2021 Vermont Public Library Report

A. Directory Information

IMPORTANT REMINDER - Data for this report should come from your last fiscal year completed by Oct 15, 2021. This means that libraries who follow the calendar year should submit data from Jan 1 - Dec 31, 2020. Calendar year libraries who are off schedule should reach out to Josh to confirm their reporting period. 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

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, either 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.

_____

A23c   During your reporting period, how many weeks was your library physically open, but had any limitations on occupancy and services due to COVID? This includes reduced hours, maximum occupancy, time limits, appointments, closed stacks or meeting rooms, or other changes or limitations.

_____

A23d   NUMBER OF WEEKS LIBRARY WAS OPEN TO THE PUBLIC (system calculated, A23a - A23b)

_____

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

These numbers are annual totals, not weekly figures.

A23e   How many hours were you open to the public normally (without appointment) during your reporting period?   _____

A23f   How many hours were you open for appointments (but not open normally) during your reporting period? This includes the entire window, not just while patrons were in the building.

_____

A23g   How many hours were you open for curbside pickup (but not open normally or for appointments) during your reporting period? This includes the entire window, not just when patrons actually stopped by.   _____

A23h   TOTAL NUMBER OF HOURS (system calculated, A23e + A23f):   _____

Bookmobile or Branch:

A24a   If you have a bookmobile or a branch, how many total hours was it operating/open during your reporting period?

A24b   If you have a bookmobile or branch, how many weeks was it operating/physically open during your reporting period?

Fiscal Year and Population:

A25   Beginning date for last completed fiscal year (mm/dd/yyyy). (Example: 07/01/2021 means July 1, 2021): _____

A26   Ending date for last completed fiscal year (mm/dd/yyyy). Note - Should be last fiscal year completed by Oct. 15, 2020. (Example: 06/30/2021 means June 30, 2021): _____

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. _____

B01b   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. _____

B01c   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 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.   _____

D07a   As of the last day of your reporting period, did you charge fines for late items? All Items/Some Items/No Items

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.

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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. Please enter a 0 for any categories you did not receive funds from.

Check each grant that you received:

D12a   Summer Reading Performer/Programming Grant

D12b   ILL Courier System Grant

D12c   Vermont Public Library Foundation (VPLF) Grant

D12d   Vermont Community Foundation (VCF) Technology Grant

D12e   CARES Technology Grant

Totals:

D12f   Total of State Administered Grants. This includes Summer Reading Performer/Programming and VPLF grants. _____

D12g   Total of Federal Grants. This includes ILL Courier System, CARES Technology, and the USDA Community Facilities Grant. _____

D12h   Total of all other Grants, including Private Grants. This includes the VCF Technology Grant. _____

D12i   TOTAL ALL GRANTS RECEIVED. (system calculated, sum of Lines D12f + D12g + D12h) _____

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: _____

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 + D12g) _____

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.

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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.

F06   Amount spent for salaries.   _____

F07   Amount spent for employee benefits. _____

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: _____

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's 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.

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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 li

_____

G04 TOTAL PRINT HOLDINGS (system calculated, G01 + G02 + G03) _____

Video items:

(Physical units housed in the collection):

Can you specify the size of your holdings of adult and 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 or 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 and 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 Ebooks and Audiobooks:

This counts all downloadable ebooks and audiobooks 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). It does not include Hoopla or other pay-per-use models:

G18a   Listen Up Vermont / Overdrive (through GMLC) - checkbox

G18b   RBDigital / Overdrive (through the Department of Libraries) - checkbox

G18c   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 - checkbox

G18d   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.   _____Downloadable Audio items:

G18e   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 and 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)

_____

Non-Traditional Items:

Enter the number of non-traditional items that can be checked out by patrons. This includes a huge range of items, from technology and crafting to tools, games, and more. Items packaged and checked out together count as one unit.

G23   Non-Traditional Items: _____

G24   TOTAL PHYSICAL ITEMS (system calculated, G04 + G12 + G17 + G23)

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, Consume   _____

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.

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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. 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?
        _____

H06b   How many users stopped by to pick up items without entering the building?
        _____

Reference transactions:

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

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?
        _____

Online Circulation 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)

_____

H15b   Circulation of Non-Traditional Items. This includes a huge range of items, from technology and crafting to tools, games, and more. Items packaged and checked out together count as one unit. These circulations should also be included in the figures above (H12-H14): _____

Curbside Pickup Circulation:

H15c   If you can count the number of circulations via curbside pickup, patron delivery, or other nontraditional methods, please include that number here. It should also be included in H12-H14 (Physical Circulation)   _____

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

Total annual interlibrary loans (ILLs)

This includes lending within your consortium, as well as traditional ILL both in and out of Vermont:

H17   Number of ILL items sent to other libraries. These should not be included in H12-H14, Physical Circulation.   _____

H18   Number of ILL items received from other libraries.   _____

Programming:

This is a count of all library-sponsored programs. This year, the age categories have expanded to separate out children 0-5, as well as programs for a general audience. This is a transitional year, so if those new numbers aren't available, just enter a zero (0). If the answer is zero, enter a zero (0).

- Off-site programs are held anywhere beyond library property.
- Virtual programs are broadcast live on a website or social media platform, and allow viewers to interact or comment. It does not include later views, or pre-recorded content.
- Ages indicates the primary intended audience. General interest includes all-age, family, and intergenerational program sessions. In ambiguous cases, use your best judgement.

H19a   Number of Onsite Program Sessions Intended for Children Ages 0-5
H19b   Number of Onsite Program Sessions Intended for Children Ages 6-11
H19c   Number of Onsite Program Sessions Intended for Young Adults Ages 12-18
H19d   Number of Onsite Program Sessions Intended for Adults Age 19 or Older
H19e   Number of Onsite Program Sessions Intended for a General Audience
H19f   Number of In-Person Onsite Program Sessions (system calculated, H19a + H19b + H19c + H19d + H19e)

H20a   Number of Offsite Program Sessions Intended for Children Ages 0-5
H20b   Number of Offsite Program Sessions Intended for Children Ages 6-11
H20c   Number of Offsite Program Sessions Intended for Young Adults Ages 12-18

H20d   Number of Offsite Program Sessions Intended for Adults Age 19 or Older
H20e   Number of Offsite Program Sessions Intended for a General Audience
H20f   Number of In-Person Offsite Program Sessions (system calculated, H20a + H20b + H20c + H20d + H20e)

H21a   Number of Virtual Program Sessions Intended for Children Ages 0-5
H21b   Number of Virtual Program Sessions Intended for Children Ages 6-11
H21c   Number of Virtual Program Sessions Intended for Young Adults Ages 12-18
H21d   Number of Virtual Program Sessions Intended for Adults Age 19 or Older
H21e   Number of Virtual Program Sessions Intended for a General Audience
H21f   Number of Virtual Program Sessions (system calculated, H21a + H21b + H21c + H21d + H21e)

H22a   Number of Synchronous Program Sessions Intended for Children Ages 0-5 (system calculated, H19a + H20a + H21a)
H22b   Number of Synchronous Program Sessions Intended for Children Ages 6-11 (system calculated, H19b + H20b + H21b)
H22c   Number of Synchronous Program Sessions Intended for Young Adults Ages 12-18 (system calculated, H19c + H20c + H21c)
H22d   Number of Synchronous Program Sessions Intended for Adults Age 19 or Older (system calculated, H19d + H20d + H21d)
H22e   Number of Synchronous Program Sessions Intended for a General Audience (system calculated, H19e + H20e + H21e)
H22f   Total Number of Synchronous Program Sessions (system calculated, H22a + H22b + H22c + H22d + H22e)

In-Person Programming Attendance:

This is a count of attendance at all library-sponsored programs. What matters is the age the program is intended for, not the age of the participant – e.g., a 35 year-old at a toddler program counts under toddler programs.

H23a   Attendance at Onsite Programs Intended for Children Ages 0-5
H23b   Attendance at Onsite Programs Intended for Children Ages 6-11
H23c   Attendance at Onsite Programs Intended for Young Adults Ages 12-18
H23d   Attendance at Onsite Programs Intended for Adults Age 19 or Older
H23e   Attendance at Onsite Programs Intended for a General Audience
H23f   In-Person Onsite Program Attendance (system calculated, H23a + H23b + H23c + H23d + H23e)

H24a   Attendance at Offsite Programs Intended for Children Ages 0-5
H24b   Attendance at Offsite Programs Intended for Children Ages 6-11
H24c   Attendance at Offsite Programs Intended for Young Adults Ages 12-18
H24d   Attendance at Offsite Programs Intended for Adults Age 19 or Older
H24e   Attendance at Offsite Programs Intended for a General Audience
H24f   In-Person Offsite Program Attendance (system calculated, H24a + H24b + H24c + H24d + H24e)

H25a   Attendance at Virtual Programs Intended for Children Ages 0-5
H25b   Attendance at Virtual Programs Intended for Children Ages 6-11

H25c   Attendance at Virtual Programs Intended for Young Adults Ages 12-18
H25d   Attendance at Virtual Programs Intended for Adults Age 19 or Older
H25e   Attendance at Virtual Programs intended for a General Audience
H25f   Virtual Program Attendance (system calculated, H25a + H25b + H25c + H25d + H25e)

H26a   Attendance at Synchronous Programs Intended for Children Ages 0-5 (system calculated, H23a + H24a + H25a)
H26b   Attendance at Synchronous Programs Intended for Children Ages 6-11 (system calculated, H23b + H24b + H25b)
H26c   Attendance at Synchronous Programs Intended for Young Adults Ages 12-18 (system calculated, H23c + H24c + H25c)
H26d   Attendance at Synchronous Programs Intended for Adults Age 19 or Older (system calculated, H23d + H24d + H25d)
H26e   Attendance at Synchronous Programs Intended for a General Audience (system calculated, H23e + H24e + H25e)
H26f   Total Attendance at Synchronous Programs (system calculated, H26a + H26b + H26c + H26d + H26e)

Recorded Programming:

These questions focus on recorded library–sponsored programs made available online. This includes programs that were originally broadcast live, or were entirely prerecorded before posting.

H27a   Number of recorded library-sponsored programs you made available. Programs that were initially shown live should also be included under Virtual Programming   _____

H27b   Number of views for recorded library-sponsored programs. Count the number of views that have occurred within the first 7 days since posting. For Facebook, count 1-minute views, while you should count "unique views" for other services. Do not include live views, which should go under Virtual Programming Attendance.   _____

Self-Directed Activities

This is an activity that library staff provide for patrons, typically for a limited time. Unlike traditional programming, it does not require direct staff interaction while the activity is being completed. Examples include take–home packets, social media challenges or trivia, outdoor story walks, and the like. The activity should require a moderate amount of staff work, more than just leaving out photocopied coloring pages or a pile of board games.

H28a   How many self-directed activities were offered? If you update an activity to include all new content, that counts as a new activity.   _____

H28b   What types of activities? Please use brief descriptions.   _____

H28c   Roughly, how many patrons do you think took part in these activities? This should just be a broad estimate.   _____

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.

H29 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 Services:

H34 Number of internet-accessible computers or tablets for use in the library. Do not include special-use computers like OPAC's or those used for specific databases. _____

H35 How many patrons were trained on technology one-on-one at the library? Count any interaction between a library staff member and patron, whether scheduled or unscheduled, where the staff member spends a considerable amount of time tutoring or teaching the patron about information technology skills. Examples include computer or device tutorials, assistance with creating an email or social media account, instruction on how to make video calls, help navigating websites or online applications, or instruction on using specific software. Do not count assistance with the library copier/printer. These should also be included in H08 Reference Transactions.
_____

H36a 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. _____

H36b Is this figure an Actual Count, or an Estimate Based on an average week?
_____

H37a 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.
_____

H37b Is this figure an Actual Count, or an Estimate Based on an average week?
_____

ILS Software:

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

H38   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're not sure of the number, enter -1. If you do not have a website, enter 0.   _____

I. Annual Report Final Questions and Signature

Instead of asking our narrative questions (successes and what's new) in the annual report, we're going to ask for them in a separate survey every six months. We hope this will lead to timelier info, and make the report a couple of questions shorter.

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?   _____

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?   _____

L03   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.   _____

L04   Did the library provide reference service via the Internet or telephone when the building was physically closed?   _____

L05   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.   _____

L06   Did the library intentionally provide Wi-Fi Internet access to users outside the building during the pandemic?   _____

L07   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.   _____

L8   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.   _____