2023 Vermont Public Library Report

Joshua Muse - joshua.muse@vermont.gov - (802) 585-8056

Whenever you have questions about any aspect of the report, please contact Josh. Don't feel as though you need to try on your own for awhile, or that a question is too small or basic – just reach out.

Reporting Periods (Important)

- Data for this report should come from your last fiscal year completed by Oct 15, 2023.
- Calendar (Jan-Dec) - Libraries who follow the calendar year normally submit data for Jan 1 – Dec 31, 2022. If you reported Jan-Dec 2022 last year, or aren't sure, you MUST contact Josh before beginning the report.
- State Fiscal (July-June) - Libraries who follow the July-June fiscal year should report July 1, 2022-June 30, 2023.
- Libraries with other calendars should continue with those. If those dates don't actually match your library/town's fiscal year, contact Josh.
- If you have ANY questions about your reporting period, contact Josh before starting.

Help Icon - We strongly recommend getting in the habit of clicking the help (?) icon when answering each question that has one. This gives notably more information about how to answer the question.

Not Available or Not Relevant

- Do not enter -1 anywhere in the survey
- Enter 0 in response to questions that aren't relevant to your library (for example, if you don't have video materials, just enter 0).
- Enter N/A if your library provides a service but you don't have the data or an answer to the question (for example, if you don't know program attendance, just enter N/A).

A. Directory Information

This includes basic identifying information about your library. Since this data does not change much from year to year, questions A01–A08 have been pre–filled for you. If any of these items need to be changed, please contact Joshua Muse.

A01   Name (LIBNAME, IMLS data element #152)

This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. _____

A01a   City (of street address) (CITY, IMLS data element #154)

This is the city or town in which the administrative entity is located. _____

A02   Phone (PHONE, IMLS data element #162)

This is the telephone number of the administrative entity, including area code.

Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter N/A. _____

A03   Mailing Address (ADDRES_M, IMLS data element #157)

This is the mailing address of the administrative entity. _____

A04   City (of mailing address) (CITY_M, IMLS data element #158)

This is the city or town of the mailing address for the administrative entity. _____

A05   ZIP Code (of mailing address) (ZIP_M, IMLS data element #159)

This is the standard five-digit postal ZIP code for the mailing address of the administrative entity. _____

A06   Mailing Address - Zip+4:   _____

A07   County of the Entity (CNTY, IMLS data element #161)

This is the county in which the headquarters of the administrative entity is physically located. _____

A08   Street Address (ADDRESS, IMLS data element #153)

This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery. _____

A09   Current Director: _____

A10   Current Director email address: (Not shared outside the Department of Libraries): _____

A11   Current President/Chair of library board of trustees: _____

A12   Current President/Chair email address (Not shared outside the Department of Libraries): _____

A13   Type of library: community (shared public/school), incorporated, or municipal: _____

Weeks of Operation:

A14   Number of Weeks an Outlet is Open (actual weeks) (WKS_OPEN, IMLS data element #714)

This is the number of weeks during the year that an outlet was open to the public.

The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given

week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

(Vermont guidance) The number of weeks during your reporting period.

_____

Hours of Operation:

A15   Public Service Hours Per Year (actual hours) (HOURS, IMLS data element #713)

Note: Include the actual hours open for public service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

_____

Bookmobile or Branch:

(Vermont guidance) Only complete this if your library has a bookmobile or a branch.

A16a   Public Service Hours Per Year (actual hours) (HOURS, IMLS data element #713)

This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)

Note: Include the actual hours open for public service. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. _____

A16b   Number of Weeks an Outlet is Open (actual weeks) (WKS_OPEN, IMLS data element #714)

This is the number of weeks during the year that an outlet was open to the public.

Note: Include the number of weeks open for public service.

For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down. _____

Fiscal Year and Population:

A17a   Reporting Period Starting Date (STARTDAT, IMLS data element #206)

This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

(Vermont guidance) Beginning date for the period you are reporting (mm/dd/yyyy). (Example: 07/01/2022 means July 1, 2022): _____

A17b   Reporting Period Ending Date (ENDDATE, IMLS data element #207)

This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

(Vermont guidance) Ending date for the period you are reporting (mm/dd/yyyy). Note - Should typically be the most recent fiscal year completed by Oct. 15, 2023. (Example: 06/30/2023 means June 30, 2023): _____

A18   Population of the Legal Service Area (POPU_LSA, IMLS data element #208) The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.

(Vermont guidance) This number has been entered for you: _____

B. Staffing

(Federal Language) Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

(Vermont Guidance) If your library has paid staff, enter the relevant numbers in B01a, B01b, B01c, B03, and B05. If any are zero, please enter 0. If your library does not have paid staff, please enter 0 in B01a, B01b, B01c, B03 and B05.

Librarians:

B01a   ALA-MLS Librarians (MASTER, IMLS data element #250)

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

(Vermont guidance) Weekly Paid Hours. Do not include hours worked by staff with an ALA accredited Master's Degree who are employed in non-librarian jobs, such as circulation clerk. Do not include hours paid from outside the library budget. If zero, please enter 0.   _____

B01b   Librarians with VT Certificate of Public Librarianship
Instructions - Weekly paid hours for 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. Do not include hours paid from outside the library budget. If zero, please enter 0.   _____

B01c   Librarians without MLS or Certificate

Instructions - Weekly paid hours for librarians without an accredited Master's Degree or VT Certificate of Public Librarianship. Do not include staff working in non-librarian jobs, such as circulation clerk. Do not include hours paid from outside the library budget. If zero, please enter 0.
          _____

B02   Total Librarians (LIBRARIA, IMLS data element #251)

Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).

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

Other Staff:

B03   All Other Paid Staff (OTHPAID, IMLS data element #252)

This includes all other employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

(Vermont guidance) Weekly hours worked by all other staff, including circulation clerks, security staff, pages, and maintenance staff. Do not include hours paid from outside the library budget. If zero, please enter 0._____

B04   Total Paid Employees (TOTSTAFF, IMLS data element #253)

This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

TOTAL PAID STAFF HOURS IN A TYPICAL WEEK (system calculated, B02 + B03)
          _____

B05   ~~Total number of~~ Weekly staff hours paid entirely by funds outside the library's budget (e.g., grant funds, Vermont Associates, AmeriCorps.) If zero, please enter 0.   _____

B06   Number of average volunteer hours in a 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.   _____

Number of Staff:

B07   How many permanent paid staff work at your library? This is the number of staff, not number of hours. Include positions that are budgeted but are not currently filled. Do not include substitute staff. _____

FTE Numbers, for IMLS-Use Only - System Calculated:

B08a   WEEKLY FULL TIME EQUIVALENT (FTE) LIBRARIANS WITH MLS (system calculated, B01a / 40)

B08b   WEEKLY FTE TOTAL LIBRARIANS (system calculated, B02/40)

B08c   WEEKLY FTE TOTAL OTHER STAFF (system calculated, B03/40)

B08d   WEEKLY FTE TOTAL ALL STAFF (system calculated, B04/40)

C. Facilities

These questions focus on your library facilities. Questions C01-C08b ask about the main library, while C09-C15c ask about a branch or secondary building. Answers have been prefilled based on last year's submission, except for C05, C06, C13, and C14. If you do not know the answer, please enter N/A.

Main Library:

C01   Square Footage of Outlet (SQ_FEET, IMLS data element #711)

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

(Vermont guidance) This value has been entered, based upon data reported in previous years. If there is an error, please contact Joshua Muse.   _____

C02   In what year was the library building originally built? _____

C03   In what year was the most recent major construction project (addition or major renovation) completed? _____

C04   In what year was the most recent refresh (painting, carpet, etc) completed? _____

C05a   Size – How well does the current size of the building meet the needs for public service? Excellent/Good/Average/Fair/Poor

C05b   Size - In what ways are public services limited by the current size or layout of the building? Text Box

C06a   Condition - How well does the current condition of the building meet the needs for public service? Excellent/Good/Average/Fair/Poor

C06b   Condition - In what ways are public services limited by the current condition of the building? Text Box

C07a   Does the building have a meeting room? Yes/No

C07b   If yes, how many people does the meeting room accommodate? _____

C07c   Is the meeting room available for public use? Yes/No

C08a   Is the library building owned by the municipality, the library, or another organization/person? Municipality/Library/Other

C08b   If the building is not owned by the library, is it leased by the library? Yes/No

Branch Library or Secondary Building:

If you do not have a branch or a second building, leave this entire section blank.

C09 (Formerly C08)   Square Footage of Outlet (SQ_FEET, IMLS data element #711)

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

_____

C10   In what year was the library building originally built? _____

C11   In what year was the most recent major construction project (addition or major renovation) completed? _____

C12   In what year was the most recent refresh (painting, carpet, etc) completed? _____

C13a   Size – How well does the current size of the building meet the needs for public service? Excellent/Good/Average/Fair/Poor

C13b   Size - In what ways are public services limited by the current size or layout of the building? Text Box

C14a   Condition - How well does the current condition of the building meet the needs for public service? Excellent/Good/Average/Fair/Poor

C14b   Condition - In what ways are public services limited by the current condition of the building? Text Box

C15a   Does the building have a meeting room? Yes/No

C15b   If yes, how many people does the meeting room accommodate? _____

C15c   Is the meeting room available for public use? Yes/No

C16   What is this building called, and what is it used for? Text Box

D. Operating Revenue

(Federal Language) Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

(Vermont guidance) This category should include nearly all income that the library received during the reporting period. Report income in the year it comes in, not the year in which it was spent.

Local Government Revenue (LOCGVT, IMLS data element #300)

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)

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) _____

Grants received:

This section covers cash grants of any type for which the library has been a recipient. Include amounts actually received during the reporting period, not merely committed. Please enter a 0 for any categories you did not receive funds from.

D04a   State Government Revenue (STGVT, IMLS data element #301)

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources). (Vermont guidance) Total Amount of State-Funded Grants. This includes Summer Programming grants. _____

D04b   Federal Government Revenue (FEDGVT, IMLS data element #302)

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

(Vermont guidance) Total Amount of Federal-Funded Grants. This includes ILL Courier System, CARES Technology, ARPA 1 & 2, and USDA Community Facilities Grants. _____

D04c   Total Amount of all other Grants, including Private Grants. This includes grants from the Vermont Community Foundation, VPLF, and Winnie Bell Learned grants. _____

D04d   TOTAL ALL GRANTS RECEIVED. (system calculated, sum of Lines D04a + D04b + D04c) _____

Other Income:

Non-Resident Borrower Fees:

Please 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 D05a - D05c. If D05a or D05b 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 D05a and D05b, and 0 in D05c.
- If you did not charge non-resident borrower fees, please enter 0 in D05a - D05c.

D05a   Non-resident fee charged per borrower:_____

D05b   Non-resident fee charged per family: _____

D05c   Total Income from Non-Resident Borrower Fees. Report this total on this line and do NOT include this income again as part of line D08.   _____

Fines for Late Items:

D06a   Current Overdue Fine Policy (ODFINE, IMLS data element #504)

Answer <Y>es or <N>o to the following question:

As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

Yes/No

D06b   Total Income from late fines. Do not include this income again as part of line D08. If this number is not available, please enter N/A. _____

Other Operating Revenue (OTHINCM, IMLS data element #303)

This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, or fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

(Vermont guidance) This includes all other income, including private support, gifts, fees, fund-raising activities, book sales, Friends' contributions, interest from an endowment or savings account, etc. Do not include funds from a previous year (carryover or principal from a savings account).

D07   All Other Income: _____

D08   OTHER INCOME TOTAL = NON-RESIDENT FEES + LATE FINES + ALL OTHER INCOME: (system calculated, D05c + D06b + D07) _____

D09   OTHER INCOME TOTAL + OTHER GRANTS: (system calculated, D08 + D04c) _____

D10   Total Operating Revenue (TOTINCM, IMLS data element #304)

This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

TOTAL REVENUE (system calculated, D03 + D04d + D05c + D06b + D07) _____

Services Provided or Paid for by Other Organizations

These questions cover goods and services that are received by the library and provided by a third-party, rather than being paid out of the library's budget. They may be: a) paid for by a Friends group where the cost is unknown or unavailable; b) paid for by the municipality or other organization; c) provided for-free by a vendor, contractor, or organization; or d) received as part of a non-cash grant. Questions are divided into services provided by a municipality and those from another organization. These are yes/no questions, and do not require any estimated value. If costs are split between the library and another organization, please include the service here as long as it does not represent a negligible donation.

Provided by Municipality:

D13a   Exterior Maintenance & Repair - Checkbox

D13b   Interior Maintenance & Repair - Checkbox

D13c   Utilities – Electricity, Heat, Internet, Phone Service - Checkbox

D13d   Landscaping, Lawn Care, and Snow Removal - Checkbox

D13e   Cleaning & Garbage Disposal - Checkbox

D13f   Collections Items – Includes books and other items, as well as subscriptions to magazines/newspapers - Checkbox

D13g   Professional Services – Includes technology, legal, bookkeeping, marketing, and similar support - Checkbox

Provided by Other Organizations or Individuals:

D13a   Exterior Maintenance & Repair - Checkbox

D13b   Interior Maintenance & Repair - Checkbox

D13c   Utilities – Electricity, Heat, Internet, Phone Service - Checkbox

D13d   Landscaping, Lawn Care, and Snow Removal - Checkbox

D13e   Cleaning & Garbage Disposal - Checkbox

D13f   Collections Items – Includes books and other items, as well as subscriptions to magazines/newspapers - Checkbox

D13g   Professional Services – Includes technology, legal, bookkeeping, marketing, and similar support - Checkbox

E. Capital Revenue

(Federal Language) Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

(Vermont guidance)

- If you received capital revenues, enter amounts in E01a - E01d. If any are zero, please enter 0.
- If you did not receive any capital revenues, enter 0 in E01a – E01d, and continue to the next section.

E01a   Local Government Capital Revenue (LCAP_REV, IMLS data element #400)

Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government. _____

E01b   State Government Capital Revenue (SCAP_REV, IMLS data element #401)

Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state. _____

E01c   Federal Government Capital Revenue (FCAP_REV, IMLS data element #402)

Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. _____

E01d   Other Capital Revenue (OCAP_REV, IMLS data element #403)

Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures. _____

E01e   Total Capital Revenue (CAP_REV, IMLS data element #404)

This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

TOTAL CAPITAL REVENUE. (system calculated, E01a + E01b + E01c + E01d) _____

F. Operating Expenditures

(Federal Language) Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

(Vermont guidance) Include library expenditures as well as verifiable amounts spent by or on behalf of the library by local government, Friends groups or Trustees, even if these amounts do not flow directly through library accounts. These are amounts for which a receipt or other verification of cost could be provided, if necessary.

Important Change for the 2022 report: Grant expenses are no longer separated out and should be included in the appropriate category (collections, programming, other, etc).

Collection Expenditures:

(Federal Language) This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

(Vermont guidance) Please specify the amounts of money spent on print materials, electronic resources, and other materials by your institution.

- If you can specify the amounts for each category, enter the amounts in Print (F01a), Electronic (F01b), and Other (F01c). If any are zero, please enter 0.
- If you have a total, but are unsure of one or more categories, enter it in Total (F01d), and enter 0 in F01a – F01c.
- If you're unsure of the overall total, please enter N/A in Total (F01d), and enter 0 in F01a – F01c.

F01a   Print Materials Expenditures (PRMATEXP, IMLS data element #353)

Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions. _____

F01b   Electronic Materials Expenditures (ELMATEXP, IMLS data element #354)

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).

(Vermont guidance) This includes costs for downloadable services (e.g. Overdrive and Hoopla), online magazines (e.g. Zinio and Pressreader), and online databases (e.g. Ancestry and Consumer Reports) paid for by your institution. Do not include costs for your ILS or any computer or networking equipment. Do not include physical digital materials (CDs, DVDs, Playaways), which are included under F01c.
_____

F01c   Other Physical Materials Expenditures (OTHMATEX, IMLS data element #355)

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

(Vermont guidance) This includes costs for DVDs, CDs, audiobooks, Wonderbooks, and Playaways, as well as non-traditional "Library of Things" circulating items like gardening equipment, toys, and recreational items. _____

F01d   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 ANY of the sub-categories above, don't enter anything here. _____

F01e   Total Collection Expenditures (TOTEXPCO, IMLS data element #356)

This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).

TOTAL COLLECTIONS EXPENDITURES (system calculated, F01a + F01b + F01c + F01d) _____

Employee Expenditures:

This section is for reporting the amount of money spent for salaries and benefits for all library employees. Benefits include amounts paid on the employee's behalf for Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, and worker's compensation.

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 be included under D01 & D02, Local Tax Support.

Please specify the amounts of money spent on salaries and employee benefits.

- If you can specify the amounts for salaries and employee benefits, enter those amounts in Salaries (F02a) and Benefits (F02b). Benefits (F02b) cannot be zero, as it should include Social Security and Medicare even if there are no traditional "benefits."
- If you know a total but can't separate salaries and benefits, enter it in Total (F02c), and enter 0 in F02a and F02b.
- If you know salary but not benefits, enter it in Salary (F02a), and enter N/A for F02b and F02c.
- If you're unsure of the overall total, please enter N/A in Total (F02c), and enter 0 in F02a and F02b.
- If you have no paid staff, please enter 0 in F02a – F02c.

F02a   Salaries & Wages Expenditures (SALARIES, IMLS data element #350)

This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. _____

F02b   Employee Benefits Expenditures (BENEFIT, IMLS data element #351)

These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees.

Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

(Vermont guidance) This should not be 0 unless F02a is also 0. _____

F02c   This line is for a TOTAL amount spent on employee payroll, if you can't separate salaries and benefits. If you have entered data for ANY of the sub-categories above, don't enter anything here. _____

F02d   Total Staff Expenditures (STAFFEXP, IMLS data element #352)

This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

TOTAL EMPLOYEE EXPENDITURES (system calculated, F02a + F02b + F02c) _____

Programming Expenses:

Please specify the amounts spent on programming. This includes all expenditures related to programming, such as materials/supplies, presenters/performers, and equipment. Grant expenditures should be included. Do not include any staff salaries. Programming usage statistics appear in H08-H17.

- If you can specify the amounts for all three age categories, enter those in Adult (F03a), Teen/Young Adult (F03b), and Children's (F03c).
- If you know a total but are not able to separate by age, enter it in Total (F03d), and enter 0 in F03a – F03c.
- If you don't know the overall total, please enter N/A in Total (F03d), and enter 0 in F03a – F03c.

F03a   Adult Programming Expenses _____

F03b   Teen/Young Adult Programming Expenses

F03c   Children's Programming Expenses _____

F03d   If you do not track programming costs by age category, use this line to report the TOTAL amount spent on programming. If you have entered data for the sub-categories F03a – Fo3c above, please do not make any entry on this line. _____

F03e   TOTAL PROGRAMMING EXPENSES: (system calculated, F03a + F03b + F03c + F03d) _____

Other Operating Expenses:

Please specify other operating expenses paid by the library.

- If you can specify the amounts for all three categories, enter those in Building Operations(F04a), Technology (F04b), and Other Expenses (F04c).
- If you know a total but are not able to separate by category, enter it in Total (F04d), and enter 0 in F04a – F04c.
- If you're unsure of the overall total, please enter N/A in Total (F04d), and enter 0 in F04a – F04c.

F04a   Building Operations Expenses. This includes costs of operating and maintaining physical facilities, including utilities. _____

F04b   Technology Expenses. This includes costs for computer hardware, software licenses, internet and phone service, technological consulting or support, ILS fees, web hosting, and photocopiers/printers. Do not include costs for online resources for patrons, which should go in F01b. _____

F04c   Other Expenses. All other expenses, including insurance, professional services, contracts, general supplies, and other items not otherwise listed. _____

F04d   This line is for a TOTAL amount spent on other operating expenses, if you can't separate building, technology, and other expenses. If you have entered data for ANY of the sub-categories above, don't enter anything here. _____

F04e   TOTAL OTHER EXPENSES (system calculated, F04a + F04b + F04c + F04d)
_____

F05   Other Operating Expenditures (OTHOPEXP, IMLS data element #357)

This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

OTHER EXPENSES + PROGRAMMING EXPENSES (system calculated, F03d + F04e) _____

Total Expenses:

F06   Total Operating Expenditures (TOTOPEXP, IMLS data element #358)

This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

TOTAL OPERATING EXPENSES (system calculated, F01e + F02d + F03d + F04e)
_____

Capital expenditures:

Total Capital Expenditures (CAPITAL, IMLS data element #405)

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

(Vermont guidance) If the answer is zero, please enter zero.

F07   Capital expenditures: _____

G. Library Collection

LIBRARY COLLECTION

(Federal Language) This section of the survey (#450-#462) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

(Vermont guidance) Report the total holdings at the end of the fiscal year. If you do not separate and count library holdings by age, 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 Library Collection.

For questions in the Library Collection section, please specify the size of your holdings of adult, teen/young adult, and children's items:

- If you can specify the number of items for all three age categories, enter those for Adult, Teen/Young Adult, and Children.

- If the number of Teen/Young Adult items can't be separated out, please enter N/A for it, and enter Adult and Children's normally.
- If you know a total number of print holdings, but can't separate by age, enter that for Total (fourth question), and 0 for the others.
- If you don't know the size of your holdings, please enter N/A for Total (fourth question), and 0 for the others.

Print materials:

Print Materials (BKVOL, IMLS data element #450)

Report a single figure that includes the following:

Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

G01a   Adult: _____

GO1b   Teen/Young Adult: _____

G01c   Children: _____

G01d   This line is for the TOTAL amount of the size of your printed materials, if you can't separate materials by age. If you have entered data for ANY of the sub-categories above, ~~please do not make any entry on this line~~ don't enter anything here.   _____

G01e (formerly G01d)   TOTAL PRINT HOLDINGS (system calculated, G01a + G01b + G01c)

_____

Video items:

(Physical units housed in the collection):

Video – physical units (VIDEO_PH, IMLS data element #454)

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound.

Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.

(Vermont guidance) Please specify the size of your holdings of physical video items in your collection. This includes all video media, such as DVDs, Blu-Rays, VHS Tapes, Video Playaways, Videodiscs and the like:

G02a   Adult: _____

G02b   Teen/Young Adult: _____

G02c   Children: _____

G02d   This line is for the TOTAL amount of your videos items, if you can't separate materials by age. If you have entered data for ANY of the sub-categories above, ~~please do not make any entry on this line~~ don't enter anything here.   _____

G02e   TOTAL VIDEO ITEMS (system calculated, G02a + G02b + G02c)   _____

Downloadable/Streaming Video items:

G03   Video – downloadable units (VIDEO_DL, IMLS data element #455)

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video- enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."

(Vermont guidance) Do not include Kanopy, Hoopla, or other Pay-Per-Use services. Hint, this is probably 0. _____

Audio items:

(Physical units housed in the collection):

Audio – physical units (AUDIO_PH, IMLS data element #452)

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

(Vermont Guidance) Please specify the size of your holdings of adult and children's physical audio items in your collection. This includes music (CD's, LP's) as well as audiobooks (CD's, MP3 Disc, or Playaway):

G04a   Adult: _____

G04b   Teen/Young Adult: _____

G04c   Children:_____

G04d   This line is for the TOTAL amount of your audio items, if you can't separate materials by age. Please enter your data here. If you have entered data for ANY of the sub-categories above, ~~please do not make any entry on this line~~ don't enter anything here.

G04e   TOTAL AUDIO ITEMS (system calculated, G04a + G04b + G04c) _____

Non-Traditional Items:

Other Circulating Physical Items (OTHPHYS, IMLS data element #462)

Report a single figure that includes the following: all circulating physical items other than print books (data element #450), physical audio units (data element #452), physical video units (data element #454), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc.

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

(Vermont guidance) This consists of ~~includes Playaways, as well as~~ non-traditional "Library of Things" circulating items like gardening equipment, toys, and recreational items:

G05   Non-Traditional Items: _____

Physical Items:

G06   Total Physical Items in Collection (TOTPHYS, IMLS data element #461)

All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (data element #450), Audio – physical units (data element #452), Video – physical units (data element 454), and Other Circulating Physical Items (data element #462).

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

TOTAL PHYSICAL ITEMS (system calculated, G01d + G02d + G04d + G05) _____

Downloadable eBooks and eAudiobooks:

This counts all downloadable eBooks and eAudiobooks 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:

G07a   Listen Up Vermont / Overdrive (through GMLC) - checkbox

G07b   Overdrive through VTLIB – checkbox

G07c   Palace Project (through the Department of Libraries) - checkbox

G07d   Check if your library subscribed to a Downloadable service on your own, outside of a Consortium. This includes Overdrive, Axis 360, Biblioteca, or another digital download service. This does not include purchasing individual titles, for example through Overdrive Advantage – checkbox

Consortium-wide numbers for holdings are listed on our website. Please add any items purchased specifically for your library (through Overdrive Advantage, Baker & Taylor, or Palace) if you know them.

G07e   Electronic Books – EBooks (EBOOK, IMLS data element #451)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."

(Vermont guidance) Total Number of downloadable eBooks made available to your patrons. Do not include Hoopla or other Pay-Per-Use services.   _____

G07f   Audio – downloadable units (AUDIO_DL. IMLS data element #453)

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."

(Vermont guidance) Total Number of downloadable eAudiobooks made available to your patrons. Do not include Hoopla or other Pay-Per-Use services.   _____

Physical serial subscriptions:

Periodicals, magazines, newspapers, and other physical subscriptions whether purchased or donated:

Please specify the size of your holdings of adult, teen/young adult, and children's physical serial subscriptions in your collection. Do not include online serial subscriptions:

G08a   Adult: _____

G08b   Teen/Young Adult: _____

G08c (formerly G08b)   Children: _____

G08d (formerly G08c)   This line is for a TOTAL amount of all your print serial subscriptions, if you can't separate adult and children's materials. If you have entered data for the sub-categories above, please do not make any entry on this line. _____

G08e (formerly G08d)   TOTAL PRINT SERIAL SUBSCRIPTIONS (system calculated, G08a + G08b + G08c)
_____

Electronic Collections

(Federal Language) Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

G09a   Local/Other cooperative Agreements (EC_LO_OT, IMLS data element #456)

(Vermont guidance) If you purchase any subscriptions to online services or databases, please indicate how many. This includes any service made available to your patrons, either online or only at your library. Examples include Hoopla, Kanopy, Zinio, Ancestry, Mango, PressReader, and Consumer Reports.
_____

G09b   State (state government or state library) (EC_ST, IMLS data element #457)

(Vermont guidance) This is filled in automatically.

State Electronic Collections: _____

G09c   Total Electronic Collections (ELECCOLL, IMLS data element #458)

This is the sum of Local/Other cooperative agreements and State electronic collections (data elements #456 and #457).

TOTAL DATABASES (system calculated, G09a + G09b)   _____

H. Services

Registered borrowers:

Number of Registered Users (REGBOR, IMLS data element #503)

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. Note: Files should have been purged within the past three (3) years.

Please specify the number of adult or children registered borrowers.

- If you can specify the number of registered borrowers by age, enter those numbers in Adult (H01a) and Children (H01b).
- If you have a total number of registered borrowers, but can't separate by age, enter that number in Total (H01c) and 0 in H01a and H01b.
- If you don't know how many registered borrowers you have, please enter N/A in Total (H01c) and 0 in H01a and H01b.
- If you use "family cards", or otherwise do not have this data, please enter N/A in Total (H01c) and 0 in H01a and H01b.

H01a   Number of adults: _____

H01b   Number of children: (use your library's age definition, though the IMLS definition is under 14)
        _____

H01c   This line is for a TOTAL of all your registered borrowers, if you can't separate ~~adult and children~~ borrowers by age. If you have entered data for ANY of the sub-categories above, ~~please do not make any entry on this line~~ don't enter anything here. _____

H01d   TOTAL BORROWERS (system calculated, H01a + H01b + H01c)   _____

Annual Visits:

Library Visits (VISITS, IMLS data element #501)

10/13/23

This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

(Vermont guidance) Every entry to the library should be counted as a visit regardless of whether the visitor checked out materials, used a computer, attended a program, used the restroom, or stepped in momentarily. People who do not physically enter the library building (e.g. for outside programs) should not be included.

H02a   Annual Visits   _____

H02b   Library Visits Reporting Method (VISITRPT, IMLS data element #501a)

Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

_____

Reference transactions:

H03a   Reference Transactions (REFERENC, IMLS data element #502)

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

NOTES:

(1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).

(2) Count Readers Advisory questions as reference transactions.

(3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

Annual Count vs. Annual Estimate

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count. _____

H03b   Reference Transactions Reporting Method (REFERRPT, IMLS data element # 502a)

Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

_____

H03c   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. _____

Online & Downloadable Circulation

Use of Electronic Material (ELMATCIR, IMLS data element #552)

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

(Vermont guidance) Circulation of downloadable eBooks, eAudiobooks, video, magazines, comics, and the like (Listen Up Vermont, Hoopla, Kanopy, Palace, Axis 360, Zinio, etc...). If you have trouble finding this number, reach out to your vendor or consortia. For help with the Palace Project or former VTLIB Overdrive Collection, contact Joshua Muse.

Please specify the circulation count by format (eBook vs. eAudiobook) and age category (adult, teen/young adult, children) of the item. Include all other downloadable items as a single separate count, not broken down by format or age.

- If you can specify the circulation count for both eBooks and eAudiobooks by age, enter those numbers for eBooks (H04a – H04c) and Audiobooks (H04e – H04g). Enter circulation for other items in H04i.
- If you have a count for both eBooks and eAudiobooks, but can't separate by age, enter those numbers for eBooks (H04d) and Audiobooks (H04h), and enter zero in the others (H04a – H04c and H04e – H04g). Enter circulation for other items in H04i.
- If you have a total count for downloadable items, but can't separate by category, enter that number for Total (H04j), and enter zero in the others (H04a – H04h).
- If you don't know the circulation count of electronic materials, please enter N/A for Total (H04j), and 0 in H04a – H04i.

H04a   eBooks – Adult Circulation _____

H04b   eBooks – Teen/Young Adult Circulation _____

H04c   eBooks – Children's Circulation _____

H04d   eBooks - This line is for a TOTAL count of all eBook circulation, if you can't separate by age. If you have entered data for the sub-categories above, please do not make any entry on this line.
_____

H04e   eAudiobooks – Adult Circulation _____

H04f   eAudiobooks – Teen/Young Adult Circulation _____

H04g   eAudiobooks – Children's Circulation _____

H04h   eAudiobooks - This line is for a TOTAL count of all eAudiobook circulation, if you can't separate by age. If you have entered data for the sub-categories above, please do not make any entry on this line.
_____

H04i   All Other Downloadable Item Circulation – This includes any other downloadable item with a circulation period, including videos, magazines, comics, etc. If a count is not available, enter N/A; if you don't offer any, enter 0. _____

H04j   Total Electronic Circulation - This line is for a TOTAL count of all eBook, eAudiobook, and other electronic materials, if you are unable to separate them by category. If you have entered data for the sub-categories above, please do not make any entry on this line._____

H04k   USE OF ELECTRONIC MATERIAL (system calculated, add H04a through H04j)
_____

Database Usage:

H05 (formerly H04k)   Successful Retrieval of Electronic Information (ELINFO, IMLS data element #554) The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

(Vermont guidance) Use of online databases, whether provided by the state (e.g. Vermont Online Library or Learning Express), or purchased with a Consortium or individually (e.g. Mango or Ancestry). For help with Department of Library resources, contact Joshua Muse.   _____

Physical Circulation:

Physical Item Circulation (PHYSCIR, IMLS data element #553)

The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

(Vermont Guidance) Please specify the circulation count of physical materials by age. This includes curbside pickup and patron delivery. Do not include interlibrary loan items sent to other libraries.

- If you can specify the circulation count for all three age categories, enter those in H05a - H05c.
- If the circulation count of Teen/Young Adult items can't be separated out, please enter N/A for Teen circulation (H05b), and enter Adult and Children's circulation (h05a and H05c) normally.
- If you know the total circulation count for physical materials, but can't separate by age, enter that for Total (H05d), and 0 for the others (H05a – H05c).
- If you don't know the circulation count of physical materials, please enter N/A for Total (H05d), and 0 for the others (H05a-c).

H06a   Adult physical item circulation. _____

H06b   Teen/Young Adult physical item circulation. _____

H06c   Children physical item circulation.   _____

H06d   This line is for a TOTAL count of all physical circulation, if you can't separate by age. If you have entered data for the sub-categories above, please do not make any entry on this line.
_____

H06e   TOTAL PHYSICAL ITEM CIRCULATION (system calculated, H05a + H05b + H05c + H05d)
_____

H06f   Circulation of Other Physical Items (OTHPHCIR, IMLS data element #561)

Circulation of all physical items other than print books (data element #450), physical audio units (data element #452), physical video units (data element #454), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

(Vermont guidance) Circulation of Non-Traditional Items. This includes a broad range of items, like lendable laptops and 4G Hotspots, crafting items and tools, games, and more. Items packaged and checked out together count as one unit. These circulations should also be included in the figures above for Physical Item Circulation (H05a-H05d): _____

Total Collection Use:

H07a   Electronic Content Use (ELCONT, IMLS data element #555)

The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).

DOWNLOADABLE CIRCULATION + DATABASE USAGE: (system calculated, H04k + H05)

_____

H07b   Total Circulation of Materials (TOTCIR, IMLS data element #550)

This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).

PHYSICAL + DOWNLOADABLE CIRCULATION: (system calculated, H04k + H06e)

H07c   Total Collection Use (TOTCOLL, IMLS data element #556)

The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).

PHYSICAL + DOWNLOADABLE CIRCULATION + DATABASE USAGE:

TOTAL COLLECTION USE: (system calculated, H04k + H05 + H06e)   _____

H07d   Circulation of Children's Materials (KIDCIRCL, IMLS data element #551)

The total annual circulation of all children's materials in all formats to all users, including renewals.

TOTAL CHILDREN's CIRCULATION (system calculated, H04c + H04g + H06c) _____

Interlibrary loans (ILLs):

This includes lending within your consortium, as well as traditional ILL both in and out of Vermont. It does not include transfers to a branch library:

H08a   Provided To (LOANTO, IMLS data element #575)

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. _____

H08b   Received From (LOANFM, IMLS data element #576)

These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. _____

Programming:

Library Programs

(Federal Language) Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

Include:

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.
- If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.
- Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

Exclude:

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element #620).
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

Question Guidance for Sessions by Age - Applies to On-Site (H09a – H09f), Off-Site (H10a – H10f), and Virtual (H11a – H11f)

- Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (K0_5PRO, IMLS data element #601)
A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.
This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.

- Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (K6_11PRO, IMLS data element #602)
A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

- Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (YAPRO, IMLS data element #603)
A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Services Association (YALSA) defines young adults as age 12 through 18.

- Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (ADULTPRO, IMLS data element #604)
An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

    This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.

- Number of Synchronous General Interest Program Sessions (GENPRO, IMLS data element #605)
A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

    This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.

Please specify the age-range and location of programs:

- If you can specify all age categories for each location, enter them in H09 - H11. If any are zero, please enter 0.
- If you have a total number of programs, but are unsure of any ages or locations, enter it for Total (H12) and leave H09 - H11 blank.
- If you're unsure of your total, enter N/A for Total (H12), and leave H09 - H11 blank.

Number of Synchronous In-Person Onsite Program Sessions (ONPRO, IMLS data element #606)

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.

(Vermont guidance) This applies to onsite questions, H09a - H09f.

H09a   Number of Onsite Program Sessions Intended for Children Ages 0-5

H09b   Number of Onsite Program Sessions Intended for Children Ages 6-11

H09c   Number of Onsite Program Sessions Intended for Young Adults Ages 12-18

H09d   Number of Onsite Program Sessions Intended for Adults Ages 19 or Older

H09e   Number of Onsite Program Sessions Intended for a General Audience

H09f   Number of In-Person Onsite Program Sessions (system calculated, H09a + H09b + H09c + H09d + h09e)

Number of Synchronous In-Person Offsite Program Sessions (OFFPRO, IMLS data element #607)

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

This figure is a subset of the Total Number of Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.

(Vermont guidance) This applies to off-site questions, H10a-H10f.

H10a   Number of Offsite Program Sessions Intended for Children Ages 0-5

H10b   Number of Offsite Program Sessions Intended for Children Ages 6-11

H10c   Number of Offsite Program Sessions Intended for Young Adults Ages 12-18

H10d   Number of Offsite Program Sessions Intended for Adults Ages 19 or Older

H10e   Number of Offsite Program Sessions Intended for a General Audience

H10f   Number of In-Person Offsite Program Sessions (system calculated, H10a + H10b + H10c + h10d + H10e)

Number of Synchronous Virtual Program Sessions (VIRPRO, IMLS data element #608)

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite

Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements #606 or #607).

This figure is a subset of the Total Number of Synchronous Program Sessions (data element #600). See Synchronous Program Session definition for more information about counting program sessions.

(Vermont guidance) This applies to virtual questions, H11a - H11f.

H11a   Number of Virtual Program Sessions Intended for Children Ages 0-5

H11b   Number of Virtual Program Sessions Intended for Children Ages 6-11

H11c   Number of Virtual Program Sessions Intended for Young Adults Ages 12-18

H11d   Number of Virtual Program Sessions Intended for Adults Ages 19 or Older

H11e   Number of Virtual Program Sessions Intended for a General Audience

H11f   Number of Virtual Program Sessions (system calculated, H11a + H11b + H11c + H11d + H11e)

H12   This line is for a TOTAL number of program sessions, if you can't separate by location and/or age. If you have entered data for anything in H09-H11, don't enter anything here.

H13a   NUMBER OF PROGRAM SESSIONS INTENDED FOR CHILDREN AGES 0-5 (system calculated, H09a + H10a + H11a)

H13b   NUMBER OF PROGRAM SESSIONS INTENDED FOR CHILDREN AGES 6-11 (system calculated, H09b + H10b + H11b)

H13c   NUMBER OF PROGRAM SESSIONS INTENDED FOR YOUNG ADULTS AGES 12 (system calculated, H09c + H10c + H11c)

H13d   NUMBER OF PROGRAM SESSIONS INTENDED FOR ADULTS AGES 19 OR OLDER (system calculated, H09d + H10d + H11d)

H13e   NUMBE ROF PROGRAM SESSIONS INTENDED FOR A GENERAL AUDIENCE (system calculated, H09e + H10e + H11e)

H13f   Total Number of Synchronous Program Sessions (TOTPRO, IMLS data element #600)

This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

- If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.

- Include in-person onsite, in-person offsite, and virtual synchronous program sessions.

- Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

This is the sum of:

- Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (data element #601),

- Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (data element #602),

- Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (data element #603),

- Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (data element #604), and

- Number of Synchronous General Interest Program Sessions (data element #605).

Separately, it is also the sum of:

- Number of Synchronous In-Person Onsite Program Sessions (data element #606),

- Number of Synchronous In-Person Offsite Program Sessions (data element #607), and

- Number of Synchronous Live-Virtual Program Sessions (data element #608).

TOTAL NUMBER OF PROGRAM SESSIONS (system calculated, H12 + H13a + H13b + H13c + H13d + H13e)

In-Person Programming Attendance:

Total Attendance at Synchronous Programs (TOTATTEN, IMLS data element #610)

This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

- Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance).
- For program sessions with both in-person and virtual attendance, combine attendee counts across formats or platforms.

This is the sum of:

- Attendance at Synchronous Programs Targeted at Children Ages 0-5 (data element #611),
- Attendance at Synchronous Programs Targeted at Children Ages 6-11 (data element #612),
- Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (data element #613),
- Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (data element #614), and
- Attendance at Synchronous General Interest Programs (data element #615).

Separately, it is also the sum of:

- Synchronous In-Person Onsite Program Attendance (data element #616),
- Synchronous In-Person Offsite Program Attendance (data element #617), and
- Synchronous Virtual Program Attendance (data element #618).

Question Guidance for Attendance by Age - Applies to On-Site (H14a – H14f), Off-Site (H15a – H15f), and Virtual (H16a – H16f)

- Attendance at Synchronous Programs Targeted at Children Ages 0-5 (K0_5ATTEN, IMLS data element #611)
  The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

- Attendance at Synchronous Programs Targeted at Children Ages 6-11 (K6_11ATTEN, IMLS data element #612)
  The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

- Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (YAATTEN, IMLS data element #613)
  The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

  This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

- Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (ADULTATTEN, IMLS data element #614)
  The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.
  This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

- Attendance at Synchronous General Interest Programs (GENATTEN, IMLS data element #615)
  The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

  This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

Please specify the age-range and location of program attendance:

- If you can specify all age categories for each location, enter them in H14-16. If any are zero, please enter 0.
- If you have a total attendance, but are unsure of any ages or locations, enter it for Total (H17) and leave H14-H16 blank.
- If you're unsure of your total, enter N/A for Total (H17), and leave H14-H16 blank.

Synchronous In-Person Onsite Program Attendance (ONATTEN, IMLS data element #616)

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element #618).

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

H14a   Attendance at Onsite Programs Intended for Children Ages 0-5

H14b   Attendance at Onsite Programs Intended for Children Ages 6-11

H14c   Attendance at Onsite Programs Intended for Young Adults Ages 12-18

H14d   Attendance at Onsite Programs Intended for Adults Ages 19 or Older

H14e   Attendance at Onsite Programs Intended for a General Audience

H14f   In-Person Onsite Program Attendance (system calculated, H14a + h14b + H14c + H14d + H14e)

Synchronous In-Person Offsite Program Attendance (OFFATTEN, IMLS data element #617)

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element #618).

H15a   Attendance at Offsite Programs Intended for Children Ages 0-5

H15b   Attendance at Offsite Programs Intended for Children Ages 6-11

H15c   Attendance at Offsite Programs Intended for Young Adults Ages 12-18

H15d   Attendance at Offsite Programs Intended for Adults Ages 19 or Older

H15e   Attendance at Offsite Programs Intended for a General Audience

H15f   In-Person Offsite Program Attendance (system calculated, H15a + H15b + H15c + H15d + H15e)

Synchronous Virtual Program Attendance (VIRATTEN, IMLS data element #618)

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each

participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element #630). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements #616 or #617).

This figure is a subset of the Total Attendance at Synchronous Programs (data element #610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

H16a   Attendance at Virtual Programs Intended for Children Ages 0-5

H16b   Attendance at Virtual Programs Intended for Children Ages 6-11

H16c   Attendance at Virtual Programs Intended for Young Adults Ages 12-18

H16d   Attendance at Virtual Programs Intended for Adults Ages 19 or Older

H16e   Attendance at Virtual Programs intended for a General Audience

H16f   Virtual Program Attendance (system calculated, H16a + H16b + H16c + H16d + H16e)

H17   This line is for a TOTAL number of program attendance, if you can't separate by location and/or age. If you have entered data for anything in H14 – H16, don't enter anything here.

H18a   ATTENDANCE AT PROGRAMS INTENDED FOR CHILDREN AGES 0-5 (system calculated, H14a + H15a + H16a)

H18b   ATTENDANCE AT PROGRAMS INTENDED FOR CHILDREN AGES 6-11 (system calculated, H14b + H15b + H16b)

H18c   ATTENDANCE AT PROGRAMS INTENDED FOR YOUNG ADULTS AGES 12-18 (system calculated, H14c + H15c + H16c)

H18d   ATTENDANCE AT PROGRAMS INTENDED FOR ADULTS AGES 19 OR OLDER (system calculated, H14d + H15d + H16d)

H18e   ATTENDANCE AT PROGRAMS INTENDED FOR A GENERAL AUDIENCE (system calculated, H14e + H15e + H16e)

H18f   TOTAL ATTENDANCE AT PROGRAMS (system calculated, H17 + H18a + H18b + H18c + H18d + H18e)

(moved) Non-Library Sponsored Programs:

10/13/23

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.

H19   Number of Non-library sponsored programs, meetings, and events held in library facilities. _____

Recorded Programming:

(Vermont guidance) These questions focus on recorded library–sponsored programs made available online. This includes programs that were originally shown live on social media, or were entirely prerecorded before posting.

H20a   Total Number of Asynchronous Program Presentations (TOTPRES, IMLS data element #620)

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

(Vermont guidance) Number of recorded library-sponsored programs you made available. Programs that were initially shown live should be counted under Virtual Programming as well. _____

H20b   Total Views of Asynchronous Program Presentations within 30 Days (TOTVIEWS IMLS data element #630)

The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.

For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements #616, #617, or #618).

(Vermont guidance) 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 crafts, social media challenges or trivia, outdoor story walks, and other activities that the library provides resources for, but that the patron does independently. The activity reported on is that which requires a moderate amount of staff work to prepare and facilitate, beyond just leaving out photocopied coloring pages or a pile of board games.

H21a   How many self-directed activities were offered? Each time you update an activity with all new content, it should count as a new activity.   _____

H21b   What types of activities? Please use brief descriptions.   _____

H21c   Roughly how many patrons do you think took part in these activities? This can ~~just~~ be a broad estimate.   _____

Deliveries:

For the following questions, count number of times library staff delivered library materials directly to the homes of library patrons or to partner agencies, not number of items delivered.

H22a   Number of deliveries to individuals' homes.   _____

H22b   Number of deliveries to childcare providers and centers._____

H22c   Number of deliveries to other sites.   _____

H22d   TOTAL DELIVERIES (system calculated, H22a + H22b + H22c) _____

Computer Services:

H23   Number of Internet Computers Used by General Public (GPTERMS, IMLS data element #650) Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

_____

H24a   Number of Uses (Sessions) of Public Internet Computers Per Year (PITUSR, IMLS data element #651)

Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it. _____

H24b   Reporting Method for Number of Uses of Public Internet Computers Per Year (PITUSRRPT, IMLS data element #651a) Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element #651) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

_____

H25a   Wireless Sessions (WIFISESS, IMLS data element #652)

Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

Note: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

_____

H25b   Reporting Method for Wireless Sessions (WIFISRPT, IMLS data element #652a)

Regarding the number of Wireless Sessions (data element #652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

_____

H26   Website Visits (WEBVISIT, IMLS data element #653)

Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here. Libraries unable to collect a count of their website visits should report N/A (missing). Libraries without websites should report 0 (not applicable).

(Missing values will be imputed in the final dataset, whereas values of not applicable will not be imputed.) _____

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

J. Annual Report Final Questions and Signature

J01 (Formerly I01)   What's new at your library, and what successes have you had? This can be as long or short as you would like. In general, focus on calendar year 2022 (regardless of your fiscal year), but feel free to extend a bit further back if that is helpful. This information will be publicly shared. Textbox

J02   Can you think of anything we could do to make the report easier to manage? Are there specific sections that are unclear, or topics that are hard to gather data for? Or do you have any feedback on the report, including questions, survey, instructions, and training? Textbox

J03   Name of the person who completed this report:

J04   Title/Position of the person who completed this report:

J05   Date:

Certification

I have examined this application, and I hereby certify on behalf of the library that

1) the information provided is true and correct; and
2) all requirements for a complete application have been fulfilled; and
3) the library authorizes the State of Vermont Department of Libraries to verify the information provided, if necessary.

Director: _____
Date: _____
Chairperson, Board of Trustees: _____
Date: _____