

## Statistics to Collect for Annual Report

The following are statistics you will need to collect for your library's Annual Report.

### 1. Information about Board Members

- a. Current board members' address, phone and email contact information.
- b. The date when each member's term expires (month and year). Your municipal administrator can provide this information if you don't have it. You will also need to indicate which board members are counsellors on the council that established the library board.
- c. List of dates your board met in 2016 (e.g. Jan 28, Feb 13)
- d. Number of hours your board members volunteer on library board business (board and committee meetings, as well as other activities in which they were conducting board related work).
- e. Building ownership (who owns the building the library is situated in).

### 2. Information about Personnel (Paid and unpaid staff)

- a. Total number of people paid by the library in 2016, sorted by their qualifications (MLIS, Other University, Library Technician, Library Operations, Other tech/college, Other) and what the total hours were under each qualification. You may need to get this figure from the individual or agency that does your staff payroll. Do not include people who provide services through a contract, such as bookkeeper or custodial staff.
- b. Number of volunteers and total hours they spent in: Library operations, library programming, fundraising, outreach, friends of the library (if board members help out with programming, outreach and such, record that here, do not include board volunteer hours captured already captured above under board business).

### 3. Collections

- a. Numbers for any collection materials that are not catalogued in Horizon.
- b. Number of magazine issues (changed from number of subscriptions in 2015), if magazine issues are not added to Horizon.
- c. Count subscriptions to databases or online resources to which your library board subscribes (independently and not through Parkland).
- d. Amount (\$) of money contributed to the purchase of e-content via Parkland Regional Library.

### 4. Circulation

- a. Record bulk loans to institutions (i.e. senior's residences, day cares) if these materials are not signed out in Horizon.
- b. Record any circulation of uncatalogued materials (print and non-print) circulated directly to library users and not checked out in Horizon.

### 5. Interlibrary loans

- a. numbers for materials borrowed and lent from libraries outside of Alberta (inter-provincial) or outside Canada. Parkland provides numbers for materials sent and received through VDX and Horizon – if you are lending or borrowing materials

from libraries inside of Alberta and you are not using Horizon or VDX to do this, you should gather these numbers as well.

#### **6. Reference questions**

- a. Number of reference questions answered, whether in person, by telephone, or electronically (email or other online). Do not count directional questions (e.g. Where is the bathroom?) or administrative ones (e.g. How do I get a library card?). Remember to count Readers' Advisory questions (e.g. What author writes like Janet Evanovich?). You can track for a week and multiply by 50 to get an annual number.

#### **7. Library use**

- a. If the library does not have a counter on the door, staff will need to keep track of how many people enter the library. You can count the same person if they enter the library multiple times. You can track this with an actual count through the year, or by measuring for a week and multiplying that number by 50.

#### **8. In house use**

- a. These are items that are used within the library but not checked out. If you do not regularly use Horizon's "in House" tracking, you will need to track this for a sample week and multiply by 50 to get an annual figure. You can use Horizon's "in-house use" CKI to record your sample week(s) or manually count items and record them on the handy counting sheet before reshelving.

#### **9. Programs and library awareness**

- a. 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 and may involve a registration process and/or some promotion. Note to libraries located in schools, please do not count weekly class visits to the library unless each class would have come to the public library every week even if was located somewhere else in town. You will be asked to supply the number of sessions and total participants for children's, young adult, adult, family/multigenerational and other programs throughout 2016.
- b. Report the number of activities that promoted awareness of the library (e.g. trade shows, an open house, participation in community events, etc.). Report the number of participants reached through library awareness activities.

#### **10. Social Media**

- a. Be prepared to name the social media platforms that the library uses to engage with the community (e.g. Facebook, Twitter, Pinterest, Instagram, etc.).
- b. You will need to provide your username or URL for social media platforms used by the library.
- c. Be prepared to provide metrics for your social media activities (number of views, likes, follows, etc.).

## **11. Facilities**

- a. if you have moved or renovated during 2016, bring current size in square meters (square feet x 0.09 – only include space used for library operations (i.e. exclude commercial spaces within the library, mechanical, janitorial rooms, etc.).
- b. If the library closed for renovations during 2016, you will want to bring dates for the closures.

## **12. Workstations**

- a. Number of public workstations with and without internet access
- b. Number of mobile workstations (these are items such as Chromebooks, laptops and/or tablets or iPads that are provided to patrons for use in the library in lieu of a computer workstation).
- c. Workstation sessions – This is the number of times the public computers are used, track for one week and multiply by 50. If one person uses a computer twice in one day it counts as one user, two sessions.
- d. Workstation hours - number of hours that workstations were used during the year. If computer sessions are the same length, this can be calculated by tracking number of sessions. If sessions vary in length, you can record for a sample week and multiply by 50.
- e. Length of workstation sessions (minutes).

## **13. Accomplishments and Comments**

- a. Summarize the major achievements for your library in 2016. PLSB is particularly interested in progress related to networking, building or renovations, municipal reorganization, library system membership or fundraising initiatives.
- b. For the benefit of PLSB, you may also make comments or provide information about your library or any aspect of library service in the province. This is your opportunity to let PLSB know what you appreciate about what they are doing as well as to provide constructive feedback.