

2024 Vermont Public Library Report

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Contact Josh if you have questions about the report *at any time!* Don't feel as though you need to figure it out on your own for a while, or that any question is too small or basic – just reach out.

What Time Period Do I Report? (Important)

1. If you have ANY questions about your reporting period, STOP and figure it out with Josh before continuing.
2. In most cases, your reporting period should come directly after *whatever period* you reported last year.
3. If you follow the January-December year, normally you should report Jan. 1-Dec. 31, 2023, UNLESS you already submitted those dates last year. In that case, contact Josh.
4. If you follow the July-June year, report July 1, 2023-June 30, 2024.
5. If you have a different calendar, report the year after what you reported last year.

Help Icon – For space, many questions just include the name of the question. Get in the habit of clicking the help (?) icon when answering questions, to see the entire question.

Should I Enter Zero or M (for Missing)?

- Enter 0 if you did not do/hold/receive/spend anything for a question. For example, if you held 0 programs for adults, you own 0 physical video items for children, you don't have a separate category for YA/teen items, you received \$0 in federal funding, or you spent \$0 on programming.
- (*Change for 2024*) Enter M (for missing) if you don't have the number to answer a question. For example, you don't have your number of reference questions, the amount you spent on technology, or the number of attendees at YA programs. **Don't hesitate to enter M.** It doesn't mean you "did something wrong," we know that data is sometimes not available, and we'd much rather see "M" than a made-up number.
- Keep in mind, we are continuing to try and move away from estimates that aren't based on sample periods.

A. Basic Information

This includes basic identifying information about your library. Since this data does not change much from year to year, questions A01–A08 have been pre-filled for you. If any of these items need to be changed, please contact Joshua Muse.

A01 Name (LIBNAME, IMLS data element #152)

(Help Icon - This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.) _____

A01a City (of street address) (CITY, IMLS data element #154)

(Help Icon - This is the city or town in which the administrative entity is located.)

A02 Phone (PHONE, IMLS data element #162)

(Help Icon - This is the telephone number of the administrative entity, including area code.

Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter N/A.) _____

A03 Mailing Address (ADDRES_M, IMLS data element #157)

(Help Icon - This is the mailing address of the administrative entity.) _____

A04 City (of mailing address) (CITY_M, IMLS data element #158)

(Help Icon - This is the city or town of the mailing address for the administrative entity.)

A05 ZIP Code (of mailing address) (ZIP_M, IMLS data element #159)

(Help Icon - This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.) _____

A06 Mailing Address - Zip+4: _____

A07 County of the Entity (CNTY, IMLS data element #161)

(Help Icon - This is the county in which the headquarters of the administrative entity is physically located.) _____

A08 Street Address (ADDRESS, IMLS data element #153)

(Help Icon - This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.) _____

A09 Current Director: _____

A10 Current Director email address: (Not shared outside the Department of Libraries):

A11 Current President/Chair of library board of trustees: _____

A12 Current President/Chair email address (Not shared outside the Department of Libraries):

Type of Library:

The next two questions are locked. Please reach out to Josh if they are incorrect.

A13a Type of Governance: Incorporated or Municipal _____ (Pulldown)

A13b Are you physically located in a school, and do you function as or share space with the school library? Yes/No

Weeks of Operation:

A14 Number of Weeks an Outlet is Open (actual weeks) (WKS_OPEN, IMLS data element #714)

(Help Icon - This is the number of weeks during the year that an outlet was open to the public.

The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

(Vermont guidance) The number of weeks open during your reporting period.)

Hours of Operation:

(Vermont Guidance) This only refers to your main building, not branches or bookmobiles (which are entered under A16a). Don't subtract holidays, snow days, or other short closures when you calculate this number.

A15 Public Service Hours Per Year (actual hours) (HOURS, IMLS data element #713)

(Help Icon - Note: Include the actual hours open for public service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.)

A16 Does Your Library Have a Bookmobile or Branch? Yes/No

(Help Icon - For the survey, a bookmobile needs to have an organized collection of materials and regularly scheduled hours.)

Bookmobile or Branch:

(Vermont guidance) Only complete this section if your library has a bookmobile or a branch.

A16a Public Service Hours Per Year (actual hours) (HOURS, IMLS data element #713)

(Help Icon - This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)

Note: Include the actual hours open for public service. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need

not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.) _____

A16b Number of Weeks an Outlet is Open (actual weeks) (WKS_OPEN, IMLS data element #714)

(Help Icon - This is the number of weeks during the year that an outlet was open to the public.

Note: Include the number of weeks open for public service.

For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.) _____

Fiscal Year and Population:

A17a Reporting Period Starting Date (STARTDAT, IMLS data element #206)

(Help Icon - This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

(Vermont guidance) Beginning date for the period you are reporting (mm/dd/yyyy). (Example: 07/01/2023 means July 1, 2023):) _____

A17b Reporting Period Ending Date (ENDDATE, IMLS data element #207)

(Help Icon - This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

(Vermont guidance) Ending date for the period you are reporting (mm/dd/yyyy).

A18 Population of the Legal Service Area (POPU_LSA, IMLS data element #208)

(Help Icon - The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in

your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.

(Vermont Guidance) – This field is calculated by the Department of Libraries. You can read more about where it comes from here - <https://libraries.vermont.gov/services/news/submitted-annual-report-public-libraries/public-libraries-service-area-population>

This number has been entered for you:) _____

B. Staffing

Report figures as of the last day of the fiscal year. Include all positions funded in the library’s budget whether those positions are filled or not.

(Vermont Guidance) Questions in this section ask for WEEKLY PAID HOURS, not the number of staff. The only exception is B07. If weekly numbers vary, use a typical week, or calculate an average.

- If your library has paid staff, enter the number of weekly paid hours in B01a, B01b, B01c, B03, and B05. If any are zero, enter 0.
- Or if your library does not have paid staff, enter 0 in B01a, B01b, B01c, B03 and B05.

Librarians:

For the survey, IMLS defines librarians as “Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.”

B01a Weekly Hours for Librarians with an MLS

(Help Icon - Weekly paid hours of librarians with an ALA-accredited Master's Degree. Do not include staff working in non-librarian jobs, such as circulation clerk, even if they hold an MLS. Do not include hours paid from outside the library budget. If zero, please enter 0.) _____

B01b Weekly Hours for Librarians with VT Certificate of Public Librarianship

(Help Icon - Weekly paid hours for librarians who have completed a VT Certificate of Public Librarianship by the end of the reporting period. Do not include staff working in non-librarian jobs, such as circulation clerk, even if they have earned a certificate. Do not include hours paid from outside the library budget. If zero, please enter 0.) _____

B01c Weekly Hours for Librarians without MLS or Certificate

(Help Icon - Weekly paid hours for librarians without an accredited Master's Degree or VT Certificate of Public Librarianship. Do not include staff working in non-librarian jobs, such as circulation clerk. Do not include hours paid from outside the library budget. If zero, please enter 0.)

B02 TOTAL WEEKLY HOURS PAID TO STAFF HOLDING THE TITLE OF LIBRARIAN. (system calculated, (B01a+B01b+B01c) _____

Other Staff:

B03 Weekly Hours for Other Staff

(Help Icon – Weekly paid hours worked by all other staff, such as circulation clerks and pages. Do not include hours paid from outside the library budget, or staff who are contracted out (such as security or cleaning staff). If zero, please enter 0.) _____

B04 TOTAL PAID STAFF HOURS IN A TYPICAL WEEK (system calculated, B02 + B03)

B05 Weekly staff hours paid entirely by funds outside the library's budget (e.g., grant funds, Vermont Associates, AmeriCorps.) If zero, please enter 0. _____

B06 Number of average volunteer hours in a week.

(Help Icon - This includes volunteer librarians, board members who volunteer in the library, shelvers, and persons who work behind the scenes. If you have a total number for the year, please divide it by the number of open weeks to get an average. If zero, please enter 0.) _____

Number of Staff:

B07 How many permanent paid staff work at your library?

(Help Icon - This is the number of staff, not number of hours. Include positions that are budgeted but are not currently filled. Do not include substitute staff.) _____

FTE Numbers, for IMLS-Use Only - System Calculated:

B08a ALA-MLS LIBRARIANS (MASTER, IMLS data element #250) (system calculated, B01a /40)

Librarians with master’s degrees from programs of library and information studies accredited by the American Library Association. _____

B08b TOTAL LIBRARIANS (LIBRARIA, IMLS data element #251) (system calculated, B02/40)

Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250). _____

B08c ALL OTHER PAID STAFF (OTHPAID, IMLS data element #252) (system calculated, B03/40)

This includes all other employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. _____

B08d TOTAL PAID EMPLOYEES (TOTSTAFF, IMLS data element #253) (system calculated, B04/40)

This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252). _____

C. Facilities

These questions focus on your library facilities. Questions C01-C08b ask about the main library, while C09-C15c ask about a branch or secondary building. Answers have been prefilled based on last year’s

submission, except for C05, C06, C13, and C14. If you do not know the answer, please enter M (for Missing).

Main Library:

C01 Square Footage of Outlet (SQ_FEET, IMLS data element #711)

(Help Icon - Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

(Vermont guidance) This value has been entered, based upon data reported in previous years. If there is an error, please contact Joshua Muse.) _____

C02 What year was the library building originally built? _____

C03 What year was the most recent major construction project (addition or major renovation) completed? _____

C04 What year was the most recent refresh (painting, carpet, etc) completed? _____

C05a Size – How well does the current size of the building meet the needs for public service?
Excellent/Good/Average/Fair/Poor

C05b Size - In what ways are public services limited by the current size or layout of the building? Text Box

C06a Condition - How well does the current condition of the building meet the needs for public service? Excellent/Good/Average/Fair/Poor

C06b Condition - In what ways are public services limited by the current condition of the building? Text Box

C07a Does the building have a meeting room? Yes/No

C07b If yes, how many people does the meeting room accommodate? _____

C07c Is the meeting room available for public use? Yes/No

C08a Is the library building owned by the municipality, the library, or another organization/person?
Municipality/Library/Other

C08b If the building is not owned by the library, is it leased by the library? Yes/No

C09 Does your library have a branch or secondary building? Yes/No

Branch Library or Secondary Building:

C09 What is your second building, and (briefly) what is it used for?

C10 Square Footage of Outlet (SQ_FEET, IMLS data element #711)

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

C11 In what year was the library building originally built? _____

C12 In what year was the most recent major construction project (addition or major renovation) completed? _____

C13 In what year was the most recent refresh (painting, carpet, etc) completed? _____

C14a Size – How well does the current size of the building meet the needs for public service?
Excellent/Good/Average/Fair/Poor

C14b Size - In what ways are public services limited by the current size or layout of the building? Text Box

C15a Condition - How well does the current condition of the building meet the needs for public service? Excellent/Good/Average/Fair/Poor

C15b Condition - In what ways are public services limited by the current condition of the building? Text Box

C16a Does the building have a meeting room? Yes/No

C16b If yes, how many people does the meeting room accommodate? _____

C16c Is the meeting room available for public use? Yes/No

D. Operating Revenue

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

(Vermont guidance) When considering funds that come from an endowment or savings account, only count them the year they are spent. Funds that go into a savings account, or are sitting in a savings account, aren't counted for this report. In other words, if you withdraw \$500 from your endowment to purchase a printer that counts as revenue, but if a donor gives you \$450 for a long-term building fund that would not.

Local Government Revenue (LOGVGT, IMLS data element #300)

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)

(Vermont Guidance) D01, D02 - Enter the town where the library is located and the tax support it provides on Lines D01 and D02; if you receive no tax support from the town, enter 0 for D02.

Note: If your town pays library employee salaries and benefits (e.g., FICA or medical insurance) directly, but outside of the library budget, these payments should be included here. If so, please contact the Town Clerk or Treasurer to obtain these numbers.

If your library's tax support came from more than one municipality, provide each Municipality name and the amount contributed by using the "Add Town" button. You can add as many "Towns" as you need. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.

D01 Town: _____

D02 Amount: _____

D03 TOTAL LOCAL TAX SUPPORT: (system calculated, sum of line(s) D02)

Grant Revenue:

(Vermont Guidance) Please enter a 0 for any categories you did not receive funds from.

State Funding:

D04a Summer Programming Grant (the grant amount for May 2023 is \$300, for May 2024 is \$300).

D04b Other Grants or Revenue from the State of Vermont _____

D04c State Government Revenue (STGVT, IMLS data element #301)

(Help Icon - These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

STATE GOVERNMENT REVENUE (system calculated, sum of Lines D04a + D04b) _____

Federal Funding:

D04d IMLS-LSTA Interlibrary Loan Courier System Grants (the grant amount for October 2023 is \$636.48, for October 2024 is \$683.80). _____

D04e Other Federal Grants or Revenue (this includes USDA Community Facilities Grants and other Federal grants).

D04f Federal Government Revenue (FEDGVT, IMLS data element #302)

(Help Icon - This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

FEDERAL GOVERNMENT REVENUE (system calculated, sum of Lines D04e + D04f) _____

Other Grants:

D04g Total Amount of all other Grants, including Private Grants. This includes grants from the Vermont Community Foundation and similar grants. _____

D04h TOTAL ALL GRANTS RECEIVED. (system calculated, sum of Lines D04c + D04e + D04g)

Other Income:

Non-Resident Borrower Fees:

Please specify the amount of non-resident borrower fees charged.

- If your library charged non-resident borrower fees and can report the total amount collected, enter those amounts in D05a - D05c. If D05a or D05b is zero, enter 0.
- Or if you can report the amount of non-resident borrower fees, but aren't sure of a total, enter those numbers in D05a and D05b, and M (for missing) in D05c.
- Or if you did not charge non-resident borrower fees, enter 0 in D05a - D05c.

D05a Non-resident fee charged per borrower: _____

D05b Non-resident fee charged per family: _____

D05c Total Income from Non-Resident Borrower Fees. Report this total on this line and do NOT include this income again as part of line D08. _____

Fines for Late Items:

D06a Current Overdue Fine Policy (ODFINE, IMLS data element #504)

(Help Icon - Answer <Y>es or <N>o to the following question:

As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.)

Yes/No

D06b Total Income from late fines. Do not include this income again as part of line D08. If this number is not available, please enter M (for missing). _____

Other Operating Revenue (OTHINCM, IMLS data element #303)

This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, or fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

D07 All Other Income: _____

D08 OTHER INCOME TOTAL = NON-RESIDENT FEES + LATE FINES + ALL OTHER INCOME: (system calculated, D05c + D06b + D07) _____

D09 OTHER INCOME TOTAL + OTHER GRANTS: (system calculated, D08 + D04g) _____

D10 Total Operating Revenue (TOTINCM, IMLS data element #304)

(Help Icon - This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).)

TOTAL REVENUE (system calculated, D03 + D04h + D05c + D06b + D07) _____

Services Provided or Paid for by Other Organizations:

These questions cover goods and services that are received by the library and provided by a third-party, rather than being paid out of the library's budget. They may be: a) paid for by a Friends group where the cost is unknown or unavailable; b) paid for by the municipality or other organization; c) provided for-free by a vendor, contractor, or organization; or d) received as part of a non-cash grant. Questions are divided into services provided by a municipality and those from another organization. These are yes/no questions, and do not require any estimated value. If costs are split between the library and another organization, please include the service here as long as it does not represent a negligible donation.

(These questions are pre-filled with last year's answers)

Provided by Municipality:

D11a Exterior Maintenance & Repair - Checkbox

D11b Interior Maintenance & Repair - Checkbox

D11c Utilities – Electricity, Heat, Internet, Phone Service - Checkbox

D11d Landscaping, Lawn Care, and Snow Removal - Checkbox

D11e Cleaning & Garbage Disposal - Checkbox

D11f Collections Items – Includes books and other items, as well as subscriptions to magazines/newspapers - Checkbox

D11g Professional Services – Includes technology, legal, bookkeeping, marketing, and similar support -
Checkbox

Provided by Other Organizations or Individuals:

D12a Exterior Maintenance & Repair - Checkbox

D12b Interior Maintenance & Repair - Checkbox

D12c Utilities – Electricity, Heat, Internet, Phone Service - Checkbox

D12d Landscaping, Lawn Care, and Snow Removal - Checkbox

D12e Cleaning & Garbage Disposal - Checkbox

D12f Collections Items – Includes books and other items, as well as subscriptions to
magazines/newspapers - Checkbox

D12g Professional Services – Includes technology, legal, bookkeeping, marketing, and similar support -
Checkbox

E. Capital Revenue

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

(Vermont guidance) Revenue should be included under either Operating Revenue (section D) or General Revenue (section G), not both.

- If your library received capital revenues, enter the amounts in E01a - E01d. If any are zero, enter 0.
- Or if your library did not receive any capital revenue, enter 0 in E01a – E01d.

E01a Local Government Capital Revenue (LCAP_REV, IMLS data element #400)

(Help Icon - Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.) _____

E01b State Government Capital Revenue (SCAP_REV, IMLS data element #401)

(Help Icon - Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.) _____

E01c Federal Government Capital Revenue (FCAP_REV, IMLS data element #402)

(Help Icon - Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.)

E01d Other Capital Revenue (OCAP_REV, IMLS data element #403)

(Help Icon - Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.) _____

E01e Total Capital Revenue (CAP_REV, IMLS data element #404)

(Help Icon - This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.)

TOTAL CAPITAL REVENUE (system calculated, E01a + E01b + E01c + E01d)

F. Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) “on behalf of” the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Collection Expenditures:

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

(Vermont guidance) Print Materials are books or magazines. *Electronic Content* are online resources, and include subscription costs for Overdrive, Hoopla, and Kanopy, including individual titles purchased through Overdrive or Palace. It also includes online subscriptions to databases like Ancestry, Consumer Reports, Mango, Zinio, Pressreader, and the like. *Other Physical Materials* are DVDs, CDs, audiobooks, Wonderbooks, and Playaways, as well as non-traditional items like puzzles, tools, and kitchen implements.

- If you can report the amounts for each category, enter those numbers in Print (F01a), Electronic (F01b), and Other (F01c). If you subscribe to Overdrive or any other product or database, F01b should not be 0.
- Or if you can report a total but aren't sure of one or more categories, enter that number in Total (F01d) and leave F01a – F01c blank.
- Or if you're not sure of the categories or overall total, enter M (for Missing) in F01a-d.

F01a Print Materials Expenditures (PRMATEXP, IMLS data element #353)

(Help Icon - Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.) _____

F01b Electronic Content Expenditures (ELMATEXP, IMLS data element #354)

(Help Icon - Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content.

Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).

(Vermont guidance) This includes costs for downloadable services (e.g. Overdrive and Hoopla), online magazines (e.g. Zinio and Pressreader), and online databases (e.g. Ancestry and Consumer Reports) paid for by your institution. Do not include costs for your ILS or any computer or networking equipment. Do not include physical digital materials (CDs, DVDs, Playaways), which are included under F01c.)

F01c Other Physical Materials Expenditures (OTHMATEX, IMLS data element #355)

(Help Icon - Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

(Vermont guidance) This includes costs for DVDs, CDs, audiobooks, Wonderbooks, and Playaways, as well as non-traditional "Library of Things" circulating items like gardening equipment, toys, and recreational items.) _____

F01d This line is for a TOTAL amount spent on the collection, if you can't separate print, electronic, and other amounts. If you have entered data for ANY of the sub-categories above, don't enter anything here. _____

F01e Total Collection Expenditures (TOTEXPCO, IMLS data element #356)

(Help Icon - This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).)

TOTAL COLLECTIONS EXPENDITURES (system calculated, F01a + F01b + F01c + F01d)

Employee Expenditures:

(Vermont Guidance) This section is for reporting the amount of money spent for salaries and benefits for all library employees. Benefits include amounts paid on the employee's behalf for Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, and worker's compensation.

Some Towns treat library employees as municipal employees and pay library employee salaries and benefits (e.g., FICA or medical insurance) directly, but outside of the library budget. If this is the case for your library, please contact the Town Clerk or Treasurer to obtain the amount of employee salaries or benefits paid on behalf of the library. These amounts should also be included under D01 & D02, Local Tax Support.

Benefits (F02b) cannot be 0, as it should include Social Security and Medicare even if there are no traditional "benefits."

Please specify the amounts of money spent on salaries and employee benefits.

- If you can report the amounts for salaries and employee benefits, enter those numbers in Salaries (F02a) and Benefits (F02b). Benefits (F02b) cannot be zero, as it should include Social Security and Medicare even if there are no traditional "benefits."
- Or if you can report a total but can't separate salaries and benefits, enter that number in Total (F02c) and leave F02a- F02b blank.
- Or if you can report salary but not benefits, enter that number in Salary (F02a), and enter M (for Missing) for F02b and F02c.
- Or if you're not sure of the categories or overall total, enter M (for Missing) in Total (F02c) and leave F02a and F02b blank.
- Or if you have no paid staff, enter 0 in F02a – F02c.

F02a Salaries & Wages Expenditures (SALARIES, IMLS data element #350)

(Help Icon - This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.) _____

F02b Employee Benefits Expenditures (BENEFIT, IMLS data element #351)

(Help Icon - These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees.

Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

(Vermont guidance) This should not be 0 unless F02a is also 0.) _____

F02c This line is for a TOTAL amount spent on employee payroll, if you can't separate salaries and benefits. If you have entered data for ANY of the sub-categories above, don't enter anything here.

F02d Total Staff Expenditures (STAFFEXP, IMLS data element #352)

(Help Icon - This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).)

TOTAL EMPLOYEE EXPENDITURES (system calculated, F02a + F02b + F02c)

Programming Expenses:

Please specify the amounts spent on programming. This includes all expenditures related to programming, such as materials/supplies, presenters/performers, and equipment. Grant expenditures should be included. Do not include any staff salaries. Programming usage statistics appear in H08-H17.

- If you can report the amounts for all three age categories, enter those in Adult (F03a), Teen/Young Adult (F03b), and Children's (F03c).
- Or if you can report a total but aren't sure of one or more age categories, enter that number in Total (F03d) and leave F03a – F03c blank.
- Or if you're not sure of the age categories or overall total, enter M (for Missing) in F03a-d.

F03a Adult Programming Expenses _____

F03b Teen/Young Adult Programming Expenses _____

F03c Children's Programming Expenses _____

F03d If you do not track programming costs by age category, use this line to report the TOTAL amount spent on programming. If you have entered data for the sub-categories F03a – F03c above, please do not make any entry on this line. _____

F03e TOTAL PROGRAMMING EXPENSES: (system calculated, F03a + F03b + F03c + F03d) _____

Other Operating Expenses:

(Vermont Guidance) Please specify other operating expenses paid by the library. These questions break down amounts spent into building, technology, and other expenses.

- If you can report the amounts for all three categories, enter those in Building Operations(F04a), Technology (F04b), and Other Expenses (F04c).
- Or if you can report a total but aren't sure of one or more categories, enter that number in Total (F04d) and leave F04a – F04c blank.
- Or if you're not sure of the categories or overall total, enter M (for Missing) in F04a-F04d.

F04a Building Operations Expenses. This includes costs of operating and maintaining physical facilities, including utilities. _____

F04b Technology Expenses. This includes costs for computer hardware, software licenses, internet and phone service, technological consulting or support, ILS fees, web hosting, and photocopiers/printers. Do not include costs for online resources for patrons, which should go in F01b.

F04c Other Expenses. All other expenses, including insurance, professional services, contracts, general supplies, and other items not otherwise listed. _____

F04d This line is for a TOTAL amount spent on other operating expenses, if you can't separate building, technology, and other expenses. If you have entered data for ANY of the sub-categories above, don't enter anything here.

F04e TOTAL OTHER EXPENSES (system calculated, F04a + F04b + F04c + F04d)

F05 Other Operating Expenditures (OTHOPEXP, IMLS data element #357)

(Help Icon - This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.)

OTHER EXPENSES + PROGRAMMING EXPENSES (system calculated, F03e + F04e) _____

Total Expenses:

F06 Total Operating Expenditures (TOTOPEXP, IMLS data element #358)

This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

TOTAL OPERATING EXPENSES (system calculated, F01e + F02d + F03e + F04e)

Capital Expenditures:

~~Expenditures for major capital projects such as site acquisition, new buildings, additions or renovations, library automation systems, and other one-time expenditures. Do not include expenditures for normal operations or transfers to endowment or savings. If the answer is zero, please enter zero.~~

Total Capital Expenditures (CAPITAL, IMLS data element #405)

F07 Total Capital expenditures:

(Help Icon - Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

(Vermont guidance) If the answer is zero, please enter zero.)

G. Library Collection

LIBRARY COLLECTION

This section of the survey (#450-#462) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

(Vermont guidance) Report the total holdings at the end of the fiscal year. If you do not separate and count library holdings by age, fill in the "total" column. If the answer is zero, please use a zero.

Downloadable/streaming files with a pay-per-use model (such as Hoopla, Kanopy, Zinio, and the like) should not be included under Library Collection.

For questions in the Library Collection section, please specify the size of your holdings of adult, teen/young adult, and children's items:

- If you can report the number of items for all three age categories, enter those numbers for Adult, Teen/Young Adult, and Children.
- Or if the number of Teen/Young Adult items isn't separated out, enter 0 for it, and enter Adult and Children's normally.

- Or if you can report a total number of holdings but aren't sure of one or more age categories, enter that number in Total (fourth question) and leave the others blank.
- Or if you're not sure of the age categories or overall total, enter M (for Missing) for all four questions.

Print materials:

Print Materials (BKVOL, IMLS data element #450)

Report a single figure that includes the following:

Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

G01a Adult: _____

G01b Teen/Young Adult: _____

G01c Children: _____

G01d This line is for the TOTAL amount of the size of your printed materials, if you can't separate materials by age. If you have entered data for ANY of the sub-categories above, don't enter anything here. _____

G01e TOTAL PRINT HOLDINGS (system calculated, G01a + G01b + G01c + G01d)

Video items:

(Physical units housed in the collection):

Video – physical units (VIDEO_PH, IMLS data element #454)

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound.

Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.

(Vermont guidance) Please specify the size of your holdings of physical video items in your collection. This includes all video media, such as DVDs, Blu-Rays, VHS Tapes, Video Playaways, Videodiscs and the like:

G02a Adult: _____

G02b Teen/Young Adult: _____

G02c Children: _____

G02d This line is for the TOTAL amount of your videos items, if you can't separate materials by age. If you have entered data for ANY of the sub-categories above, ~~please do not make any entry on this line~~ don't enter anything here. _____

G02e TOTAL VIDEO ITEMS (system calculated, G02a + G02b + G02c + G02d)

Audio items:

(Physical units housed in the collection):

Audio – physical units (AUDIO_PH, IMLS data element #452)

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

(Vermont Guidance) Please specify the size of your holdings of adult and children's physical audio items in your collection. This includes music (CD's, LP's) as well as audiobooks (CD's, MP3 Disc, or Playaway):

G03a Adult: _____

G03b Teen/Young Adult: _____

G03c Children: _____

G03d This line is for the TOTAL amount of your audio items, if you can't separate materials by age. Please enter your data here. If you have entered data for ANY of the sub-categories above, don't enter anything here.

G03e TOTAL AUDIO ITEMS (system calculated, G03a + G03b + G03c) _____

Non-Traditional Items:

Other Circulating Physical Items (OTHPHYS, IMLS data element #462)

Report a single figure that includes the following: all circulating physical items other than print books (data element #450), physical audio units (data element #452), physical video units (data element #454), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc.

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

(Vermont guidance) This consists of non-traditional “Library of Things” circulating items like gardening equipment, toys, and recreational items:

G04 Non-Traditional Items: _____

Physical Items:

G05 Total Physical Items in Collection (TOTPHYS, IMLS data element #461)

(Help Icon - All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (data element #450), Audio – physical units (data element #452), Video – physical units (data element 454), and Other Circulating Physical Items (data element #462).

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.)

TOTAL PHYSICAL ITEMS (system calculated, G01e + G02e + G03e + G04) _____

Downloadable eBooks and eAudiobooks:

This section counts downloadable eBooks and eAudiobooks you offer your patrons, excluding items that are freely available (such as Project Gutenberg) or use a pay-per-circ model (such as Hoopla). Please place a check for each service that you subscribed to during any portion of the reported period (you may select more than one).

G06a Listen Up Vermont / Overdrive (through GMLC) - checkbox

G06b Palace Project (through the Department of Libraries) - checkbox

G06c Check if your library subscribed to a Downloadable service on your own, outside of a Consortium.

G06d We did not offer any eBook/eAudiobook service - checkbox

Library-Specific Purchases:

Has your library purchased eBooks/eAudiobooks specifically for your patrons, beyond what the consortium offers? Or do you subscribe to a service on your own, outside of GMLC-Overdrive or the Palace Project?

If so, enter the number of library-purchased items available through Overdrive Advantage, Palace Marketplace, Baker & Taylor, or another digital download service, or for the entire collection if you subscribe outside of a consortium. If possible, exclude Pay-Per-Circ items. If you haven’t purchased any items enter 0, or if you’re not able to get this number enter M (for Missing).

G06e Individually Purchased eBooks _____

G06f Individually Purchased eAudiobooks _____

Consortium Numbers (Entered by Josh):

(questions are locked)

G06g GMLC-Overdrive Consortium-wide eBooks _____

G06h GMLC-Overdrive Consortium-wide eAudiobooks _____

G06i Palace Project Consortium-wide eBooks _____

G06j Palace Project Consortium-wide eAudiobooks _____

G06k TOTAL NUMBER OF EBOOKS (system calculated, G07e + G07g + G07i) _____

G06l TOTAL NUMBER OF EAUDIOBOOKS (system calculated, G07f + G07h + G07j) _____

How Does Your Library Acquire E-Materials

(Vermont Guidance) These are yes/no questions about how you get e-materials for your patrons. In the following questions, "AE" (Administrative Entity) refers to your library, "Collective" refers to a consortium like GMLC, and "State" refers to VTLIB. Reach out to Josh if you're not sure how to answer.

Electronic Books:

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

(Vermont Guidance) This includes services like Overdrive/Libby, Hoopla, Palace Project, Boundless, CloudLibrary, and Freeding.

G07a E-Books via AE (EBOOK_AE):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-books purchased solely by the administrative entity?") Yes/No

G07b E-Books via Collective (EBOOK_CO):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?") Yes/No

G07c E-Books via State (EBOOK_SL):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?") Yes/No

Electronic Serials:

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

(Vermont Guidance) This includes services like Zinio, PressReader, Flipster, and Overdrive/Libby. It does not include Vermont Online Library.

G07d E-Serials via AE (ESERIAL_AE):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-serials purchased solely by the administrative entity?") Yes/No

G07e E-Serials via Collective (ESERIAL_CO):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?") Yes/No

G07f E-Serials via State (ESERIAL_SL):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?") Yes/No

Electronic Audio:

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

(Vermont Guidance) This includes services like Overdrive/Libby, Hoopla, Palace Project, Boundless, and CloudLibrary.

G07g E-Audio via AE (EAUDIO_AE):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-audio purchased solely by the administrative entity?") Yes/No

G07h E-Audio via Collective (EAUDIO_CO):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?") Yes/No

G07i E-Audio via State (EAUDIO_SL):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?") Yes/No

Electronic Video:

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

(Vermont Guidance) This includes services like Kanopy, Hoopla, IndieFlix, and Biblio+.

G07j E-Video via AE (EVIDEO_AE):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-videos purchased solely by the administrative entity?") Yes/No

G07k E-Videos via Collective (EVIDEO_CO):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?") Yes/No

G07l E-Videos via State (EVIDEO_SL):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?") Yes/No

Database and Platform Usage:

(Vermont Guidance) Does the library provide access to the following types of online databases, and how are they funded? In the following questions, "AE" (Administrative Entity) refers to your library, "Collective" refers to a consortium like GMLC, and "State" refers to VTLIB. Reach out to Josh if you're not sure how to answer.

Research Databases:

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

G08a Research Databases via AE (RESDB_AE):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to research databases purchased solely by the administrative entity?") Yes/No

G08b Research Databases via Collective (RESDB_CO):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?") Yes/No

G08c Research Databases via State (RESDB_SL):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?") Yes/No

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

G08d Online Learning Platforms via AE (OLP_AE):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?") Yes/No

G08e Online Learning Platforms via Collective (OLP_CO):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?") Yes/No

G08f Online Learning Platforms via State (OLP_SL):

(Help Icon - Answer <Y>es or <N>o to the following question: "Did the administrative entity provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?") Yes/No

Online Databases

This section tracks online databases available for patron use.

G09a Database Subscriptions Purchased by the Library

(Help Icon – If you purchase any subscriptions to online services or databases, please indicate how many. This includes any service made available to your patrons, either online or only at your library. Examples include Hoopla, Kanopy, Zinio, Ancestry, Mango, PressReader, and Consumer Reports.) _____

G09b What Databases Do You Offer? Textbox

(locked)

G09c Database Subscriptions offered through the Dept. of Libraries _____

G09d TOTAL DATABASE SUBSCRIPTIONS (system calculated, G09a + G09b) _____

H. Services

Registered borrowers:

Number of Registered Users (REGBOR, IMLS data element #503)

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. Note: Files should have been purged within the past three (3) years.

(Vermont Guidance) Please specify the number of borrowers.

- If your patron accounts are separated into Adult and Children, enter those numbers in H01a and H01c, and enter 0 for Young Adult (H01b).
- Or if your patron accounts are separated into Adult, Young Adult, and Children, enter those numbers in H01a-H01c.

- Or if you can report a total number of registered borrowers but aren't sure of one or more age categories, enter that number in Total (H01d) and leave H01a-H01c blank.
- Or if you're not sure of the age categories or overall total, enter M (for Missing) in H01a-H01d.

H01a Number of adults: _____

H01b Number of young adults/teens (only if your library has a separate YA patron category):

H01c Number of children: _____

H01d This line is for a TOTAL of all your registered borrowers, if you can't separate borrowers by age. If you have entered data for ANY of the sub-categories above, don't enter anything here.

H01e TOTAL BORROWERS (system calculated, H01a + H01b + H01c + H01d)

Annual Visits:

Library Visits (VISITS, IMLS data element #501)

This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

(Vermont guidance) Every entry to the library should be counted as a visit regardless of whether the visitor checked out materials, used a computer, attended a program, used the restroom, or stepped in momentarily. People who do not physically enter the library building (e.g. for outside programs) should not be included.

H02a Annual Visits _____

H02b Library Visits Reporting Method (VISITRPT, IMLS data element #501a)

(Help Icon - Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks?)

Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

Reference transactions:

H03a Reference Transactions (REFERENC, IMLS data element #502)

(Help Icon - Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

NOTES:

(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).

(2) Count Readers Advisory questions as reference transactions.

(3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

Annual Count vs. Annual Estimate

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.

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

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.) _____

H03b Reference Transactions Reporting Method (REFERRPT, IMLS data element # 502a)

(Help Icon - Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s))

H03c How many patrons were trained on technology one-on-one at the library?

(Help Icon - Count any interaction between a library staff member/volunteer and patron, whether scheduled or unscheduled, where the staff member spends a considerable amount of time tutoring or teaching the patron about information technology skills. Examples include computer or device tutorials, assistance with creating an email or social media account, instruction on how to make video calls, help navigating websites or online applications, or instruction on using specific software. Do not count assistance with the library copier/printer.) _____

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

(Vermont guidance) Circulation of downloadable items from Overdrive/Libby, Palace Project, Hoopla, Boundless, CloudLibrary, Freeding, IndieFlix, Biblio+, Zino, Pressreader, Flipster, and similar services. If you have trouble finding this number, reach out to your vendor or consortia. For help with Palace Project numbers, contact Joshua Muse. If you don't offer a category, please enter 0. If don't know the circulation count for a category, please enter M (for missing).

H04a E-Book Circulation (EBOOK_CIR):

(Help Icon - The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.) _____

H04b E-Serial Circulation (ESERIAL_CIR):

(Help Icon - The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.) _____

H04c E-Audio Circulation (EAUDIO_CIR):

(Help Icon - The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.) _____

H04d E-Video Circulation (EVIDEO_CIR):

(Help Icon - The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.) _____

H04e Total E-Materials Circulation:

(Help Icon - This line is for a TOTAL count of all e-books, e-serials, e-audio, and e-video, if you are unable to separate them by category. If you have entered data for the sub-categories above, do not make any entry on this line.) _____

H04f TOTAL ELECTRONIC ITEM CIRCULATION (system calculated, H01a + H04b + H04c + H04d + H04e)

Database Usage:

H05 Online Database Usage

(Help Icon - Use of online databases, whether provided by the state (e.g. Vermont Online Library or Learning Express), purchased with a Consortium, or individually (e.g. Mango or Ancestry). For help with Department of Library resources, contact Joshua Muse.

If possible, the goal is to count each document retrieved or resource accessed, rather than sessions or minutes.) _____

Physical Circulation:

Physical Item Circulation (PHYSICIR, IMLS data element #553)

The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

(Vermont Guidance) Please specify the circulation count of physical materials by age. This includes curbside pickup and patron delivery. Do not include interlibrary loan items sent to other libraries.

- If you can report the circulation count for all three age categories, enter those in H05a - H05c.
- Or if you don't separate Young Adult items, enter 0 for YA circulation (H05b), and enter Adult and Children's circulation (H05a and H05c) normally.
- Or if you can report the total circulation count for physical materials but aren't sure of one or more age categories, enter that number for Total (H05d) and leave H05a – H05c blank.
- Or if you're not sure of the age categories or overall total, enter M (for Missing) for Total H05a-d.

H06a Adult physical item circulation. _____

H06b Teen/Young Adult physical item circulation. _____

H06c Children physical item circulation. _____

H06d This line is for a TOTAL count of all physical circulation, if you can't separate by age. If you have entered data for the sub-categories above, please do not make any entry on this line.

H06e TOTAL PHYSICAL ITEM CIRCULATION (system calculated, H06a + H06b + H06c + H06d)

H06f Circulation of Other Physical Items (OTPHCIR, IMLS data element #561)

(Help Icon - Circulation of all physical items other than print books (data element #450), physical audio units (data element #452), physical video units (data element #454), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

(Vermont guidance) Circulation of Non-Traditional Items. This includes a broad range of items, like lendable laptops and 4G Hotspots, crafting items and tools, games, and more. Items packaged and checked out together count as one unit. These circulations should also be included in the figures above for Physical Item Circulation (H05a-H05d): _____

H06g Automatic Renewal of Physical Materials

(Help Icon - Answer <Y>es or <N>o to the following question: "Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.") Yes/No

H06h TOTAL PHYSICAL + ELECTRONIC CIRCULATION (system calculated, H04f + H06e) _____

Interlibrary loans (ILLs):

(Vermont Guidance) This includes lending within your consortium, as well as traditional ILL both in and out of Vermont. It does not include transfers to a branch library. These categories mean "Provided to" other libraries, and "Received from" other libraries. In Clover, you can find these under "Borrower Statistics -> Requests Filled" and "Lender Statistics -> Requests Filled."

H07a Provided To (LOANTO, IMLS data element #575)

(Help Icon - These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.) _____

H07b Received From (LOANFM, IMLS data element #576)

(Help Icon - These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.) _____

Programming:

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

Include:

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.
- If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.
- Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

Exclude:

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element #620).

- Programming that is shared on the library’s website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author’s website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

(Vermont Guidance) Determining Age – Programs should be counted under the most accurate age category, not the most inclusive one. Focus on the “most-primary” audience. Some examples:

- A program meant for children but which parents attend is likely a children’s program, and the reverse.
- A program intended for 8-9 year old children, but which younger siblings can join, should still go under children 6-11.
- General Interest programs are intentionally intergenerational, or programs which (truly) equally appeal to more than one age group. Don’t use it as a catchall, since that will just make the age data less accurate.

Attendance – As a reminder, attendance is counted by the age category of the program, not the person. An adult at a Children’s 0-5 program goes under 0-5 attendance. A toddler at an adult program goes under adult. You *never* need to guess anyone’s age.

Is it a Program? – Tabling at a larger event is not a program, unless you offer an actual program (storytime would count, library card signup or book giveaway would not). These should instead go under Outreach Activity (H21). Programming does not include trustees meetings or other logistical/planning events.

Programing by Age Category

(Vermont Guidance) Specify the number of programs by age category:

- If you can report the number of programs for every age, enter them. If any are zero, enter 0.
- Or if you can report the program total but aren’t sure of one or more age categories, enter the total in H13a.
- Or if you’re not sure of the program total, enter M (missing) for H13a.

Specify program attendance by age category (Reminder – We’re counting the age of the program, not of each attendee):

- If you can report the attendance for every program age, enter them. If any are zero, enter 0.
- Or if you can report the total attendance but aren’t sure of one or more age categories, enter the total in H13b.
- Or if you’re not sure of your attendance total, enter M (missing) for H13b.

If there are categories with programs but zero attendance, or attendance but zero programs, and you didn’t enter a total number for one or the other (H13a or b), then something is wrong. You can also look at the ratio checks (H08c-H12c) to see if any of them look too low or high.

Children Ages 0-5

H08a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (KO_5PRO, IMLS data element #601)

(Help Icon - A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.)

H08b Attendance at Synchronous Programs Targeted at Children Ages 0-5 (KO_5ATTEN, IMLS data element #611)

(Help Icon - The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.) _____

H08c AVG. ATTENDANCE AT CHILDREN AGES 0-5 PROGRAMS (system calculated, H08b / H08a)

Children Ages 6-11

H09a Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (K6_11PRO, IMLS data element #602)

(Help Icon - A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.) _____

H09b Attendance at Synchronous Programs Targeted at Children Ages 6-11 (K6_11ATTEN, IMLS data element #612)

(Help Icon - The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.) _____

H09c AVG. ATTENDANCE AT CHILDREN AGES 6-11 PROGRAMS (system calculated H09b / H09a)

Young Adults Ages 12-18

H10a Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (YAPRO, IMLS data element #603)

(Help Icon - A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Services Association (YALSA) defines young adults as age 12 through 18.) _____

H10b Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (YAATTEN, IMLS data element #613)

(Help Icon - The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.) _____

H10c AVG. ATTENDANCE AT YOUNG ADULT AGES 12-18 PROGRAMS (system calculated, H10b / H10a)

Adults Age 19+

H11a Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (ADULTPRO, IMLS data element #604)

(Help Icon - An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.) _____

H11b Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (ADULTATTEN, IMLS data element #614)

(Help Icon - The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.) _____

H11c AVG. ATTENDANCE AT ADULT AGE 19+ PROGRAMS (system calculated, H11b / H11a) _____

General Interest Programs

H12a Number of Synchronous General Interest Program Sessions (GENPRO, IMLS data element #605)

(Help Icon - A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.) _____

H12b Attendance at Synchronous General Interest Programs (GENATTEN, IMLS data element #615)
(Help Icon - The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.) _____

H12c AVG. ATTENDANCE AT GENERAL INTEREST PROGRAMS (system calculated, H12b / H12a)

Overall Totals

H13a This line is for a TOTAL number of program sessions, if you can't separate by age. If you entered anything in H08a, H09a, H10a, H11a, or H12a, don't enter anything here. _____

H13b This line is for a TOTAL number of program attendance, if you can't separate by age. If you entered anything in H08b, H09b, H10b, H11b, or H12b, don't enter anything here. _____

H13c AVG. ATTENDANCE AT ALL PROGRAMS (system calculated, H13b / H13a)

H14a TOTAL PROGRAM SESSIONS (system calculated, H08a + H09a + H10a + H11a + H12a + H13a)

H14b TOTAL PROGRAM ATTENDANCE (system calculated, H08b + H09b + H10b + H11b + H12b + H13b)

Programming by Location

(Vermont Guidance) Specify the number of programs by location:

- If you know the number of programs for offsite and virtual, enter them (the remainder are assumed to be onsite).
- If any are zero, enter 0.
- Or if you're not sure of offsite or virtual, enter M (missing).

And specify program attendance by location:

- If you know the attendance for offsite and virtual, enter them (the remainder are assumed to be onsite). If any are zero, please enter 0.
- Or if you're not sure of offsite or virtual, enter M (missing).

If you have locations with programs but no attendance, or attendance but no programs, and you didn't enter M for missing, then something is wrong. You can also look at the ratio checks (H15c-H17c) to see if any of them look too low or high.

Offsite Programming

H15a Number of Synchronous In-Person Offsite Program Sessions (OFFPRO, IMLS data element #607)

(Help Icon - An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in

one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

This figure is a subset of the Total Number of Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.) _____

H15b Synchronous In-Person Offsite Program Attendance (OFFATTEN, IMLS data element #617)

(Help Icon - The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element #618.) _____

H15c AVG. ATTENDANCE AT OFFSITE PROGRAMS (system calculated, H15b/H15a)

Virtual Programming

H16a Number of Synchronous Virtual Program Sessions (VIRPRO, IMLS data element #608)

(Help Icon - A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements #606 or #607).

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.) _____

H16b Synchronous Virtual Program Attendance (VIRATTEN, IMLS data element #618)

(Help Icon - The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element #630). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements #616 or #617).

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.) _____

H16c AVG. ATTENDANCE AT VIRTUAL PROGRAMS (system calculated H16b / H16a)

Onsite Programming

H17a Number of Synchronous In-Person Onsite Program Sessions (ONPRO, IMLS data element #606)

(Help Icon - An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.)

IN-PERSON ONSITE PROGRAM SESSIONS (system calculated, H14a – (H15a + H16a))

H17b Synchronous In-Person Onsite Program Attendance (ONATTEN, IMLS data element #616)

(Help Icon - The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element #618).

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.)

IN-PERSON ONSITE PROGRAM ATTENDANCE (system calculated, H14b – (H15b + H16b))

H17c AVG. ATTENDANCE AT ONSITE PROGRAMS (system calculated, H17b / H17a)

Non-Library Sponsored Programs:

This question asks about programs held in library facilities but not sponsored by the library. It includes events whether they were open or closed to the public, during open hours or after hours.

H18 Number of Non-library sponsored programs, meetings, and events held in library facilities.

Recorded Programming:

(Vermont guidance) These questions focus on recorded library–sponsored programs made available online. This includes programs that were originally shown live on social media, or were entirely prerecorded before posting.

H19a Total Number of Asynchronous Program Presentations (TOTPRES, IMLS data element #620)

(Help Icon - Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

(Vermont guidance) Number of recorded library-sponsored programs you made available. Programs that were initially shown live should be counted under Virtual Programming as well.)

H19b Total Views of Asynchronous Program Presentations within 30 Days (TOTVIEWS IMLS data element #630)

(Help Icon - Report the count of views or plays of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For other platforms, count unique views or plays of each video or audio recording.

For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements #616, #617, or #618).

(Vermont guidance) Do not include live views, which should go under Virtual Programming Attendance.)

Outreach Events:

(Pilot question in 2024) This question asks about outreach events that library staff or volunteers participate in. It includes informational presentations, tabling at larger events, parades, and other events that publicize the library and library services, but that don't meet the level of a program.

H20 Number of outreach events. _____

Self-Directed Activities:

H21a How many self-directed activities were offered? Each time you update an activity with all new content, it should count as a new activity.

(Help Icon - This is an activity that library staff provide for patrons, typically for a limited time. Unlike traditional programming, it does not require direct staff interaction while the activity is being completed. Examples include take-home crafts, social media challenges or trivia, outdoor story walks, and other activities that the library provides resources for, but that the patron does independently. The activity reported on is that which requires a moderate amount of staff work to prepare and facilitate, beyond just leaving out photocopied coloring pages or a pile of board games.) _____

H21b What types of activities? Please use brief descriptions. _____

H21c Roughly how many patrons do you think took part in these activities? This can just be a broad estimate. _____

Deliveries:

For the following questions, count number of times library staff delivered library materials directly to the homes of library patrons or to partner agencies, not number of items delivered.

H22a Number of deliveries to individuals' homes. _____

H22b Number of deliveries to childcare providers and centers. _____

H22c Number of deliveries to other sites. _____

H22d TOTAL DELIVERIES (system calculated, H22a + H22b + H22c) _____

Computer Services:

H23 Number of Internet Computers Used by General Public (GPTERMS, IMLS data element #650) *(Help Icon - Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.*

(Vermont Guidance) This should only include desktops, laptops, and tablets used by the public with access to the internet. Devices exclusively used to reach the catalog, access a database, or play games are not counted.)

H24a Number of Uses (Sessions) of Public Internet Computers Per Year (PITUSR, IMLS data element #651)

(Help Icon - Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses

(sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.) _____

H24b Reporting Method for Number of Uses of Public Internet Computers Per Year (PITUSRRPT, IMLS data element #651a)

(Help Icon - Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element #651) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

H25a Does your library offer public WiFi? Yes/No

H25b Wireless Sessions (WIFISESS, IMLS data element #652)

(Help Icon - Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

Note: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.)

H25c Reporting Method for Wireless Sessions (WIFISRPT, IMLS data element #652a)

(Help Icon - Regarding the number of Wireless Sessions (data element #652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

ILS Software:

Rather than entering your ILS system in the survey, please go to the following link, and make sure that your library's information is up to date (if not, please email Josh) - http://bit.ly/vtlib_ils_list

J. Annual Report Final Questions and Signature

J01 Were there any big events or important factors that might explain large changes in your stats for this reporting period? Examples could include closures, construction, staffing changes, audience changes, or any other explanations for large shifts.

J02 Can you think of anything we could do to make the report easier to manage? Are there specific sections that are unclear, or topics that are hard to gather data for? Or do you have any feedback on the report, including questions, survey, instructions, and training? Textbox

(As of submission, how many hours would you estimate you worked on the annual report process, including collecting data, submitting data, and filling out edit checks?)

J03 Name of the person who completed this report:

J04 Title/Position of the person who completed this report:

J05 Date:

Certification

I have examined this application, and I hereby certify on behalf of the library that

- 1) the information provided is true and correct; and
- 2) all requirements for a complete application have been fulfilled; and
- 3) the library authorizes the State of Vermont Department of Libraries to verify the information provided, if necessary.

Director: _____

Date: _____

Chairperson, Board of Trustees: _____

Date: _____