

**2008 ANNUAL SURVEY FOR MUNICIPALITIES, LOCAL SERVICES BOARDS AND FIRST  
NATIONS BANDS THAT CONTRACT FOR LIBRARY SERVICE  
DEFINITIONS AND INSTRUCTIONS**

**Introduction**

The Annual Survey of Public Libraries provides important data on library services in Ontario. **It is one of the requirements for receiving the provincial library operating grant, and must be completed by libraries, and organizations that contract for public library service.** We appreciate your co-operation in collecting and compiling accurate statistics for this survey.

**Deadlines**

- The deadline for contracting municipalities and local services boards is **March 31, 2009.**
- The deadline for contracting First Nations bands is **June 30, 2009.**

**What to Submit**

- A completed copy of the survey.
- A copy of the annual audited financial statements of the municipality, local services board or First Nations Band.
- A copy of your new contract for library service. If an existing contract is still in place, please send a letter signed by all parties stating that a perpetual or multi-year contract is still valid.

Keep a copy of the completed survey for your records.

**Questions**

If you have questions or need help completing the survey, contact the Ontario Library Service Office in your area.

***Ontario Library Service-North***

Steven Kraus

[skraus@olsn.ca](mailto:skraus@olsn.ca)

(705) 675-6467 ext. 228

1-800-461-6348 ext. 228

***Southern Ontario Library Service***

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[hgolden@sols.org](mailto:hgolden@sols.org)

(519) 672-0663

1-877-532-2901

First Nations bands should contact the consultant for their area.

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(416) 961-1669 ext. 5108

1-800-387-5765, ext. 5108

If you are encountering technical problems, please send an e-mail to: [librarye-filehelp@ontario.ca](mailto:librarye-filehelp@ontario.ca) and the Ministry will try and assist you. Please include a description of the problem(s) and include your contact information.

### **General**

Please refer to the following instructions and definitions in completing this survey. Please round all dollar amounts to the nearest dollar. Please answer all questions.

## **SECTION A GENERAL INFORMATION**

### **A1.0 Identification**

- **A1.1** Legal name: This is the legal name of the Municipality, Local Services Board or First Nations Band that is contracting for library service.
- **A1.2, A1.21, A1.22, A1.3** Mailing address and street address: Some organizations have separate mailing and street addresses. State the street address if it is different from the mailing address.
- **A1.4** Web Site Address: If the municipality, Local Services Board or First Nations Band has a web site, state its address.

### **A2.0 Current Municipal Clerk, Local Services Board Chair or Person With Signing Authority for the First Nations Band**

- **A2.1, A2.2, A2.3, A2.4:** Please give the first and last name, telephone number, fax number and e-mail address of the Municipal Clerk, Local Services Board Chair or person with signing authority for the First Nations Band.

### **A3.0 Contact Person**

- **A3.1, A3.2, A3.3, A3.4:** Please state the name, telephone number, fax and e-mail address of the person to contact if the Ministry has any questions about information provided on the survey, if the library Municipal Clerk, Local Services Board Chair or person with signing authority for the First Nations Band is not the contact person.

## **SECTION B FINANCIAL INFORMATION**

### **B1.0 Net Balance Brought Forward From Previous Year**

- **B1.1, B1.2, B1.3:** Report, as in standard accounting audit procedures, all monies not used in the previous year. Check the appropriate box to indicate whether the amount you are reporting is a surplus, deficit, or nil.

### **B2.0 Operating Revenue**

- **B2.1** Provincial Operating Grant: This is the annual library operating grant that the municipality, First Nations Band Council or Local Services Board receives from the Ministry of Culture.
- **B2.2** Local Funding: This is the amount of funding the local Municipal Council, First Nations Band or Local Services Board provides for library purposes (i.e. do not count provincial operating funding here).
- **B2.5** Donations: Please state the amount of money donated for library service by individuals, Trust Funds or such organizations as Public Service Clubs (e.g. Rotary Club, Lions Club). Do not report value of "in kind" donations.
- **B2.8** Other: Report funding under the "other" category only if it does not fall under any of the previous categories (e.g., interest)

**B4.0 Operating Expenditures**

- **B4.8** Funds Returned to Government Sources: Include funds that have been returned to the Provincial government.
- **B4.9** Contract payments made to library boards for library service: Give the name of the library board(s) your organizations contracts with and the amount paid to each.
- **B4.10** Other: Please review all of section B4, before reporting any expenditure under B4.10. Report other expenditures for library service not cited above. Include such items as, contracts for consulting, legal and audit services, related to library services.