

Ilsley Public 2021 Vermont Public Library Report

A. Directory Information

IMPORTANT REMINDER - Data for this report should come from your last fiscal year **completed by Oct 15, 2021**. This means that libraries who follow the calendar year should submit data from Jan 1 - Dec 31, 2020. Calendar year libraries who are off schedule should reach out to Josh to confirm their reporting period. The only exceptions are questions A01–A17, which should be answered as of today.

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

Note:

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

A01	Name of Library:	ILSLEY PUBLIC
A01a	Town	MIDDLEBURY
A02	Library Telephone Number (no spaces, dashes, or parentheses):	(802) 388-4095
A03	Mailing Address - Street or PO Box:	75 MAIN ST.
A04	Mailing Address - City:	MIDDLEBURY
A05	Mailing Address - Zip:	05753
A06	Mailing Address - Zip+4:	1461
A07	County:	ADDISON
A08	Physical address - Street or Intersection:	75 MAIN ST.
A09	Library Website Address (URL):	http://www.ilsleypubliclibrary.org/
A10	Federal Tax ID number:	03-6000564
A12	<u>Current</u> Librarian	Dana Hart
A14	Current Librarian email address (this is not shared, only Department of Libraries personnel have access):	dana.hart@ilsleypubliclibrary.org
A15	Current President/Chairperson of library board of trustees.	Joe McVeigh
A17	Current President/Chairperson email address (this is not shared.):	joe@joemcveigh.org
A18	Type of library: community (shared public/school), incorporated, or municipal:	Municipal
Days and times of main library operation		
A23a	How many weeks is your library open during a normal year (enter 52 weeks if the full year)?	52
A23b	During your reporting period, how many weeks was your library closed to the public due to the COVID	28

pandemic? In this context, *closed* means that a patron could not physically enter the building, either with or without an appointment. If you were physically open for any time during a week, consider the library not closed. Weeks where you solely offered curbside pickup are considered closed.

A23c During your reporting period, how many weeks was your library physically open, but had any limitations on occupancy and services due to COVID? This includes reduced hours, maximum occupancy, time limits, appointments, closed stacks or meeting rooms, or other changes or limitations. 24

A23d **NUMBER OF WEEKS LIBRARY WAS OPEN TO THE PUBLIC (system calculated, A23a - A23b)** 24.00

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

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

These numbers are annual totals, not weekly figures.

A23e How many hours were you open to the public normally (without appointment) during your reporting period? 453

A23f How many hours were you open for appointments (but not open normally) during your reporting period? This includes the entire window, not just while patrons were in the building. 0

A23g How many hours were you open for curbside pickup (but not open normally or for appointments) during your reporting period? This includes the entire window, not just when patrons actually stopped by. 463

A23h **TOTAL NUMBER OF HOURS (system calculated, A23e + A23f):** 453

Bookmobile or Branch:

A24a If you have a bookmobile or a branch, how many total hours was it operating/open during your reporting period? 132

A24b If you have a bookmobile or branch, how many weeks was it operating/physically open during your reporting period? 140

Fiscal Year and Population:

A25 Beginning date for last completed fiscal year (mm/dd/yyyy). (Example: 07/01/2021 means July 1, 2021): 07/01/2020

A26 Ending date for last completed fiscal year (mm/dd/yyyy). Note - Should be last fiscal year 06/30/2021

completed by Oct. 15, 2020. (Example: 06/30/2021 means June 30, 2021):

A27 The population of your Legal Service Area (This number has been entered for you.): 8,600

B. Staffing

Librarians:

Do you have paid staff?

- If you have paid staff, enter the relevant numbers in B01a, B01b, B01c, B03 and B05. If any are zero, please enter 0.
- If you don't have paid staff, please enter 0 in B01a, B01b, B01c, B03 and B05.

B01a Weekly Paid Hours - Librarians with an ALA-accredited Master's Degree. Do not include staff working in non-librarian jobs, such as circulation clerk, even if they hold an MLS. If zero, please enter 0. 120.00

B01b Weekly Paid Hours - Librarians who have completed a VT Certificate of Public Librarianship by the end of the reporting period. Do not include staff working in non-librarian jobs, such as circulation clerk, even if they have earned a certificate. If zero, please enter 0. 51.00

B01c Weekly Paid Hours - Librarians without an accredited Master's Degree or Certificate. Do not include staff working in non-librarian jobs, such as circulation clerk. If zero, please enter 0. 90.00

B02 **TOTAL WEEKLY HOURS PAID TO STAFF HOLDING THE TITLE OF LIBRARIAN. (system calculated, (B01a+B01b+B01c))** 261.00

Other Staff:

B03 Weekly hours worked by all other staff paid from the library's budget, including clerks, security staff, pages, and maintenance staff. If zero, please enter 0. 131.50

B04 **TOTAL PAID STAFF HOURS IN A TYPICAL WEEK (system calculated, B02 + B03)** 392.50

B05 Total number of staff hours paid weekly with funds outside the library's budget (e.g., grant funds, Vermont Associates, AmeriCorps.) If zero, please enter 0. 0.00

B06 Total number of **volunteer hours** in an **average week**, including volunteer librarians, board members who volunteer in the library, shelvers, and persons who work behind the scenes. If you have a total number for the year, please divide it by the number of open weeks to get an average. If zero, please enter 0. 0.00

C. Space

C01 What is the current square footage of your building? 14,700

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

D. Operating Income by Source

Funds used to provide library services.

When reporting on income, do **not** include cash on hand at the beginning of the fiscal year. Do **not** include income appropriated or collected for: (1) major capital expenditures, (2) as restricted contributions to the endowment, savings or for special purposes, or (3) income passed through to another agency. Capital Revenues are only reported in Section E. Restricted contributions are not reported.

Local Tax Support:

D01, D02 - Enter the town where the library is located and the tax support it provides on Lines D01 and D02; **if you receive no tax support from the town, enter 0 for D02.**

Note: If your town pays library employee salaries and benefits (e.g., FICA or medical insurance) directly, but outside of the library budget, these payments should be included here. If so, please contact the Town Clerk or Treasurer to obtain these numbers.

If your library's tax support came from more than one municipality, provide each Municipality name and the amount contributed by using the "Add Town" button. You can add as many "Towns" as you need. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.

D01	Town:	Middlebury
D02	Amount:	\$777,851
D03	TOTAL LOCAL TAX SUPPORT: (system calculated, sum of line(s) D02)	\$777,851

Other Income:

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

Non-Resident Borrower Fees:

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

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

D05	Non-resident fee charged per borrower:	\$45
D06	Non-resident fee charged per family:	\$70
D07	Total Income from Non-Resident Borrower Fees. Report this total on this line and do NOT include this income again on line D08.	\$9,355
D07a	As of the last day of your reporting period, did you charge fines for late items?	All Items

All Other Local Income (including private support, gifts, fines, fees, fund-raising activities, book sales, Friends' contributions, etc.). Do NOT include the value of any in-kind or non-monetary contributions.

D08	All Other Local Income:	\$14,585
D08a	OTHER OPERATING REVENUE: (system calculated, D07 + D08)	\$23,940
D09	TOTAL LOCAL TAX SUPPORT + OTHER INCOME: (system calculated, D03 + D07 + D08)	\$801,791

Transfers:

Record here funds transferred from the principal or interest of any trust or endowment fund or investment or savings account which were 1) owned by the Library or Library Board, or over which the Library or Library Board had exclusive control, and 2) disbursed into the general operating fund and expended on normal operating expenses, or expended directly for normal library operations. Do not include: 1) any interest or other earnings which were retained in the trust, endowment, investment or savings account to accumulate; 2) any interest or other earnings which were retained, although earmarked for future use, and not expended during the fiscal year for normal library operations; 3) funds that were transferred for capital improvements; or 4) income from regular bequests, funds or trusts of which the library is a beneficiary, but over which the Library has no control.

D10 Transfers - This section is included to allow libraries to account for funds which the library owned or over which the library had control and which were moved from one account to another to be expended on normal operating expenses or which were simply expended on normal operating expenses. That is, this is NOT new money raised or contributed in the last fiscal year and spent on normal operating expenses, but "old" money raised in prior years which has been tapped this year for these normal operating expenses. This may help to explain disparities in expenses and revenues. If there were no transfers, enter zero (0) on this line. \$389

Total All Revenues:

D11 **TOTAL LOCAL REVENUES INCLUDING TRANSFERS (system calculated, D03 + D07 + D08 + D10):** \$802,180

Grants received:

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

Check each grant that you received:

D12a	Summer Reading Performer/Programming Grant	Yes
D12b	ILL Courier System Grant	Yes
D12c	Vermont Public Library Foundation (VPLF) Grant	No
D12d	Vermont Community Foundation (VCF) Technology Grant	Yes

D12e CARES Technology Grant No

Totals

D12f Total of State Administered Grants. This includes Summer Reading Performer/Programming and VPLF grants. \$200

D12g Total of Federal Grants. This includes ILL Courier System, CARES Technology, and the USDA Community Facilities Grant. \$520

D12h Total of all other Grants, including Private Grants. This includes the VCF Technology Grant. \$4,500

D12i **TOTAL ALL GRANTS RECEIVED. (system calculated, sum of Lines D12f + D12g + D12h)** \$5,220

In-kind (non-monetary) support:

Include the estimated value of any in-kind (non-monetary) support, such as snow plowing, IT repairs, marketing, and the like. This include any support from a **municipality** that is not included in your budget, or non-monetary assistance from any other source. If none, enter N/A in D13a and zero (0) on line D13b. Use the "Add Source" button to add additional in-kind sources, if you need to show additional in-kind support you received. You can add as many "sources" as you need. Please note that the total of all these sources should be the total in-kind support you received. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.

D13a Description of In-Kind Support: N/A

D13b Amount: \$0

D13c **TOTAL IN-KIND SUPPORT. (system calculated, sum of Line(s) D13b)** \$0

D14 **TOTAL OPERATING REVENUE BY IMLS DEFINITION, INCLUDING LOCAL TAX SUPPORT, NON-RESIDENT FEES, OTHER LOCAL INCOME, AND FEDERAL GRANTS. (system calculated, D03 + D07 + D08 + D12g)** \$802,311

E. Capital Revenue by Source

Revenue used for major capital projects or improvements such as site acquisition, new buildings, additions or renovations, furnishings for new or expanding buildings, library automation systems, and other major one-time contributions. Do not include appropriations or contributions for normal operations or for endowment or savings.

- If you received capital revenues, enter amounts in E01, E02, E03 and E04. If any are zero, please enter 0.
- If you did not receive any capital revenues, enter 0 in E01, E02, E03 and E04 and continue to the next section.

E01 Local government capital revenue (not revenues appropriated for normal operations.) \$42,700

E02 State government capital revenue (not revenues appropriated for normal operations.) \$0

E03 Federal government capital revenue (not revenues appropriated for normal operations.) \$0

E04	Other capital revenue (including grants and fund-raising, but not revenues raised for normal operations.)	\$0
E05	TOTAL CAPITAL REVENUE. (system calculated, E01 + E02 + E03 + E04)	\$42,700

F. Operating Expenditures

Current and Recurrent Costs Necessary to Provide Library Services.

Include library expenditures as well as verifiable amounts spent by or **on behalf** of the library by local government, Friends groups or Trustees, even though these amounts do not flow directly through library accounts. These are amounts for which you or the group could produce a receipt or other paper trail, if necessary.

Collection Expenditures:

Can you specify the amounts of money spent on print materials, electronic resources and, other materials?

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

F01	Amount spent for print materials.	\$51,877
F02	Amount spent for electronic resources. This includes costs for downloadable services like Overdrive or Hoopla, and online databases such as Ancestry or Consumer Reports. Do not include costs for your ILS or any computer or networking equipment.	\$17,334
F03	Amount spent for other materials. This includes costs for DVDs, CDs, audiobooks, and Playaways, as well as non-traditional items like gardening equipment or recreational items.	\$25,139
F04	This line is for a TOTAL amount spent on the collection, if you can't separate print, electronic, and other amounts. If you have entered data for the sub-categories above, please do not make any entry on this line.	
F05	TOTAL COLLECTIONS EXPENDITURES (system calculated, F01 + F02 + F03 + F04)	\$94,350

Employee Expenditures:

This section is for reporting the amount of money spent for salaries and benefits for all library employees. Benefits include any employer portion of FICA taxes collected on behalf of employees. Please complete all portions to the best of your ability.

Some Towns treat library employees as municipal employees and pay library employee salaries and benefits (e.g., FICA or medical insurance) directly, but outside of the library budget. If this is the case for your library, please contact the Town Clerk or Treasurer to obtain the amount of employee salaries or benefits paid on behalf of the library. These amounts should also have been reported in Section D, "Operating Income by Source."

Can you specify the amounts of money spent on salaries and employee benefits?

- If you can specify the amounts of money spent on salaries and employee benefits, enter those amounts in F06 and F07.
- If you have a total amount spent on employee payroll, but can't separate salaries and employee benefits, enter that amount in F08 and enter 0 in F06 and F07. If there were any salaries, do not enter 0 in benefits (F07), since it needs to include (at the minimum) Social Security and Medicare. Instead, you should do this as well.
- If you don't know how much money was spent on employee payroll, please enter 0 in F06 and F07, and -1 in F08.

F06	Amount spent for salaries.	\$407,927
F07	Amount spent for employee benefits. (Be sure to enter the employer contribution to Social Security and Medicare (FICA) on this line. If you paid salaries at all, there should be an entry on this line.	\$88,426
F08	This line is for a TOTAL amount spent on employee payroll, if you can't separate salaries and benefits. Please enter your data here. If you have entered data for the sub-categories above, please do not make any entry on this line.	
F09	TOTAL EMPLOYEE EXPENDITURES (system calculated, F06 + F07 + F08)	\$496,353

All Other Operating Expenditures:

F10	Other operating expenses: building maintenance or repair, debt service, heat, insurance, professional services, programming costs, service contracts, supplies, utilities, etc. In general, this includes any expenditures not included elsewhere.	\$69,702
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Total Expenses:

F11	TOTAL OPERATING EXPENSES (system calculated, F05 + F09 + F10)	\$660,405
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Funds spent on grant projects:

List the grant project source and amount you spent on the lines below. (You may add as many "Projects" as you need. Please note that the total that you see at the end of this section should be the total grant fund project expenditures you spent. If you click the "Add" button by mistake, simply click the "Remove" button to undo it.)

If you did not spend any funds of grant projects, enter N/A in F12 and 0 in F13 then continue to the next section.

F12	Project:	Summer Reading Performer/Programming Grant
F13	Amount:	\$200

F12	Project:	ILL Courier System Grant
F13	Amount:	\$520
F12	Project:	Vermont Community Foundation (VCF) Technology Grant
F13	Amount:	\$1,500
F12	Project:	Rotary Grant
F13	Amount:	\$2,000
F12	Project:	Nord Family Foundation Grant
F13	Amount:	\$1,000
F13a	TOTAL GRANT FUND PROJECT	
	EXPENDITURES (system calculated, sum of all lines	\$5,220
	F13)	

Capital expenditures: Expenditures for major capital projects such as site acquisition, new buildings, additions or renovations, furnishings for new or expanding buildings, library automation systems, and other one-time expenditures. Do not include expenditures for normal operations or transfers to endowment or savings. If the answer is zero, please use a zero.

F14	Capital expenditures:	\$24,206
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Reconciliation (system calculated):

F15	Total Operating Revenues (from D11):	\$802,180
F16	Total Operating Expenses (from F11):	\$660,405
F17	Subtracting expenses from revenues leaves:	\$141,775
F18	The percentage of operating revenues that Line F17 makes up has been calculated here:	17.67

G. Holdings in Library Collection

Report the total holdings at the end of the fiscal year. Note: materials for "children" generally refers to materials for people under the age of 14. If you do not separate and count library holdings by age, simply fill in the "total" column. If the answer is zero, please use a zero.

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

Print materials:

Can you specify the size of your holdings of adult and children's print materials in your collection?

- If you can specify the size of holdings of adult and children's print materials, enter those numbers in G01 and G02.
- If you have a total number of holdings in print collection, but can't separate adult and children, enter that number in G03 and enter 0 in G01 and G02.
- If you don't know the size of your holdings, please enter 0 in G01 and G02, and -1 in G03.

G01	Adult:	20,628
G02	Children:	23,867
G03	This line is for a TOTAL amount of the size of your entire collection, if you can't break out materials for adults and children. Please enter your data here. If you have entered data for the sub-categories above, please do not make any entry on this line.	

G04 **TOTAL PRINT HOLDINGS (system calculated, G01 44,495
+ G02 + G03)**

Video items:

(Physical units housed in the collection):

Can you specify the size of your holdings of adult and children's video items in your collection? This includes all video media, such as DVDs, Blu-Rays, VHS Tapes, Video Playaways, Videodiscs and the like:).

- If you can specify the size of holdings of adult or children's video items, enter those numbers in G09 and G10.
- If you have a total number of video items, but can't separate adult and children, enter that number in G11 and enter 0 in G09 and G10.
- If you don't know the size of your video items, please enter 0 in G09 and G10, and -1 in G11.

G09 Adult: 4,320

G10 Children: 2,233

G11 This line is for a TOTAL amount of all your videos items, if you can't separate materials for adult and children. Please enter your data here.
If you have entered data for the sub-categories above, please do not make any entry on this line.

G12 **TOTAL VIDEO ITEMS (system calculated, G09 + G10 + G11)** 6,553

Downloadable/Streaming Video items:

G13 Video items that are made available for download or streaming by patrons. Do not include Kanopy, Hoopla, or other Pay-Per-Use services. 0

Audio items:

(Physical units housed in the collection):

Can you specify the size of your holdings of adult and children's audio items in your collection? This includes music (CD's, LP's) as well as audiobooks (CD's, MP3 Disc, or Playaway).

- If you can specify the size of holdings of adult and children's audio items, enter those numbers in G14 and G15.
- If you have a total number of audio items, but can't separate adult and children, enter that number in G16 and enter 0 in G14 and G15.
- If you don't know the size of your audio items, please enter 0 in G14 and G15, and -1 in G16.

G14 Adult: 3,026

G15 Children: 556

G16 This line is for a TOTAL amount of all your audio items. Please enter your data here.
If you have entered data for the sub-categories above, please do not make any entry on this line.

G17 **TOTAL AUDIO ITEMS (system calculated, G14 + G15 + G16)** 3,582

Downloadable Ebooks and Audiobooks:

This counts all downloadable ebooks and audiobooks that you offer your patrons. Please place a check for each service that you subscribed to during any portion of the reported period (you may select more than one). It does not include Hoopla or other pay-per-use models:

G18a	Listen Up Vermont / Overdrive (through GMLC)	Yes
G18b	RBDigital / Overdrive (through the Department of Libraries)	No
G18c	Check if your library subscribed to a Downloadable service individually (outside of a Consortium) like Overdrive, RBDigital, Axis 360, or another digital download service. This does not include purchasing individual titles, for example through Overdrive Advantage	No
G18d	Total Number of downloadable ebooks made available to your patrons. If you have trouble getting ahold of this number, contact Joshua Muse. Do not include Hoopla or other Pay-Per-Use services.	46,022
G18e	Total Number of downloadable audio items made available to your patrons. If you have trouble getting ahold of this number, contact Joshua Muse. Do not include Hoopla or other Pay-Per-Use services.	9,826

Print serial subscriptions:

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

Can you specify the size of your holdings of adult and children's print, serial subscriptions in your collection? Do not include online serial subscriptions:

- If you can specify the size of holdings of adult and children's print serial subscriptions, enter those numbers in G19 and G20.
- If you have a total number of print subscriptions, but can't separate adult and children, enter that number in G21 and enter 0 in G19 and G20.
- If you don't know the size of your print subscriptions, please enter 0 in G19 and G20, and -1 in G21.

G19	Adult:	69
G20	Children:	16
G21	This line is for a TOTAL amount of all your print serial subscriptions. Please enter your data here. If you have entered data for the sub-categories above, please do not make any entry on this line.	
G22	TOTAL PRINT SERIAL SUBSCRIPTIONS (system calculated, G19 + G20 + G21)	85

Non-Traditional Items:

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

G23	Non-Traditional Items:	154
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G24 **TOTAL PHYSICAL ITEMS (system calculated, G04 + G12 + G17 + G23)** 54,784.00

Database (electronic product) licenses:

G27 If you purchase any subscriptions to online services or databases, please indicate the number. This includes any service made available to your patrons, either online or only at your library. Examples include Hoopla, Kanopy, Zinio, Ancestry, Mango, Consume

G28 State Electronic Collections 52

G29 **TOTAL DATABASES (system calculated, G27 + G28)** 53

H. Services

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

Registered borrowers:

Can you specify the number of adult or children registered borrowers?

- If you can specify the number of adult and children registered borrowers, enter those numbers in H01 and H02.
- If you have a total number of registered borrowers, but can't separate adult and children, enter that number in H03 and enter 0 in H01 and H02.
- If you don't know how many registered borrowers you have, please enter 0 in H01 and H02, and -1 in H03. If you use "family cards", or otherwise do not have this data, please do the same.

H01 Number of adults: 2,968

H02 Number of children: (use your library's age definition, though the IMLS definition is under 14) 862

H03 This line is for a TOTAL of all your registered borrowers. Please enter your data here.
If you have entered data for the sub-categories above, please do not make any entry on this line.

H04 **TOTAL BORROWERS (system calculated, H01 + H02 + H03)** 3,830

Annual Visits:

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

H06 Annual Visits 13,380

H06a Is this figure an Actual Count, or an Estimate Based on an average week? CT - Annual Count

H06b How many users stopped by to pick up items without entering the building? 900

Reference transactions:

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

Reference - Did it require thought, research, or reader's advisory? Did it involve searching for information on external sites or about external organizations? Examples: Finding the most recent

book by a specific author (What is the latest Grisham?); Recommending a style or genre of book (What is a good Western Amish romance?); Looking up hours, location, or details about a business (What are the Post Office hours?); Finding information from the government or other trusted source (What are the state guidelines on masks?)

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

H08	Annual Reference Transactions	1,317
H08a	Is this figure an Actual Count, or an Estimate Based on an average week?	CT - Annual Count

Online Circulation Usage:

H09 Circulation of downloadable ebooks, audiobooks, video, magazines, comics, and the like (Listen Up Vermont, RBDigital, Hoopla, Kanopy, Zinio, etc...). If 33,558 you have trouble getting this number, contact Joshua Muse.

H10 Use of online databases, whether provided by the state (Vermont Online Library, Learning Express, etc...), or purchased with a Consortium or individually (Mango, Ancestry, etc...). If you have trouble getting ahold of this number, or are unsure what to count, contact Joshua Muse. 67

H11 **TOTAL ELECTRONIC CONTENT USE. (system calculated, H09 + H10)** 33,625

Physical Circulation

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

- If you can specify the circulation count of adult and children's physical materials, enter those numbers in H12 and H13.
- If you have a total count of physical materials, but can't separate adult and children, enter that number in H14 and enter 0 in H12 and H13.
- If you don't know the circulation count of physical materials, please enter 0 in H12 and H13, and -1 in H14.

H12 Adult physical item circulation. 29,212

H13 Children physical item circulation. 29,253

H14 This line is for a TOTAL count of all circulation of adult and children materials. Please enter your data here.

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

H15 **TOTAL PHYSICAL ITEM CIRCULATION (system calculated, H12 + H13 + H14)** 58,465

H15b Circulation of Non-Traditional Items. This includes a huge range of items, from technology and crafting to tools, games, and more. Items packaged and checked out together count as one unit. These circulations 75

should also be included in the figures above (H12-H14):

Curbside Pickup Circulation

H15c If you can count the number of circulations via curbside pickup, patron delivery, or other nontraditional methods, please include that number here. It should also be included in H12-H14 (Physical Circulation) 19,970

H16 **TOTAL COLLECTION USE: (system calculated, H09 + H10 + H15)** 92,090

Total annual interlibrary loans (ILLs):

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

H17 Number of ILL items sent to other libraries. These should not be included in H12-H14, Physical Circulation. 678

H18 Number of ILL items received from other libraries. 487

Programming

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

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

H19a Number of Onsite Program Sessions Intended for Children Ages 0-5 1

H19b Number of Onsite Program Sessions Intended for Children Ages 6-11 0

H19c Number of Onsite Program Sessions Intended for Young Adults Ages 12-18 8

H19d Number of Onsite Program Sessions Intended for Adults Age 19 or Older 3

H19e Number of Onsite Program Sessions Intended for a General Audience 0

H19f **Number of In-Person Onsite Program Sessions (system calculated, H19a + H19b + H19c + H19d + H19e)** 12.00

H20a Number of Offsite Program Sessions Intended for Children Ages 0-5 0

H20b Number of Offsite Program Sessions Intended for Children Ages 6-11 2

H20c Number of Offsite Program Sessions Intended for Young Adults Ages 12-18 0

H20d	Number of Offsite Program Sessions Intended for Adults Age 19 or Older	19
H20e	Number of Offsite Program Sessions Intended for a General Audience	0
H20f	Number of In-Person Offsite Program Sessions (system calculated, H20a + H20b + H20c + H20d + H20e)	21.00
H21a	Number of Virtual Program Sessions Intended for Children Ages 0-5	0
H21b	Number of Virtual Program Sessions Intended for Children Ages 6-11	0
H21c	Number of Virtual Program Sessions Intended for Young Adults Ages 12-18	3
H21d	Number of Virtual Program Sessions Intended for Adults Age 19 or Older	124
H21e	Number of Virtual Program Sessions Intended for a General Audience	0
H21f	Number of Virtual Program Sessions (system calculated, H21a + H21b + H21c + H21d + H21e)	127.00
H22a	Number of Synchronous Program Sessions Intended for Children Ages 0-5 (system calculated, H19a + H20a + H21a)	1.00
H22b	Number of Synchronous Program Sessions Intended for Children Ages 6-11 (system calculated, H19b + H20b + H21b)	2.00
H22c	Number of Synchronous Program Sessions Intended for Young Adults Ages 12-18 (system calculated, H19c + H20c + H21c)	11.00
H22d	Number of Synchronous Program Sessions Intended for Adults Age 19 or Older (system calculated, H19d + H20d + H21d)	146.00
H22e	Number of Synchronous Program Sessions Intended for a General Audience (system calculated, H19e + H20e + H21e)	0.00
H22f	Total Number of Synchronous Program Sessions (system calculated, H22a + H22b + H22c + H22d + H22e)	160.00

In-Person Programming Attendance:

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

H23a	Attendance at Onsite Programs Intended for Children Ages 0-5	9
H23b	Attendance at Onsite Programs Intended for Children Ages 6-11	0
H23c	Attendance at Onsite Programs Intended for Young	87

Adults Ages 12-18

H23d	Attendance at Onsite Programs Intended for Adults Age 19 or Older	31
H23e	Attendance at Onsite Programs Intended for a General Audience	0
H23f	In-Person Onsite Program Attendance (system calculated, H23a + H23b + H23c + H23d + H23e)	127.00
H24a	Attendance at Offsite Programs Intended for Children Ages 0-5	0
H24b	Attendance at Offsite Programs Intended for Children Ages 6-11	26
H24c	Attendance at Offsite Programs Intended for Young Adults Ages 12-18	133
H24d	Attendance at Offsite Programs Intended for Adults Age 19 or Older	0
H24e	Attendance at Offsite Programs Intended for a General Audience	0
H24f	In-Person Offsite Program Attendance (system calculated, H24a + H24b + H24c + H24d + H24e)	159.00
H25a	Attendance at Virtual Programs Intended for Children Ages 0-5	0
H25b	Attendance at Virtual Programs Intended for Children Ages 6-11	0
H25c	Attendance at Virtual Programs Intended for Young Adults Ages 12-18	12
H25d	Attendance at Virtual Programs Intended for Adults Age 19 or Older	1,415
H25e	Attendance at Virtual Programs intended for a General Audience	0
H25f	Virtual Program Attendance (system calculated, H25a + H25b + H25c + H25d + H25e)	1,427.00
H26a	Attendance at Synchronous Programs Intended for Children Ages 0-5 (system calculated, H23a + H24a + H25a)	9.00
H26b	Attendance at Synchronous Programs Intended for Children Ages 6-11 (system calculated, H23b + H24b + H25b)	26.00
H26c	Attendance at Synchronous Programs Intended for Young Adults Ages 12-18 (system calculated, H23c + H24c + H25c)	232.00
H26d	Attendance at Synchronous Programs Intended for Adults Age 19 or Older (system calculated, H23d + H24d + H25d)	1,446.00
H26e	Attendance at Synchronous Programs Intended for a General Audience (system calculated, H23e + H24e + H25e)	0.00

H26f **Total Attendance at Synchronous Programs (system calculated, H26a + H26b + H26c + H26d + H26e)** 1,713.00

Recorded Programming

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

H27a Number of recorded library-sponsored programs you made available. Programs that were initially shown live should **also** be included under Virtual Programming 2

H27b Number of views for recorded library-sponsored programs. Count the number of views that have occurred within the first 7 days since posting. For Facebook, count 1-minute views, while you should count "unique views" for other services. Do not include live views, which should go under Virtual Programming Attendance. 197

Self-Directed Activities

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

H28a How many self-directed activities were offered? If you update an activity to include all new content, that counts as a new activity. 211

H28b What types of activities? Please use brief descriptions. This year the library offered take-and-make craft/activity bags for both youth and adults. We also set up Storywalks in two downtown locations in Middlebury. We have actual figures for participation in the take-and-makes, and rough estimates for the Storywalks. We had 46 different books for the Storywalks, and estimate each one was viewed 50 times over the two weeks each book was on display (although this is a conservative estimate).

H28c Roughly, how many patrons do you think took part in these activities? This should just be a broad estimate. 6,816

Non-Library Sponsored Programs: This question asks about programs held in library facilities but not sponsored by the library. It includes events whether they were open or closed to the public, during open hours or after hours.

H29 Number of Non-library sponsored programs, meetings, and events held in library facilities. 0

Deliveries:

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

H30	Number of deliveries to individuals' homes.	0
H31	Number of deliveries to childcare providers and centers.	0
H32	Number of deliveries to other sites.	0

Computer Services:

H34	Number of internet-accessible computers or tablets for use in the library. Do not include special-use computers like OPAC's or those used for specific databases.	11
H35	How many patrons were trained on technology one-on-one at the library? Count any interaction between a library staff member and patron, whether scheduled or unscheduled, where the staff member spends a considerable amount of time tutoring or teaching the patron about information technology skills. Examples include computer or device tutorials, assistance with creating an email or social media account, instruction on how to make video calls, help navigating websites or online applications, or instruction on using specific software. Do not count assistance with the library copier/printer. These should also be included in H08 Reference Transactions.	75
H36a	How many times were the library's public computers used by patrons during the year? This may be a total, or an estimate based on the average of a few weeks, multiplied by the number of weeks the library is open during the year.	99
H36b	Is this figure an Actual Count, or an Estimate Based on an average week?	ES - Annual Estimate Based on Typical Week(s)
H37a	How many wireless sessions were counted in the year? This may be a total, or an estimate based on the average of a few weeks, multiplied by the numbers of weeks the library is open during the year.	2,500
H37b	Is this figure an Actual Count, or an Estimate Based on an average week?	ES - Annual Estimate Based on Typical Week(s)

ILS Software

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

H38	How many visits have you had to your library's website this year? The statistic to look for is called "sessions." A session is counted each time a visitor comes to your site, but may include a number of individual page views while there. If you're not sure of the number, enter -1. If you do not have a website, enter 0.	29,087
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I. Annual Report Final Questions and Signature

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

I01	Name of the person who completed this report:	Dana Hart
I02	Title/Position of the person who completed this report:	Director
I03	DATE:	12/21/2021

CERTIFICATION

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

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

Librarian:	Dana Hart
Date:	12/21/2021
Chairperson, Board of Trustees:	
Date:	

K. Survey Completion Instructions

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

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

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

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

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

Printing - To print your submission, click the printer icon in the upper right-hand corner. You can choose to print just the current year's data, a blank form (without data), or to include the current and

previous year's data. On the next page, click print. Depending on your browser, you may be able to print/save as PDF - look for that option where you would choose your printer. Get in touch with Joshua Muse if you need any help with printing or PDF's.

L. COVID Pandemic Questions

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

- L01 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- L02 Did library staff provide services to the public during any portion of the period when the building was physically closed? This includes answering phone or email questions, virtual programming, curbside service, administering WiFi, and other activities? Yes
- L03 During the pandemic, did the library allow users to register for a library card online or by phone, without coming into the building? This includes "online-only" cards that allow patrons to access online resources. Yes
- L04 Did the library provide reference service via the Internet or telephone when the building was physically closed? Yes
- L05 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the pandemic? This includes any contactless or minimal contact circulation, such as curbside or vestibule pickup, mailing, or drive-thru. Yes
- L06 Did the library intentionally provide Wi-Fi Internet access to users outside the building during the pandemic? Yes
- L07 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the pandemic? This include adding or repositioning access points, increasing hours of service, or the like. Yes
- L08 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic? This includes reassignments to other government agencies as well as other activities such as the use of library staff to distribute school lunches and other materials. No