

Section	Field	LibPAS	Last updated	Description	Notes
Fields in blue text have been added or changed since the previous Survey and Annual Report					
<p>Approval</p> <p>The annual report is filed by the library board pursuant to the Libraries Regulation. By approving, the Board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.</p> <p>The completed Survey and Annual Report must be approved by the library board via resolution before it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.</p>					
	Date approved by library board	Required	2022	The Survey and Annual Report must be approved by the library board via resolution before it is submitted to Public Library Services Branch. This is a required field.	More instruction provided
<p>Alberta Public Library Survey</p> <p>The Alberta Public Library Survey captures current year information. All information provided for this section should be current.</p> <p>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.</p>					
Board and Library(ies)	The legal name of the library board and the library or libraries operated by the library board.				
	Name of library board	Prefilled	2016	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, email, website	Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.				
	Library phone	Prefilled	Pre-2016	Main phone line for library	Fax # has been removed
	Library email	Prefilled	Pre-2016	General email address for the library	

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	Library website	Prefilled	2022	Website address (URL) for the library	
Address	Report the current address of the library.				
	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.	
	Province	Prefilled	Pre-2016	Province	
	Postal code	Prefilled	Pre-2016	Postal Code	
Contacts	<p>Provide the name and email of the person charged with the management of the daily operations of the library.</p> <p>Respondent: If a person <u>other</u> than the library manager prepares the Survey & Annual Report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. (This information is not included in the directory).</p>				
	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, etc.	Phone # and alternate phone # has been removed
	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.	
	Respondent - Name	Prefilled	Pre-2016	If a person other than the library manager prepares the Survey & Annual Report, please provide their name. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. (This information is not included in the directory).	Phone # and alternate phone # has been removed
	Respondent - Email	Prefilled	Pre-2016	The email address for the respondent (if applicable)	
Board Governance – Board members	<p>Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.</p> <p>Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and <u>must</u> be provided for all board members, including those members who are also councillors. The board term expiry date <u>should not</u> reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.</p>				

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	<p>The <i>Libraries Act</i> requires <u>all</u> board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date). Please see the <i>Appointments to the Municipal Library Board</i> fact sheet (https://open.alberta.ca/publications/appointments-to-municipal-library-board) for more information.</p> <p>If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch for support.</p>				
	Chair - Name		2022	Full name (first and last name) of the chair.	Clarified wording
	Chair - Phone		Pre-2016	Phone number for the chair	Address field for all board members has been removed
	Chair - Email		Pre-2016	Email address for the chair	
	Chair - Term expiry		2022	Term expiry date for the chair (year/month/day). This is the date that their current council appointed term on the board is set to end. Terms should not exceed three years.	Clarified wording
	Chair - Councillor		Pre-2016	Indicate if the chair 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 - Phone		Pre-2016	Phone number for the board member	
	Board member - Email		Pre-2016	Email address for the board member	
	Board member - Term expiry		2022	Term expiry date for the board member (year/month/day). This is the date that their current council appointed term on the board is set to end. Terms should not exceed three years.	Clarified wording
	Board member - councillor		Pre-2016	Indicate if the board member is a councillor on the local municipal council (i.e. the council that established the library board).	
Board Governance					
	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)).	

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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.)	
Annual Report - The following sections make up the annual report portion of the form. Please fill in the data for the reporting year.					
Library Hours					
Hours open per year	<p>Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.</p> <p>Do not include administrative days, where there may be staff in the library but no library users.</p> <p>There are two possible calculations:</p> <ol style="list-style-type: none"> Actual count of hours open per year Estimate: <p>If the library hours were the same all year: 50 x total hours per week If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)</p>				
	Total hours open for reporting year		2022	Total hours open to the public for reporting year.	Removed field to indicate if actual count or estimate
Personnel					
Staff	<p>Report total number of employees and the total hours worked in the reporting year (paid leaves can be included). You may need to get this figure from the individual or agency that does your staff payroll.</p> <p>Include all paid staff (full and part time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.</p> <p>Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.</p>				
	MLIS or equivalent - # of employees		Pre-2016	Number of employees with a master's degree from an accredited library school, or the equivalent.	

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	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.	
	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.	
	Other - # of employees		2022	Number of employees with non-library specific educational background	We are now only asking for library specific training to be separated out as per above. All other education levels are to be combined.
	Other - Total hours/yr		2022	Total number of hours worked by employees with non-library-specific educational backgrounds	
	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	<p>Report the number of volunteers (i.e., those who worked without payment from any agency) 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.</p> <p>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: Board Governance > Board volunteer hours.</p> <p>Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.</p>				
	Total volunteers - # of volunteers		2022	Total number of volunteers.	Removed volunteer categories, now asking for combined totals. No longer asking
	Total volunteers - Volunteer hours/yr		2022	Total number of hours contributed by volunteers.	

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					for Friends information.
Collections					
Collection Management	Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.				
	Print items - Acquired		2022	Report the number of print items acquired in the reporting year.	Removed the word "new" from print items
	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		2022	Report the number of non-print items acquired in the reporting year.	Removed the word "new" from print items
	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 and non-print items	<p>Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.</p> <p>Print items: include physical books and periodicals.</p> <p>Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes)</p>				
	Total print items		2022	Report all catalogued and uncatalogued books and periodicals in print format. Periodicals reported should be issues, not subscriptions.	Periodicals and print volumes are now combined
	Total non-print items		2022	Report all catalogued and uncatalogued non-print items. Non-print items include audiobooks, music, videos/movies, videogames, kits and objects.	All types of non-print are now combined

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	Total print and non-print items	Auto-calculated	2022	Total print and non-print items	New
Electronic equipment for loan	Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).				
	Wireless hotspots		2022	Report the total number of wireless hotspots available for loan.	New
	Mobile devices (e.g. laptops, Chromebooks, e-readers, tablets)		2022	Report the total number of mobile devices available for loan (e.g. laptops, Chromebooks, e-readers, tablets)	New
	Total electronic equipment	Auto-calculated	2022	Total number of electronic equipment items available for loan	New
E-content	<p>If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.</p> <p>Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.</p> <p>For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).</p>				
	E-books		2022	Report the total number of e-books licensed by your board. Do not include e-content licensed by PLSB.	Updated wording
	E-audiobooks		2022	Report the total number of downloadable spoken word/audiobook recordings. Do not include e-content licensed by PLSB.	Updated wording
	All other e-content combined		2022	Report the total number of any other e-content items licensed by your library board aside from e-books and e-audiobooks (e.g. magazines, movies, music, games or databases). Do not include e-content licensed by PLSB.	New
	Total e-content items	Auto-calculated	2022	Total number of e-content items licensed by your library board.	New
Total collections	Total library collection				

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	Total physical collection	Auto-calculated	2022	Total of print, non-print and electronic equipment items.	Now includes electronic equipment items
	Total e-content collection	Auto-calculated	2022	Total number of e-content items licensed by the library board.	Updated wording
	Total library collection	Auto-calculated	2022	Total of physical and e-content collections combined.	Updated wording
Library board contributions	If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds required by the library system for purchasing.				
	Contribution		2022	If the library board contributed money to your library system for licensing e-content (e.g. e-books, e-magazine subscriptions), 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 (if applicable).	Updated wording
Circulation					
Circulations	<p>Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.</p> <p>For electronic equipment and/or objects (e.g. snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.</p> <p>For e-content (e.g. e-books and e-audio and all others) the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.</p> <p>Do not include items that were sent to other libraries (those are captured in the interlibrary loan section).</p>				
	Total print		2022	Report the total number of circulations of print items (e.g. books and periodicals) directly to library users.	All print categories now combined
	Total non-print		2022	Report the total number of circulations of non-print items (e.g. audiobooks, music, videos/movies, videogames, kits and objects) directly to library users.	All non-print categories now combined

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	Total electronic equipment		2022	Report the total number of circulations of electronic equipment items (e.g. laptops, Chromebooks, e-readers, tablets) directly to library users for use inside or outside of the library.	New
	E-books		2022	Report the total number of e-book circulations	New
	E-audiobooks		2022	Report the total number of e-audiobooks circulated to library users.	New
	All other e-content combined		2022	Report the total number of other e-content circulations to library users.	New
	Total circulation	Auto-calculated	2016	Total number of circulations.	
Interlibrary Loan	<p>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. This includes items that are sent to other libraries within your library system.</p> <p>Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.</p>				
	Within Alberta (including within your library system) - Borrowed		2022	Number of items borrowed from within Alberta, including to other libraries within your library system	Clarified wording
	Within Alberta (including within your library system) - Lent		2022	Number of items lent within Alberta, including to other libraries within your library system.	Clarified wording
	Outside Alberta - Borrowed		2022	Number of items borrowed from outside Alberta.	New – replaces outside of province and outside of Canada
	Outside Alberta - Lent		2022	Number of items lent outside Alberta.	
	Total - Borrowed	Auto-calculated	Pre-2016	Total number of interlibrary loans borrowed.	
	Total - Lent	Auto-calculated	Pre-2016	Total number of interlibrary loans lent.	
In library use	<p>Report the number of physical items used within the library during the reporting year, but not circulated.</p> <p>There are two possible calculations for each:</p>				

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<p>1. Actual count of items used within the library for an annual total. 2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.</p> <p>A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.</p>					
	Print and non-print items		2022	Report the total number of print and non-print items used within the library but not circulated	Moved to circulation category, removed field to indicate if actual count or estimate
Library Use					
Visits	<p>Report the number of physical and virtual visits to the library during the reporting year.</p> <p>There are two possible calculations for each:</p> <p>1. Actual count of items used within the library for an annual total. 2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.</p> <p>A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.</p>				
	In person visits		2022	Using either an estimate or an actual count, report the number persons who physically entered the library for any purpose, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.	Removed field to indicate if actual count or estimate
	Website visits		2022	Report the number of visits to the library's website. A website visit is an interaction by a user with the library website. A visit can include multiple page views, events, social interactions, and e-commerce transactions. If your library uses Google Analytics, website visits are “sessions.”	Clarified wording, Removed field to indicate if actual count or estimate

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Information services	<p>Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.</p> <p>A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"</p> <p>An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital Literacy.</p> <p>There are two possible calculations for each:</p> <ol style="list-style-type: none"> Actual count of items used within the library for an annual total. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total. <p>A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.</p>				
	Total informal technology assistance transactions		2022	Report the total number of information technology assistance transactions conducted by phone, email, social media, video call and/or in person.	New
	Total reference transactions		2022	Report the total number of reference transactions (excluding informal technology assistance) conducted by phone, email, social media, video call and/or in person. Do not include directional or administrative questions, e.g. "Where is the washroom?" or "When does the library close?"	Updated wording
Examination services	<p>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".</p>				
	Total number of exams		2022	<p>Report the total number of exams proctored/invigilated or administered at the library during the reporting year, if applicable.</p> <p>If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.</p>	Clarified wording

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Meeting space	<p>Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library’s regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.</p> <p>Do not include regular walk-in use of library facilities.</p>				
	Library space bookings		2022	Report the total number of times library meeting space was booked by an individual or group for non-library purposes. Do not count any informal use of library meeting space.	New
Public workstations	<p>Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access.</p> <p>Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under Circulation > In Library Use (used inside library only) or Collections > electronic equipment for loan (used outside of the library).</p>				
	Public Workstations with internet access		2022	Report the number of public workstations with internet access in the library (only report workstations that were for public or shared staff/public use)	Clarified and updated wording, moved to Library Use section
	Public Workstations without internet access		2022	Report the number of public workstations without internet access in the library, such as those dedicated to games, word processing, children’s literacy, etc. (do not count workstations that were used exclusively by staff).	
	Total public workstations	Auto-calculated	2022	Total number of public workstations.	
Public workstation and wi-fi sessions	<p>Report the number of sessions conducted by users at any of the available public workstations or on the library’s wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.</p> <p>Count public workstation sessions and public wi-fi sessions separately.</p> <p>There are two possible calculations for each:</p> <ol style="list-style-type: none"> Actual count of items used within the library for an annual total. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total. <p>A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.</p>				

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	Number of public workstation sessions		2022	Report the total number of separate times each public workstation was in use during the reporting year.	Combined workstations and wi-fi sections, moved to Library Use section, removed workstation hours and workstation use, Removed field to indicate if actual count or estimate
	Number of public Wi-Fi session		2022	Report the total number of discrete Wi-Fi sessions, as captured on a router or similar device, for the reporting year.	
Cardholders, Fees, Facilities					
Total Cardholders	<p>Report the number of active cardholders during the reporting year.</p> <p>An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.</p>				
	Total cardholders (resident and non-resident)		2022	Total number of active cardholders during the reporting year.	Removed “as of December 31” to allow to count anyone who used their card in reporting year; Removed section about card fees
Facility Ownership	<p>Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:</p> <ul style="list-style-type: none"> • Municipality • School board (when a library is housed in a school) • Private owner (individual) • Society or other charitable group • Private business or company 				

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	<ul style="list-style-type: none"> Library board <p>Report what category the owner of the facility that houses the library falls under.</p>				
	Facility ownership – municipality, school, private owner, society, business, library board	Pre-filled, Drop down	2022	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.	Moved from Survey section; more ownership options provided
Facility Size	<p>A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).</p> <p>Report the total 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.</p> <p>In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.</p>				
	Library area (Sq. metres)	Prefilled	2016	Area in square metres of all library service points operated by the board.	Removed auto-calculated square footage field
Facility Status	<p>These fields are to report on the status of library facilities during the reporting year.</p>				
	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?	

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	Please provide a brief explanation (if applicable)		2016	Please provide a brief explanation (if applicable), e.g. how long was the library closed for?	
<p>Programs</p> <p>A library program (in-person or virtual) is a pre-planned, coordinated event that:</p> <ul style="list-style-type: none"> • meets a community need; • 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><u>Do not</u> include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.</p>					
In person programs	<p>Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.</p> <p>Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.</p> <p>Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.</p> <p>For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.</p>				
	Children's - total # of in person sessions offered		2022	Report the number of children's program sessions. A children's program is any planned event for which the primary audience is children approximately 11 years of age or younger.	Updated and clarified wording, removed "other" category, in person programming only. Do not include digital literacy programs as they are now
	Children's - total # of participants		2022	Report the number of participants. If the parent or guardian is an active participant in the program session, they may also be counted.	
	Young Adult - total # of sessions offered		2022	Report the number of young adult program sessions. 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
	Young Adult - total # of participants		2022	Report the number of participants. If the parent or guardian is an active participant in the program, they may also be counted.	recorded separately
	Adult - total # of sessions offered		2022	Report the number of adult program sessions. An adult program is any planned event for which the primary audience is people 18 years of age or older.	
	Adult - total # of participants		2022	Report the number of participants.	
	Multigenerational - total # of sessions offered		2022	Report the number of multigenerational program sessions. A multigenerational program is any planned event for which the primary audience encompasses multiple age groups.	
	Multigenerational - total # of participants		2022	Report the number of participants.	
	Total - # of sessions offered	Auto-calculated	2022	Total number of in person program sessions offered.	
	Total - # of participants	Auto-calculated	2022	Total number of in person program participants.	
Digital Literacy	<p>Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).</p> <p>A digital literacy program is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.</p> <p>Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Library Use category.</p>				
	Total # of digital literacy sessions		2022	Report the number of digital literacy program sessions. A digital literacy program is any planned event where the purpose is to build skills related to the use of technology.	New
	Total # of digital literacy participants		2022	Report the number of participants.	New
Outreach	<p>Report the total number of in-person sessions and participants for 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.</p>				
	Total # of outreach sessions offered		2022	Report the number of outreach program sessions. An outreach program is a program run by library staff and/or library	Clarified wording

Section	Field	LibPAS	Last updated	Description	Notes
				volunteers that does not take place within the library or on library grounds.	
	Total # of outreach participants		2022	Total number of outreach session participants.	
Virtual programs	<p>Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.</p> <p><u>Synchronous virtual programs</u> Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.</p> <p>Sessions: Count the total number of synchronous virtual program sessions offered across all platforms. Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).</p> <p><u>Asynchronous virtual programs</u> Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.</p> <p>Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year. Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.</p>				
	Total # virtual sessions		2022	Report the total number of virtual program sessions, including those delivered synchronously (e.g. live) and asynchronously (e.g. recorded).	New
	Total # of virtual participants		2022	Report the total number of virtual program participants, including those who participated in synchronous (e.g. live) programs and those who accessed asynchronous (e.g. recorded) programs	New
Total programs	Total sessions and participants in the reporting year for in person, technology, virtual and outreach programs combined.				
	Total number of sessions	Auto-calculated	2022	Total sessions (in person, technology, virtual and outreach combined)	Updated

Section	Field	LibPAS	Last updated	Description	Notes
	Total number of participants	Auto-calculated	2022	Total participants (in person, technology, virtual and outreach combined)	Updated
<p>Comments & Accomplishments</p> <p>Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.</p> <p>Please <u>do not</u> paste in text from a Word document as LibPAS is not compatible with Word formatting.</p>					
	Comments & accomplishments		2022	Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.	Combined fields for comments and accomplishments