Library System - Survey

System Board

	Name of System Board	Date Approved by Board
	Northern Lights Library System	2023-02-24

Phone & Address

Phone and address for the library system's headquarters.

	Phone	Street and No.	P.O. Box	City/Town	Province	Postal Code
	780-724-2596	5615-48 St.	Bag 8	Elk Point	Alberta	T0A 1A0

Contact

 Name and contact information for the person filling out the Survey and Annual Report on behalf of the library board.

	Name	Phone	Email
Respondent	James MacDonald	780-545-5072	jmacdonald@nlls.ab.ca

Board Members

Please upload a list of current board members (i.e. current board members as of the time of filling in the report). The list must include contact information and board term expiry dates to indicate if they are serving a term of 1, 2 or 3 years. Also, indicate who the current chairperson is.

To upload a document:

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	Board Members
	Board 2023.xlsx

Board and Executive Committee Meetings
Please give the dates of board meetings held during the reporting year. Use month/day format, e.g. Jan 31, Mar 16, etc.

Please give the dates of executive committee meetings held during the reporting year. Use month/day format, e.g. Jan 31, Mar 16, etc.

(As per section 33 of the Libraries Act)

	Dates of meetings
Dates of board meetings	Feb 24, May 26, Aug 25, Nov 24, 2023
Dates of executive committee meetings	Feb 10, Feb 24, Apr 14, June 9, Aug 11, Oct 13, Dec 8, 2023

System Membership
Please report on the following for the reporting year (as of December 31).

	Municipalities	Library boards	Service points
Participating	57	38	3

Schools
Please report on the following for the reporting year.

	Member school authorities	School libraries obtaining services as members of the system	School libraries obtaining services under contract
	1	0	0

System Book Deposits

	Book Deposits
	0

Personnel
This is the beginning of the Annual Report.

Paid

Please report all paid staff (including all full-time, part-time, regular, temporary, casual, student and custodial staff), regardless of the source of the salary.

All positions should be expressed in terms of number of staff and total number of hours worked in the reporting year. LibPAS will calculate full-time equivalents (FTE) in terms of a 35 hour work week, which is 1820 hours for the year. For example, one full-time, one part-time, and one temporary employee work a total of 3120 person hours in the year in the category "Library Technician". LibPAS will divide the 3120 hours by 1820, therefore the full-time equivalent for the 3 employees is: 3120 divided by 1820 = 1.7 FTE.

	Number of employees	Total hours (per year)	Total FTE
MLIS or equivalent	6	10,920.00	6.00
Other university degree	1	1,820.00	1.00
Library technician	2	3,640.00	2.00
Computer/network technician	3	5,460.00	3.00
Other tech/college diploma	1	1,820.00	1.00
Other	10	16,380.00	9.00

Unpaid

Please report all unpaid individuals who did work at the library system for the reporting year (e.g. practicum students, work experience placements and volunteers)

	Total number of individuals	Total hours (per year)
	1	350

Acquisitions and Technical Services

Physical Items

Report the number of physical items for each field below. Include items for school libraries, if applicable (even if they are suppressed in the system's catalogue). Do not include virtual items in this section.

	Items ordered	Items added
	21,603	26,263

Book/Materials Allotment

	Annual per capita allotment	Comments (please provide details about how the allotment is determined and used)
	$2.15	See our book allotment policy: https://nlls.libanswers.com/policies/faq/208516

System Collections and Resources
Collections and materials that are housed at, and loaned from, the library system's headquarters.

Print Items
Include all books (in all categories) and periodicals in print format. Include both catalogued and uncatalogued print items.

	Print volumes	Periodicals (number of issues)	Total print
	6,736	19	6,755

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

	Audiobooks	Music	Video	Software	Kits	Objects	Other	Total non-print
	363	7	1,177	1	207	0	308	2,063

Virtual Items
Include holdings available in virtual resources or via services to which your system subscribes. Include resources acquired with funds contributed by member library boards for the purchase of virtual items (e.g. eBooks). Please do not include holdings for PressReader or Read Alberta EBooks Collection in your counts.

	eBooks	Periodicals (number of issues)	Audiobooks	Music	Video	Games	Databases	Other	Total virtual
	45,965	60,295	10,252	19,145	877		20	13	136,567

Totals

	Total physical collection	Total virtual collection	Total collections
	8,818	136,567	145,385

System Circulation

Physical Circulation

Circulation of physical items from the system's collection of blocks and/or kits to libraries for the reporting year. Do not include individual items sent to member libraries for checkout to patrons (those are considered interlibrary loans and recorded in a subsequent section). If any items (books, etc.) from the system's collection are checked out directly to a patron record those circulations in "other".

	Blocks	Kits	Other	Total physical circulation
	20	61		81

Virtual Circulation

Please upload a list of all virtual resources licensed by the library system (including those brokered by TAL) and the Public Library Services Branch (Pronunciator, PressReader, OverDrive Audiobooks and Magazines (formerly RBDigital), Read Alberta Ebooks Collection), along with a corresponding metric (e.g. number of circulations, uses or views - as appropriate for the resource).

If member libraries are reporting circulation statistics for any system licensed e-resources, please do not include those circulations. This is to avoid double counting..

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	Virtual Circulation

System Cardholders

Report the number of system cardholders as of December 31. This includes both resident and non-resident library cards of all types (including family cards) issued by the library system. If your library system does not issue cards, check "Not Applicable."

Note: If your library system 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

	Total System Cardholders
	n.a.

ILL Delivery

Please count weekly measures during October or November to ensure consistency across the province. Only include library materials being loaned or returned.

Van Run

	Delivery stops per month	Delivery stops per year	Mileage per week	Mileage per year	Delivery vehicles
	229	2,748	5,124	256,200	2

Van Run - Volume

Number of items moved (sent and received) by system van run. Please count individual items for one week (actual count).

	Items per week	Items per year
	11,676	583,800

Government Courier - Volume

Number of items moved (sent and received) by government courier. Please count individual items for one week (actual count).

	Items per week	Items per year
	5,712	285,600

Mail - Volume

Number of items mailed from system headquarters. Please count individual items for one week (actual count).

	Items per week	Items per year
	10	500

Other Delivery Methods

List other delivery methods paid for by the system, e.g. private courier.

	Other Delivery Methods

Resource Sharing

Interlibrary loan is the loan of a library item or items from the collection at system headquarters to another library, or the supply of a substitute for the requested item, e.g. a photocopy.

	Number of items borrowed	Number of items lent
Within system	8,437	3,759
Within Alberta (but outside of your system)	514	4,328
Outside of Alberta	0	195
Total	8,951	8,282

Continuing Education

Training Events

Member library board and staff training events, including conferences, workshops and other group training, held or coordinated by the library system.

	Total number of training events held	Total combined attendance
	45	400

Municipal Councils

Count the number of presentations made to member and non-member municipal councils.

	Visits to Municipal Councils
	50

Consulting Services and Meetings

Consulting

Consulting services provided by public library consultants. Do not include network/IT consulting visits - they will be recorded in a subsequent section. Please use your discretion to determine what constitutes a consulting session and put the criteria that you used in the notes field.

	Libraries visited	Consulting visits (on-site)	Consulting sessions (remote)	Consulting session count method	Interactions directly with patrons
	49	60	1,062	Actual count	15

Meetings

	Number of library manager meetings
	4

Library Programs

	Programs sponsored in member libraries	Program attendance	Outreach events held or attended
	98	1,417	1

Technology and Network Support

IT and Network Consulting

Please use your discretion to determine what constitutes an IT consulting session and put the criteria that you used in the notes field.

	Libraries visited	IT consulting visits (on-site)	IT consulting sessions (remote)	IT consulting session count method	Helpdesk tickets (resolved)
	47	58	1,250	Estimate (1 week x 50)	1,002

Virtual Visits

	Total visits to system website	Total visits to system catalogue	Total virtual visits
	208,188		208,188

Comments and Accomplishments

Please summarize the major achievements for your library system during the reporting year, and/or provide additional information about your library system, or any aspect of library service in the province. **You may use either the free text box or upload a file**.

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	Free text	File upload
	1. Completed our organizational restructure. 2. Held our first in-person conference since pre-pandemic 3. Began the development of a centralized statistical reporting tool (using PowerBI) to gather and report on library statistics. This will greatly reduce staff overhead at member libraries in gathering and synthesizing library statistics. 4. Began a series of online webinars and training opportunities for member libraries. 5. Completed a needs assessment for makerspace/Steam technology and kits for delivery to member libraries. 6. Completed assessments of library delivery services and revamped delivery routes to reach the same number of drops with 2 vans instead of 3. 7. Consolidated our Microsoft Teams environment across the system, moving all libraries into a single tenant. 8. Moved our firewalls to the cloud and made significant improvements on network stability, bandwidth, and security. 9. Signed on the Village of Glendon and the S.V. of South Baptiste as new system members. 10. Undertook 3 secondments of librarians to member libraries to assist with the transition to new library	

	manager hires (Tofield, Bonnyville, Vegrevillle). 11. Developed a 4 year projected budget which received unanimous support from the Board.	