Program Stats Entry Form – 2026

Fill this form out for each program you run; if you run the same program twice (even on the same day or back-to-back), you'd still fill out this form twice

Date of program / outreach meeting

Was this a program or an outreach visit?

? Program

Programs are events for the public - they can be in-library, off-site, virtual, or hybrid

? Outreach

Outreach is only for meetings with a community or professional organization (no public attendees)

Programs

Name of program

Series (if applicable) - None - ?

Total attendees (in person and online)

Audience - Select - ?

Location - Select - ?

Language of the program

? English
? Farsi
? Indigenous
? Sign language
? Other…

Enter other…

Partner program?

? Yes
? No

Name of partner organization

? Was this a repeat program?

A repeat program is one where **you have run the exact same program with the exact same content already this calendar year**.

Repeat examples:

- An "iPad Basics" class - this is a repeat because it's the exact same content offered a second time

Not a repeat:

- Storytimes: you're doing a different combination of stories, rhymes, etc.
- English Conversation Circles: you're talking about different topics
- Book bike visits: you're going to different places with different materials

Maybe a repeat:

- Tech for Tots: only if you're using the exact same kits as a previous session this calendar year
- Take & Make: only if you've offered this exact same kit previously this calendar year

If this is the first time you're running the class this year, but you have other sessions planned, do not check the box— you'll use this for the next session(s) you offer.

# of people you signed up for library cards at the program

This does *not* refer to the total number of people who registered for the program — this is just if you signed people up for a library card during the program.

Content/topic description

Only select content/topics below if your program fits the criteria. If you accidentally click one of the content boxes below, just click it again to de-select it. A program could potentially have multiple content types, for example, a technology program intended to foster community dialogue. If this is the case, check box the "Community" and "Digital" boxes:

Content

? Content 1: Newcomer/ELL

Check this box If your program was for newcomers and/or English Language Learners

? Content 2: Indigenous

Check this box if your program was on an Indigenous subject matter and was open to everyone, and/or a program aimed towards Indigenous audiences

? Content 3: Community Connection

Check this box if your program was intended to foster community engagement and connection, including intergenerational events

? Content 4: Digital & technology
Check this box if your program was on technology, software, computers, devices, etc.
? Content 5: Marginalized Voices
Check this box if your program centres the stories, history, culture, ways of knowing, etc. of groups of people who have been historically marginalized (e.g. POC, Black, Immigrant, Trans, Indigenous, LGBTQIA2S+)
? Content 6: Dialogue & Democracy
Check this box if your program was intended to encourage dialogue and critical thinking on current issues, and/or foster democratic engagement (e.g. mis/disinformation, voting process, etc.)
? Content 7: Sensory
Check this box if this was a low-sensory program (including bookings of the sensory room)

Outreach

Outreach is defined as meetings with community partners and professional organizations. Outreach meetings public events and do not have "attendees". If you were running an off-site program for the public, return to the previous page.

Definition of meeting types:

- **Community outreach** – roundtables, presentations, meetings, etc. with community partners and agencies. Examples include: City committees and working groups, NSIIP meetings, Middle Years Matters table, Inter-Agency meetings, etc.
- **Professional outreach** – roundtables, presentations, meetings, etc. with other libraries or library staff, or specifically related to libraries. Examples include: BCLA committees, InterLINK committees, presentations at UBC iSchool or Langara, etc.

Name of meeting

Type of meeting
? Community organization
? Professional organization