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REPORT 1964

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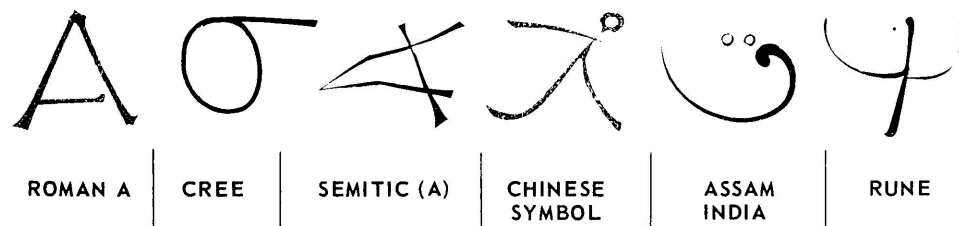
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NORTH YORK
PUBLIC LIBRARY



READING FROM LEFT TO RIGHT: THE ROMAN (A) AND SIMILAR TO THE SEMITIC (A), IF IT WERE TURNED ON ITS SIDE.

THE SECOND LETTER IS A CREE LETTER DESIGNED BY A CANADIAN MISSIONARY TO THE INDIANS OF WESTERN CANADA, THE ONLY CANADIAN LETTER HERE.

THE THIRD LETTER IS A SEMITIC (A) TURNED ON ITS SIDE RESEMBLING THE ROMAN (A).

THE FOURTH LETTER IS THE CHINESE SYMBOL FOR MAN, A PICTOGRAPH.

THE FIFTH LETTER IS AN (L) FROM THE STATE OF ASSAM, INDIA.

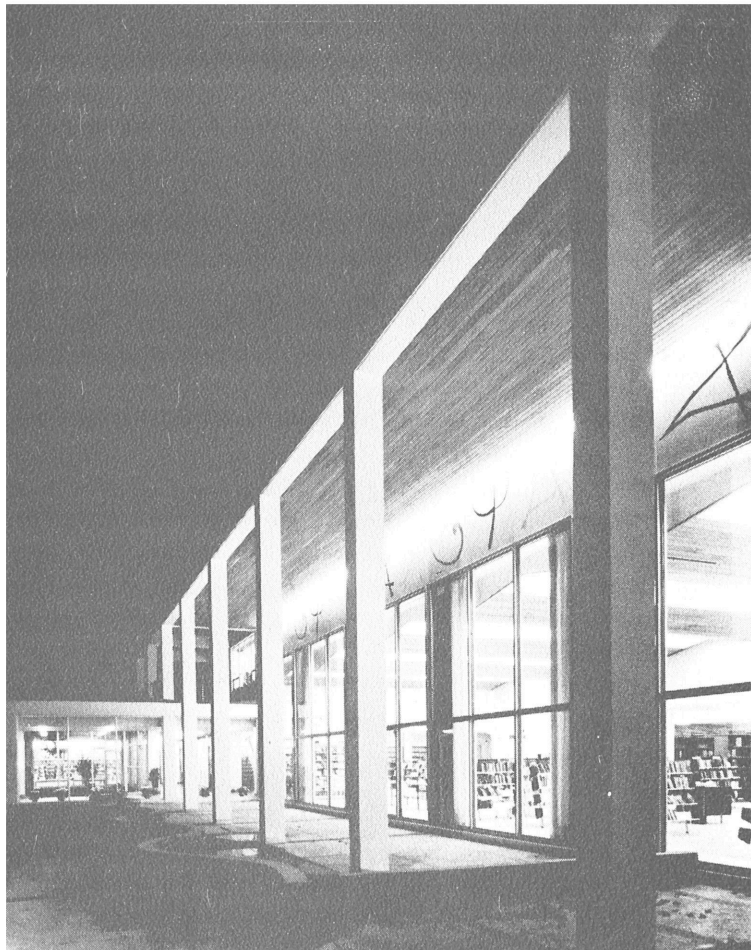
THE SIXTH LETTER IS (W) FOUND IN THE KENSINGTON STONE CALLED A RUNE FROM THE RUNIC ALPHABET OF SCANDANAVIAN COUNTRIES.

North York Public Library

NORTH YORK PUBLIC LIBRARY

ANNUAL REPORT

1 9 6 4



5126 Yonge Street

Willowdale, Ontario

MAIN LIBRARY	- 5126 YONGE STREET, WILLOWDALE
BATHURST HEIGHTS BRANCH	- 3170 BATHURST STREET, TORONTO 19
DON MILLS BRANCH	- 888 LAWRENCE AVENUE EAST, DON MILLS
DOWNSVIEW BRANCH	- 2793 KEELE STREET, DOWNSVIEW
WOODVIEW PARK	- 16-18 BRADSTOCK ROAD, WESTON

NORTH YORK PUBLIC LIBRARY

THE LIBRARY BOARD

1 9 6 4

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Mr. Gordon Risk - Chairman to November
23rd, 1964

F O R E W O R D

In referring to the North York Public Library system the word most often used is "growth". Facts and figures and the report of the Chief Librarian will bear this out and it is appropriate that it should be so in a rapidly growing Township.

As Trustees of the Public Library Board of North York we have been aware of the behind-scenes work that has been involved in maintaining a high standard of service under almost kaleidoscopic conditions.

We rejoice especially in the growth in depth of library services. This has been possible in large part to the stability of administration, to the further training and the steady cooperation of the staff, and to the excellent relations which obtain between the Library Board and the Local Union.

The young city of North York is, happily, concerned not only with industrial expansion and the proliferation of residential areas. It has frankly recognized the importance of the human spirit in fostering cultural development in the community at large and the library services have been well in the van. Encouragement of art and music, of film discussions, of poetry reading, are only some of the ways in which the North York Library is moving into areas of depth in service, while at the same time maintaining its awareness of horizons.

The Board of Trustees has shown both enthusiasm and concern for the progress and problems of library administration and services and would express its appreciation of the achievements of the Chief Librarian and the staff.

The Board regretted the resignation of Mr. Gordon Risk as Chairman and congratulate him on his election to the Board of Education.

L. Winifred Bryce,
Chairman,
North York Public Library Board.

Madam Chairman and Members of the
North York Public Library Board

What has the library done in 1964 is a question that could be asked quite legitimately by a citizen of North York. Very quickly the answer would come -- Don Mills Regional Branch was completed, the Downsview Branch addition was begun, a Community Branch on Weston Road was opened, architects were engaged for two other projects and sites were obtained for several other branches. The list could be enlarged as to equipment and improved facilities, but none of these things really answered the question.

Statistically more books were circulated, but what these statistics don't show is that the library is caught up in the tremendous intellectual explosion of our time. Volumes have been written on the fantastic changes in every facet of human endeavour. Throughout the land on every level of society people want to know what's happening and they turn to books to find out. The variety in the demand for books far exceeds anything that the library of twenty years ago could have foreseen. The pressure for material is so great that one wonders if demand can ever be met. As the Board is well aware, there is a great need for more book funds. There was some improvement during 1964 and steps were taken to assure a periodic and systematic appraisal of our needs in all subject areas.

The modern library no longer can depend on books alone so that during the year our services extended to include a very successful series of film discussion programs. The community is obviously keenly interested in such social problems as mental health, suburban living and town planning. On the literary side, the Great Books Program was given new life as new groups were formed and new leaders trained. From this program it is obvious that the library has a distinct and important role to play in presenting and exploring many of the issues and concerns of the day.

In the reports of departments and divisions, there is a more detailed description of activity. It has been an active and rewarding year.

To the Board may I offer my sincere thanks for patience, advice and support and to the staff on all levels, a word of appreciation for their diligence and co-operation.

John E. Dutton,
Chief Librarian.

ADULT

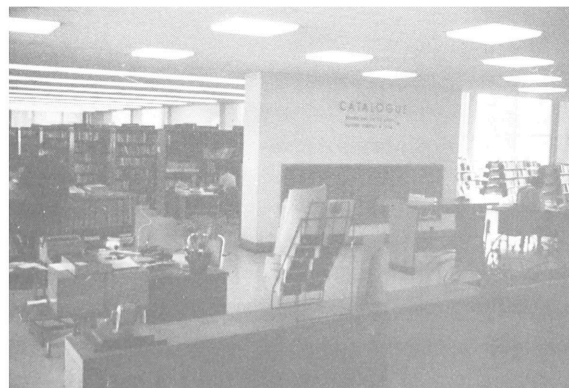
SERVICES

DIVISION



A continuing picture of growth and achievement presents itself to us when we look at the year 1964 at the Main Library. Each year has shown a considerable increase in the circulation and registration and each year the constant growth of our book collection has necessitated adding more and more shelving to existing areas, thus reducing the amount of space available to our public for browsing and study purposes.

One of the most rewarding experiences has been the cooperation of the School Librarians with the Adult Services Division. A number of letters were received from School Librarians telling of the various projects to be undertaken by classes in the schools, thus allowing us to have material available when the students required it. A host of children, 901 to be exact, visited this division, many of whom were in the enrichment classes. Contact with the teachers involved in this program has been most helpful for the library and we hope to the teachers.



Numerous film programs and film discussion evenings were arranged in 1964. A series entitled "Mental Health at Home and at Work" was particularly successful. The Fine Arts Department did extensive work in advising on and arranging for Branch film programs. The work of this department has been extended in many new directions this past year including a Film Workshop and a Training Film Program.

A pilot study involving programmed learning material is in progress. A sampling of material issued by a number of publishers has been put on display and has received considerable attention from the public. The materials assembled are on various learning levels and pamphlets explaining and demonstrating the programmed instruction method are available.

A study of circulation and book order control by computers is currently under way. Because of the steady increase in circulation and future plans for Branch development, it is necessary to explore all mechanical devices that can reduce the clerical workload in handling book loans and book orders. The findings and implications have been very interesting, but meticulous study of each procedure and its application is very necessary before any decision can be reached.

Mrs. Patricia W. Hart,
Head of Adult Services.

ASAX34

CHILDREN'S

SERVICES

DIVISION



The development in scope and depth of children's services is startling when we look back at the first North York Public Library Children's Division in a small room at the local Community Hall. Now, in 1964, with three regional branches, four bookmobiles and one neighbourhood branch serving our community, the leadership at Willowdale has set a consistent pattern of arrangement and programming. Book orders are co-ordinated here for all outlets and special exhibits are arranged that are shared throughout the system.

The registration in the children's room covers only children under Grade 7. The Dr. Shaw Report estimated that 20% of a suburban population is under age thirteen. This would mean that 63,000 children in North York, less the number of infants under the age of two years, are potential patrons. The 1964 children's library card registration of 41,496, placed beside a total of 54,141 children registered in North York elementary and separate schools, is an interesting figure.



In 1964 a pilot project was carried out on a full scale. All the Grade 6 Enrichment Classes in North York were scheduled through the Special Education Department of the North York Board of Education, to meet the Librarians in Willowdale for a training period. Other class visits for Grades 1 to 6 were welcomed as well as numerous nursery schools.

Our circulation figure of 258,000 is not a comparative one with 1963 as in that year each vertical file item was charged separately. The use of the vertical file in Willowdale increased so drastically that the process of charging out had to be streamlined. Children may now take four items on one charge-out. Because of a remarkably low book stock, it has been necessary to continue limiting the number of books a child may borrow to six -- only three of which may be picture books.

As time goes on, the 1964 indication is strong, that the children who reach Grade 7 via the Children's Division will tax our adult collections!

Mrs. Nancy Knight,
Head of Children's Services.

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BOOKMOBILE

DIVISION



Of particular interest to the Bookmobile Department during 1964 was the effect that physical expansion would have on its services. These occurrences have no more than a temporary affect on the circulation figures of Bookmobile services.

Considerable revision was made on schedules in order to take bookmobile services into the newly developing areas. This adjustment, along with other physical factors, resulted in a decrease in circulation during the year. However, it must be remembered that it requires time to build up circulation in new stops; also as branches developed, their services became more attractive to the patrons and in the Bathurst district particularly, there is a significant move away from bookmobile stops to the stationary location. However, we are happy to report that the new stops that have been scheduled this past year have been built up steadily and are obviously filling a need in their particular communities.

There were considerable changes both in the organization and staff of the Bookmobile Department in 1964. For a considerable part of the year there was a shortage of staff, but in the closing weeks each unit had its full staff complement.

During the year new staff had to "get in tune with the borrowers" so that reading material could be selected to suit the needs of the particular area being visited.

With the change in organization, there has been a greater integration with the Main Library. The reserve system has been streamlined to more adequately meet the borrower's needs. The photocopy service introduced on the bookmobiles in the fall has met with the public's approval, especially on the part of students who find that a photocopy illustration often can form an important part of a project.

During summer months the older units were refurbished and, thanks to a new coat of paint and varnish, have been made more attractive and agreeable to both public and staff.

The big event, of course, was the retirement of Number 1 bus -- a unit which served this township well over many years. Its replacement, a new style tractor-trailer unit is a much safer unit. Favourable comments about the new bookmobile have been received from borrowers and carries more books than other units and the front section allows for a better separation of adult and juvenile readers.

At the close of the year, plans were put into operation to send one unit to Don Mills and the other to Downsview. This has required the reallocation of books and staff. With this development, the bookmobile service will enter into a new phase in its history.

Christian Davids,
Head, Bookmobile Division.

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EXTENSION

SERVICES

DIVISION



The Extension Services Division enjoyed a particularly active year and one in which we hope more and more of our public became aware of the fact that the Main Library, its Branches and Bookmobiles are not separate entities, but are all part of one Library System -- working together to serve their needs and interests.

The early months of '64 were highlighted by Canadian Library Week celebrated throughout the system with "Open House" -- the Main Library, three Branches and four Bookmobiles made very special efforts with displays, films and exhibits and each chose a time when the public were invited to "see their library in action".

A week-end Discussion Leadership Training Course was held in September and people from all over Metro Toronto availed themselves of the opportunity to learn the principles and techniques of small group discussion leadership.

October was marked by a "Meet the Poet's Night". The Library played host to four of Canada's leading poets -- Earle Birney, Leonard Cohen, Phyllis Gotlieb and Irving Layton. Radio and Press coverage was excellent and we had a record-breaking attendance.

Weekly activity sheets were sent out to our Branch and Division Heads and the public were kept informed of Books, Exhibits, Films, Discussion Groups and Special Events by the publication of news releases, posters, brochures and book lists. A Monthly Bulletin is now available throughout the system so our borrowers can read about their library activities in advance.

Educational, recreational and charitable groups continued their constant requests for the use of our auditoriums and committee rooms. With the opening of the Don Mills extension in November and the anticipated openings of extensions at Downsview and Bathurst, we look forward to having more space and more facilities available to meet the demand.

The work of this department can only be carried on effectively with the active co-operation of our radio and press -- so to them a sincere note of thanks. As a newcomer to Extension Services, may I mention the fine co-operation I have received, not only from this department, but from everyone throughout the system.

Mrs. Jeanie Fleming,
Extension Services Division.

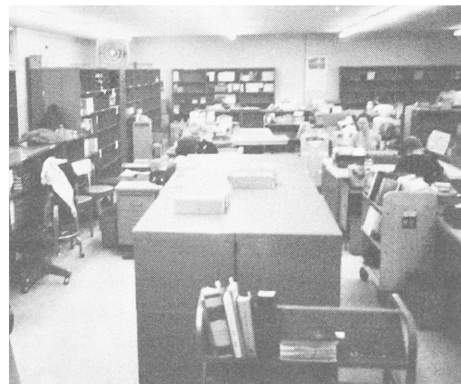
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TECHNICAL SERVICES DIVISION

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Elsewhere in this report there are reports on the volume of book purchasing and book circulation. Between these two functions lies the work of the Technical Services Division. During 1964 this division handled the work of cataloguing and processing of new books and new copies of older works, the reallocation of books to Woodview Park and finally the designating of titles from the central bookmobile collection to the mobile units to operate out of Don Mills and Downsview. In all, 48,469 books were handled including children's and adults'. Many of these were additional copies of books, or replacement copies of standard works. Now that the system is getting older, many volumes are wearing out and some of these are being replaced. It is the task of Technical Services to see that the records of the total book collection are maintained in an up-to-date condition.

The opening of the Woodview Branch and the decentralizing of the bookmobile collection necessitated the re-examination of cataloguing procedures to fit this new step in our development. The method is to assign books to a region, i.e. Downsview, with an additional card record accompanying each book. Within each region the book can then be moved from regional branch, bookmobile or community branch with the additional card used as a record of the book wherever it is being used.



In addition, the division was responsible for cataloguing a growing number of foreign language books in French, German, Dutch, Polish, Italian, Spanish and Hungarian. In addition, 572 music records were added to the collection and fully catalogued.

All the reproduction of cards is done on the system's multilith and this department also does such things as forms, letterheads, envelopes, book lists, etc. for the use of the system generally.

The division receives all titles to be rebound. These are sorted and checked and sent to several binderies to be restored to good condition. Several new binderies have been tried and their work assessed. In all, 3,614 books were sent out including 671 paperback editions which were bound in an inexpensive hard cover format for longer life.

The Librarians in the division have been included in the book selection program and have also been involved in keeping up-to-date with new methods, machines and processes in cataloguing procedures.

Mrs. Ruth L. Kraulis,
Head, Technical Services Division.

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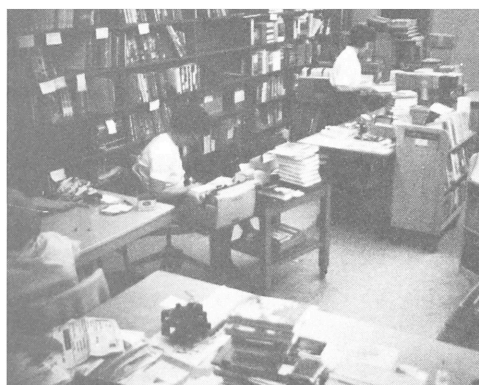
BOOK ORDER DEPARTMENT

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In 1964 the North York Public Library had the largest book budget of its short history. It was divided proportionately among the four Branches, Bookmobile and Children's Division.

When the addition to the Don Mills Regional Branch was finished in the summer, a supplementary grant was made to them for new books. These were mostly basic titles in all classes, but some emphasis was given to purchasing art books to satisfy a local interest.

Prior to the opening of Woodview Park neighbourhood branch, duplicate copies of books that had been in the system and thought to be suitable were transferred to Woodview. To supplement these and to bring the collection up-to-date, a special order of Children's and Adult books was made. They are now receiving new titles on a regular basis along with the other units.



Throughout the year visits to several publishers were made by the Heads of the Branches to see new Spring and Fall books. Publishers' representatives came to the Order Department with samples of new books or information about forthcoming books. Four publishers sent books to the Library on approval. Usually these were sent well before publication date so that orders could be placed in time for prompt delivery when the books became available.

Before the end of the year, two large publishers were visited by the Branch Heads who were able to take advantage of a special price as well as select books for gaps in their own collections. While some duplication does occur in this method, it does bring more books into the library faster.

Also ordered were L.P. records, periodicals and pamphlets. From time to time, donations were made to the Library. They were sorted and allocated to Branches, or if they were unsuitable for one of many reasons, given away.

The forecast for 1965 is for an even greater volume of books to look after the needs of the still expanding community.

Mrs. Prudence Clunie,
Book Order Librarian.

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BATHURST

HEIGHTS

BRANCH

One of the most significant developments in 1964 was a marked increase in the number of students seeking reference assistance and requiring seating space. We have, on occasion, accommodated as many as eighty students, though with considerable crowding. The plans to expand the present building to twice its size will greatly relieve this urgent need for space and the facilities required by our patrons.

Another interesting development in 1964 was the growth of consultative services offered to community discussion groups. A discussion leader was provided for a number of groups and assistance was given in developing courses of study, making up reading lists, etc. Most of these groups were affiliates of the National Council of Jewish Women, an organization extremely active in this community.

A highly successful series of three film discussion evenings was held in September and October using the film series "Lewis Mumford on the City" and featuring as resource persons outstanding experts in town planning, urban renewal, architecture and housing. The excellent attendance included interested citizens from throughout Metropolitan Toronto.

Two discussion groups met during the winter and spring season, a play reading group and a group discussing "Philosophy in the Mass Age". In the fall the program was expanded to include three groups: A First Year Great Books Group, a Play Reading Group and a group discussing "Power, Politics and People".

We have had an increasing number of school class visits throughout the year including kindergarten classes and scheduled visits from the Jewish Day Schools. Regular Saturday morning Story Hours were held and during school vacations and Young Canada's Book Week, special puppet shows, films and displays were arranged for the children. Local artists provided us with a wide variety of art exhibits and we were fortunate in having special displays throughout the year of particular interest to our borrowers.

We look forward to the extension of our building in 1965. We will then be in a position to expand the services now provided and plan new services and new activities to meet the community's burgeoning needs and interests.

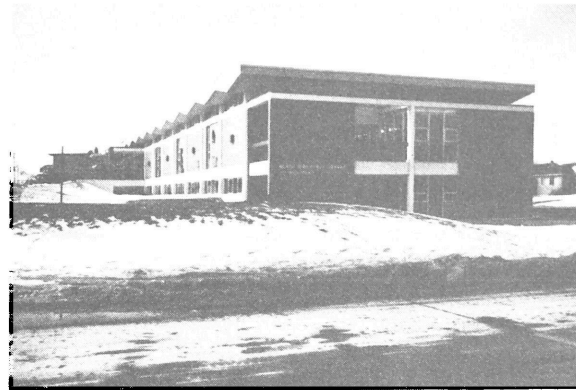
John Marshall,
Branch Librarian,
Bathurst Heights Branch.

ΑΟΑΧΩΥ

DON

MILLS

BRANCH



The major event in 1964 for Don Mills was the completion of the building as a Regional Branch. This is the first branch in our system, other than the Main Library, to acquire regional dimension, with a floor space of 20,000 square feet and a likely capacity of 120,000 volumes. The Children's Department has been doubled in size and special areas have been designated for reference and study purposes. Our staff establishment has been increased and we now have each department under the initial responsibility of a staff librarian.

The official opening of the Don Mills Regional Branch Extension was held on November 30th with Dr. J. 'Roby' Kidd as our guest speaker. The affair was well reported in the press and visitors and guests were generous in their praise of the new building.

During this year, the branch was able to develop a children's programme with a more systematic and realistic schedule for the years ahead. This new format for a students' instruction programme covers some twenty or more schools in the Don Mills region and ensures that eventually all children become experienced in exploiting our literary resources through proper catalogue utilization and projects aimed at the senior classes. A programme has been planned for the enriched student groups and our pre-schoolers enjoy regular story-time periods on Saturday.

Community work throughout the year has been as active as facilities would permit. Many local clubs meet regularly at the Don Mills Branch and we have sponsored a First Year Great Books Discussion Group, held Film and Discussion evenings and book talks for both adults and children. Our art exhibitions were particularly interesting and displays throughout the year stimulated public interest on a wide variety of subjects. Special mention should be made of the art and sculpture exhibit provided by Mrs. May Marx. Her work, including a seven foot figure, was displayed in our circulation department and auditorium prior to and for the Official Opening.

It was altogether a very good year of progress. In 1965 we are looking forward to having our own Bookmobile which will enable us to keep in even closer touch with our region's needs.

Reginald A. Rawkins,
Branch Librarian,
Don Mills Branch.

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DOWNSVIEW

BRANCH



Several major projects were undertaken during the year with most gratifying results. Normal services and activities were maintained during the building program for our extension, and we are preparing for the operation of the completed building and the integration of the Book-mobile unit.

One of the most significant events in our 1964 calendar was the opening of our Woodview Park Community Library. Extensive preparations were made to adjust to the needs and services arising from our new "Branch".

Our library now provides service to forty-four schools in the area. Along with special school visits and our efforts to keep abreast of their particular scholastic needs, we have provided regular Saturday morning Story Hours, Saturday afternoon films and frequent Puppet Shows to entertain our young borrowers.

During 1964, thirteen special programs were held covering such subjects as Nuclear Power, Suburban Living, the St. Lawrence Power Project, Flights of To-morrow. Films and guest speakers were part of these evening programs.

Canadian Library Week was celebrated by holding "Open House". Films were shown continuously and special exhibits were arranged in the auditorium and committee rooms. The Principal and Heads of Departments of the Downsview Secondary School were invited to an afternoon "tea party" and for the children a visit was arranged with Michelle Finney, a C.B.C. T.V. star. To the delight of our young patrons, Miss Finney returned again in December.

Our Exhibit Room, Auditorium and Committee Rooms have been constantly filled with Art Exhibits and the display case has featured art work of particular interest to our community. Trans Canada Airlines displayed a 6' model of a D.C. 8 and Metropolitan Toronto and Region Conservation Authority displayed an 8' model of the Claireville Conservation Area as it will be on completion.

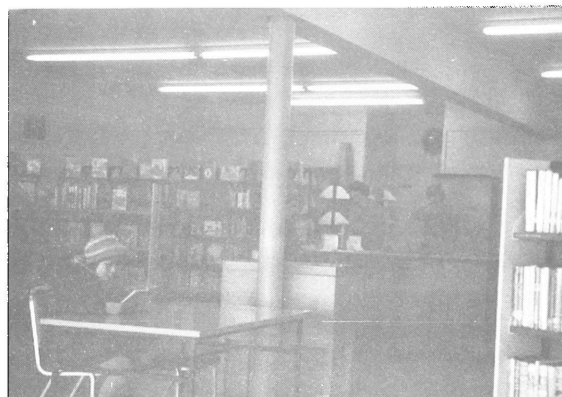
Mr. Bohus Derer,
Branch Librarian,
Downsview Branch Library.

WOODVIEW

PARK

COMMUNITY

BRANCH



One of the highlights of 1964 was the opening of the first neighbourhood branch in the North York Public Library System. On September 8th Woodview Park Branch opened its doors to the public. This new community type library has been designed to serve the general interests of the public ---- readers from the area are directed to Downsview for specific reference or detailed study work. Story Hours are held every Saturday morning and in November school class visits were added to the program.

Mr. Bohus Derer,
Branch Librarian,
Woodview Park Branch.

SUMMARY OF STATISTICS FOR YEAR ENDING DECEMBER 31ST, 1964

SHOWING COMPARISON WITH 1963

BOOK COLLECTION		1963	1964	Increase or Decrease	% Increase or Decrease
Total bookstock in collection		277,249	305,677	28,428	10.25
Total bookstock in Willowdale	Adult Juvenile	64,312 25,101	69,016 26,922	4,704 1,821	7.31 7.25
Total bookstock in Bathurst Heights Branch	Adult Juvenile	21,700 8,022	25,407 9,836	3,707 1,814	17.08 22.61
Total bookstock in Don Mills Branch	Adult Juvenile	23,376 7,771	30,496 10,978	7,120 3,207	30.45 41.26
Total bookstock in Downsview Branch	Adult Juvenile	18,687 6,311	28,747 9,915	10,060 3,604	53.83 57.10
Total bookstock in Bookmobile Division	Adult Juvenile	47,925 54,044	43,682 50,678	-4,243 -3,366	-8.85 -6.22
Total bookstock in Woodview Park Branch	Adult Juvenile		3,000 4,000		
Total Foreign Language books in collection		1,371 t 1,625 v	1,847 v		
Number of Records in collection		2,868	3,192	324	11.29
Number of Films in collection		66 20	73 23	7 3	10.60 15.00
Filmstrips					
There are pool blocks of 72 films changed 11 times a year					
National Film Board extended loan	24				
National Film Board on deposit	14				
Number of books added to collection	Adult Juvenile	20,247 6,216	31,966 15,101	11,719 8,885	57.88 142.93

	<u>1963</u>	<u>1964</u>	<u>Increase or Decrease</u>	<u>% Increase or Decrease</u>
Number of new titles catalogued	8,603	8,719	116	1.34
Number of added titles catalogued	4,426	8,050	3,624	81.87
Number of books withdrawn from collection	Adult 2,263 Juvenile 4,932	10,032 8,021	7,769 3,089	343.30 62.63
Number of books recatalogued	Juvenile 5,908	1,402	4,506	76.26
<u>USE</u>				
Total books circulated	2,600,594	2,689,741	89,147	3.42
Total records circulated	14,674	16,425	1,751	11.93
Total films circulated	1,934	2,466	532	27.50
Total projectors circulated	903	1,007	104	11.51
Attendance at film showings	55,092	63,013	7,921	14.37
Number of reference questions answered	103,768	126,405	22,637	21.81
Number of hours open	2,770	2,760	-10	-.36
Average circulation per hour	939	974	65	6.92

MEMBERSHIPS

Adult Members	39,424	43,734
Juvenile Members	36,616	41,496
Total Memberships in system	76,040	85,230
Population of North York as of September 30th, 1964	-	331,113

RECEIPTS AND EXPENDITURES

CURRENT FUNDS

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CURRENT FUNDS ON HAND

January 1st, 1964	6,182.00
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CURRENT FUNDS RECEIVED

Grant from Township of North York	1,105,492.00		
Grant from Province of Ontario	79,272.00		
Payment of Fines respecting delinquent Books	38,627.00		
Rental of Motion Picture Films and Equipment	4,115.00		
Rental of Music Records	3,893.00		
Miscellaneous Items	<u>3,691.00</u>	<u>1,235,090.00</u>	\$1,241,272.00

DEDUCT:-

OPERATING EXPENDITURES

Salaries and Employees' Benefits	703,452.00		
Contribution to Metro Toronto Pension Plan	32,057.00		
Maintenance and Supplies	89,160.00		
Miscellaneous Items	<u>42,808.00</u>	867,477.00	

CURRENT FUNDS USED FOR CAPITAL INVESTMENT

Books, Periodicals & Music Records	175,257.00		
Less amount applicable to 1965 Budget	<u>18,442.00</u>		
	156,815.00		
Equipment and Furnishings	<u>33,053.00</u>	189,868.00	

CAPITAL COSTS RETIRED

Debentures, Interest Charges and Exchange	<u>178,595.00</u>	<u>1,235,940.00</u>
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CURRENT FUNDS ON HAND

December 31st, 1964	\$ 5,332.00
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