. By the middle of 1977 the architect and the rest of the project team will have completed their job and it will be up to regional staff, administration and Boards, to make the overall system among the world's best, if not, in fact, the very best.

For a population of almost 2.2 million, book stock of Metro's public libraries went up to nearly 4.8 million, circulation to over 15.5 million, and current expenditures close to \$34.7 million.

Public library outlets in Metro increased to 83, including 6 separately housed administration headquarters; deposit stations numbered 55. Total staff went up to 1,518 (not including part-time employees), of whom 412 were professional librarians.

The area Boards continued to contribute staff to committees, projects and task forces and input into the preparation of the Board's estimates, budget and regional multi-year plan summary, particularly valued in a year

of considerably increased special funding from the Province.

Audio Visual Coordinator Laura Murray

Technicians' Services provided regular preventive maintenance to AV equipment in the Metro Equipment Pool, the Languages Centre and the Music Library. Nineteen 8mm animation workshop sessions in cooperation with the public libraries in Metropolitan Toronto were given. There was a substantial increase in requests from other libraries for information and advice on equipment to purchase and design facilities to develop — even a request from Australia. Staff assisted with closed circuit television, video and audio production in many library-sponsored activities across Metro.

Graphics highlights were: the "Mackenzie Valley Pipeline Controversy" exhibit; the "Automobile: History, Design and Maintenance" exhibit; "Science Fiction Around the World" exhibit; the "International Exhibitions and Expositions: 19th and 20th Century" exhibit and the Bulgarian books exhibit. Art work for major publications included the *Annual report 1975*, *16mm films*, *Talking books*, *Who knows what — an inventory of expertise for Metropolitan Toronto public library requirements*, *Italian books* and *Sherlock Holmes catalogues* as well as the *Guide to periodicals and newspapers*.

TYPE OF WORK	1976	1975
Major Exhibits	5	4
Displays	30	9
Letterpress Signs	417	655
Other Signs	28	54
Major Publications	10	7
Minor Publications	37	29
Hand executed Posters, Sm.	3	8
Hand executed Posters, Lg.	12	26

Circulation of the *Metro Equipment Pool* decreased slightly this year because of a huge decrease in the demand for video equip-

ment; the much tighter staffing situation in the libraries across Metro perhaps accounts for the decrease in the number of special projects using video equipment.

TYPE OF EQUIPMENT	NO. OF BOOKINGS		NO. OF DAYS OUT	
	1976	1975	1976	1975
16mm Motion Picture Equipment	97	56	695	410
8mm Motion Picture Equipment	73	74	517	634
Video Equipment	70	141	826	1404
Slide Projector Equipment	24	30	152	224
Audio Equipment	105	83	928	877
Screens	18	18	74	152
Overhead Projection Equipment	10	12	58	94
Opaque Projector	9	5	63	75
Lighting Equipment	20	28	221	220
Polaroid Camera	7	—	79	—
TOTALS	433	447	3613	4090

Photography completed many projects for major organizations, including theatres, libraries, film and television companies, publishers, archives and writers including the Honourable "Joey" Smallwood.

TYPE OF WORK	LIBRARY WORK		PUBLIC WORK		TOTALS	
	1976	1975	1976	1975	1976	1975
Prints (all sizes)	1136	2314	3326	2203	4462	4517
Xerox Camera	644	366	34	46	678	412
Xerox 2400	1616	1485	33	80	1649	1565
Colour Slides	255	328	524	389	779	717
B&W Slides 4"x 5"	—	—	429	291	429	291
Negatives	1222	2661	2857	1927	4079	4588
TOTALS	4873	7154	7203	4936	12076	12090

The 16mm film depot once again helped increase 16mm film activity across Metropolitan Toronto. In 1976, 47,634 films were sent to film libraries, an increase of 7% over 1975 (44,399 films). Teletype requests increased by 16.5%, 66,833 requests in 1976, 57,331 in 1975.

Though many and varied groups from hospitals, business and industry, and social services used the film preview service we had to cut back by 16% in order to handle

the increase in film shippings and teletype requests:

1,452 sessions in 1976

1,786 sessions in 1975

	1976	1975	1974	1973	1972
No. of films borrowed directly from AVS*	2359	2528	1699	1988	10388
No. of films sent to libraries	47634	44399	35451	29639	18953
No. of films not available	19526	14199	10211	7714	7403
No. of film cancellations	1219	1646	945	579	555
Teletype requests	66833	57331	45201	37290	24902

*Audio Visual Services phased out of direct service to borrowers near its location in July 1972, in order to concentrate on providing a back-up service to the film departments of the area public library systems.

Talking books service. New materials were ordered, processed and distributed to the area public library systems for the Metro-wide service. Each now has a collection of 1,000 titles. Five deliveries of new titles were made in Metropolitan Toronto in March, May, July, October and December.

The first edition of the *Talking books* catalogue was produced and distributed in August 1976 and is now being evaluated by staff and users of the Metro-wide service.

In October, because of an "Outreach Ontario" grant we were able to distribute 300 cassette recorders amongst the area public library systems for use in the Metro-wide service.

PUBLIC LIBRARY SYSTEM	NO. OF BORROWERS		NO. OF TITLES CIRCULATED	
	1976	1975	1976	1975
East York	45	24	533	1888
Etobicoke	63	35	2398	1234
North York	69	40	2420	1540
Scarborough	84	28	3216	1433
Toronto	448	364	5947	3465
York	21	10	1088	—
TOTALS	730	501	15602	8261

Report of the Director

Languages Coordinator Leonard Wertheimer

The most positive development was the book purchasing project started in 1975. The project, conceived as an experiment carried out with the very minimum of professional and clerical staff, showed that the most economical and rewarding method of acquiring the kind of popular and general information material frequently requested by librarians and users was to work as closely as possible to the source of publication. Metro librarians have accepted, perhaps with some reluctance, the scanty processing but there has also been some praise for the simplified pre-cataloguing done here.

Relations with area Board librarians responsible for language services were continued on an informal basis. Eleven memoranda were circulated to them during the year with items of information. The Director held a meeting of language librarians and senior administrators in order to correlate the requirements of area libraries with Metro's means.

TPL has renamed their language services, Multilingual Collection. Scarborough Public Library has created a position of Languages Coordinator which, however, was not filled this year. Scarborough kept MTLB informed of their varied and worthwhile activities in the field of multiculturalism. During the year ten lists of children's books in other languages were produced by TPL, with Ruth Osler as Coordinator, and distributed by MTLB.

A gift of sixty Romanian books was received from the Romanian Consul. Shortly afterwards, a large donation of Bulgarian books was given to us after an exhibition in Ottawa and Toronto.

On the occasion of a vacation in Britain useful contacts were made with The Library Association, Community Relations Commission and related bodies. I also attended a conference on "Library Services to Cultural Minorities" in Birmingham. Other Conferences:

CLA, ALA and OLA. At the ALA conference in Chicago I was appointed SRRT Task Force on multilingual library services. I submitted a paper to the Public Library Section of IFLA which possibly contributed to a decision to establish a working group on international cooperative acquisition of foreign language books. During the second half of October I was invited for a two-week tour of Quebec libraries.

As often as possible suitable occasions were used for promoting the image and potential of Metro public libraries. At two seminars organized by the League for Human Rights in December reading lists were prepared and made available to participants as well as to institutions visited. Publicity brochures were left in the racks of the St. Lawrence Centre from time to time. Contacts with other multilingual library services in the U.S. and overseas were established or maintained and resulted in the exchange of information. An article by Dorothea Vincent on new German books appeared in the Toronto Courier. Miss Trzos, a retired staff member, wrote an article in *Zwiazkowiec*. I was interviewed on CJBC. Articles by me appeared in *Canadian library journal*, the *ALA year book 1976*, *German-Canadian year book vol. 3* (a reprint of an article originally published in the *CLJ*) and *Library Association record*. *Books in other languages* was published just before the end of the year. 23,140 copies of quarterly addition lists were produced for distribution.

The lack of foreign language material at conference exhibitions has been conspicuous. First steps have now been taken to interest some local booksellers in CLEA. Early results were visible at the 1976 OLA conference, but it is expected that ethnic bookshops will be represented in greater strength during the 1977 conference at Montreal.

Among many visitors to this Department

were Mr. S. Savos, Bulgarian Consul; Professor T.R. Maxwell, University of Waterloo; Mr. T. Rachwal, Multicultural Historical Society; Mr. S. Christea, Romanian Consul; Dr. F.P.J. Rimrott, President of German Schools.

During the year, 9,173 volumes were distributed to area libraries and the Metropolitan Central Library through the Languages Coordinator's office (compared to 3,989 in 1975):

	1976	1975
East York	526	162
Etobicoke	704	404
North York	1,116	1,157
Scarborough	2,965	1,334
Toronto	2,713	225
York	409	305
Metropolitan Central Library	740	402
Totals	9,173	3,989

Linguaphone sets were distributed to boroughs as follows:

East York	65
Scarborough	36
TPL	27
York	37
Total	169

Records and cassettes were also distributed:

East York	24
Etobicoke	41
Metropolitan Central Library	60
North York	8
Scarborough	204
TPL	443
York	1
Total	781

Personnel Officer William Anthony

Negotiations for the 1976 collective agreements with C.U.P.E. Locals 1003 and 1582 were carried out, and the first collective agreement with the Professional Librarians' C.U.P.E. Local 1806 was signed. The labor contracts for these Locals were to take effect

January 1 for one year terms.

Through our rejuvenated Labor/Management Committee program, two flextime projects were carried out, one in April/May, another in November/December. Evaluations were made of various hours-of-work parameters.

A number of supervisory personnel meetings, employee counselling sessions and exit interviews were held with staff members over the year. A supervisory techniques training program was held in October.

Good response was received to advertisements placed at Ryerson and Seneca for part-time library arts students and effective use was made of these applicants. The Personnel Office coordinated the Summer Help — “Experience '76 Program” for the Metro Toronto library systems, and 35 positions were filled by students, three of whom were placed at the Central Library.

Job Descriptions were revised as of September 1 for all library employees, except Administrative staff.

Staff absenteeism and turnover figures were compiled and examined, and it is noted absenteeism for the year has decreased slightly. Revision of the Staff Handbook was started.

Although budget constraints curtailed some employment, the figures show hirings in 1976; full-time staff, 65; part-time staff, 46; short-term and temporary, 13; Experience '76, 3; Separations: 60 (Retired - 2; Death - 1). Promotions: 18. Transfers: 20.

Public Relations Officer Margaret Chartrand

Public Relations activity increased significantly in 1976 with the planning for the opening of the Metropolitan Toronto Library. A preliminary proposal for the opening ceremonies was prepared for the Board in March followed by more detailed information in September.

A staff newsletter on the progress of the new building and the move was initiated in March. A committee to plan the Official Opening Ceremonies held its first meeting in October.

Interest in the new library has been aroused and all the major media have done stories on its construction progress as well as on the services and collections that will be offered in the building. Several regional services, such as Audio Visual services and Languages services received publicity as well.

Among the 324 publications handled by the office, the significant titles are: *The annual report 1975*, *MTLB news*, *16 mm film catalogue and supplement*, *Books in Italian catalogue*, *Guide to periodicals and newspapers* and supplement, *Continuing education directory* Fall '76, and Winter '77, *Who knows what: an inventory of expertise for Metropolitan Toronto public library requirements*, *Sherlock Holmes is alive and well at the Metropolitan Toronto Library*, and *A checklist of the Arthur Conan Doyle Collection in the Metropolitan Toronto Library*.

Special thanks are due to the Sections that loaned materials for the major exhibitions mounted: to Science and Technology for “The Automobile: History, Design and Maintenance”; to the Languages Centre for “Science Fiction Around the World”; to Fine Art for “International Exhibitions and Expositions: 19th and 20th Century”; to Business for “The Mackenzie Valley Pipeline Controversy”. The Science Fiction display was mounted twice more for special occasions — the Star Trek Conference in Toronto and the OLA Conference. In May the People's Republic of Bulgaria made a large donation of books to Metro region libraries. Bulgarian Ambassador Lyubomir Zhelyazkov made the official presentation during an opening of an exhibition of these books. Many Sections mounted special displays throughout the year too.

The Press Room staff had a very busy year turning out over one million impressions for catalogue cards, 200,000 impressions for MTLB business forms and 500,000 impressions for publications.

During the year the Public Relations Office distributed over 200,000 posters and flyers to metro libraries for 300 Metro educational and cultural organizations.

Systems Librarian Bonnie Campbell (to September) Josephine Tsui, Librarian-in-Charge (from September)

The production of annual catalogues, supplements, and special listings for Metro and regional libraries continued as the main business of the Systems Unit, and most were produced on schedule despite high staff turnover. Not only the Systems Librarian, Bonnie Campbell, but also a Project Librarian along with two assistants left during the year.

The York Board of Education joined the 16mm film data base, as did the Georgian Bay Regional Library System. Nine regional boards and two boards of education now share a file of 9,400 titles. From this file, five catalogues and five supplements were produced — for the North York Board of Education and regional library systems. Over half the 1,200 copies printed of the sixth edition of *16mm films available from the public libraries of Metropolitan Toronto* were distributed to area Boards with the remainder sold to various agencies or sent as complimentary copies. Special listings of “children's films”, “Canadian films”, “French films” and “films in other languages” were produced for AVS.

Lake Ontario Regional Library System joined the serials data base, bringing the total number of titles in the base to 10,500 and the number of regional subscribers to five. Four catalogues and two supplements

Report of the Director

were produced. Again, more than half the printing of the 6th edition of the *Guide to periodicals and newspapers* (700 copies) were distributed free to area libraries, and some 200 copies sold to the public. The periodicals holdings of the Metropolitan Central Library were again included in the fourth edition of the Cooperative Union Serials System (CUSS) list.

The eighth edition of the *Continuing education directory* was produced along with a winter supplement; procedures for collecting information from various institutions were revised.

First editions of the *Talking books* and *Italian books* catalogues were issued in 1976. *Talking books* include approximately 500 titles held by area libraries. *Italian books/Libri Italiani* lists over 2,170 titles held in the Languages Centre of the Metropolitan Central Library.

Thanks

The Chairman and the Head of the Central Library have already thanked most of those to whom I too owe a debt of gratitude for assistance and cooperation during the year. But I should like to thank those who, after considerable service, retired or moved to other libraries or other employment and to welcome new members of staff who helped with the planning of rearrangements for the 1977 move and of the move itself. I am impressed by the contributions of so many staff who gave talks, made appearances, wrote articles, took courses, visited libraries, attended conferences and seminars — and reported conscientiously on these aspects of their professional development. (A record of these activities is contained in *MTLB news*.)

Many library activities are centred, of course, in Toronto and the MTLB very frequently finds itself in the position of host. Particular pressure, therefore, is put on the

headquarters staff who constantly find themselves making arrangements for MTLB and other Metro regional meetings and functions as well as those relating to, for instance, DORLS (Directors of Ontario Regional Library Systems), CELPLO (Chief Executives of Large Public Libraries of Ontario), CARML (County and Regional Municipal Libraries), and AMPLO (Administrators of Medium Public Libraries of Ontario). I am grateful to the staff for uncomplainingly adding these tasks to an already heavy workload. I especially thank my personal secretary, Charlotte Chic, and my administrative assistant, Carol Rivers. Everyone has helped magnificently with the new library building but I'm again grateful for the contributions of Tom Lennard who added the responsibilities of Move Coordinator to his functions of Building Coordinator, and Bruce Fairley who added to his AVS responsibilities those of Assistant Move Coordinator, as well as Joyce Watson, who carried on the never ending task of organizing the collections for transfer to the new building.

I thank also staff, unions, management and administration for the good spirit and plain hard work that got us successfully one year closer to the great move — and, of course, the Board who wrestled in almost three score meetings with problems and challenges of all kinds, many of them obstinately recurrent.

The roster of ABC (Administrators of Borough and City Libraries) remained stable during the year although Nancy Hall was appointed to the new position of Assistant Director of the Scarborough Public Library. Before the end of the year, however, North York announced an impending change: John Dutton, Chief Librarian since 1963, would resign in March 1977 to become City Librarian for Greater Winnipeg. Along with other Metro Chief Librarians, he has contributed a great deal to public library service and at many levels, certainly those of area municipality

and the regional. He will be missed by Metro Toronto but equally welcomed by Greater Winnipeg.

John T. Parkhill
Director

**Report of the Head
of the
Central Library**

Report of the Head of the Central Library

Central Library

Head: Margery Allen

Assistant Heads: Mary McMahon,
Alan Suddon

Departmental Liaison Librarian:
Joyce Watson

Collections and Use of Materials: see
Metropolitan Toronto Library
Board Statistics

Details of the accomplishments of the past year may be known only to the participants but so many staff at all levels contributed to their success that it became a year like no other in our history. Forewarned by the appearance of the AIB guidelines late in 1975, 1976 estimates reflected our efforts to balance current realities and the extra demands for staff contributions to the planning of operations in the new building. Accommodating the final major cutback in the budget rearranged many projects, deferred some and cancelled others as the no-growth situation and a staff freeze affected all areas. The ingenuity of staff and their personal concern for the public stimulated additional cooperation to lessen daily frustrations. Introduction of flexible work hours for staff and shortened hours of public service permitted reorganization of schedules during open hours to cover service points and during quiet hours to prepare incoming materials to support the service. The return to more normal conditions in October and the filling of vacancies after the restrictions were modified, were successfully bridged by continuing flexible work hours with positive approval from a majority of staff.

New policies of the Board that most affected Central Library operations were the decision to make the collections non-circulating with the exceptions of the Languages Centre, the Music Library, and the circulating picture collection of the Fine Art Section, and the decision to proceed with

the automation of cataloguing. Adjusting to new procedures in public service Sections as the Circulation Unit was phased out during the summer was not without strain since the Sections continuing circulation were faced with training staff in preparation for the September 1 transition and the Sections discontinuing circulation were faced with reaction from the public and rearrangement of their collections. Public Relations and widespread publicity kept complaint to a minimum. Preparation for the automation of cataloguing by contract with the University of Toronto Library Automated Systems required major retraining of cataloguing staff and substantial consultation with cataloguing staff of City and Borough library systems through the Metro Technical Services Committee, set up with Board approval for mutual benefit by cooperation on such matters as standards and sharing of files.

Other areas involving internal or external meetings and recommendations as well as ongoing consultation were the expansion of our interloan service to other public libraries in Metro, revision of interloan charges for photocopies and interloan to other libraries to prevent overloading of our interloan unit as a result of similar charges first imposed by several university libraries, examination in detail of staffing to maintain services in the new building, provision for changes in cards and other records covering the increased number of books on open shelves in the new building and definition of specific requirements associated with the move such as allocation and use of shelving, furniture, telephones, and specialized equipment.

Stack staff prepared a list of about 3,200 bound periodicals in need of boxing, repair or rebinding before the move. Section staff listed scrapbooks and other unique items in the collection that should be microfilmed or fished for preservation. Completion of a study on the potential for a centralized serials

operation in the new building was deferred when Library Projects Specialist Joyce Watson was appointed Departmental Liaison Librarian in August and took over the supervision of matters affecting the move of the Central Library collections on the resignation of Bonnie Campbell as Building and Move Liaison Librarian and Head of the Systems Unit in September.

Operations not covered in the summary reports following, deserve recognition for their contributions to our collections. The Restoration Laboratory under Kay Cronan's expert ministrations continued to restore and preserve rare and valued items. Gifts and Exchanges Librarian Joan Wright received 75,699 items from unsolicited donations and other sources, sent out 70,411, discarded 11,698, and retained another 26,297 for future processing through exchange lists. Binding, under Madeline Lewis, prepared 8,372 books and 4,946 periodicals for commercial binding and sent 37 rare books to selected craftsmen for rebinding. Included in the binding were 658 car and truck manuals from Science and Technology.

The two Central Library Office staff again handled daily operations, statistical routines and secretarial duties for technical and public services areas with care and efficiency. Some 910 letters were typed for Sections and about 120 address correction letters were sent out.

Reports that follow from Section and Department Heads reflect the annual operations of each area. Few comment on their flexibility in maintaining the traditional quality of daily service during the dilemmas of the frequent changes in priorities, procedures or schedules. I thank them most sincerely for their equanimity, cooperation and understanding.

Special mention should be made of the librarians who took charge of areas in the absence of Heads: Harcharan Grewal in the Languages Centre, Grace Kopec in Science

and Technology, Josephine Tsui in the Systems Unit, and Glen Hunter in our Theatre Section for the full year while Heather McCallum contributed her expertise to the Canadian Theatre History Research Program.

Special mention should also be made of the unexpected death of Stanley Parkes of the Cataloguing Department after seventeen years of service. The loss has been felt by all of us.

By this time next year we hope to have been settled in the new building for a half-year. The constant encouragement and support from the Board, the Director, the Secretary-Treasurer and *all* staff have enabled me to appreciate the extent of the good wishes and good will that have carried us through the challenges of 1976.

Bibliographic Centre & Interloan

Head: Robert Yu

Staff: 28 (3 librarians)

Collections: 3,551 reference books and bound periodicals; 2,424,294 author-title cards in the Union Catalogue

Inquiries: Telephone, 39,295; Telex, 3,859; Teletype, 21,033; Mail, 127; Desk, 9,524; Cards filed, 97,788

Interloan: Requests, 13,337; Requests filled, 8,825

In 1976 the organization of the Union Subject Catalogue was finally completed. Interloan service was reorganized and new policies and procedures were drawn up. Staff expanded by four transfers from the Circulation Unit. New charges were established for book loans and photocopying services to libraries other than Metro and Ontario public libraries. A trial survey by Beckman Associates of interloan operations in the Metro public library systems was initiated in December. The Union Author-Title Catalogue continues to be revised, edited and heavily used. The Canadian Catalogue, widely consulted by

the public, was examined as a future micro-filming project.

Business Library

Head: Patricia Dye

Staff: 15 (6 librarians)

Collections: 61,654 books and bound periodicals; 4,988 corporation file folders; 2,003 vertical file folders; 76,974 microforms; 29 bound newspapers

Materials used in Library: 191,700 (1976); 63,326 (1969)

Although much attention was given to improving the quality of reference service, most projects centred around technical improvements such as weeding pamphlet and corporation files, updating the subject list of periodicals, improving binding procedures, expansion of government document order files, etc.

The two senior staff responsibilities were divided into collection development and service to the public. Various duties were reorganized to give greater responsibility to assistants. The appearance of new commercial publications allowed staff to discontinue the Magazine Index, Association File, and Mergers File. Although the savings in time helped greatly to cope with staff vacancies, some nostalgia was felt as the Index had started in 1959.

The first displays since moving from the Central Building were highly successful: "Corporate Information" and "Mackenzie Valley Pipeline Controversy". Staff also prepared a bibliography to accompany the second presentation.

Canadiana and Manuscripts Section

Head: Edith Firth

Staff: 11 (5 librarians)

Collections: 19,555 books and bound periodicals; 5,369 broadsides, posters, etc.; 203.52 linear shelf metres of

manuscripts; 2,638 maps and plans; 14,811 microforms; 3,756 bound newspapers; 30,621 pictures

Materials used in Library: 97,330 (1976); 54,177 (1969)

In addition to our regular public service, acquisition, and cataloguing work, a great deal had to be done in 1976 in preparation for the move. The book and periodical collections were rearranged and a complete inventory was taken. An inventory of the manuscripts was also completed as the collection was totally reorganized. The backlog of uncatalogued broadsides was processed. Work on the new picture catalogue continued; by the end of the year most of the photographs in the T.A. Reed and J. Ross Robertson collections were publicly accessible in the new catalogue with a small photograph on each card. A Wintario grant permitted us to acquire the backfiles of several major Canadian newspapers on microfilm, including the *Vancouver sun*, the *Calgary herald*, and *Le devoir*, Montreal.

Important acquisitions:

Marie de l'Incarnation, *Lettres*. Paris, 1681.

Account books (1792-1848) of William Nelles, a Loyalist who settled in Grimsby, Ontario; Gift of Miss Mary Burnham, Grimsby.

Album of 19 photographs of J. Ross Robertson's house in Toronto, ca. 1888; Gift of Dr. W. Ford Connell, Kingston.

Collection of 19th century Toronto trade cards.

Fine Art Section

Head: Alan Suddon

Staff: 12 (5 librarians)

Collections: 42,028 books and bound periodicals; 5,160 broadsides, posters, etc.; 1,085 microforms; 64,480 reference pictures; 489,263 circulating pictures; 8,228 vertical file folders

Report of the Head of the Central Library

Materials used in Library: 135,067 (1976); 93,185 (1969)

Routines for registration of borrowers and for circulating pictures were taken over by the Section on September 1. The Montreal Olympics and American Bicentennial generated many requests for information and pictures. Training sessions to familiarize staff with Picture Collection resources were organized.

Important acquisitions:

The lady's monthly museum, 25 volumes, 1798–1825.

Dictionary catalog of the Prints Division of the New York Public Library.

Catalog of the Library of the Museum of Modern Art, New York.

General Information Centre

Head: Anne Mack

Staff: 11 (3 librarians); 7 Stack staff

Collections: 21,873 books and bound periodicals; 760 microforms; 1,631 vertical file folders; 18 bound newspapers
Materials used in Library: 119,567 (1976); 77,307 (1969)

Desk inquiries: 86,521 (1976); 15,738 (1969)

During 1976 the General Information Centre marked the tenth anniversary of its establishment. It turned out to be one of the most challenging years in its history. It was a year fraught with difficulties: staff vacancies, changes and unexpected illnesses combined to undermine the Section's efforts to begin preparations for the move into the new building. Fewer books were purchased. In the area of Library Science 240 new titles were added as compared to 350 titles in 1975; a reflection of the rising costs of materials. It was necessary to cancel some periodical subscriptions, mostly items that were duplicated in other Sections. Bound

periodical volumes grew from 2,549 in 1975 to 2,804 in 1976.

The stacks staff shelved 120,074 items, of which 2,259 books were housed in the Robarts Library storage area. They also participated in the collection of data necessary for the planning of stack allocation in the new building and provided useful advice and suggestions throughout the entire year.

Shortened service hours enabled the Section to function, if not more effectively, at least adequately under most unusual conditions.

History Section

Head: Michael Pearson

Staff: 15 (6 librarians)

Collections: 134,701 books and bound periodicals; 27,704 maps and plans; 2,800 microforms; 365 records and tapes; 1,831 vertical file folders

Materials used in Library: 201,987 (1976); 90,350 (1969)

Telephone questions: 16,423 (1976); 6,208 (1969)

Desk inquiries: 21,787 (1976); 12,245 (1969)

The staff continued to broaden the scope of the collections with emphasis on those subjects for which there is great and growing demand and which are not found in other local libraries in any depth, for instance, genealogy and heraldry, military uniforms and equipment, hiking and canoeing routes, to name a few. The audio collection was publicized by a display, "The Sounds of History", and several of the staff chose a favourite controversy for the exhibit, "Historical Mysteries".

Important acquisitions:

Peninsula War (1808–1814), an important collection of some 400 volumes, including many rare contemporary accounts and memoirs; Gift of Mr. Harry Sutherland, Q.C.

Languages Centre

Head: Helena Mott

Librarian-in-charge: Harcharan Grewal (April to August)

Staff: 20 (5 librarians)

Collections: 111,050 books and bound periodicals in more than 65 languages; 3,976 language records, tapes and cassettes; 178 vertical file folders

Materials used in Library: 115,798 (1976); 13,902 (1969)

Book circulation: 67,483 (1976); 36,689 (1969)

Our year was busy and at times difficult: planning for the move, assuming added circulation responsibilities upon the closing of the Circulation Unit, examining the need for cooperative multilingual policies in the Metro library systems, and coping with internal staff changes and shortages. Nonetheless, we continued to build up collections in more than 50 languages and we supplied 6,355 books on loan to libraries throughout Metro. We held a major display of "Science Fiction Around the World" and published *A selective list of major foreign science fiction titles*, and we participated again this year in seminars on ethnic groups, English as a second language, and French language materials. *Italian books*, a catalogue of our holdings in Italian, appeared in June. We received a handsome donation of books in Bulgarian from the Embassy of the People's Republic of Bulgaria.

Literature Section

Head: Mary McMahon

Staff: 14 (7 librarians)

Collections: 116,568 books and bound periodicals; 27 films; 2,875 microforms; 830 records and tapes; 2,699 vertical file folders

Materials used in Library: 105,603 (1976); 72,714 (1969)

The adjustment to not circulating any books has been accomplished with a minimum of resistance from users, but nevertheless an important segment of our public has left us and we cannot help but feel diminished. To partly balance this loss, we have noted a substantial increase in the use of scholarly periodicals.

The widespread interest of Sherlockians all over the continent led us to publish a revised edition of *A checklist of the Arthur Conan Doyle Collection in the Metropolitan Toronto Library* and a new brochure describing the Collection.

Important acquisitions:

Sader, Marion. *Comprehensive index to English-language little magazines, 1890-1970*, series one. Millwood, N.Y., Kraus-Thomson Organization, 1976. 8 volumes.

Joyce, James, 1882-1941. *Ulysses*; a facsimile of the manuscript. With a critical introduction by Harry Levin and a bibliographical preface by Clive Driver. New York, Octagon Books in association with The Philip H. & A.S.W. Rosenbach Foundation, 1975. 3 volumes.

Sand, George (pseudonym of Mme. Dudevant, 1804-1876). *Oeuvres illustrées de George Sand*. Préfaces et notices nouvelles par l'auteur; dessins de Tony Johannot. Paris, Blanchard, 1852-1856. 9 volumes in 3.

Municipal Reference Library

Head: Margot Hewings

Staff: 11 (4 librarians)

Collections: 42,438 books and bound periodicals; 1,359 broadsides, posters, programs, etc.; 2,567 maps and plans; 29,774 microforms; 180 bound newspapers; 250 pictures; 33 cassettes; 1,704 slides; 820 vertical file folders

Materials used in Library: 200,827 (1976); 99,377 (1969)

Many aspects of the Municipal Reference Library were studied intensively beginning with the consultant's study on the library done by Dr. Alex Murray for the Board.

Assessment is still going on. A critical decision made by the Board was its approval that the Municipal Reference Library should remain in its present location in City Hall and not move into the new building.

The budget cutback made the Section re-evaluate its priorities in terms of selection of materials, services provided, loss of part-time staff and gapping in replacement of full-time staff.

We concentrated on the following internal projects: extensive weeding and reorganization of pamphlet files, organization of municipal election broadsides and campaign literature (Metro Toronto) for the 1969, 1972, 1974 and 1976 municipal elections, and inclusion of geographic and subject headings in our main catalogue for current and historical newspaper clippings files and local government reports.

We began a new bi-monthly publication, *Memo from Municipal*, in January to assist others in collecting local materials.

Staff training programs were developed for new librarians and expanded for assistants. Workshops were given for all staff to encourage greater understanding and facilitate usage of various parts of the collection.

Important acquisition:

Canadian newspaper clippings on microfiche (716) in the field of urban affairs and covering the period 1971-1975; Gift of Ministry of State for Urban Affairs.

Music Library

Head: Isabel Clark

Staff: 11 (3 librarians)

Collections: 14,006 books and bound periodicals; 27,921 scores; 256 micro-

forms; 14,501 recordings; 11,157 programs; 4,160 picture files; 6,990 vertical file folders

Materials used in Library: 39,672 (1976); 27,959 (1969)

Circulation: 60,995 (1976); 61,562 (1969)

The completion of an inventory of the collection in August brought great satisfaction as well as an awareness of the wealth of materials in the library. Major projects included in-depth indexing of our unbound Canadian sheet music to provide a resource for studies in the development of Canadian music, the initiation of a program to acquire recordings of Canadian "progressive" (non-classical) music, and establishing with our European dealer an "approval" order plan to facilitate acquisition of European publications. In September a comprehensive exhibition on Canadian composers in the international scene was mounted in the library by the Canadian Music Centre. A turn-over of half the staff in the early Fall meant much energy was devoted to staff training in the last months of the year.

Noteworthy acquisitions included the first volumes of the continuing publication of the collected works of Mahler and Hindemith, the two-volume set of score and study of Mousorgski's *Boris Godunov*, and the CAPAC series of recordings on the history of Canadian music (in both French and English).

Science & Technology

Head: Jane Peltz

Librarian-in-charge: Grace Kopec
(September to December)

Staff: 16 (6 librarians)

Collections: 98,671 books and bound periodicals; 876 current periodical titles; 22,851 patent volumes; 3,772 maps; 1,629 microforms; 3,067 vertical file folders; 53 phonograph records

Report of the Head of the Central Library

Materials used in Library: 156,779 (1976);
100,817 (1969)
Telephone questions: 11,214 (1976);
8,097 (1969)
Desk inquiries: 44,638 (1976); 17,806 (1969)

Staff development was stressed this year and librarians and assistants attended formal and informal training sessions, workshops and conferences. The automobile repair manual collection was indexed and many of its items were bound. A small collection of pamphlets dating from 1900–1940 was organized and the vertical file of current material was weeded.

Important acquisitions:

Workshop manuals for Chevrolet and Ford automobiles, 80 reels of microfilm. *Guide to world science*, 24 volumes.

Social Sciences Section

Head: Abdus Salam

Staff: 16 (7 librarians)

Collections: 147,617 books and bound periodicals; 5,081 microforms; 435 records; 880 vertical file folders

Materials used in Library: 175,223 (1976);
89,758 (1969)

Unexpected budget cuts and preparations for the move to the new building significantly affected operations. Use of services and collections continued their upward trend. Additional materials were added in particular to the areas of sociology, law, political science and public administration. A project was started to bring more items of popular interest to the open shelves in the new building. The government document serials collection was surveyed for the National Library of Canada. Displays of material on topics of current interest continued to highlight the Section's resources.

Important acquisitions:

Account of the Edinburgh Sessional School and the other parochial institutions for education established in that city in the year 1812, with strictures on education in general . . . 6th ed., Edinburgh, 1854.

Ethel Percy Andrus Gerontology Center, Library. *Catalogs of the Ethel Percy Andrus Gerontology Center*, University of Southern California, Los Angeles. Boston, 1976, 2v.

Rohn, Peter H. *World treaty index*. Santa Barbara, Calif., 1974, 5 volumes.

United Nations. *Treaty series*; treaties and international agreements registered or filed and recorded with the Secretariat of the U.N. New York, 1946– , 631 volumes.

Watts, Isaac, 1674–1748. *A short view of the whole Scripture history: with a continuation of the Jewish affairs, from the Old Testament till the time of Christ, and an account of the chief prophecies that relate to Him, represented by questions and answers* . . . New ed., rev. and cor., London, 1861.

Theatre Section

Head: Heather McCallum

Acting Head: Glen Hunter (to August)

Staff: 7 (3 librarians)

Collections: 24,254 books and bound periodicals; 19,067 theatre programs, playbills and posters; 67.96 linear shelf metres of manuscripts; 302 microfilms; 45,324 photographs; 1,250 engravings; 1,269 original stage designs; 888 records, tapes and cassettes; 2,102 slides; 859 vertical file folders

Materials used in Library: 69,232 (1976);
47,188 (1969)

The Head returned in September after a year's release time spent as Coordinator and Senior Research Associate for the Canadian Theatre History Research Program. The proliferation of courses offered in Canadian theatre and film studies has resulted in greatly increased

use of newspaper files and photographs of theatres and performing arts personalities. A quantity of scrapbooks belonging to Canadian actors and directors has been micro-filmed, where the original material is not yet available to us.

The year's major exhibition celebrated the 25th anniversary of the National Ballet of Canada, and special items were lent by Miss Celia Franca and by the Company to supplement our material. Loans from the theatre collections were made to The Grange at the Art Gallery of Ontario, St. Lawrence Centre, Hart House, Seneca College and the National Arts Centre.

Notable gifts and purchases included an edition of *Saint Joan* by Bernard Shaw, illustrated by Charles Ricketts (1924); the complete archives of the Studio Lab Theatre of Toronto; a collection of programs for the London Theatre Company productions in St. John's, Newfoundland, 1951–1957; a complete set of costume designs by Hilary Corbett for *Danton's death* done at Queen's University in 1970; over 70 costume sketches by Murray Laufer for the production of *The Caucasian chalk circle* by Toronto Arts Productions (1976).

TECHNICAL SERVICES

Specialist: Hudson Standing

The filing of the Union Subject Catalogue of Central Library collections was completed in the Bibliographic Centre at the end of April. The Specialist moved to the Cataloguing Department to assist in a costing survey and other projects prior to the beginning of the automation of cataloguing.

Technical Services Statistics

Orders typed and placed: 29,037 (1976);
37,511 (1975)

Titles catalogued (all media): 40,834 (1976);
42,492 (1975)

Titles recatalogued: 3,013 (1976); 3,962 (1975)
Card production: 1,193,830 (1976); 1,048,006 (1975)
Volumes finished: 69,766 (1976); 61,415 (1975)

Acquisitions Department

Head: Margaret Gardner
Staff: 5 (1 librarian)

This year Acquisitions looked at all its main areas of work — book orders, periodicals, document expediting orders, blanket orders and government publications. In reducing all our procedures to as much of a routine as possible, the fact emerged that the emphasis on the material we order and receive has changed. From book ordering as our chief function when MTLB was established, we have progressed through expansion in periodicals to government publications that now form a large part of the material received (12,064 items). They are also the most difficult kind of material to handle being often in serial form and in small printing lots, but the librarians in the Sections provide informed support for our operations.

Cataloguing Department

Head: Grace Bulaong
Staff: 42 (13 librarians)

Automation of cataloguing was launched in 1976. Training in coding and terminal operation started in the last quarter of the year. An implementation plan was designed to cover the possibility of retrospective conversion and an on-line catalogue for Bibliographic Centre. Work on card specifications was finished and training of staff in all phases of automation continues. Committees were organized to recommend changes in workflow and standards, to decide on priority of

materials for input, and to set up terminal schedules and new worksheets, as well as to establish methods of taking statistics. Public services staff were kept informed of changes because of the new system and the long-range implications of automation for them.

To make full use of computer capabilities, standards were agreed to in cooperation with the Borough library systems.

Internal organization of the Department has been examined to find an optimum structure for automation. New staff eased recurring problems of languages cataloguing, and a pilot project with University of Toronto on non-Roman languages looked into the feasibility of future cooperation in this difficult area. Job descriptions were also reviewed.

Planning for the move continued hand in hand with the above projects. A new layout was set up to reflect actual number of staff at the time of the move, and existing furniture to be transferred was identified.

In October, the sudden death of senior cataloguer Stanley Parkes removed another long-service member of staff. He is remembered with respect and affection.

Order Department

Head: Jane Harvey
Staff: 15

Order Department is happy to report that 1976 ended in the best Order-Receiving-Expenditure situation it has enjoyed in some time. The bulk of orders was placed by September, so that in December fewer items were arriving than during a similar period in previous years.

Procedure and job analysis was undertaken to simplify, streamline and standardize for greater efficiency. One result was the ordering of films and talking books on the same seven-part forms used for books.

Finishing statistics decreased somewhat because of the temporary backlog in Cataloguing as they adjusted to automation and computerized equipment. We hope to benefit eventually from these efforts as well.

Margery Allen
Head, Central Library

Statistics

Metropolitan Toronto Library Board

MATERIALS USED

IN THE LIBRARY	1976*	1975	1969
Books	786,984	801,999	484,963
Periodicals	288,380	279,984	125,512
Vertical Files	96,860	82,938	41,123
Newspapers	237,003	226,323	77,345
Microfiche	8,587	9,521	—
Microfilms	48,799	41,654	16,716
Maps and Plans	20,932	17,413	7,266
Manuscripts	12,692	11,097	4,452
Picture Files	62,158	62,561	46,580
Records, Tapes, Films	46,979	54,650†	23,901
Total	1,609,374	1,588,140†	827,858
Telephone Questions	230,707	237,117	147,346
Desk Inquiries	368,429	330,006	154,093
Teletype Inquiries			
Bibliographic Centre	21,033	22,871	10,260
A/V Services	70,300	57,331	3,837
Count of Users	570,005	615,032	599,053
Interlibrary Loan			
Requested from MTCL	13,337	15,222	11,543
Loaned/copied by MTCL	8,825	9,149	9,333
Requested for MTCL users	586	416	592
Loaned/copied for MTCL users	295	332	493
Staff			
Senior Positions and Librarians	100	100	74
Support Staff	245	245†	160
Total	345	345†	234

*240 fewer hours of public service
†corrected figure

COLLECTIONS	1976	1975	1969
Books and Bound Periodicals	922,785	883,125	570,986
Films	5,418	4,926	2,487
Pictures	641,804	619,012	417,879
Records, Tapes, Cassettes (languages, spoken word, and music)	21,376	20,375	9,540
Broadsides, Posters, Programs	42,179	38,975	2,915
Manuscripts**	(see below)	(see below)	33,653
Maps, Microforms and Newspapers	177,023	156,820	58,683
Current Data Files	34,174	32,241	no count
Total	1,844,759	1,755,474	1,096,143
Manuscripts**	271.6324m	257.4724m	

CIRCULATION	1976*	1975	° 1969
Books	140,182	189,734	369,867
Films	49,994	46,927	33,062
Pictures	48,780	50,484	60,033
Records	37,018	46,759	32,764
Total	275,974	333,904	495,726

*Collections became non-circulating on September 1 except for Languages Centre, Music Library, and the circulating picture collection of the Fine Art Section.
Also 240 fewer hours of public service.

Receipts and Expenditures

Metropolitan Toronto Library Board

REVENUE	1976	1975
Municipal contribution	\$5,977,262	\$5,554,017
Province of Ontario grants:-		
General Legislative	1,185,092	1,168,984
Special grants	197,671	48,638
Other:-		
1. Library service sold to other library boards	12,164	15,251
2. Other library income	130,963	112,806
Surplus brought forward from prior year	94,427	169,226
TOTAL	\$7,597,579	\$7,068,922

EXPENDITURES	1976	1975
<i>Salaries</i>		
Salaries and wages - library	\$3,763,873	\$3,467,947
wages - maintenance	129,682	130,426
Fringe benefits	433,480	393,766
	<u>\$4,327,035</u>	<u>\$3,992,139</u>
<i>Materials, supplies and utilities</i>		
Books	456,724	578,347
Periodicals and newspapers	150,094	124,290
Non print materials	259,928	260,477
Utilities	77,481	60,099
Other supplies	156,179	150,707
	<u>\$1,100,406</u>	<u>\$1,173,920</u>
<i>Services and Rents</i>		
Rents	269,560	262,221
Services	528,079	553,529
	<u>\$ 797,639</u>	<u>\$ 815,750</u>
Total operating expenditure	<u>\$6,225,080</u>	<u>\$5,981,809</u>
Special Provincial Projects	156,711	46,468
Principal payments on long term debt	170,903	156,773
Interest charges on long term debt	978,396	402,375
Capital expenditure out of current revenue	56,489*	95,594
Transfer to reserves and reserve funds	10,000	60,000
Transfer to capital fund	—	231,476
	<u>\$7,597,579</u>	<u>\$6,974,495</u>
Excess of Revenue over Expenditure	—	94,427
TOTAL	\$7,597,579	\$7,068,922

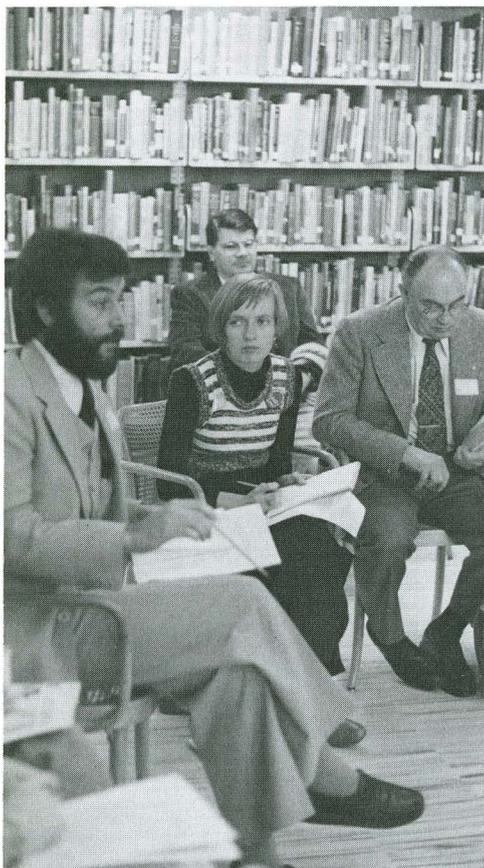
*Includes \$18,250 financed by special provincial grant.

Toronto - March 17, 1977
Subject to completion of audit
by the Metropolitan Auditor.

Anthony H. Winfield, F.C.G.A.
Secretary - Treasurer

1. Toronto Public Library: Citizen participation at library planning forum at City Hall branch.
2. Toronto Public Library: Patrons at Riverdale branch.
3. East York: S. Walter Stewart branch.
4. Toronto Public Library Board member Nettie Lukow welcoming the Polish community to High Park library.
5. Toronto Public Library: India Festival.

1.



2.



3.



4.



5.



6. Scarborough: AV equipment used for ethnic programs at Albert Campbell branch.
7. Scarborough: Impromptu entertainment by senior citizen patron at the opening of Bridlewood branch.
8. Patron has choice of many Canadian and international newspapers at branches of York Public Library.



9. North York: Canadian Authors Night at Fairview Mall branch. From left: authors Gerald Lampert, Lucy Waverman, Gail Donner and Sandy Stewart. Phyllis Goldman, Adult Education Director.
10. Etobicoke: Extension Service provides reading and other material for those who are unable to leave home.
11. Scarborough: Steel band of L'Amoreaux Collegiate Institute at Bridlewood branch.



**Highlights
1976
Public Libraries of
Metropolitan Toronto**

Highlights 1976 / Public Libraries of Metropolitan Toronto

East York Public Library

Population: 104,096

Library Outlets: Administrative offices, 4 branches, 4 deposit collections.

Staff: 36 full-time (17 librarians); 87 part-time (3 librarians)

Collection: 206,972 books; 784 films; 9,441 records, tapes and cassettes; 602 art prints; 238 microfilm rolls and microfiche

Circulation: 768,109 books and periodicals; 10,517 films; 27,987 records, tapes and cassettes; 1,876 art prints

Expenditures: \$1,059,396

In 1976, some of the most significant developments for the East York Public Library, as for all Metro public libraries, were in the field of technical services. In February, a report by Martha Pluscauskas on the long-range needs of the library in this area was presented to the Board. The study stressed the necessity of compiling a complete shelf list and undertaking an inventory of the library's holdings, as her sampling of the union catalogue indicated an error factor of at least 20%. Another recommendation was that the library continue to use an outside source to handle the bulk of its cataloguing and processing, but that a librarian be hired to do in-house and retrospective cataloguing. The Board accepted this recommendation and Mrs. Ruth Hodgins joined the staff as cataloguer in October.

As a result of the Pluscauskas report and developments in Metro as a whole, particularly the impetus given to Metro-wide cooperative machine-readable cataloguing during the year, the East York Public Library began discussions with the North York Public Library on the possibility of the latter cataloguing and processing East York books. A feasibility study was prepared by North York staff in September, but a final decision had not yet been reached at the end of December.

Toward the end of the year, the library

began a project to produce a complete shelf list by photocopying the main entry cards of the union catalogue as a preliminary step toward an inventory to be started in 1977. The shelf list was nearly half completed at the end of the year. When it is completed by about March, 1977, it is hoped that a thorough inventory of the library's bookstock can be started.

1976 was a very eventful year in other respects as well. On February 23, the new Dawes Road branch was officially opened by Alderman J. David Johnson, with representatives from all Metro public libraries attending as honoured guests. On November 19, the library was also fortunate in being able to host a visit by another distinguished guest, The Honourable Arthur Meen, Ontario Minister of Revenue, to its Dawes Road and Leaside branches. The Minister also presented the library with a cheque from Wintario for purchase of Canadian materials.

The library sponsored a wide variety of adult programs during the year, ranging from hobbyist and do-it-yourself topics such as winemaking, sailing and high-rise gardening to informational ones on income tax problems, wills and landlord-tenant relations. Children's programs continued to be very popular and successful and, in addition to all the regular ones done by our staff, such as puppet shows and clubs, story hours and film showings, there were monthly special programs including Symphony Street, Lily Pad Players, Story Book Theatre and African Lion Safari. BOOK BUG BASH was held again in November, in cooperation with the North York Public Library.

Library staff were very active during the year in preparing booklists on such topics as the U.S. Bicentennial, books for young children, the armchair traveller, and yoga. Various staff members were also involved in preparing regular articles for community newspapers, which have greatly improved

publicity for programs and other activities.

There has been an increasing demand for multilingual materials, particularly in Indian languages such as Hindi and Gujarati, and more of these were purchased in 1976 than in the past. Improvements in our multilingual services will be one of the library's major challenges in the years to come.

EAST YORK PUBLIC LIBRARY BOARD

Chairman:

Mrs. Harriett Armson

Vice Chairman:

Mr. John Ridout

Members:

Mr. John Aiken

Mr. Denis Brough

Mr. Frank Comper

Alderman J. David Johnson

Mr. John Miron

Mrs. Pamela Scott

Miss Hazel Thornton

Chief Librarian and Secretary-Treasurer:

Mrs. Madeleine Aalto

Etobicoke Public Library

Population: 293,461

Outlets: 3 district libraries (main library includes administrative headquarters); 7 community branches; 1 bookmobile

Staff: 170 (59 librarians)

Collections: 622,901 books; 33,573 records & tapes; 111 video tapes; 4,167 slides; 3,627 films and filmstrips

Circulation: 2,090,419 books, periodicals and pamphlets; 177,480 audio visual materials

Expenditures: \$4,130,640

The past year has seen more emphasis on consolidation and planning for future developments.

In mid-summer our twenty-three-year old bookmobile was retired. A revised schedule was worked out for the trailer, resulting in

only a slight modification of service. All elements of the library's Shut-In service and the bookmobile were consolidated into one department, called Extension Service. This new department administers the Shut-In service, Bookmobile, and Talking Books program. The Extension Service brings together all of one type of service for a more efficient use of personnel, material and mobile units.

Early in 1976 a contract was signed with the University of Toronto Library Automation Services, making possible our first steps in automating our cataloguing operations.

During 1976, a no-fine policy for senior citizens was implemented. Winter, with its uncertain weather and poor walking conditions, is a particularly difficult time for seniors, and several potentially worrisome situations have been avoided because of this policy. On April 8, Senior Citizen's Day was celebrated in our libraries when, in conjunction with Etobicoke Parks & Recreation, an information blitz was conducted. Volunteers from each community staffed information tables, and a quantity of give-away material was available.

Library-Community activities broadened the scope of library interaction with the community. Many adult programs were joint ventures with community groups and institutions. These included the Toronto Community Law School series, "Buying & Selling A Home", Humber College's Assertiveness Training lectures, and "Star Gazing" with the Royal Astronomical Society. In all these programs, as well as those planned solely by staff, the resources of the library were emphasized and the public encouraged to continue their interest by using our services.

During the past year we have received a very high level of cooperation from newspapers, magazines and radio as well as local and national television stations. The regular coverage of library activities has been liberally augmented with feature stories,

pictures and news of our services. We owe a hearty vote of thanks to the media for their fine support.

The Local History Collection at Richview continued to be an important part of our service, being consulted by a variety of area residents. It was used by local people concerned about proposed building of town houses in the Old Mill area, and by the Canadian Inventory of Historic Buildings, Parks Canada determining early property owners in the area. The collection has been strengthened by the addition of the Borough Agenda and papers, and will soon have microfilm editions of all the local newspapers.

Throughout the year children found much to interest them in the easy, relaxed atmosphere of the Etobicoke libraries. Activities included folk singing, puppet shows, a creative writing workshop, and a series of French stories, films and crafts entitled "Joie De Vivre". Among the school visits reported, a significant number are "special classes" who visit the library on a more or less regular basis. They include classes for emotionally disturbed, handicapped or other children with special needs and come from both the school system and Lakeshore Psychiatric Hospital. Not all programs for children are held in the libraries. In 1976 librarians visited day care centres and schools giving story hours, film and craft programs.

Along with other Metro libraries Etobicoke entered into an agreement with North York, whereby they will purchase and catalogue multi-language material for children. Orders have been placed for items in Italian, Greek, Spanish, German, Ukrainian, Portuguese and Dutch. Other orders will be placed in 1977 for material in Croatian, Serbian, Hindi, Panjabi, Urdu and Chinese.

Highlighting Boys & Girls services were three workshops: "Children Grow Through Film" which was designed to provide ideas on using 16mm films in imaginative and

creative ways with children from pre-school to early teenage years. It was aimed at reaching a Metro-wide audience from both libraries and community agencies. "For Special Children" sponsored by the Administrators of City and Borough Libraries for library personnel within Metro, explored public library services to handicapped children. Several members of the division also presented "Etobicoke School Children and The Public Library" to a receptive audience at the Etobicoke Board of Education Resource Centre.

Another development in the Boys & Girls division during the past year was the introduction of high-interest, low-vocabulary books. All the outlets report a definite need for this kind of material. A mother at Brentwood was thrilled to tell the staff that her son, a poor reader, had been commended by his teacher for a very good report on motorcycles based on their high-interest, low-vocabulary books.

The Volunteer Reading Practice Program at Albion and New Toronto continues to provide assistance to children who need reading practice. The program at Albion has been refined and improved to make it more effective. Surveys of parents, teachers and volunteers were conducted. Parental consent forms were introduced and contact established with the Association for Children with Learning Disabilities.

Staff development was fostered by library sponsored courses relating to supervision and human relationships, and through seminars, workshops and lectures available from universities and community colleges some of which were sponsored or co-sponsored by library associations or the Provincial Library Service.

In the coming year it is the Board's first priority to plan for an additional district library to serve the area west of Highway 427. The meetings of the Chairmen and Vice-

Highlights 1976 / Public Libraries of Metropolitan Toronto

Chairmen of the area Boards and the Metro Board continued throughout 1976. These meetings, with the meetings of the administrators, coupled with the workshop on Metro library problems with special reference to the Bowron report, have led to a greater understanding of ways in which all Boards can cooperate to make a library network to benefit all residents of Metro.

In 1977 we expect to see the report of the "Robarts Commission". This too has a potential for impact on the provision of library service and can be a further force in shaping the future of public libraries within Metropolitan Toronto.

ETOBICOKE PUBLIC LIBRARY BOARD

Chairman:

Mrs. A.C. Heakes

Vice-Chairman:

Mr. G.L. Court

Members:

Mr. J.K. Buckley

Mayor C. Dennis Flynn, Member Ex-Officio

Mrs. L.M. Gordon

Mr. T.H. Goudge

Mr. J. Melady

Alderman Stewart East

Mr. B. Tisdall

Mr. G.J. Turek

Director and Secretary-Treasurer:

Miss B.D. Hardie

North York Public Library

Population: 558,067

Library Outlets: Administrative Offices, Services Building, 17 branches, Mobile Outreach Unit, Flemingdon Park Children's Book Room

Staff: 356 (69 librarians). Total includes 37 short-week staff

Collections: 1,116,026 books; 1,525 periodicals; 1,200 16mm films; 1,680 8mm films; 7,298 cassettes; 60,473 records; 1,255 pictures; 55 video cassettes

Circulation: 4,340,793 total circulation; 4,003,127 books; 228,433 records; 30,366 tapes, cassettes and talking books; 70,995 films; 2,574 projectors; 820 screens; 4,317 picture loan; 40 language masters; 121 filmstrips and slides

Expenditures: \$8,152,886

In 1976 the Fairview Mall Drive area branch was officially opened. This is the last of the area branches in the system and marked the substantial completion of a building program that has been under way for close to twenty years. Although there are still two or three community branches that will undoubtedly be built over a period of years and a new Central Library to replace the existing building, the shape and composition of the system are now established.

The Fairview Mall Drive area branch has surpassed all expectations in the demands placed upon it for its services. During the year there was generally a high level of demand throughout the system with a continuing emphasis on information and educational materials. Although circulation figures dropped, this was due to some considerable degree to the increase in the loan period from two to three weeks.

At the end of the year the Canadiana Collection, which has been housed in the Central Library, was moved into one wing of the Fairview Mall Drive area branch. This has permitted the total collection to be put into a stack space adjacent to a study area, so that for the first time in the history of this department, the total collection will be usable by students and researchers. There is still a great deal of cataloguing and special indexing to be done which will require several years to complete.

Throughout the system there was a strong emphasis on a wide variety of programs. The library Board's special project of Canadian writers received excellent support.

This program consisted of a series of lectures and discussions with prominent Canadian authors. It is expected that this type of program will continue in order to provide citizens with a knowledge and understanding of Canadian literature and writing.

The rapid influx of people from other countries has placed particular demands upon the programming and materials designed specifically for people of other cultures. English as a second language has been particularly successful. In the past year there has been a great demand for materials in Asian languages and these demands have been met in part by the Metro languages collection.

Work with children continues to have a strong emphasis in the system. BOOK BUG BASH has received national attention. Our work with the schools in those areas where English is not the language of the home has been particularly successful. In these areas, the preschool programming has also provided us with a wonderful opportunity to work with mothers who are new to this country.

During the year the three mobile services, Shut-In service, the Bookmobile services and the Outreach Program services, were combined to provide an effective department that is capable of meeting a wide variety of needs of people who are not able to come to the branches throughout the system. This service will undoubtedly expand because of ever-growing demands upon it.

Of particular interest is the Flemingdon Park Children's Book Room which is a mobile unit stationed in Flemingdon Park. After many unsuccessful attempts, the library has now established a base of operation in this isolated area of the Borough which is virtually devoid of public services.

The audio-visual program of the system is growing systematically. Our 16mm service is one of the largest in the country and is

continuing to grow. All branches have pretty well reached their quota of records and tapes and the level of demand for these materials has exceeded expectations. We are continuing to work on video tape material and it is expected that this service will be developed throughout the system over a period of years.

The ultimate challenge of automation has not been fully met but the system is working on a more effective use of information banks and is actively planning an automated charge-out system and an electronic data processing of periodicals, documents etc.

An in-depth analysis is being made of current library services as a basis for future planning.

NORTH YORK PUBLIC LIBRARY BOARD

Chairman:

Mr. Douglas Pettem

Vice-Chairman:

Mrs. Mae Waese

Members:

Mrs. Virginia Atkins

Mr. Kenneth R. Frost

Mr. Christopher Hrushowy

Controller Joseph Markin

Mrs. Fosca Montagnese

Mr. Gordon R. McCowan

Mrs. Lorraine Williams

Chief Librarian & Secretary-Treasurer:

Mr. John E. Dutton

Scarborough Public Library

Population: 380,931

Library Outlets: Administrative/Support Services Building; 13 branches; 2 Book-mobiles; 19 deposit libraries and Shut-In Service

Staff: 184 (34 librarians)

Collections: 624,977 books; 1,721 films, filmstrips and videotapes; 26,806 records, audiotapes and cassettes; 1,004 framed pictures; 1,164 microforms

Circulation: All materials, 2,927,758

Expenditures: \$4,168,701 (unaudited figure)

The past year has presented a challenge to the staff to provide satisfactory service to the population of Scarborough in an atmosphere of financial restraint. The reduction of expected revenue from the Borough resulted in the decrease of hours of opening of six of the neighbourhood branches to effect savings in staffing over the system as a whole. Nevertheless, despite many full-time and part-time positions left vacant during the year and diminution of access to library service for many of the population, the overall statistics for 1976 were fundamentally adequate given the financial limitations. The use of library materials increased 1.5% when measured by the number of items borrowed by the public and the overall increase in requests for information was 21%.

Community activities dropped a little, which can be expected when six service points had their opening hours cut by 27%, and the number of programs declined by 8%, although the number of people attending only showed a 3% decrease.

A major event of the year was the opening of the Bridlewood neighbourhood branch library in March. This branch is becoming one of the busier outlets of the library system and during 1976 lent 161,214 items. It was expected that Bridlewood would help to ease the workload on the Agincourt branch library but there was little impact on the latter's work, the circulation still exceeding 400,000 for the year. There is no doubt that a district library in this area of Scarborough is needed both from the service and administrative points of view.

In November, the first copy of the computer-assisted book catalogue was produced. This represented the beginning of the re-introduction of access to bibliographic information about the library system's resources at the neighbourhood branch level, both for staff and public. The catalogue, which comprised 6,670 titles, included the

collection in the Bridlewood branch plus other titles for the system added since May.

During 1976, a start was made on the computer programming of the accounting aspect of acquiring library materials. The purpose is to obtain more accurate control, not only on the overall budget, but on the specific budgets for particular materials, on budgets designated for locations, and to indicate to the staff, on a monthly basis, how they have spent the materials budget.

In another area of collecting information about the system, a complete appraisal of all the library buildings was accomplished. There is no doubt that here is another aspect that might well be automated as, in its manual form, it will take weeks to update and even longer to turn into a report form ready to be used in the decision-making process.

Several changes in the organizational structure were implemented during the year but it will take time before any transformation is apparent at the service points. The basic reason for these revisions is an endeavour to stimulate thinking and action in such a way as eventually to alter and improve the delivery of library service to the population of the whole Borough.

SCARBOROUGH PUBLIC LIBRARY BOARD

Chairman:

Mr. E.J. Bowles

Vice-Chairman:

Mrs. F.J. Cruickshank

Members:

Ms. P. Bergman

Mrs. S. Churchmuch

Mrs. L.C. DeGroot

Alderman F. Faubert

Mrs. M. Karvonen

Mr. J.P. McLoughlin

Mr. J.R. Spilsbury

Director & Secretary-Treasurer:

Mr. P.J. Bassnett

Highlights 1976 / Public Libraries of Metropolitan Toronto

Toronto Public Library

Population: 713,130

Library Outlets: Administration Headquarters; Library Service Centre, 24 branches, plus Learning Resources Centre, Parliament Street House, Osborne and Lillian H. Smith Collection, Spaced-Out Library and Library-On-Wheels; deposit libraries and a Shut-In Service.

Staff: 413 (124 librarians)

Collections: 995,951 books and bound periodicals; 3,904 other periodicals; 44,634 multilingual material; 30,065 special collections; 1,840 films, videotapes and slides; 19,830 records, discs and audiotapes; 102,984 pictures and prints; 12,251 microforms; and 24,516 vertical files.

Circulation: 4,111,046 books; 6,939 pictures; 86,793 records; 134,410 films; 221,549 activities attendance

Expenditures: \$8,310,496

1976 was the first year of operation of a new management structure of the Toronto Public Library, adopted by the Library Board in June 1975. At that time the Board, based on a management report prepared by Beckman Associates, established new positions of three Assistant Librarians, a Personnel Librarian, a Planning and Development Librarian, and four Area Librarians. The Board also established a series of changes in staff committee organization to provide for greater participation of staff in management decision-making.

On May 10, 1976 C.U.P.E. 1996 applied to the Labour Relations Board for certification as the bargaining agent for all staff members, other than those in C.U.P.E. Local 1003, and the Chief Librarian, the Assistant Librarians, Personnel Librarian, Planning and Development Librarian, Head of Maintenance and three clerical and administrative assistant positions. This request was agreed to by the

Board, and confirmed by the Labour Relations Board.

The Area Heads and the rest of the User Services Division staff wrestled with the new structure – new to the system and new to them – Board Committees, Citizens Advisory Committees, Senior Library Council, Executive Committee, Management Committee, Area Librarians Committee, Branch Heads Meetings to mention a few of the most energy consuming. They were engaged in renovations of six branches – five in the East and one in the Central area, preparation for further renovation programs West and Central, area and branch staff meetings, innumerable interviews for new and old positions, planning proposals, study of publicity policies and priorities, formulating goals and objectives and experimenting with new types of service. They cooperated with the Resources Division in selection and then in promoting the new direction toward popular material and the provision of books and records in languages other than English. The staff also assisted in or initiated programs, festivals, shows, forums, readings – an enormous variety of events designed to keep the library in the public eye. Very important, too, was the welcome the Division's staff gave to the citizens who were interested enough to offer advice and to support branch priorities throughout the city.

The objective of a technical services study was to analyze the system's requirements of the T.P.L. Technical Services Department and to investigate various ways of fulfilling the requirements using computer systems or revised manual procedures. The report was tabled in the fall of 1976 and budgetary recommendations were adopted by the Board as high priority new program requests for 1977.

Other planning projects were undertaken in 1976: branch usage/catchment area study; development of system-wide top-level goals

and objectives; work plan forms and budgeting process revision, a six-month review of the ALS computerized circulation system and capital budget plans for 1977 and 1978.

The library reached out for information from the community and the opening of lines of communication to encompass *citizen input and participation* in the information process of the library. Citizens Advisory Committees were involved in all aspects of library planning and branch activities. In September, the Forum on Library Services was organized. Citizen Committees in all areas of the City helped the library Board defend the budget and City of Toronto libraries, Y.E.\$ became the on-going slogan throughout the year. "Equalization" became a war cry, and advisory meetings became more than just a forum for the exchange of ideas.

Buildings, working committees, budgets and architects were high demand and high satisfaction events in 1976. Working through the processes of getting citizens groups mobilized around each of the five branch expansion projects, interviewing and selecting architects, working out building programs with the citizens, branch staffs and the architects and presenting projects for budget approval by the Board were all events of high excitement, particularly the massive July 26 meeting with all five architects and representative citizens making presentations to a committee of the Board! Seeing the projects moving through some really trying and some really terrific moments has been a great experience for East-end renovation projects.

Promotional efforts have featured books and materials more closely than in previous years. "Experience Canada" promoted Canadian materials throughout the library system and to the public from January to June, while promotion of multilingual collections was planned in the summer and

carried out in the autumn of 1976. In 1976 the Multilingual Collection experienced tremendous growth in both stock and circulation. Book stock increased from 44,625 at the end of 1975 to 71,839 (60%) within a year. Out of this figure, 12,090 volumes in 13 languages were acquired through the "direct purchase" project. 940 audio-visual materials in 11 languages were also purchased to satisfy the demand for records and tapes.

The dramatic increase in book stock, the popular nature of selection, combined with vigorous publicity efforts, resulted in an unprecedented increase in circulation. 316,119 volumes were circulated in 1976, which was a 64% increase over 1975. Multilingual material circulation represents 7.7% of the total book circulation.

During 1976 five book displays were organized which were well received by the ethnic community. 1,000 volumes in various languages were selected for the "Summer Outreach" program.

The Osborne catalogue of early children's books, Volume 1 and 2 were delivered by January, 1976 and sales promotional efforts in the Publications Office have revolved around these items. Booths in the Antiquarian Fair, the Montreal Book Fair, the CLA and space advertising in library and antiquarian journals featured the Osborne Catalogues as well as other publications.

TPL news was suspended in March pending investigation of other methods of publishing the information and reissued in September for staff only. *Fact sheets* have highlighted the policies of the Board, Citizens Advisory Committees, and the Multilingual Collections.

This is your library in English, Italian, Portuguese, Chinese, Spanish, Greek, French, German, Polish and Hungarian were printed and distributed through branches and in immigration centres, community and ethnic centres, etc.

150 books, Books for boys and girls, Paperbacks for teenage reading, Canada and the United States (multi-media list), continue to promote the collections and activities of the library.

TORONTO PUBLIC LIBRARY BOARD

Chairman:

Mr. James Lorimer

Vice-Chairman:

Ms. Becky Kane

Members:

Ms. Sherrill Cheda

Mr. Donald Durst

Ms. Marian Engel

Ms. Nettie Lukow

Mr. Donald F. McDonald, Q.C.

Mrs. Nell Nakoneczny

Alderman Dorothy Thomas

Chief Librarian:

Mr. Henry C. Campbell

York Public Library

Population: 139,617

Library outlets: Main library, 4 branches and Mobile Library Service

Staff: 51 (20 librarians)

Collections: 293,664 books and bound periodicals; 361 other periodicals; 568 films and filmstrips; 8,038 records and cassettes; 4,400 pictures and prints; 5,744 microforms.

Circulation: 552,115 books and periodicals; 6,676 films and filmstrips; 33,641 records and cassettes

Expenditures: \$1,275,555

1976 has been marked by significant achievement despite budgetary restrictions which influenced almost all major decisions. More than ever before, the nature of our service to the public received close scrutiny in an effort to adapt our policies, procedures and collections to the particular needs of the residents of this Borough.

The chief concern of the York Public Library Board was the provision of better library facilities to residents in the Weston area. The original plan, which was to utilize the former Municipal Building at 2000 Weston Road, was abandoned when it was established that this move would be far too costly. At the year's end, negotiations for a more suitable location were still in progress. It is hoped that 1977 will see the completion of this project for which the Board of Control has approved \$570,000 in debentures.

The introduction of computer technology was the most progressive move towards greater efficiency and economy made this year. As well as implementing computerized overdues, the York Public Library Board endorsed participation in University of Toronto Library Automated Systems.

With the limited funds available for collection building, emphasis was placed on acquiring more popular materials such as paperbacks and records. This, coupled with the concerted effort to encourage more school class visits, resulted in improved services to our public, both young and old. Circulation of books and records increased by 8% with film use rising by 27%.

Great strides were made in providing still another form of information to the public — a wide variety of programs. Our auditoriums and meeting rooms were constantly in use for activities which made use of the expertise of both staff and guest speakers. Programs explored such diverse topics as rape, parapsychology, parents and adolescents, hiking the Great Divide Trail, women's choices in the '70s and legal matters in Italian. Art and handicrafts were exhibited, craft classes held, and book discussion clubs, formed for the first time in a number of locations, were well attended. The Library reached out to patrons of all ages and ethnic origins in the community.

Highlights 1976 / Public Libraries of Metropolitan Toronto

This year's programs for children were far more extensive than ever before. In addition to regular story times, puppetry, crafts, films, games and interest clubs, special programs featured such notable activities as kite-making with Ken "Mr. Kite Canada" Lewis, drawing and storytelling with Canadian award-winning author and illustrator Frank Newfeld, and talks on pets, whales, rocks, birds, and the new Metro Zoo, by experts in these fields. Perhaps the most memorable program, made available through Ontario Experience '76 funding, allowed a group of university students to form the Story Book Theatre Troupe, entertaining young audiences of three Boroughs with dramatic performances based on fairy tales. Exposure to live theatre was a totally new experience for many young patrons. All these programs encouraged children to explore new interests through books.

Outreach projects promoting books, library activities, and programs were held at churches, synagogues and schools in the community. Staff appeared on cable television, publicizing library programs and performing children's puppet shows. The Library participated in the first York Women's Day, and Yorkfest, the Borough's annual festival, where children's story times were held, and library materials displayed.

York Public Library cooperated with other community agencies to provide programs of interest to specific groups. Humber College utilized library facilities to conduct credit courses, a great convenience to women attending college on a part-time basis. The Public Health Nurses conducted prenatal classes and parent education sessions on our premises. One highlight was community participation in a "Caribbean Festival" co-sponsored with York Information Centre and attended by over 300 residents. This acquainted the community with West Indian culture and West Indians with the library.

The public was kept informed of library resources and happenings through publicity in the media. Public service announcements appeared in newspapers, on radio and on cable television. Fall and winter program brochures, publicizing all programs in one booklet, as well as flyers, bookmarks, posters, and booklists were, for the first time, assembled by graphic artists and professionally printed. This was possible due to funds from Ontario Experience '76, obtained through the Metropolitan Toronto Public Library project, which provided us with three students during the summer to work in our publicity department. Through this project a logo was designed and adopted for York Public Library.

However, the effects of economic restraint were felt in many areas of library operation. One, most visible to patrons, was the curtailment of hours open to the public. The Main Library discontinued Sunday openings after March and reduced its summer evening service. All locations closed on Friday evenings as of June. Another, perhaps the hardest of all, was the freezing of funds allocated to the book budget in late spring, reducing the flow of materials so vital to providing current information. A Wintario grant of \$21,000 for books and \$7,000 for furnishings and equipment was most welcome in this year of need.

Were we successful in 1976? Although circulation rose and although we made positive strides toward projecting the library into the community through the many activities, the effective publicity, and the commitment of our Board and staff, we still have much more to accomplish. One of the goals will be to relate our services even more closely to the needs of the multicultural community of the Borough of York.

YORK PUBLIC LIBRARY BOARD

Chairman:

Mrs. Cecilia Dineen

Vice-Chairman:

Mr. Peter Montgomerie

Members:

Alderman Patrick Canavan

Mr. Douglas Cuthbert

Mrs. Patricia Goodfellow

Mr. Frank Lambert

Mr. Wilf Royle

Mr. F. Roy Rutherford

Mr. Milos Subotincic

Chief Librarian and Secretary-Treasurer:

Mr. Bohus Derer

Statistics Public Libraries of Metropolitan Toronto

1976-75	BOOK STOCK (including bound periodicals)		CIRCULATION† (print and non-print materials)*		CURRENT EXPENDITURES††		POPULATION
	1976	1975	1976	1975	1976	1975	
East York	206,972	196,334	808,489	781,193	1,059,396	911,252	104,096
Etobicoke	622,901	607,299	2,267,899	2,341,018	4,130,640	3,729,917	293,461
North York	1,117,551	1,061,011	4,340,793	4,478,327	8,152,886	7,391,841	558,067
Scarborough	624,977	591,510	2,927,758	2,882,753	4,168,701	3,799,256	380,931
Toronto	995,951	961,262	4,339,188	4,027,608	8,310,496	7,626,118	713,130
York	293,664	288,064	592,432	553,788	1,275,555	1,112,459	139,617
Metropolitan Toronto Library Board	922,785	883,125	275,974**	333,904	7,597,579	6,978,249	
TOTALS	4,784,801	4,588,605	15,552,533	15,398,591	34,695,253	31,549,092	2,189,302

†These figures do not include reference use of materials in the libraries.

*8mm and 16mm films included.

††Figures include debt charges and capital expenditures paid out of current revenue.

**Collections became non-circulating on September 1 except for Languages Centre, Music Library, and the circulating picture collection of the Fine Art Section. Also 240 fewer hours of public service.

Directory

Director: John T. Parkhill
Secretary-Treasurer: Anthony H. Winfield
Audio Visual Coordinator: Laura Murray
Budget Officer: Ian Forbes-Roberts
Languages Coordinator: Leonard Wertheimer
Personnel Officer: William Anthony
Public Relations Officer: Margaret Chartrand

Central Library

Head: Margery Allen
Assistant Heads: Mary McMahon,
Alan Suddon
Departmental Liaison Librarian: Joyce Watson

Public Services

Bibliographic Centre & Interloan: Robert Yu
Business: Patricia Dye
Canadiana and Manuscripts: Edith Firth
Fine Art: Alan Suddon
General Information Centre: Anne Mack
History: Michael Pearson
Languages Centre: Helena Mott
Literature: Mary McMahon
Municipal Reference: Margot Hewings
Music: Isabel Clark
Science and Technology: Jane Peltz
Social Sciences: Abdus Salam
Theatre: Heather McCallum

Technical Services

Acquisitions: Margaret Gardner
Cataloguing: Grace Bulaong
Order: Jane Harvey

Departments and Offices

Buildings and Grounds: Cecil Hall
Business Office: Bertram Rajaram
Gifts and Exchanges: Joan Wright
Graphics: Kathleen Gabriel
Photographic Services: Wallace Bonner
Restoration Laboratory: Kathryn Cronan

Main Building (Central Library)

214 College St., at St. George
Bibliographic Centre (979-2456)
General Information Centre
Languages Centre (979-2023)
Canadiana and Manuscripts, Fine Art,
History, Literature, Social Sciences
and Theatre
Hours: Mon. to Fri. 9 a.m. to 9 p.m.
Sat. 9 a.m. to 5 p.m.
Sun. 1:30 to 5 p.m., Oct. 15 to Apr. 30
Phone: 979-2200 Telex: 06-22232

Central Library Annex

229 College Street
Business, Science & Technology, Languages
Coordinator, Languages Centre
Periodicals Room
Hours: Same as Main Building
Phones: Business 979-2218;
Science & Technology 979-2611
Languages Coordinator 979-2557

Audio Visual Services

559 Avenue Road, at St. Clair
Hours: Mon. to Fri. 9 a.m. to 5 p.m.
Phone: 962-3901

Music

559 Avenue Road, at St. Clair
Hours: Mon. to Fri. 9 a.m. to 9 p.m.
Sat. 9 a.m. to 5 p.m.
Phone: 921-1811

Municipal Reference

City Hall, Nathan Phillips Square
Hours: Mon. to Fri. 8:30 a.m. to 8:30 p.m.
Phone: 366-6431

Business Office

10 St. George Street
Hours: Mon. to Fri. 9 a.m. to 5 p.m.
Phone: 979-2200

Regional Headquarters

203 College Street
Hours: Mon. to Fri. 9 a.m. to 5 p.m.
Phone: 979-2200
Director's Office Phone: 979-2917
Building and Move Coordinator
Phone: 979-2555/6
Systems Unit Phone: 979-2555/6

Metropolitan Toronto Library Board

The Metropolitan Toronto Library Board was set up under the Public Libraries Act, 1966 and the Municipality of Metropolitan Toronto Amendment Acts, 1966 and 1972, as a regional library board, composed of: the Chairman of the Metropolitan Council or his representative; two persons appointed by the Metropolitan Council; one person appointed by each of the six area municipalities; one person appointed by the Metropolitan Toronto School Board; and one person appointed by the Metropolitan Toronto Separate School Board. Members of the Board are appointed for a three-year term.

Area Library Boards

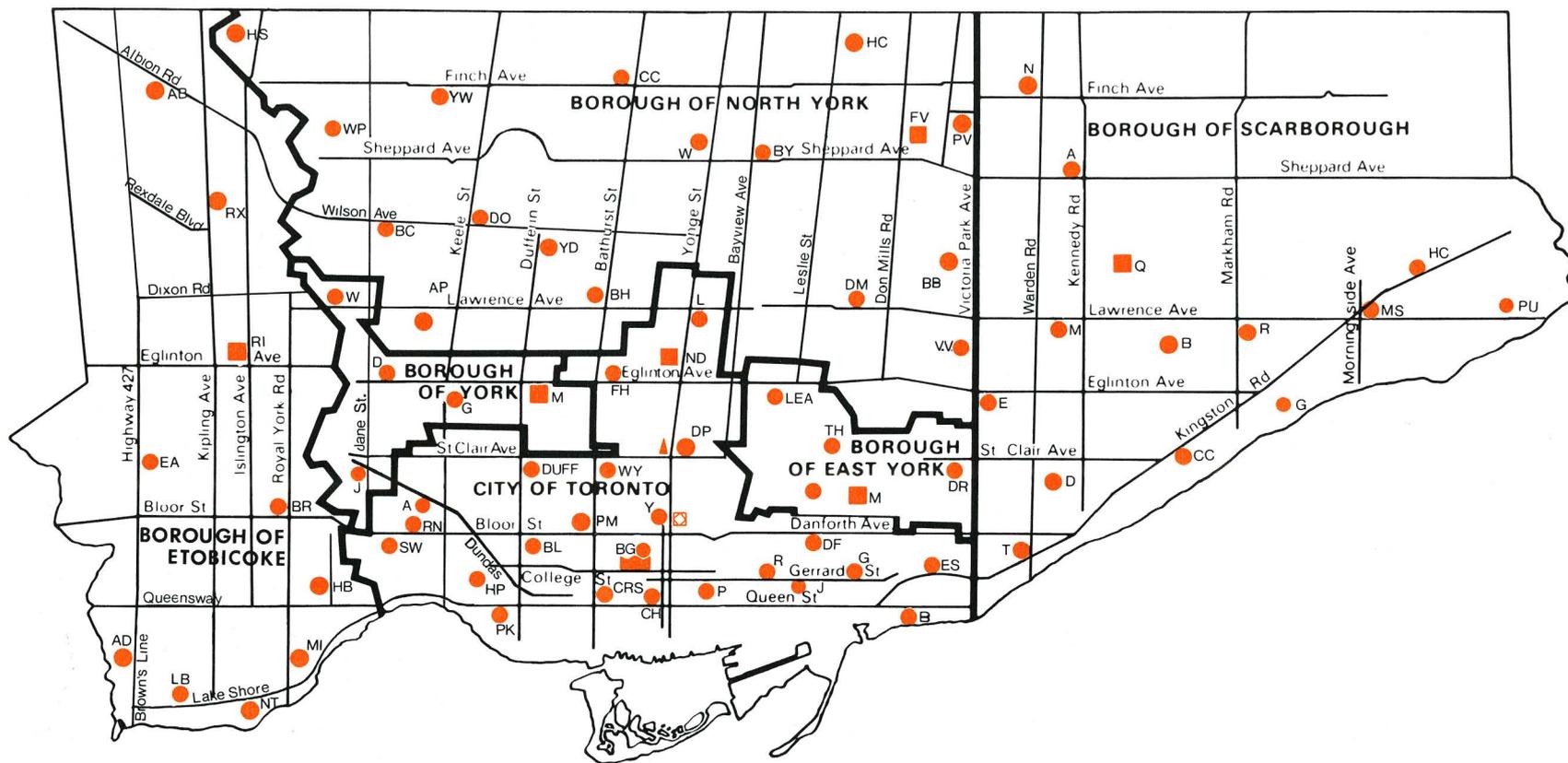
The Borough and City library boards each have nine members, composed of: the Mayor, or his representative; three persons appointed by the area municipal council; three persons appointed by the area Board of Education; and two persons appointed by the Metropolitan Toronto Separate School Board. Members are appointed for a three-year term, with the exception of the appointees of the Separate School Board, who hold office for two years.

Administration and Financing

The area boards and the Metropolitan Board are each responsible to their respective councils, and each submits annually to its council an estimate of funds required for the financing of its total operation. The area boards receive, as do all municipal libraries in Ontario, a per capita grant from the provincial government, and the Metropolitan Toronto Library Board, like the other 13 regional boards in the province, receives a provincial grant based on population and area.

Library boards in Metropolitan Toronto, as elsewhere in the province, are autonomous, with their own chief librarians or directors, administration, staffs, collections, facilities, programs, etc. The Metropolitan Toronto Library Board is the only regional board that directly operates its own library; in addition, it shares with the other regional boards a responsibility to encourage cooperation and coordination and to provide backup services throughout its region.

Public Libraries in Metropolitan Toronto



-  Metropolitan Toronto Central Library
-  Metropolitan Toronto Music Library
-  City and Borough Libraries — Administration Centres
-  City and Borough Libraries — Branches
-  New Central Library (under construction)

EIGHTH REPORT 1976

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