

Approval

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.

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.

Date approved by library board

Alberta Public Library Survey

The Alberta Public Library Survey captures current year information. All information provided for this section should be current.

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>.

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	Name of library (or libraries)

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	Library email	Library website

Address

Report the current address of the library.

Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code

Contacts

Provide the name and email of the person charged with the management of the daily operations of the library.

Respondent: If a person other 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).

	Name	Email
Library Manager		
Respondent (if different than above)		

Board Governance - Board Members

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.

Please note that **the library board term expiry date must reflect the individual’s appointment as made by municipal council** and must be provided for all board members, including those members who are also councillors. The board term expiry date *should not* 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.

The Libraries Act requires all 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 *Appointments to the Municipal Library Board* fact sheet (<https://open.alberta.ca/publications/appointments-to-municipal-library-board>) for more information.

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.

	Name	Phone	Email	Library board term expiry (month/day/year)	Councillor (Y/N)
Chair					
Board Member 1					
Board Member 2					
Board Member 3					
Board Member 4					
Board Member 5					
Board Member 6					
Board Member 7					
Board Member 8					
Board Member 9					

Annual Report

The following sections make up the annual report portion of the form. Please fill in the data for the reporting year.

Board Governance – Board meetings

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 *Libraries Act* to meet at least once every four months (Part 5, Section 33(1)). Please also 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.

Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours
	0

Library Hours

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.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year
2. Estimate:

If the library hours were the same all year: $50 \times \text{total hours per week}$

If summer hours differed from regular hours: $[(50 - \# \text{ summer weeks}) \times \text{total regular hours per week}] + (\# \text{ summer weeks} \times \text{total summer hours per week})$

Total hours open for reporting year
0

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

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.

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.

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.** For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in.

Do not include individuals who provided service through a contract for non-operational duties, such as custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS	0	0
Library technician	0	0
All other	0	0
Total staff	0	0

Volunteers

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.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings). Record those hours in the Alberta Public Library Survey section: Board Governance > Board volunteer hours.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	# Volunteers	Volunteer Hours/Yr
Total Volunteers	0	0

Collections

Collection Management

Report the number of print and non-print items acquired and withdrawn during the reporting year. **Do not** include e-content.

	Acquired	Withdrawn
Print items	0	0
Non-print items	0	0
Total	0	0

Print and non-print items

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.

Print items: include physical books and periodicals.

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)

Total print	Total non-print	Total print and non-print items
0	0	0

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	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
0	0	0

E-content

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.

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.**

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

E-books	E-audiobooks	All other e-content combined	Total e-content items
0	0	0	0

Total collections

Total library collection

Total physical collection	Total e-content collection	Total library collection
0	0	0

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
\$0.00

Circulation

Circulations

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

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.

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.

Do not include items that were sent to other libraries (those are captured in the interlibrary loan section).

Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total circulation
0	0	0	0	0	0	0

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. This includes items that are sent to other libraries within your library system.

Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within your library system)	0	0
Outside of Alberta	0	0
Total	0	0

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations:

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.

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.

Print and non-print items
0

Library Use

Total cardholders

Report the number of active cardholders during the reporting year.

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) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

Total cardholders (resident and non-resident)
0

Visits

Report the number of physical and virtual visits to the library during the reporting year.

There are two possible calculations for each:

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.

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.

In-person visits	Website visits
0	0

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

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?"

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.

There are two possible calculations for each:

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.

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.

Total informal technology assistance transactions	Total reference transactions
0	0

Examination Services

If examination services are 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.

Total number of exams
0

Meeting Space

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.

Do not include regular walk-in use of library facilities.

Library space bookings
0

Public workstations

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.

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).

Public workstations with internet access	Public workstations without internet access	Total public workstations
0	0	0

Public workstation and wi-fi sessions

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.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

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.

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.

Number of public workstation sessions	Number of public wi-fi sessions
0	0

Facilities

Facility ownership

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:

- Municipality
- School board (when a library is housed in a school)
- Private owner (individual)
- Society or other charitable group
- Private business or company
- Library board

Report what category the owner of the facility that houses the library falls under.

Facility ownership
Dropdown box

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

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.

In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

Library area (Sq. metres)
0 (prefill)

Facility status

These fields are to report on the status of library facilities during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?		
Has a new service point opened or an existing one closed in the reporting year?		
Did the library close for renovations at any point in the reporting year?		

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- 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.

Do not 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.

In-person programs

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.

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.

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.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of in-person participants
Children's	0	0
Young adult	0	0
Adult (including seniors)	0	0
Multigenerational (all ages)	0	0
Total	0	0

Digital literacy

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

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.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Library Use category.

Total # of digital literacy sessions	Total # of digital literacy participants
0	0

Outreach

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.

Total # of outreach sessions offered	Total # of outreach session participants
0	0

Virtual Program Delivery

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.

Synchronous virtual programs

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.

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).

Asynchronous virtual programs

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.

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.

Total # of virtual sessions	Total # of virtual participants
0	0

Total Programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, and virtual programs combined.

Total number of sessions	Total number of participants
0	0

Accomplishments & Comments

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.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

Accomplishments & comments