



Kentucky Department for
Libraries and Archives



INSTITUTE of
Museum and Library
SERVICES

ANNUAL REPORT

IMLS ~ Public Library Survey

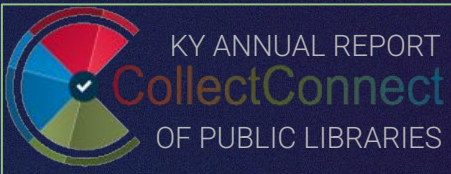
Webinar: Annual Report Sections K-N

BOBBIE AUGSPURGER, State Data Coordinator

AMBER POTTS, Regional Consultant

KDLA LIBRARY DEVELOPMENT BRANCH

05.07.2025

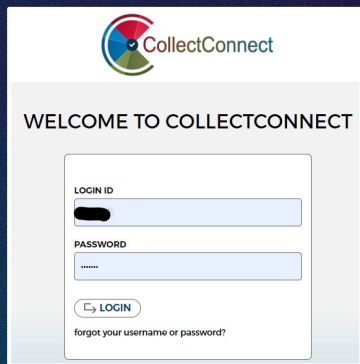


LOGIN Username & Password

Each KY Public Library and Regional Consultant is assigned one

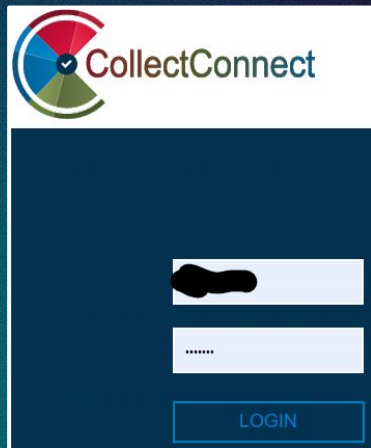
For this information contact **Bobbie Augspurger, SDC**

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A screenshot of the CollectConnect login page. At the top is the CollectConnect logo. Below it is the text "WELCOME TO COLLECTCONNECT". The login form includes a "LOGIN ID" field with a blacked-out username, a "PASSWORD" field with masked characters, a "LOGIN" button with a right-pointing arrow, and a link for "forgot your username or password?".

Collect Baker -Taylor provides this Annual Report Survey Portal

<https://collectconnect.baker-taylor.com/login.aspx>

A screenshot of the CollectConnect Connect login page. At the top is the CollectConnect logo. The page has a dark blue background. The login form includes a blacked-out username field, a masked password field, and a blue "LOGIN" button.

Connect Baker -Taylor provides this Annual Report Data Portal

<https://collectconnect.baker-taylor.com/Connect/Login.aspx>

NAVIGATION

NEXT

Navigate to next page

PREV

Navigate to previous page

 **SAVE**

Save most recent changes

****SAVE OFTEN*** The system will time-out after work delays*

You may need to Log Back In to make sure your work is really being saved

HIDE

Last Year's Answers

Hide responses provided previous year

Recommend SEEING Last Year's Answers

If there is a notable difference, you will need to provide a Note as to WHY

... Why the number is so much bigger or smaller

NAVIGATION



Flag *Red Flag is used to indicate a Question . . .*

Question you have, Question your Regional has, Question SDC has



Note Each survey question has the Note feature.

Each **Note is a gift** to your future self, to the Regional, and to the SDC explaining the “**WHY**”

- **Why** is the number so much bigger or smaller
- **What** specifically caused this number to notably change from last fiscal year



Error Reports - When library Submits the completed Survey, an Error Report is generated. Each library must validate submitted data and justify the Why & What in order to move forward in the submission process. When SDC submits the state of Kentucky data for All Libraries, the SDC must validate all submitted data and justify the Why & What in order to move forward in the **Federally Required Public Library Survey** process. *The Error Reports can be different between the library submission in Collect and the SDC submission of PLS.*



History *History feature shows the response given by year for the last 5 years.*

NAVIGATION

 STATUS

Status *Status Screen shows: Edit checks, Unanswered questions, & Flagged questions.*

 EXPORT

Export *Automatically downloads your Annual Report data "as is"*

 PRINT

Print *Set Printing Preferences for "Survey Reports" or "Annotation Reports"*

Here are my Printing Preferences . . .

Print Entire Survey - Include Annotations - With Current & Last Year's Data - Show PDF Report

SURVEY LIST

Survey List *Provides a list of previous Annual Report Surveys for your Library*

 SUBMIT

Submit *Library will Complete Survey before Submitting.*

Library must address all Error Checks before Survey will fully submit.

DASHBOARD

Dashboard *Regionals this is your Home Base Screen for all libraries in your region.*

select "REVIEWED" after reviewing library data and addressing data discrepancies

select "UNLOCK/RELOCK" when Libraries Add Notes/Rework data/etc.

select "APPROVED" when Library Data/Notes are correct & all Error Checks are addressed.

Close

Close *This will Close Survey Window . . . be sure to SAVE first*

NAVIGATION

Questions?

Q: I put in note and hit save, but it wasn't there when I opened back up.

A: Did you also Save the Page? Be sure to Save 2 times (1:Note, 1:Page) Also, the system may be timing out on you & you just can't tell unless you hit Home & see if it makes you sign in again.



CHANGES



BRANCHES

E16: **Sunday Opening Time; Sunday Closing Time** *Example* 9:00am - 6:00pm

Will now be

Sunday - Daily Hours Open to the Public *Example* 9 (for 9 hours)

Repeat for every day of the week

MAIN LIBRARY

H16: **Sunday Opening Time; Sunday Closing Time** *Example* 9:00am - 6:00pm

Will now be

Sunday - Daily Hours Open to the Public *Example* 9 (for 9 hours)

Repeat for every day of the week



J6: Number of Volunteers:

Report the number of individual volunteers working at your library during the reporting year regardless of the number of hours they worked. Volunteers include Individuals, Board members, members of the Friends of the Library group, Teen Advisory group members, and any other support groups.

J7: Number of Volunteer Hours:

Report **annual totals** or **estimates**.

Report the total number of hours volunteers work at your library by all volunteers for the reporting year.

LIBRARY COLLECTION: Sections K-L-M Use the **KLU Annual Report**

Annual Report for KLU FY24

There has been a very big change to the Annual report this year, that will effect what you need to report from KLU. Every member library will have entries for the fields indicated in the Blue "consortium" list, and Advantage libraries *might* have entries in the fields addressed in the Green "Advantage" list depending on their collection. Answers in yellow boxes are exactly what you put in that field on the report, answers in any other color refer you to your library's entry in the chart below. If you do not have data in that line then KLU does not effect your answer to that question. Advantage libraries with Libby extras can see where each one was classified in the list below the data chart.

Fields everyone will answer	Answer
K11 -ebooks from Consortium	Yes
K14 -eSerials from Consortium	Yes
K17 -e Audiobooks from Consortium	Yes
L52- eBook Circulation	see chart
L53- eSerials Circulation	see chart
L54 -e Audiobook Circulation	see chart
M1 -	Borrowed eBooks
M2 -Borrowed eBooks	see chart
M1 -	Borrowed eAudiobooks
M2 - Borrowed eAudiobooks	see chart

Fields Advantage Libraries could have	Answer
K10 -eBooks for just your library	Yes
K16 -eAudiobooks for just your library	Yes
K19 -Video	see chart
K22 Research Databases	see chart
K25 Online Learning Platforms	see chart
L55 -Video Circulation	see chart
M1 -	Loaned eBooks
M2 -Loaned eBooks	see chart
M1 -	Loaned eAudiobooks
M2 - Loaned eAudiobooks	see chart

Library	Consortium Data					Advantage Data					
	eBook (L52) (L53)	eSerials (magazine) (L54)	Audiobooks (L54)	ADV+ ILL Borrowed (eBooks)	ADV+ ILL Borrowed (Audio)	Video (K19)	Research (K22)	online learning (K25)	Video (L55)	ADV+ ILL loaned (eBooks)	ADV+ ILL loaned (Audio)
Adair County Public Library	5493	1267	5129	1812	2189						
Allen County Public Library	15060	2218	15970	1637	1770			Yes			
Anderson Public Library	12908	3188	10632	4362	4594						
Bath County Memorial Library	3027	347	1696	1008	791						
Bell County Public Library District	7205	1914	5426	2391	2235						
Boone County Public Library	99417	21056	104884	24542	27956	Yes	Yes	Yes	87	16171	38049
Boyd County Public Library	21618	5482	19654	6700	7782			Yes			
Boyle County Public Library	37889	6862	41605	13198	16002						
Bracken County Public Library	1271	115	1683	405	656			Yes		2354	1829
Breathitt County Public Library	2838	530	1614	961	696						
Breckinridge County Public Library	10800	6075	7856	2245	2076						

KLU Annual Report will be linked to the **KDLA Annual Report website** every August
<https://kdla.ky.gov/Library-Support/plssd/Pages/Annual-Report.aspx>

At the top is the report date

Next is an overview

Then a Key for information use

*Each Kentucky library in the consortium has a separate row containing their KLU statistics

*Each data element is included in your Annual Report

*Classification for Advantage Library means an extra add-on cost was paid by the Library (AE)

Libby Extras	Classification
Classica	video
Craftsy/Craftsy espanol	Online Learning
INDIFLIX	Video
Qello	Video
The Great Courses	Online Learning
ArtistWorks	Online Learning
Ground News	Research
Kovels	Research
Law Depot	Research
Learn It Live	Online Learning
Method Learning/act/fl	Online Learning

KLU knows WHO has Advantage accounts and CIRCULATION numbers, but NOT Content purchased (eBook, eAudio, Online Databases, and etc.)

LIBRARY COLLECTION: Section K

Report adult physical units. Adult is defined as over age 18. Books which are packaged together as a unit and are generally checked out as a unit should be counted as one physical unit. Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.

Report young adult physical units. Young adult is defined as between the ages 12 and 18. Books which are packaged together as a unit and are generally checked out as a unit should be counted as one physical unit. Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.

Report young children's physical units. Children is defined as under age 12. Books which are packaged together as a unit and are generally checked out as a unit should be counted as one physical unit. Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.

[Read-only data; sum of K1+K2+K3]

Book Collection

K1 Adult Books (over age 18)

FLAG NOTE HISTORY

K2 Young Adult Books (ages 12 to 18)

FLAG NOTE HISTORY

K3 Children's Books (under age 12)

FLAG NOTE HISTORY

K4 Total (K1 + K2 + K3)

0

FLAG NOTE HISTORY

LIBRARY COLLECTION: Section K

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.

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 audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

List other material in the collection. This includes material other than books, e-books, audio and video downloadable and physical units, and print serial subscriptions.

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

[Read-only data; sum of K4+K8]

Audiovisual and Electronic Materials

K5	Audio - Physical Units	<input type="text"/>	?
		FLAG NOTE HISTORY	
K6	Video - Physical Units	<input type="text"/>	?
		FLAG NOTE HISTORY	
K7	Other Material in Collection	<input type="text"/>	?
		FLAG NOTE HISTORY	
K8	Current Print Serial Subscriptions	<input type="text"/>	?
		FLAG NOTE HISTORY	
K9	Book/Serial Volumes (K4 + K8)	<input type="text" value="0"/>	?
		FLAG NOTE HISTORY	

LIBRARY COLLECTION: Section K

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

E –books are the digital equivalent of printed books that may be accessed online from an electronic device. E –books also include e –comics. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

Do you independently purchase ebooks? Yes or No

Are you an Advantage Library? KLU provides ebooks. Answer YES

See **KLU Annual Report** found linked on the **KDLA Annual Report** website

Fields Advantage Libraries could have	Answer
K10 - eBooks for just your library	Yes
K15 - eAudiobooks for just your library	Yes

E –books are the digital equivalent of printed books that may be accessed online from an electronic device. E –books also include e –comics. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

All KY Libraries in consortium will Answer YES

Your library is in the consortium if your library name is listed in the rows on the **KLU Annual Report**

Fields everyone will answer	Answer
K11 -ebooks from Consortium	Yes
K12 -ebooks from Consortium	Yes

E –books are the digital equivalent of printed books that may be accessed online from an electronic device. E –books also include e –comics. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

KLU is not a State Agency. KDLA does not provide.

Does your library have access to e-books provided by a state agency? Yes or No

K10 Did the administrative entity provide access to e-books purchased solely by the administrative entity?

FLAG NOTE HISTORY

K11 Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

FLAG NOTE HISTORY

K12 Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

FLAG NOTE HISTORY

LIBRARY COLLECTION: Section K

Electronic Serials E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as a single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

E –serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.
 Do you independently purchase e-serials? Answer Yes or No

E –serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.
 All KY Libraries in consortium will Answer YES
 Your library is in the consortium if your library name is listed in the rows on the **KLU Annual Report**

Fields everyone will answer	Answer

K14 -eSerials from Consortium	Yes

E –serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.
 KLU is not a State Agency. KDLA does not provide.
 Does your library have access to e-serials provided by a state agency? Yes or No

K13 Did the administrative entity provide access to e-serials purchased solely by the administrative entity?

[Dropdown] [?]

FLAG [+] NOTE [🕒] HISTORY

K14 Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

[Dropdown] [?]

FLAG [+] NOTE [🕒] HISTORY

K15 Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

[Dropdown] [?]

FLAG [+] NOTE [🕒] HISTORY

B&T Collect Annual Report Screenshot

LIBRARY COLLECTION: Section K

Electronic Audio E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

Do you independently purchase e-audios? Yes or No
 Are you an **Advantage Library**? KLU provides eAudio so Answer YES
 See **KLU Annual Report** found linked on **KDLA Annual Report** website

Fields Advantage Libraries could have	Answer
K16 -eAudiobooks for just your library	Yes

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

Did your library independently purchase and provide e-audios through a consortium? Yes or No
 All KY Libraries **in consortium** will Answer YES
 Your library is in the consortium if your library name is listed in the rows on the **KLU Annual Report**

Fields everyone will answer	Answer
K17 -e Audiobooks from Consortium	Yes

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

KLU is not a State Agency. KDLA does not provide.
 Does your library have access to e-audios provided by a state agency? Yes or No

K16 Did the administrative entity provide access to e-audio purchased solely by the administrative entity?

FLAG NOTE HISTORY

K17 Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

FLAG NOTE HISTORY

K18 Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

FLAG NOTE HISTORY

LIBRARY COLLECTION: Section K

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

E -videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

Do you independently purchase e-videos? Answer Yes or No

Are you an **Advantage Library** & paid an additional fee for KLU provide e-videos? Yes or No as noted on **KLU Annual Report** Library Row Advantage data column

KLU FY24 Chart		Advantage Data				
Library	Video (K19)	research (K22)	online learning (K25)	Video (L55)	ADV+ ILL loaned (eBooks)	ADV+ ILL loaned (Audio)
Adair County Public Library						

Fields Advantage Libraries could have	Answer
K19-Video	see chart

E -videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

Did your library independently purchase and provide e-videos through a consortium? Yes or No

E -videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

KLU is not a State Agency. KDLA does not provide.

Does your library have access to e-videos provided by a state agency? Yes or No

K19 Did the administrative entity provide access to e-videos purchased solely by the administrative entity?

FLAG NOTE HISTORY

K20 Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

FLAG NOTE HISTORY

K21 Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

FLAG NOTE HISTORY

LIBRARY COLLECTION: Section K

Research Databases Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

Do you independently purchase databases? Yes or No

Are you an **Advantage Library** & paid an additional fee for KLU provided research databases? Answer Yes or No as noted on **KLU Annual Report Library Row Advantage data column**

KLU FY24 Chart		Advantage Data				
	Video (K19)	Research (K22)	Online Learning (K25)	Video (L55)	ADV+ ILL loaned (eBooks)	ADV+ ILL loaned (Audio)
Library						
Adair County Public Library						

Fields Advantage Libraries could have	Answer
K	
K	
K	
K22 Research Databases	see chart

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Administrative entity refers to library.

Did your library independently purchase and provide research databases through a consortium? Yes or No

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Administrative entity refers to library.

KLU is not a State Agency. KDLA does not provide.

Does your library have access to research databases provided by a state agency? Yes or No

K22 Did the administrative entity provide access to research databases purchased solely by the administrative entity?

FLAG NOTE HISTORY

K23 Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

FLAG NOTE HISTORY

K24 Did the administrative entity provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

LIBRARY COLLECTION: Section K

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

Do you independently purchase databases? Yes or No

Are you an **Advantage Library** & paid an additional fee for KLU provided online learning platforms? Answer Yes or No as noted on **KLU Annual Report** Library Row Advantage data column

KLU FY24 Chart		Advantage Data			Fields Advantage Libraries could have	Answer	
	Video (K19)	Research (K22)	online learning (K25)	Video (L55)	ADV+ ILL loaned (eBooks)	ADV+ ILL loaned (Audio)	
Library							
Adair County Public Library							

Fields Advantage Libraries could have	Answer
K25 Online Learning Platforms	see chart

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

Did your library independently purchase and provide online learning platforms through a consortium? Yes or No

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Administrative entity refers to library.

In FY25, KDLA provided every library in the state access to Teaching Books. KLU members can reach through Libby. For FY25, all libraries in Kentucky will answer **YES**

K25 Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?

FLAG NOTE HISTORY

K26 Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

FLAG NOTE HISTORY

K27 Did the administrative entity provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

LIBRARY COLLECTION: Section K



Question: Why does only part of the collection total up for K9 the print materials (K4 and K8)?

A: K9 Book Serial Volumes = K4 (K1+K2+K3) and K9 (K4+K8)

This just leaves out the non-book items =

- K5 (Audio Physical Units) Separate line item on both PLS and KY Stat Report*
- K6 (Video Physical Units) Separate line item on both PLS and KY Stat Report*
- K7 (Other Material in Collection) Separate line item on PLS*

Question: So is there nowhere on the report for the number of ebooks in our collection? Our collection inventory will be off 60% because there is nowhere to show Overdrive eBooks and eAudios that we've bought.

A: Section K Electronic Items reporting changed to Yes/No questions for FY24.

Impact: K6 eBook (Stat Rpt 52); K7 eSerial (Stat Rpt 53); K10 eAudio (Stat Rpt 49); K14 eVideo (Stat Rpt 51)

Add notes to K4 Total Book Collection, K5 Audio Physical, K6 Video Physical, K7 Other Materials for why actual collection inventory numbers are different.

You can add these electronic materials into section M1/M2 for continuation in tracking your "full" collection information.

Section L kept the Electronic Material Circulation L52-55.

LIBRARY COLLECTION: Section K



Question: How do I tell on the KLU Annual Report if the Library has purchased Advantage Library stuff?

*A: KLU knows WHO is an Advantage Library (each has own row of data) and Circulation Numbers (on their row of data), but **Not** what each library has purchased.*

Question: What are some examples of AudioVisual Other?

*A: AV Circulation Other includes things like video games, microfilm, music, CDs, etc. that do **Not** fall into the Audiobook or DVD/BluRay/VHS category.*

CIRCULATION: Section L

Book Circulation, Adult (over age 18) Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users. Computer use is not circulation. Neither is in-house use or items checked out to another library. An item checked out counts as one item, no matter how many uses are subsequently made of that one item.

L1 Main Library

FLAG NOTE HISTORY

L2 All Branches

FLAG NOTE HISTORY

L3 Bookmobile/Outreach

FLAG NOTE HISTORY

L4 Total (L1 + L2 + L3)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Adult Book: Enter the total number of adult books circulated at the **main library** in the main library column. Adult is considered to be over the age 18.

Adult Book: Enter the total number of adult books circulated at **all branches** in the all branches column. Adult is considered to be over the age 18.

Adult Book: Enter the total number of adult books circulated at the **bookmobile or extension alternative** in the bookmobile/outreach column. Adult is considered to be over the age 18.

Adult Book: Field for **Total is read-only data**, sum of main library + all branches + bookmobile/outreach. Adult is considered to be over the age 18.

B&T Collect Annual Report Screenshot

CIRCULATION: Section L

Book Circulation, Young Adult (ages 12 to 18) Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users. Computer use is not circulation. Neither is in-house use or items checked out to another library. An item checked out counts as one item, no matter how many uses are subsequently made of that one item.

L5 Main Library

FLAG NOTE HISTORY

L6 All Branches

FLAG NOTE HISTORY

L7 Bookmobile/Outreach

FLAG NOTE HISTORY

L8 Total (L5 + L6+ L7)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Young Adult Book: Enter the total number of young adult books circulated at the **main library** in the main library column. Young Adult is considered to be between the age of 12 and 18.

Young Adult Book: Enter the total number of young adult books circulated at **all branches** in the all branches column. Young Adult is considered to be between the age of 12 and 18.

Young Adult Book: Enter the total number of young adult books circulated at the **bookmobile or extension alternative** in the bookmobile/outreach column. Young Adult is considered to be between the age of 12 and 18.

Young Adult Book: Field for **Total is read-only data**, sum of main library + all branches + bookmobile/outreach. Young Adult is considered to be between the age of 12 and 18.

Book Circulation, Children's (under age 12)

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users. Computer use is not circulation. Neither is in-house use or items checked out to another library. An item checked out counts as one item, no matter how many uses are subsequently made of that one item.

L9	Main Library	<input type="text"/>	?	
		FLAG	NOTE	HISTORY
L10	All Branches	<input type="text"/>	?	
		FLAG	NOTE	HISTORY
L11	Bookmobile/Outreach	<input type="text"/>	?	
		FLAG	NOTE	HISTORY
L12	Total (L9 + L10+ L11)	<input type="text" value="0"/>	?	
		LAST YEAR'S ANSWER: 0		
		FLAG	NOTE	HISTORY

Children's Book: Enter the total number of children's books circulated at the **main library** in the main library column. Children's is considered to be under age 12.

Children's Book: Enter the total number of children's books circulated at **all branches** in the all branches column. Children's is considered to be under age 12.

Children's Book: Enter the total number of children's books circulated at the **bookmobile or extension alternative** in the bookmobile/outreach column. Children's is considered to be under age 12.

Children's Book: Field for **Total** is **read-only data**, sum of main library + all branches + bookmobile/outreach. Children's is considered to be under age 12.

CIRCULATION: Section L

Book Circulation Total

L13 Main Library (L1 + L5 + L9)

0

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

L14 All Branches (L2 + L6 + L10)

0

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

L15 Bookmobile/Outreach (L3 + L7 + L11)

0

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

L16 Total (L4 + L8 + L12)

0

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Read-only data; sum of lines L1 + L5 + L9 for each field: Main.

Read-only data; sum of lines L2 + L6 + L10 for each field: Branches.

Read-only data; sum of lines L3 + L7 + L11 for each field: Bookmobile/Outreach.

Read-only data; sum of lines L4 + L8 + L12 for each field: Total.

CIRCULATION: Section L

Audiovisual Circulation Audio Books Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users. Computer use is not circulation. Neither is in-house use or items checked out to another library.

L21 Main Library

FLAG NOTE HISTORY

L22 All Branches

FLAG NOTE HISTORY

L23 Bookmobile/Outreach

FLAG NOTE HISTORY

L24 Total (L21 + L22 + L23)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Audio Books Enter the total number of audio books **circulated at the main library** in the main library column.

Audio Books Enter the total number of audio books **circulated at all branches** in the branches column.

Audio Books Enter the total number of audio books **circulated at the bookmobile or extension alternative** in the bookmobile/outreach column.

Field for **Total** is read-only data, sum of main library + all branches + bookmobile/outreach..

B&T Collect Annual Report Screenshot

CIRCULATION: Section L

Audiovisual Circulation **Other Audio**

L25 Main Library ?

FLAG NOTE HISTORY

L26 All Branches ?

FLAG NOTE HISTORY

L27 Bookmobile/Outreach ?

FLAG NOTE HISTORY

L28 Total (L25 + L26 + L27) ?

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Other Audio Enter the total number of other audio materials **circulated at the main library** in the main library column.

Other Audio Enter the total number of other audio materials **circulated at all branches** in the all branches column.

Other Audio Enter the total number of other audio materials **circulated at the bookmobile or extension alternative** in the bookmobile/outreach column.

Field for **Total** is read-only data, sum of main library + all branches + bookmobile/outreach..

Audiovisual Circulation Videos

L29	Main Library	<input type="text"/>	?	
		FLAG	NOTE	HISTORY
L30	All Branches	<input type="text"/>	?	
		FLAG	NOTE	HISTORY
L31	Bookmobile/Outreach	<input type="text"/>	?	
		FLAG	NOTE	HISTORY
L32	Total (L29 + L30 + L31)	<input type="text" value="0"/>	?	
		LAST YEAR'S ANSWER:	0	
		FLAG	NOTE	HISTORY

Videos Enter the total number of videos **circulated at the main library** in the main library column.

Videos Enter the total number of videos **circulated at all branches** in the all branches column.

Videos Enter the total number of videos **circulated at the bookmobile or extension alternative** in the bookmobile/outreach column.

Field for **Total** is read-only data, sum of main library + all branches + bookmobile/outreach..

Audiovisual Circulation **Other**

L33 Main Library

FLAG NOTE HISTORY

L34 All Branches

FLAG NOTE HISTORY

L35 Bookmobile/Outreach

FLAG NOTE HISTORY

L36 Total (L33 + L34 + L35)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Other Audiovisual Enter the total number of other audiovisual materials **circulated at the main library** in the main library column.

Other Audiovisual Enter the total number of other audiovisual materials **circulated at all branches** in the all branches column.

Other Audiovisual Enter the total number of other audiovisual materials **circulated at the bookmobile or extension alternative** in the bookmobile/outreach column.

Field for **Total** is read-only data, sum of main library + all branches + bookmobile/outreach.

Audiovisual Circulation **Total**

L37	Main Library (L21 + L25 + L29 + L33)	0	?
	LAST YEAR'S ANSWER: 0		
	FLAG NOTE HISTORY		
L38	All Branches (L22 + L26 + L30 + L34)	0	?
	LAST YEAR'S ANSWER: 0		
	FLAG NOTE HISTORY		
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0	?
	LAST YEAR'S ANSWER: 0		
	FLAG NOTE HISTORY		
L40	Total (L24 + L28 + L32 + L36)	0	?
	LAST YEAR'S ANSWER: 0		
	FLAG NOTE HISTORY		

Read-only data; sum of lines L22 through L34 for each field: **Main**, Branches, Bookmobile/Outreach, Total.

Read-only data; sum of lines L22 through L34 for each field: Main, **Branches**, Bookmobile/Outreach, Total.

Read-only data; sum of lines L23 through L35 for each field: Main, Branches, **Bookmobile/Outreach**, Total.

Read-only data; sum of lines L24 through L36 for each field: Main, Branches, Bookmobile/Outreach, **Total**.

Other Materials Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users. Computer use is not circulation. Neither is in-house use or items checked out to another library.

L41 Main Library

FLAG NOTE HISTORY

L42 All Branches

FLAG NOTE HISTORY

L43 Bookmobile/Outreach

FLAG NOTE HISTORY

L44 Total (L41 + L42 + L43)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Enter the total number of other printed materials (magazines, newspapers, vertical file materials) **circulated at the main library in the main library** field. Also, include circulated non-print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.

Enter the total number of other printed materials (magazines, newspapers, vertical file materials) **circulated at all branches** in the all branches field. Also, include circulated non-print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.

Enter the total number of other printed materials (magazines, newspapers, vertical file materials) **circulated at the bookmobile in the bookmobile/outreach field**. Also, include circulated non-print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.

Field for **Total** is read-only data, sum of main library + all branches + bookmobile/outreach.

Total Circulation

L45 Main Library (L13 + L37 + L41)

0

?

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Total Circulation Read-only data; sum for each field: Main, Branches, Bookmobile/Outreach, Total.

L46 All Branches (L14 + L38 + L42)

0

?

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Total Circulation Read-only data; sum for each field: Main, Branches, Bookmobile/Outreach, Total.

L47 Bookmobile/Outreach (L15 + L39 + L43)

0

?

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

Total Circulation Read-only data; sum for each field: Main, Branches, Bookmobile/Outreach, Total.

Children's Physical Circulation The *total annual circulation* of all children's materials in all physical formats to all users, including renewals. This includes books and audiovisual material already counted in previous field. Include circulation of other physical items for children(e.g. Kits, games, technology). If possible, do not include materials for teens/young adults.

L48 Main Library

FLAG NOTE HISTORY

L49 All Branches

FLAG NOTE HISTORY

L50 Bookmobile/Outreach

FLAG NOTE HISTORY

L51 Children's Physical Material (L48 + L49 + L50)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

The total annual circulation of all children's materials in all physical formats to all users, including renewals at the **Main Library**. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.

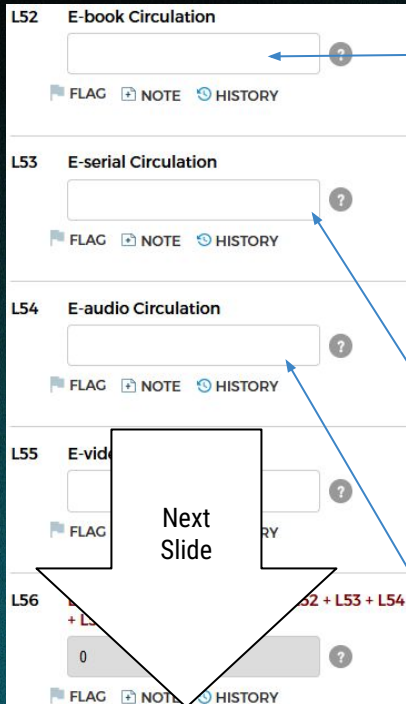
The total annual circulation of all children's materials in all physical formats to all users, including renewals at **all Branch Libraries**. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.

The total annual circulation of all children's materials in all physical formats to all users, including renewals at **all Bookmobiles and Extension alternatives**. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.

Read-only data; sum of lines **L48 through L50** for each field: Main, Branches, Bookmobile/Outreach, **Total**

E-material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.



The total circulation of **e-books** during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. **All KY Libraries in consortium will have KLU Annual Report circulation statistic -- see chart.**
Total eBook Circulation = Add together KLU Annual Report eBook circulation number + independently purchased eBook circulation number + state agency eBook circulation number.

The total circulation of **e-serials** during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. **All KY Libraries in consortium will have KLU Annual Report circulation statistic -- see chart.**
Total eSerial Circulation = Add together KLU Annual Report eSerial circulation number + independently purchased eSerial circulation number + state agency eSerial circulation number.

The total circulation of **e-audio** during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. **All KY Libraries in consortium will have KLU Annual Report circulation statistic -- see chart.**
Total eAudio Circulation = Add together KLU Annual Report eAudio circulation number + independently purchased eAudio circulation number + state agency eAudio circulation number.

Fields everyone will answer	Answer
L52- eBook Circulation	see chart
L53- eSerials Circulation	see chart
L54 -e Audiobook Circulation	see chart

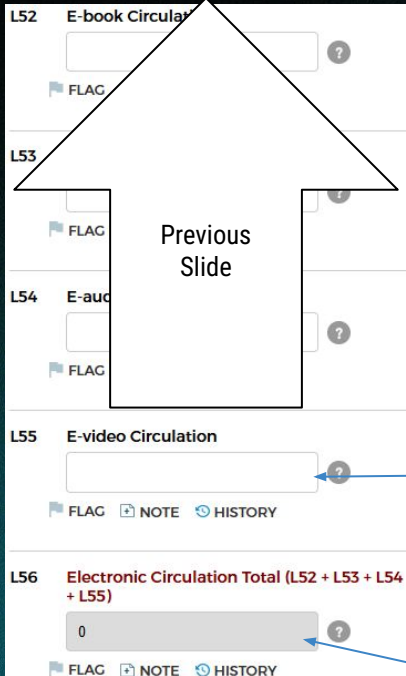
Library	KLU FY24 Chart			Consortium Data		
	eBook (L52)	eSerials (magazine) (L53)	Audiobooks (L54)	A	B	C
Adair County Public Library	5493	1267	5129			
Allen County Public Library	15060	2218	15970			
Anderson Public Library	12908	3188	10632			

B&T Collect Annual Report Screenshot

CIRCULATION: Section L

E-material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.



L52 E-book Circulation

L53

L54 E-audio Circulation

L55 E-video Circulation

L56 Electronic Circulation Total (L52 + L53 + L54 + L55)

0

Previous Slide

B&T Collect Annual Report Screenshot

Fields Advantage Libraries could have	Answer
L55 -Video Circulation	see chart

Library	KLU FY24 Chart		Consortium Data				Advantage Data				
	eBook (L52)	eSerials (magazine) (L53)	Audiobooks (L54)	ADV+ ILL Borrowed (eBooks)	ADV+ ILL Borrowed (Audio)	Video (K19)	Research (K22)	online learning K25	Video (L55)	ADV+ ILL loaded (eBooks)	ADV+ ILL loaded (Audio)
Adair County Public Library	5493	1267	5129	1812	2189						
Allen County Public Library	15060	2218	15970	1637	1770						
Anderson Public Library	12908	3188	10632	4362	4594						

The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

Are you an Advantage Library & paid an additional fee for KLU provide e-videos?

If yes, check your library specific row for e-video circulation number as shown on KLU Annual Report - - image above.

Total eVideo Circulation = Add together KLU Annual Report eVideo circulation number + independently purchased eVideo circulation number + state agency eVideo circulation number.

Read-only data; sum of lines L52 through L55. Total.

CIRCULATION: Section L

L57 Physical Circulation Total (L16 + L40 + L44)

0

FLAG NOTE HISTORY

L58 Total Circulation (L56 + L57)

0

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

Read-only data; sum of lines L16, L40 and L44.
L16: Book Circulation Total
L40: Audiovisual Circulation Total
L44: Other Materials Circulation Total

Read-only data; sum of lines L56 and L57.
L56: Electronic Circulation Total
L57: Physical Circulation Total

CIRCULATION: Section L

Q: How should libraries that make lobby stops at nursing homes or visits to homebound residents count them? No one physically gets onto the bookmobile. Materials are taken from the bookmobile and transported into the lobby/facility/etc.

A: These activities are included with the “Bookmobiles/Outreach” and designated as Extension Alternatives.

*Make sure to **exclude Program data** as that is accounted for in sections O-P. Book checkout alone does not count as a program. To make it classify as a program, add a craft, informational session, etc.*

Q: Shared book club kits with other libraries that contains 10 books. Does the ILL count as 10 or 1?

A: Count 10 books interlibrary-loaned as 10 books not 1 kit

Q: Do ILL books count as circulation?

*A: ILL is not included in section L per L21 survey directions.
ILL items are included in section N.*



OTHER MEASURES OF LIBRARY USE: Section M

Please list any measures of library use not collected elsewhere in the annual report. Examples might include Seed Library. In-house Use. Unique Circulating Items, and other Objects of Interest. Note: Recording these measures is optional. Totals will not be tabulated or reported.

B&T Collect Annual Report Screenshot

M1 Name or Description of Other Measure of Use

FLAG NOTE HISTORY

M2 Numerical Statistic of Measure in M1

FLAG NOTE HISTORY

REMOVE GROUP ADD GROUP

M1: Borrowed eBooks
(All KY Libraries in consortium will add)

ADD GROUP
M1: Borrowed eAudiobooks
(All KY Libraries in consortium will add)

ADD GROUP
M1: Loaned eBooks
(KY Advantage Libraries may have a statistic)

ADD GROUP
M1: Loaned eAudiobooks
(KY Advantage Libraries may have a statistic)

M2: Adair Ex is 1812
(All KY Libraries in consortium will add)

M2: Adair Ex is 2189
(All KY Libraries in consortium will add)

M2: Boone Ex is 16171
(KY Advantage Libraries may have a statistic)

M2: Boone Ex is 38049
(KY Advantage Libraries may have a statistic)

Fields everyone will answer	Answer
M1 -	Borrowed eBooks
M2 -Borrowed eBooks	see chart
M1 -	Borrowed eAudiobooks
M2 -Borrowed eAudiobooks	see chart

Fields Advantage Libraries could have	Answer
M1 -	Loaned eBooks
M2 -Loaned eBooks	see chart
M1 -	Loaned eAudiobooks
M2 - Loaned eAudiobooks	see chart

Remove Group
Click this button to remove an extra data field

Add Group
Click this button to add M1+M2 data field

Repeat as needed

Library	KLU FY24 Chart		Consortium Data				Advantage Data				
	eBook (L52)	eSerials (magazine) (L53)	Audiobooks (L54)	ADV+ ILL Borrowed (eBooks)	ADV+ ILL Borrowed (Audio)	Video (K19)	Research (K22)	online learning (K25)	Video (L55)	ADV+ ILL loaned (eBooks)	ADV+ ILL loaned (Audio)
Adair County Public Library	5493	1267	519	1812	2189						
Allen County Public Library	15060	2218	1590	1637	1770			Yes			
Anderson Public Library	12908	3188	1067	4362	4594						
Boone County Public Library	99417	21056	10484	24542	27956	Yes	Yes	Yes	87	16171	38049

OTHER MEASURES OF LIBRARY USE: Section M



Q: KLU data question: Are these prorated/ratio numbers in the circulation count and not straight circulation numbers?

A: Section M numbers include ILL Numbers from KLU.

*The M numbers **Do Not** go in section N as N is Physical Collection numbers. M numbers are Basket Circulation Numbers - Not straight circulation numbers (count for the lending library and a count for the receiving library). This is a topic for clarification on the 2025-2026 FY26 Annual Report.*

Q: Can Seeds count in regular circulation?

*A: Section M numbers only count in Section M - - not total circulation. Seed Library is Section M and will **not** count in Section L circulation numbers.*

Q: Where do we report Dolly Parton's Imagination Library? Do we need to record any numbers for that in the state report?

A: You can put Imagination Library information in Section M if you want, but we do not record it in Annual Report Required fields at this time.

INTERLIBRARY COOPERATION: Section N

Loaned To

N1 Print

FLAG NOTE HISTORY

N2 Nonprint

FLAG NOTE HISTORY

N3 Total (N1 + N2):

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

ILL - Print These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. Enter the number of books and other print material loaned to all other libraries in the loaned to field.

ILL - NonPrint These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. Enter the number of nonprint materials loaned to all other libraries in the loaned to field.

ILL - Print and NonPrint These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. This is the number of books and other print and nonprint materials loaned to all other libraries in the loaned to field. Total is read-only sum.

B&T Collect Annual Report Screenshot

INTERLIBRARY COOPERATION: Section N

Borrowed From

N4 Print

FLAG NOTE HISTORY

N5 Nonprint

FLAG NOTE HISTORY

N6 Total (N4 + N5):

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

ILL - **Print** These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. **Enter the number of books and other print material borrowed from all other libraries** in the borrowed from field.

ILL - **NonPrint** These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. **Enter the number of nonprint materials borrowed from all other libraries** in the borrowed from field.

ILL - **Print and NonPrint** These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. This is the number of books and other print and nonprint materials borrowed from all other libraries in the borrowed from field. **Total** is read-only sum.

B&T Collect Annual Report Screenshot

INTERLIBRARY COOPERATION: Section N



Q: I am really confused about the numbers I should be using for the Annual Report on E-Circulation. In the annual report on L52 should I just be counting the blue column on the report sent by Katie Justice, or should I also be counting the Adv + ILL Borrowed and ADV + ILL Loaned?

A: *Section N is for Physical InterLibrary Loans not Electronic materials. L52 is Electronic materials, Adv + ILL Borrowed, ADV + ILL Loaned All are Electronic materials so will not be in Section N.*



Any Other Questions?

Email Your Regional Consultant

- *Chris.Bischoff@ky.gov* North Central Region Office
- *Jeff.Gurnee@ky.gov* North East Region Office
- *Caleb.Conover@ky.gov* South Central Region Office
- *Amber.Potts@ky.gov* West Region Office
- *Wendy.OConnor@ky.gov* South East Region Office

Email Your State Data Coordinator

- *bobbie.augspurger@ky.gov*

Upcoming Webinar in May . . .

Annual Report Sections O-S

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