



Kentucky Department for
Libraries and Archives



INSTITUTE of
Museum and **Library**
SERVICES

ANNUAL REPORT

IMLS ~ Public Library Survey

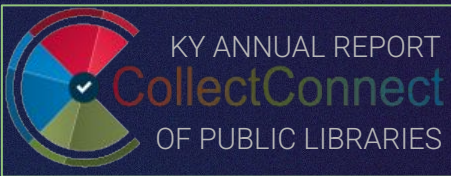
Webinar: Annual Report Sections O-S

BOBBIE AUGSPURGER, State Data Coordinator

CALEB CONOVER, Regional Consultant

KDLA LIBRARY DEVELOPMENT BRANCH

05.28.2025



LOGIN Username & Password

Each KY Public Library and Regional Consultant is assigned one

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

bobbie.augspurger@ky.gov

A screenshot of the CollectConnect login form. At the top is the CollectConnect logo. Below it is the text "WELCOME TO COLLECTCONNECT". The form has two input fields: "LOGIN ID" and "PASSWORD". Below the "LOGIN ID" field is a "LOGIN" button. Below the "PASSWORD" field is a "forgot your username or password?" link.

← **Collect** *Baker -Taylor provides this Annual Report Survey Portal*
<https://collectconnect.baker-taylor.com/login.aspx>

A screenshot of the CollectConnect Connect login form. At the top is the CollectConnect logo. Below it is a large dark blue rectangular area. At the bottom of this area are two input fields: "LOGIN ID" and "PASSWORD". Below the "PASSWORD" field is a "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**”

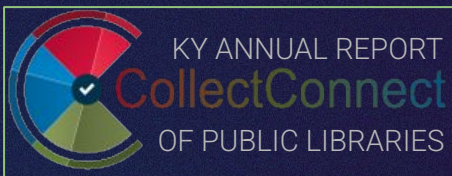
- **Why** is the number so much bigger or smaller
- **What** specifically caused this number to notably change from last fiscal year

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



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



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



Submit *Library will Complete Survey before Submitting.*

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



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

NAVIGATION

Questions?



PROGRAMS: Section O

The Number of Synchronous (Live) [Onsite](#) Program Sessions

A program session targeted at children ages 0–5 is any planned event for which the primary audience is infants, toddlers, or preschool–age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing–along events, and puppet shows. Include program sessions aimed at children ages 0–5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

A program session targeted at children ages 6–11 is any planned event for which the primary audience is elementary– school–age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6–11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

O1	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	<input type="text"/>	?
		FLAG	NOTE
		HISTORY	
O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	<input type="text"/>	?
		FLAG	NOTE
		HISTORY	
O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	<input type="text"/>	?
		FLAG	NOTE
		HISTORY	

B&T Collect Annual Report Screenshot

PROGRAMS: Section O – Program Sessions

The Number of Synchronous (Live) [Onsite](#) Program Sessions

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

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

The sum of O1 + O2 + O3 + O4 + O5

O4

Number of Programs Targeted at Adults (age 19 and older)

?

FLAG

NOTE

HISTORY

O5

Number of Programs Targeted at Multiple Age Levels

?

FLAG

NOTE

HISTORY

O6

Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)

0

?

LAST YEAR'S ANSWER: 0

FLAG

NOTE

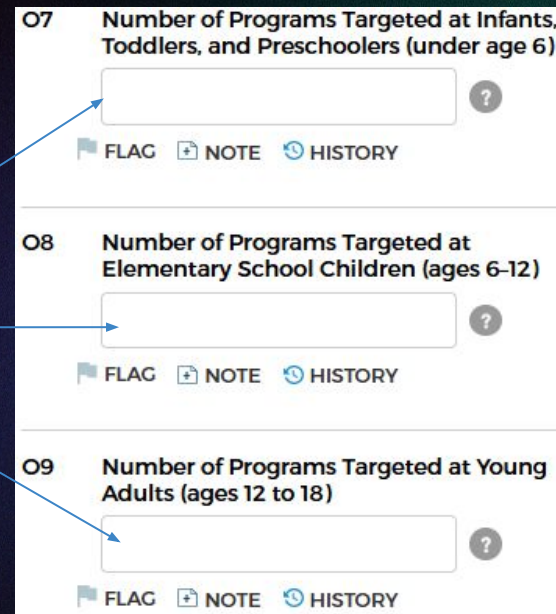
HISTORY

B&T Collect Annual Report Screenshot

PROGRAMS: Section O - Program Sessions

The Number of Synchronous (Live) **Offsite** Program Sessions

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



O7 Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

FLAG + NOTE HISTORY

O8 Number of Programs Targeted at Elementary School Children (ages 6-12)

FLAG + NOTE HISTORY

O9 Number of Programs Targeted at Young Adults (ages 12 to 18)

FLAG + NOTE HISTORY

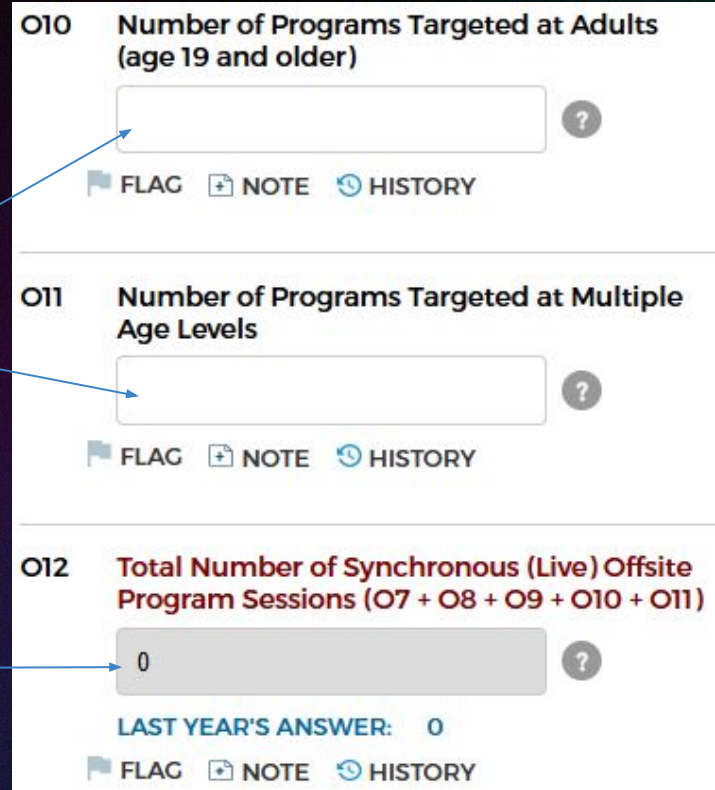
B&T Collect Annual Report Screenshot

PROGRAMS: Section O - Program Sessions

The Number of Synchronous (Live) Offsite Program Sessions

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

The sum of O7 + O8 + O9 + O10 + O11



O10 Number of Programs Targeted at Adults (age 19 and older)

FLAG NOTE HISTORY

O11 Number of Programs Targeted at Multiple Age Levels

FLAG NOTE HISTORY

O12 Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)

LAST YEAR'S ANSWER: 0

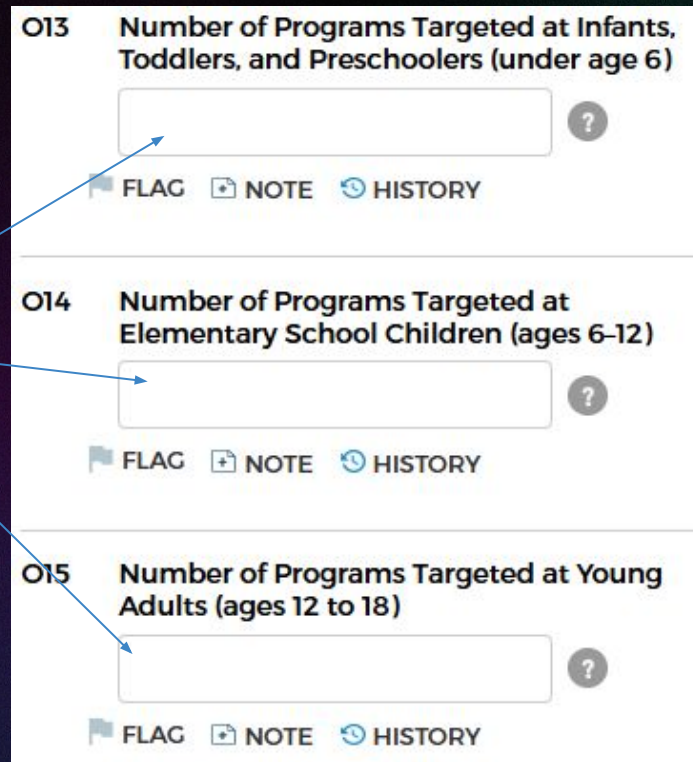
FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

PROGRAMS: Section O - Program Sessions

The Number of Synchronous (Live) **Virtual** Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements 01-05 or 07-011).



O13 Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

FLAG NOTE HISTORY

O14 Number of Programs Targeted at Elementary School Children (ages 6-12)

FLAG NOTE HISTORY

O15 Number of Programs Targeted at Young Adults (ages 12 to 18)

FLAG NOTE HISTORY

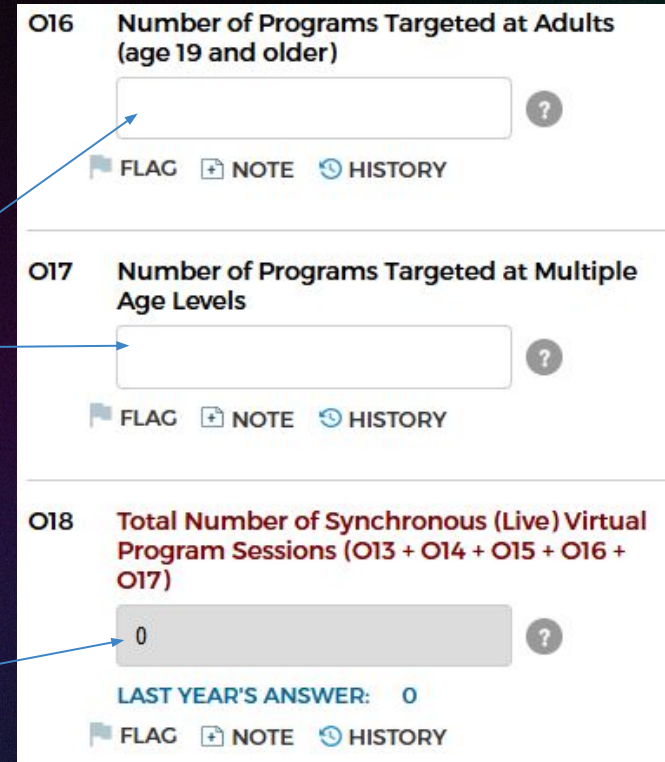
B&T Collect Annual Report Screenshot

PROGRAMS: Section O - Program Sessions

The Number of Synchronous (Live) **Virtual** Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements O1-O5 or O7-O11).

The sum of O13 + O14 + O15 + O16 + O17



O16 Number of Programs Targeted at Adults (age 19 and older)

FLAG NOTE HISTORY

O17 Number of Programs Targeted at Multiple Age Levels

FLAG NOTE HISTORY

O18 Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot










PROGRAMS: Section O - Program Attendance

Attendance at Synchronous (Live) [Onsite](#) Programs

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	<input type="text"/>	?
 FLAG  NOTE  HISTORY			
O20	Attendance at Programs Targeted at Elementary School Children (ages 6-12)	<input type="text"/>	?
 FLAG  NOTE  HISTORY			
O21	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	<input type="text"/>	?
 FLAG  NOTE  HISTORY			

B&T Collect Annual Report Screenshot

PROGRAMS: Section O

Attendance at Synchronous (Live) Onsite Programs

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

The sum of O19+O20+O21+O22+O23

O22 Attendance at Programs Targeted at Adults (age 19 and older)

?

FLAG
 NOTE
 HISTORY

O23 Attendance at Programs Targeted at Multiple Age Levels

?

FLAG
 NOTE
 HISTORY

O24 **Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)**

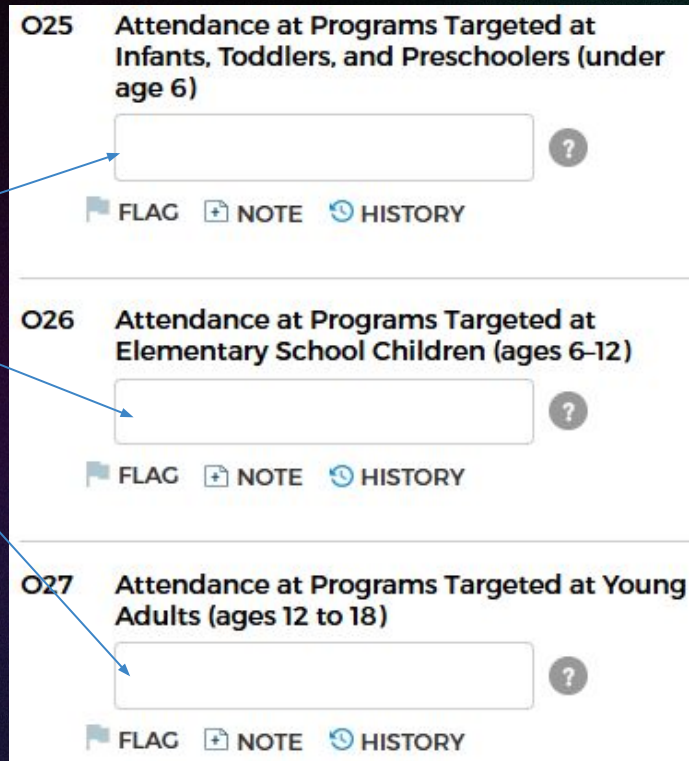
?

LAST YEAR'S ANSWER: 0
 FLAG
 NOTE
 HISTORY

B&T Collect Annual Report Screenshot

Attendance at Synchronous (Live) **Offsite** Programs

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person off site programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data elements 031-035).



O25 Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

?

FLAG NOTE HISTORY

O26 Attendance at Programs Targeted at Elementary School Children (ages 6-12)

?

FLAG NOTE HISTORY

O27 Attendance at Programs Targeted at Young Adults (ages 12 to 18)

?

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

PROGRAMS: Section O

Attendance at Synchronous (Live) Offsite Programs

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person off site programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data elements 031-035).

The sum of 025 + 026 + 027 + 028 + 029

O28
Attendance at Programs Targeted at Adults (age 19 and older)
?

FLAG
NOTE
HISTORY

O29
Attendance at Programs Targeted at Multiple Age Levels
?

FLAG
NOTE
HISTORY

O30
Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)
?

LAST YEAR'S ANSWER: 0

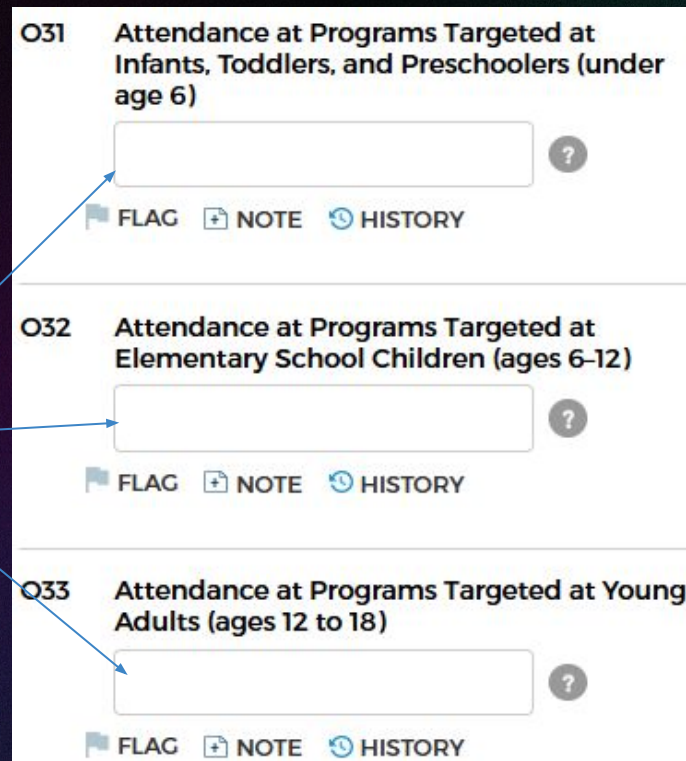
FLAG
NOTE
HISTORY

B&T Collect Annual Report Screenshot

Attendance at Synchronous (Live) **Virtual** Programs

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on video conferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element O38). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements O19–O29).



O31 Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

FLAG NOTE HISTORY

O32 Attendance at Programs Targeted at Elementary School Children (ages 6–12)

FLAG NOTE HISTORY

O33 Attendance at Programs Targeted at Young Adults (ages 12 to 18)

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

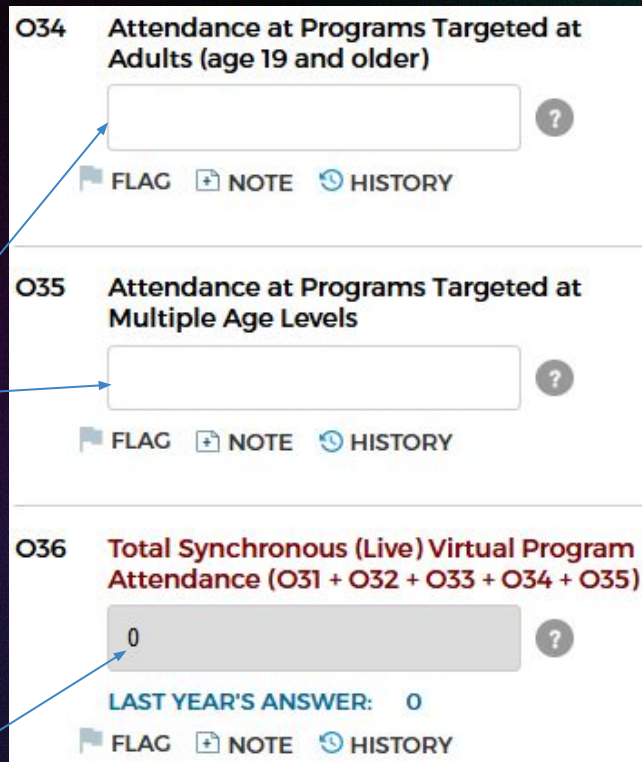
PROGRAMS: Section O

Attendance at Synchronous (Live) Virtual Programs

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on video conferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element O38). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements O19–O29).

The sum of O31 + O32 + O33 + O34 + O35



O34 Attendance at Programs Targeted at Adults (age 19 and older)

FLAG NOTE HISTORY

O35 Attendance at Programs Targeted at Multiple Age Levels

FLAG NOTE HISTORY

O36 Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)

LAST YEAR'S ANSWER: 0

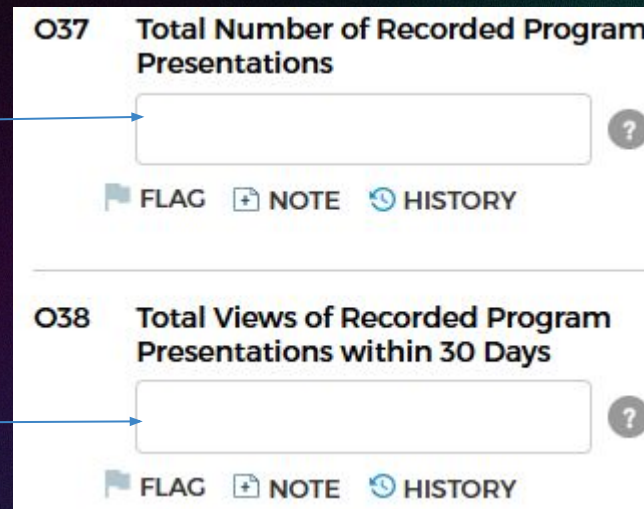
FLAG NOTE HISTORY

PROGRAMS: Section O

Recorded Programs

Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than live streaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

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



The screenshot displays two data entry sections from the B&T Collect Annual Report. The first section, labeled 'O37', is titled 'Total Number of Recorded Program Presentations' and features a large text input field. Below the field are three icons: a flag for 'FLAG', a plus sign for 'NOTE', and a circular arrow for 'HISTORY'. The second section, labeled 'O38', is titled 'Total Views of Recorded Program Presentations within 30 Days' and also includes a large text input field with the same 'FLAG', 'NOTE', and 'HISTORY' icons below it. Blue arrows point from the explanatory text boxes on the left to these input fields.

B&T Collect Annual Report Screenshot

PROGRAMS: Section 0

QUESTION: I'm not sure about Active as compared to Passive Programs

*A: Storytime Craft counts as Active Section 0 Program if it goes with Storytime;
Storytime Craft counts as Active if it has a facilitator.*

Question

Answer



Self-Directed Activities (PASSIVE PROGRAMS): Section P

A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

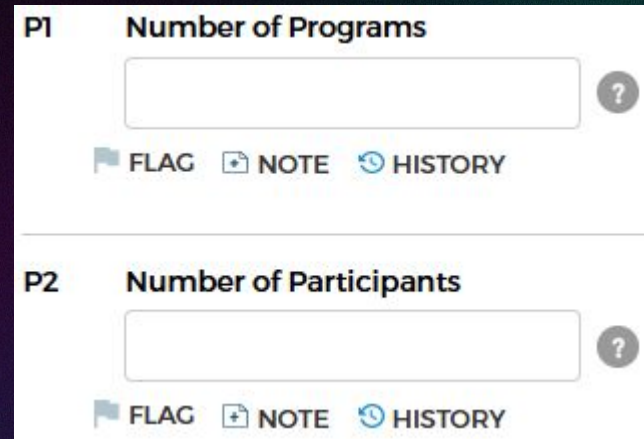
Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.

Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Self-directed activities may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

Self-Directed Activities (Passive Programs), Children (under age 12)



The screenshot shows a digital form for reporting self-directed activities. It features two main sections, P1 and P2, each with a title, a text input field, and a help icon (a circle with a question mark). Below each input field are three interactive buttons: 'FLAG' (with a flag icon), 'NOTE' (with a notepad icon), and 'HISTORY' (with a clock icon). Section P1 is titled 'Number of Programs' and Section P2 is titled 'Number of Participants'.

P1 Number of Programs

P2 Number of Participants

B&T Collect Annual Report Screenshot

Self-Directed Activities (PASSIVE PROGRAMS): Section P

A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

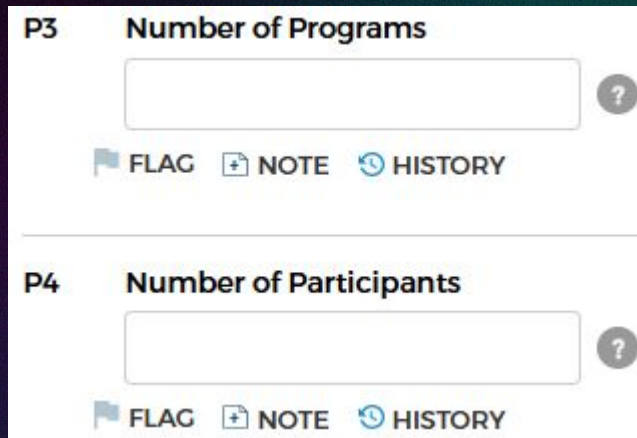
Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.

Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Self-directed activities may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

Self-Directed Activities (Passive Programs),
Young Adult (ages 12 to 18)



The screenshot displays two sections of a web form. The first section, labeled 'P3', is titled 'Number of Programs' and features a text input field with a question mark icon to its right. Below the input field are three icons: a flag for 'FLAG', a plus sign for 'NOTE', and a clock for 'HISTORY'. The second section, labeled 'P4', is titled 'Number of Participants' and also features a text input field with a question mark icon to its right. Below this input field are the same three icons: 'FLAG', 'NOTE', and 'HISTORY'.

B&T Collect Annual Report Screenshot

Self-Directed Activities (PASSIVE PROGRAMS): Section P

A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

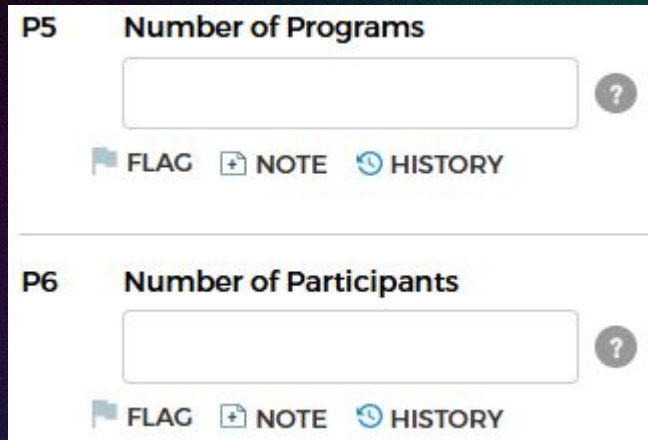
Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.


Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.




Self-directed activities may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

Self-Directed Activities (Passive Programs),
Other (all ages)







P5 **Number of Programs**



 **FLAG**  **NOTE**  **HISTORY**

P6 **Number of Participants**



 **FLAG**  **NOTE**  **HISTORY**

B&T Collect Annual Report Screenshot

Self-Directed Activities (PASSIVE PROGRAMS): Section P

Sum of P1 + P3 + P5

Sum of P2 + P4 + P6

P7 **Total Number of Self-Directed Activities (P1 + P3 + P5)**

0 ?

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

P8 **Total Participants in Self-Directed Activities (P2 + P4 + P6)**

0 ?

LAST YEAR'S ANSWER: 0

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

PASSIVE PROGRAMS: Section P



QUESTION: Our question is about self-directed activities/passive programming in the “P” section. For example, we have different crafts that we do for both children and adults of various ages. We do a craft at story time. The kids and/or adults are assembling the craft and working on it themselves. But, there is a staff person or facilitator who is there to help. We currently count as an active program. The question is do we also count it as a self-directed passive program?

A: The Craft is done At Storytime, so it would count only as Active since it goes with Storytime and has a facilitator.

Any other questions?

Technology: Section Q

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

Enter the number of people given formal training (scheduled sessions) by staff to use electronic resources in the library. Informal assistance is not included in this total. Do not include training for the library staff.

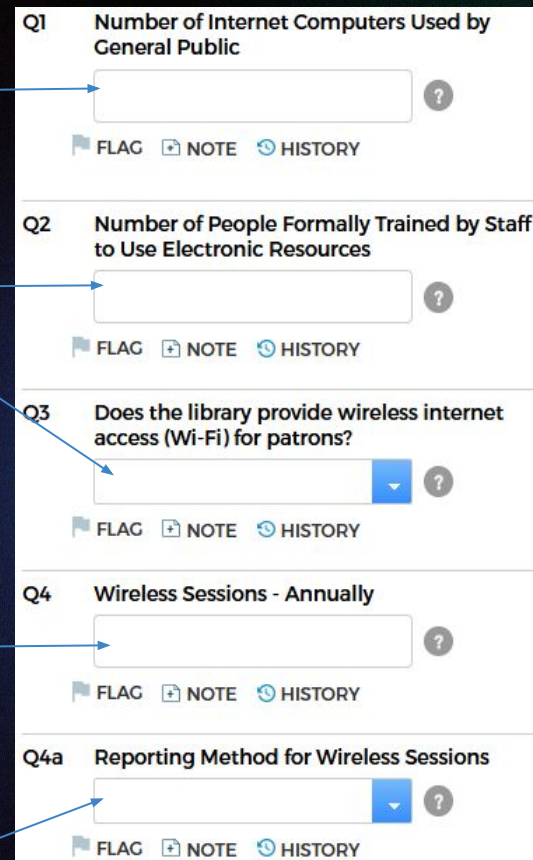
A wireless network that lets library users make a connection to the internet using a laptop computer or PDA

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

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

Regarding the number of Wireless Sessions (data element #Q4) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

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



Q1 Number of Internet Computers Used by General Public

FLAG NOTE HISTORY

Q2 Number of People Formally Trained by Staff to Use Electronic Resources

FLAG NOTE HISTORY

Q3 Does the library provide wireless internet access (Wi-Fi) for patrons?

FLAG NOTE HISTORY

Q4 Wireless Sessions - Annually

FLAG NOTE HISTORY

Q4a Reporting Method for Wireless Sessions

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

BRINGING BACK



TECHNOLOGY

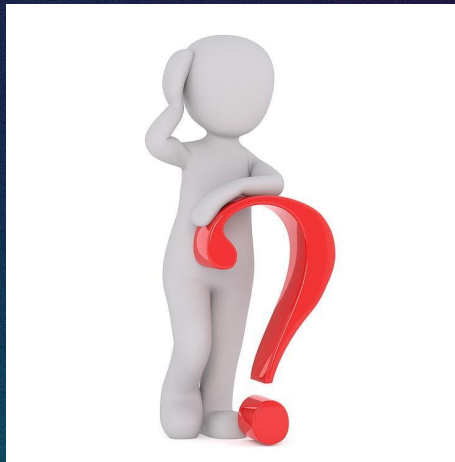
Q5: Website Visits - Annually

Report the number of sessions initiated by all users from inside or outside the library to the library website.

In Google Analytics: Audience/Overview/Sessions

TECHNOLOGY: Section Q

Any Questions?



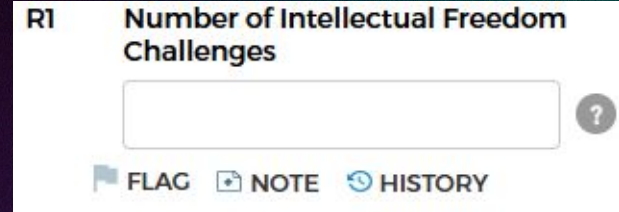
INTELLECTUAL FREEDOM CHALLENGES: Section R

R1 Updated description:

A challenge is an attempt to remove or restrict materials, based upon the objections of **an individual** person or a group.

Record the number of incidents, not the number of titles.

For example, if a parent group of 25 wanted to challenge the validity of 4 library books, you would count this as **one (1) Intellectual Freedom Challenge** incident.



R1 Number of Intellectual Freedom Challenges

?

FLAG NOTE HISTORY

B&T Collect Annual Report Screenshot

INTELLECTUAL FREEDOM CHALLENGES:

Section R



QUESTION: How does each library ensure that the complaint only counts once?

A: Challenges that came through consortium are counted only by the originating library.

Any other questions?

PLANNING AND EVALUATION: Section S

Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, etc.

This Report Has Been Completed by:

Does your library collect a statistic that you think other Kentucky libraries should collect?

Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.



S1 Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, etc.

This Report Has Been Completed by:

FLAG NOTE HISTORY

Does your library collect a statistic that you think other Kentucky libraries should collect?

Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.

B&T Collect Annual Report Screenshot

Extensions & Error Flags

QUESTION: Can I get an Annual Report extension?

ANSWER: *There is no such thing as an “extension” - per statute it is due 60 days after the close of the fiscal year.*

Q: I finished my report and tried to submit. It is flagging some of my answers as unfilled or unanswered, but the data is in the survey.

A: *You will need to provide narrative information for **why** these numbers are so different than last year. You will need to add notes to the final page S questions. Once filled in, you should be able to Save and Submit.*

Edit Checks must be resolved before full submission allowed.

Regional Consultant will review data & let you know if additional information is needed. If additional information is needed, the Regional Consultant will unlock your data set. After all information is approved by Regional, the Survey will be locked.

State Data Coordinator will then review data and let you know if additional information is needed. If additional information is needed, the SDC will either unlock your data set or request the information and update. The SDC may again ask for information when Public Library Survey is being completed.





Post-Lock Questions

QUESTION: Do we need to send a hard copy through certified mail as we have in the past?

ANSWER: *Just the Authorization Form (Original Signature) is needed through Certified Mail - - not a copy of the report. KDLA can print the report on our end.*

***NOTE: KDLA is working on setting up DocuSign so Board President/Member can digitally sign Authorization Form**

Q: The number of hours the bookmobile was open on the previous Annual Report are wrong. The error was made when getting the average per month, rather than per week. That made our numbers artificially high last FY. How do I change last year's data?

A: *Unfortunately, we are unable to make changes after Fiscal Year data has already been submitted and finalized in the federal Public Library Survey.*

Q: Do I need to retain copies of the work papers associated with Annual Report? How Long & what is the series number? What about Door Counts?

A: *We recommend permanent retention of the Annual Reports. Kentucky's State Archives and Records Act, KRS 171.410-171.740*

The 2024 Records Retention Schedule for "Public Library and Library Board" is located online at

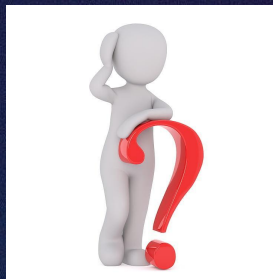
<https://kdla.ky.gov/records/RetentionSchedules/Documents/Local%20Records%20Schedules/PublicLibraryRecordsRetentionSchedule.pdf>

Door Counts are on the Annual Report so no need to keep this separately. ILS records should be retained for one year per Series L6972 on the public library schedule. You only have to retain it in one format. Annual Report falls under Series L4957 on the general local government schedule, Publications Created by Local Government and it is a permanent retention. "Reports from department heads" and door count records I believe would fall under Series L4956 Information and Reference Material which is destroyed when no longer needed. Your Local Records Regional Administrator can help you with records retention questions.

7 Good Reasons to Complete Your Annual Report



- State aid has not been eliminated from statute, just not funded this year. Attempts are being made to bring state aid back in some form; if you haven't filed an annual report your library may not be eligible if this funding is restored.
- You are required to file an annual report under statute, if you operate under any of these statutes – KRS 173.370, 173.570, or 173.770 (and that is virtually every public library in Kentucky).
- Not filing an annual report could seriously inhibit your library's ability to receive a grant, including construction grant monies, in the future.
- The annual report allows us to do comparisons between your library and others, both inside and outside Kentucky. Need to justify a salary adjustment? Wonder how your circulation compares to other libraries your size? Want to analyze your programming attendance-to-staff ratio? Need to justify more meeting space? We have you covered in providing those statistics – as long as everyone completes the annual report. Without the annual report, how will you compare your library to others?
- If you receive any service from KDLA, or participate in anything funded by federal funds, you are required to do so (KRS 171.180). This would include the Statewide Consultants, Regional Consultants, KYVL (including the courier), Ancestry.com, Summer Reading, and more.
- KDLA is required to cooperate with the federal government in collecting this information – KRS 171.170. Besides, since its inception nationwide over 30 years ago, no state has ever failed to submit PLS information from the annual report to the federal government; do you really want KY to be the first?



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*

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