

Date

LIBRARY DATA
for Municipal Performance Measurement Program (MPMP)
for year ending December 31, 2004

Library: _____
Municipality: _____
Library Contact: _____
Phone: _____ **Fax:** _____
email: _____

This form is completed by the library and given to the municipal treasurer.

Part I. CALCULATING TOTAL LIBRARY USES

Use data from the 2004 Annual Survey of Public Libraries.

Line reference in Annual Survey of Public Libraries

Fill in Total Annual Uses and Typical Week Data only. The rest is automatically completed.

ANNUAL DATA Total Annual Uses

F1.0	Total annual circulation (Actual annual direct circulation)	
F2.2	Annual program attendance	

TYPICAL WEEK DATA Typical Week Data Total Annualized Uses
(Typical week times 50)

G1.2 In Library Materials Use

G1.21	Total in library materials use		0
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G1.3 Electronic Information Resources Use

<i>Electronic</i> G1.31	Number of people using library work stations (computer)		0
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<i>Electronic</i> G1.32	Number of times electronic databases are accessed by library users		0
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G1.4 Reference

G1.41	Number of standard reference transactions		0
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<i>Electronic</i> G1.42	Number of electronic reference transactions		0
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G1.5 Library visits

G1.51	Number of visits to the library made in person		0
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<i>Electronic</i> G1.52	Number of electronic visits to the library		0
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TOTAL LIBRARY USES

Total Annual Uses plus Total Annualized Uses		0
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Date

LIBRARY DATA
for Municipal Performance Measurement Program (MPMP)
for year ending December 31, 2004

Library:

	% of Uses	Total Uses
Total Electronic Uses	0	0
Total All Other Uses	0	0
Total	0	0

NEXT STEP:

Municipality apportions Total Library Uses between itself and contracting municipalities based on each municipality's share of total expenditures for library services.

Part II. REVENUE RECEIVED FROM OTHER MUNICIPALITIES

List municipalities without a library which purchase services from your library.
Leave blank if not applicable.

Contracting Municipalities	Revenue received from contracting municipalities (as reported to Ministry of Culture) \$
TOTAL REVENUE	0

Date

Upper-tier Library

LIBRARY DATA
 for Municipal Performance Measurement Program (MPMP)
 for year ending December 31, 2004

Library:

Municipality:

Library Contact:

Phone: **Fax:**

email:

This form is completed by the library and given to the treasurer of the upper-tier.

Part I. CALCULATING TOTAL LIBRARY USES

Use data from the 2004 Annual Survey of Public Libraries.

Line reference in Annual Survey of Public Libraries

Fill in Total Annual Uses and Typical Week Data only. The rest is automatically completed.

ANNUAL DATA	Total Annual Uses
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F1.0	Total annual circulation (Actual annual direct circulation)	<input style="width:90%;" type="text"/>
F2.2	Annual program attendance	<input style="width:90%;" type="text"/>

TYPICAL WEEK DATA	Typical Week Data	Total Annualized Uses (Typical week times 50)
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G1.2	In Library Materials Use		
G1.21	Total in library materials use	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>
G1.3	Electronic Information Resources Use		
<i>Electronic</i>	G1.31 Number of people using library work stations (computer)	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>
<i>Electronic</i>	G1.32 Number of times electronic databases are accessed by library users	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>
G1.4	Reference		
	G1.41 Number of standard reference transactions	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>
<i>Electronic</i>	G1.42 Number of electronic reference transactions	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>
G1.5	Library visits		
	G1.51 Number of visits to the library made in person	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>
<i>Electronic</i>	G1.52 Number of electronic visits to the library	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text" value="0"/>

TOTAL LIBRARY USES

Total Annual Uses plus Total Annualized Uses	<input style="width:90%;" type="text" value="0"/>
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Date

Upper-tier Library

LIBRARY DATA
 for Municipal Performance Measurement Program (MPMP)
 for year ending December 31, 2004

Library: _____

	% of Uses	Total Uses
Total Electronic Uses	0	0
Total All Other Uses	0	0
Total	0	0

NEXT STEP:

Upper-tier weights Total Library Uses to take into account the fact that the upper-tier does not report all expenditures for library services in the Financial Information Return (FIR). (Lower-tiers also report library expenditures.) If no adjustment was made to Total Library Uses, the measure, operating costs per library use, would be understated.

Part II. REVENUE RECEIVED FROM OTHER MUNICIPALITIES

List municipalities without a library which purchase services from your library.
 Leave blank if not applicable.

Contracting Municipalities	Revenue received from contracting municipalities (as reported to Ministry of Culture) \$
TOTAL REVENUE	0

Date

LIBRARY DATA
for Municipal Performance Measurement Program (MPMP)
for year ending December 31, 2004

Library: _____

Municipality: _____

Municipality: _____

Municipality: _____

Municipality: _____

Municipality: _____

Municipality: _____

Library Contact: _____

Phone: _____ **Fax:** _____

email: _____

This form is completed by the library CEO and given to the treasurer of each municipality in the union.

Part I. CALCULATING TOTAL LIBRARY USES

Use data from the 2004 Annual Survey of Public Libraries .

Line reference in Annual Survey of Public Libraries Fill in Total Annual Uses and Typical Week Data only. The rest is automatically completed.

ANNUAL DATA		Total Annual Uses
F1.0	Total annual circulation (Actual annual direct circulation)	<input type="text"/>
F2.2	Annual program attendance	<input type="text"/>

TYPICAL WEEK DATA		Typical Week Data	Total Annualized Uses (Typical week times 50)
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G1.2 In Library Materials Use

G1.21	Total in library materials use	<input type="text"/>	<input type="text" value="0"/>
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G1.3 Electronic Information Resources Use

<i>Electronic</i>	G1.31	Number of people using library work stations (computer)	<input type="text"/>	<input type="text" value="0"/>
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<i>Electronic</i>	G1.32	Number of times electronic databases are accessed by library users	<input type="text"/>	<input type="text" value="0"/>
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G1.4 Reference

	G1.41	Number of standard reference transactions	<input type="text"/>	<input type="text" value="0"/>
<i>Electronic</i>	G1.42	Number of electronic reference transactions	<input type="text"/>	<input type="text" value="0"/>

G1.5 Library visits

	G1.51	Number of visits to the library made in person	<input type="text"/>	<input type="text" value="0"/>
<i>Electronic</i>	G1.52	Number of electronic visits to the library	<input type="text"/>	<input type="text" value="0"/>

TOTAL LIBRARY USES		
Total Annual Uses plus Total Annualized Uses		<input type="text" value="0"/>

Date

LIBRARY DATA
for Municipal Performance Measurement Program (MPMP)
for year ending December 31, 2004

Library:

	% of Uses	Total Uses
Total Electronic Uses	0	0
Total All Other Uses	0	0
Total	0	0

NEXT STEP:

Municipality apportions Total Library Uses between members of the union based on each municipality's share of total operating costs for libraries.

Part II. REVENUE RECEIVED FROM OTHER MUNICIPALITIES

List municipalities without a library which purchase services from the union public library.
Leave blank if not applicable.

Contracting Municipalities	Revenue received from contracting municipalities (as reported to Ministry of Culture) \$
TOTAL REVENUE	0