2020 Vermont Public Library Report

A. Directory Information

IMPORTANT REMINDER – Data for this report should come from your last fiscal year **completed by Oct 15, 2020**. This means that libraries who follow the calendar year should submit data from Jan 1 - Dec 31, 2019. The only exceptions are questions A01-A17, which should be answered as of today.

If you have questions about your reporting period, or any aspect of the report, please contact Joshua Muse at the Vermont Department of Libraries at joshua.muse@vermont.gov or (802) 585-8056.

Note:

- If it's a question about something your library does not do or have, enter 0 (for numerical fields) or N/A (for text fields).
- If you don't have the data to answer to the question, enter -1 (for numerical fields) or N/A (for text fields).

A01   Name of Library: _____

A01a   Town: _____

A02   Library Telephone Number (no spaces, dashes, or parentheses): _____

A03   Mailing Address – Street or PO Box: _____

A04   Mailing Address - City: _____

A05   Mailing Address - Zip: _____

A06   Mailing Address - Zip+4: _____

A07   County: _____

A08   Physical address – Street or Intersection: _____

A09   Library Website Address (URL): _____

A10   Federal Tax ID number: _____

A12   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. _____

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 main library operation

- If your reporting period **does not** include the timespan of the **COVID** pandemic in the United States (March 2020-present), please complete A21, A22, A19, A20a, A21a, A22a, and A20 normally. Enter 0 for A23a-A23e.
- If your reporting **does** include the **COVID** pandemic, please enter 0 in A21, A22, A19, A20a, A21a, A22a, and A20. Instead fill out A23a-A23e.

If you have a branch library, please contact Joshua Muse regarding its hours.

Non-COVID Reporting

A21   How many 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: _____

Did you have reduced hours for part of the year (for example, seasonally or for construction)?

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

A20a   If you had reduced hours for 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? _____

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)).): _____

COVID-Reporting

A23a   How many weeks is your library open during a normal year (enter 52 weeks if the full year)? _____

A23b   During your reporting period, how many weeks was your library **closed** to the public due to the COVID pandemic? In this context, *closed* means that a patron could not physically enter the building, with or without an appointment. If you were physically open for any time during a week, consider the library not closed. Weeks where you solely offered curbside pickup are considered closed. _____

For the following questions, do not double count hours. For hours when you offered more than one service level simultaneously (open normally, open by appointment for some services, offering curbside pickup), only count the "most open" service level for that time. For example, if there were hours that you were:

- Open Normally + By Appointment for Computers – Count as Open Normally
- Open Normally + Curbside Pickup – Count as Open Normally
- By Appointment + Curbside Pickup – Count as By Appointment

What was the **total** number of hours you were open to the public normally (e.g. without appointment) during your reporting period? _____

A23d   What was the **total** number of hours you were open for appointments (but not open normally) during your reporting period? This includes the entire window, not just when patrons were in the building. _____

A23e   What was the **total** number of hours you were open for curbside pickup (but not open normally or for appointments) during your reporting period? This include the entire window, not just when patrons actually stopped by. _____

A23f   TOTAL NUMBER OF HOURS REPORTED TO IMLS FOR THE YEAR (system calculated, A23c + A23d): _____

Bookmobile:

A24   Does your library have a bookmobile? (if you do, please contact Joshua Muse with the hours and number of weeks in service) _____

Fiscal Year and Population:

A25   Beginning date for last completed fiscal year (mm/dd/yyyy). (Example: 07/01/2020 means July 1, 2020): _____

A26   Ending date for last completed fiscal year (mm/dd/yyyy). Note – Should be last fiscal year completed by Oct. 15, 2020. (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 the relevant numbers in B01a, B01b, B01c, B03 and B05. If any are zero, please enter 0.
- If you don't have paid staff, please enter 0 in B01a, B01b, B01c, B03 and B05.

B01a   Weekly Paid Hours - 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. If zero, please enter 0. _____

B01c   Weekly Paid Hours – 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. If zero, please enter 0.

_____

B01b Weekly Paid Hours - Librarians without an accredited Master's Degree or Certificate. Do not include staff working in non-librarian jobs, such as circulation clerk. If zero, please enter 0. _____

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

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 zero, please enter 0. _____

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.) If zero, please enter 0. _____

B06 Total number of volunteer hours in **an average week**, including 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. _____

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) _____

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: 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) _____

Other Income:

In sections D01-D03 above you reported the revenues (income) you received from Municipalities. The following sections ask you to report on all the other revenues you collected during the fiscal year.

Non-Resident Borrower Fees:

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

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

D10   Transfers - This section is included to allow libraries to account for funds which the library owned or over which the library had control and which were moved from one account to another to be expended on normal operating expenses or which were simply expended on normal operating expenses. That is, this is NOT new money raised or contributed in the last fiscal year and spent on normal operating expenses, but "old" money raised in prior years which has been tapped this year for these normal operating expenses. This may help to explain disparities in expenses and revenues. If there were no transfers, enter zero (0) on this line. _____

Total All Revenues:

D11   TOTAL LOCAL REVENUES INCLUDING 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 are fields for the most common State and Federal grant sources, as well as blank fields for other grants that aren't listed. Each grant should only be included once in this section. Please enter a 0 for any grants you did not receive funds from.

State Grants:

D12a   Summer Reading Program Performer Grants (Administered by the Department of Libraries and paid from the Smith Fund.) _____

D12b   Vermont Public Library Foundation Grants, other than the Winnie Belle Learned Fund (Administered by the Department of Libraries.) _____

D12c   Winnie Belle Learned Fund Grants (For youth services administered by the Department of Libraries and paid from the Vermont Public Library Foundation) _____

D12d   TOTAL OF STATE ADMINISTERED GRANTS. (system calculated, D12a + D12b + D12c) _____

Federal Grants:

D12f   USDA Community Facilities grants. (From the United States Department of Agriculture for renovation, rehab or new construction of library buildings.) _____

D12g   ILL Courier System Grant (Administered by the Department of Libraries, funded from LSTA (Library Services & Technology Act) through IMLS, to subsidize the cost of the 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.

D12h   Federal Grant Source (other than Courier Grant or USDA Cultural Facilities). _____

D12i   Federal Grant Amount. _____

D12j   TOTAL OF 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.

If you didn't receive any grants in this category, enter N/A in D12l and 0 in D12m.

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:

Include the estimated value of any in-kind (non-monetary) support, such as snow plowing, IT repairs, marketing, and the like. This include any support from a **municipality** that is not included in your budget, or non-monetary assistance from any other source. If none, enter N/A in D13a and 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: _____

D13a   Description of In-Kind Support: _____

D13b   Amount: _____

D13c   TOTAL IN-KIND SUPPORT. (system calculated, sum of Line(s) D13b)
_____

D14   TOTAL OPERATING REVENUE BY IMLS DEFNITION, INCLUDING LOCAL TAX SUPPORT, NON-RESIDENT FEES, OTHER LOCAL INCOME, AND FEDERAL GRANTS. (system calculated, D03 + D07 + D08 + D12k)

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 major 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 any are zero, please enter 0.
- 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 any are zero, please enter 0.
- 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 are unable to fill in any of the categories (e.g. electronic or other), but know that the amount spent was higher than zero, you should do this as well.
- If you don't know how much money was spent on materials and resources, please enter 0 in F01, F02, F03, and enter -1 in F04.

F01 Amount spent for print materials. _____

F02 Amount spent for electronic resources. This includes costs for downloadable services like Overdrive or Hoopla, and online databases such as Ancestry or Consumer Reports. Do not include costs for your ILS or any computer or networking equipment. _____

F03 Amount spent for other materials. This includes costs for DVDs, CDs, audiobooks, and Playaways, as well as non-traditional items like gardening equipment or recreational items. _____

F04 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 the sub-categories above, please do not make any entry on this line. _____

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. Benefits include any employer portion of FICA taxes collected on behalf of employees. Please complete all portions to the best of your ability.

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 have been reported in Section D, "Operating Income by Source."

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 there were any salaries, do not

enter 0 in benefits (F07), since it needs to include (at the minimum) Social Security and Medicare. Instead, you should do this as well.

- If you don't know how much money was spent on employee payroll, please enter 0 in F06 and F07, and -1 in F08. ~~and continue to the next section.~~

F06   Amount spent for salaries. (Please see the example in the "help" file for this question.) _____

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 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. In general, this includes any expenditures not included elsewhere. _____

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: _____

F12   Project: _____

F13   Amount: _____

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: _____

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.

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

Print materials:

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 and G02, and -1 in 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) _____

Ebooks:

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 subscribed to a Downloadable service individually (outside of a Consortium) like Overdrive, RBdigital, Axis 360, or another digital download service. This does not include purchasing individual titles, for example through Overdrive Advantage.

 _____

G08   Total Number of downloadable ebooks made available to your patrons. If you have trouble getting ahold of this number, contact Joshua Muse. **Do not include Hoopla or other Pay-Per-Use services.**_____

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? This includes all video media, such as DVDs, Blu-Rays, VHS Tapes, Video Playaways, Videodiscs, and the like:

- 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 and G10, and -1 in 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 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. **Do not include Kanopy, Hoopla, or other Pay-Per-Use services.** _____

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? This includes music (CD's, LP's) as well as audiobooks (CD's, MP3 Disc, or Playaway).

- 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 and G15, and -1 in 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 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 trouble getting ahold of this number, contact Joshua Muse. **Do not include Hoopla or other Pay-Per-Use services.** _____

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? Do not include online serial subscriptions:

- 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 and G20, and -1 in 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 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 subscriptions to online services or databases, please indicate the number. This includes any service made available to your patrons, either online or only at your library. Examples include Hoopla, Kanopy, Zinio, Ancestry, Mango, Consumer Reports, NoveList, and many more. Do not include free services, or services (Vermont Online Library, Learning Express, etc…) provided by the state. Do not include ebook or audiobook download services (like Overdrive or RB Digital) where books are purchased ahead of time, as they are listed elsewhere. If you have a question, ask Joshua Muse.

_____

G28   State Electronic Collections _____

G29   TOTAL DATABASES (system calculated, G27 + G28) _____

H. Services

If counts are available, please report them. Otherwise, provide estimates based on a few typical weeks, and multiplied to create a yearly total.

Registered borrowers:

Can you specify the number of adult or children registered borrowers? Ideally, your patron lists should have been purged within the last three years, but submit the best data you have.

- 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 and H02, and -1 in H03. If you use "family cards", or otherwise do not have this data, please do the same.

H01   Number of adults: _____

H02   Number of children: (use your library's age definition, though the IMLS definition is under 14) _____

H03   This line is for a TOTAL of all your registered borrowers. Please enter your data here.

If you have entered data for the sub-categories above, please do not make any entry on this line.
_____

H04   TOTAL BORROWERS (system calculated, H01 + H02 + H03) _____

Annual Visits:

How many people have visited the library for any reason? This does not include visitors who do not enter the building.

H06   Annual Visits _____

H06a   Is this figure an Actual Count, or an Estimate Based on an average week? CT (count) or ES (estimate)

H06b   How many users stopped by to pick up items or use other library services without entering the building? _____

Reference transactions:

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

In general, most questions count as reference, especially if they require thought or research, readers' advisory, or involve an external business or organization.

Reference – Did it require thought, research, or reader's advisory? Did it involve searching for information on external sites or about external organizations? Examples: Finding the most recent book by a specific author (What is the latest Grisham?); Recommending a style or genre of book (What is a good Western Amish romance?); Looking up hours, location, or details about a business (What are the Post Office hours?); Finding information from the government or other trusted source (What are the state guidelines on masks?)

Not Reference – Was it limited to basic information about or within the library? Examples: Solely directional (How do I find your website? Where is the bathroom?); Solely procedural (How does your drop-off work?); Requires only a cursory check (Do you have Catcher in the Rye?)

H08   Annual Reference Transactions _____

H08a   Is this figure an Actual Count, or an Estimate Based on an average week? CT (count) or ES (estimate)

Online Circulation and Usage:

H09   Circulation of downloadable ebooks, audiobooks, video, magazines, comics, and the like (Listen Up Vermont, RBDigital, Hoopla, Kanopy, Zinio, etc...). If you have trouble getting this number, contact Joshua Muse. _____

H10   Use of online databases, whether provided by the state (Vermont Online Library, Learning Express, etc…), or purchased with a Consortium or individually (Mango, Ancestry, etc…). If you have trouble getting ahold of this number, or are unsure what to count, contact Joshua Muse. _____

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

Physical Circulation

Can you specify the circulation count of adult and children's physical materials? This includes curbside pickup and patron delivery.

- 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 and H13, and -1 in H14.

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 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) _____

Curbside Pickup Circulation

H14a   If you can count the number of circulations via curbside pickup, patron delivery, or other nontraditional methods, please include that number here. _____

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

Total annual interlibrary loans (ILLs):

H17   Number of ILLs provided to other libraries. _____

H18   Number of ILLs received from other libraries. _____

In-Person Programming:

Do you have a count of the number of adult, children or young adult in-person programs the library has offered? Note - H19-28 does not include programs not sponsored by the library.

- 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, and H21, and -1 in H22.

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

H20   Number of library-sponsored 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. 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?
_____

In-Person Programming Attendance:

For Questions H25 through H28 enter the total attendance at all in-person library-sponsored programs conducted over the course of the year.

Do you have a count of the attendance at adult, children or young adult programs? Separate by age of the target audience, not age of the attendee (e.g. an adult at a children's program goes in H26). In the case of "all-ages" programming, choose the most appropriate option.

- If you can separate the attendance between adult, children, and young adult programs, enter those numbers in H25, H26 and H27.
- If you have the total attendance, but can't separate between adult, children, or young adult programs, 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, and H27, and -1 in H28.

H25   Total attendance at all in-person adult programs, regardless of participant age. If the answer is zero, insert a zero (0). _____

H26   Total attendance at all in-person programs for children age 11 and under, regardless of participant age. If the answer is zero, insert a zero (0). _____

H27   Attendance at all in-person young adult programs, regardless of participant age). If the answer is zero, insert a zero (0). _____

H28   This line is for a TOTAL attendance at in-person library programs you offered. If you have entered data for the sub-categories above, please do not make any entry on this line.

_____

Virtual Programming

This question tracks the number of virtual, library-sponsored programs the library has offered. It includes events that are broadcast live and where viewers can interact or comment, and that are made available on a website or through social media. It does not include later views, or pre-recorded content.

Do you have a count of the number of virtual adult, children, or young adult programs the library has offered?

- If you can separate the attendance from adult, children and young adult programs, enter those numbers in H49a, H49b, and H49c.
- If you have a total count of virtual programs, but can't separate adult, children, or young adult, enter that number in H49d and enter 0 in H49a, H49b, and H49c.
- If you don't know the count of virtual programs, please enter 0 in H49a, H49b, and H49c, and -1 in H49d.

H49a   Number of virtual programs for adults. If the answer is zero, insert a zero (0). _____

H49b   Number of virtual programs for children (age 11 and under). If the answer is zero, insert a zero (0). _____

H49c   Number of virtual 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). _____

H49d   This line is for a TOTAL count of the number of library programs you offered. If you have entered data for the sub-categories above, please do not make any entry on this line. _____

H49e   TOTAL PROGRAMS: (system calculated, H19 + H20 + H21 + H22 + H49a + H49b + H49c + H49d) _____

Virtual Programming Attendance

For Questions H50a through H50d enter the total attendance at all virtual library-sponsored programs conducted over the course of the year. This includes events that are broadcast live and where viewers can interact or comment. It does not include later views, or pre-recorded content.

Do you have a count of the attendance at adult, children, or young adult programs? Separate by age of the target audience, not age of the attendee (e.g. an adult at a children's program goes in H50c). In the case of "all-ages" programming, choose the most appropriate option.

- If you can count the number of adult, children and young adult attendance at programs, enter those numbers in H50a, H50b, and H50c.
- If you have the total attendance, but can't separate adult, children or young adult, enter that number in H50d and enter 0 in H50a, H50b and H50c.
- If you don't know the attendance at virtual programs, please enter 0 in H50a, H50b, and H50c, and -1 in H50d.

H50a   Total attendance at all virtual adult programs, regardless of participant age. If the answer is zero, insert a zero (0). _____

H50b   Total attendance at all virtual programs for children age 11 and under, regardless of participant age. If the answer is zero, insert a zero (0). _____

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.

H29b   Number of Non-library sponsored programs, meetings, and events held in library facilities _____

Deliveries:

For the following questions, count number of deliveries, not number of items.

H30   Number of deliveries to individuals' homes. _____

H31   Number of deliveries to childcare providers and centers. _____

H32   Number of deliveries to other sites. _____

Computer-Related:

H34   Number of computer workstations available for public access. (Include those used partly by staff and partly by the public.) _____

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 times were the library's public computers used by patrons during 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. _____

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. _____

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. _____

L. COVID Pandemic Questions

The following questions reference changes during the COVID Pandemic. If your reporting period does not include the timespan of the pandemic in the United States (March 2020-present), please enter N/A for each question. For these questions, an outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

L01   Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes, No, N/A

L02   Did library staff provide services to the public during any portion of the period when the building was physically closed? This includes answering phone or email questions, virtual programming, curbside service, administering WiFi, and other activities? Yes, No, N/A

L03   Did the library add or increase access to electronic collections (downloadable items, databases, and the like) due to the Coronavirus (COVID-19) pandemic? This includes adding services or individual items, increasing borrowing limits, or otherwise improving the public's access to electronic materials. Yes, No, N/A

L04   Before the pandemic, did the library allow users to register for a library card online or by phone, without coming into the building? This includes "online-only" cards that allow patrons to access online resources. Yes, No, N/A

L05   During the pandemic, did the library allow users to register for a library card online or by phone, without coming into the building? This includes "online-only" cards that allow patrons to access online resources. Yes, No, N/A

L06   Did the library provide reference service via the Internet or telephone when the building was physically closed? Yes, No, N/A

L07   Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the pandemic? This includes any contactless or minimal contact circulation, such as curbside or vestibule pickup, mailing, or drive-thru.

L08   Did the library provide live, virtual programs via the Internet during the pandemic? Yes, No, N/A

L09   Did the library create and provide recordings of program content via the Internet during the pandemic? This does not include programs that were initially streamed live. Yes, No, N/A

L10   Did the library provide Wi-Fi Internet access to users outside the building the pandemic?" Yes, No, N/A

L11   Did the library intentionally provide Wi-Fi Internet access to users outside the building during the pandemic? Yes, No, N/A

L12   Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the pandemic? This include adding or repositioning access points, increasing hours of service, or the like. Yes, No, N/A

L13   Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic? This includes reassignments to other government agencies as well as other activities such as the use of library staff to distribute school lunches and other materials. Yes, No, N/A

I. Annual Report Final Questions and Signature

I01   What successes have you had this year? Starting this year, the information will be shared publicly, so act accordingly. _____

I02   What's new at your library? Starting this year, the information may be shared publicly, so act accordingly.   _____

I03 Name of the person who completed this report: _____

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

I05 DATE: _____

Standards Applications

The Vermont Minimum Public Library Standards are being rewritten at this time, and are currently suspended. Thus there are no Standards Applications to be completed this year.

J. CENSUS QUESTIONS

J01 Interlibrary Relationship Code: _____

J02 Legal Basis Code: _____

J03 Administrative Structure Code: _____

J04 PLSC Public Library Definition: _____

J05 Geographic Code: _____

J06 Legal Service Area Boundary Change: _____

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.

   Librarian: _____

   Date: _____

   Chairperson, Board of Trustees: _____

   Date: _____

K. Survey Completion Instructions

Final Steps - After completing the survey, and double-checked your information, you'll want to click the Save button for the current page, then click *Show Status* in the upper right-hand corner. You will see three tabs listed under Status.

Edit Checks – These occur when the system detects that the submitted data is significantly different from the previous year, or is otherwise outside the expected number. The system will show what it thinks is wrong, and ask you to write an explanatory annotation (note) under the Federal, State, or Local tab. You must enter a note in the appropriate tab for each edit check before you can go on. Click *Save* in the upper right-hand corner after entering notes. In many cases, these questions have to do with formatting on an empty field (0 vs. N/A vs. blank). If you have any problems with a question, don't hesitate to contact Joshua Muse.

Unanswered Questions – Clicking on this tab will show required questions that have not been filled in yet. These often hinge on completing fields for which you have no data. In general, you should enter a 0 (for numerical fields) and an N/A (for text fields) if the field is not relevant or if you have no data, but the system requires it.

Flagged Questions – While filling out the survey, you can click the flag next to a question to mark it for later. The Flagged Question tab shows any questions that you've flagged. This is for your own use, though you must make sure all flags have been turned off before you can submit.

Submittal – Once you have dealt with all Edit Checks and Unanswered Questions, you should click *Submit* in the upper right-hand corner. The system will double check, and then you can click *Submit* in the center of the page. You will receive a congratulations for completing your survey.

Printing – To print your submission, click the printer icon in the upper right-hand corner. You can choose to print just the current year's data, a blank form (without data), or to include the current and previous year's data. Next, click *Show Web Report* (the PDF option is not currently working). On the next page, click print. Depending on your browser, you may be able to print/save as PDF – look for that option where you would choose your printer. Get in touch with Joshua Muse if you need any help with printing or PDF's.