

Alberta Public Library Survey**Directory**

	Name of Library Board	Name of Library
	Town of Canmore Library Board	Canmore Public Library

Phone, Fax, Email

	Library Phone	Library Fax	Library Email
	403-678-2468	(403) 678-2165	info@canmorelibrary.ab.ca

Contacts

	Name	Email	Phone	Alternate Phone
Library Manager	Michelle Preston	mpreston@canmorelibrary.ab.ca	403-678-2468	
Respondent	Michelle Preston	mpreston@canmorelibrary.ab.ca	403-678-2468	

Info

	Website	Date Report Approved by Board
	www.canmorelibrary.ab.ca	2016-02-25

Address

	Mailing/Street Address of Library	City/Town	Province	Postal Code
	101-700 Railway Avenue	Canmore	Alberta	T1W 1P4

Library Management - Board Members

	Name	Address	Phone	Email	Term Expiry	Councillor
Chairperson	Susan Beckett	623 5th Street	403-609-2715	ssn_beckett@yahoo.com	2016-10-31	
Board Member 1	Beth Millard	301-1080A Cougar Creek Dr.	403-609-0520	beth.millard@shaw.ca	2017-10-31	
Board Member 2	Linda Goddard	638 7th Street	403-678-9838	Ingoddard@shaw.ca	2017-10-31	
Board Member 3	David Parkes	622 1st Street	403-678-3835	david.w.parke@gmail.com	2017-10-31	
Board Member 4	Peter McKeown	213 Benchlands Terrace	403-689-4052	plmckeown@shaw.ca	2018-10-31	
Board Member 5	Ed Russell	Box 8411	403-688-5296	erussell@canmore.ca	2016-10-31	Yes
Board Member 6	Debra Carrico	202-1080C Cougar Creek Dr.	403-609-7580	dcarrico@telus.net	2016-10-31	
Board Member 7	Anne Metikosh	6-1119 Railway Avenue	403-281-3553	ametikosh@shaw.ca	2018-10-31	
Board Member 8	Melinda Sampson	613B-5th Street	403-762-0930	melksampson@gmail.com	2018-10-31	
Board Member 9	Judith Smith	308 600 Spring Creek Dr.	403-678-4695	c_h_smith@shaw.ca	2017-10-31	

Library Management - General

	Board Meeting Dates Use the following format: Jan 28, Feb 14, etc.	Board Volunteer Hours	Building Ownership
	Jan 22, Feb 26, Mar 26, Apr 23, May 28, Jun 25, Aug 27, Sept 24, Oct 22, Nov 26	300	Municipality

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.

Also, enter the number of hours open per week based on the indicated library open hours. This information will be used for the provincial directory and to calculate the yearly hours of opening.

Only enter Summer Hours if they differ from Regular Hours

Use the following format: 10:00-5:00; 1:30-8:30; etc

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Regular Hours	10am - 8pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 5pm	10am-5pm	64.00
Summer Hours	10am - 8pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 8pm	10am - 5pm	10am-5pm	64.00

Total Number of library hours open per year

There are two possible calculations:

1. If your library hours are the same all year: 50 regular weeks per year x number of hours
2. If summer hours differ from regular hours: [(50 - # summer weeks) x number of hours] + (# summer weeks x number of hours)

	Hours Open per Year
Total Number of Library Hours Open per Year	3,328.00

Personnel

Paid and unpaid staff that worked in the library in the reporting period.

Staff

Report qualifications and the number of all paid staff 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.

	# Employees	Total Hours/Yr
MLIS or equivalent	2	3,640.00
Other University Degree	4	3,640.00
Library Technician	5	7,306.00
Library Operations Assistant	0	0.00
Other Tech/College Diploma	0	0.00
Other	10	9,694.00
Total Staff	21	24,280.00

Volunteers

Many public libraries in Alberta rely on volunteers to staff the library at least part of the time or to provide supplementary services. We are interested in how many volunteers hours are contributed and how many positions they hold.

NOTE: Do not include volunteer hours contributed by board members on library business. Record those volunteer hours in "Volunteer hours - Board".

	# Volunteers	Volunteer Hours/Yr
Library Operations	157	468.50
Library Programming	0	0.00
Fundraising (aside from Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	157	468.50
Friends of the Library	169	782.50

Collections/Resources

Print materials

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.

	Volumes acquired	Volumes withdrawn	Total print volumes	Print Subscriptions
	4,912	2,152	59,765	113

Non-print materials

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	Music recordings	Movies/Television	CD-ROMS	Microforms/Microfiche/Microfilm	Other (i.e. toys, equipment)	Total Non-print
	2,575	715	5,103	8	0	282	8,683

Virtual Collections (Licensed by your board)

If your library board licenses any electronic 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. Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	Ebooks	Magazines/newspapers	Audiobooks	Music	Movies/Television	Games	Other	Total licensed virtual items

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	68,561		68,561

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	Juvenile print	Adult non-print	Juvenile non-print
	217,100			

Direct circulations

	Magazines/new spapers	Online/electronic circulation	Total Direct Circulation	Bulk Loans (not reported above)	Total Circulation
			217,100		217,100

Interlibrary Loan

Please report the source and destination of all items borrowed and lent between libraries.

	Borrowed	Lent
within Alberta, including within library system	33,924	27,889
inter-provincial	38	
outside Canada	2	
Total	33,964	27,889

Reference and Use

Reference Transactions

Report the number of reference transactions for the reporting year. It does NOT include directional or administrative questions.

	Total reference transactions	Count type
	50,856	Estimate (1 week x 50)

Library Use

Library users and in-house use of materials

	In person visits	Virtual visits	In Library Material Use
	202,904	58,022	70,460

Programs

	Sessions	Participants
Total Number of Programs	2,784	9,272
Library Awareness	116	115

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31. 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 Resident and Non-Resident Cardholders	7,364

Card fees

	Adult	Juvenile	Senior	Family	Other
Do you charge card fees?	Yes	No	Yes	Yes	Yes

Card fee amounts

If you charge card fees, please indicate the amount in the applicable categories.

	Adult	Juvenile	Senior	Family	Other
Card fee amount (if applicable):	\$12.00		\$3.00	\$20.00	\$70.00

Facility size

	Library Area (Sq. Meters)	Library Area (Sq. Ft)
	1,040.5	11,199.8

Facility status

		Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or closed in the reporting year?	No	

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Total Workstations
	12	5	17

Workstation sessions

	Number of workstation sessions	Workstation hours	Length of workstation sessions (minutes)	Percentage of Time Workstations in Use
	30,404.00	12,501.00	30	22.10%

Workstation users

	Workstation Users per Year
Workstation Users per Year	30,404

Comments

	Accomplishments	Comments
	<p>In April, our Library marked its two-year anniversary since moving into our new location at Elevation Place. Our Friends of the Library group won the Nationally recognized Gabriel Schrieber Award from FOCAL in the large Friends Group category. As part of this recognition our Library received \$750 worth of materials for our collection from Penguin Random House Canada. Our Outreach Services grew significantly this year in terms of library support and programming for seniors. Over the course of seven months we built several community partnerships and now run three distinct programs in the community including weekly support to long term care at the Canmore Hospital, a monthly mobile library visit to the Seniors Lodge and services to seniors in the Adult Day Program.</p>	