Library Name

Annual Report

Year

By Author Name

# Message from the Chairperson

Include statements on the library’s goals, milestones, and significant accomplishments, appreciation and acknowledgement to local and provincial governments, photo of chairperson.

, ,

# Message from the Library Director/Administrator

Highlight successful services and initiatives referenced further in the report; thank supporting agencies and partners, and include a photo of the director/administrator.

By Author Name

Hours of Operation

**Day Hours**

Monday 9:00 am – 5:00 pm

Type your Vision and Mission Statement here.

Vision and Mission Statement

Served Municipalities and Population

**Position Title**

Name

**Position Title**

Name

**Position Title**

Name

**Position Title**

Name

Address here

Library Location

Library Staff

**Council Rep**

Name

**Council Rep**

Name

**Council Rep**

Name

**Council Rep**

Name

**Citizen Rep**

Name

**Citizen Rep**

Name

**Citizen Rep**

Name

**Citizen Rep**

Name

**Chairperson**

Name

**Vice Chairperson**

Name

**Secretary**

Name

**Treasurer**

Name

Library Board

**Total Non-Resident Members Fees**

Family 25 $0.00

Single 50 $0.00

Non-Resident Membership Fees

 **Population**

Type RM/Town here 3,456

# Executive Summary (Overview of Organization)

*Insert graphs for:*

*% of membership by serviced municipalities*

*Circulation trend*

*Gate count trend*

Key Statistics

*(Services offered at the library)*

List services here

Lines of Business

Briefly review the accomplishments and challenges in the reporting period.

# Accomplishments and Challenges

# Partner Recognition

Acknowledge local, provincial, and federal governments, partner organizations for financial or in-kind contributions, and all other donors. Highlight items purchased through legacy funds.

Testimonial from a caregiver: (ask permission to use and keep name of file)

Insert Chart on Attendance Trends here

**Example:**

In recognition of the important role of social and literacy development in infants and pre-schoolers , the public library offers the following programs in cooperation with Healthy Child Manitoba.

Baby Time: (0 -2 year olds)

The program teaches children and their caregivers age-appropriate finger rhymes and action songs. The six week program, offered in the spring and fall, is booked to capacity of 10 children and caregivers, with waiting lists in case of cancelations. Parents are observed making extra-curricular play dates, and the library received three new family memberships.

Children’s Program/Classes

List activities/services /programs. Examples are provided to stimulate your board and staff creativity in writing these reports. Include photos and newspaper articles as appropriate and with permission noted in the report. (Delete this text box off of your report.)

# Our Services

Summer Reading Program

Insert text here

School Visits

Insert text here

After School Reading Program

Insert text here

Children’s Program/Classes

Free Income Tax Service

Insert text here

Exam Proctoring

Insert text here

Book Club

Insert text here

Genealogy

Insert text here

Computer Skills

This service is offered to patrons through volunteers on an appointment basis. This year Fred Jones taught email basis to 8 seniors, all of whom are now regular, independent users of the public library’s Internet terminals for email. Two individuals gained the confidence to purchase their own internet service and computer based on the training they received.

Adult Program/Classes

Computer Bookings

Insert text here

Insert Charts here:

1. Circulation by membership type

 a. resident and non-resident

 b. rural municipality and town

 c. adult and juvenile

2. Circulation trend (last three years)

 a. Adult collection

 b. Juvenile collection

 c. Resident and non-resident

 d. Rural municipality and town

3. Collection holdings

 a. Chart collection holdings by audience (percentages)

 b. Chart collection additions by audience (percentages)

 c. Chart collection deletions by audience (percentages)

 d. Chart collection holdings by format (percentages)

Circulation

# General Services

**Example:**

Our collection continues to see heavy circulation in the juvenile fiction materials, adult fiction, and biography areas. Demand for large print and alternative formats is increasing.

Our non-resident membership accounts for 3% of the total circulation.

Highlight opportunities and challenges likely to arise in the near future.

# Opportunities/Challenges Overview

# Financial Accountability

Insert:

Financial Income Statement/Balance Sheet

 Chart 1: Income

 Chart 2: Expenses

Proposed budget compared to previous proposed and actual budgets