

What to Track for the Annual Public Libraries Report

(changes for 2021 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.

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 – Grants received (checkboxes), and totals by state, federal, and other.
- 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.

Holdings (Number of Items)

- Print Materials – Broken down by adult and children.
- Video Items – DVD, VHS, video Playaways, and such.
- Downloadable Video – Probably zero (doesn't include pay-per-use like Hoopla or Kanopy).
- Audio Items – Broken down by adult and children.
- eBooks – Total downloadable ebooks, including through consortia.
- Downloadable Audio – total downloadable audiobooks, including through consortia.
- 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.
- Downloadable Circulation – Checkouts for downloadable items, including through consortia.
- 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.
- **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.