

# Library Co-Operative

## Annual Report



**2018**

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## HIGHLIGHTS 2018

The Simcoe County Library Co-operative had a busy and productive year in 2018. The Co-operative completed the Simcoe County Libraries Immigrant Hub Project; the County Library and its members collaborated with the Local Immigration Partnership in the “It Starts” campaign, and the Seniors Partnering with Immigrants in Conversation Exchanges (SPICE) Project was launched.

Some of the year’s highlights are outlined below:

- The Library Co-operative, in concert with member libraries, completed the two-year project to establish libraries as community hubs for immigrants to Simcoe County. The Simcoe County Libraries Immigrant Hub Project officially end on March 31. Although funding ended, the initiatives undertaken by libraries to increase newcomers’ access to government and local information, provide multilingual resources for immigrants and their families and provide a welcoming environment where immigrants feel they belong are continuing.
- The Co-operative collaborated with the Local Immigration Partnership, in the second annual “It Starts” campaign. This was a public awareness initiative to address racism and discrimination in Simcoe County. The campaign ran for two weeks in April and pledge forms were available, in both official languages, at all the public libraries in the County. The campaign invited participants to take a proactive step against racism and discrimination by signing the pledge and displaying the pledge card, either physically in their workplace or digitally on social media.
- The Library Co-operative and its member libraries received \$24,949 in funding from the New Horizons for Seniors Program to implement the Seniors Partnering with Immigrants in Conversation Exchanges (SPICE) Project. The SPICE Project encourages and supports seniors to be active, engaged community volunteers by sharing their wealth of knowledge, life experiences and skills through conversation exchanges with newcomers. Seniors mentor immigrants by helping them improve their language proficiency, overcome isolation and integrate into the community.
- The Simcoe County Library Co-operative was the recipient of the Marketing & Outreach Award at the fifth Annual Newcomer Recognition Awards in October 2018. The award was presented for the campaign that promoted the Immigrant Hub Project.

The Library Co-operative continues to fulfill its stated mandate to supplement and enhance the library services provided by its members to the residents of Simcoe County. As always, credit for its success is shared by a variety of groups and individuals. Special thanks go to Simcoe County Council and the Library Board for their continuing support, to the Chief Librarians’ Committee for their helpful advice, and to the staff of the County Library for their dedication and hard work.

## COUNTY OF SIMCOE LIBRARY CO-OPERATIVE OVERVIEW

### GOVERNANCE

The County of Simcoe Library Co-operative is a unique organization in the Province of Ontario. It is the only public library co-operative in the province and its statutory obligations are set forth in the Public Libraries Act. The Co-operative is funded and operated by County of Simcoe, although the Library also receives a modest annual operating grant from the Ontario Ministry of Tourism, Culture and Sport.

### MEMBERSHIP

Membership in the Co-operative is restricted to public library boards in the County of Simcoe, with the exception of the separated cities of Barrie and Orillia. All municipalities in the County contribute to the support of the County Library Co-operative through the general County levy; therefore, all municipal public libraries in Simcoe County are eligible to use the services of the Co-operative. Currently, there are fourteen separate library boards comprising twenty-nine libraries and branches in Simcoe County. Participation in any program or service of the Co-operative is strictly voluntary.

### SERVICES

#### Block Rotations of Special Collections

The County Library selects, acquires and processes material to circulate in blocks to members of the Co-operative. At present, the County Library has thirteen (13) special collections for block rotation: large print books, DVDs, Blu-ray DVDs, read-alongs, music compact disks, books on compact disks, books on MP3, Playaway audio books, Playaway Bookpacks, Playaway Launchpads, Playaway Views, video games and multilingual material. These materials are assembled into two or three different sizes of blocks for each material type. Blocks are rotated between two and four times a year, depending on the requirements of individual libraries. The blocks are delivered to and retrieved from member libraries via the library van.

#### Electronic Online Databases

The County Library purchases annual subscriptions to a variety of commercial online databases that can be accessed via the Internet. Free access to these databases is provided to the library patrons of all member libraries. The databases cover a wide spectrum of subject areas from current events to history, and from science to literature. In 2018, the County Co-operative had subscriptions to eighteen (18) different databases: Ancestry Library Edition, Auto Repair Reference Centre, Canadian Reference Centre, Canadian Points of View Reference Centre, Computer Tutorials, Consumer Health Complete, Cypress Resume, Hobbies & Crafts, Reference Centre, Home Improvement Reference Centre, Literary Reference Centre, Mango



Languages, Masterfile Premier, NoveList – 8, NoveList Plus, NoveList Select, Primary Search, Science Reference Centre, and Small Engine Repair Reference Centre.

### Electronic Books and Audio Books

Electronic books and audio books are books that are in digital format and are accessed via the Internet. The County Co-operative contracts to Overdrive for its digital technology and services. The service permits all County residents, with a valid library card and an Internet connection, to download digital audio books and e-books to their computers, tablets, smart phones, MP3 players and e-readers for free. Remote patron authentication software ensures that anyone accessing the collection is a registered patron of a member library. The digital collection is accessed through the PULSE (Public Libraries Sharing E-Media) website at [pulse.simcoe.ca](http://pulse.simcoe.ca).

### Reference and Local History Collections

The County Library has a substantial reference and local history collection comprising over 1,500 items. Titles are available for limited loan to member libraries.

### Library Journals

The County Library subscribes to thirteen (13) different library journals. These journals provide professional advice in library specific fields such as collection development. These journals are routed to individual libraries based on members' preferences.

### Large Print and Video Pools

The County Library is responsible for the acquisition, processing, maintenance and rotation schedules for the Large Print and the Video Pools. The Pool collections are owned and funded by those members of the Co-operative who have decided to join the Pools. At present, there are five (5) libraries or branches that belong to the Large Print Pool and ten (10) that belong to the Video Pool.

### Consortium Purchasing

The County Library purchases a variety of library supplies in bulk, such as DVD and CD cases, spine label protectors, pockets, etc. and sells them to member libraries at cost. The Co-operative also negotiates the bulk purchasing of computer software and software licenses, such as virus protection, on behalf of member libraries.

### Wireless Public Internet Access

In partnership with the Simcoe County Information Technology Department, the County Library provides free wireless Internet service in all member libraries and branches. This service allows library patrons to access high-speed Internet in their local libraries. Patrons and visitors can bring their own laptop computers or other wireless devices into the library and connect to the Internet. The wireless system requires users to login using their library barcode and password. Visitors may obtain a temporary barcode from the local library staff.

### Library Automation and Systems Administration

For many years, the County Co-operative has taken the lead in supporting the automation of member libraries. The databases of eleven member libraries – Clearview, Coldwater, Collingwood, Essa, Midland, New Tecumseth, Penetanguishene, Ramara, Springwater, Tay and Wasaga Beach – as well as the County Co-operative database, reside on the two County Library servers located in the County Administration Centre. The servers are maintained by the County Information Technology Department. The Chief Librarian of the County Library administers the Symphony library software program, provides training to the staff of member libraries and troubleshoots any problems encountered with the software. A third server hosts the Web Reporter software. This software is used to retrieve statistical information from the library databases and create a variety of reports, charts and graphs on acquisitions, circulation patterns, patrons and collections.

### Cultural Places Pass Program

The Cultural Places Pass is a partnership among all the libraries in Simcoe County (including Barrie and Orillia) and members of Sumac, Simcoe County's Cultural Network. Library patrons and visitors to public libraries in Simcoe County are able to borrow single-day passes to nine different museums, archives, art galleries, historic sites and interpretive centres located in the County. With the online reservation system, patrons can search for available passes and reserve a pass for the cultural institution of their choice. The program is administered by the County Library and operates from the Victoria Day weekend through the Thanksgiving Day weekend.

### Multicultural Book Club

The Library Co-operative has teamed up with member libraries and the Barrie and Orillia libraries to provide book club kits with titles designed to educate and enlighten readers from all backgrounds. The themes of inclusivity and tolerance are central to all the titles. They feature multicultural characters who face inter-cultural challenges. The kits are available for loan to members of any Simcoe County library, through an online booking system on the [Simcoe County Libraries Multicultural Book Club](#) website.

### Training

The County Library provides training and training opportunities for the staff of member libraries. Topics include web-site development, cataloguing, electronic databases and e-media. County Library staff also provides training sessions on specific aspects of the library software program.

## **STAFFING**

The Library Co-operative has a current staff of five people – the Chief Librarian and four library technicians. The Chief Librarian administers the library, supervises the staff, selects material for purchase, administers the automation system, and liaisons with staff from member libraries.

The Acquisition Technician orders and receives all material acquired by the Co-operative and performs a variety of clerical functions such as answering the phone, filing, and maintaining the records management system.



The Cataloguing and Processing Technician processes all new material, labels the special collections and ensures that each item is correctly entered into the database.

The two Circulation Technicians schedule rotations, assemble and check block material into and out of the library, circulate reference material and pool items, repair large print books and audio/visual material, box material for rotation and operate the Library delivery van.

In 2018, the Co-operative also employed two Project Coordinators, one for the Simcoe County Libraries Immigrant Hub Project, the other for the SPICE Project. Both positions were contract positions and focused exclusively on the requirements of the projects.

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## **LIBRARY STAFF AS OF DECEMBER 31, 2018**

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Gayle Hall – Chief Librarian

Christine Maxwell – Library Technician

Jim Small – Library Technician

Amanda Perriman – Library Technician

Addison Ottaway – Library Technician

Amanda Kelly – Project Coordinator

Heather Johnston – Project Coordinator



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## LIBRARY BOARD MEMBERS 2017

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Judith Cox – County Counsellor

Anita Dubeau – County Counsellor

Doug Little – County Counsellor

Ian Chadwick – Citizen Appointee

Sheila Craig – Citizen Appointee

Dave Snedden – Citizen Appointee

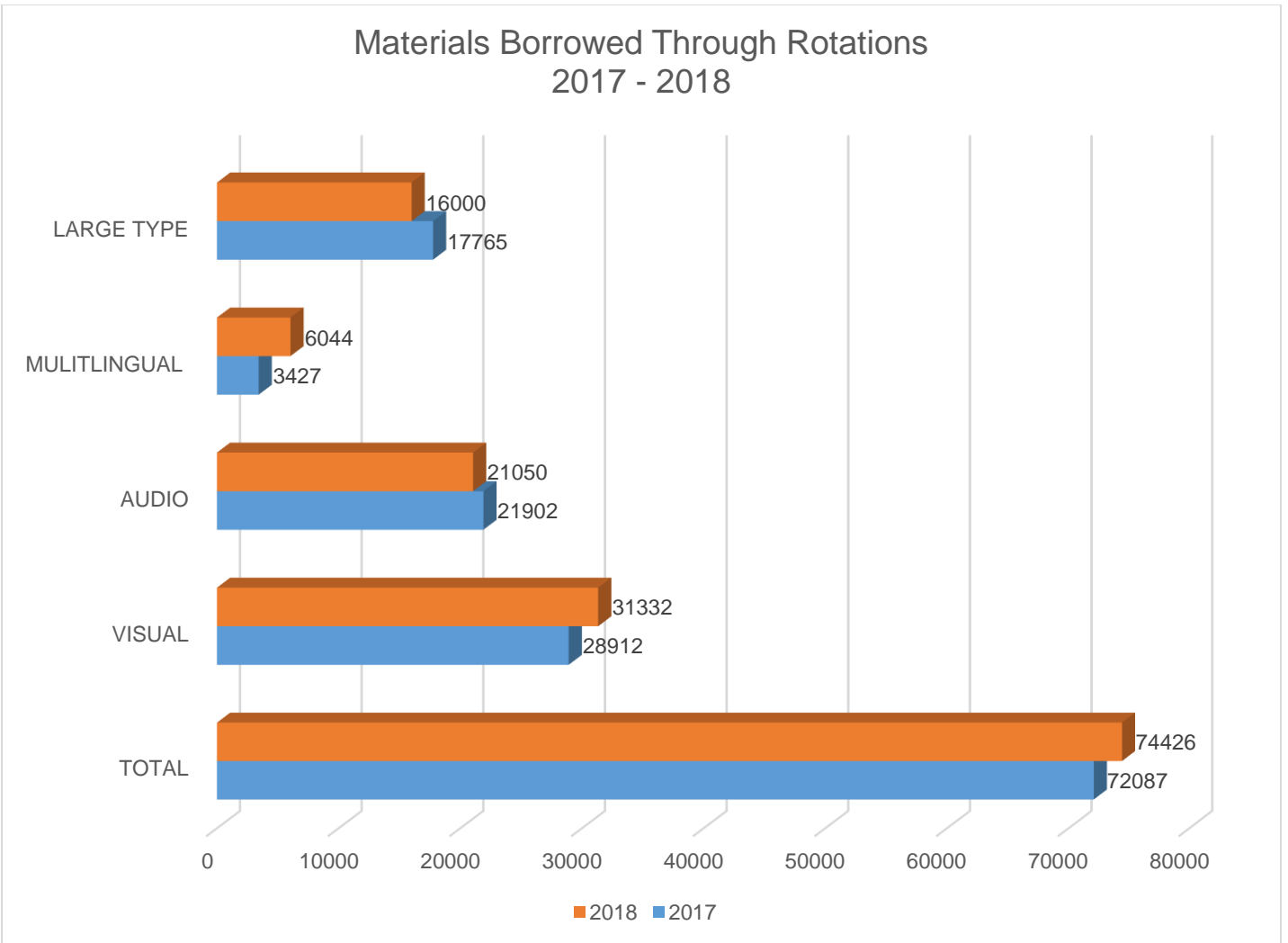


<b>STATISTICAL SUMMARY 2018</b>						
<b>Total Collection as of December 31<sup>st</sup>, 2018 --</b>						
<b>ADDITIONS</b>			<b>WITHDRAWELS</b>			
2559			1075			
<b>Total Collection as of December 31<sup>st</sup>, 2017 – 62,177</b>						
<b>Materials Borrowed Through Rotations 2018</b>						
Large Type	Multilingual	Audio	Visual	Total		
16'000	6'044	21'050	31'332	74'426		
<b>Circulation of All Simcoe County Library Materials 2018</b>						
Large Type	Audio	Visual	Total			
10'536	38'139	72'772	121'447			
<b>Direct Circulation 2018</b>						
SOLS VDX Requests	Staff Requests	Large Type	Audio	Visual	Reference	Total
1'107	1'143	843	296	1'010	7	2'250
<b>Electronic Database Usage 2018</b>						
Number of Databases			Number of Searches			
16			2'491'310			
<b>E-Media 2018</b>						
Number of Items	Total Checkouts & Holds		New Users			
13'368	147'984		1'984			
<b>Wireless Hits 2018</b>						
Number of Libraries			Total Hits			
23			488'104			

## MATERIALS BORROWED THROUGH ROTATIONS 2017-2018

LIBRARIES	No. Rotation		Large Type		Multi-Lingual	Audio		Visual		Total	Total
	2017	2018	2017	2018	2018	2017	2018	2017	2018	2017	2018
<b>DATES</b>											
<b>Base Borden</b>	3	3	240	360	<b>523</b>	1035	315	1340	1210	<b>2920</b>	2408
<b>Bradford</b>	3	3	0	0	<b>661</b>	330	340	1100	1180	<b>1945</b>	2181
<b>Clearview</b>											
Creemore	4	4	75	0	<b>90</b>	825	910	1675	1980	<b>2653</b>	2980
Stayner	4	4	300	0	<b>227</b>	650	715	1845	1790	<b>2935</b>	3732
Sunnidale	4	4	0	0	<b>120</b>	1130	690	2195	2290	<b>3325</b>	3100
<b>Coldwater</b>	3	3	375	375	<b>0</b>	786	1000	371	162	<b>1562</b>	153
<b>Collingwood</b>	4	4	515	745	<b>845</b>	610	660	610	480	<b>2080</b>	2730
<b>Essa</b>											
Angus	3	3	0	0	<b>157</b>	0	0	45	70	<b>133</b>	227
Thornton	3	3	0	0	<b>124</b>	0	0	45	70	<b>142</b>	194
<b>Innisfil</b>											
Lakeshore	4	4	0	0	<b>885</b>	0	0	0	0	<b>529</b>	885
<b>Midland</b>	3	3	2370	1970	<b>587</b>	0	0	0	0	<b>2720</b>	2557
<b>New Tecumseth</b>											
Alliston	3	3	305	480	<b>460</b>	931	860	1120	1285	<b>2708</b>	3085
Beeton	3	2	330	220	<b>76</b>	985	675	1100	890	<b>2452</b>	1861
Tottenham	3	3	295	270	<b>416</b>	1055	1040	815	1290	<b>2165</b>	3016
<b>Penetanguishene</b>											
Penetanguishene	4	4	2240	2215	<b>395</b>	1745	1940	1760	2040	<b>5795</b>	6590
Georgian	4	4	880	895	<b>0</b>	265	485	429	355	<b>1574</b>	1735
<b>Ramara</b>											
Atherley	4	4	2230	2215	<b>204</b>	1870	2390	2807	3245	<b>7092</b>	8054
Brechin	3	3	765	915	<b>34</b>	1115	1205	1920	2030	<b>3865</b>	4189
<b>Springwater</b>											
Elmvale	3	3	405	405	<b>0</b>	785	870	1160	1370	<b>2355</b>	2645
Midhurst	3	3	90	90	<b>10</b>	775	795	1675	1595	<b>2253</b>	2490
Minesing	3	3	85	80	<b>0</b>	140	85	785	730	<b>1010</b>	895
<b>Tay</b>											
Port McNicoll	4	4	1635	1435	<b>205</b>	3390	3110	1970	2535	<b>7203</b>	7285
Victoria Harbour	4	4	1860	1170	<b>25</b>	1120	1050	1775	1750	<b>4760</b>	3995
Waubauskene	4	4	1870	1685	<b>0</b>	2165	1665	2640	2730	<b>6705</b>	6080
<b>Wasaga</b>	2	3	900	475	<b>0</b>	195	250	30	255	<b>1125</b>	950
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>17765</b>	<b>16000</b>	<b>6044</b>	<b>21902</b>	<b>21050</b>	<b>28912</b>	<b>31332</b>	<b>72087</b>	<b>74426</b>

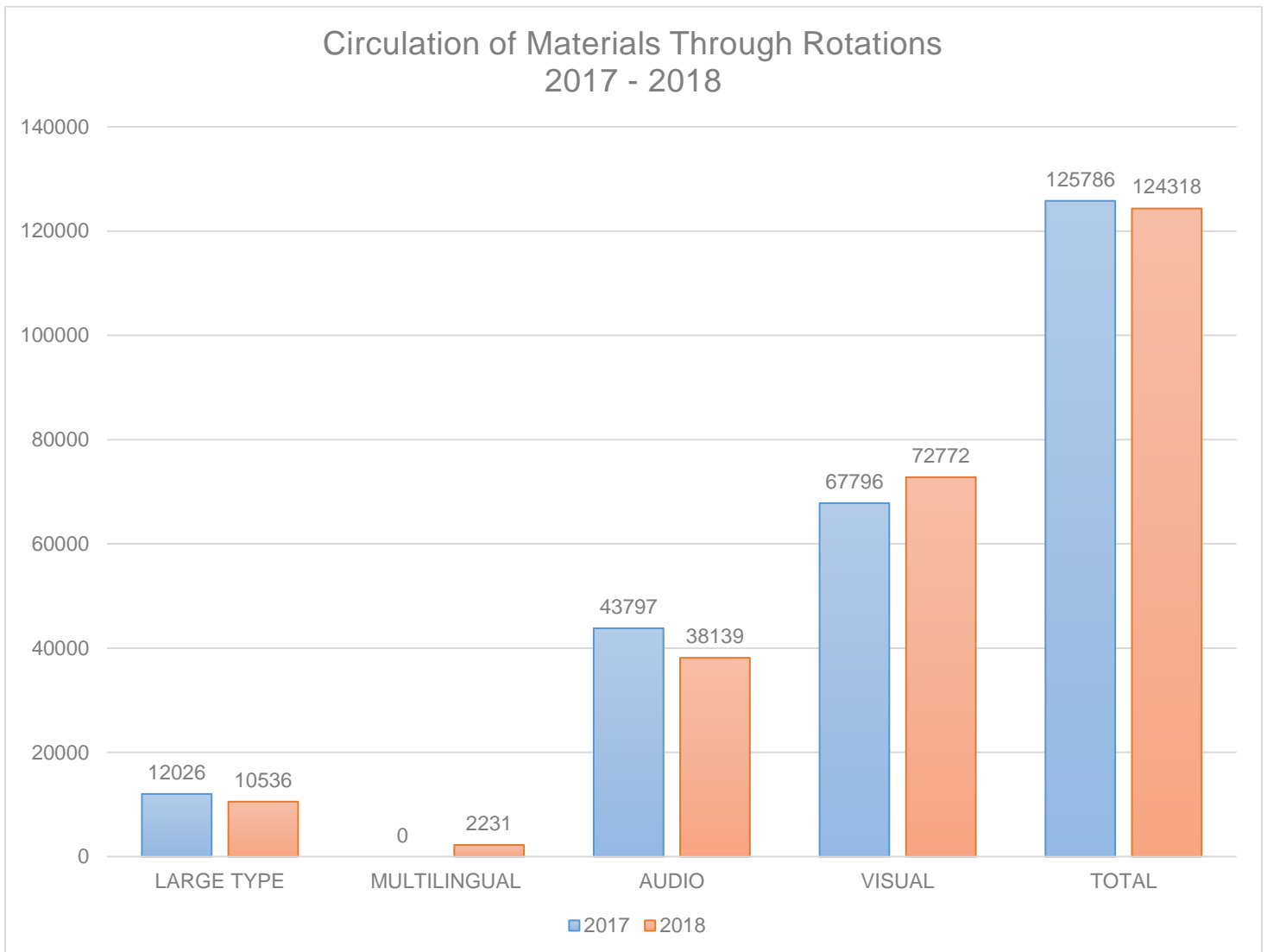
### Materials Borrowed Through Rotations 2017 - 2018



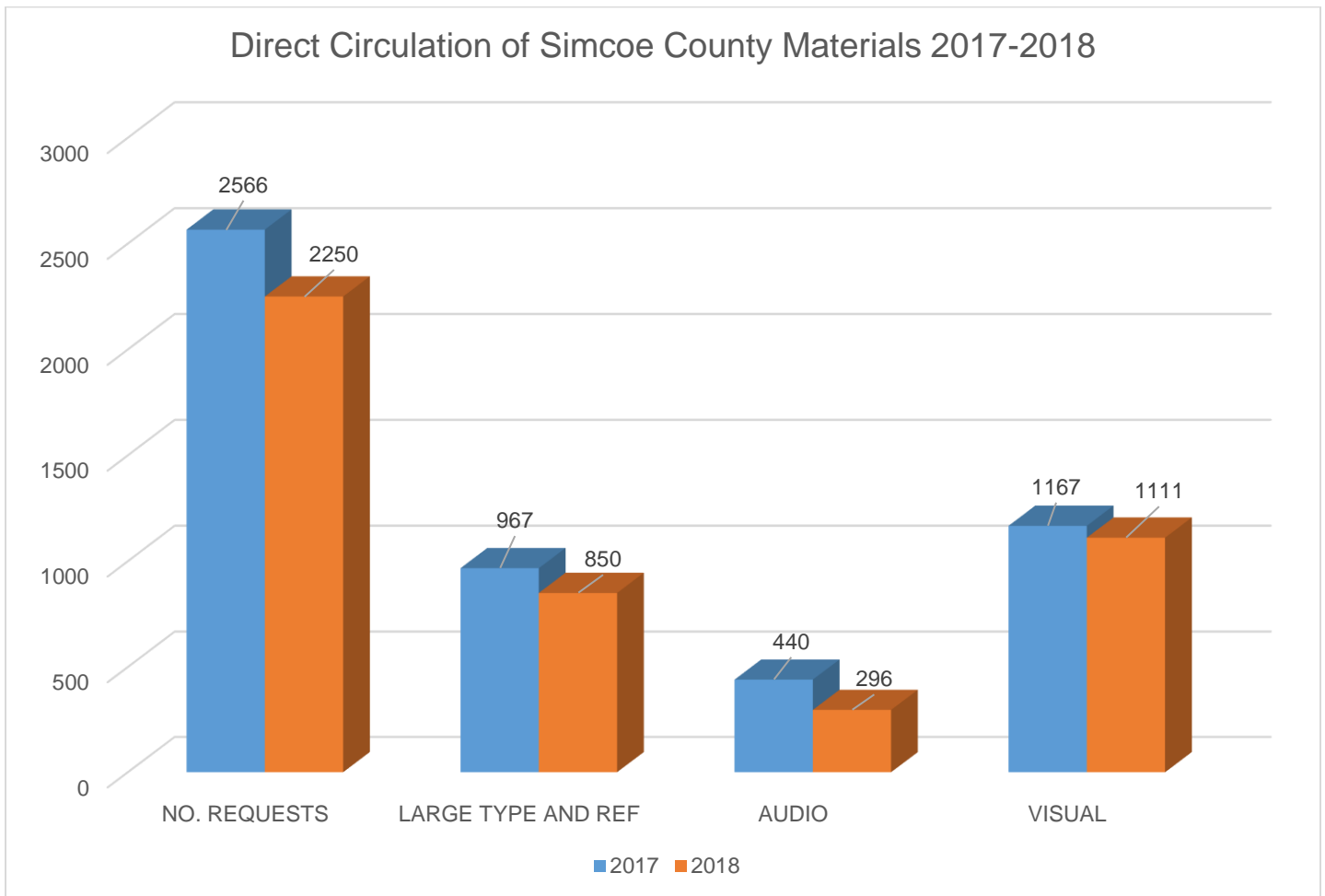
**CIRCULATION OF SIMCOE COUNTY LIBRARY MATERIALS 2017/2018**

	2017 LT	2018 LT	MULTI LINGUAL 2018	2017 AUDIO	2018 AUDIO	2017 VISUAL	2018 VISUAL	2017 TOTAL	2018 TOTAL
<b>BASE BORDEN</b>	<b>6</b>	5	0	<b>18</b>	34	<b>161</b>	300	<b>185</b>	339
<b>BRADFORD W./ GWILLIMBURY</b>	<b>0</b>	0	71	<b>221</b>	485	<b>2183</b>	1852	<b>2687</b>	2408
<b>CLEARVIEW</b> Stayner	<b>159</b>	1	26	<b>1634</b>	269	<b>3855</b>	3515	<b>5704</b>	4811
Creemore	<b>14</b>	0	10	<b>1676</b>	2462	<b>2457</b>	3043	<b>4213</b>	5155
Sunnidale	<b>3</b>	0	2	<b>286</b>	153	<b>1397</b>	1269	<b>1696</b>	1424
<b>COLDWATER</b>	<b>164</b>	183	0	<b>1283</b>	718	<b>323</b>	465	<b>1847</b>	1366
<b>COLLINGWOOD</b>	<b>835</b>	1062	1188	<b>7817</b>	8961	<b>4586</b>	8210	<b>14278</b>	19421
<b>ESSA</b> Angus	<b>0</b>	3	110	<b>0</b>	71	<b>593</b>	801	<b>657</b>	985
Thornton	<b>0</b>	1	33	<b>0</b>	0	<b>253</b>	260	<b>277</b>	294
Lakeshore	<b>0</b>	0	376	<b>0</b>	0	<b>0</b>	0	<b>244</b>	376
<b>MIDLAND</b>	<b>2648</b>	2043	3	<b>0</b>	0	<b>0</b>	0	<b>2672</b>	2046
<b>NEW TECUMSETH</b> Alliston	<b>237</b>	299	77	<b>2971</b>	2776	<b>5998</b>	5370	<b>9501</b>	8522
Beeton	<b>100</b>	100	9	<b>1667</b>	1149	<b>3304</b>	2649	<b>5087</b>	3907
Tottenham	<b>156</b>	201	44	<b>3580</b>	1688	<b>3598</b>	2891	<b>7356</b>	4824
<b>PENETANGUISHENE</b>	<b>1598</b>	1455	107	<b>6024</b>	2687	<b>7781</b>	8165	<b>15586</b>	12414
<b>GEORGIAN</b>	<b>373</b>	384	0	<b>142</b>	30	<b>288</b>	246	<b>803</b>	660
<b>RAMARA</b> Atherley	<b>1123</b>	974	54	<b>2327</b>	4084	<b>4206</b>	5967	<b>7694</b>	11079
Brechin	<b>429</b>	474	15	<b>2205</b>	2406	<b>3111</b>	3950	<b>5745</b>	6845
<b>SPRINGWATER</b> Elmvale	<b>220</b>	216	0	<b>2598</b>	1831	<b>6150</b>	5289	<b>9043</b>	7336
Midhurst	<b>118</b>	84	3	<b>2185</b>	1940	<b>4959</b>	6435	<b>7328</b>	8462
Minesing	<b>20</b>	34	0	<b>232</b>	206	<b>696</b>	541	<b>957</b>	781
<b>TAY</b> Port McNicoll	<b>556</b>	565	67	<b>3420</b>	2649	<b>2417</b>	3623	<b>6449</b>	6904
Victoria Harbour	<b>860</b>	583	17	<b>1480</b>	2042	<b>4099</b>	4232	<b>6446</b>	6874
Waubashene	<b>325</b>	589	19	<b>1400</b>	1497	<b>3531</b>	2996	<b>5272</b>	5101
<b>WASAGA</b>	<b>2082</b>	1280	0	<b>631</b>	1	<b>1346</b>	703	<b>4059</b>	1984
	<b>12026</b>	10536	2231	<b>43797</b>	38139	<b>67796</b>	72772	<b>125786</b>	124318

### Circulation of Materials Through Rotations 2017 - 2018

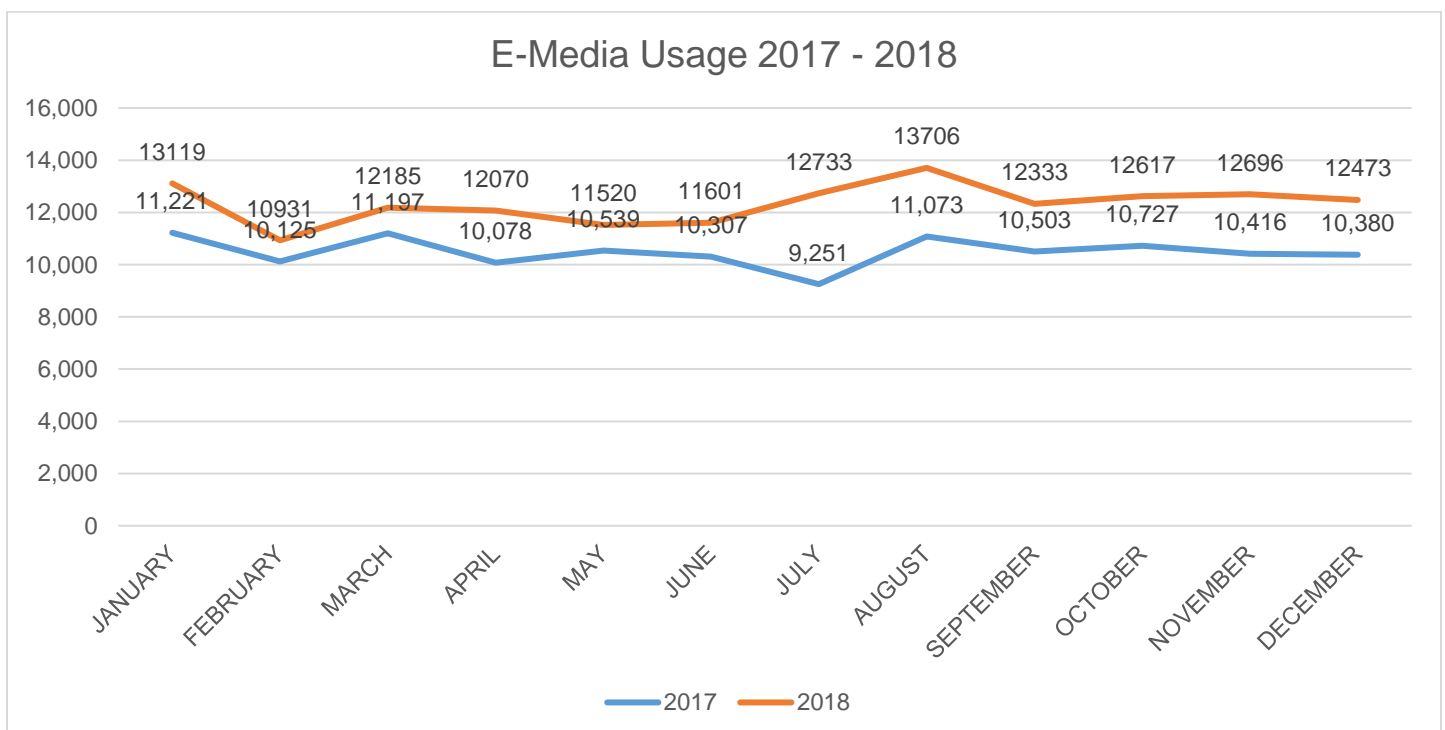


DIRECT CIRCULATION 2017/2018								
Direct Circulation	No. Requests		Large Type		Audio/Visual		Reference	
	2017	2018	2017	2018	2017	2018	2017	2018
January	205	183	73	81	132	102	0	0
February	245	193	98	92	146	101	1	1
March	291	195	93	64	197	131	1	0
April	202	154	78	66	119	88	5	0
May	213	145	71	49	142	96	0	0
June	200	177	61	70	139	107	0	0
July	200	185	89	76	111	109	0	1
August	277	203	117	76	160	127	0	3
September	176	198	66	73	109	95	1	0
October	217	238	83	79	134	129	0	0
November	210	223	82	69	127	113	0	1
December	130	156	48	48	82	88	0	1
<b>Total</b>	2566	2250	959	843	1607	1407	8	7
<b>Interlibrary loan SOLS</b>	1042	1107	569	604	473	503	7	7
<b>Staff</b>	1524	1143	360	239	1134	904	1	0



### E-MEDIA USAGE 2017-2018

MONTH	ACTIVITY/MONTH 2017	ACTIVITY/MONTH 2018
JANUARY	11,221	13119
FEBRUARY	10,125	10931
MARCH	11,197	12185
APRIL	10,078	12070
MAY	10,539	11520
JUNE	10,307	11601
JULY	9,251	12733
AUGUST	11,073	13706
SEPTEMBER	10,503	12333
OCTOBER	10,727	12617
NOVEMBER	10,416	12696
DECEMBER	10,380	12473
<b>TOTAL</b>	<b>125,817</b>	<b>147984</b>

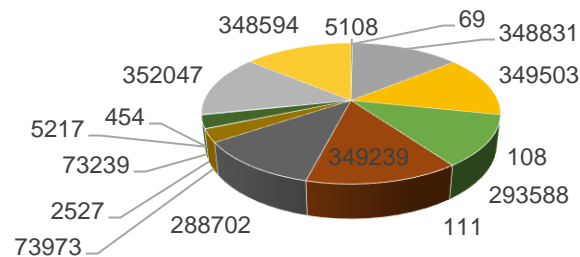




### ELECTRONIC DATABASE USAGE 2018

DATABASE	Searches
ANCESTRY	5108
AUTOMOTICE REPAIR REFERENCE CENTRE	69
CANADIAN POINTS OF VIEW REFERENCE CENTRE	348831
CANADIAN REFERENCE CENTRE	349503
COMPUTER TUTORIALS (LEARNING EXPRESS)	108
CONSUMER HEALTH COMPLETE	293588
CYPRESS RESUME	111
HOBBIES & CRAFTS REFERENCE CENTRE	349239
HOME IMPROVEMENT REFERENCE CENTRE	288702
LITERARY REFERENCE CENTRE	73973
MANGO LANGUAGES	2527
MASTERFILE PREMIER	73239
NOVELIST (K-12, PLUS AND SELECT)	5217
PRIMARY SEARCH	454
SCIENCE REFERENCE CENTRE	352047
SMALL ENGINE REPAIR REFERENCE CENTRE	348594
<b>TOTAL</b>	<b>2'491'310</b>

Database Usage 2018



- ANCESTRY
- AUTOMOTICE REPAIR REFERENCE CENTRE
- CANADIAN POINTS OF VIEW REFERENCE CENTRE
- CANADIAN REFERENCE CENTRE
- COMPUTER TUTORIALS (LEARNING EXPRESS)
- CONSUMER HEALTH COMPLETE
- CYPRESS RESUME
- HOBBIES & CRAFTS REFERENCE CENTRE
- HOME IMPROVEMENT REFERENCE CENTRE
- LITERARY REFERENCE CENTRE
- MANGO LANGUAGES
- MASTERFILE PREMIER
- NOVELIST (K-12, PLUS AND SELECT)
- PRIMARY SEARCH
- SCIENCE REFERENCE CENTRE
- SMALL ENGINE REPAIR REFERENCE CENTRE

WIRELESS USAGE 2017-2018		
Month	2017	2018
January	13722	36815
February	13239	35192
March	13608	40234
April	14821	41403
May	13487	43604
June	16892	44113
July	13034	29600
August	15055	39097
September	12604	40816
October	14930	50718
November	13175	46385
December	24024	40127
<b>Total</b>	<b>178591</b>	<b>488104</b>

