

1998

Flin Flon  
Public  
Library



ANNUAL REPORT

# FLIN FLON PUBLIC LIBRARY

## Library Board - 1998

|   |   |
|---|---|
| Library Board - 1998  |   |
| Bob Frazer<br>Buz Trevor<br>Val Dixon<br>Angie Simpson<br>Murray Smith<br>*Blaine Veitch<br>"Bunny" Burke | <b>Chairman</b><br>Vice Chairman<br>Creighton Council Representative<br>Flin Flon Council Representative<br>Member<br>Member<br>Secretary |

## Library Staff - 1998

|   |   |
|---|---|
| Library Staff - 1998  |   |
| Gretta Redahl<br>Phyllis Stadnick<br>Joan Reich<br>Shelley McDuff<br>Trudy Adair<br>Angie Manders<br>Melissa Strom<br>Tasha Brough<br>*Candace Chornoby<br>Robin Gallbraith | <b>Library Administrator</b><br>Library Assistant<br>Senior Cataloguing Librarian<br>Circulation Clerk<br>Student Page<br>Student Page<br>Student Page<br>Student Page<br>Student Page<br>Circulation Clerk(April.1998) |
| Tyler Mitchell<br>Kathleen Delgatty   | Special Project - Technology<br>Special Projects - <i>Friends of Library</i><br>Admin/Technology  |

# FLIN FLON PUBLIC LIBRARY

*Twenty-fourth Annual Edition*  
1998

## Serving

|                                    |             |
|------------------------------------|-------------|
| <u>City of Flin Flon, Manitoba</u> | <u>6572</u> |
|------------------------------------|-------------|

|  |      |
|--|------|
| <u>Town of Creighton, Saskatchewan</u> | 1713 |
|--|------|

### Rural Areas

Baker's Narrows, Manitoba

Big Island, Manitoba

Schist Lake, Manitoba

Sandy Bay, Saskatchewan

Cranberry Portage, Manitoba

Pelican Narrows, Saskatchewan

Denare Beach, Saskatchewan

## CHAIRMAN'S REPORT for 1998



We regret that Marlene Gregory resigned from the board in 1998 and that Dave Law's appointment as The City of Flin Flon's representative on the board was completed at the end of 1998. However the board was pleased to accept the addition of Blaine Veitch as Marlene's replacement and of Angela Simpson as the new City of Flin Flon Library Board member.

The "Info-Pod", the Library's public access computer set-up, became fully functional in the summer of 1988. This system provides the public with the following capabilities:

- Simple and rapid searches for books using either authors' names and/or sets of topic keywords:
- Direct access to the Internet:
- E-mail:
- The ability to access various information on CD-Roms, such as The Encyclopaedia Britannica.
- Access to high quality printers and scanners.

As well, in the near future, the system will provide library users direct access to books in any library in the Flin Flon School Division.

Kathleen Delgatty (Friends of The Library) has done comprehensive research on the computer-related policies of many North American libraries. This research has provided a framework for developing a set of policies for the Flin Flin Public Library. A committee, headed by B. Trevor, has established and implemented approximately 75% of the required policies. This work will be completed in 1999.

The cataloguing of all the Library's books into the computer system was completed in 1998.

The public response to the new computer system has been very positive and there has been a marked increase in the patronage of the library. However, many people are unfamiliar with computers and need a minimal amount of training to show them how to do book searches and how to access the Internet. To date Kathleen Delgatty has been doing that training. In the future we will need to formalise the process.

I would like to express my appreciation to Gretta Redahl, all the other members of the staff and Kathleen Delgatty for their continued work to make the Flin Flon Library a leader in Manitoba.

G.R. Frazer





## Administrator's Report 1998

Gretta Redahl

Another year has come and gone and I see the work in the Library expanding - and I am so aware that environment is becoming so much busier. A good example of some of this activity is shown above - one of our patrons is updating their membership and receiving their new membership card.

Developing a strategic plan, developing the InfoPod, looking forward to the establishment of a Canada Manitoba Regional Business Centre, maintaining our traditional services, - that is where the year went.

We are proud of our accomplishments and without the community support and the Staff support the Library would not be where it is or where we are on our way to.

All libraries are faced with huge challenges especially to support life long learning goals that are mandatory in this fast paced world.

Highlights of the year include:

- the new membership card and the re registration of all members
- the implementation of the digital circulation system
- the Internet was made available to the patrons
- the introduction of new programs including "Surf and Play" a program for both parents and children to explore the new technologies within the Library
- the wonderful workshop for children in October which included Warner Zimmerman who is a wonderful children's illustrator
- the continuation of our wonderful Children's StoryHour program
- the participation in community partnerships including Chamber Education seminars, the Community Technology Committee, the strategic planning sessions and awareness educational sessions for the public
- the policy development
- the summer reading program

The Library has seen many changes over the year but none so profound as technology. It is my prayer that there will be a balance between the traditional role of the library and the expanding role due to the technological changes.

The new mission statement of our Library states that we are a "community resource centre" - information is the foundation of the new economy and we recognize this fact. We also promote self-reliance in learning - we all must become more responsible in the learning dept. and learn in an innovative manner in this fast paced society.

The challenge we face in the area of the dramatically increasing costs of materials is one that we are trying to deal with - the financial help through donations helps us. Thank-you to all those who help us in this cause. Thank-you to all who are our partners-and thank -you to the community for supporting the programs of the our Public Library.

# LIBRARY CIRCULATION 1998

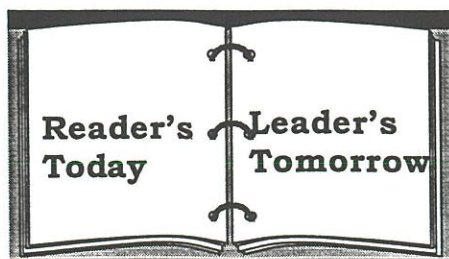
|                         | 1996  | 1997     | 1998   | variance |
|-------------------------|-------|----------|--------|----------|
| Adult Books             |       |          |        |          |
| Adult Non-fiction       | 8389  | 8152     | 7877   | -275     |
| Adult Fiction           | 9486  | 9988     | 9306   | -682     |
| Youth-Non Fiction       | 100   | 79       | 6      | -73      |
| Youth Fiction           | 607   | 279      | 124    | -155     |
| Large Print             | 90    | 198      | 451    | 253      |
| Large Print PLS         | 424   | 458      | 494    | 36       |
| Unaccessioned PBKS      | 7575  | 7685     | 7348   | -337     |
| Magazines               | 683   | 845      | 813    | -32      |
| University              | 128   | 81       | 118    | 37       |
| Children                |       |          |        |          |
| Junior non-fiction      | 1821  | 1817     | 1830   | 13       |
| Junior Fiction          | 2861  | 2576     | 2142   | -434     |
| Beginner Reader         | 9292  | 8837     | 8977   | 140      |
| Subtotal                |       | 40995    | 39486  |          |
| Films                   | 0     | 0        | 0      | 0        |
| Records                 | 0     | 12       | 19     | 7        |
| Cassettes               | 14    | 12       | 4      | -8       |
| Talking Books           | 265   | 302      | 63 n/a |          |
| Talking Books PLS       | 13    | 10       | 13     | 3        |
| Toys                    | 114   | 155 n/a  | n/a    |          |
| ILL-Borrowed            | 682   | 728      | 528    | -200     |
| ILL-Lent                | 117   | 129      | 276    | 147      |
| Videos                  | 5616  | 3968     | 3133   | -835     |
| Videos-PLS              | 693   | 714      | 490    | -224     |
| Vertical File           | 207   | 177      | 73     | -104     |
| Foreign Language        | 2     | 18       | 0      | -18      |
| Foreign language PLS    | 0     | 4        | 3      | -1       |
| Sound Print Library     | 381   | 528      | 700    | 172      |
| Computer Disks          | 403   | 463      | 0 n/a  |          |
| Research Centre         | 416   | 600      | 786    |          |
| Internet Research /Educ |       | 2500 n/a |        |          |
| E-mail                  |       |          | 252    |          |
| InfoPod                 |       |          | 624    |          |
| GRAND TOTAL             | 50379 | 51315    | 46450  |          |

**Membership Total 2596**

\* Memberships are being changed to individual memberships .

# LIBRARY HOLDINGS 1998

|                                | 1996         | 1997         | ADDED       | WITHDRAWN   | 1998         |
|--------------------------------|--------------|--------------|-------------|-------------|--------------|
| <b><u>Adult Books</u></b>      |              |              |             |             |              |
| Adult Non-fiction              | 8579         | 8539         | 342         | 187         | 8694         |
| Adult Fiction                  | 5179         | 5344         | 504         | 433         | 5415         |
| Youth-Non Fiction              | 601          | 474          | 0           | 474         | 0            |
| Youth Fiction                  | 1129         | 248          | 0           | 73          | 175          |
| Uncat. Pocket Books            | 2032         | 1869         | 500         | 581         | 1788         |
| <b>Sub-total</b>               | <b>17520</b> | <b>16474</b> | <b>1346</b> | <b>1748</b> | <b>16072</b> |
| <b><u>Children's Books</u></b> |              |              |             |             |              |
| Junior Non-Fiction             | 2149         | 2069         | 133         | 71          | 2131         |
| Junior fiction                 | 1947         | 2084         | 140         | 207         | 2017         |
| Beginner's Reader              | 3041         | 3043         | 288         | 363         | 2968         |
| <b>Sub-total</b>               | <b>7137</b>  | <b>7196</b>  | <b>561</b>  | <b>641</b>  | <b>7116</b>  |
| <b>Books</b>                   |              |              |             |             |              |
| Dounstairs Level               | 429          | 130          |             |             | 130          |
| <b>TOTAL</b>                   | <b>25086</b> | <b>23800</b> | <b>1907</b> | <b>1915</b> | <b>23318</b> |
| <b><u>NON-PRINT/MISC.</u></b>  |              |              |             |             |              |
| Computer Disk                  | 25           | 30           | 0           | 0           | 30           |
| Newspaper/Periodicals          | 49           | 47           | 1           | 0           | 48           |
| Donated                        | 59           | 62           | 0           | 0           | 62           |
| Bound Periodicals              | 113          | 113          | 38          | 0           | 151          |
| Record/Cassettes               | 68           | 69           | 0           | 0           | 69           |
| Toys                           | 188          | 215          | 9           | 0           | 224          |
| <b>Subtotal</b>                |              | <b>536</b>   | <b>48</b>   | <b>0</b>    | <b>584</b>   |
| Talking Books                  | 131          | 143          | 0           | 0           | 143          |
| Vertical File                  | 204          | 209          | 0           | 0           | 209          |
| Telephone                      | 96           | 96           | 0           | 0           | 96           |
| Gov't documents                | 125          | 165          | 0           | 0           | 165          |
| Sound Print                    | 359          | 497          | 13          | 0           | 510          |
| Videos                         | 555          | 651          | 121         | 71          | 701          |
| <b>Subtotal</b>                | <b>27058</b> | <b>1761</b>  | <b>134</b>  | <b>71</b>   | <b>1824</b>  |
| <br>                           |              |              |             |             |              |
| Large Print                    | 10           | 94           | 27          | 10          | 131          |
| Reference                      | 4            | 13           | 2           | 0           | 15           |
| French                         |              | 20           | 104         | 0           | 124          |
| <b>SUBTOTAL</b>                | <b>14</b>    | <b>127</b>   | <b>133</b>  | <b>10</b>   | <b>270</b>   |
| <br>                           |              |              |             |             |              |
| <b>TOTAL</b>                   |              | <b>2424</b>  | <b>315</b>  | <b>81</b>   | <b>2820</b>  |
| <br>                           |              |              |             |             |              |
| <b>GRAND TOTAL</b>             | <b>27072</b> | <b>26224</b> | <b>2222</b> | <b>1996</b> | <b>25996</b> |





## STATEMENT OF REVENUE AND EXPENDITURE

YEAR ENDED DECEMBER 31, 1998

|  | <u>1998</u>    | <u>1997</u>    |
|--|----------------|----------------|
| REVENUE                                |                |                |
| City of Flin Flon - Grant (Note 3)     | \$ 82,107      | \$ 75,107      |
| Town of Creighton - Library Board Levy | 8,500          | 8,500          |
| Province of Manitoba - Operating Grant | 56,765         | 60,868         |
| Province of Saskatchewan Grant         | <u>8,500</u>   | <u>8,500</u>   |
|  | <u>155,872</u> | <u>152,975</u> |
| REVENUE OTHER                          |                |                |
| Donations                              | 2,685          | 1,600          |
| Overdue book fines                     | 1,865          | 2,155          |
| Copying charges                        | 5,222          | 6,512          |
| Rotary room rental                     | 2,843          | 4,249          |
| Parking stall rentals                  | 1,156          | 1,251          |
| Book Sales                             | 2,602          | 1,063          |
| Interest                               | 2,045          | 2,001          |
| Goods and services tax                 | 2,168          | 3,091          |
| Sales - Handicraft                     | 519            | -              |
| Facility rentals - Lokken Associates   | -              | 3,906          |
| E-mail                                 | 537            | -              |
| Fax                                    | <u>712</u>     | <u>1,094</u>   |
|  | <u>22,354</u>  | <u>26,922</u>  |
| TOTAL REVENUE                          | 178,226        | 179,897        |
| TOTAL EXPENSES - per schedule          | <u>172,678</u> | <u>169,194</u> |
| INCOME FROM OPERATIONS                 | 5,548          | 10,703         |
| TRANSFER TO SPECIAL RESERVE            | <u>5,548</u>   | <u>10,703</u>  |
| NET INCOME                             | <u>\$ -</u>    | <u>\$ -</u>    |

See accompanying notes.



## THE FLIN FLON PUBLIC LIBRARY

## SCHEDULE OF EXPENSES

YEAR ENDED DECEMBER 31, 1998

|                                      | <u>1998</u>      | <u>1997</u>      |
|--------------------------------------|------------------|------------------|
| EXPENSES                             |                  |                  |
| Archives                             | \$ 355           | \$ -             |
| Audit                                | 1,000            | 1,074            |
| Bank charges, penalties and interest | 555              | 799              |
| Books                                | 14,148           | 16,143           |
| Continuing Education                 | 320              | 567              |
| Express and delivery                 | 234              | 401              |
| Furniture and equipment              | 7,949            | 5,934            |
| Goods and services tax               | 3,794            | 5,409            |
| Handicrafts                          | -                | 420              |
| Honeywell expense                    | 5,665            | 5,665            |
| Insurance                            | 714              | 707              |
| Janitorial contract and supplies     | 6,241            | 5,900            |
| Magazines and periodicals            | 2,944            | 2,553            |
| Maintenance and repairs              |                  |                  |
| - Building                           | 2,207            | 731              |
| - Equipment                          | 45               | 536              |
| Membership fees                      | 302              | 75               |
| Publicity and promotion              | 855              | 1,551            |
| Salaries and employee benefits       | 102,971          | 99,606           |
| Stationery and library supplies      | 2,452            | 2,330            |
| Supplies for copy machine            | 2,683            | 3,103            |
| Telephone                            | 1,970            | 1,205            |
| Travel and conference                | 889              | 801              |
| Toys, records and tapes              | 3,831            | 1,961            |
| Utilities                            | <u>10,554</u>    | <u>11,723</u>    |
|                                      | <u>\$172,678</u> | <u>\$169,194</u> |



## NEW DIRECTIONS

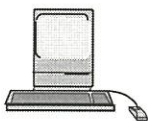
*Our Flin Flon /Creighton Public Library is a community focused resource centre.  
We maintain the traditional role of the Library while embracing new technologies.*

*Mission Statement 1998*

The opening of the "InfoPod" in Flin Flon Public Library this year marks a step further into providing increased communication within this area and beyond as we approach the 21st Century.

The "InfoPod" is both a physical community and a cyber community - a pod with state-of-the-art computers and equipped with sophisticated software. The computers on the Pod are open to the World Wide Web via the Internet. The web site for the Library is about to open as we speak. We are "going global."

The traditional role of the Library is enhanced particularly with the ability of the patrons to access from their homes or here at the Library books from many other libraries.



<http://pls.chc.gov.mb.ca/pls/pls.htm>

Just click on this fantastic service provided by Manitoba Public Library Provincial Service at listed web site - just order a book from your home.

The opening of the Canada Manitoba Regional Business Centre within the past few months compliments our existent business resource section. The hope is to provide support for development of secondary industries, support for business education within the community and support for all those doing research.

There is great hope and optimism in our community compared to 1997 - a newly discovered significant ore body which HBM&S is developing has produced a climate of excitement for future economic stability. Flin Flon is very much open for business.