

Section	Field	LibPAS	Last Modified	Description	Notes for 2019/2018
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	2018	The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.	added "by library board" for clarity
Alberta Public Library Survey - For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details. The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.					
Directory	This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at www.albertalibraries.ca .				
	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.	
	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.	

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	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	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 (month and year) for each board member. Library board term expiry dates (month/year) 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. 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.				
	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		Pre-2016	Term expiry for the chairperson (month/year)	
	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		Pre-2016	Term expiry for the board member (month/year)	
	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).	

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Library Management - General					
	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.	Moved to this section
	Board meeting dates		2018	Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the previous calendar 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)).	clarified board meeting dates
	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 of Service	Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. Only enter summer hours if they differ from regular hours. Also, enter the total number of hours open per week based on the indicated library open hours. This information will be used for the provincial directory.				
	Monday - Regular		Pre-2016	Monday hours. Use the following format: 10:00 - 5:00; etc.	
	Tuesday - Regular		Pre-2016	Tuesday hours. Use the following format: 10:00 - 5:00; etc.	
	Wednesday - Regular		Pre-2016	Wednesday hours. Use the following format: 10:00 - 5:00; etc.	
	Thursday - Regular		Pre-2016	Thursday hours. Use the following format: 10:00 - 5:00; etc.	
	Friday - Regular		Pre-2016	Friday hours. Use the following format: 10:00 - 5:00; etc.	
	Saturday - Regular		Pre-2016	Saturday hours. Use the following format: 10:00 - 5:00; etc.	
	Sunday - Regular		Pre-2016	Sunday hours. Use the following format: 10:00 - 5:00; etc.	
	Total Hours - Regular		Pre-2016	Total number of hours open per week based on the indicated library open hours.	
	Monday - Summer		Pre-2016	Summer Monday hours. Use the following format: 10:00 - 5:00; etc.	
	Tuesday - Summer		Pre-2016	Summer Tuesday hours. Use the following format: 10:00 - 5:00; etc.	
	Wednesday - Summer		Pre-2016	Summer Wednesday hours. Use the following format: 10:00 - 5:00; etc.	
	Thursday - Summer		Pre-2016	Summer Thursday hours. Use the following format: 10:00 - 5:00; 1:30 - 8:30; etc.	
	Friday - Summer		Pre-2016	Summer Friday hours. Use the following format: 10:00 - 5:00; 1:30 - 8:30; etc.	

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	Saturday - Summer		Pre-2016	Summer Saturday hours. Use the following format: 10:00 - 5:00; 1:30 - 8:30; etc.	
	Sunday - Summer		Pre-2016	Summer Sunday hours. Use the following format: 10:00 - 5:00; 1:30 - 8:30; etc.	
	Total Hours - Summer		Pre-2016	Total number of hours open per week in the summer based on the indicated library open hours.	
Hours Open per Year	Total number of library hours open per year. There are two possible calculations: 1. If your library hours are the same all year: 50 x total hours per week 2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)				
	Hours open per year		Pre-2016	Total number of library hours open per year. There are two possible calculations: 1. If your library hours are the same all year: 50 x total hours per week 2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)	
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 work for the library whether they are 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 (you may need to get this figure from the individual or agency that does your staff payroll). NOTE: do not include individuals who provide service through a contract, such as the library audit, 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.	
	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.	

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	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 assisting with library activities, and the total number of volunteer hours per year. If a board member is volunteer 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.	
	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 of the Library 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.	

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Collections/Resources					
Collection Management					
	Print items - Acquired		Pre-2016	Report the number of new print items acquired in the reporting year.	
	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.	
	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	

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	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 your board)	If your 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.	
	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.	

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Library Board Contributions	If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the 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 your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), 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 your 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. Include all items that are charged out for use, whether the use is 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.	
	Juvenile non-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.	

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	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 are 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	
	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 (was formerly "Reference and Use")					
Reference Transactions	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 a directional or administrative question. Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).				
	Total reference transactions		Pre-2016	Report the total number of reference transactions received by phone, email and/or in person for the reporting year. It does NOT include directional or administrative questions.	
	Count method		Pre-2016	Indicate how you tracked the reference transactions: either by an actual count throughout the year, or an estimate (1 week's worth of tracking x 50).	

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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. 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. For the 2018 reporting year: if you do not have an actual count please estimate and add a note.	New
Library Use	Library visits and in-house use of materials.				
	In person visits		Pre-2016	Report number of people entering the library, including each time a person re-enters the library. If you took a week-long survey, multiply your result by 50 to arrive at an annual figure.	
	Count Method (in person visits)		2016	Indicate how you tracked the visits: either by an actual count throughout the year, or an estimate (1 week's worth of tracking x 50).	
	Virtual visits		Pre-2016	Report the number of people who accessed your library's information through your website. It 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".	
	In library material use		Pre-2016	Report the number of physical materials used in the library but not circulated. It can be done as an annual count or a weekly count (multiply by 50 for an annual total).	
	Count Method (in library material use)		2016	Indicate how you tracked the usage: either by an actual count throughout the year, or an estimate (1 week's worth of tracking x 50).	
Programs - 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. Note: to public libraries housed in schools - please 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 library.					
	Children's programs - Sessions		2016	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 programs - Participants		2106	Report the number of participants. If the parent or guardian is an active participant in the program, they may also be counted.	
	Young Adult programs - Sessions		2016	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).	
	Young Adult programs - Participants		2016	Report the number of participants. If the parent or guardian is an active participant in the program, they may also be counted.	

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	Adult programs - Sessions		2016	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 programs - Participants		2016	Report the number of participants	
	Family/Multigenerational programs - Sessions		2016	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 programs - Participants		2016	Report the number of participants	
	Other programs - Sessions		2016	Report the number of other programs that have not been recorded elsewhere.	
	Other programs - Participants		2016	Report the number of participants	
	Total number of programs - Sessions	Auto-calculated	2018	Total number of programs offered	Now auto-calculates
	Total number of programs - Participants	Auto-calculated	2018	Total number of program participants	Now auto-calculates
Library Awareness					
	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.)	
	Library Awareness - Participants		2016	Report the number of 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 you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.					
	Name of platform		2016	Name of social media platform, e.g. Facebook, Twitter, etc.	
	URL/username		2016	Username or URL for the social media presence, e.g. https://www.facebook.com/MarigoldLibrarySystem, @Chinooklibs, etc. (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 your library. NOTE: If your 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 are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are 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 you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.				
	Adult - Do you charge card fees?		2016	Do you charge card fees for adults?	

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	Adult - If yes, how much?		2016	Card fee amount (if applicable)	
	Juvenile - Do you charge card fees?		2016	Do you charge card fees for juveniles?	
	Juvenile - If yes, how much?		2016	Card fee amount (if applicable)	
	Senior - Do you charge card fees?		2016	Do you charge card fees for seniors?	
	Senior - If yes, how much?		2016	Card fee amount (if applicable)	
	Family - Do you charge card fees?		2016	Do you charge card fees for families?	
	Family - If yes, how much?		2016	Card fee amount (if applicable)	
	Other - Do you charge card fees?		2016	Do 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 your board. 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 your board.	
	Library area (Sq. feet)	Auto-calculated	Pre-2016	Area in square feet of all library service points operated by your board.	
Facility Status					
	Did the library move locations (temporarily or permanently) in the reporting year? Yes or no		Pre-2016	Did the library move locations (temporarily or permanently) in the reporting year?	
	Please provide a brief explanation (if applicable)		Pre-2016	Please provide a brief explanation (if applicable)	
	Has a new service point opened or an existing one closed in the reporting year? Yes or no		Pre-2016	Has a new service point opened or an existing one closed in 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 in the reporting year? Yes or no		2016	Did the library close for renovations at any point in 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 your library (do not count workstations that are used exclusively by staff).	
	Workstations without internet access		Pre-2016	Report the number of public workstations without internet access in your library, such as those dedicated to games, word processing, etc. (do not count workstations that are used exclusively by staff).	

Section	Field	LibPAS	Last Modified	Description	Notes for 2019/2018
	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					
	Number of workstation sessions		Pre-2016	Report the number of separate times each public workstation was in use, either during a one week survey undertaken during a typical week (multiply by 50 to arrive at an annual figure) or provide an actual count of sessions for the year.	
	Count method (sessions)		2016	Indicate how you tracked the sessions: either by an actual count throughout the year, or an estimate (1 week's worth of tracking x 50).	
	Workstation hours		Pre-2016	Report the total hours that public workstations were actually used during the year. If workstation sessions are 1 hour in length, then it is a simple matter of tracking the total number of sessions and reporting the number of hours. If workstation session times vary, then there will have to be some kind of method employed to determine the actual hours that the workstations are in use. You may either choose a typical week to report or use an annual total (multiply typical week x 50).	
	Count method (hours)		2016	Indicate how you tracked the hours: either by an actual count throughout the year, or an estimate (1 week's worth of tracking x 50).	
	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, etc).	
	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					
	Number of Wi-Fi sessions		2016	Report the number of discrete Wi-Fi sessions, as captured on a router or similar device. This can be done as an annual or weekly count (multiply by 50 for an annual total).	
	Count Method		2016	Indicate how you tracked the Wi-Fi sessions: either by an actual count throughout the year, or an estimate (1 week's worth of tracking x 50).	

Section	Field	LibPAS	Last Modified	Description	Notes for 2019/2018
Accomplishments & Comments - Provide your comments 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.	