

LIBSTAT102 – FULL SURVEY VERIFICATION REPORT

Greater Madawaska Twp(L0478)

Submission Period: Annual Public Library Statistics 2020

ANNUAL SURVEY OF PUBLIC LIBRARIES – GENERAL INFORMATION

A1.0 Identification

A1.1 Legal Name: L0478 - Greater Madawaska Twp
A1.2 Period for which this survey applies: Calendar Year
A1.3 Ontario Library Service (OLS) Region: Southern Ontario Library Service
A1.4 Type of Library Service: Public or Union Library
A1.5 Mailing Address: 12629 Lanark Road P.O. Box 160
A1.6 City/ Town: Calabogie
A1.7 Province: Ontario
A1.8 Postal Code: K0J1H0
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: <http://www.townshipofgreatermadawaska.com/library.htm>
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: Sharon
A2.2 Last Name: Shalla
A2.3 Telephone Number: (613) 752-2317
A2.4 Fax Number: (613) 752-1720
A2.5 Email Address: gmpl@bellnet.ca

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:

Acting CEO is Tracy Strudwick

ANNUAL SURVEY OF PUBLIC LIBRARIES – FINANCIAL INFORMATION

B1.0 Net Balance brought forward from previous year

B1.1 Surplus Deficit Nil

0

B2.0 Operating Revenues

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

11817

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

11817

84773

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.

B2.4 Project Grants

Please select from the drop down list below:

Other Project Grant

B2.4.1 Total Project Grants

0

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

795

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

215

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)

connectivity

1302

B2.9 Total Operating Revenues

98902

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)

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)

B4.2.1 Total funds (not including employee benefits)

B4.2.2 Employee 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)

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)

B5.0 Total Operating Expenditures

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

Comments:

Our library was locked out of the building from March 13, 2020 due to Covid. We are located in a school and were not able to physically access the library until October 2020. We were only permitted to begin curbside pickup in December 2020

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM HOLDINGS

C0.0 Circulating and Reference **English** **French** **Other**

C0.1 Print Titles Held

C0.2 Print Volumes Held

C0.3 Electronic Resources

C0.3.1 CD and DVD Titles

C0.3.2 CD and DVD Copies

C0.3.5 E-Book Titles

C0.3.6 E-Book Copies

C0.3.7 E-Audio Book Titles

C0.3.8 E-Audio Book Copies

C0.4 Special Collections - Original Format

C0.5 Special Collections - Digital Format

C3.0 Periodicals, Databases and Downloadable Items **English** **French** **Other**

C3.1 Print Periodical Titles Held

C3.2 Electronic Resources

C3.2.0 Databases and Database Subscriptions

C3.2.4 No. of Individual Electronic Periodicals Titles

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 Downloading and Streaming services are available at your library

Other

C5.0 E-Learning Services

C5.1 If you provide e-learning services (e.g. Lynda.com, Gale Courses, Learning express), please state how many:

C5.1.1 Please select the E-Learning services you provide access to from the drop-down menu:

Other

C5.2 How many cardholders took e-learning courses?

C5.3 How many e-learning courses were taken in total by cardholders?

C6.0 Non-traditional Collections

C6.1 If you have non-traditional circulating library collections (e.g. fishing gear, recreation equipment, musical instruments, seed gardens etc.) please list them in the write-in field below:

We have museum passes for Ottawa and National Museums. We have Provincial park passes

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	<input type="text"/>
Library Technicians	<input type="text"/>
EXCEL Graduates	<input type="text"/>
Other Specialized Professional Staff	<input type="text"/>
Other Staff	<input type="text"/>
Volunteers	<input type="text"/>

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	<input type="text"/>	<input type="text"/>
Library Technicians	<input type="text"/>	<input type="text"/>
EXCEL Graduates	<input type="text"/>	<input type="text"/>
Other Specialized Professional Staff	<input type="text"/>	<input type="text"/>
Other Staff	<input type="text" value="1"/>	<input type="text" value="16.00"/>
Volunteers	<input type="text" value="3"/>	<input type="text" value="3.00"/>

D1.3 Students, Co-op Students, and Interns hired for a specific length of time

Please provide the total number of students, co-op students, and interns that your library hired on a summer, term or semester basis:

Comments:

Other staff is the Acting CEO
 We had no to access the library from March 13, 2020 until October 2020 because of the Covid regulations from the School Board and the Renfrew Regional Officer of Medical Health. No staff were employed then

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

3

Of the total number given above, state how many:

E1.1.1 Provide Internet access

3

E1.1.2 Provide OPAC and/or ILS Access

3

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

2

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)

Insignia

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:

1

E2.8 Circulating Wireless Hot Spots

If your library provides circulating wireless hot spot devices, please state how many:

Total Weekly

E3.0 Facilities and Hours of Operation	No. of Service Points	hours of operation for all service points
E3.1 Main Library	1	20.00
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		

E4.0 Facility Rentals and Bookings **No.**

E4.1 If your library rents or books meeting rooms or other parts of your library or libraries to outside organizations, please state the number of times it did so in the survey year.

E5.0 Pop-up Libraries **No.**

E5.1 If your library has one or more pop-up libraries, how many times did this service pop-up for use during the survey year?

E6.0 Extended Services and Facilities

E6.1 If your library has pop-up libraries, study halls, hold lockers, and other facilities that are open to the public complementing or open beyond regular library operating hours, please describe the activities and how they are used in the space provided:

E7.0 Total Square Footage **No.**

E7.1 In the space provided, please provide the total, combined square footage of all the facilities in your library system:

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM ACTIVITIES

	1453
F1.0 Total Annual Circulation (Actual Annual Circulation of Physical Material)	
	1675
F1.1 Total Annual E-Book Downloads / Borrows (Actual Annual Direct Circulation)	
F1.2 Total Annual E-Audio Book Downloads / Borrows (Actual Annual Direct Circulation)	255
F1.3 Total Annual Music Downloads / Borrows (Actual Annual Direct Circulation)	
F1.4 Total Annual Video Downloads / Borrows (Actual Annual Direct Circulation)	
F1.5 Total Annual E-Magazine Downloads / Borrows (Actual Annual Direct Circulation)	

F2.0 Annual Programs **Totals**

F2.1 No. of programs held annually	0
F2.2 Annual program attendance	0

F2.3 Program types. Please list all that apply **Number of programs** **Number of attendees**

	Number of programs	Number of attendees
Early literacy and Early learning	18	219
Other Children's programming	9	58
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	2	38
First Nations Public Library Week		

First Nation Communities Reads

Indigenous language training and retention

Ontario Public Library Week / Canadian Library Month

Book Clubs

Other

F2.4 Service visits provided to residence-bound residents and people-at-risk

F2.4.1 If you provide service visits to residence-bound people or people-at-risk (including group home, nursing homes or individual residences), please state the number of annual visits:

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

Comments:

This week in December was the first week we were allowed to open to curbside under the School Board and the Renfrew Regional Health Unit restrictions that were put in place from March 13, 2020 to December 1, 2020.

ANNUAL SURVEY OF PUBLIC LIBRARIES – PARTNERSHIPS AND INITIATIVES

H1.1 Consortia and Co-operative Purchasing

H1.1. 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.

Types of Consortia	Name of Consortia	
E-books	Overdrive	
Other Types of Consortia	Computer Software	Tech Soup
Other Types of Consortia	Connectivity	Southern Ontario Library Service
Other Types of Consortia		

H1.1.2 Reciprocal borrowing agreements, and policies where there are no non-resident user fees

Please list any libraries with which you have such agreements in place or briefly describe your policy:

H1.1.3 Accessibility Initiatives

H1.1.3.1 Accessibility-specific equipment (such as Daisy readers) that your library provides

Daisy Reader

H1.1.3.2 Accessibility training for staff that was delivered in the reporting year

H1.1.3.3 Accessibility accomplishments, for example accessibility improvements to the library, any updates to accessibility policies or procedures your library made, etc.

H1.1.3.4 Active library patron participation in CELA (Centre for Equitable Library Access) and / or NNELS (National Network for Equitable Library Service).

Participate in CELA

H1.1.3.5 Ongoing accessible collections and services that your library provides.

Large print books
Audio Books
Children's Braille Books (4)

H1.2 Friends of the Library and Foundations

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

No

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

H1.2.3 Is your library associated with a Foundation?

Yes

No

H1.2.4 If Yes, provide number of Foundations 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:

Facebook

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:

Art galleries

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.).

Local artists display their work in our library.

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:

School boards, including local schools and local education authorities

Early Childhood Organizations

Other Education Sector Partners

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

School children come to the library to listen to readings and take out books
Local daycare children come to storytime regularly
BIAK Early ON program visits share Indigenous Teachings

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).

We had a local actor perform a play for a library fundraiser. We weeded materials and set them aside for future fundraising sale. Non-wipeable children's programming items were removed to adhere to Covid protocols. We acquired HEPA filters for the library to enhance air circulation.

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:

Health

Other government Service Partnerships

H1.7.3 Please provide highlights or examples of your library's partnerships with government, including municipal, provincial, and federal governments:

The Renfrew County Health Nurse visits the library monthly to conduct parent-child drop in program, children aged newborn to 6

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 If your library has planned but not yet funded future capital projects (beyond those planned for completion

in the next two years reported in H1.8.1 and H1.8.2 above) please provide information on them. Information as available and estimates are acceptable.

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:

Other Business and Economic Sector Partnerships

H1.9.3 Please provide highlights or examples of your library's partnerships with the business and economic sector:

H2.0 Measuring The Results of Library Services

H2.1 Please Fill In:

Daily patron and circulation statistics are recorded
Patron attendance of weekly Lego program and Storytime drop in is recorded
Record people using public computer and how long spent on internet
Record visits when Health Nurse is on site
Record students from the school who come to the library for readings and check out of materials

Comments:

It has been a challenging year because we were locked out of the building for 6 months and then only allowed to continue with minimal services for a total of 3 months.

