

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2024-01-31

Library Board

The legal name of the library board.

	Name of library board
	Town of Vermilion Library Board

Name of Library

Provide the name of the library operated by the library board.

	Name of library
	Vermilion Public Library

Library Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	780-853-4288	info@vplibrary.ca	www.vplibrary.ca

Library Address

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	5001 49 Avenue		Vermilion	Alberta	T9X 1B8

Contacts

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Stuart Pauls	spauls@vplibrary.ca
Respondent (if different than above)		

Board Governance - Board Members

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at libraries@gov.ab.ca or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair				2024-12-07	No
Board Member 1				2024-12-07	No
Board Member 2				2026-01-17	No
Board Member 3				2024-10-24	Yes
Board Member 4				2024-10-24	Yes
Board Member 5				2025-11-27	No
Board Member 6				2025-11-27	No
Board Member 7				2025-11-27	No
Board Member 8					
Board Member 9					

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Board Governance

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 25, Feb 22, Mar 20 23 25, Apr 26, Jun 7 28, Aug 30, Sep 21 25, Oct 25, Nov 27, Dec 6	160

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.
2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	2,363

Personnel

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

Staff

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	3	4,247.50
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	4	3,446.00
Total	7	7,693.50

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered 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 *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	37	371.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	1,125	1,191
Non-print items	123	108
Total	1,248	1,299

Print and non-print items

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	15,606	3,119	18,725

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	n.a.	15	15

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Vermilion Library Board, Town of - Vermilion 2023

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	18,740	0	18,740

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	34,031	3,119	24	5,145	2,841	0	45,160

Interlibrary loan

Interlibrary loan (ILL) 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. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	11,059	5,378
Outside of Alberta	0	6
Total	11,059	5,384

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	980

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	853

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	18,143	10,408

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	417	79

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	0

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	103

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	5	n.a.	5

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	1,230	7,353

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. 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 square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	343.7

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

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

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- meets a community need;
- 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.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	22	425
Young adult	4	14
Adult	76	571
Multigenerational	72	1,234
Total	174	2,244

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	28	161

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	15	190

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	1	1

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	13	417

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	231	3,013

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

Does your library board have a current technology plan? A technology plan outlines a library board's goals and strategies for utilizing technology to achieve its overall mission, goals, and objectives. It also addresses the current inventory of technology equipment and software utilized in the library, as well as a plan for the future purchase/replacement/maintenance of equipment and software.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your library board have a current technology plan?
	No

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	<p>1. VPL completed a feasibility study on an elevator, selected a design, developed a tender document, and launched an elevator capital campaign that resulted in a fundraising total of \$83,518 2. Administration applied for 6 grants in the reporting period: CFEP, Public Library Grant for Skill Development in Rural Alberta, and 4 foundation grants. Of the 6 VPI was successful in 2, CFEP and the Skill Development Grant 3. Launched a new digital skills program hosted at the Vermilion Valley Senior's lodge that resulted in self-rated competency increases of 87% 4. Launched many new unique programs to meet our networking opportunity service plan requirements including a D&D group and Seed Swap 5. Advocacy goals of the board were met by presenting to 6 organizations for the purpose of promoting library service and our mission, as well as develop partnerships 6. A significant technology replacement plan was implemented in 2023 that resulted in a new ISP being sought to supplement the government supplied supernet which no longer meets our needs to offer enhanced services like VOIP and enhanced meeting room connectivity. 4 new public computers were also replaced using money received from the Skill Development in Rural Alberta grant. 7. VPL received a 94% positive score in our annual user satisfaction survey on our primary service goal "VPL offers the resources I need for lifelong learning" 8. Developed a new collection and unique shelving system for a "Library of Things" collection which offers emerging technology for experimentation by the public such as a cricut machine, laser level, and other tools commonly used by the public.</p>