

Approval

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved
	2018-02-22

Canmore Library Board, Town of - Canmore 2017

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 http://www.municipalaffairs.alberta.ca/plsb_directory.

	Name of library board	Name of library (or libraries)
	Town of Canmore Library Board	Canmore Public Library

Phone, Fax, Email, Website

	Library phone	Library fax	Library email	Library Board email	Library website
	403-678-2468	(403) 678-2165	info@canmorelibrary.ab.ca	board@canmorelibrary.ab.ca	www.canmorelibrary.ab.ca

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	101-700 Railway Avenue		Canmore	Alberta	T1W 1P4

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Michelle Preston	mpreston@canmorelibrary.ab.ca	403-678-2468	
Respondent (if different than above)	Tegan Madge / Michelle Preston	tmadge@canmorelibrary.ab.ca / mpreston@canmorelibrary.ab.ca	403-678-2468	

Info

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for 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. **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 *Libraries Act* 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.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Beth Millard	301 - 1080A Cougar Creek Dr.	403-609-0520	beth.millard@shaw.ca	2020-10-31	
Board Member 1	Melinda Sampson	613B 5 Street	403-762-0930	melksampson@gmail.com	2018-10-31	
Board Member 2	Anne Metikosh	6-1119 Railway Avenue	403-281-3553	ametikosh@shaw.ca	2018-10-31	
Board Member 3	Peter McKeown	213 Benchlands Terrace	403-689-4052	plmckeown@shaw.ca	2018-10-31	
Board Member 4	Karen Marra	213 Trapper Rise	403-707-7797	kmarra@canmore.ca	2018-10-31	Yes
Board Member 5	Anne Baker	930 9th Street	403-678-7397	iag59258@gmail.com	2019-10-31	
Board Member 6	Stan Ostaszewski	127 Padmore	403-621-1190	info@osmtech.biz	2020-10-31	
Board Member 7	Mirit Poznansky	6-809 Wilson Way	403-609-8949	mirit.poznansky@gmail.com	2020-10-31	
Board Member 8	Judith Smith	308 600 Spring Creek Dr	403-678-4695	c_h_smith@shaw.ca	2020-10-31	
Board Member 9						

Library Management - General

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	Jan 26, Feb 23, Mar 23, Apr 20, May 25, Jun 22, Aug 24, Sep 28, Oct 26, Nov 23	250	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 using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. 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	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10:00-8:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-5:00	10:00-5:00	64.00
Summer Hours	10:00-8:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-5:00	10:00-5:00	64.00

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
	3,200.00

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.

	# Employees	Total Hours/Yr
MLIS or equivalent	2	3,640.00
Other university degree	7	6,826.75
Library technician	5	18,048.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	7	5,910.75
Total staff	21	24,425.50

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.

	# Volunteers	Volunteer Hours/Yr
Library Operations	296	506.75
Library Programming	3	12.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	299	518.75
Friends of the Library	162	787.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	3,250	3,175
Non-print items	985	446
Total	4,235	3,621

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	Periodicals (number of issues)	Total Print
	53,779	21,486	55,265

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	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	2,830	649	5,225	6	255	5	27	8,997

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	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

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 dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	64,262	0	64,262

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	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	85,020	4,852	58,657	38,992	99	9,669

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	³ 720	6,621	0	204,630	0	204,630

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.

	Borrowed	Lent
Within Alberta (including within library system)	⁴ 43,164	⁵ 35,828
Outside of Alberta, but within Canada	19	21
Outside of Canada	0	0
Total	43,183	35,849

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	Count method
	⁶ 58,700	Estimate (1 week x 50)

Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	⁷ 186,650	Estimate (1 week x 50)	39,168	⁸ 57,950	Estimate (1 week 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 - **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.

	Sessions	Participants
Children's	⁹ 2,056	11,321
Young adult	10	55
Adult	123	2,046
Family/multigenerational	¹⁰ 123	134
Other	¹¹ 138	138
Total	2,450	13,694

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	¹² 51	¹³ 2,921

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	Username/URL	Metrics
	Facebook	Canmore Public Library	¹⁴ 8500
	Twitter	Canmore Public Library	¹⁵ 361
	Newsletter	http://canmorelibrary.ab.ca/content/newsletter-1	¹⁶ 1608

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31 (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.

	4,923

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.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$12.00
Juvenile	No	\$0.00
Senior	Yes	\$3.00
Family	Yes	\$20.00
Other	Yes	\$70.00

Facility size

A service point is a location where users can directly access library service. This includes 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)	Library area (Sq. feet)
	1,040.5	11,199.8

Facility status

	Yes or No	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 an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	12	2	0	14

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	17,29,156	Actual count	11,771.50	Actual count	30	26.28%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	94,396	Actual count

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	Comments
	<p>We greatly increased Library visibility out in our community by attending a number of local events that included the Folk Festival, Mountain Market, Food and Friends Night at a local church, and the Preschool Fall Fair. At each of these events we gave away books and provided information on Library Services. We initiated outreach programs from our Library to the residents of the Morley Reserve by collaborating with the Marigold Library System to provide story time programs. We also partnered with the Town of Canmore as a participant in a new Affordable Services Program initiative and provided free library memberships to 138 local residents. Our Books on the Bus Program celebrated its one year anniversary in September. The Library Board organized and hosted an all candidates forum prior to the Fall election, and also completed an extensive and much needed update to the Library Board Bylaws and Policy Manual.</p>	

¹, 3 x 35, 1 x 28 x 50(0-2018-01-31)

², plus 10 weekly magazines - 10 x 52 = 520(0-2018-01-31)

³, 520 weekly mags, plus approx 200 other language(0-2018-01-31)

⁴, 34333+768(0-2018-01-31)

⁵, 34333+768+727(vdx)(0-2018-01-31)

⁶, from In house use survey - Sum of all questions recorded = 1174*50=58700(0-2018-02-01)

⁷, 3733*50=186650(0-2018-02-01)

⁸, 1159*50=57950(0-2018-02-01)

⁹, including SRP(0-2018-02-03)

¹⁰, Step Up To Reading(0-2018-02-15)

¹¹, Affordable Services Program.(0-2018-02-15)

¹², Folk fest, Mtn Market, Fall Fair(0-2018-02-06)

¹³, a complete guess(0-2018-02-06)

¹⁴, reaches(0-2018-02-06)

¹⁵, followers(0-2018-02-06)

¹⁶, newsletters delivered(0-2018-02-06)

¹⁷, Discover station + independent + children's(0-2018-02-06)