

# What to Track for the Annual Public Libraries Report

(changes for 2022 are in red)

## Schedule (Weeks & Hours)

- Weeks open during a regular year.
- Weeks closed to the public due to COVID (meaning patrons cannot enter the building).
- Weeks with limitations on access, occupancy, or usage.
- Annual hours open normally.
- Annual hours open by appointment.
- Annual hours open for curbside pickup.
  - Only count the “most open” level. For example, if you are simultaneously open normally and for curbside during a time period, only count it as open normally.
- Bookmobile/Branch hours open.
- Bookmobile/Branch weeks open.

## Staffing (Hours)

- Staff Hours – Broken down by librarians with an MLS, Librarians with a VT Certificate of Public Librarianship, librarians without an MLS or certificate, and all other staff. Weekly average.
- Funded from Outside – Weekly staffing hours paid for by an outside organization (grant, AmeriCorps, etc...). Weekly average.
- Volunteer Hours – Weekly average.
- **Number of Staff – How many permanent paid staff are budgeted at the library (end of year).**

## Facilities

- **Questions can be answered at end of year.**

## Operating Income (Dollars)

- Tax Support - Local tax support from each town that provides it.
- Non-Resident Fees – What you charge per person/family, and the total fees for the year.
- **Fines – Total late fines collected.**
- All Other Local Income – Gifts, fines, book sales, fund-raising, and such.
- ~~Transfers – Funds transferred from endowment or savings account.~~
- Grants – Totals by state, federal, and other.
- **In-Kind Support – Goods and services provided for no cost from town or other organization (yes/no).**

## Capital Revenue (Dollars)

- Revenue – Capital revenue for projects, broken down by federal, state, local, and other.

## Operating Expenditures (Dollars)

- Collections – Collections expenses, broken down by print, electronic, and other.

- Staff – Staffing expenses, broken down by salary and benefits.
- Programming – Expenses for programming, broken down by age.
- Other – All other operating expenses, broken down by building operations, technology, and other expenses.
- ~~Grants – Funds spent on grant projects.~~
- Capital – Funds spent on capital projects.

### Holdings (Number of Items)

- All physical items are now broken down by adult, teen/young-adult, and children.
- Print Materials – Books, graphic novels, etc.
- Video Items – DVD, VHS, video Playaways, and such. Broken down by adult, teen/young-adult, and children.
- Downloadable Video – Probably zero (doesn't include pay-per-use like Hoopla or Kanopy).
- Audio Items – Audiobooks and music.
- eBooks & Downloadable Audiobooks – Total downloadable items, including through consortia, though doesn't include pay-per-use items like Hoopla.
- Print Serials – Includes magazines and newspapers.
- Non-Traditional Items – Number of non-tradition items in your collection.
- Database Licenses – Number of databases you offer besides Vermont Online Library, Learning Express, and Universal Class.

### Services (Various)

- Borrowers – Number broken down by adult and children.
- Visits – Total visits to the library.
- ~~Number of users who picked up curbside items, but didn't enter the building.~~
- Reference Transactions – Annual number of questions.
- Online Circulation – Checkouts for downloadable items, broken down by age (adult, teen/young-adult, and children) and type (eBook, Audiobook), as well as all other circulation (videos, magazines, comics, music) as a single separate number.
- Electronic Database Usage - Includes Vermont Online Library and Learning Express, as well as any online databases you subscribe to individually.
- Physical Items Circulation – Checkouts, broken down by age (adult, teen/young-adult, and children).
- Non-Traditional Item Circulation.
- Number of curbside circulations (also included in the physical items circulation count).
- InterLibrary Loans – Broken down by provided and received.
- Programming
  - Programs - Broken down by location (on-site, off-site, virtual) and age (0-5, 6-11, 12-18, 19+, general audience). Also, collaborations with other organizations.
  - Attendance – Broken down by location (on-site, off-site, virtual) and age (0-5, 6-11, 12-18, 19+, general audience). Also, collaborations with other organizations.
- Recorded Programming
  - Programs – Pre-recorded programs or programs that were originally live.
  - Views – Number based on 1-minute views (Facebook) and unique views (everything else).

- Self-Directed Activities
  - Activities – Number of different activities. Updating an activity with all new content counts as a new activity.
  - Participation – A very rough estimate of participation.
- Non-Library Programs – Number of programs not sponsored by the library, but held in library facilities.
- Outreach Deliveries of Items – Broken down by individuals, childcare providers, and other sites.
- Public Use Computers – Number for public use. Doesn't include special use computers like OPAC's or for specific databases.
- Computer Training – Number of patrons trained. New definition.
- Computer Use – How often were your public computers used.
- WiFi – Number of wireless sessions.
- Website – Number of visits to your library's website.