LIBSTAT102 – FULL SURVEY VERIFICATION REPORT
Greater Madawaska Twp(L0478)
Submission Period: Annual Public Library Statistics 2021

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	527

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:	Ruth
A2.2 Last Name:	Jones
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:	Ruth
A3.2 Last Name:	Jones
A3.3 Telephone Number:	(613) 752-2317 ext.
A3.4 Fax Number:	(613) 752-1720
A3.5 Email Address:	gmpl@bellnet.ca

Comments:

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Ruth Jones is the current CEO of Greater Madawaska Public Library (from July 23, 2022).
Sharon Shalla is no longer with the library (March 2021).
Tracy Strudwick was standing CEO for the period in between.

A1.14 No. of Active Library Cardholders = count from 01/01/2019 - 12/31/2021
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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.

B2.1.1 Public Library Operating Grant (PLOG) | 11817 |

B2.1.2 Pay Equity Grant | 0 |

B2.1.3 First Nation Salary Supplement Grant | 0 |

B2.1.4 Total Provincial Operating Funding | 11817 |

B2.2 Local Operating Funding (e.g. Municipality or Band local operating funding) | 56664 |

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.) | 1465 |

B2.6 Self Generated Revenue (e.g. fines, fees, sales/fundraising, room rentals, cafe revenue, etc.) | 618 |

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 Grant | 1651 |
| | |

B2.9 Total Operating Revenues | 72215 |

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	0

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.)	4422
B4.1.2 Electronic (e.g. electronic subscriptions and other databases, downloadable media, gaming software, Playaway, DVDs, and e-resources)	3283

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

B4.2.1 Total funds (not including employee benefits)	39118
B4.2.2 Employee Benefits	5777
B4.3 Staff Training (Total funds spent on staff training, including travel and accommodation)	265
B4.4 Facilities/Utilities (Costs related to library facility operation, e.g. insurance, rent, lighting, maintenance, etc.)	4175

B4.5 Telecommunication costs

B4.5.1 Telephone and Fax	1655
B4.5.2 Dedicated Internet Connectivity Costs (e.g. wireless, ISDN, dedicated lines.)	1368
B4.6 Computer Services (Total spent on computer equipment and related expenses, e.g. computer maintenance contracts, etc., new automated systems, etc.)	6777
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)

Advertising	281
Fees, dues, memberships	601
GMPLLC - gas mileage (related to programming - Pine Valley drop-off)	216
Miscellaneous (masks, cleaning supplies)	43
Office supplies, furniture	431
Programming	956

B5.0 Total Operating Expenditures	69368
B6.0 Total Capital Expenditures (funds expended on land, building construction/renovation or furniture)	

Comments:

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B4.4 Rent (3300), insurance (1751). 2021-2022 RCCDSB rent relief for restricted hours of service
(to April 1, 2022). B4.1.2 (GLeresources, ODrive, Prov eresources, Our DW)
Wages incl. stat holiday pay
Training fee = OPP check
Lift maint.
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ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM HOLDINGS

C0.0 Circulating and Reference	English	French	Other
C0.1 Print Titles Held	11066	37	
C0.2 Print Volumes Held	11117	37	
C0.3 Non-Print Resources			
C0.3.1 CD and DVD Titles	1306	1	
C0.3.2 CD and DVD Copies	1306	1	
C0.3.5 E-Book Titles	74834	814	109
C0.3.6 E-Book Copies	87127	814	109
C0.3.7 E-Audio Book Titles	19650	74	7
C0.3.8 E-Audio Book Copies	25671	77	7
C0.4 Special Collections - Original Format	4		
C0.5 Special Collections - Digital Format			

C3.0 Periodicals, Databases and Downloadable Items	English	French	Other
C3.1 Print Periodical Titles Held	24		
C3.2 Information Resources			
C3.2.0 Databases and Database Subscriptions	2		
C3.2.4 No. of Individual Electronic Periodicals Titles			

C4.0 Streaming and/or Subscription Services

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. 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: ⓘ

> Lego kits, pedometers, headphones, children's braille books, Daisy Reader

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)?	35.00

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	1	25.00
Other Staff	3	18.00
Volunteers	4	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:	1

Comments:

Other staff is serving as CEO/ head librarian. We have three part-time staff. Total hours of operation = 21. We have two volunteers assisting with alt. reading/ story-times, one assisting with archive develop., one supporting class visits

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:	

E2.8 Circulating Wireless Hot Spots

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

E3.0 Facilities and Hours of Operation	No. of Service Points	Total Weekly hours of operation for all service points
E3.1 Main Library	1	21.00
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?

E6.0Extended 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:

We support an off-site library materials exchange with delivery of library materials twice/mo.

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:

1457

Comments:

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM ACTIVITIES

F1.0 Total Annual Circulation (Actual Annual Circulation of Physical Material)	3559
F1.1 Total Annual E-Book Downloads / Borrows (Actual Annual Direct Circulation)	1442
F1.2 Total Annual E-Audio Book Downloads / Borrows (Actual Annual Direct Circulation)	203
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	80
F2.2 Annual program attendance	1738

F2.3 Program types. Please list all that apply	Number of program sessions	Number of attendees
Early literacy and Early learning	14	194
Other Children's programming	9	100
Summer Reading	5	25
Homework help		
Class instruction at a library or school	33	1131
Teen programming	2	6
Newcomer focus	1	6
Careers, job help / skills		
Business Development		
Community Development	3	46
Technology, social media and computer literacy		
Maker space, Digital media lab, Self-publishing		
Genealogy, local history, Doors Open		
Adult learning (not covered elsewhere)	3	20
Seniors programming		
Culture Days, poetry and story readings, art shows	4	68
First Nations Public Library Week		
First Nation Communities Reads		
Indigenous language training and retention	1	30
Ontario Public Library Week / Canadian Library Month		
Book Clubs	2	12
Other	3	100

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   `8`

    F3.1.2   No. of items being borrowed   `1`

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	442
G1.1.2 All circulation for E-books, downloadable audio books, music and video	21
G1.1.3 Total circulation of all library materials	463

G1.2 In Library Materials Use

G1.2.1 Total In Library Materials Use	23

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	3
G1.3.3 No. of people using public library wireless connection	5
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	6
G1.4.2 No. of electronic reference transactions	2
G1.4.3 No. of Reader's Advisory transactions	2
G1.4.4 No. of Information Communication Technology, software and social media support requests	10
G1.4.5 Average staff time in minutes per Information Communication Technology, software and social media support request:	10
G1.4.6 Number of times accessible material, equipment or devices are requested	1

G1.5 Library Visits

G1.5.1 No. of visits to the library made in person	106
G1.5.2 No. of electronic visits to the library website	22

Comments:

As we are located in a school, we were permitted to offer curbside services only until Jun 30, 2021. We were open for regular hours through to Aug 30, at which time service/hours were restricted

again through to Apr 1, 2022.

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.

Types of Consortia	Name of Consortia	Cost
Books	Hastings Large Print Pool	
E-books	OverDrive	
Computer software	Tech Soup	
Integrated Library systems	Insignia	
⌄		

Other Types of Consortia

DVDs	Hastings DVD Pool	

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).

We participate in the CELA program.

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

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Large print books
Audio books
Children's braille books (4)
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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:

| Twitter |
| 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?

[1]

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

| Community museums |
| ⌄ |

Other Cultural Partners [BIAK, Let's Talk Science, OV-CAOS, Ontario Parks]
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.).

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BIAK visits and supplies the library with learning and activity kits for children in Grades
JK-4; Let's Talk Science supplies learning and activity kits for children in Grades JK-6, OV-
CAOS has supplied the community with kits to enable participation in a traveling community
art project, Ontario Parks supplies the library with day access passes to provincial parks
and outdoor learning opportunities.
```

H1.5 Education Sector Partnerships

H1.5.1 Do you have any Education Sector Partnerships?

◉ Yes
○ No

H1.5.2 If Yes, how many?

[1]

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

School boards, including local schools and local education authorities

[dropdown]

Other Education Sector Partners 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 visit the library with their classes to listen to readings and borrow books. Students can opt in to participate in a Weekend Reader program-- which allows them to take books (and activity) home on the weekend. BIAK Early ON program shares 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 were able to host an end-of-summer book sale fundraiser for the library just ahead of another lockdown. We've been chipping away at system improvements (and recently began issuing reserve notifications which are already improving library-community communications). We have hired and trained new staff. Since a partial re-opening in September, we've been occupied with re-establishing old partnerships, building new community connections, and redefining service delivery to support patrons and adhere to restrictions in our work. We've continued growing and refreshing our collection as well and have begun to assess 'where to grow from here'.

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:

[dropdown]

Other government Service Partnerships BIAK Early ON

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:

> [blank]

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

H1.8.2 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		
Printer, disk cleaner	6000		

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:

[   ]

Comments:

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The library secured 3 new desktop computers at the end of 2021, replacing our 10-year-old machines.
Additionally, we purchased 3 Chromebooks that we hope to make available for public use. Printer
needs replacement. Disk cleaner absent.
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