2019 Vermont Public Library Report

**A. Directory Information**

**IMPORTANT REMINDER** – Date for this report should come from your last fiscal year **completed byOct 15, 2019**. This means that libraries who follow the calendar year should submit data from Jan 1 - Dec 31, 2018. The only exceptions are questions A01-A17, which should be answered as of today.

If you have questions on any aspect of the report, please contact Joshua Muse at the Vermont Department of Libraries at joshua.muse@vermont.gov or (802) 636-0033.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A04 Mailing Address - City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A05 Mailing Address - Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A06 Mailing Address - Zip+4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A07 County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A08 Physical address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A09 Library Website Address (URL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A10 Federal Tax ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A11 Library FAX no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 library operation (if you have a branch library, and the hours have changed since last report, please contact Joshua Muse):

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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~~ was 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? (if you do, please contact Joshua Muse with the hours and schedule) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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). Note – Should be last fiscal year completed by Oct. 15, 2019. (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, 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. 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. If zero, please enter 0.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B01b Weekly Paid Hours - Librarians without an accredited Master's Degree or Certificate. 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 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 (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 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 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 definition, 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 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 enter -1 in F04.

F01 Amount spent for print materials. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F02 Amount spent for electronic resources (such as downloadable services or online databases). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F03 Amount spent for other materials (audio, video or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F04 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.

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 you don't know how much money was spent on employee payroll, please enter 0 in F06 and F07, and -1 in F08.

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 service individually (outside of a Consortium) like
Overdrive, RBdigital, Axis 360, 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. **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 ~~having~~ 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?

* 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.

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 (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 ~~ahold of~~ 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?

* 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Programming:*

Can you give a count of the number of adult, children or young adult 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 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 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 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 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, and H27, and -1 in H28.

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

H29 TOTAL PROGRAM ATTENDENCE: (system calculated, H25 + H26 + H27 + H28) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual outreach services:

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H41 Does your library offer a wireless internet connection to the public? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 – Yes, No, In Progress): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H47 If your library has an ILS, what software 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.