

2016 Annual Survey of Public Libraries – Blank Survey (English)

ANNUAL SURVEY OF PUBLIC LIBRARIES – GENERAL INFORMATION

A1.0 Identification

A1.1 Legal Name:

A1.2 Period for which this survey applies:

A1.3 Ontario Library Service (OLS) Region:

A1.4 Type of Library Service:

A1.5 Mailing Address:

A1.6 City/ Town:

A1.7 Province:

A1.8 Postal Code:

A1.9 Street Address (if different from mailing address):

A1.10 City/ Town:

A1.11 Province:

A1.12 Postal Code:

A1.13 Web Site Address:

A1.14 No. of Active Library Cardholders:

A2.0 Current Library CEO, Municipal Clerk, Local Services Board Chair, or person with signing or operational authority for the First Nation Public Library

A2.1 First Name:

A2.2 Last Name:

A2.3 Telephone Number:

A2.4 Fax Number:

A2.5 Email Address:

A3.0 Contact Person for information on this survey (if person named above is not contact person)

A3.1 First Name:

A3.2 Last Name:

A3.3 Telephone Number:

A3.4 Fax Number:

A3.5 Email Address:

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES – FINANCIAL INFORMATION

B1.0 Net Balance brought forward from previous year

B1.1 Surplus Deficit Nil

B2.0 Operating Revenues

B2.1 Provincial Operating Funding. Does not include project revenue.

B2.1.1 Public Library Operating Grant (PLOG) _____

B2.1.2 Pay Equity Grant _____

B2.1.3 First Nation Salary Supplement Grant _____

B2.1.4 Total Provincial Operating Funding

B2.2 Local Operating Funding (e.g. Municipality or Band local operating funding) _____

B2.3 Contract Revenue (funds from other municipalities, neighbouring public library boards, Local Services Boards or First Nation Bands that contract for library services). Specify name of contracting organization and amount received from each.

Name	Amount
_____	_____
_____	_____
_____	_____

B2.4 Project Grants

Please select from the drop down list below:

Capacity Building Funding _____

Trillium Foundation Funding _____

Provincial Student Employment _____

Service Ontario _____

CAP Youth Support _____

Young Canada Works _____

OLCF _____

Other Project Grant _____

B2.4.1 Total Project Grants

B2.5 Donations (monies donated by outside bodies, e.g. Friends groups, trust funds etc.) _____

B2.6 Self-Generated Revenue (e.g. fines, fees, sales/fundraising, room rentals, cafe revenue, etc.) _____

B2.7 Debt Services and Reserve Fund Revenues _____

B2.8 Other (Specify any other source of funds not included above and indicate the amount received from _____)

each funding source listed, e.g. Connectivity)

Other Source	Amount

B2.9 Total Operating Revenues

B3.0 Capital Revenues (funds for land, building construction/renovation or furniture or new automation systems)

B3.1 Provincial

B3.2 Federal

B3.3 Local

B3.4 Other (specify any other source of funds not included above and indicate the amount received from each funding source listed; report each funding source on a separate line)

Other Source of Funding	Amount

B3.5 Total Capital Revenues

B4.0 Operating Expenditures

B4.1 Materials Expenditures

B4.1.1 General (Include all physical items that are not electronic, e.g. books, periodicals, etc.)

B4.1.2 Electronic (e.g. electronic subscriptions and other databases, downloadable media, gaming software, Playaway, DVDs, and e- resources)

B4.2 Staffing (Total funds spent on all staff, including benefits.)

B4.3 Staff Training (Total funds spent on staff training, including travel and accommodation)

B4.4 Facilities/Utilities (Costs related to library facility operation, e.g. insurance, rent, lighting, maintenance, etc.)

B4.5 Telecommunication costs

B4.5.1 Telephone and Fax

B4.5.2 Dedicated Internet Connectivity Costs (e.g. wireless, ISDN, dedicated lines.)

B4.6 Computer Services (Total spent on computer equipment and related expenses, e.g. computer maintenance contracts, etc., new automated systems, etc.)

B4.7 Debt Charges and Transfers to Reserve Funds _____

B4.8 Funds returned to government sources _____

B4.9 Contract payments made to library board for library services (Specify the library board(s) and amount given to each board; report each payment on a separate line)

Library Board	Amount

B4.10 Other (specify all other expenditures not reported above and indicate the amount spent for each expenditure listed; report each item on a separate line)

Other Expenditure	Amount

B5.0 Total Operating Expenditures

B6.0 Total Capital Expenditures (funds expended on land, building construction/renovation or furniture) _____

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES – LIBRARY SYSTEM HOLDINGS

C0.0 Circulating and Reference

English French Other

C0.1 Print Titles Held

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C0.2 Print Volumes Held

--	--	--

C0.3 Electronic Resources

C0.3.1 CD and DVD Titles

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C0.3.2 CD and DVD Copies

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C0.3.3 E-book and E-audio Titles

--	--	--

C0.3.4 E-book and E-audio Copies

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C0.4 Special Collections - Original Format

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C0.5 Special Collections - Digital Format

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C3.0 Periodicals, Databases and Downloadable Items

English French Other

C3.1 Print Periodical Titles Held

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C3.2 Electronic Resources

C3.2.0 Databases and Database Subscriptions

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C3.2.4 No. of Individual Electronic Periodicals Titles

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C4.0 Streaming and Downloading services and subscriptions

C4.1 Does your library offer Downloading and Streaming Services: Yes No

C4.2 If yes, how many? _____

C4.3 Indicate which streaming and downloading services are available at your library:

- Freegal
- Freeding
- Hoopla
- Zinio
- IndieFlix
- Flipster
- Naxos

Other: _____

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES – LIBRARY SYSTEM STAFFING

D1.0 How many hours per week in your library constitute a full time position

(must be at least 32.5 hours)? _____

D1.1 Full Time Staff (i.e. staff working 35+ hrs per week or full time equivalent e.g. 32.5)

Job Class	No. of People
Librarians	_____
Library Technicians	_____
EXCEL Graduates	_____
Other Specialized Professional Staff	_____
Other Staff	_____
Volunteers	_____

D1.2 Part Time Staff (i.e staff working less than 35 hours or full time equivalent e.g. 32.5)

Job Class	No. of People	Total hours worked per week for each job class
Librarians	_____	_____
Library Technicians	_____	_____
EXCEL Graduates	_____	_____
Other Specialized Professional Staff	_____	_____
Other Staff	_____	_____
Volunteers	_____	_____

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES – LIBRARY SYSTEM FACILITIES

E1.0 Public Access Workstations

No.

E1.1 Total No. of Public Access Workstations available in your library: _____

Of the total number given above, state how many:

E1.1.1 Provide Internet access _____

E1.1.2 Provide OPAC and/or ILS Access _____

E1.1.4 Total number of lending laptops, netbooks, and tablets (e.g. iPads) _____

E1.2 E-readers _____

E2.0 Library Automation and Connectivity

No.

E2.1 Does your library have an automated catalogue system?

Yes No

E2.2 (if above is "Yes", please specify system used)

E2.3 Does your library provide wireless Internet connection?

Yes No

E2.4 Does your library have a 3D printer(s)?

Yes No

E2.5 If yes, state how many: _____

E2.6 Does your library have a Maker Space, mobile Maker Space, Digital Media Lab, Digital Learning Centre, Self-Publishing Centre, Recording Studio etc.?

Yes No

E2.7 If yes, state how many: _____

3.0 Facilities and Hours of Operation

	No. of Service Points	Total weekly hours of operation for all service points
E3.1 Main Library		
E3.2 Branches open 12 hours per week or more		
E3.3 Branches open less than 12 hours per week		

E3.4 Bookmobile stop locations

E3.5 Deposit Stations and Kiosks (refer to criteria)

E3.6 No. of Bookmobiles owned by your library board

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES – LIBRARY SYSTEM ACTIVITIES

F1.0 Total Annual Circulation (Actual Annual Direct Circulation) _____

F2.0 Annual Programs

F2.1 No. of programs held annually _____

F2.2 Annual program attendance _____

F2.3 Program types. Please list all that apply

	Number of programs	Number of attendees
Early literacy and Early learning		
Other Children's programming		
Summer Reading		
Homework help		
Class instruction at a library or school		
Teen programming		
Newcomer focus		
Careers, job help / skills		
Business Development		
Community Development		
Technology, social media and computer literacy		
Maker space, Digital media lab, Self-publishing		
Genealogy, local history, Doors Open		
Adult learning (not covered elsewhere)		
Seniors programming		
Culture Days, poetry and story readings, art shows		
First Nations Public Library Week		
First Nation Communities Reads		
Indigenous language training and retention		
Ontario Public Library Week / Canadian Library Month		
Book Clubs		
Other		

F3.0 Annual Inter-Library Loan Activity (ILLO)

Totals

F3.1 Requests Made and Items Borrowed

F3.1.1 No. of requests made to other libraries _____

F3.1.2 No. of items being borrowed _____

F3.2 Requests Received and Items Lent

F3.2.1 No. of requests received from other libraries _____

F3.2.2 No. of items lent _____

G1.0 Typical Week Data **Totals**

G1.1 Circulation

G1.1.1 All circulation except E-books, downloadable audio books, music and video _____

G1.1.2 All circulation for E-books, downloadable audio books, music and video _____

G1.1.3 Total circulation of all library materials _____

G1.2 In Library Materials Use

G1.2.1 Total In Library Materials Use _____

G1.3 Electronic Information Resources and Wireless Use

G1.3.1 No. of people using library workstations _____

G1.3.2 No. of times electronic databases are accessed by library users _____

G1.3.3 No. of people using public library wireless connection _____

G1.3.4 No. of people using Maker Spaces, Digital Media labs,
Self-Publishing Centres _____

G1.4 Reference, Information Provision and Instruction

G1.4.1 No. of standard reference transactions _____

G1.4.2 No. of electronic reference transactions _____

G1.4.3 No. of Reader's Advisory transactions _____

G1.4.4 No. of Information Communication Technology, software and social media
support requests _____

G1.4.5 Average staff time in minutes per Information Communication Technology,
software and social media support request _____

G1.4.6 Number of times accessible material, equipment or devices are requested _____

G1.5 Library Visits

G1.5.1 No. of visits to the library made in person _____

G1.5.2 No. of electronic visits to the library website

G1.5.3 No. of Social Media visits

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES – PARTNERSHIPS AND INITIATIVES

H1.1 Consortia and Co-operative Purchasing

H1.1.1 Please select from the drop down list below, types of consortia your library participates in on a regular basis. Name the consortia in the field next to selected type.

Type of Consortia	Name of Consortia
Books	
E-books	
Databases and Other Downloadable Services	
Computer Software	
Connectivity	
Integrated Library Systems	
Corporate Discount Programs	
Municipal and Local government	
Other Types of Consortia	
Type of Consortia	Name of Consortia

H1.2 Friends of the Library and Foundations

H1.2.1 Is your library associated with a Friends or Foundation organization or other charitable group?

- Yes No

H1.2.2 If Yes, provide number of Friends or Foundations organizations your public library works with _____

H1.3 Social Media

H1.3.1 Does your library make use of and participate in social media?

- Yes No

H1.3.2 If Yes, select all that apply from the drop down list below:

- Blogs
 Facebook
 Flickr

- Google+
- Instagram
- LinkedIn
- Pinterest
- RSS Feeds
- Tumblr
- Twitter
- YouTube

Other Social Media: _____

H1.4 Cultural Partnerships and activities

H1.4.1 Do you have any active cultural partnerships?

- Yes No

H1.4.2 If Yes, how many?

H1.4.3 If Yes, select partners from the drop down list below:

- Archives
- Art galleries
- Community museums
- Ethno-cultural and newcomer Service Organizations
- Heritage Organizations
- Municipal Cultural Planning Partnerships

Other Cultural Partners: _____

H1.4.4 Please give examples of your activities in the field below (e.g. art gallery, museum or other institution as part of mandate or building etc.)

H1.5 Education Sector Partnerships

H1.5.1 Do you have any Education Sector Partnerships?

Yes No

H1.5.2 If Yes, how many? _____

H1.5.3 If Yes, select partners from the drop down list below:

- Community Colleges
- Distance Education
- Early Childhood Organizations
- School Boards, including local schools and local education authorities
- Universities

Other Education Sector Partners: _____

H1.5.4 Please provide highlights or examples of your library's partnerships with the Education sector:

H1.6 Significant achievements

H1.6.1 Please list any special achievements for your library in the past Survey year in the field below (e.g. updated integrated system implemented, networking, new programs provided, fundraising, new library building or renovation completed, new partnership including any not covered elsewhere in Section H, municipal cultural plan completed, other achievements etc. that have a positive impact on your community).

H1.7 Government Services

H1.7.1 Does your library participate in federal, provincial or municipal government service partnerships?

Yes No

H1.7.2 If Yes, please select any government service partnership that you participate in, from the drop down list below:

- CAP Youth
- ESDC
- Health
- Municipal Services (e.g. licenses)
- Service Ontario

Other government Service Partnerships: _____

H1.8 Capital Projects

H1.8.1 Does your library currently have any approved capital project plans scheduled for completion in the next two years?

- Yes No

H1.8.2 Please outline your projects in the field below. Provide year the project is planned for.

Capital Project	Year commencing	Square footage (if applicable)	Total Project Cost

H1.8.3 Does your library currently have any immediate technology needs (within 2 years)?

- Yes No

H1.8.4 Please outline your technology needs in the field below.

Technology Needs	Total Project Cost

H1.9 Business and Economic Sector Partnerships

H1.9.1 Does your library have any active business and economic sector partnerships? (e.g. Chamber of Commerce, Business Improvement Area (BIA) or other)?

- Yes No

H1.9.2 If Yes, please select business and economic sector partnerships from the drop down list below:

- Business Improvement Area (BIA)

Chamber of Commerce

Other Business and Economic Sector Partnerships: _____

H2.0 Measuring the Results of Library Services

H2.1 Please Fill In:

Comments: