

ANNUAL REPORT
SCARBOROUGH PUBLIC LIBRARY
1966

INTRODUCTION

"The work load throughout the year was heavy. We did have our frustrations, but I have no hesitation in saying it was a success". This succinct understatement by Joe Ballett in his report could stand as the theme of my remarks to the Board concerning the past year.

The pages that follow in the words of the four senior staff members are offered to the Board in full and I would urge the Board to read these reports. They give a very good picture of our problems and accomplishments and will inform members on all important aspects of our work.

Generally, the year was dominated by the construction of the Cedarbrae Regional Library, recruiting staff and assembling the collection. Press notices, public comments and the high use of its services confirm our belief that it is one of the most successful and attractive library buildings in Canada. The Architect reports that Cedarbrae has been selected as a finalist for a Massey Award, the premiere architectural prize in Canada. However, the issuing of over 4,500 books on a Saturday or 45,000 per month has depleted the collection so severely that we are unable to give adequate service. The record collection has proven to be equally popular and, although appreciated by our borrowers, only a fraction of the 1,800 recordings are on display for new patrons to use. This situation will improve as the collections are built up to standard, but it is apparent already that the only important drawback of our first regional is its inadequate size.

Our experience with Cedarbrae and the continuing heavy use in other branches and the bookmobiles indicates in no uncertain terms that there is a great backlog of demand for information and interest in cultural and intellectual ideas among adults in Scarborough. This demand will not decrease as the population of the Borough increases. Our next major branch should be at least 28,000 square feet in area and house a book collection of 150,000 volumes. I will recommend a start on this collection in the Fall of 1967.

NEW METRO ORGANIZATION

Early in 1967 the newly constituted Metropolitan Public Library Board will meet and will be faced with decisions that will effect the future plans of all public libraries in the area. The new Board will be presented with a brief from the area Boards that outlines priorities for library development. This Board should follow these developments carefully and urge the Metro government to assume the burden of debenture debt which amounts to

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\$116,300.00 in 1967. The transfer of this charge to Metro would enable us to serve Metro citizens with our full financial resources.

BOOKMOBILES

It is our opinion that a minimum of three vehicles will be required to serve isolated sub-divisions and the spread of housing and commercial development into the area north of the MacDonal-Cartier Freeway for at least 8 years more. There is no other economical method of offering library service to the taxpayers and school children who will live in the new areas. With the increased provision of underground wiring in new developments there will be a problem of supplying electrical outlets. As yet this has not been solved, but we are in touch with the Hydro expert on this matter.

RATE OF EXPANSION

It is apparent that we are not expanding fast enough to keep abreast of the development of Scarborough, nor are we opening new library service units in the built-up areas of the Borough. The south-west area is badly served and after the opening of Morningside and Guildwood should receive top priority for early development. The Board must secure adequate funds from Council for this purpose and be prepared to demonstrate our needs in competition with other Boards and Borough Departments. Our ten year plan must be considered as our minimum requirements.

NEW METHODS

Book Processing by refining its methods, mechanization, reducing record keeping, settling for less than perfect card catalogues, using commercial cataloguing companies, and using staff drawn from other departments more than tripled its output in 1966 with only a 7-1/2 cent increase in processing costs per volume. But in the coming years its output is to increase further, a revolution rather than a refinement of methods must take place. To this end we are considering authorizing a study of our methods by automation experts. We hope that the application of data processing and computers to book ordering and processing will also lead to savings and improved service in circulation methods and control. We will advance along this path as far as possible in the hope that automation on the Metro level will tie into our system to link us to an area wide bibliographic bank and an area wide computer based processing unit. In the field of interlibrary loan, we must make more use of the considerable library resources in Metro Toronto and in Ontario. Terminal equipment should be considered to enable us to obtain information directly from industry, government libraries and other specialized institutions.

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IN GENERAL

This year we are not attempting to summarize all details of our work because every attempt has been made to keep the Board informed on a continuing basis during the year. We wish only to reiterate our confidence that the Board will continue to support our efforts. If our aims and objectives are not clear, or if more detailed planning is needed, we would be pleased to supply any analyses necessary for your assistance.

Finally, I would like to point out the low turn-over rate among our permanent staff. Only ten staff members left our employ during 1966. Good co-operation and comraderie has created a very pleasant atmosphere on the job and enables us to cope with the inevitable strain of expansion. This is in itself a tribute to the supervision given by our senior staff and our constant efforts to involve all employees in the process of decision making.

February 14th, 1966. CIE 1967J

Albert Bowron. .

ANNUAL REPORT OF THE BRANCH SERVICES DIVISION
1967

The opening of the Cedarbrae Regional Library started a new era in the history of the Scarborough Public Library, one with a better library service and facilities for the community.

In the course of planning for this new library, it became necessary to evaluate the performance, book stock and personnel of the existing branches in relation to the regional services. This resulted in setting up new norms for book selection, staff establishment and library extension work.

Branch Organization

Prior to organizing the Cedarbrae regional service, there were six branch libraries, varying in size and services, scattered throughout the Borough. With establishment of the Cedarbrae Regional Library, the following branch structure emerged:

<u>Type of Library</u>	<u>Population Served</u>	<u>Volumes</u>	<u>Consulting Services*</u>	<u>Extension</u>
Regional (CR)	Ult. 150,000	100,000	In depth.	Borough-wide, varied.
Reg. Sub-branch	20-35,000	20-30,000	Minimal	Minimal
Community Branch	35-50,000	30-40,000	General Reader and Student.	For the immediate community.
Shopping Centre	Up to 50,000	20-30,000	Minimal	Minimal

*Term used throughout this report for readers' advisory service.

Library Collections and their use

1. Printed Materials

Knowledge today increases at a fantastic rate. The library plays an important part in disseminating knowledge in its great variety and in any available form.

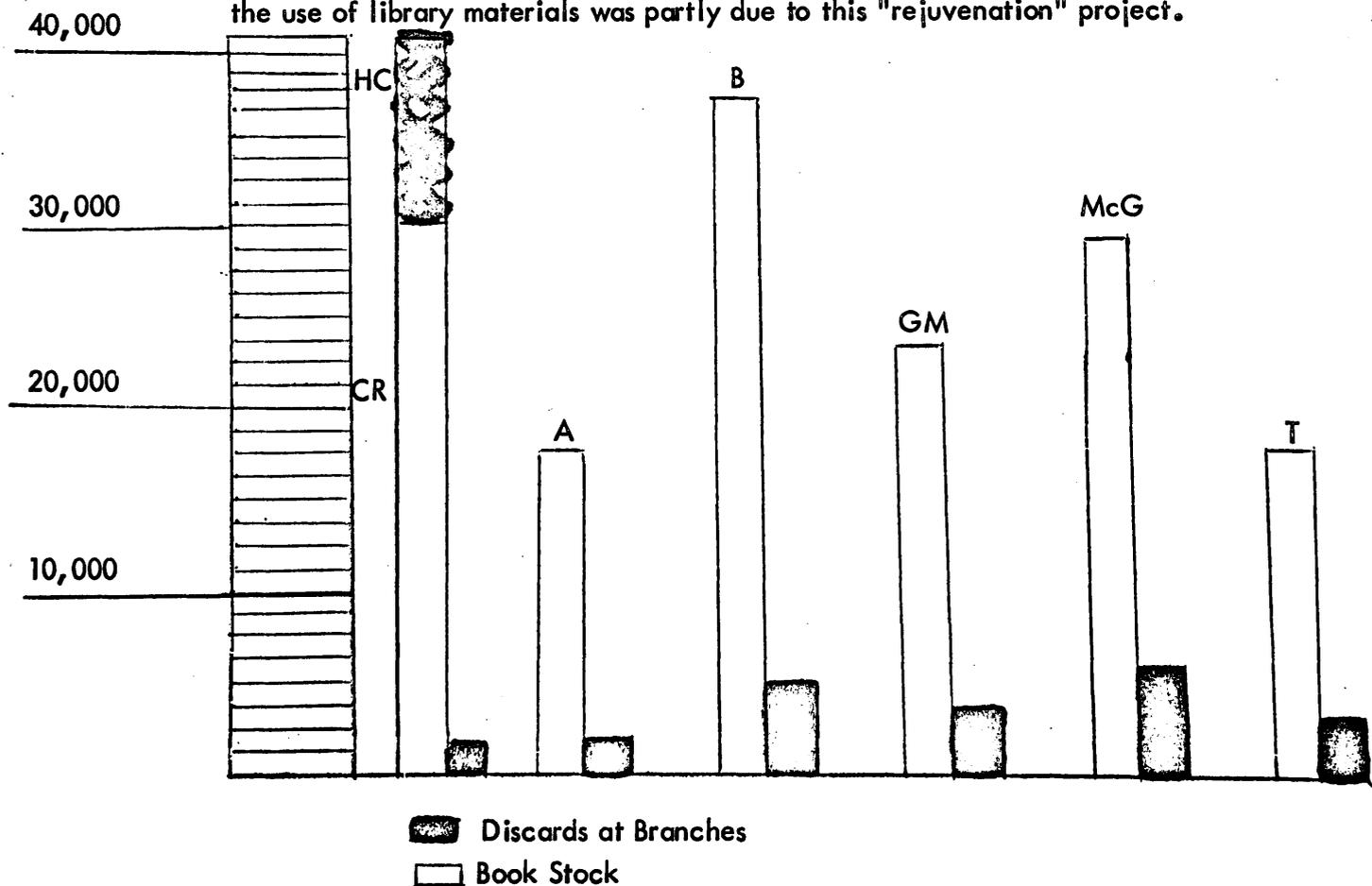
Frequent revisions of the collections are necessary to keep up with the demand for accurate and diversified information.

In 1965 it became evident that unless some drastic measures were taken to revise and up-date our book collections, their usefulness for the reading public would decrease rapidly.

The recommended annual discard rate in established libraries is around 5%, but because of our low book budgets in previous years our discard rate prior to 1965 was negligible.

In 1966 20,870 books, or 13.8% of our branch book stock was discarded -- mostly worn-out books, dated texts, and read-out titles. Many of these were replaced by new copies, or revised editions, and a large number of new titles added. All this was possible because of the increased book budget for 1966. The resulting increase in

the use of library materials was partly due to this "rejuvenation" project.



The book selection procedures were finalized in 1966. This work is now done on two levels -- the branch book selection committee (consisting of branch heads and the Head of the Bookmobile Division) and the regional library committee made up of specialist librarians. Titles selected by these two groups are integrated before forwarding them to the Order Department.

The preliminary book selection for the Regional Library started long before the appointment of the regional staff. The book ordering in a number of subject areas was assigned to the professional staff throughout the system. This work was continued by the regional staff after their appointments in the spring and summer of 1966.

In the summer of 1966 an analysis of the branch circulation records (photocharger film) was completed. Statistical data from the film covering a 3-week loan period was collected to determine the ratios related to library users and the patterns of circulation. The outcome of this analysis is tabulated below:

BRANCH	BOOK STOCK RATIO Adult:Juvenile	NO. OF BORROWERS RATIO Adult:Juvenile	BOOKS BORROWED RATIO
Agincourt	1.7 : 1	2 : 1	1.4 : 1
Bendale	1.9 : 1	2.6 : 1	1.8 : 1
Golden Mile	2 : 1	4 : 1	4 : 1
Highland Creek	1.7 : 1	3.5 : 1	2.4 : 1
McGregor Park	2 : 1	2.4 : 1	2.1 : 1
Taylor	1.5 : 1	2.8 : 1	2.4 : 1

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The above information has been since used as a guide in book selection and staff requirements by branch heads.

2. Audio Visual Materials

With the establishment of the Cedarbrae Regional Library, the residents of Scarborough were offered a free phono-record library service. 1700 recordings were acquired initially (including music, spoken word, language and sound effects), and the supply was depleted after a few weeks and has remained low ever since.

Heavy use is also made of the audio-carrels in the department.

The film library, formerly housed at the McGregor Park Branch, was transferred to the Cedarbrae Library and a few quality films were added to the collection of films on loan from the Metropolitan Film Pool. The projector rentals services were streamlined in anticipation of increased activities in this department. Many enquiries were directed to the staff in regard to film and music programming and requests were made for training sessions for projectionists.

Consulting Service

This part of library service, loosely termed as 'consulting service' is very hard to measure and to evaluate. To answer some questions might take a few minutes, while to answer others satisfactorily may take a longer time. The value range is even wider. Our total of readers' enquiries in 1966 was 23,311, a considerable increase from the last year, but we have no method of determining the comparative value of these transactions. We can only observe the use of the library by students of all ages, that the number of these students is steadily increasing, and that they are becoming more demanding. They are also making greater use of the materials in the library than ever before, the use of which cannot be recorded in statistics.

Library Extension

Adult Programming

In 1966 we continued extension activities on a moderate scale and initiated plans for a more ambitious programme for 1967 as better facilities would be available at the Cedarbrae Regional Library.

We are still in an experimental stage as far as a co-ordinated educational programme for the whole Borough is concerned. A survey of the needs of the community, its population make-up and regional peculiarities has to be prepared.

Until now our extension programmes have been based on the expressed needs of the people who already are using the library facilities or are connected with the library in some way. Our future goal is to reach people and groups not yet aware of library services.

The public reaction to our programmes varied from branch to branch. At the Bendale Branch a casual drop-in type of programme (e.g. "Is there a treasure under that tarnish") proved to be more successful than a formal panel discussion. The two important panel discussions organized at Bendale -- "Automation - Threat or Boon?", and "Democracy in Africa" featured speakers of high calibre, but the audiences were small on both occasions. At the Highland Creek Branch the library readers preferred a more conventional format - a book discussion series. We continued to arrange quality art exhibits, an accepted feature at our library. Outstanding exhibitions of the year were works by Graham Coughtry and Gershon Iskowitz, and the collection of Eskimo Sculpture from the collection of Chas. S. Band.

Film shows form an important part of library extension. Presented in a series and with topical public affairs in mind, they can be meaningful and are well accepted.

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Thus a film series on youth problems "Youth '66" was well attended. Each film was introduced by a specialist-speaker and discussions followed each showing.

In future we are ready to modify programme formats, in order to discover the best suited for any given group.

To promote the library activities and reading, the staff prepared numerous bookmarks, subject bibliographies and library displays.

Work with Children

A well co-ordinated programme was presented to the boys and girls of Scarborough at most libraries. Out of the many programme formats previously used, the 'festival' type of event proved to be the most successful, although the traditional story hours and play acting still continued with a good attendance. The preparation for a festival requires extensive preparation but the end result seems to be enjoyed by large audiences. The Bendale staff is particularly talented in organizing many worthwhile events. Among those, "Rainbow of Ribbon", a programme of songs and folk dances of the different ethnic groups who form the Canadian mosaic. The summer programme for children on Indian Crafts culminated in the colourful festival of the Longhouse!

Staff puppet groups were formed at Agincourt, McGregor Park and Taylor Branches. The Bendale Puppeteers gave two well received performances in the Golden Mile Mall.

Staff

The staff establishment charts for the branches were completed. These are based on the size of branch collection, services offered and circulation. The charts were helpful in hiring the large number of staff required for the Cedarbrae Regional Library.

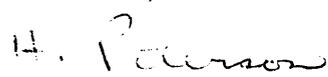
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At the weekly staff meetings many important issues were discussed. This was the year of the St. John's Report, and its recommendations were thoroughly studied in relation to our library development. The new legislation for the Metropolitan Toronto area received equal amount of attention.

To improve the inter-departmental relations, a plan was prepared to initiate a staff information programme of inter-departmental exchanges and work projects in 1967.

Numerous staff members attended the OLA and CLA Conferences and workshops held during the year.

February 7th, 1967.



Helen Peterson,
Supervisor of Branch Services.

STATISTICAL SUMMARY 1966

<u>ALL BRANCHES AND BOOKMOBILES</u>	<u>1965</u>	<u>1966</u>
Personal and Telephone Enquiries for Information:	15,141	23,311
Displays Arranged:	61	173
Attendance at all Extension Activities in Branches:	7,538	14,367
Book Stock:		
Adult	122,678	152,056
Juvenile	<u>67,359</u>	<u>92,953</u>
<u>Total</u>	<u>190,037</u>	<u>245,009</u>
Loans to Patrons:		
Books, Pamphlets and Periodicals	1,683,032	1,860,041
Films	1,641	2,022
Projectors	653	650
Recordings	<u>-</u>	<u>2,723</u>
<u>Total</u>	<u>1,685,326</u>	<u>1,865,436</u>
Inter-Library Loans:	22,665	24,101
Books Borrowed on Request from	169	205
 <u>ADMINISTRATION CENTRE</u>		
Volumes Processed:	35,012	74,222
Titles Catalogued:	6,933	23,308
Books Discarded:	6,781	24,512
Overdue Notices Mailed:	13,745	14,112
Books Repaired by Staff:	7,972	5,177
Books Rebound Commercially:	3,102	1,353
Recordings Purchased:	-	1,753
Films Purchased:	-	2
Film Strips Purchased:	-	23

SCARBOROUGH PUBLIC LIBRARY - STATISTICS 1966

January 1967.

BRANCH	CIRCULATION		REGISTRATIONS					
	1966	1965	ADULT		JUVENILE		TOTAL	
			1966	1965	1966	1965	1966	1965
Agincourt	145,140	122,621	814	2,323	528	1,672	1,342	3,995
Bendale	345,211	362,784	4,138	7,450	2,801	6,642	6,939	14,092
* Cedarbrae Region	155,754	92,267	2,890	1,758	2,555	1,153	5,445	2,911
Golden Mile	249,473	199,433	4,949	7,207	1,165	2,271	6,114	9,478
McGregor Park	245,327	265,708	3,090	3,544	1,818	1,527	4,908	5,071
Taylor	120,598	118,900	1,722	3,226	1,319	2,016	3,041	5,242
Bookmobile	598,538	521,319	4,257	7,970	12,856	20,711	17,113	28,681
<u>TOTALS</u>	<u>1,860,041</u>	<u>1,683,032</u>	<u>21,860</u>	<u>33,478</u>	<u>23,042</u>	<u>35,992</u>	<u>44,902</u>	<u>69,470</u>

* See Page 2 for breakdown.

CEDARBRAE REGION	CIRCULATION		REGISTRATIONS					
	1966	1965	ADULT		JUVENILE		TOTAL	
			1966	1965	1966	1965	1966	1965
Cedarbrae Regional Branch	39,021	-	1,849	-	1,778	-	3,627	-
Highland Creek Branch	116,733	92,267	1,041	1,758	777	1,153	1,818	2,911
<u>TOTALS</u>	155,754	92,267	2,890	1,758	2,555	1,153	5,445	2,911

* Month of December only

ANNUAL REPORT

1967

Technical Services

"...we continue to think in the old, fragmented space and time patterns of the pre-electric age."

"The mark of our time is its revulsion against imposed patterns."

Both of these statements occur in the same chapter of UNDERSTANDING MEDIA by Marshall McLuhan. The contradiction pinpoints a general North American dilemma and specifically characterizes the exact position of public libraries today. On the one hand the whole concept of libraries stems from a nineteenth century ideal; on the other, libraries are being forced to act more and more as up-to-the-minute information centres. The result, of course, is a giant squeeze -- a frantic effort to overcome the decades of inertia while at the same time attempting to fit new machines and methods to nineteenth century trappings. The circulation and reference librarians experience at first hand the results of this contradiction; they are the instruments which force technical services to discard the imposed patterns of the past. They know that information is not moving from its origin to the public fast enough and they know that this is why the public continues to think of us as purveyors of fiction and children's books.

Cedarbrae, which dominated our thinking for more than a year, is an attempt to cast off the 19th century. Since it had to be built and stocked in a very short space of time -- to be an

"instant library" -- it forced us to re-think the whole question of processing books. Each department from Ordering to Overdue Books had to streamline methods to cope with a huge volume.

ORDERING DEPARTMENT

The Order Department, consisting of 2½ persons (augmented from time to time by Office Overload and any passerby) searched and typed approximately 40,000 purchase orders and handled a bewildering variety of invoices and reports from publishers, jobbers, and commercial cataloguers and computers. Since the book costs in 1966 were divided between two capital funds and one current, each invoice had to be scrutinized and volumes assigned to one of these funds for the Business Office.

The Order Department also kept an eye on monies committed -- an interesting exercise when more than one fund is involved. With a book budget of approximately \$450,000.00 only two titles were out-and-out "boo boos" which would indicate a high degree of perception on the part of the Order Department. There was, of course, a high degree of "fall out" (mainly out-of-print) and rather slow service from publishers. In December the department cancelled all orders previous to June 1966 and was instructed to re-order only a selected number of these.

CATALOGUING

In any library the cataloguing department is the most sensitive and the most resistant to change -- not because of the staff or its attitudes but because a card catalogue is an inflexible instrument.

Such subjects as physics, economics, architecture -- in fact any subject is today in a constant state of flux. The problem therefore is what meaning to substitute, how to indicate a substitution to the public or a branch librarian and feel fairly sure that this change will remain constant. In searching for an answer we subscribed to Library of Congress cataloguing and the new Dewey Classification. The footing here is slippery too as Library of Congress changes, updating and deleting without notice, and supplies far more subjects that are necessary for a non-research or university library. It is at this point we find a breach between circulation departments and cataloguing. The Cataloguing Department is unhappy with incompatibility with the old catalogue; the branch librarians are unhappy with subject headings and classification numbers they never heard of before and a state of war exists. Fortunately, the niceties of cataloguing are of no concern to the public, but to anyone viewing this internecine battle from the side lines the doom of the 3" x 5" card catalogue is sealed -- it simply won't do -- as McLuhan would say, it is part of the Gutenberg era.

In addition to the problems mentioned above, last year we had the last turn of the knife when we employed three commercial firms to help us catalogue and process our books. As a result the variety of Dewey numbers and subject headings we have achieved in our administration catalogue would have been unthinkable ten years ago. As it happens it works. Like any other art (music, architecture, and art itself) an understanding of the past, a keen appreciation of the work involved (which presupposes day-to-day association with it) cataloguing 1967 is a modern phenomenon -- some dig it, some

don't. It's just too bad that it has to be practiced on 3" x 5" cards and not on some sophisticated machine which is worthy of it.

The commercial cataloguers did some 25,000 volumes of the 75,000 we processed last year. Frankly, we would have been out of the ball park without them but their service is far from ideal. They are subject to all the ills of private business and are not reliable. If a firm suddenly decides to stop production and reorganize it does so in spite of the fact you have thousands of orders placed with it. If, on the other hand, public libraries are an anathema to any firm, they refuse suddenly to do any work for you at all. Then you have the problem of unsatisfactory results -- book pockets up-side-down, transposed Dewey numbers, etc. all of which mean fiddling on your part which adds to the cost of the book. Certain types of material (pamphlets, government documents, etc.) they won't touch. I would be most reluctant to turn our entire production over to any commercial firm as I believe we can do the job cheaper, faster and more efficiently ourselves. Common myths to the contrary, we have a great deal more experience in the field of processing than these firms who are presently just getting their feet wet.

INTERLOAN DEPARTMENT

The name is new in 1966 -- "Reserve Department" may mean something to Librarians but not much to the public. We took the opportunity of changing the name when we realized that our 8-part form would no longer serve when Cedarbrae opened. So far this is the only effect of the new branch on the department but it is obvious that we will fill far more than the 24,015 interloan re-

quests in 1967. Cedarbrae's collection in depth and the presence there of librarian subject specialists is sure to mean increased activity throughout the system in inter-branch borrowing.

In 1966 our use of the Bibliographic Centre and Telex increased and branch librarians instructed us to use Interlibrary Loans to a far greater degree. The Interloan Department Supervisor was invited to tour the Toronto Public Library Interloan Department and Bibliographic Centre and also, during Library Week, attended the Library Telex display at the Toronto City Hall.

In 1966 we created a new position "Book Selection Committee Clerk". This job not only entails acting as an intermediary between the branch heads (who select books) and the Order Department but also producing bibliographic data for books requested but not in our system. Using the many library tools, this clerk is expected to track down the details on various titles and present them to the Order Committee as suggestions for purchase. The result has been that more attention is paid to each request not in our catalogue and, we hope, to better public relations.

OVERDUE BOOKS

Every new branch means more cards and more sorting for the Overdue Book Department. During the first six months of 1966 we did not have enough "Keysort" cards to do a really efficient job with the branches at hand. We held off buying more until it became apparent that converting this operation to data processing was impractical. In July we ordered 600,000 more to take care of Cedarbrae and shortages generally in the other branches. The

cards now stay in the building for approximately twelve weeks which enables us to interfile late returns in an orderly fashion. When we say a book is overdue now we are sure of our ground.

During the holidays last summer the six week loan period and the fact that the bookmobiles stayed on the road helped to even out the flow of work and we avoided the huge overflow of cards in September.

REBINDS

This department had a rather uneven existence this year because the two members were sucked into the vortex created by Cedarbrae and therefore spent more time in the Order and Cataloguing Departments than at their usual work. As a result the cards and mending lagged behind. Rebinding, however, was kept up-to-date although the volume fell off considerably.

MISCELLANEOUS

In April I attended a 2 day conference at Drexel Institute of Technology in Philadelphia. Although it purported to be on the new Anglo-American cataloguing code we spent a great deal of time discussing mechanization, the question of re-cataloguing, and of many other related subjects. The meeting had a salutary effect, since I returned to Scarborough convinced that libraries everywhere are faced with the same questions, we are and are not much closer to the solutions.

12,224 paperbacks from both the Computer Project and from other orders were processed uncatalogued last year. Most of them were novels or light non-fiction. These are very popular with the

branch librarians -- they report that they go out immediatley and it's a cheap way to fill a perennial demand.

I should mention the assistance we received from the branch staff, principally Cedarbrae and to a lesser extent Bookmobiles. They filed thousands of cards and assisted in all the other departments.

CATALOGUING STATISTICS FOR 1966

	<u>New titles (S.P.L.)</u>	<u>New titles (Comm.Cat.)</u>	<u>Recatalogued titles</u>	<u>Grand total</u>
<u>Adult</u>				
Non-fiction	7,316	4,873	1,322	13,511
Fiction	940	1,529	1,244	3,713
<u>Juvenile</u>				
Non-fiction	931	1,638	267	2,836
Fiction	878	1,498	911	3,287
<u>Total titles for 1966</u>				
			23,347	(6,933 1965)

	<u>New Books processed (S.P.L)</u>	<u>New Books processed (Comm.Cat.)</u>	<u>Recatalogued books</u>	<u>Grand total</u>
<u>Adult</u>				
Non-fiction	8,202	15,805	3156	27,163
Fiction	4,610	5,984	2,228	12,822
<u>Juvenile</u>				
Non-Fiction	5,844	6,224	1,328	13,396
Fiction	5,107	11,082	4,717	20,906
<u>Total books processed in 1966</u>				
			74,287	(35,012 1965)

BOOKMOBILE DIVISION

Circulation approached 600,000 books per year, primarily as a result of the schedule revisions undertaken by Mr. Marius Post, former Supervisor of Bookmobile Services. This is an increase of approximately 90,000 volumes (see Statistics).

STAFF

New Appointments

Mr. Fred McCarthy	as a Supervisor of Bookmobile Services
Mrs. S. Merton	as a Supervisor of Bookmobile #3
Miss M. Powers	as a clerical assistant
Mrs. S. Skerratt	as a Supervisor of Bookmobile #4
Mrs. R. Sukhera	as a clerical assistant
Mrs. L. Walsh	as a clerical assistant

Transfers

Mrs. G. Alfoldi to Highland Creek as Branch Head under Cedarbrae Regional
Mrs. G. Grey to Cedarbrae Regional as a clerical assistant
Mrs. J. Hinds to Cedarbrae Regional as a clerical assistant
Mrs. M. Post to Cedarbrae Regional as Regional Librarian

Resignations

Mr. G. Eckmier as driver clerk

LOCATIONS OF BOOKMOBILE STOPS

A further refinement of the bookmobile schedule was undertaken by cancelling stops decreasing the amount of time, increasing the amount of time and establishing new locations in areas not previously served.

The basis on which these changes were made was the application of the formula that accept hour circulation falls in the range of 80 per hour.

Cancellations

Blantyre
Cedarbrae Plaza
Glen Ravine School
Inglewood Heights School
Regent Heights School

New Stops

Agincourt Community Center
Brimorton
Markham - Ellesmere

Changes in time and/or c week

Bennett Plaza
Donwood Park School
Churchill Heights School
Galloway Road School
Guildwood Plaza
Sandown Park
St. Joachim School

Service to Neil MacNeil High School

An agreement has been made with Neil MacNeil High School to provide service from January 1st, 1967 to December 31, 1967, at which time it is anticipated that this school's library will be functioning. Bookmobile #2 has been brought back into partial operation for this service on a 1 day per week basis. No additional staff was required and the school has provided electrical outlets.

BOOK COLLECTION

Extensive weeding of the department's collection has been undertaken and the replacement program of standard and new titles continued. The stock stands at approximately 50,000 books.

Fred McCarthy
Supervisor of Bookmobiles.

SCARBOROUGH PUBLIC LIBRARY

STATISTICAL REPORT

BOOKMOBILE DEPARTMENT

PERIOD OF: January 1 -
December 31- 1966

	<u>BKM No. 3</u>	<u>BKM No. 4</u>	<u>BKM No. 5</u>	<u>Total</u>
REGISTRATION -				
Adult	898	1932	1427	4257
Children	<u>2977</u>	<u>4970</u>	<u>4909</u>	<u>12856</u>
Total	3875	6902	6336	17113
Circulation	182300	230450	185788	598538
Hours Open	1964 3/4	2047	1960	5971 3/4
Average Circulation per hour	92	113	91	98

BOOKSTOCK:

Adult	22,175
Juvenile	<u>28,011</u>
	50,186
	<hr/>

SUMMARY OF BOOKMOBILE STATISTICS 1963 - 1966

	CIRCULATION	REGISTRATIONS	BOOK STOCK
1963	536,000	(1)	(1)
1964	599,898	(1)	39,000
1965	521,319	28,681	43,165
1966	598,538	17,113	50,187

(1) Figures not available as records were not kept

SCARBOROUGH PUBLIC LIBRARY

Business Administration Annual Report for year ending 1966

Shipping, Receiving and Transportation

This department has now been in operation for two years and general routines have been established for book receipts and inter-branch deliveries. With the use of commercial organizations to do some cataloguing and processing, this department has been very busy as this necessitates extra attention because of the two way flow of books and the chance of errors, extra caution was needed to avoid duplication of costs and materials.

The book deliveries will continue to be more than normal until the regional requirements have been fulfilled.

The daily deliveries have given us a closer control with the branches and enables us to service their needs with undue delay.

Accounts Payable

This function has been operating satisfactorily with a good banking and audit relationship established. In view of this fact we have not had to revise the procedure of submitting Statement of Revenue and Expenditure monthly and the listing of cheques prepared for the Finance Committee for approval, we take it for granted that this method has been accepted.

There has been an average of 200 cheques issued per month with expenditures including capital of approximately 1.75 million dollars.

Accounts Receivable

This position has now been organized to make regular demands for both current and capital grants and control receivables due from delinquent borrowers and sales for the History of Scarborough, rental of buildings, etc.

It will also be the duties of this position to record the requisitioning of supplies from stores on a regular basis and initiate purchase orders as the need arises.

As of January 1, 1967, a complete inventory of all supplies was taken and a listing provided for the purpose of recording all withdrawals during the year and establishing a controlled stock in the future.

Payroll and Personnel Records

The payroll department has been re-organized after establishing our own groups with both the P.S.I. and O.H.S. We are now completely independent from the Municipal Offices, this gives us direct communication with these services whereby reducing the chances of error through misunderstanding. We have solicited our employees on their choice of pension plan with a view to participating in the plan of their choice and this will also simplify documentation with respect to payroll.

Payroll and Personnel Records (cont'd)

Due to the volume of work it has been necessary to add an employee in this department, this will also give us an opportunity to relieve other positions in the Business Office during peak work loads.

	<u>Employees on Payroll during year</u>		<u>Employees Hired during year</u>		<u>Employees Terminated during year</u>	
	<u>Casual</u>	<u>Salary</u>	<u>Casual</u>	<u>Salary</u>	<u>Casual</u>	<u>Salary</u>
1965	140	91	67	14	47	10
1966	174	124	85	45	47	10

Printing Department

This year is our first anniversary, the results have been gratifying. The type of equipment selected seems to be operating satisfactorily and service calls were at a minimum. The work load has increased beyond our anticipation. Art work and poster displays have been in greatest demand with the cataloguing volume gradually on the increase. It has been necessary to remove the responsibility of stores and the date stamping of T-Cards in order to utilize the offset press as much as possible.

Reception and Magazine Publications

This function of course, is and has in the past, been taken for granted but it needs mention because of the expansion both from the point of more visitors to this location and increased number of calls placed with the switchboard.

The control of publications has given us some grief but now that the Regional requirements have been settled we are in a position to consolidate our records and endeavour to give the branches the service we feel is desired.

Janitorial Services and Building Maintenance

This Department has been re-organized and a building superintendent appointed. We have given greater emphasis on the building maintenance and the assistance needed for educational programmes with the employment of two maintenance handymen and one helper. There is a great demand for the transporting of display materials and carpentry items, so with a calendar of events we will be able to give much more and better assistance to the Branch services.

The following is a summary of work performed throughout the year for the various branches and departments.

Bookmobile

Air conditioner from vehicle #2055 installed in vehicle #2054
 Temporary repairs to floor in vehicle #2053.
 Paperback rack installed in #2054
 Utility drawers constructed in receiving area of #2055

Juniata Services and Building Maintenance (cont'd)Administration

Maintenance shop set up in receiving area.
 35 curb stones laid to protect the lawn area.
 Louvered fence built and erected creating an out door lunch area at the rear of the building for staff use during the summer months.
 Seven book trucks constructed for use in the Technical Services, these book trucks are preferred over table space.

Bendale

Divider erected creating badly needed storage room for materials used for display, etc.
 Curtain installed for story hour, this will give some privacy.
 Parking lot lines re-painted.
 The outside of building has been caulked.
 Front step replaced, area for bicycle rack cemented, new sidewalk laid from parking lot to boiler room entrance.
 It was necessary to paint the interior of children's section
 A puppet theatre was constructed due to the constant need for this type of show.

Taylor

New lighting fixture installed in children's section.
 The garage, summer house and pillars demolished contributing greatly to the landscaping appearance, also the driveway was graded and chip stone laid.
 New steps have been built for east side of building, this is a fire escape.
 Flag stone walk laid from driveway to entrance.
 Replaced front steps and installed hand rail.
 Exterior of building has been painted and the wood replaced where necessary.
 100 amp electrical service installed, this was essential as the original wiring was inadequate from a safety point of view.
 A railing fence was installed around the remainder of the property (contributed by Mr. Taylor)

McGregor

New ceiling had to be installed, the original type could not be replaced.
 New oil tank installed, the original had rusted and surface water was entering the tank.
 Cracks in the cement and asphalt necessitated repairs to the front entrance and east wall of building and parking lot.
 Parking lot lines were re-painted.
 Flag stones have been laid in the bicycle area.
 Remainder of building was caulked.
 In order to give the Branch Librarian better control and provide some expansion, a complete re-arrangement of shelves and furniture with incoming and outgoing desk remodelled and re-located.

Highland Creek

Constructed china cabinet, book shelves and coat racks.