



Annual Survey of Public Libraries

Public Libraries Act, R.S.O. 1990, C.P. 44

Period for which this survey applies:

- Fiscal Year**, April 1, 2008 to March 31, 2009 *or*
October 1, 2007 to September 30, 2008
- Calendar Year**, January 1 to December 31, 2008

Section A GENERAL INFORMATION

A1.0 Library Identification

A1.1 Legal Name of Library

A1.2 Library Mailing Address

A1.21 City / Town

A1.22 Postal Code

ON

A1.3 Library Street Address (if different from mailing address)

A1.4 Library Web Site Address

A2.0 Current Library CEO

A2.1 First Name

Last Name

A2.2 Telephone

()

A2.3 Fax

()

A2.4 E-mail Address

A3.0 Contact person for information on this survey (if Library CEO is not Contact Person)

A3.1 First Name

Last Name

A3.2 Telephone

()

A3.3 Fax

()

A3.4 E-mail Address

A4.0 Ontario Library Service (OLS) Region (check appropriate box)

A4.1 Ontario Library Service – North (OLS-N)

A4.2 Southern Ontario Library Service (SOLS)

A4.3 Toronto

A5.0 Type of Library Service (check appropriate box)

A5.1 Public or Union Library

A5.2 First Nations Library

A5.3 County, county cooperative or regional municipality library

A5.4 LSB Library

A5.5 No. of Active Library Cardholders

No.

Section B FINANCIAL INFORMATION

B1.0 Net Balance brought forward from previous year			Amount
B1.1 <input type="checkbox"/> Surplus	B1.2 <input type="checkbox"/> Deficit	B1.3 <input type="checkbox"/> Nil	\$

B2.0 Operating Revenues	Amount
B2.1 Provincial Operating Funding (e.g. public library operating grant or First Nations band operating grant, and pay equity funding)	B2.1 \$
B2.2 Local Operating Grant (e.g. municipal library operating funding)	B2.2 \$
B2.3 Contract Revenue (funds from other municipalities, LSBs or First Nations that contract for library services) Specify name of contracting organization and amount received from each. ▼	B2.3 \$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
B2.4 Project Grants (provincial, federal or other project funding, e.g. LSDF, CAP, ServiceOntario, First Nations Salary Supplement, student employment project grants, etc.)	B2.4 \$
B2.5 Donations (monies donated by outside bodies, e.g. Friends Groups, Trust Funds, etc.)	B2.5 \$
B2.6 Self-generated Revenue (e.g. fines, fees, sales/fundraising, room rentals, café revenue, etc.)	B2.6 \$
B2.7 Debt Services and Reserve Fund Revenues	B2.7 \$
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) ▼	B2.8 \$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
B2.9 Total Operating Revenues	B2.9 \$

B3.0 Capital Revenues (funds for land, building construction/renovation, furniture or new automated systems)	Amount
B3.1 Provincial	B3.1 \$
B3.2 Federal	B3.2 \$
B3.3 Local	B3.3 \$
B3.4 Other (Specify any other source of funds not included above and indicate the amount received from each funding source listed) ▼	B3.4 \$
_____	\$
_____	\$
B3.5 Total Capital Revenues	B3.5 \$

B4.0 Operating Expenditures	Amount
B4.1 Materials Expenditures	B4.11
B4.11 General (Include all physical items that are not electronic, e.g. books, periodicals, videotapes, etc.)	\$
B4.12 Electronic (e.g. CD ROMs, electronic subscriptions and other databases, DVD's, e-resources.)	B4.12
	\$
B4.2 Staffing (Total funds spent on all staff, including benefits.)	B4.2
	\$
B4.3 Staff Training (Total funds spent on staff training, including travel and accommodation.)	B4.3
	\$
B4.4 Facilities/Utilities (Costs related to library facility operation, e.g. insurance, rent, lighting, maintenance, etc.)	B4.4
	\$
B4.5 Telecommunication costs:	B4.51
B4.51 Telephone and Fax	\$
B4.52 Dedicated Internet Connectivity Costs (e.g. wireless, ISDN dedicated lines.)	B4.52
	\$
B4.6 Computer Services (Total spent on computer equipment and related expenses, e.g. Computer maintenance contracts, new automated systems, etc.)	B4.6
	\$
B4.7 Debt Charges and Transfers to Reserve Funds	B4.7
	\$
B4.8 Funds returned to government sources	B4.8
	\$
B4.9 Contract payments made to library boards for library services (Specify the library board(s) and amount given to each board) ▼	B4.9
_____	\$
_____	\$
_____	\$
B4.10 Other (Specify all other expenditures not reported above and indicate the amount spent for each expenditure listed) ▼	B4.10
_____	\$
_____	\$
B5.0 Total Operating Expenditures	B5.0
	\$
B6.0 Total Capital Expenditures (funds expended on land, building construction/renovation or furniture)	B6.0
	\$

Section C LIBRARY SYSTEM HOLDINGS

C1.0 Reference	English Language	French Language	Other Languages
C1.1 Titles Held	C1.1		
C1.2 Volumes Held	C1.2		
C1.3 Electronic Resources	C1.31		
C1.31 No. of Databases			
C1.32 No. of CD ROM Titles	C1.32		
C1.33 No. of copies of CD ROMs	C1.33		
C2.0 Circulating			
C2.1 Titles Held	C2.1		
C2.2 Volumes Held	C2.2		
C2.3 Electronic Resources	C2.31		
C2.31 No. of CD ROM Titles			
C2.32 No. of copies of CD ROMs	C2.32		
C2.33 No. of copies of E-resources, including E-books	C2.33		
C2.34 No. of titles of E-resources, including E-books	C2.34		
C3.0 Periodicals			
C3.1 Titles Held	C3.1		
C3.2 Electronic resources	C3.21		
C3.21 No. of Database Subscriptions			
C3.22 No. of CD ROM Titles	C3.22		
C3.23 No. of Copies of CD ROMs	C3.23		
C3.24 No. of individual electronic periodicals titles	C3.24		

Section D LIBRARY SYSTEM STAFFING

D1.0 How many hours per week in your library constitutes 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))			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		Job Class	No. of People	Total hours worked per week for each job class
D1.11 Librarians			D1.21 Librarians		
D1.12 Library Technicians			D1.22 Library Technicians		
D1.13 EXCEL Graduates			D1.23 EXCEL Graduates		
D1.14 Other staff			D1.24 Other staff		
D1.15 Volunteers			D1.25 Volunteers		

Section E LIBRARY SYSTEM FACILITIES

E1.0 Public Access Workstations

E1.1 Total No. of public access workstations available in your library

Of the total number given above, state how many :

E1.11 Provide Internet access

E1.12 Provide OPAC access

E1.13 Provide CD ROM access

E2.0 Library Automation and Connectivity

Does your library have an automated catalogue system?

E2.1 Yes E2.2 No (if "Yes", specify system used) ►

E2.3 Does your library provide wireless Internet connection Yes No

E3.0 Facilities and Hours of Operation (all service points)

	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 (refer to criteria)		
E3.6 No. of bookmobiles owned by your library board		

Section F LIBRARY SYSTEM ACTIVITIES

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

F2.0 Annual Programs

	Totals
F2.1 No. of programs held annually	
F2.2 Annual program attendance	

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

	Totals
F3.1 ILLO Traffic	
F3.11 No. of items borrowed	
F3.12 No. of items lent	
F3.2 ILLO Request Activity	
F3.21 No. of requests made to other libraries	
F3.22 No. of requests received from other libraries	

Section G LIBRARY SYSTEM ACTIVITIES

G1.0 Typical Week Data

G1.1 Circulation

G1.11 Total circulation of all library materials

G1.2 In Library Materials Use

G1.21 Total In Library Materials Use

G1.3 Electronic Information Resources and Wireless Use

G1.31 No. of people using library workstations

G1.32 No. of times electronic databases are accessed by library users

G1.33 No. of people using public library wireless connection

G1.4 Reference

G1.41 No. of standard reference transactions

G1.42 No. of electronic reference transactions

G1.5 Library Visits

G1.51 No. of visits to the library made in person

G1.52 No. of electronic visits to the library

Section H CERTIFICATION

Operating Public Library Board only

This annual report is filed by the undersigned public library pursuant to Section 20, *Public Libraries Act*, R.S.O. 1990, C.P. 44 for the fiscal year

commencing

20

and ending

20

Legal Name of Library Board

Signature of Chief Executive Officer

The Board during the reporting period herewith, accepts the above report, certifies its essential accuracy and transmits it to the Ministry of Culture in accordance with the above statute and consents to the release of the information contained in the report pursuant to subsection 17(3) of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter F.31, as amended.

Signature of Secretary

Signature of Chairperson

Date

20

Print Name of Secretary

Print Name of Chairperson

Public Library established by a Local Services Board or a First Nations Band

This annual report is filed by the undersigned pursuant to the *Public Libraries Act*, R.S.O. 1990, C.P. 44 for the fiscal year

Commencing

20

and ending

20

Legal Name of Local Services Board or First Nations Band

Signature of Authorized Official

The Local Services Board or First Nations Band during the reporting period herewith, accepts the above report, certifies its essential accuracy and transmits it to the Ministry of Culture in accordance with the above statute and consents to the release of the information contained in the report pursuant to subsection 17(3) of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter F.31, as amended.

Signature of Authorized Official

Print Name of Authorized Official

Date

20

Please submit two (2) signed copies of the Annual Survey of Public Libraries to:

Programs and Services Branch
Ministry of Culture
400 University Avenue, 4th Floor
Toronto ON M7A 2R9