

Section	Field	LibPAS	Last updated	Description	Notes for 2022/2021
Fields in blue text have been added or changed since the previous Survey and Annual Report					
Approval - The Survey and Annual Report must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.					
	Date approved by library board	Required	2020	The public library survey and annual report must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.	
2022 Alberta Public Library Survey - For the Alberta Public Library Survey section (up to but not including the "Library Board - Governance" section), please report CURRENT YEAR (2022) information.					
Directory	This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at https://www.alberta.ca/alberta-public-library-directory.aspx.				
	Name of library board	Prefilled	2016	Provide the full legal name of the library board as set out in section 3(4) of the <i>Libraries Act</i> . The (name of municipality) Library Board (e.g. The Town of Drumheller Library Board; The Village of Bawlf Library Board).	
	Name of library (or libraries)	Prefilled	2016	Report the name by which the library is known (e.g. Drumheller Public Library; David Knipe Memorial Library (Bawlf)). If the board has multiple service points and fills in one consolidated report on behalf of all, list all library names in this field.	
Phone, Fax, Email, Website					
	Library phone	Prefilled	Pre-2016	Main phone line for library	
	Library fax	Prefilled	Pre-2016	Fax number for the library	
	Library email	Prefilled	Pre-2016	General email address for the library	
	Library website	Prefilled	2016	Website address for the library	
Address					
	Address - Street and No.		2016	The street address for the library	
	P.O. Box		2016	P.O. Box (or bag number, etc.), if applicable	
	City/town, etc.	Prefilled	Pre-2016	City/town, etc.	

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	Province	Prefilled	Pre-2016	Province	
	Postal code	Prefilled	Pre-2016	Postal Code	
Contacts					
	Library manager - Name	Prefilled	Pre-2016	Provide the name of the person charged with the management of the daily operations of the library. It includes Chief Librarian, Library Director, or Librarian.	
	Library manager - Email	Prefilled	Pre-2016	The email address that goes directly to the library manager. It may be the same as the library email address.	
	Library manager - Phone	Prefilled	Pre-2016	The business phone number for the library manager. It may be the same as the main phone line for the library.	
	Library manager - Alternate phone	Prefilled	Pre-2016	An alternate phone number that could be used to reach the library manager, if necessary. (This information is not included in the directory).	
	Respondent - Name	Prefilled	Pre-2016	If a person other than the library manager prepares the report and survey, please provide their name and contact information. The respondent might be a library staff person, a member of the board, or any person charged with completing the survey and report. (This information is not included in the directory)	
	Respondent - Email	Prefilled	Pre-2016	The email address for the Respondent (if applicable)	
	Respondent - Phone	Prefilled	Pre-2016	The business phone number for the respondent (if applicable)	
	Respondent - Alternate phone	Prefilled	Pre-2016	An alternate phone number for the respondent (if applicable)	
Library Management - Board Members	<p>Please provide full names, addresses, phone numbers and email addresses (if applicable) for CURRENT board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to positions other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (year/month/day) for each board member. Library board term expiry dates (year/month/day) MUST be provided for ALL board members, including those board members who are also councillors. Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public. Library Board Term - this is the length of time an individual has been appointed by municipal council to sit on the library board (up to three years). This does not refer to an individual's length of time in a position on the board, e.g. chair, secretary. The <i>Libraries Act</i> requires ALL library board members to be APPOINTED BY MUNICIPAL COUNCIL (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.</p>				

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	Chairperson - Name		Pre-2016	Name of the chairperson	
	Chairperson - Address		Pre-2016	Address of the chairperson	
	Chairperson - Phone		Pre-2016	Phone number for the chairperson	
	Chairperson - Email		Pre-2016	Email address for the chairperson	
	Chairperson - Term expiry		2020	Term expiry for the chairperson (year/month/day). This is the date that their current term on the board is set to end. Terms should not exceed three years.	
	Chairperson - Councillor		Pre-2016	Is the chairperson a councillor? Indicate if the chairperson is a councillor on the local municipal council (i.e. the council that established the library board).	
	Board member - Name		Pre-2016	Name of the board member	
	Board member - Address		Pre-2016	Address of the board member	
	Board member - Phone		Pre-2016	Phone number for the board member	
	Board member - Email		Pre-2016	Email address for the board member	
	Board member - Term expiry		2020	Term expiry for the board member (year/month/day). This is the date that their current term on the board is set to end. Terms should not exceed three years.	
	Board member - councillor		Pre-2016	Is the board member a councillor? Indicate if the board member is a councillor on the local municipal council (i.e. the council that established the library board).	
2021 Annual Report - The following sections make up the annual report portion of the form. Please fill in the data for the reporting year (2021).					
Library Management - Governance					
	Library board email (e.g. libraryboard@abclibrary.ca)	Prefilled	2018	Email address specific and dedicated to the library board, e.g. ABClibraryboard@library.ca, if applicable.	
	Board meetings held (e.g. Jan 28, Feb 13)		2021	Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the <i>Libraries Act</i> to meet at least once every four months (Part 5, Section 33(1)).	Removed reference to specific year

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	Board volunteer hours		Pre-2016	Please note the amount of time board members volunteer on library board business, e.g. board meetings, committee meetings, etc. (Any volunteer work in the library by board members should be recorded in the "Personnel - Volunteers" section.)	
	Building ownership	Prefilled	Pre-2016	Indicate who owns the building your library service point is situated in. If your board operates multiple service points with different building ownership, please click on the note icon beside the field and enter the additional data. This field prefills with the information from the previous year.	
Library Hours					
Hours Open per Year	Report the total number of hours the library was open for the reporting year. Include hours during the pandemic closure periods (January 1 to March 1 and April 7 to June 10) when services such as curbside pickup or remote reference was still available to library users.				
	Total hours open for reporting year		2020	Total hours open for reporting year.	
Summary of Pandemic Impact	Provide a summary of how the COVID-19 pandemic affected the library's hours of opening for the reporting year. For example, elaborate on how long was the library closed for, if hours were reduced, etc. To report on other ways the pandemic affected public library service delivery, please use the comments field at the end of the annual report.				
	Summary of impact of pandemic on hours		2020	Provide a summary of how the pandemic affected the library's hours of opening for the reporting year. To report on other ways the pandemic affected public library service delivery, please use the comments field at the end of the annual report.	
Personnel - Paid and unpaid staff that worked in the library during the reporting period.					
Staff	Report qualifications and the number of all paid staff (full and part time) who worked at the library whether they were paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (paid leaves as per a collective agreement can be included). You may need to get this figure from the individual or agency that does your staff payroll. NOTE: If staff were laid off and re-hired, they are counted as two separate "bodies," therefore they should be counted twice. This will mean that the number of employees will likely increase from last year, while the total hours per year will decrease. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.				
	MLIS or equivalent - # of employees		Pre-2016	Number of employees with a master's degree from an accredited library school, or the equivalent.	
	MLIS or equivalent - Total hours/yr		Pre-2016	Total number of hours worked by employees with a master's degree from an accredited library school, or the equivalent.	
	Other university degree - # of employees		Pre-2016	Number of employees that graduated from a degree-granting post-secondary institution in any other discipline.	

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	Other university degree - Total hours/yr		Pre-2016	Total number of hours worked by employees that graduated from a degree-granting post-secondary institution in any other discipline.	
	Library technician - # of employees		Pre-2016	Number of employees that have a diploma from a recognized library technician program.	
	Library technician - Total hours/yr		Pre-2016	Total number of hours worked by employees that have a diploma from a recognized library technician program.	
	Library operations certificate - # of employees		2016	Number of employees that have completed the Library Operations Certificate offered by SAIT.	
	Library operations certificate - Total hours/yr		Pre-2016	Total number of hours worked by employees that have completed the Library Operations Certificate offered by SAIT.	
	Other tech/college - # of employees		Pre-2016	Number of employees that have graduated from a technical institute or college in any other discipline.	
	Other tech/college - Total hours/yr		Pre-2016	Total number of hours worked by employees that have graduated from a technical institute or college in any other discipline.	
	Other - # of employees		Pre-2016	Number of employees that have high school, etc.	
	Other - Total hours/yr		Pre-2016	Total number of hours worked by employees that have high school, etc.	
	Total Staff - # of employees	Auto-calculated	Pre-2016	Total number of employees.	
	Total Staff - Total hours/yr	Auto-calculated	Pre-2016	Total number of hours worked by employees.	
Volunteers	Report the number of volunteers that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours. Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.				
	Library operations - # of volunteers		Pre-2016	Count the number of volunteers who assisted with library operations, e.g. shelving books, circulation, etc.	

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	Library operations - Volunteer hours/yr		Pre-2016	Count the total number of hours contributed by volunteers for library operations, e.g. shelving books, circulation, etc.	
	Library programming - # of volunteers		Pre-2016	Count the number of volunteers who assisted with library programming.	
	Library programming - Volunteer hours/yr		Pre-2016	Count the total number of hours contributed by volunteers for library programming.	
	Fundraising (aside from Friends) - # of volunteers		Pre-2016	Count the number of volunteers who assisted with fundraising. Do not include time contributed by a Friends of the Library society.	
	Fundraising (aside from Friends) - Volunteer hours/yr		Pre-2016	Count the total number of hours contributed by volunteers for fundraising. Do not include time contributed by a Friends society.	
	Outreach - # of volunteers		Pre-2016	Count the number of volunteers who assisted with library outreach.	
	Outreach - volunteer hours/yr		Pre-2016	Count the total number of hours contributed by volunteers for outreach.	
	Total volunteers - # of volunteers	Auto-calculated	Pre-2016	Total number of volunteers.	
	Total volunteers - Volunteer hours/yr	Auto-calculated	Pre-2016	Total number of hours contributed by volunteers.	
	Friends of the Library - # of volunteers		Pre-2016	Count the number of members on the Friends of the Library society, if applicable.	
	Friends of the Library - Volunteer hours/yr		Pre-2016	Count the total number of hours contributed by members of the Friends of the Library society, if applicable.	
Collections/Resources					
Collection Management					
	Print items - Acquired		Pre-2016	Report the number of new print items acquired in the reporting year.	

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	Print items - Withdrawn		Pre-2016	Report the number of print items withdrawn in the reporting year (through discards, lost items, etc.).	
	Non-print items - Acquired		Pre-2016	Report the number of new non-print items acquired in the reporting year.	
	Non-print items - Withdrawn		Pre-2016	Report the number of non-print items withdrawn in the reporting year (through discards, lost items, etc.).	
	Total - Acquired	Auto-calculated	2016	Total items acquired.	
	Total - Withdrawn	Auto-calculated	2016	Total items withdrawn.	
Print Items	In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.				
	Print volumes		Pre-2016	Include all books (in all categories) in print format. Include both catalogued and uncatalogued books. Do not include audiobooks, eBooks or MP3 books here as they are recorded in subsequent categories.	
	Periodicals (number of issues)		Pre-2016	Report the number of print magazine and newspaper issues for titles which your library board subscribes to (catalogued and uncatalogued). Note: Please do not count virtual magazine newspaper titles or online databases in this section.	
	Total print		Pre-2016	Total print items, including periodical issues	
Non-Print Items	Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.				
	Audiobooks		Pre-2016	Count spoken word/audiobook sound recordings, including but not limited to: compact disc, DAISY book, Playaway, etc.	
	Music		Pre-2016	Count music recordings, including but not limited to: compact disc, LP record, etc.	
	Video		Pre-2016	Count video recordings, including but not limited to: movies, television series, and documentaries in DVD or Blue-ray formats, film, etc.	

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	Software/videogames		Pre-2016	Count software and videogames, including but not limited to: console videogames (Xbox, PS4, etc.), PC software, etc.	
	Kits		2016	Count kits, including but not limited to: storytime-in-a-bag, book and CD combinations, book club kits, etc.	
	Objects		2016	Count objects available for loan, including but not limited to: telescopes, baking pans, equipment, devices, etc.	
	Other		Pre-2016	Count any other non-print items not included elsewhere, if they are available for loan.	
	Total non-print	Auto-calculated	2016	Total non-print items.	
Virtual Items (Licensed by the board)	If the library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL). Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.				
	eBooks		Pre-2016	Count eBooks in EPUB format, PDF format, etc. licensed by your board. Do not include items or collections licensed by your library system or PLSB.	
	Periodicals		Pre-2016	Count the number of virtual magazine and newspaper issues for titles to which your library board subscribes. Do not include items or collections licensed by your library system or PLSB.	
	Audiobooks		Pre-2016	Count downloadable spoken word/audiobook recordings in MP3 format, WMA format, etc. Do not include items or collections licensed by your library system or PLSB.	
	Music		Pre-2016	Count the number of albums available via online streaming or downloadable music services to which your library board subscribes. Do not include items or collections licensed by your library system or PLSB.	
	Video		Pre-2016	Count the number of items available via online streaming or downloadable video services to which your library board subscribes. Do not include items or collections licensed by your library system or PLSB.	
	Games		Pre-2016	Count subscriptions to online video games. Do not include items or collections licensed by your library system.	

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	Databases		2016	Count subscriptions to databases or online resources (e.g. Lynda.com, Grant Connect, etc.) to which your library board subscribes. Include databases brokered by TAL, but do not include those licensed by your library system or PLSB.	
	Other		Pre-2016	Any other virtual resource licensed by your library board not otherwise specified. Do not include items or collections licensed by your library system or PLSB.	
	Total licensed items	Auto-calculated	2016	Total number of items or collections licensed by your library board.	
Library Board Contributions	If the library board contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), during the reporting year, please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.				
	Contribution		2016	If the library board contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), during the reporting year , please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.	
Totals					
	Total physical collection	Auto-calculated	Pre-2016	Total of print and non-print items.	
	Total licensed virtual collection	Auto-calculated	Pre-2016	Total number of virtual items owned or licensed by the library board.	
	Total collections	Auto-calculated	Pre-2016	Total of physical and virtual collections combined.	
Circulation					
Direct Circulations	Report number of items circulated directly to library users during the reporting year. Include all items that were signed out for use, whether the use was inside or outside the library. Do not include interlibrary loans loaned to other libraries.				
	Adult print		Pre-2016	Report number of adult print items circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
	Young adult print		2016	Report number of young adult print items circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	

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	Juvenile print		Pre-2016	Report number of juvenile print items circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
	Adult non-print		Pre-2016	Report number of adult non-print items circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
	Young adult non-print		2016	Report number of young adult non-print items circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
	Juvenile non-print		Pre-2016	Report number of juvenile non-print items circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
Direct Circulations, continued...	Non-catalogued		2016	Report the number of uncatalogued items (print and non-print) circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
	Periodicals		Pre-2016	Report the number of print magazine and newspaper issues circulated directly to library users. Do not include interlibrary loans loaned to other libraries.	
	Virtual		Pre-2016	Report the number of virtual items circulated - either via streaming or as a download - for a distinct, limited time period through the circulation system (or another product) and were reported to the library as circulated.	
	Total direct circulation	Auto-calculated	2016	Total direct circulation	
	Bulk loans (not reported above)		Pre-2016	Count all items lent to institutions such as other libraries, schools, hospitals, prisons, senior citizen homes, etc. if not included in direct circulations. Do not include interlibrary loans.	
	Total circulation	Auto-calculated	2016	Total circulation	
Interlibrary Loan	Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.				
	Within Alberta, including within library system - Borrowed		Pre-2016	Number of items borrowed from within Alberta, including within library system	
	Within Alberta, including within library system - Lent		Pre-2016	Number of items lent within Alberta, including within library system	

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	Inter-provincial - Borrowed		Pre-2016	Number of items borrowed from outside Alberta, but within Canada	
	Inter-provincial - Lent		Pre-2016	Number of items lent outside Alberta, but within Canada	
	Outside Canada - Borrowed		Pre-2016	Number of items borrowed from outside Canada	
	Outside Canada - Lent		Pre-2016	Number of items lent outside Canada	
	Total - Borrowed	Auto-calculated	Pre-2016	Total number of interlibrary loans borrowed	
	Total - Lent	Auto-calculated	Pre-2016	Total number of interlibrary loans lent	
Information Services & Use - Reference transactions, examination services, library visits (in person and virtual) and in-house use of materials.					
Reference Transactions	Using either an estimate or an actual count, report the number of reference transactions during the reporting year. A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"				
Estimate	If reference transactions were counted for a one week period to provide an estimate for the reporting year, please report: 1. The number of transactions recorded for the count week 2. The total number of weeks that reference services were available to library users during the reporting year, up to a maximum of 50 weeks. If the physical library was closed due to the pandemic but reference service was still available to library users, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).				
	# of reference transactions during the count week		2020	Report the total number of reference transactions received by phone, email, social media and/or in person for the count week. Do not include directional or administrative questions, e.g. "Where is the washroom?" or "When does the library close?"	
	# of weeks reference service was available		2020	Record the total number of weeks the service was available to library users during the reporting year, up to a maximum of 50. If the library was closed due to the pandemic, but library users could still receive reference services, please include those weeks in the count.	

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	Estimate of reference transactions	Auto-calculated	2020	Estimate of reference transactions	
Actual Count	Only complete this field if reference transactions were recorded as an actual count throughout the reporting year.				
	Total reference transactions (actual count)		2020	Report the total number of reference transactions received by phone, email, social media and/or in person for the reporting year. Do not include directional or administrative questions, e.g. "Where is the washroom?" or "When does the library close?"	
Examination Services	If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If examination services are not provided at the library, please select "Not applicable".				
	Total number of exams		2018	Report the total number of exams proctored/invigilated or administered at the library during the reporting year, if applicable.	
In Person Visits	Using either an estimate or an actual count, report the number of visits to the library, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.				
Estimate	If in person visits were counted for a one week period to provide an estimate for the reporting year, please report: 1. The number of in person visits recorded for the count week 2. The total number of weeks that library users were able to visit the library and receive service, up to a maximum of 50 weeks If the physical library was closed due to the pandemic but library users could access curbside/hold pick up, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).				
	# of library visits during the count week		2020	Report the total number of library users visiting the library during the count week, including each time someone re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.	
	# of weeks the library provided in person service		2020	Record the total number of weeks that services to library users were available at the physical library during the reporting year, up to a maximum of 50. If the library was closed due to the pandemic, but library users could access curbside/hold pick up, please include those weeks in the count.	
	Estimate of in person visits	Auto-calculated	2020	Estimate of in person visits	

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Actual Count	Only complete this field if in person visits to the library were recorded as an actual count throughout the year.				
	Total in person visits (actual count)		2020	Report the total number of library users visiting the library, including each time someone re-entered the library, for the reporting year. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.	
Virtual Visits	Report the number visits to the library's website. This also includes the number of visits to the online library catalogue. If you do not have a library website or an online catalogue, select "Not applicable".				
	Visits to library website		2020	Report the number of visits to the library's website. If you do not have a library website or an online catalogue, select "Not applicable".	
In Library Material Use	Using either an estimate or an actual count, report the number of physical materials used in the library but not circulated during the reporting year.				
Estimate	<p>If in library material use was counted for a one week period to provide an estimate for the reporting year, please report:</p> <ol style="list-style-type: none"> 1. The number of materials used (but not circulated) for the count week 2. The total number of weeks that library users were able to visit the library and access the physical library collection, up to a maximum of 50 weeks <p>If the library has not reopened with access to the physical library collection due to the pandemic and a count week was not completed prior to the closure, please select "Data not available."</p>				
	# of materials used during count week		2020	Report the total number of materials used (but not circulated) for the count week.	
	# of weeks in house use was available		2020	Record the total number of weeks that library users were able to visit the library and access the physical library collection during the reporting year, up to a maximum of 50.	
	Estimate of in library material use	Auto-calculated	2020	Estimate of in library material use.	
Actual Count	Only complete this field if in library material use was recorded as an actual count throughout the reporting year.				
	Total in library material use (actual count)		2020	Report the total number of physical materials used in the library but not circulated during the reporting year.	

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Programs					
<p>A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.</p> <p>Please report the total number of program participants and sessions per age category, combining in person, pre-recorded and live virtual programs. NOTE: If you are able to break down your attendance by the different types of program delivery (Live, pre-recorded, in person, etc.) you can provide the data in the note field.</p> <p>How to count for the different types of program delivery: <u>In person programs:</u> <i>Total number of in person sessions:</i> count each program that was offered. <i>Total number of participants:</i> count each individual that attended. If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants. Public libraries housed in schools - DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school. <u>Live virtual programs:</u> <i>Total number of live virtual sessions:</i> count the number of live programs offered across all the various platforms you used to deliver them. <i>Total number of live virtual viewers:</i> use the peak number of viewers, if possible. This one is admittedly tricky as there may be differences in stats recording across different platforms, and in some instances the data may be gone and not recoverable. Provide the most accurate information you have, and use the notes field in the LibPAS to provide any comments you have about the data. <u>Pre-record virtual programs:</u> <i>Total number of pre-recorded virtual sessions:</i> count each video/program once. <i>Total number of pre-recorded virtual viewers:</i> use total number of views for the duration the pre-recorded program was available (if it is no longer online), or as of December 31, 2021 if it is still available. Note that you may need to keep track of this number if the video will be available in 2022 for reporting on additional views in 2022 (e.g. to calculate views after Dec 31, 2021). <u>Other types of non-traditional programs, e.g. phone programs:</u> We are aware that some libraries were doing one on one or phone type programs. Those you would track as you would an in person session, by counting the number of times it took place and how many participants were involved.</p>					
	Children's - total # of programs offered (in person, virtually, etc.)		2020	Report the number of children's programs. A children's program is any planned event for which the primary audience is children approximately 11 years of age or younger.	
	Children's - total # of participants (in person, virtually, etc.)		2020	Report the number of participants. If the parent or guardian is an active participant in the program, they may also be counted.	
	Young Adult - total # of programs offered (in person, virtually, etc.)		2020	Report the number of young adult programs. A young adult program is any planned event for which the primary audience is young adults from ages 12 through 18 (approximately).	

Section	Field	LibPAS	Last updated	Description	Notes for 2022/2021
	Young Adult - total # of participants (in person, virtually, etc.)		2020	Report the number of participants. If the parent or guardian is an active participant in the program, they may also be counted.	
	Adult - total # of programs offered (in person, virtually, etc.)		2020	Report the number of adult programs. An adult program is any planned event for which the primary audience is people 18 years of age or older.	
	Adult - total # of participants (in person, virtually, etc.)		2020	Report the number of participants	
	Family/Multigenerational - total # of programs offered (in person, virtually, etc.)		2020	Report the number of family/multigenerational programs. A family/multigenerational program is any planned event for which the primary audience encompasses multiple age groups.	
	Family/Multigenerational - total # of participants (in person, virtually, etc.)		2020	Report the number of participants	
	Outreach - total # of programs offered (in person, virtually, etc.)		2020	Report the number of outreach programs. An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.	
	Outreach - total # of participants (in person, virtually, etc.)		2020	Report the number of participants	
	Other - total # of programs offered (in person, virtually, etc.)		2020	Report the number of other programs that have not been recorded elsewhere.	
	Other programs – Participants (in person, virtually, etc.)		2020	Report the number of participants	
	Total - # of programs offered (in person, virtually, etc.)	Auto-calculated	2020	Total number of programs offered	
	Total - # of participants (in person, virtually, etc.)	Auto-calculated	2020	Total number of program participants	
Outreach	Report the total number of outreach programs (all age categories combined). An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds. Outreach programs should not also be counted in the totals above for regular programs (to avoid double counting).				
	Total # of outreach programs offered		2019	Report the number of outreach programs. An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.	
	Total # of outreach program participants		2020	Total number of outreach program participants.	

Section	Field	LibPAS	Last updated	Description	Notes for 2022/2021
Library Awareness	Count of activities that the library participated in which promoted awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.				
	Total # of library awareness sessions		2016	Report the number of activities that promoted awareness of the library (e.g. trade shows, an open house, participation in community nights, etc.)	
	Total # of library awareness participants		2020	Total number of library awareness participants.	
Social Media - Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If more than 5 different social media platforms are used, please use the "Add Notes" feature to record the additional data.					
	Name of platform		2016	Name of social media platform, e.g. Facebook, Twitter	
	URL/username		2016	Username or URL for the social media platform, e.g. https://www.facebook.com/MarigoldLibrarySystem (for discoverability).	
	Metrics		2016	Number of views, likes, follows, etc. (as applicable for the platform)	
Cardholders, Fees, Facilities					
Total Cardholders	Report the number of active cardholders as of December 31 in the reporting year (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by the library. NOTE: If the library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.				
	Total cardholders (resident and non-resident)		2016	Total number of active cardholders	
Card Fees	Indicate YES or NO if card fees were charged for the following specific patron types: adult, juvenile, senior and family, during the reporting year. If card fees were charged for a patron type that is not listed, indicate so in "Other". Please use the "Add Note" feature if an explanation is necessary. DO NOT leave these fields blank - answer either YES or NO for each. If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If no card fees are charged please leave the amount(s) as \$0.00.				
	Adult - Did you charge card fees?		2020	Did you charge card fees for adults?	
	Adult - If yes, how much?		2016	Card fee amount (if applicable)	
	Juvenile - Did you charge card fees?		2020	Did you charge card fees for juveniles?	
	Juvenile - If yes, how much?		2016	Card fee amount (if applicable)	
	Senior - Did you charge card fees?		2020	Did you charge card fees for seniors?	
	Senior - If yes, how much?		2016	Card fee amount (if applicable)	
	Family - Did you charge card fees?		2020	Did you charge card fees for families?	

Section	Field	LibPAS	Last updated	Description	Notes for 2022/2021
	Family - If yes, how much?		2016	Card fee amount (if applicable)	
	Other - Did you charge card fees?		2020	Did you charge card fees for other categories of cards?	
	Other - If yes, how much?		2016	Card fee amount (if applicable)	
Facility Size	A service point is a location where users can directly access library service. This includes mobile libraries (e.g. bookmobiles). Report the area in square metres of all library service points operated by the library board during the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.				
	Library area (Sq. metres)	Prefilled	2016	Area in square metres of all library service points operated by the board.	
	Library area (Sq. feet)	Auto-calculated	Pre-2016	Area in square feet of all library service points operated by the board.	
Facility Status	These fields are to report on the status of library facilities during the reporting year, separate from the impact of the pandemic. If you wish to report on how the pandemic affected library hours and service availability, please do so in "Library Hours - Summary of Pandemic Impact". If you have other comments about the impact of the pandemic on library service delivery, please use the "Comments" box at the end of the annual report.				
	Did the library move locations (temporarily or permanently) during the reporting year? Yes or no		Pre-2016	Did the library move locations (temporarily or permanently) during the reporting year?	
	Please provide a brief explanation (if applicable)		Pre-2016	Please provide a brief explanation (if applicable)	
	Did a new service point open or an existing one permanently close during the reporting year? Yes or no		2020	Did a new service point open or an existing one permanently close during the reporting year?	
	Please provide a brief explanation (if applicable)		Pre-2016	Please provide a brief explanation (if applicable)	
	Did the library close for renovations at any point during the reporting year? Yes or no		2016	Did the library close for renovations at any point during the reporting year?	
	Please provide a brief explanation (if applicable)		2016	Please provide a brief explanation (if applicable), e.g. how long was the library closed for?	

Electronic Performance Measures					
Workstations					
	Workstations with internet access		Pre-2016	Report the number of public workstations with internet access in the library (only report workstations that were for public or shared staff/public use)	
	Workstations without internet access		Pre-2016	Report the number of public workstations without internet access in the library, such as those dedicated to games, word processing, etc. (do not count workstations that were used exclusively by staff).	
	Mobile workstations		2016	Report the number of mobile workstations. These are items such as Chromebooks, laptops and/or tablets or iPads that are provided to patrons for use in the library in lieu of a computer workstation.	
	Total workstations	Auto-calculated	2016	Total number of workstations.	
Workstation Sessions					
Estimate	<p>If workstation sessions were counted for a one week period to provide an estimate for the reporting year, please report:</p> <ol style="list-style-type: none"> 1. The number of workstation sessions for the count week 2. The total number of weeks that public computer access was available library users during the reporting year, up to a maximum of 50 weeks <p>If the library has not reopened with access to public computers since the pandemic closures and a count week was not completed prior to the closure, please select "Data not available."</p>				
	Total workstation sessions during count week		2020	Report the total number of separate times each public workstation was in use during the count week.	
	# of weeks public computer access was available		2020	Record the total number of weeks that public computer access was available to library users during the reporting year, up to a maximum of 50.	
	Estimate of workstation sessions	Auto-calculated	2020	Estimate of workstation sessions	
Actual Count	Only complete this field if workstation sessions were recorded as an actual count throughout the reporting year.				
	Total workstation sessions (actual count)		2020	Report the total number of separate times each public workstation was in use during the reporting year.	
Workstation Hours	<p>Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, then track the total number of sessions during the count week (estimate) or the entire year (actual count) and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use.</p>				

Estimate	If workstation hours were counted for a one week period to provide an estimate for the reporting year, please report: 1. The number of workstation hours recorded for the count week 2. The total number of weeks that computer access was available to library users during the reporting year, up to a maximum of 50 weeks If the library has not reopened with access to public computers since the pandemic closures and a count week was not completed prior to the closure, please select "Data not available."			
	Total workstation hours during count week		2020	Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, track the total number of sessions during the count week and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use during the count week.
	# of weeks public computer access was available		2020	Record the total number of weeks that public computer access was available to library users during the reporting year, up to a maximum of 50.
	Estimate of workstation hours	Auto-calculated	2020	Estimate of workstation hours
Actual Count	Only complete this field if workstation hours were recorded as an actual count throughout the reporting year.			
	Total workstation hours (actual count)		2020	Report the total hours that public workstations were actually used during the reporting year.
Workstation Use	Indicate the length of time (in minutes) that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour). If the length of workstation session varies, please provide an average for the session length. If the length of a workstation session is fixed, please provide the fixed length.			
	Length of workstation sessions (minutes)		Pre-2016	Indicate the length of time in minutes that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour).
	Percentage of time workstations in use		Pre-2016	This field is auto-calculated by LibPAS and requires data in the "Hours open per year" field to work.
Public Wi-Fi Sessions				
Estimate	If Wi-Fi sessions were counted for a one week period to provide an estimate for the reporting year, please report: 1. The number of Wi-Fi sessions for the count week 2. The total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50 weeks If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.			
	Total Wi-Fi sessions during count week		2020	Report the number of discrete Wi-Fi sessions, as captured on a router or similar device, for the count week.

	# of weeks Wi-Fi was available		2020	Record the total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50. If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.	
	Estimate of Wi-Fi sessions	Auto-calculated	2020	Estimate of Wi-Fi sessions	
Actual Count	Only complete this field if Wi-Fi sessions were recorded as an actual count throughout the reporting year.				
	Total Wi-Fi sessions (actual count)		2020	Report the total number of discrete Wi-Fi sessions, as captured on a router or similar device, for the reporting year.	
Accomplishments & Comments - Provide your comments and accomplishments below. Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.					
	Accomplishments		Pre-2016	Summarize the major achievements for your library this year. We are particularly interested in progress related to networking, building or renovations, municipal reorganization, library system membership, or fundraising initiatives.	
	Comments		Pre-2016	For the benefit of the Public Library Services Branch, you are invited to make any comments or give any information about your library or any aspect of library service in the Province.	