What to Track for the Annual Public Libraries Report
(changes for 2024 are in red)

Schedule (Weeks & Hours)
- Weeks open this year.
- Hours open this year
- Bookmobile/Branch hours open
- Bookmobile/Branch weeks open

Staffing (Hours)
- Staff Hours – Broken down by librarians with an MLS, Librarians with a VT Certificate of Public Librarianship, librarians without an MLS or certificate, and all other staff. Weekly average.
- Funded from Outside – Weekly staffing hours paid for by an outside organization (grant, AmeriCorps, etc…). Weekly average.
- Volunteer Hours – Weekly average.
- Number of Staff – How many permanent paid staff are budgeted at the library (end of year).

Facilities
- Questions can be answered at end of year.

Operating Income (Dollars)
- Tax Support - Local tax support from each town that provides it.
- Grants – Summer programming and other state grants, Courier and other federal grants, and other grants. ~~Totals by state, federal, and other.~~
- Non-Resident Fees – What you charge per person/family, and the total fees for the year.
- Fines – Total late fines collected.
- All Other Local Income – Gifts, fines, book sales, fund-raising, and such.
- In-Kind Support – Goods and services provided for no cost from town or other organization (yes/no).

Capital Revenue (Dollars)
- Revenue – Capital revenue for projects, broken down by federal, state, local, and other.

Operating Expenditures (Dollars)
- Collections – Collections expenses, broken down by print, electronic, and other.
- Staff – Staffing expenses, broken down by salary and benefits.
- Programming – Expenses for programming, broken down by age.
- Other – All other operating expenses, broken down by building operations, technology, and other expenses.
- Capital – Funds spent on capital projects.

9/30/24

Holdings (Number of Items)
- All physical items are broken down by adult, teen/young-adult, and children.
- Print Materials – Books, graphic novels, etc.
- Video Items – DVD, VHS, video Playaways, and such. Broken down by adult, teen/young-adult, and children.
- ~~Downloadable Video – Probably zero (doesn't include pay-per-use like Hoopla or Kanopy).~~
- Audio Items – Audiobooks and music.
- eBooks & Downloadable Audiobooks – Downloadable items purchased specifically by library, not including pay-per-use. ~~Total downloadable items, including through consortia, though doesn't include pay-per-use items like Hoopla.~~
- ~~Print Serials – Includes magazines and newspapers.~~
- Non-Traditional Items – Number of non-tradition items in your collection.
- Downloadables & Databases – How do you acquire databases, yes/no questions.
- Databases – Number of databases you offer besides state provided ones (Vermont Online Library, Universal Class, etc)

Services (Various)
- Borrowers – Number broken down by adult, YA/Teen (if relevant), and children.
- Visits – Total visits to the library.
- Reference Transactions – Annual number of questions.
- Computer Training – Number of patrons trained. New definition.
- Online Circulation – Numbers for eBooks, eSerials, eAudio, and eVideo usage.
- ~~Checkouts for downloadable items, broken down by age (adult, teen/young-adult, and children) and type (eBook, Audiobook), as well as all other circulation (videos, magazines, comics, music) as a single separate number.~~
- Electronic Database Usage - Includes Vermont Online and other state databases, as well as any online databases you subscribe to individually.
- Physical Items Circulation – Checkouts, broken down by age (adult, teen/young-adult, and children).
- Non-Traditional Item Circulation.
- InterLibrary Loans – Broken down by provided and received.
- Programming
  - Programs and attendance by age (0-5, 6-11, 12-18, 19+, general interest)
  - Programs and attendance by location (off-site and virtual, with the rest on-site)
  - ~~Programs - Broken down by location (on-site, off-site, virtual) and age (0-5, 6-11, 12-18, 19+, general audience). Also, collaborations with other organizations.~~
  - ~~Attendance – Broken down by location (on-site, off-site, virtual) and age (0-5, 6-11, 12-18, 19+, general audience). Also, collaborations with other organizations.~~
- Non-Library Programs – Number of programs not sponsored by the library but held in library facilities.
- Outreach Events – Number of outreach events the library has put on or attended.
- Recorded Programming
  - Programs – Pre-recorded programs or programs that were originally live.
  - Views – Number based on 1-minute views (Facebook) and unique views (everything else).

- Self-Directed Activities
  - Activities – Number of different activities. Updating an activity with all new content counts as a new activity.
  - Participation – A very rough estimate of participation.
- Deliveries – Broken down by individuals, childcare providers, and other sites.
- Public Use Computers – Number for public use. Doesn't include special use computers like OPAC's or for specific databases.
- Computer Use – How often were your public computers used.
- WiFi – Number of wireless sessions.
- ~~Website – Number of visits to your library's website.~~

9/30/24