

Canmore Library Board, Town of - Canmore 2018

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 by library board
	2019-02-21

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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 website
	403-678-2468	(403) 678-2165	info@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	

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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. **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 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	Library board term expiry (month/year)	Councillor
Chairperson	Beth Millard	[REDACTED]	[REDACTED]	[REDACTED]	2020-10-01	
Board Member 1	Anne Baker	[REDACTED]	[REDACTED]	[REDACTED]	2019-10-01	
Board Member 2	Anne Melikosh	[REDACTED]	[REDACTED]	[REDACTED]	2021-10-01	
Board Member 3	Darcy Allan	[REDACTED]	[REDACTED]	[REDACTED]	2021-10-01	
Board Member 4	Karen Marra	[REDACTED]	[REDACTED]	[REDACTED]	2019-10-01	Yes
Board Member 5	Willy Fung	[REDACTED]	[REDACTED]	[REDACTED]	2021-10-01	
Board Member 6	Teresa Mullen	[REDACTED]	[REDACTED]	[REDACTED]	2021-10-01	
Board Member 7	Stan Ostashevski	[REDACTED]	[REDACTED]	[REDACTED]	2020-10-01	
Board Member 8	Mirrit Poznansky	[REDACTED]	[REDACTED]	[REDACTED]	2020-10-01	
Board Member 9	Judith Smith	[REDACTED]	[REDACTED]	[REDACTED]	2020-10-01	

Library Management - General

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	board@canmorelibrary.ab.ca	Jan 24, Feb 28, Mar 28, Apr 18, May 23, June 27, Aug 22, Sept 26, Oct, 24, Nov 28	250	Municipality

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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	10:00am - 8:00pm	10:00am - 8:00pm	10:00am - 8:00pm	10:00am - 8:00pm	10:00am - 8:00pm	10:00am - 5:00pm	10:00am - 5:00pm	64.00
Summer 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	5200
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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	3	5,096.00
Other university degree	7	7,518.00
Library technician	4	6,916.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	10	6,089.00
Total staff	24	25,619.00

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	274	452.75
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	274	452.75
Friends of the Library	137	740.25

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	4,406	3,932
Non-print items	828	168
Total	5,234	4,100

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
	53,945	1,162	55,107

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
	3,068	646	5,587	6	314	4	28	9,653

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

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Totals

	Total physical collection	Total licensed virtual collection	Total collections
	64,760	0	64,760

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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
77,262	4,822	60,715	38,337	134	8,256

Direct Circulations, continued...

Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
720	6,610	0	196,856	0	196,856

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)	48,085	36,594
Outside of Alberta, but within Canada	43	14
Outside of Canada	0	2
Total	48,128	36,610

Information Services & 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
56,940	Estimate (1 week x 50)

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. For the 2018 reporting year, if you do not have an actual count please estimate and add a note.

Total number of exams
203

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)
189,400	Estimate (1 week x 50)	31,068	60,750	Estimate (1 week x 50)

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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	1,871	16,203
Young adult	13	163
Adult	157	3,961
Family/multigenerational	2101	182
Other	121	121
Total	1,263	20,630

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	341	2,416

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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	12166 Reaches
Twitter	@CanmoreLibrary	402 Followers
Newsletter	Canmore Public Library	147 subscribers

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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)	4,796
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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	No	\$0.00

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)	Library area (Sq. feet)
1,040.5	11,199.8

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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	

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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
	27,353	Actual count	12,017.16	Actual count	30	26.82%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	105,858	Actual count

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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
	We are proud to have increased our outreach services this year to minority and under-served populations. We have increased our French language programming to the community with a French reading game, kindergarten and daycare visits as well as family friendly and adult French programs. We have also increased our outreach services to indigenous populations, with a teen writing workshop which was very successful, visits to the Reserve for Summer Reading Games as well as storytime visits to the schools. We also expanded our seniors offerings with a well received first annual seniors fair. We also hosted our second annual Science Literacy Week event.	

¹, Changes to how things are counted in SRP- Session = Registrations, Participants = Challenges(0-2019-01-31)

², Folk Fest(0-2019-01-31)

³, Awareness = Community events- Folk fest, Market, fall fair, etc(0-2019-01-31)

