What to Track for the Annual Public Libraries Report
(changes for 2020 are in red)

Schedule (Weeks & Hours)
- Number and hours for regular weeks
- Number and hours for reduced weeks
- (COVID) Weeks closed to the public (meaning patrons cannot enter the building)
- (COVID) Annual hours open normally
- (COVID) Annual hours open by appointment
- (COVID) 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.

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.

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.
- All Other Local Income – Gifts, fines, book sales, fund-raising, and such.
- Transfers – Funds transferred from endowment or savings account.
- Grants – All grants and the amounts received (including from VTLIB), federal or otherwise.
- In-Kind Support – Goods and services provided for no cost, whether from a municipality, organization, or resident.

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.
- Other – All other operating expenses.
- Grants – Funds spent on grant projects.
- Capital – Funds spent on capital projects.

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Holdings (Number of Items)

- Print Materials – Broken down by adult and children.
- Electronic Books – Downloadable ebooks, broken down by adult and children. Includes Listen Up Vermont and RBDigital.
- Video Items – DVD, VHS, video Playaways, and such.
- Downloadable Video – Number of titles available from services such as Kanopy or Hoopla.
- Audio Items – Broken down by adult and children.
- Downloadable Audio - Includes Listen Up Vermont and RBDigital.
- Print Serials – Includes magazines and newspapers.
- 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.
- (COVID) – Number of users who picked up curbside items, but didn't enter the building
- Reference Transactions – Annual number of questions.
- Downloadable Circulation – Checkouts for downloadable items. Includes Listen Up Vermont and RBDigital.
- Electronic Database Usage - Includes Vermont Online Library and Learning Express, as well as any online databases you subscribe to individually.
- Physical Items Circulation – Adult & Children.
- (COVID) – Number of curbside circulations (also included in the physical items circulation count).
- InterLibrary Loans – Broken down by provided and received.
- In-Person Programming
    - Programs – Broken down by adult, child, and young adult programs. Also, collaborations with other organizations.
    - Attendance – Broken down by adult, child, and young adult programs.
- Virtual Programming
    - Programs – Broken down by adult, child, and young adult programs.
    - Attendance – Broken down by adult, child, and young adult programs.
- 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).
- Passive 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.
- Computer Training – Number of staff and patrons trained.
- Computer Use – How often were your public computers used.
- WiFi – Number of wireless sessions.

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- Website – Number of visits to your library's website.