A large, stylized letter 'S' logo is centered on the page. The top half of the 'S' is outlined in black, while the bottom half is filled with solid black. The logo is composed of several horizontal bars of varying lengths, creating a modern, geometric look.

ANNUAL REPORT 1973

scarborough public library board

SCARBOROUGH PUBLIC LIBRARY

1973

A REVIEW OF THE YEAR

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CHAIRMAN'S REMARKS

Library Service in a growing community must face the need to expand its operations year after year. To do this in an orderly fashion, the Library Board requires a plan for development of services which is particularly determined by priorities. Library Budgets, both Current and Capital, have to be increased gradually to fit into the broad overall picture of Borough finances.

In 1973 the Library Board finalized its Library Development Plan, a system of libraries designed to meet the needs of the planned population of the Borough. It consists of four district libraries, each with a large resource centre which will be supported by small neighbourhood branches. The Plan was based on the population criteria provided by the Scarborough Planning Board and the Standards of Library Service approved by the Library Board previously.

This Plan was presented and accepted in principle by the Board of Control at a special meeting in April 1973.

The Library Board is aware that elected representatives have to be kept well informed of the aims and objectives of the Library Board, so they can make appropriate decisions to assist the Library system serve our community.

The Board of Control recommended that Council support the Library Board in its endeavour to acquire a site for the next District Library in the northwest area of the Borough.

In 1973 the Council approved capital funds for a new branch in the Guildwood community and two others which could not be acted on in this year. Unfortunately the opening of Guildwood, scheduled for November 1973, had to be postponed due to

delays in construction.

In line with our long range Development Plan, the Board's Five Year Capital Works Programme included 5 new neighbourhood branches, relocation of Highland Creek branch, site acquisitions for the northwest and Malvern District Libraries and capital for construction for the third District Library. A library at the new Town Centre may well be established when suitable accommodation becomes available in the new buildings planned for that area. There has been public interest towards a library at the Centre, and the Board has been aware of it. However, this may require the closing of the Bendale Branch and this decision will require considerable thought.

With the rapid development of housing in the Malvern area, the Board considered this as a priority item in their long range plans. An application for a site and facility was made to the Provincial Authority through Scarborough Council. Although the establishment of the Malvern District Library is still some years away, it was deemed important to initiate "long-term" plans at this time.

1973 was unique in the Board's history as the Current Budget was approved by Council without any cutbacks, which enabled the Board to grant a salary increase of 6% to all staff members. In addition the Library Board received \$50,000 to supplement our materials budget. This was made possible by the increase in the provincial grant which rose from 65¢ per capita to \$1.35. The additional money for book purchases was helpful to update our older collections. Our Current Budget was augmented by \$70,000 received from the Municipal Employment Incentive programme. These funds enabled us to carry out building and maintenance projects which would otherwise have been distributed over many years. Some other worthwhile projects were completed to benefit library users and to provide the Administration with useful research data on our services.

During my tenure of six years on the Library Board, I have seen the vigorous expansion in our services and it has been a great satisfaction to me to have played a part in this development.

My two years as a member of the Metropolitan Toronto Library Board gave me an opportunity to relate our library to the Metro-wide network of library services.

Personally I would like to thank all Board members for their contribution during the year to maintain and improve the services of our library and my sincere appreciation for their co-operation and support during my year as Chairman. Further, my thanks to the Mayor and Board of Control for working so closely with us and for us.

I also extend the thanks of the Board members to all staff for their efficient and imaginative service during the past year.

C.A. Kellow,
March, 1974.

REPORT OF THE DIRECTOR1973COPSE* Report and its implications

The COPSE report and its ramifications related to public libraries and adult education, dominated our thinking in 1973. It made us pause and take stock of our services in the 'knowledge market-place', so that we could modify the existing system and establish new directions to accommodate this enlarged vision of post-secondary education.

The COPSE emphasis on the concept of a life long learning process implies the need of widening the choice of opportunities for the learner outside the formal educational institutions. This would require a more compact reorganization of knowledge capable of keeping up with the increasing number of learners and the exponential growth of new information. In short, the learner needs an 'information utility'.

Information Utility

Professor Louis Vagianos, Director of Communications Services and Professor of Library Science, Dalhousie University, N.S., defines information utility as "a system of library and other information services connected with computers and communications links".

The public library will play a pivotal part in its development. It provides the democratic and accepted community base. It offers an organizational framework combined with resources and human skills and acts as an effective communications link between people and information.

Librarians as a group have all the expertise in handling information and organizing knowledge. Also, they have always been - and will be - involved in the preservation and transmission of culture, which is the broader aspect of the utility.

*Commission on Post-Secondary Education

When the public libraries are organized into a tight network and combined with effective delivery-retrieval systems (computers, terminals, transmission devices), they will become the major components of the information utility.

With further linkages to other information networks - community, government, consumer, legal, business information - the citizen will have access to a wide variety of sources to satisfy all his learning needs.

The process has already started. Metropolitan Toronto public libraries and Ontario University libraries have formed their separate networks. Other information 'clusters' such as community and consumer information exist. All these developments, however, are evolutionary rather than planned.

Why is it that there has been little co-operation among institutions in planning and developing this universally needed service?

Some of the reasons are obvious. The existing legislation and grant systems do not encourage free sharing of resources. Institutional empire building is still prevalent. Many institutions refuse public access to their library/information resources. Public libraries and the other 'Open-Sector' institutions - galleries, museums, etc. - have not yet received financial support to develop networks. Lack of money inhibits the development of many new networks; e.g. community and consumer information. Lack of understanding of the public need has slowed down development of legal and governmental services.

Scarborough Public Library in the network development

Scarborough Public Library is one of the public library systems which has taken the initiative in the 'linking-up' process. Our inter-branch telecommunication network was the first in Canada. It now represents a communications system of 10 library branches, 5 high schools and one community college library and, with a further linkage with other

Metro Toronto Library systems and MetroDOC* , offers rich resources for all residents .

The Scarborough Public Library has played a catalyst role in the development of the school libraries network . The participation of 5 collegiates in our information exchange indicates a trend for future expansion .

A logical and successful co-operation with Information Scarborough has led the Administration to investigate other possible linkages: proposed educational opportunities service (LEARNXS) and various consumer and government information services .

Sharing resources is clearly the ultimate solution . To this end appropriate legislation has to be passed , allowing for free flow of information and sharing facilities and resources by participating groups and institutions . This , combined with adequate funding , will result in the establishment of the information utility .

Our model could be and has been used as a prototype by other systems . It can be combined with other information 'clusters' into larger units .

Scarborough Public Library has demonstrated capability in assuming the leadership and/or partnership in the development of an information utility . It is willing to share its resources with others for the benefit of the user . We have a flexible organization with primary emphasis on people's needs and problem solving . Our innovative and creative staff is ready for further challenges .

*Metropolitan Directory of Courses (Continuing Education Directory) .

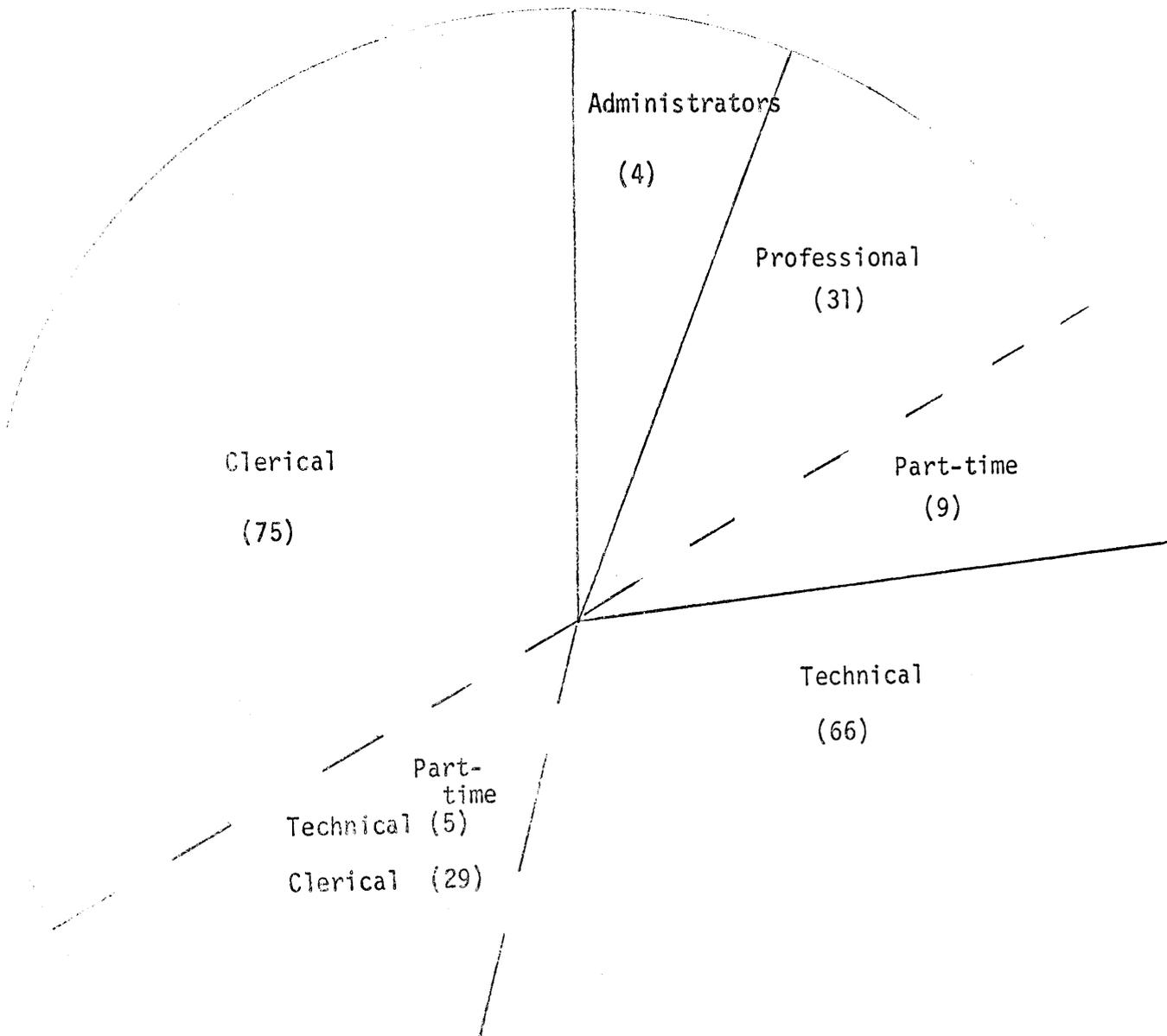
The reports, which follow, present an overview of the year's activities and service. The statistical information is grouped together at the end of the reports.

S.P.L. continues to be a focal point for the 100,000 and plus people who use our libraries. Our institution has a reputation for the high quality of service and it is the staff who deserve all the credit for responding so effectively to the needs of community residents.

Special thanks go to the Library Board from me and the senior staff, for its support and interest towards our services, and for their efforts in the political sphere to ensure maximum support for the Scarborough Public Library.

Helen Peterson,
March, 1974.

1974 ESTABLISHMENT



PUBLIC SERVICES DIVISION

1973

Since 1973 was a year of hiatus as it were, this report will generally be a "state of the public services" affair and hopefully close to the bone. It seems to be time to look at the four components of public services - the collection, (the use of materials within and without the branches and bookmobiles), the staff - (the most important part) and some outside activities and our involvement in them.

Collection

The state of the collection depends on the budget and acumen in spending it. In 1973 we had a fairly healthy materials allotment - \$300,000 plus some capital still for Cliffcrest (about \$25,000) and approximately \$80,000 for Guildwood. Add to this bits and pieces from other items (salaries mainly) and you do have a fairly healthy amount - if one compares it with the past. The District Heads, the Agincourt and Bookmobile supervisors and the Administrator of Public Services met to discuss the "carving up" of the current budget with an eye mainly to updating old collections and bolstering branches (like Agincourt) with large circulations. This activity is, of course, an ongoing thing - indulged in with enthusiasm when there seems to be a fair amount of money to proportion and with pessimism when the amount is paltry. We all know that there are old toneless collections within the system - Bendale, McGregor, Taylor, Highland Creek and to a lesser extent Eglinton Square. The selection committees made up of librarians who actually work on the floor, are urged to do something about these collections. They also have to be aware of the very different demands made on our backup information centres, Cedarbrae and Campbell and let us include Agincourt which is asked for more

than it can supply. The meetings to "divvy up the budget" are fairly noisy but not, let me say to the staff's credit, acrimonious. As a result we are gradually (very gradually), bringing the older collections closer to scratch.

There are problems however. Public demands tend to be bunched these days - much more so than in the past. Although it must be admitted that in the past organizations such as "the Book of the Month Club" had enormous influence - now it's as though there were many "Book of the Month Clubs". There is a current awareness of Canadian literature, the energy crisis, the U.S. government problems exemplified by the Watergate drama, the changes in education, transportation whether airports or streetcars, consumer interests, community and ratepayer groups' demands and so on. Public taste varies almost "en bloc" and one would need reproduction machines working ahead of taste or interests to supply this material. The delicate balance between the vicarious taste of the individual and the fairly predictable desires of the very involved person have to be taken into account. This situation presupposes a sensitivity both to the world today and to the budget.

Where this dichotomy is most evident is in the area of children's work. The demands for material to meet school deadlines is overwhelming and this is a field where we must be active. On the other hand, it is incumbent on us to supply imaginative books, films, recordings and tapes related to where the kids are at today. Sadly lacking is material related to a Canadian child. Unless he or she is well away - is looking beyond the daily TV programmes, the local environment - high rises, traffic, the manicured lawns etc. - it is difficult to relate to the "uplifting" material which forms the staple product of the usual public library. Our children's librarians have great difficulty finding books which are contemporary and are meaningful to a child in Scarborough. Many publishers, booksellers and librarians are concerned about this situation, and hopefully will bring pressure to bear on the various governments and grant giving organizations to encourage

writing for children .

At the moment the public library seems to be caught between two worlds - the world of the information seeker looking for a small or at least discernible piece of knowledge and the "home reader" who is looking simply for relaxation . The greater part of the circulation statistics is certainly still in the latter area although this is decreasing year by year . The information seeker put the number of questions in 1973 up over 30,000 over 1972 . Teletype questions successfully answered number over 63,000 . 83,667 attended our programmes, took part in our craft sessions and viewed our films . The varying life of a staff member - the ability to function on many fronts is why SPL makes an impact on the community and remains as flexible as it is .

The Scarborough Public Library probably leads in realizing that audio-visual material provides an intellectual stimulation equal to that received through print . Certainly children unselfconsciously absorb experiences through TV , radio , tapes , recordings , etc . They have no problem pushing the button and getting what they want . The Technical Services Department has reported a very significant increase in film reservations on the Metro teletype network . We never seem to have enough recordings and the cassettes move very well .

Since Scarborough is well into "teleducation" our collection of video tapes is becoming significant both as to quantity and quality . This is a very interesting area of A.V. - the acquisition , preservation , and replay of the material are all so easy to deal with and the impact so subtle that we may well find video tape demanding more and more of the budget . The enthusiasm with which the staff has grasped this new medium corroborates this statement .

We began an interesting experiment in December at McGregor Park . Our committees selected 500 titles hardbound , 500 titles paperback of older light "recreation"

material (we call it the "koobs" collection - a term "books" spelled backward coined by Jack McClelland of McClelland and Stewart referring to this type of perennial favourite). The popularity of this special collection is quite spectacular. I am interested to note that the Toronto Public Library has, as of this month (February, 1974), put together a committee of librarians to select this "easy reading" type of material. We have always had the titles in the system, of course, but not in quantity and not concentrated in one spot.

To sum up, the collection is getting better slowly but it certainly needs a concentration of effort and a significant budget to make it attractive.

Staff

There were significant changes in staff in 1973. Christian Davids, the Head, and Paul Aschner, the Assistant Head, both left Cedarbrae - the former for health reasons and the latter for retirement. We were sorry to see them go. Together they had nineteen years of working with us and a lot of "know-how" went out the door with them.

The in-service training programme and the temporary transfer of individual staff members from branch to branch meant a challenge, particularly to people who had been in one branch for many years. Many people have reported that they enjoyed the experience gained by it. We also began a series of professional meetings for the librarians which resulted in some very fruitful discussions about where we are and where we are going. The senior technicians from the whole system met twice and thrashed out many problems standing in the way of efficiency and service.

The staff of S.P.L. is one to be proud of. They are asked to play many roles and they do so cheerfully and creatively. In the Public Services Office we keep a large weekly chart of what's going on everywhere in the system from meetings, to crafts, to

E.S.L. (English as a Second Language) to Exhibits. It is a most impressive witness to the versatility of the many people who help S.P.L. retain its leadership in the library business.

We were involved in some fairly significant outside activities last year. One of the most interesting was the first serious exercise regarding "Public Lending Right" which may result in some recompense for indigenous authors - hopefully not at the expense of individual library boards. This question is very much "in" at the moment with the new Canadian "Writers' Union" giving it second place (next to regularizing contracts with publishers) in the list of priorities. The O.L.A. has an action committee at work and we will present our brief at the convention in May. I am also on the C.L.A. copyright committee which dovetails neatly with one on "Public Lending Right".

James Montgomery is working hard as vice-president and president-elect of the U. of T. Faculty of Library Science Alumnae Association; Clarice Henschel is on the Publications Committee of the Board of Education principally working on "Your Schools; Jill Brady has worked on the committee with the Provincial Library Service reviewing and evaluating children's books; Nellie Bastedo is the Metro appointee to the "Learnxs" project - an adventure in informal education east of the Don River and Nancy Hall chaired the meetings and produced the report for the Committee on Languages Other than English for the Administrators of the Borough and City Libraries. She is also on the Metro Reference Committee. Several staff members are in the CORE groups of the Scarborough Interagency Council from which they learn a great deal about their immediate community and its problems.

At one time last year it was possible to find students from the Faculty of Library Science, from Seneca, from Borden and Timothy Eaton Secondary Schools all learning the ropes in our branches and on the bookmobiles. In addition our "Library Guide" programme

(funded by the Provincial/Municipal Incentive Programme) was underway for five months. The six people under the supervision of Mrs. Frances Abel acted as hosts and hostesses in our branches and did some valuable research work for us.

We had many visitors in 1973 - too numerous to mention. The most interesting - at least as far as I was concerned - were four from Cornell University who are spearheading a group which intends to publish an adult education tool similar to the "Continuing Education Directory". This was particularly gratifying since the S.P.L. has for many years assisted in putting the Directory together and also donated a lot of time to helping the public use it.

1973 was fairly calm but far from dull. We ironed out a lot of problems and hatched a few more which we will wrestle with this year.

Diana Mason,
Public Services Administrator
February, 1974.

OFFICE OF COMMUNITY DEVELOPMENT AND PROGRAM COORDINATOR

1973

Emphasis on the library as a centre for community discussion of issues continued, reflecting probably the three primary concerns of North Americans in 1973 - transportation, women's place in society and food costs.

Three forums on transportation were held throughout the system in cooperation with the Metropolitan Toronto Transportation Plan Review, an organization whose task is to encourage and develop public participation and input for official planning purposes.

The two forums on Women explored the topics of - 'Women's Place - in politics, creative fields and the community' and 'Sex-role Stereotyping'. These programs, presented in cooperation with the Scarborough YMCA, brought such well-known people as sculptor Maryon Kantaroff and politician Aline Gregory, students and psychologists, together to share their thoughts in this controversial area and to stimulate discussion in Scarborough.

The third issue - 'the Rising Cost of Food' - was a joint effort of the Campbell Library and the local community organization.

1973 was also characterized by long-term projects of community involvement. The growing pains of last year's attempt to work in a continuing and flexible way with basically two 'groups' of people - teenagers and the highly diverse number of people whose native language is not English, settled down to the strengthening of productive and positive relationships. These distinct efforts were just part of the in-depth approach of the Campbell Library to become a resource centre integrated with the dynamics of the total community.

Under the Provincial-Municipal Employment Incentive Program, the Activities Centre for Youth at the Campbell Library was enabled to function for the second time for a five month period - February to June, 1973. The fact that several of the staff members of the year before were able to join us again for this season contributed greatly to the smooth running of this creative powerhouse of eight young people. Although again committed to developing a wide range of activities of interest to young people, the staff found a great interest in 8 mm. film and video work. We were able to concentrate on these areas due to the timing of the National Film Board's 6-month pilot project with SPL. Ian McCutcheon, project Officer with the NFB, worked with SPL January to July to explore how children, 7 years and older, would relate to 8 mm. film as a medium of expression. One of the primary aims of the program was to demystify film work and to spread the skills necessary in order for people to incorporate animation into the range of the experiences offered to children. Three of the 8 staff members had previous experience in various areas of film animation and video production and theatre, but all became involved in this tremendously successful venture with the youth at Campbell. In addition to training the Y.A.C. staff, several workshops in animation for SPL staff members who work with children were held by the NFB. A system-wide filmmaking program was begun in May, with groups of 10-12 children in each branch working with a staff member and the

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N.F.B. Project Officer, Ian McCutcheon, culminating in two evenings of 'Children's Film Festival' in July.

Reflecting SPL's growing involvement with people whose original language is not English, the Campbell Library became the centre in Scarborough for English as a Second Language in April. This service is presented in cooperation with the Citizenship Branch of the Ontario Ministry of Community and Social Services. Demand for a language aid program grew out of the door-to-door outreach effort the YMCA was conducting in the area, finding that there were a great number of people who wanted an informal English program. The outreach effort was originally connected with the already successful weekly discussion program, 'Orientation for New Canadians', cosponsored with the YWCA. Both these programs are excellent in themselves but it is the deep involvement of Campbell Library staff members in the process and with the individuals that has led to the success in our terms of the programs. The sensitivity and concern of many staff members have enabled the organization to enrich its understanding of the diverse expectations present in this complex community and to widen the base of services.

It is also the staff involvement that has led to the wide number of special programs which have augmented these weekly programs throughout the year. There was a 10 day Festival of Greek Arts and Crafts culminating in the very popular Greek Folk Dance Program. Because a radio station was aware of our efforts, we were able to present a unique free performance of the Canterini Peloritani Dance and Music Group from Sicily in celebration of Columbus Day, October 7, in cooperation with the Federation of Italian Clubs and Associations. Lithuanian Folk Dances were presented in connection with Metro Caravan, June 22.

In addition to these special events, new facets have been constantly growing within the weekly program - the children's story hour in Italian, a Christmas Party and field trip with another weekly discussion group that meets at the same time. It is this kind of involvement that causes the YWCA to describe the program at the Campbell Library as the 'model' in talks to classes at the University of Toronto Faculty of Library Science.

Other long-term projects included the SPL sponsorship of a group of four high school students under the Opportunities for Youth program. These musically-talented grade 12 students introduced over 300 children, 7-12 years old, to music, teaching many to play the recorder, from July-September in their "Summer Music Experience". They have proved to be a great resource for the system even after the project term ended, doing many individual branch music programs and even a workshop for staff in the use of rhythm instruments with children. A summer-long project at the Cliffside Public School involved a number of staff members throughout the system in a weekly program of arts and crafts. A very active committee of area residents and social agency personnel concerned about the lack of activities for children requested SPL participation.

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Two students of the University of Toronto Faculty of Library Science course entitled "Directed Field Practise in Community Work" were under SPL supervision full-time for a three week period in April-May. One project, a survey of business needs in the area of the new Civic Centre, developed many lasting contacts. The other was a study of the community needs and activities in the rapidly growing and changing area surrounding the Morningside Library. The attempts by the student to discover what was happening resulted in residents and agency personnel meeting, and gave a strong push for the following development of a committee which gained agency acceptance of the idea of a community-agency headquarters and activity centre.

Other special interest programs included a Cross-country Skiing program at the Morningside Branch. Over 300 attended this cooperative program with the Recreation and Parks Dept. in November. The Fitness Van (of the YMCA and General Foods) drew a record-breaking (for the van) 350 people to Campbell Library in November. Highland Creek celebrated the history of its area with a 'Pioneer Days' open house in October. A four week 'Communications through Television' course was presented in conjunction with the Ontario Educational Communications Authority in February. Also connected with the field of tele-education - Cedarbrae Library became the Toronto area site for the Arts 100: Communications course - a series of six 2-hour sessions for students, and interested individuals, of this first university level course to be televised, originated by Waterloo University.

Weekly discussion groups on parent education, family life, music, and even books grew in number throughout the system, held in conjunction with a wide range of organizations - the Mental Health Council, Dept. of Health, Scarborough General Hospital; evidence of the attempts to demonstrate to professional and volunteer workers that library resources can tie in directly with their activities and work in the public education area.

Throughout the year, a theme emerged that grew in concept, uniting many individual programs, student projects and long-range community development designs. In part, this direction could be described as 'The Library as a Toolkit'. In our work with community residents, LIP, OFY groups, social agency personnel, all involved with a process of community development, emphasis was placed on actively connecting library resources with needs or problem areas. This process is a two-way one and most often led to the library taking a look at the suitability of its resources in a specific area. People running playschools, teen activity programs, film shows, find that library materials, when packaged to meet their needs, become actual tools that enable them to do the job more effectively.

This applies to skills also. Workshops on puppetry, storytelling, discussion groups, all are geared to packaging skills so that they become effective tools. This orientation was the basis for the 'Workshop in the use of Audio-visual Materials' at Campbell Library April 6 and 7, the Open House at Morningside Library, June 25-6 and the all day workshop 'New ways of training' presented in cooperation with the Volunteer Centre of Metro Toronto at Cedarbrae Library, October 17.

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This process of the library trying to discover what is happening in a certain area and then examining what resources might suit needs has had a by-product which over this year has gained momentum. The library becomes in a situation a central figure, often acting as the catalyst which brings together people and organizations with common purposes. As this happens, the process becomes reinforced and, in instance after instance, the library is turned to as a source for information about what's happening in Scarborough. A significant and growing development involves linking people with other people, organizations, programs, and interests. As the number and variety of organizations basing some part of their effort at the library increases, so do the chances that links will be made among them and, of course, the greater the chance that individuals in the community will find the link they are looking for. In many cases, it can be seen that the unique role of the library in the community is its creation of the broad base for a mix, allowing individuals the greatest possible opportunity for finding the information, skill, activity, etc. suitable for them. In this context, the word 'information' can often be interpreted within a framework of personal development to mean 'life choice' information. The library in creating the mix, demonstrates the choices and opportunities people have open to them.

Participation in Professional Activities

May 1973	Chairman, Local Arrangements Committee, OLA Conference
June 5-10	Member of Animator Team, Key Conference II on the training of volunteers
Nov. 8 & 9	Planning Committee member, Provincial Library Workshop on 'The Library in the community' held in Toronto, Nov. 8 & 9
Nov. 24-26	Animator team, University of Toronto, Faculty of Library Science, Workshop on 'Partners in Information', a workshop for librarians and information centre specialists.

W. Wright

February 1974.

REPORT OF SUPERVISOR OF BOOKMOBILES
1973

Library service can be provided, in a hurry, to the newly developed subdivisions by means of bookmobiles. The rising cost of electrical installations frustrated our efforts to follow upon the heels of new housing in Scarborough. A search was started, some years ago, to find alternate means of providing power to operate the bookmobiles. Early this year our director, Mrs. H. Peterson, located a manufacturer who was willing to take on the challenge. Business negotiations were completed in February and the actual manufacture was taken in hand soon after. The generator we needed had to be almost totally silent and fit into the tight little space between the tractor and the trailer. It required somebody with limitless patience and ingenuity to design and produce one. Ten months of constant toil and effort produced a perfect generator which was installed and delivered to us on December 13, 1973. While we were waiting for the generator, we kept ourselves busy by improving and diversifying our services at the established locations.

Foreign language reading

A systematic search was made to locate library non-users in the neighbourhood of bookmobile locations. Some non-users were willing to come to the bookmobiles provided we had books in the languages of their choice. During the year our patrons have requested and enjoyed reading materials in Dutch, Finnish, French, German, Hindi, Latvian, Macedonian, Portuguese, Spanish and Urdu. It needs constant vigilance to keep these patrons supplied with the materials of their choice.

Story time

Towards the end of the year pre-school story time was introduced at two locations - Trudelle Court and North Bellamy. A small circle of children enjoy the weekly story time very much. At the moment it looks as if this might become a permanent feature.

Films and other programmes

Due to the limitations inherent to the bookmobiles, film programmes were considered an impossibility. This year the problem was solved by presenting film programmes in school halls and other buildings adjacent to the bookmobile stops. One programme of macramé demonstrations and instructions was also arranged.

New points of service

Three new bookmobile stops were initiated during the year. Treewood and Kenway Plaza stops presented no difficulty but the Malvern stop took quite a bit of negotiating. With the help and support of the Malvern Residents' Association, I was able to persuade the Ontario Housing Authority to pay for the installation of the hydro outlet and provide suitable parking facilities. Without this the Malvern area residents would still be without any library service.

Cancellations

Bookmobile stop at Brimley Acres was being used solely by the senior citizens residing in the Brimley Acres apartment building. Not being in very good health, most of the senior citizens found it difficult to reach the bookmobile during bad weather. At the same time, the large bookmobile unit was becoming a nuisance in the narrow driveway where it had to park. Consequently, bookmobile stop at Brimley Acres was cancelled and library service in the lounge was instituted instead. At the moment, more people are borrowing from the 'library in the lounge' than they ever did from the bookmobile.

Institutional and Shut-In Service

In the early part of the year a survey was conducted to locate the visually handicapped in need of Talking Books. This survey gave additional publicity to our shut-in

service. During the year requests for library service were received from approximately 100 handicapped and shut-in residents of the borough. Our resources, in staff and materials, have been stretched to absolute capacity to meet the demand. A reliable and systematic delivery system has been possible since the acquisition of a new delivery van in August of this year.

Talking book service was introduced during the year. Demand has not been as overwhelming as we had expected. Suitable materials in larger quantity are needed in order to give a fairly good service. Six film shows were arranged for groups of senior citizens in various locations.

Two nursing homes receiving service from us ceased to exist in the early part of the year. Library service was withdrawn from these as well as from Mini-Skool. A new nursing home - Scarborough Lodge - was established in the early part of the year. We have provided library service to the residents at the lodge since its inception. At the end of the year twelve institutions and 234 individuals were receiving shut-in service.

Collection

Great improvement was noticeable during the year in our book collection. Materials needed for day to day operation were generally at hand. Full use of the inter-loan department was made to obtain materials not on hand such as foreign language books, demand books, materials dealing with subjects in greater depth etc. 4,656 hard cover volumes were discarded during the year.

Staff

Four new staff members replaced an equal number of old hands who left due to various reasons. Much time had to be spent to train and reorient the newcomers before

they became full-fledged contributing members of the bookmobile team.

Personnel at the branches, maintenance department, business office, and the borough garage have been greatly helpful. On behalf of all my staff and myself I wish to thank them all for making it a very successful year for us. My thanks also go out to the entire bookmobile staff who worked so hard, and to my supervisors for giving me constant guidance and encouragement.

S. Dhawan
January 29/74.

REPORT OF TECHNICAL SERVICES
1973

Looking back at 1973, it seems hard to place Technical Services, as an entity, at one definite spot on the graph of progress. Each department is at a unique point of either saturation, maturity or, in some aspects, at the initial stages of development. As it is now, innovation is imperative in many areas, while in others, where mechanization has been implemented, the potential is still to be fully utilized.

Considering the rate at which the library system as a whole is growing, it always requires a herculean effort to operate and meet deadlines without any additional staff. An expedient but temporary solution is the use of part-time help. A more functional, effective system is obviously more mechanization wherever feasible with less duplication and more pooling of efforts throughout Metro. This can only be accomplished by actively promoting centralization and cooperation in as many areas as possible rather than merely considering such actions.

During 1973, Technical Services hosted several interested visitors from different libraries in Ontario and other provinces. Circulation Control and Order Department were the two prominent areas of interest.

Order Department

During 1973 more utilization of the mechanized ordering system was achieved. Approximately 5,000 titles were ordered as a basic collection for Guildwood by using computer generated order numbers of titles selected from the print outs of the Cliffcrest collection. This shortcut eliminated the generation of at least ten new tapes and resulted in tremendous savings of staff time and, consequently, money.

The by-products of the computerized system are being used beyond the Order Department. The print outs are constantly used by the Interloan Department, by the

Coordinator of Acquisitions and by the selection committees. The Financial Report print out shows total of money spent on books as well as the amount still on order, per branch. Using this information, Technical Services issues a Budget Control Statement indicating, per branch, monthly expenditures, total expenditure to date and amount still outstanding. This statement acts as a guideline to the Coordinator of Acquisitions, to the selection committees and to the District and branch heads in planning equitable distribution of acquisitions within the framework of the budget.

These are but initial benefits from among many yet to be derived from the mechanized ordering system.

Cataloguing Department

The department's three cataloguers were kept busy working on the rest of the Cliffcrest collection, starting on Guildwood's as well as the usual flow of books and other materials for the rest of the branches.

Because of more branch outlets (Cliffcrest and, shortly, Guildwood) the total number of multiple items ordered and catalogued has gone up in 1973. The credit for coping with this increase goes to the Processing staff who had to process almost a thousand catalogued items in excess of the 1972 figure.

As a cooperative effort on the Metro level, a cataloguer is now responsible for establishing periodical entries of SPL holdings in accordance with the cataloguing rules. The same cataloguer is a member of two Metro Committees working on the publication of the Metro Guide to Periodicals and Newspapers.

A further dialogue with Metro is the continual submission of lists of newly acquired foreign language titles to the Language Coordinator, Metro Central Library. As a result of this and other boroughs submitting the same, a combined list of foreign language titles in

Metro libraries is issued and distributed to the different libraries.

A new item, microfiche, will be added to the list of catalogued non-print material. Catalogue cards are now produced for records, cassettes, microfilms, audio tapes, video tapes and eventually, microfiche.

The liaison with the Resource Centre, Scarborough Township is still active and part of their collection is ordered, catalogued and processed by us.

In 1973, the clerk in charge of discards was literally swamped with materials to be discarded. As the branches were urged to "shelf clean", more items found their way to Technical Services and the mammoth job of readjusting the card catalogues had to follow. Where 22,176 books were discarded in 1972, the figure for 1973 was 32,592, an increase of 47%. There was also an increase in discarding paperbacks and non-print materials.

On the whole, the department continued to operate smoothly and maintained a steady output of materials.

Interloan Department

The department was busier than ever in 1973. With the addition of Morningside to the main loop of SPL teletype network, a new high school to the Albert Campbell District loop and still another high school to be connected in early 1974, the network will definitely reach its saturation point. This means that in 1974, the total number of schools within the Albert Campbell District loop will be five besides the four satellites already connected. When Guildwood branch joins the network, there will be sixteen outlets linked to the Administration centre (see attached schematic).

There was an increase of 5,033 in the number of requests filled over the 1972 figure, while the number of unfilled requests continues to be proportionally minimal. The most marked increase was in film bookings - as high as 114% over the previous year. If

the idea to spin off the A.V.S. film booking into a separate loop was "entertained" last year, it has now become imperative to implement it.

More requests were filled through Interlibrary Loan (i.e. requests transmitted from SPL on the Metro teletype machine and located through the Metro Toronto network).

Spontaneous requests continue to increase - a tendency that developed when the 10¢ charge for written slips was tried for eight months in 1972.

The number of books exchanged between SPL and Centennial College increased in 1973 and, at the same time, an equitable ratio of items loaned and items received between the two was achieved. This balanced reciprocity did not apply in the exchange with the high schools (although it did last year) probably because of a weak collection in one of the schools. However, this is expected to even out in 1974 when another school with an established collection will be connected to the network. The high schools continue to supply each other with books and the number of items exchanged between them was noticeably higher than the previous year.

Circulation Control Department

This is another department that is being stretched beyond capacity. With the addition of new branches it is becoming quite a feat to keep up with sending notices and invoices within a reasonable period of time from overdue date, by manual methods.

The mechanized part of the operation undertaken by Seneca Community College Computer Center (i.e. processing of transaction cards and issuing print outs stating numbers of overdue transaction cards) has been most efficient. However, this efficiency loses its full impact when followed up manually.

Three men were engaged from January to May, 1973, on the Provincial-Municipal Employment Programme to collect overdue material. During this time a total number of

2,002 items were collected at an estimated value of \$5.00 per item and a money value of \$10,010.00. The money they collected on overdue fines and lost material amounted to \$632.38.

The part time collector continues to produce satisfactory results. However, the system will soon need a full time agency. This was investigated early in the year but more enquiries have to be made before the matter is finalized.

With the beginning of 1974, the Computer Centre at the Scarborough Township will take over the operation previously done by Seneca at comparable cost but with added potential benefits. Hopefully, the whole operation of the department will be undertaken by the Computer Centre. This might entail a more sophisticated charging out system at the branches, the cost-effectiveness of which will have to be carefully investigated before its application is justified. Ideally, such a scheme should be streamlined with other mechanized operations within Technical Services and, possibly, beyond and into the branches.

Staff News and Activities

The Administrator, Mr. Marius Post, has been on sick leave for several months. His stamina and direction are missed.

Mrs. Gail Hasper, Supervisor of Circulation Control Department, resigned as of December, 1973. She was replaced by Mrs. Norma Davidson who has been with the Department since 1966.

Another resignation was that of Mrs. Janet Quinn, Supervisor of Order Department. Her position was filled by Mrs. Lynda Lambert, an Order Department staff member for four years.

At the end of 1973, Miss Elayne Leightner, Cataloguer, was transferred to part-time staff due to health reasons.

Mr. Marius Post is the SPL representative on the Interloan Committee which consists of members from the Metropolitan Toronto Library and from all Metro area library systems.

Mr. Stanley Algoo, Cataloguer, is a member of two Metro Committees working on the publication of the Metro Guide to Periodicals and Newspapers. He attended several committee meetings throughout the year.

Mrs. Mavis Robinson, Coordinator of Technical Services, attended the Ontario Library Association's annual meeting.

The undersigned completed a course entitled "Computer-Based Data Processing in Libraries", part of a Continuing Education programme given by the University of Toronto, Faculty of Library Science. She also attended the Institute of Professional Librarians of Ontario's annual meeting, two IPLO workshops and a demonstration of Automated Charging Systems organized by the Central Ontario Regional Library System.

In conclusion it should be emphasized that all Technical Services' accomplishments are due to the staff's hard work, the high degree of cooperation between the different departments and an ongoing two-way communication with the branches.

Amira Stamboulie
Assistant to the Administrator of Technical Services
January 28, 1974.

REPORT OF BUSINESS ADMINISTRATOR
1973

The tranquillity established in 1972 carried forward into 1973. The business operation was only temporarily disrupted by the retirement of senior personnel during the year. This requires some time for re-adjustment.

The Municipal Employment Incentive Programme in progress in 1972 and carried into 1973 was completed. This involved a fair amount of major repairs and renovations to our buildings. The most noticeable change for the Business Office was the re-arrangement of the reception area which now enables us to use this clerical position to much better advantage.

Accounting and Payroll

Prior to year end the accounting and payroll remained unchanged except for natural budget increases in both expenditures and the staff establishment. During the latter part of the year, a great deal of research and experimentation was conducted to evaluate the feasibility of converting our payroll from our present method to that of computer with a view to using the Borough facilities. As a result of this study, in 1974 we shall embark on the computer method of producing our payroll. The preparation work will be, as before, administered by the Business Office and the actual mechanical production of payroll cheques will be performed by the Borough Computer Department. At present it is optimistic to assume that this conversion will be successful and enable us to realize some budget savings, and most of all provide for future expansion without the usual increase in cost.

Purchasing

The purchasing function has remained much the same as to routine of work but the

volume of requests were the same as previous years. However, there is a need for greater attention and research to try and offset price increases and long deliveries. It is difficult to cope with this kind of situation because the deliveries and product demands make it necessary to remain with permanent suppliers yet, on the other hand, we have to be constantly aware of price changes and keep abreast with the items we purchase.

About the only excitement generated in this department was the inheritance of some office equipment and furniture from the Borough Executive Offices which they so generously contributed to us prior to their move to the new Civic Centre. This enabled us to replace most of the historic desks and files inherited from the Borough's previous move from the old Geco buildings to their recently vacated premises. These surplus items of wood desks and chairs were assembled and a formal public auction conducted for their disposal.

One of the major jobs we hope to undertake in this Department this year is that of having all our furniture and equipment inventoried and identified with a library property label which we have purchased for this purpose.

Printing and Stationery

There has not been any change in this area other than the usual increase in workload. However, it will be necessary in the near future to evaluate this service as our present 'old age' printing equipment is in need of replacement.

Up until now we have been making extensive use of all Borough equipment and facilities. This gave us the benefit of both worlds. However, with the move of the Borough facilities it would appear that their workload has put greater demand on their own equipment making it less available for our purposes. This will compel us to a decision regarding replacement of our multilith equipment and other services performed by our operator.

Maintenance Department

It is very difficult to maintain the equilibrium in our Maintenance Department. The services performed are immensely appreciated and necessary, yet it is our constant vigilance to explore the possibility of contracting and buying services rather than to perform the services with our own forces. We are currently experimenting in contracting services for our snowploughing and janitorial services. The janitorial services have improved some since the division of our system into two districts using two separate contractors rather than one. It would appear that our janitorial services are somewhat more sophisticated than the average service performed by these companies, therefore, we are constantly alert with our supervision in order to obtain the quality of service that we expect.

The branch books and other library materials delivery would appear to be at its maximum with regard to time schedules and truckload capacity. With the addition of a new branch at Guildwood in 1974, it will be necessary to consider a larger vehicle or divide the system into two deliveries or consider the purchase of this type of transport service.

Without the availability of our statistics, it would appear from a general observation that the amount of vandalism to our buildings was less than the previous year. This could probably be contributed to the fact that we have been forever alert for any building and property improvements to discourage this kind of mischief.

We are continuing to meet the public demand to rent our buildings with our present facilities and provide transportation for art exhibits and other materials needed for programmes.

After extensive repairs to our bookmobiles in the previous year, and now that the bookmobiles have been reduced to two trailer units, the amount of maintenance was reduced considerably. However, we did spend some time exploring the possibility of a bookmobile

conversion from our present hydro installation to that of a self-contained generator type unit. We have currently taken receipt of a bookmobile conversion and its performance, mechanically, is acceptable. The critical areas of this conversion were the manoeuvrability after the installation of the generator on the towing unit and its capacity to produce sufficient hydro power for the utilities used on the vehicle. So far these conditions have been met and the noise factor seems to be at an acceptable level.

Each year we are reminded of the age of our buildings by the increase in maintenance required to keep the buildings in good repair. This is evident by such repairs encountered with the Bendale Branch in having to replace exterior windows due to decayed woodwork - re-sealing of the wood roof deck and re-caulking of windows at the Albert Campbell branch, also the re-painting of Cedarbrae, Taylor and Albert Campbell.

There were some major alterations to the buildings namely, at the Albert Campbell branch we made extensive alterations to re-model the film department, -- the film department itself and the audio-visual department on the main floor and also, the construction of an art storage room in the receiving area. At the Cedarbrae branch there were improvements to the out-going counters where turnstiles were installed in an effort to control in and out traffic. In order to improve the lighting conditions of the branch, we are making an effort to clean all the electrical light fixtures and install new fluorescent tubes. We hope this will increase the candlepower to an acceptable level without the installation of additional fixtures. Some minor alterations were made to the kitchen and staff room at the Taylor branch. It was necessary to replace the broadloom at the Agincourt branch, and, in conjunction with the contractor laying the broadloom we used our own forces to assist them in moving all furniture items, and our own workshop laid linoleum in the heavy traffic areas in order to avoid the rapid wear experienced previously.

There were a number of furniture items manufactured by our carpentry shop during

the year. The most notable project was the building of a 120-drawer filing cabinet matching the existing furniture at the Albert Campbell branch. The workshop has also started to manufacture new furniture and shelving for the Guildwood branch to be opened in 1974.

Conclusion

As in previous years, it is always inherent on the business operation to try and absorb the increase in workload brought about either by the public or expanded facilities necessitating an increase in budget appropriation. In the past year this has been accomplished and in some areas a saving was realized. It is hoped that in 1974 we can do further research with a view to utilizing the Borough Computer services for other routine accounting functions. This will relieve personnel for the re-assignment of other duties and responsibilities and enable us to take on some of the problems encountered by expanding our services and facilities without any increase in staff establishment.

The Board's decision to include an equipment and furniture replacement reserve account in the budget for 1974 was very encouraging. It will be interesting through our budget negotiations as to whether we can retain an amount for this purpose. As we have accumulated a fleet of vehicles this does create a hardship on the budget annually. This will certainly give some relief as it has been our policy in the past to provide for all our furniture and equipment replacement in the current year.

J. H. Ballett
January 8, 1974.

SCARBOROUGH PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
FOR MONTH ENDING DECEMBER 31, 1973

	<u>1973 BUDGET</u>	<u>EXPENDITURES TO</u> <u>DECEMBER 31, 1973</u>	<u>BALANCE</u>
	\$	\$	\$
Salaries	1,913,905.00	1,882,899.46	31,005.54
Mileage	5,000.00	5,753.61	(753.61)
Conventions	1,550.00	3,243.89	(1,693.89)
Printing and Stationery	33,778.00	32,503.91	1,274.09
Photocopier Supplies	-	16,223.30	(16,223.30)
Advertising and Publicity	3,167.00	5,544.91	(2,377.91)
Book Processing Supplies	7,500.00	9,726.26	(2,226.26)
Building Maintenance	68,160.00	68,323.99	(163.99)
Professional Book Binding	3,000.00	3,401.39	(401.39)
Cartage, Brokerage & Postage	8,050.00	8,214.42	(164.42)
Furniture and Equipment	10,000.00	18,614.09	(8,614.09)
Library Materials	300,000.00	330,250.86	(30,250.86)
Unclassified	750.00	931.47	(181.47)
Employee Benefits	148,624.00	141,897.80	6,726.20
Rent	56,164.00	57,319.88	(1,155.88)
Utilities	53,050.00	52,816.60	233.40
Insurance	10,420.00	9,025.54	1,394.46
Equipment Maintenance & Rental	24,165.00	24,653.74	(488.74)
Debt Charges	323,751.00	323,750.90	.10
Delivery Van Operations	4,550.00	6,160.14	(1,610.14)
Bookmobile Operation & Maintenance	3,750.00	9,294.26	(5,544.26)
Deficit	2,001.84	2,001.84	-
	<hr/>	<hr/>	<hr/>
	2,981,335.84	3,012,552.26	(31,216.42)
	<hr/>	<hr/>	<hr/>
<u>REVENUE</u>			
Borough Grant	2,467,173.84	2,467,173.84	-
Legislative Grant	429,412.00	439,197.00	(9,785.00)
Levied Charges	80,000.00	72,756.32	7,243.68
Sundry & Discounts Earned	-	1,641.17	(1,641.17)
Sale - History of Scarborough	-		
Photocopier Commission	4,500.00	25,172.11	(20,672.11)
Recoveries - Salaries & Rentals	250.00	1,462.65	(1,212.65)
Reader Printer	-	85.00	(85.00)
Recoveries - Cataloguing	-	372.50	(372.50)
	<hr/>	<hr/>	<hr/>
	2,981,335.84	3,007,860.59	(26,524.75)
	<hr/>	<hr/>	<hr/>

COLLECTIONS 1973

	<u>1973</u>	<u>1972</u>
Books	473,271	453,015
Films, filmstrips and videotapes	1,758	1,685
Records, audiotapes and cassettes	18,252	17,245
Framed pictures	856	701
Microfilms	791	701
	<hr/>	<hr/>
Total of all items	494,928	473,347
	<hr/> <hr/>	<hr/> <hr/>

PUBLIC SERVICES STATISTICS 1973

<u>TOTAL CIRCULATION OF ALL ITEMS</u>	<u>1973</u>	<u>1972</u>
BOOKMOBILE	240,056	272,159
AGINCOURT	367,468	337,620
CEDARBRAE	536,393	605,828
BENDALE	171,134	196,917
HIGHLAND CREEK	83,506	91,532
MORNINGSIDE	238,878	230,310
A. CAMPBELL	301,865	295,063
CLIFFCREST	125,605	33,242*
EGLINTON SQUARE	203,056	208,495
MCGREGOR PARK	151,846	177,385
TAYLOR	85,589	93,713
<u>TOTAL FOR YEAR</u>	<u>2,505,396</u>	<u>2,542,259</u>
<u>INFORMATION SERVICES</u>	<u>1973</u>	<u>1972</u>
General Information questions	118,838	100,479
Research questions	8,767	8,011
Telephone enquiries	75,599	64,340
<u>TOTAL FOR YEAR</u>	<u>203,204</u>	<u>172,820</u>
<u>AUDIO-VISUAL MATERIALS</u>	<u>1973</u>	<u>1972</u>
Projectors and screens **	2,406	2,235
Films and filmstrips**	20,135	15,598
Viewing audiences	259,598	231,229

*Opened October 1972

**Included in total circulation figure

<u>PROGRAMMES IN BRANCHES 1973</u>	<u>NO.</u>	<u>ATTENDANCE</u>
Adult	572	17,277
Juvenile	3,130	47,878
Films - Adult	698	14,079
Films - Juvenile	204	4,433
TOTAL (excluding exhibits)	4,604	83,667

<u>SERVICES IN BRANCHES 1973</u>	<u>NO.</u>
Audio carrels	8,573
Projector training	784
Portapac training	10
Viewing carrels	6,597
Use of earphones, Cedarbrae Children's Dept.	2,296

BOOKMOBILE DEPARTMENT - STATISTICS

<u>CIRCULATION</u>	<u>1973</u>	<u>1972</u>	<u>1971</u>
Bookmobiles	197,524	233,535	279,391
Institutions	26,440	27,692	31,946
Home Readers	16,092	10,932	6,640
Total	<u>240,056</u>	<u>272,159</u>	<u>317,977</u>

DURING 1973

Total number of Bookmobiles on the road	2
Bookmobile stops	27 (once a week)
Shut-Ins	234 (once every four weeks)
Service to Senior Citizen Apartments	3 (every week)
Service to Nursing Homes	8 (every week)
Others	1 (every other week)

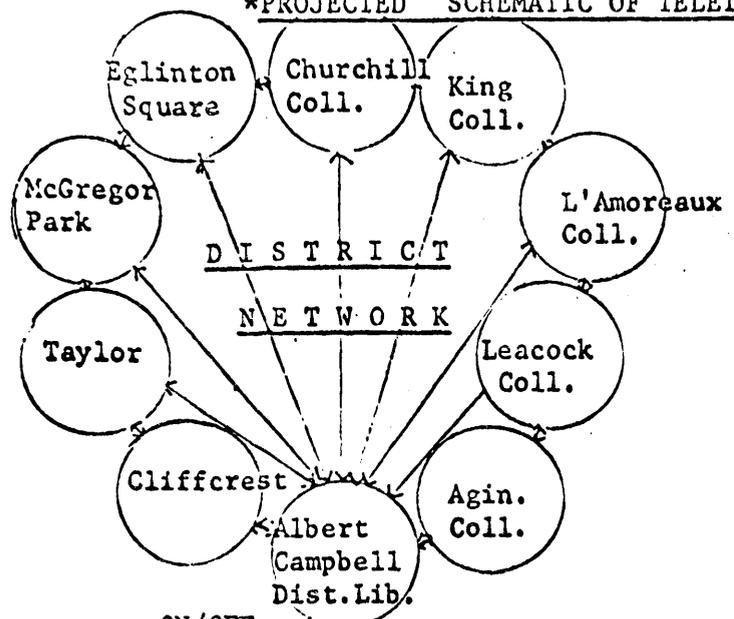
LIST OF INSTITUTIONS THAT RECEIVED LIBRARY SERVICE DURING 1973

Bendale Acres	Providence Villa Nursing Home
Brimley Acres Apartments	Rockcliffe Nursing Home
Craiglee Nursing Home	Scarborough Lodge
Extendicare Nursing Home	Shepherd Lodge
Guildwood Villa Nursing Home	Teesdale Apartments
McClain Park Apartments	Woodland Acres Apartments

SCARBOROUGH PUBLIC LIBRARY

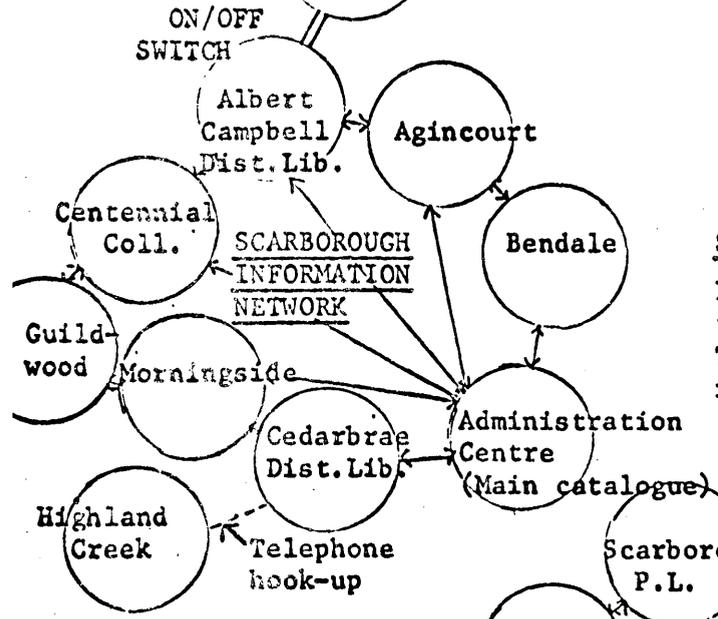
January 1974

*PROJECTED SCHEMATIC OF TELETYPE NETWORK USED BY INTERLOAN



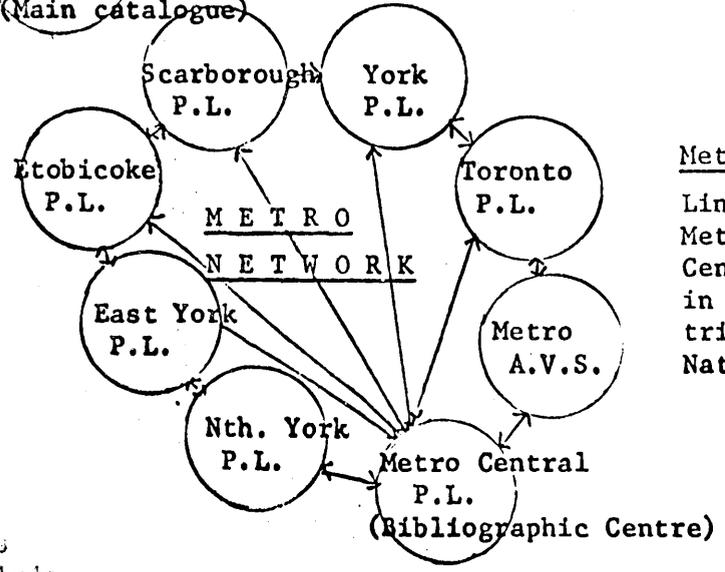
District Network

Linking the satellite branches and high schools to the Albert Campbell District Library.



Scarborough Information Network

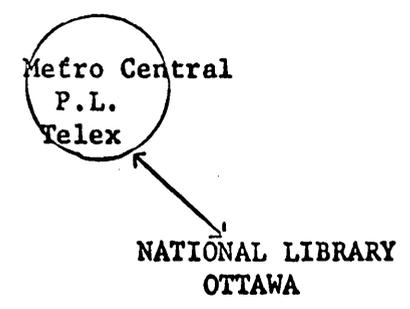
Linking the larger branches and District Libraries to the Administration Centre (H.Q. of Interloan). The "ON/OFF" switch can join the District Network into the main one, or create a separate District Network which solves the problem of congestion.



Metro Network

Linking the Boroughs of Metro and the Bibliograph Centre. Material not local in Metro can (by request) be tried via Telex with the National Library.

*With the exception of Guildwood, this schematic does not include any new branches which may be connected in 1974.



INTERLOAN STATISTICS FOR1973

<u>TOTAL REQUESTS FILLED</u>	<u>1973</u>	<u>1972</u>
	63,106	58,073

Breakdown:

Interlibrary loan (ILLO) requests filled, located via the Metro Toronto Network

<u>1973</u>	<u>1972</u>
3,402	2,947

Branch to branch spontaneous requests filled, located via "SIN" or the "District Network" material forwarded direct to the requesting branch bypassing the Interloan Department.

<u>1973</u>	<u>1972</u>
25,334	19,172

Requests filled in response to daily block transmission, Interloan Department sending a post-card to inform patron material is now available.

<u>1973</u>	<u>1972</u>
34,370	35,954

During the year, 38,645 "location requests" were transmitted via teletype from the branches for spontaneous requests (as compared with 31,625 in 1972), material was supplied to 25,334.

35,477 request slips were sent to the Interloan Department from the branches and bookmobiles, 37,772 requests were filled (some of these were on file from the previous year).

2,498 notices were sent to patrons informing them their request was not available.

25,094 requests were transmitted from the Interloan Department to the branches on the morning "block transmission".

2,897 requests were transmitted from the Interloan Department to Metro for ILLO search.

5,420 film requests were transmitted from the Interloan Department on the Metro Teletype Network.

CATALOGUE STATISTICS FOR THE YEAR 1973

TITLES

	<u>New</u>	<u>Repeat</u>	<u>Total</u>		
Adult non-fiction	6,797	3,710	10,507		
Adult fiction	1,588	1,180	2,768		
Juv. fiction	297	479	776		
Juv. non-fiction	673	564	1,237		
			<hr/>		
Total titles (full cataloguing)			15,288		
"Easy book" juv. titles			193		
"Picture book" juv. titles			751		
			<hr/>		
Total book titles			16,232	(1972)	17,520
Catalogued cassettes			119	"	821 (at this time
Catalogued records			758	"	691 multiples
Microfilms			124	"	108 counted, <u>not</u>
Audio tapes			-	"	3 titles)
Video tapes			126	"	221
			<hr/>		
Total titles catalogued			17,359	(1972)	<hr/> <hr/> 19,364

MULTIPLES

	<u>New</u>	<u>Repeat</u>	<u>Total</u>		
Adult non-fiction	23,773	9,838	33,611		
Adult fiction	7,352	1,811	9,163		
Juv. fiction	1,964	949	2,913		
Juv. non-fiction	4,150	1,534	5,684		
			<hr/>		
Total multiples (full cataloguing)			51,371		
"Easy book" juv. multiples			1,248		
"Picture book" juv. "			3,666		
			<hr/>		
Total multiple copies (books)			56,285	(1972)	46,274
Catalogued cassettes			360	"	821
Catalogued records			1,390	"	758
Microfilms			124	"	108
Audio tapes			-	"	3
Video tapes			205	"	223
			<hr/>		
Total multiple items catalogued			58,364	(1972)	<hr/> <hr/> 48,672

CATALOGUE STATISTICS FOR THE YEAR 1973 (Cont'd)

Material going through Technical Services requiring processing and/or typing work

	<u>1973</u>	<u>1972</u>
Uncatalogued records	1,190	714
Uncatalogued cassettes	554	444
8 m.m. films	75	39
Framed reproductions	155	65
Paperback books	28,526	48,702
Pamphlets	<u>3,452</u>	<u>2,611</u>
Total	<u><u>33,952</u></u>	<u><u>52,575</u></u>

STATISTICS FOR THE CIRCULATION CONTROL DEPARTMENT

	<u>1973</u>	<u>1972</u>
Post card notices mailed	26,876	28,981
Invoices mailed	15,652	16,929
Delinquency File	240*	496

* The Delinquency File was checked over during 1973, names which had been on the file for several years without any change in status were removed and the more recent offenders left.

