

# 2018 Vermont Public Library Report

(Items that are grayed out are system calculated fields)

## A. Directory Information

Data that you submit for this report, except for directory and contact information on lines A1 - A17, should come from your LAST COMPLETED fiscal year in the time frame of October 15, 2017 through October 15, 2018. Please be sure that the directory and contact information items on Lines A1 - A17 are current, for inclusion in the Department of Libraries Directory and to insure the ability of the Department to contact the appropriate personnel at your library.

Questions A01 through A08 are prefilled for you. If there is a need for a change, please contact Joshua Muse at the Vermont Department of Libraries, (802) 636-0033 or [joshua.muse@vermont.gov](mailto:joshua.muse@vermont.gov)

A01	Name of Library:	_____
A01a	Town	_____
A02	Library Telephone Number	_____
A03	Mailing Address - Street:	_____
A04	Mailing Address - City:	_____
A05	Mailing Address - Zip:	_____
A06	Mailing Address - Zip+4:	_____
A07	County:	_____
A08	Physical location (example: 100 Main St. or 200 feet north of intersection of Rtes. 1 & 2):	_____
A09	Library Website Address (URL):	_____
A10	Federal Tax ID number:	_____
A11	Library FAX no.:	_____
A12	<u>Current</u> Librarian (this may be different from the librarian who worked during the fiscal year for which you are reporting):	_____
A13	Home Telephone no. of the current librarian:	_____
A14	Current Librarian email address (this is not shared, only Department of Libraries personnel have access):	_____
A15	Current President/Chairperson of library board of trustees. (may be different from the librarian who worked during the fiscal year for which you are reporting.):	_____
A16	Home Telephone no. of the current library board President/Chairperson:	_____
A17	Current President/Chairperson email address (this is not shared.):	_____

A18 Type of library: community (shared public/school),  
incorporated, or municipal: \_\_\_\_\_

**Days and times of library operation (including any branch library location):**

A21 How many total weeks was the library open this year (enter  
52 weeks if the full year): \_\_\_\_\_

A22 For weeks with regular hours, how many hours were you  
open: \_\_\_\_\_

A19 For weeks with regular hours, what is your schedule:  
(example: M, W, F - 10AM-7:30PM; SA - 9AM-1PM) \_\_\_\_\_

Did you have reduced hours for part of the year?

- If you have reduced hours, enter those hours in A20a, A21a, A22a and A20.
- If you don't have any reduced hours, please enter 0 in A20a, A21a, A22a and A20.

A20a If you had reduced hours for a part of the year, which  
season? \_\_\_\_\_

A21a How many weeks was the library open for reduced hours? \_\_\_\_\_

A22a For weeks with reduced hours, how many hours were you  
open? \_\_\_\_\_

A20 For weeks with reduced hours, what is your schedule:  
(example: M, W, F - 10AM-7:30PM; SA - 9AM-1PM) \_\_\_\_\_

A23 Total number of hours for the year (system calculated,  
reduced weeks (A21a) times reduced hours (A22a) plus  
regular weeks (total weeks (A21) minus reduced weeks  
(A21a)) times regular hours (A22)).: \_\_\_\_\_

**Bookmobile:**

A24 Does your library have a bookmobile? \_\_\_\_\_

**Fiscal Year and Population:**

A25 Beginning date for last completed fiscal year (mm/dd/yyyy).  
(Example: 07/01/2019 means July 1, 2019): \_\_\_\_\_

A26 Ending date for last completed fiscal year (mm/dd/yyyy).  
(Example: 06/30/2020 means June 30, 2020): \_\_\_\_\_

A27 The population of your Legal Service Area (This number  
has been entered for you.): \_\_\_\_\_

**B. Staffing**

**Librarians:**

Do you have paid staff?

- If you have paid staff, enter those numbers in B01a, B01b, B03 and B05.

- If you don't have paid staff, please enter 0 in B01a, B01b, B03 and B05.

B01a Weekly Paid Hours - Librarians with an ALA-accredited Master's Degree. If zero, please enter 0. \_\_\_\_\_

B01b Weekly Paid Hours - Librarians without an accredited Master's Degree. If zero, please enter 0. \_\_\_\_\_

B02 Total weekly hours paid to persons holding the title of librarian. (system calculated, (B01a+B01b)) \_\_\_\_\_

**Other Staff:**

B03 Weekly hours worked by all other staff paid from the library's budget, including clerks, security staff, pages, and maintenance staff. If the answer is zero, please use a zero. \_\_\_\_\_

B04 Total paid staff hours in a typical week (system calculated, B02 + B03) \_\_\_\_\_

B05 Total number of staff hours paid weekly with funds outside the library's budget (e.g., grant funds, Vermont Associates, AmeriCorps.) \_\_\_\_\_

B06 Total number of volunteer hours in a typical week, including volunteer librarians, board members who volunteer in the library, and persons who work behind the scenes. If the answer is zero, please use a zero. \_\_\_\_\_

**C. Space**

C01 What is the current square footage of your building? (This value has been entered, based upon data reported in previous years. If there is an error, please contact Joshua Muse at the Vermont Department of Libraries, (802) 636-0033 or [joshua.muse@vermont.gov](mailto:joshua.muse@vermont.gov)) \_\_\_\_\_

**D. Operating Income by Source**

Funds used to provide library services.

When reporting on income, do not include cash on hand at the beginning of the fiscal year. Do not include income appropriated or collected for: (1) major capital expenditures, (2) as restricted contributions to the endowment, savings or for special purposes, or (3) income passed through to another agency. Capital Revenues are only reported in Section E. Restricted contributions are not reported.

**Local Tax Support:**

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: 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.

These payments constitute tax support for the library and should be counted in this section. If this is the case for your library, please contact the Town Clerk or Treasurer to obtain the amount of employee salaries and/or benefits paid on behalf of the library so that these amounts can be included to produce accurate totals on Line D03. These amounts will also be important in Section F, "Operating Expenditures." (Please see the example in the "help" for this question.)

If your library's tax support came from more than one municipality, provide each Town 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. Please note that either the single Town contribution on line D02, or the sum of contributions from the Towns you added, will equal your total tax support shown on line D03.

D01 Town: \_\_\_\_\_  
D02 Amount: \_\_\_\_\_  
D03 Total local tax support: (system calculated, sum of line(s)  
D02) \_\_\_\_\_

### Other Income:

In sections D01-D03 above you reported the revenues (income) you received from your City or Town. The following sections ask you to report on all the other revenues you collected during the FY. We ask you to break these revenues into two components: 1) any non-resident fees collected, and 2) all other revenues. First, if you can report the amount of non-resident fees you collected, please report this income on lines D05, D06 and D07. Second, report all other non-municipal revenues on line D08. These other non-municipal revenues can include private support, gifts, fines, fees, fund-raising activities, book sales, or Friends' contributions, and, if you cannot separate out your non-resident fees on line D07, include that income in this catch-all category.

### Non-Resident Borrower Fees:

Can you specify the amount of non-resident borrower fees charged?

- If you did not charge non-resident borrower fees, please enter 0 in D05, D06 and D07 and continue to question D08.
- If you can specify the amount of non-resident borrower fees charged, but not able to report a separate total, enter those numbers in D05 and D06.
- If you charged non-resident borrower fees, and can report the total amount collected, enter those amounts in D05, D06 and D07.

D05 Non-resident fee charged per borrower: \_\_\_\_\_  
D06 Non-resident fee charged per family: \_\_\_\_\_  
D07 Total Income from Non-Resident Borrower Fees. Report  
this total on this line and do NOT include this income again  
on line D08. \_\_\_\_\_

**All Other Local Income** (including private support, gifts, fines, fees, fund-raising activities, book sales, Friends' contributions, etc.). Do NOT include the value of any in-kind or non-monetary contributions.

D08 All Other Local Income: \_\_\_\_\_  
D08a Other Operating Revenue: (system calculated, D07 + D08) \_\_\_\_\_  
D09 Total local tax support + other income: (system calculated,  
D03 + D07 + D08) \_\_\_\_\_

**Transfers:**

Record here funds transferred from the principal or interest of any trust or endowment fund or investment or savings account which were 1) owned by the Library or Library Board, or over which the Library or Library Board had exclusive control, and 2) disbursed into the general operating fund and expended on normal operating expenses, or expended directly for normal library operations. Do not include: 1) any interest or other earnings which were retained in the trust, endowment, investment or savings account to accumulate; 2) any interest or other earnings which were retained, although earmarked for future use, and not expended during the fiscal year for normal library operations; 3) funds that were transferred for capital improvements; or 4) income from regular bequests, funds or trusts of which the library is a beneficiary, but over which the Library has no control. (Note: these regular bequests or trust funds received as a beneficiary should be recorded above in "Other Local Income" (line D08).

D10 Transfers (Please see examples in the "help" file) If there were no transfers, you must enter zero (0) on this line. \_\_\_\_\_

**Total All Revenues:**

D11 TOTAL LOCAL REVENUES: TAX SUPPORT, ALL OTHER LOCAL INCOME AND TRANSFERS (system calculated, D03 + D07 + D08 + D10): \_\_\_\_\_

**Grants received:**

This section covers cash grants of any type for which the library has been a recipient. Include only amounts actually received during the fiscal year, not merely committed. There is a space provided for you to enter the amounts received from the most common Vermont and Federal grant sources. If you received grant support from one of these sources, simply enter the amount on the line provided. These grants are:

- Summer Reading Program Performer Grants (These are grants administered by the Department of Libraries and paid from the Department's Smith Fund.)
- Vermont Public Library Foundation (VPLF) Grants, including funds from the Winnie Belle Learned Fund. (These are grants administered by the Department of Libraries.)

Report grants on one line only. Do not duplicate your reporting by recording any grant on multiple lines.

- If you received grants from one or more programs administered by the Department of Libraries, enter those amounts in D12a, D12b and D12c.

- If you didn't receive grants from one or more programs administered by the Department of Libraries, enter 0 in D12a, D12b and D12c and continue to next section.

- D12a Summer Reading Program Performer Grants (These grants where administered by the Department of Libraries and paid from the Smith Fund.) \_\_\_\_\_
- D12b Vermont Public Library Foundation Grants, other than those from the Winnie Belle Learned Fund. (These are grants administered by the Department of Libraries.) \_\_\_\_\_
- D12c Winnie Belle Learned Fund (Vermont Public Library Foundation) Grants (These are grants for youth services administered by the Department of Libraries.) \_\_\_\_\_
- D12d Total of State administered grants. (system calculated, D12a + D12b + D12c) \_\_\_\_\_

**Federal Grants:**

Sources of federal funding for your library may have included LSTA (Library Services & Technology Act grants, administered by the Department of Libraries), U.S.D.A. (U.S. Department of Agriculture), or other federal agencies.

Please enter amounts received from specific grant programs on the appropriate lines below. Be sure that you do not enter these amounts anywhere else.

If you received any grants from Federal Government agencies other than the LSTA program (administered by the Department of Libraries) or the U.S.D.A. Community Facilities program, please list the grant program source and amount you received on lines D12h and D12i.

- If you received an LSTA ILL Courier Delivery Grant, or a U.S.D.A. grant in the last FY, enter those amounts in D12f and D12g.
- If you did NOT receive an LSTA Courier Delivery Grant, or U.S.D.A. grant in the last FY, enter 0 in D12f and D12g and continue to the next section.

- D12f U.S.D.A. Community Facilities grants. (Grant grants from the United States Department of Agriculture for renovation, rehab or new construction of library buildings.) \_\_\_\_\_
- D12g ILL Courier Service Pilot Project Grant or ILL Courier System Grant, administered by the Department of Libraries to subsidize the cost of ILL courier delivery service during the pilot program. \_\_\_\_\_

**Other Federal grants:**

The section below is for grants from Federal Government agencies other than LSTA grants administered by the Department of Libraries reported above or U.S.D.A. Community Facilities grants reported above. Be sure you have not reported these grants in two places.

List the grant program source and amount you received on the lines below. (You may add as many "Sources" as you need. Please note that the total that you see at the end of this section should be the total grant amounts you received. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.)

If you did not receive any other federal grants, enter N/A in D12h and 0 in D12i then continue to the next section.

- D12h Federal Grant Source (other than Courier Grant or U.S.D.A. Cultural Facilities). \_\_\_\_\_
- D12i Federal Grant Amount. \_\_\_\_\_
- D12j Total Other Federal Grants Received. (system calculated, sum of all line(s) D12i) \_\_\_\_\_
- D12k Total Federal Grants Received. (system calculated, D12f + D12g + D12j) \_\_\_\_\_

**All Other Grants, Including Private Grants:**

These are grants received from any other sources (e.g., Henderson Foundation, Turrell Fund) that have not been reported above. Please keep the source description brief. Thus, Henderson Foundation can be listed as Henderson. If you received grants from multiple agencies or foundations, please use the "Add Source" button to add additional grant sources and amounts. You may add as many "sources" as you need. If you click the "Add" button by mistake, simply click the "Remove" button to undo it. Report grants on only one line. Do not duplicate your reporting. (i.e., If you reported receiving a Summer Reading Program Performer Grant on line D12a, (where it belongs) do NOT report it on any other line.)

If you received grants from multiple agencies or foundations, enter N/A in D12l and 0 in D12m then continue to the next section.

- D12l Source: \_\_\_\_\_
- D12m Amount: \_\_\_\_\_
- D12n Total Other Grants. (system calculated, sum of Line(s) D12m) \_\_\_\_\_
- D12o Total All Grants Received. (system calculated, sum of Lines D12d + D12k + D12n ) \_\_\_\_\_

**In-kind (non-monetary) support:**

Report and itemize the estimated value of any in-kind (non-monetary) support from a municipality or any other source (e.g., snow plowing, IT repairs, marketing). If none, enter zero (0) on line D13b. Use the "Add Source" button to add additional in-kind sources, if you need to show additional in-kind support you received. You can add as many "sources" as you need. Please note that the total of all these sources should be the total in-kind support you received. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.

D13a Description of In-Kind Support: \_\_\_\_\_

D13b Amount: \_\_\_\_\_

D13c Total In-kind support. (system calculated, sum of Line(s) D13b) \_\_\_\_\_

## E. Capital Revenue by Source

Revenue used for major capital projects or improvements such as site acquisition, new buildings, additions or renovations, furnishings for new or expanding buildings, library automation systems, and other one-time contributions. Do not include appropriations or contributions for normal operations or for endowment or savings.

- If you received capital revenues, enter amounts in E01, E02, E03 and E04.
- If you did not receive any capital revenues, enter 0 in E01, E02, E03 and E04 and continue to the next section.

E01 Local government capital revenue (not revenues appropriated for normal operations.) \_\_\_\_\_

E02 State government capital revenue (not revenues appropriated for normal operations.) \_\_\_\_\_

E03 Federal government capital revenue (not revenues appropriated for normal operations.) \_\_\_\_\_

E04 Other capital revenue (including grants and fund-raising, but not revenues raised for normal operations.) \_\_\_\_\_

E05 TOTAL CAPITAL REVENUE. (system calculated, E01 + E02 + E03 + E04) \_\_\_\_\_

## F. Operating Expenditures

Current and Recurrent Costs Necessary to Provide Library Services.

Include library expenditures as well as verifiable amounts spent by or on behalf of the library by local government, Friends groups or Trustees, even though these amounts do not flow directly through library accounts. These are amounts for which you or the group could produce a receipt or other paper trail, if necessary.

### Collection Expenditures:

Can you specify the amounts of money spent on print materials, electronic resources and other materials?

- If you can specify the amounts of money spent on print materials, electronic resources and other materials, enter those amounts in F01, F02 and F03.



- If you have a total amount spent on collections, but can't separate print, electric and other materials, enter that amount in F04 and enter 0 in F01, F02, F03.
- If you don't know how much money was spent on materials and resources, please enter 0 in F01, F02, F03 and F04 and continue to the next section.

F01	Amount spent for print materials.	_____
F02	Amount spent for electronic resources.	_____
F03	Amount spent for other materials (audio, video or other)	_____
F04	<p>This line is for a TOTAL amount spent on the collection, if you can't separate print, electronic, and other amounts. Please enter your data here.</p> <p>If you spent NOTHING on the collection, this is also the correct choice for you. Choose this option and enter a zero (0) for the total.</p> <p>(If you have entered data for the sub-categories above, please do not make any entry on this line.)</p>	_____
F05	TOTAL COLLECTIONS EXPENDITURES (system calculated, F01 + F02 + F03 + F04)	_____

**Employee Expenditures:**

This section is for reporting the amount of money spent for salaries and benefits for all library employees, including physical plant operation, security, and maintenance staff. Benefits include any employer portion of FICA taxes collected on behalf of employees. Please complete all portions to the best of your ability. If you cannot separate the expenditures into the categories listed, please enter "N/A" on any lines for which you do not have data.

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. These payments constitute tax support for the library and should be counted in this section. 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 so that these amounts can be included to produce accurate totals on Lines F06 and F07. These amounts should also have been reported in Section D, "Operating Income by Source." (Please see the example in the "help" file for these questions).

Can you specify the amounts of money spent on salaries and employee benefits?

- If you can specify the amounts of money spent on salaries and employee benefits, enter those amounts in F06 and F07.
- If you have a total amount spent on employee payroll, but can't separate salaries and employee benefits, enter that amount in F08 and enter 0 in F06 and F07.
- If you don't know how much money was spent on employee payroll, please enter 0 in F06, F07 and F08 and continue to the next section.

F06	Amount spent for salaries. (Please see the example in the "help" file for this question.)	_____
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F07 Amount spent for employee benefits. (Be sure to enter the employer contribution to Social Security and Medicare (FICA) on this line. If you paid salaries at all, there should be an entry on this line. Please see the example in the "help" file for this question.) \_\_\_\_\_

F08 This line is for a TOTAL amount spent on employee payroll, if you can't separate salaries and benefits. Please enter your data here. If you spent NOTHING on the payroll, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. \_\_\_\_\_  
(If you have entered data for the sub-categories above, please do not make any entry on this line.)

F09 TOTAL EMPLOYEE EXPENDITURES (system calculated, F06 + F07 + F08) \_\_\_\_\_

**All Other Operating Expenditures:**

F10 Other operating expenses: building maintenance or repair, debt service, heat, insurance, professional services, programming costs, service contracts, supplies, utilities, etc. \_\_\_\_\_

**Total Expenses:**

F11 TOTAL OPERATING EXPENSES (system calculated, F05 + F09 + F10) \_\_\_\_\_

**Funds spent on grant projects:**

List the grant project source and amount you spent on the lines below. (You may add as many "Projects" as you need. Please note that the total that you see at the end of this section should be the total grant fund project expenditures you spent. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.)

If you did not spend any funds of grant projects, enter N/A in F12 and 0 in F13 then continue to the next section.

F12 Project: \_\_\_\_\_

F13 Amount: \_\_\_\_\_

F13a TOTAL GRANT FUND PROJECT EXPENDITURES (system calculated, sum of all lines F13) \_\_\_\_\_

**Capital expenditures:** Expenditures for major capital projects such as site acquisition, new buildings, additions or renovations, furnishings for new or expanding buildings, 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 use a zero.

F14 Capital expenditures: \_\_\_\_\_

**Reconciliation (system calculated):**

- F15 Total Operating Revenues (from D11): \_\_\_\_\_
- F16 Total Operating Expenses (from F11): \_\_\_\_\_
- F17 Subtracting expenses from revenues leaves: \_\_\_\_\_
- F18 The percentage of operating revenues that Line F17 makes up has been calculated here: \_\_\_\_\_

The above sections do not constitute a balance sheet. Nonetheless, Total Income should be approximately equal to Total Operating Expenses. However, there may be unusual circumstances that have influenced your library's finances. If the percentage on line F18 is greater than 15%, you spent substantially more than incoming revenues. What factors would explain this difference? Were there unusual expenses during the past FY? Did you have out-of-the-ordinary revenues? If the absolute value of the percentage on line F18 is greater than 15%, please provide an explanation in the State (not Federal) Edit Check for this question. (See the "help" file for this question for further information.) If the percentage on line F18 is less than negative 15%, your library took in substantially more revenues than you spent. (Which might be considered a good "problem.") What factors would explain this difference? Were there unusual expenses? Did you have unusual revenues (e.g., particularly large donation)? If the absolute value of the percentage on line F18 is less than negative 15%, please provide an explanation in the State (not Federal) Edit Check for this question. (See the "help" file for this question for further information.)

## **G. Holdings in Library Collection**

Report the total holdings at the end of the fiscal year. Note: materials for "children" generally refers to materials for people under the age of 14. If you do not separate and count library holdings by age, simply fill in the "total" column. If the answer is zero, please use a zero.

**Print materials:**

Books and other non-serial printed publications bound in either hard or soft cover:

Can you specify the size of your holdings of adult and children print materials in your collection?

- If you can specify the size of holdings of adult and children's print materials, enter those numbers in G01 and G02.
- If you have a total number of holdings in print collection, but can't separate adult and children, enter that number in G03 and enter 0 in G01 and G02.
- If you don't know the size of your holdings, please enter 0 in G01, G02 and G03.

- G01 Adult: \_\_\_\_\_
- G02 Children: \_\_\_\_\_
- G03 This line is for a TOTAL amount of the size of your entire collection, if you can't break out materials for adults and children. Please enter your data here. \_\_\_\_\_  
(If you have entered data for the sub-categories above, please do not make any entry on this line.)

G04 Total Print Holdings (system calculated, G01 + G02 + G03) \_\_\_\_\_

**Electronic books (e-books):**

This counts all downloadable ebooks that you offer your patrons. Please place a check for each service that you subscribed to during any portion of the reported period (you may select more than one):

G07a Listen Up Vermont (through GMLC) \_\_\_\_\_

G07b RBDigital (formerly OneClick Digital, through the Department of Libraries) \_\_\_\_\_

G07c Check if your library individually subscribed to Overdrive, RBDigital, or another digital download service. \_\_\_\_\_

G08 Total Number of downloadable ebooks made available to your patrons. If you have trouble getting ahold of this number, contact Joshua Muse at [joshua.muse@vermont.gov](mailto:joshua.muse@vermont.gov) \_\_\_\_\_

**Video items:**

(Physical units housed in the collection):

Can you specify the size of your holdings of adult or children's video items in your collection?

- If you can specify the size of holdings of adult and children's video items, enter those numbers in G09 and G10.
- If you have a total number of video items, but can't separate adult and children, enter that number in G11 and enter 0 in G09 and G10.
- If you don't know the size of your video items, please enter 0 in G09, G10 and G11.

G09 Adult: \_\_\_\_\_

G10 Children: \_\_\_\_\_

G11 This line is for a TOTAL amount of all your videos items, if you can't separate materials for adult and children. Please enter your data here.  
If you have NO videos items, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. (If you have entered data for the sub-categories above, please do not make any entry on this line.) \_\_\_\_\_

G12 Total Video Items (system calculated, G09 + G10 + G11) \_\_\_\_\_

**Downloadable/Streaming Video items:**

G13 Video items that are made available for download or streaming by patrons. \_\_\_\_\_

**Audio items:**

(Physical units housed in the collection):

Can you specify the size of your holdings of adult or children's audio items in your collection?

- If you can specify the size of holdings of adult and children's audio items, enter those numbers in G14 and G15.
- If you have a total number of audio items, but can't separate adult and children, enter that number in G16 and enter 0 in G14 and G15.
- If you don't know the size of your audio items, please enter 0 in G14, G15 and G16.

G14 Adult: \_\_\_\_\_

G15 Children: \_\_\_\_\_

G16 This line is for a TOTAL amount of all your audio items.  
Please enter your data here.  
If you have NO audio items, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. ("NONE" = 0)  
(If you have entered data for the sub-categories above, please do not make any entry on this line.) \_\_\_\_\_

G17 Total Audio Items (system calculated, G14 + G15 + G16) \_\_\_\_\_

**Downloadable Audio items:**

G18 Total Number of downloadable audio items made available to your patrons. If you have having trouble getting ahold of this number, contact Joshua Muse at [joshua.muse@vermont.gov](mailto:joshua.muse@vermont.gov) \_\_\_\_\_

**Print serial subscriptions:**

Periodicals, magazines, newspapers, and other print subscriptions whether purchased or donated:  
Can you specify the size of your holdings of adult or children's print, serial subscriptions in your collection?

- If you can specify the size of holdings of adult and children's print serial subscriptions, enter those numbers in G19 and G20.
- If you have a total number of print subscriptions, but can't separate adult and children, enter that number in G21 and enter 0 in G19 and G20.
- If you don't know the size of your print subscriptions, please enter 0 in G19, G20 and G21.

G19 Adult: \_\_\_\_\_

G20 Children: \_\_\_\_\_

G21 This line is for a TOTAL amount of all your print serial subscriptions. Please enter your data here.  
If you have NO print serial subscriptions, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. ("NONE" = 0)  
(If you have entered data for the sub-categories above, please do not make any entry on this line.) \_\_\_\_\_

G22 Total Print Serial subscriptions (system calculated, G19 + G20 + G21) \_\_\_\_\_

**Database (electronic product) licenses:**

G27 If you purchase any database subscriptions other than Vermont Online Library, Heritage Quest, or Universal Class, please indicate the number of subscriptions. If you do not subscribe to any databases, please enter a zero \_\_\_\_\_

G28 State Electronic Collections \_\_\_\_\_

G29 Total Databases (system calculated, G27 + G28) \_\_\_\_\_

**H. Services**

If actual counts are available, please report them. Otherwise, please provide estimates based on a count taken during two or three typical weeks (e.g., in October and April), taking a weekly average, and multiplying by 52 (or the number of weeks open, if you aren't open all year). Libraries in resort areas will want to do separate samplings in summer or winter. A "typical week" is any time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, and days when unusual events are taking place in the community or the library. Please choose a week when the library is open its regular hours.

**Registered borrowers:**

Can you specify the number of adult or children registered borrowers?

- If you can specify the number of adult and children registered borrowers, enter those numbers in H01 and H02.
- If you have a total number of registered borrowers, but can't separate adult and children, enter that number in H03 and enter 0 in H01 and H02.
- If you don't know how many registered borrowers you have, please enter 0 in H01, H02 and H03.

H01 Number of adults: \_\_\_\_\_

H02 Number of children: (under 14. See help if you use another definition) \_\_\_\_\_

H03 This line is for a TOTAL of all your registered borrowers. Please enter your data here. If you have NO registered borrowers, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. (If you have entered data for the sub-categories above, please do not make any entry on this line.) \_\_\_\_\_

H04 Total (system calculated, H01 + H02 + H03) \_\_\_\_\_

**Annual Visits:**

How many people have visited the library for any reason?

H06 Annual Visits: \_\_\_\_\_

**Reference transactions:**

How many reference questions were answered by library staff this year?

H08 Annual Reference Transactions \_\_\_\_\_

**Total annual circulation of all media:**

H09 Circulation of downloadable ebooks, audiobooks, and video (Listen Up Vermont, RBDigital, etc...). If you have trouble getting ahold of this number, contact Joshua Muse at \_\_\_\_\_  
[joshua.muse@vermont.gov](mailto:joshua.muse@vermont.gov).

H10 Use of online databases (Vermont Online Library, Heritage Quest, Universal Class, etc...). If you have trouble getting ahold of this number, contact Joshua Muse at \_\_\_\_\_  
[joshua.muse@vermont.gov](mailto:joshua.muse@vermont.gov)

H11 TOTAL ELECTRONIC CONTENT USE. (system calculated, H09 + H10) \_\_\_\_\_

Can you specify the circulation count of adult and children's physical materials?

- If you can specify the circulation count of adult and children's physical materials, enter those numbers in H12 and H13.
- If you have a total count of physical materials, but can't separate adult and children, enter that number in H14 and enter 0 in H12 and H13.
- If you don't know the circulation count of physical materials, please enter 0 in H12, H13 and H14 and continue to the next section.

H12 Adult physical item circulation. \_\_\_\_\_

H13 Children physical item circulation. \_\_\_\_\_

H14 This line is for a TOTAL count of all circulation of adult and children materials. Please enter your data here. If you had NO circulation of materials, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. \_\_\_\_\_  
(If you have entered data for the sub-categories above, please do not make any entry on this line.)

H15 TOTAL PHYSICAL ITEM CIRCULATION (system calculated, H12 + H13 + H14) \_\_\_\_\_

H16 TOTAL COLLECTION USE: (system calculated, H09 + H10 + H15) \_\_\_\_\_

**Total annual interlibrary loans (ILLs):**

This data is essential to the continuation of resource sharing within the state.

H17 Number of ILLs provided to other libraries. \_\_\_\_\_

H18 Number of ILLs received from other libraries. \_\_\_\_\_

**Programming:**

for Questions H19 through H22 enter the total number of all library-sponsored programs conducted over the course of the year. Do not count programs conducted by other groups that simply used library space, but which were independent of the library.

Can you give a count of the number of adult, children or young adult programs the library has offered?

- If you can count the number of adult, children and young adult library-sponsored programs, enter those numbers in H19, H20 and H21.
- If you have a total count of programs, but can't separate adult, children or young adult, enter that number in H22 and enter 0 in H19, H20 and H21.
- If you don't know the count of library-sponsored programs, please enter 0 in H19, H20, H21 and H22 and continue to the next section.

H19 Number of library-sponsored programs for adults. If the answer is zero, insert a zero (0). \_\_\_\_\_

H20 Number of library programs for children (age 11 and under). If the answer is zero, insert a zero (0). \_\_\_\_\_

H21 Number of library-sponsored programs for young adults. (Note: Young Adult age is defined as 12-18 years by the Young Adult Library Services Association (YALSA). If the answer is zero, insert a zero (0). \_\_\_\_\_

H22 This line is for a TOTAL count of the number of library programs you offered. Please enter your data here. If you offered NO library programs, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. (If you have entered data for the sub-categories above, please do not make any entry on this line.) \_\_\_\_\_

H23 TOTAL PROGRAMS: (system calculated, H19 + H20 + H21 + H22) \_\_\_\_\_

H24 How many of the above programs were sponsored cooperatively with other organizations or agencies. (e.g., scouts, school, Head Start, Success by Six) in your community? \_\_\_\_\_

**Programming Attendance:** for Questions H25 through H28 enter the total attendance at all library-sponsored programs conducted over the course of the year. Do not count programs conducted by other groups that simply used library space, but which were independent of the library.

Do you have a count of the attendance at adult, children or young adult programs?

- If you can count the number of adult, children and young adult attendance at library-sponsored programs, enter those numbers in H25, H26 and H27.
- If you have the total attendance, but can't separate adult, children or young adult, enter that number in H28 and enter 0 in H25, H26 and H27.



- If you don't know the attendance at library-sponsored programs, please enter 0 in H25, H26, H27 and H28 and continue to the next section.

- H25 Total attendance at all adult programs, including adults, children and young adults. If the answer is zero, insert a zero (0). \_\_\_\_\_
- H26 Total attendance at all programs for children age 11 and under, including adults, children and young adults who attend. If the answer is zero, insert a zero (0). \_\_\_\_\_
- H27 Attendance at all young adult programs, including adults, children and young adults who attend. If the answer is zero, insert a zero (0). \_\_\_\_\_
- H28 This line is for a TOTAL attendance at library programs you offered. Please enter your data here.  
If you offered NO library programs or had NO attendance at the programs you did offer, this is also the correct choice for you. Choose this option and enter a zero (0) for the total. (If you have entered data for the sub-categories above, please do not make any entry on this line.) \_\_\_\_\_
- H29 TOTAL PROGRAM ATTENDANCE: (system calculated, H25 + H26 + H27 + H28) \_\_\_\_\_

**Annual outreach services:**

- H30 Number of deliveries to individuals' homes. \_\_\_\_\_
- H31 Number of deliveries to child care providers and centers. \_\_\_\_\_
- H32 Number of deliveries to other sites. \_\_\_\_\_

**Computer Services:**

- H33 Number of computer workstations owned. (Staff and public) \_\_\_\_\_
- H34 Number of computer workstations available for public access. (Include those used partly by staff and partly by the public.) (Please see the "Help" box for further information on this topic.) \_\_\_\_\_

**Approximate age of public access computers:**

- H35 Number of public access workstations newer than 1 yr: \_\_\_\_\_
- H36 Number of public access workstations 1-2 years old: \_\_\_\_\_
- H37 Number of public access workstations 3-5 years old: \_\_\_\_\_
- H38 Number of public access workstations 5 years or older: \_\_\_\_\_

**Computer Usage:**

- H39 How many people, including both library staff and the general public, were trained, formally and informally, in the year to use your library's computers? \_\_\_\_\_
- H40 How many people have used the library's public computers in the year? This may be a total, or an estimate based on the average of a few weeks, multiplied by the number of weeks the library is open during the year. \_\_\_\_\_
- H41 Does your library offer a wireless internet connection to the public, through which a member of the public may connect using their own computer? \_\_\_\_\_
- H42 How many wireless sessions were counted in the year? This may be a total, or an estimate based on the average of a few weeks, multiplied by the numbers of weeks the library is open during the year. \_\_\_\_\_
- H43 If your library has access to the internet, is it (select one): \_\_\_\_\_
- H44 If your library offers internet access, have you chosen to install content filtering to attempt to limit access to adult content? \_\_\_\_\_
- H45 Name of Filtering Software used: \_\_\_\_\_
- H46 Does your library have an integrated library automation system (ILS)? (select one): \_\_\_\_\_
- H47 If your library does have an integrated library automation system, what vendor or type of automation system do you use? \_\_\_\_\_
- H48 How many visits have you had to your library's website this year? The statistic to look for is called "sessions." A session is counted each time a visitor comes to your site, but may include a number of individual page views while there. If you do not have a website, enter 0. \_\_\_\_\_

**Does your library offer any programs or assistance to patrons who need help using computers and digital resources?**

Yes (check all that apply)

Informal one-on-one assistance: \_\_\_\_\_

CCV Job Hunt Helper program: \_\_\_\_\_

Volunteers or staff one-on-one sessions, by appointment: \_\_\_\_\_

Group classes: \_\_\_\_\_

Other: \_\_\_\_\_

Please describe: \_\_\_\_\_

No: \_\_\_\_\_

**I. Annual Report Final Questions and Signature**

I01 WHAT SUCCESSES HAVE YOU HAD THIS YEAR? \_\_\_\_\_

I02 WHAT'S NEW AT YOUR LIBRARY? \_\_\_\_\_

I03 Name of the person who completed this report: \_\_\_\_\_

I04 Title/Position of the person who completed this report: \_\_\_\_\_

I05 DATE: \_\_\_\_\_