

**Approval**

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved
	2018-01-31

**Alberta Public Library Survey**

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

**Directory**

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at [http://www.municipalaffairs.alberta.ca/plsb\\_directory](http://www.municipalaffairs.alberta.ca/plsb_directory).

	Name of library board	Name of library (or libraries)
	Town of Vermilion Library Board	Vermilion Public Library

**Phone, Fax, Email, Website**

	Library phone	Library fax	Library email	Library Board email	Library website
	(780) 853-4288	1833-792-7170	librarian@vplibrary.ca		www.vplibrary.ca

**Address**

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	5001 49 Avenue		Vermilion	Alberta	T9X 1B8

**Contacts**

	Name	Email	Phone	Alternate phone
Library Manager	Stuart S. Pauls	librarian@vplibrary.ca	780-853-4288	
Respondent (if different than above)				

**Vermilion Library Board, Town of - Vermilion 2017**

**Library Management - General**

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	JAN 25, APR 5, MAY 3, JUN 7, SEP 27, OCT 25, OCT 31, NOV 27	70	Municipality

**Library Hours**

**Hours of Service**

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours		10:00AM	10:00AM	10:00AM	10:00AM	10:00AM		41.00
Summer Hours		7:00PM	7:00PM	7:00PM	5:00PM	5:00PM		

**Hours Open Per Year**

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Hours Open per Year
	2,050.00

**Personnel**

Paid and unpaid staff that worked in the library during the reporting period.

**Staff**

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	2	3,275.00
Library technician	1	1,050.00
Library operations certificate	0	0.00
Other tech/college diploma	1	1,125.00
Other	2	1,575.00
Total staff	6	7,025.00

**Volunteers**

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	2	416.00
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	2	416.00
Friends of the Library	5	88.00

**Collections/Resources**

**Collection Management**

	Acquired	Withdrawn
Print items	1,125	1,235
Non-print items	99	33
Total	1,224	1,268

**Print Items**

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	13,778	357	14,135

**Non-Print Items**

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	383	306	1,670	0	0	75	66	2,500

**Virtual Items (Licensed by your board)**

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do **not** count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

**Library Board Contributions**

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$500.00

**Totals**

	Total physical collection	Total licensed virtual collection	Total collections
	16,635	0	16,635

**Circulation**

**Direct Circulations**

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	20,265	1,672	13,727	7,476	22	2,082

**Direct Circulations, continued...**

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	120	2,513	3,719	51,596		51,596

**Interlibrary Loan**

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	19,727	6,919
Outside of Alberta, but within Canada	15	0
Outside of Canada	0	0
Total	19,742	6,919

**Reference and Use**

**Reference Transactions**

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	2826	Actual count

**Library Use**

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	17,912	Estimate (1 week x 50)	4,399	320	Estimate (1 week x 50)

**Programs**

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 - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: To public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	127	2,001
Young adult	4	194
Adult	30	254
Family/multigenerational	31	691
Other	0	0
Total	192	3,140

**Library Awareness**

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	1	47

**Social Media**

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Facebook	https://www.facebook.com/vermilionpl/	335 followers, usually post 2 times a week
	Instagram	https://www.instagram.com/vermilionlibrary/	50 followers, usually post 1-2 times a week

**Cardholders, Fees, Facilities**

**Total cardholders**

Report the number of active cardholders as of December 31 (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	855

## Vermilion Library Board, Town of - Vermilion 2017

### Card fees

Indicate **YES** or **NO** if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$15.00
Juvenile	Yes	\$5.00
Senior	Yes	\$15.00
Family	Yes	\$20.00
Other	No	\$0.00

### Facility size

A service point is a location where users can directly access library service. This includes bookmobiles. Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	343.7	3,699.6

### Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

### Electronic Performance Measures



**Workstations**

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	5	0	0	5

**Workstation sessions**

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	2,442	Actual count	2,084.00	Actual count	60	20.33%

**Public Wi-Fi sessions**

	Number of public wi-fi sessions	Count method
	0	Data not available

**Accomplishments & Comments**

Provide your comments below. **Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.**

	Accomplishments	Comments
	<p>2017 Programming Highlights Where is it...emergency file preparation - 18 people attended this presentation. Ample discussion and information sharing among the participants of this presentation. (#13 general interest program, Zen Doodle - filled all 10 spaces for this workshop. #13 general interest program) Amazing Race - The Library took part in this Town event. 117 participants arrived at the Library throughout the day. We had a great Library quiz...challenging but do-able! #17 Welcoming environment) Dr. Jody Carrington -collaboration with Vermilion Youth Justice and VIBE. The presentation was on the power of relationship with our children. 85 people attended (#13 relevant resources, general interest program) Poems for your Pocket - April is Poetry Month. 62 poems were picked up by our patrons in the Library. All 10 poems on display at the Vermilion Valley Lodge were picked up. Our patrons created and/or shared 16 poems for our poetry display (#13 Access to relevant resources to explore topics of personal interest and #17 accessible and welcoming environment) Free Comic Book Day! May 9th. Two super librarians handed out 70 comic books at St. Jerome's School and 16 comic books at the Outreach School. Over 100 comics were picked up at the library throughout the week. (#13 Access to relevant resources to explore topics of personal interest...) Summer Reading Program: 95 participants signed up. Participants came to the Library to spin the wheel and play the game 380 times. 33,000 minutes reads were logged online, 5300 minutes read were tracked using paper logs. 23 attended the summer reading entertainment. 174 reading prizes were purchased. 3 prizes were left unclaimed. (Participation in a country-wide program to promote literacy, reading, children's programs) Summer Fun Group -</p>	

30-45-minute story time sessions = 7 with 112 total participants. Highlight: one of the children in the group stopped at the library desk in the fall to tell me that he had taken out the chapter book I read over the course of the summer so that he and his mom could read it together! (#17 Accessible and welcoming environment that supports the ability to meet and interact with others...) Drop in Knit and Crochet (#13 Lifelong learning, #17 Accessible and welcoming environment that supports the ability to meet and interact with others...) Books for kids (Children will have programs and services designed to ensure they will enter school ready to learn to read, write and listen) 71 Books for Kids bags handed out at our two elementary schools. These bags included a FREE family membership National Film Board Series: 3 sessions with a total of 14 people attending. Good discussion after films were shown. (#13 Visitors will attend a general interest program online or in person; #14 Access to resources that excite our imagination)) %u2003 Fire Safety Storytime Event: collaboration with Vermilion Volunteer Fire Department and Lakeland College Emergency Training Centre. A remarkable success with a total of 48 attending. (#13 Lifelong Learning- all residents will have access to relevant resources to .... enhance their knowledge and encourage lifelong learning) Artist Meet & Greet with Rob Baron and Astrophotography photos. A stormy night, but 24 people showed up to enjoy the presentation and discussion around the total eclipse of the sun. (#13 Visitors will attend a general interest program online or in person) Old Fashioned Christmas Crafts: 45 family members attended this volunteer run event. 12 craft stations were set up. Attendees were invited to create 1 or all the crafts. Thanks to the amazing volunteers who showed a great willingness to assist at a Library event dedicated to family. (#13 youth will attend a general interest or skills building program at the library) Knit a Kitty: knowledgeable volunteers assisted 10 participants age 8-12 create knitted kitties.

	<p>(#13 Lifelong Learning - youth will attend a general interest or skills building program at the library) Christmas Storytime at the Vermilion Valley Lodge: Taking an accessible and welcoming environment (goal #17) out to the community to allow seniors and pre-school children to meet and interact. 16 attended. Book sale: \$829 collected....829 books sold! Public Internet Users: 2442 2017 Board Highlights Our long term chair Margaret Templeton resigned after overseeing many successful library projects and helping the library meet new plan of service goals of becoming a welcoming community place. Linden Lundback was appointed chair and began to challenge trustees to become more engaged in library committees and policy. A complete overhaul of library policies was completed in the fall. This was a 6 month project with many updates made to bring us in compliance with PLSB recommendations. The library board saw 4 trustees leave the board for other pursuits and welcome 4 more with fresh perspective and values. The library welcomed a new programs coordinator, Sheila Heit who brought with her a wealth of library experience. The library received an unexpected \$25,000 personal donation from a donor who did not wish to be recognized.</p>	
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<sup>1</sup>, fax is 1-833-792-7170 please revise input value to accept 11 digit characters.(0-2018-01-19)

<sup>2</sup>, informal tech training = 607 formal reference queries - 226(0-2018-01-19)