What Goes Where in the Annual Report 2025

Electronic Material

3M Cloud e-books

⇨ Report Collection in E-books [K10-12]; E-serial [K13-15], E-audio [K16-18], Circulation in [L52, L54] and Expenditure in [C2]. *FY24 K10 through K27 are now Yes/No Questions*

Ancestry.com Library Edition

⇨ Report Collection in Research Database [K22-K24] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

BookFLIX

⇨ Report Collection in E-videos, Circulation in [L55] and Expenditure in [C2].

Boundless (Replaced Axis 360)

⇨ Report Collection in E-books [K10-12]; E-serial [K13-15], E-audio [K16-18], Circulation in [L52, L54] and Expenditure in [C2]. *FY24 K10 through K27 are now Yes/No Questions*

ComicsPlus

⇨ Report Collection in E-books [K10-12]; E-serial [K13-15], E-audio [K16-18], Circulation in [L52, L54] and Expenditure in [C2]. *FY24 K10 through K27 are now Yes/No Questions*

Consumer Reports

⇨ Report Collection in Research Databases [K22-K24] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

Flipster

⇨ Report Collection in E-serials [K13-15], Circulation in [L53] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

Freading

⇨ Report Collection in E-books [K10-12], Circulation in [L52] and Expenditure in [C2].
FY24 K10 through K27 are now with Yes/No Questions

Freegal

⇨ Report Collection in E-audio [K16-18], Circulation in [L54] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

Gale Databases

⇨ Report Collection in Research Databases [K22-K24] and Expenditure in [C2]. If applicable Online Learning Platforms [K25-27] *FY24 K10 through K27 are now Yes/No Questions*

Heritage Quest Online

⇨ Report Collection in Research Database [K22-K24] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

Hoopla

⇨ Report Collection in E-books [K10-12], E-serials [K13-15], E-audio [K16-K18] and E-video [K19-21], Circulation in [L52-L55] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions ; K10 Audio- Downloadable Units

ILS (Integrated Library System)

⇨ Do not count as a Research Database or Online Learning Platform.

Kanopy

⇨ Report Collection in E-videos [K19-21], Circulation in [L55] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

Kentucky Libraries Unbound (KLU)

⇨ See "Overdrive" listings and KLU Circulation Activity report.

KYVL (Kentucky Virtual Library)

⇨ Report Collection in Research Databases [K23] and Online Learning Platforms [K26] Expenditure in [C2]
FY24 K10 through K27 are now Yes/No Questions
KYVL statistics are at http://www.kyvl.org/statistics

Law Depot

⇨ Report Collection in Online Learning Platforms [K25-27] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

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Mango Languages

⇨ Report Collection in Online Learning Platforms [K25-27] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

National Geographic Virtual Library

⇨ Report Collection in E-serials [K13-15], Circulation in [L53] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

Naxos Music Library

⇨ Report Collection in E-audio [K16-18], Circulation in [L54] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

NewsBank

⇨ Report Collection in Research Databases [K22-K24] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

OverDrive, Audio

Report Collection in E-audio [K16-18], Circulation in [L54] and Expenditure in[C2].

⇨ *FY24 KIO through K27 are now Yes/No Questions*

OverDrive, E-Books

⇨ Report Collection in E-books [K10-12], Circulation in [L52] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

OverDrive, Magazines

⇨ Report Collection E-serials [K13-15], Circulation in [L53] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

OverDrive, Music

⇨ Report Collection in E-audio [K16-18], Circulation in [L54] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

OverDrive, Video

⇨ Report Collection in E-videos [K19-21], Circulation in [L55] and Expenditure in[C2].

FY24 KIO through K27 are now Yes/No Questions

Playaway Audio Books

⇨ Report Collection in E-audio [K16-18], Circulation in [L54] and Expenditures in [C2].

FY24 KIO through K27 are now Yes/No Questions

Project Gutenberg/LibriVox

⇨ Do not report these - Really!

Rocket Languages

⇨ Report Collection in Online Learning Platforms [K25-27] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

Rosetta Stone

⇨ Report Collection in Online Learning Platforms [K25-27] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

Treehouse

⇨ Report Collection in Online Learning Platforms [K25-27] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

TeachingBooks

⇨ Report Collection in Research Databases K24.

FY24 KIO through K27 are now Yes/No Questions

TumbleBooks

⇨ Report Collection in E-videos [K19-21], Circulation in [L55] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

Tutor.com

⇨ Report Collection in Online Learning Platforms [K25-27] and Expenditure in [C2].

FY24 KIO through K27 are now Yes/No Questions

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Westlaw

⇨ Report Collection in Research Databases [K22-24] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

World Book Online

⇨ Report Collection in Research Databases [K22-K24] and Expenditure in [C2].
FY24 K10 through K27 are now Yes/No Questions

Zinio

⇨ Report Collection in E-serials [K13-15], Circulation in [L53] and Expenditure in [C2].

Revenue and Expenditures

Architect Costs

⇨ Report in [C24].

ARPA Grant

⇨ Grant received from the American Rescue Plan Act. Report in [B11]. *FY25 Removed. Count in [B12]*

Bookkeeping Costs

⇨ Report in [C24].

Coal Severance Funds

⇨ Report as Other State Government Revenue [B6].

Construction Debt Assistance Grant

⇨ Report in [B5].

Debt Service

⇨ Repayment of interest and principal on a debt is recorded in [C39].

Dolly Parton's Imagination Library

⇨ Report expenditures in "Other" [C29].

E-rate

⇨ See detailed note on annual report before item [B1].

Income from Loans and Bond Issues

⇨ Report in [C21].

Internet Access Costs

⇨ Report in [C36].

KPLA Institutional Membership Fee/Other Professional Membership Fees

⇨ Report in [C24].

Landscaping Expenses

⇨ Report in [C24].

Laptop/Hotspot Subgrant

⇨ Report in [B12].

Legal Fees

⇨ Report in [C24].

Miscellaneous Expenditures

⇨ Report in "Other" [C29].

Performers and Presenters Fees

⇨ Report in "Other" [C29].

Telecommunications Taxes Revenue Received

⇨ Report in "Other State Government Revenue" [B6].

Telephone (Voice Line) from expenditures

⇨ Report in "Utilities" [C23].

Collection and Circulation

Young Adult Material in Collection and Circulation

⇨ Include with Adult Materials.

Discarded Items

⇨ Do not count as part of collection.

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Interlibrary Loan Circulation

⇨ Count items borrowed for users [L1 - L58]. Borrowed From [N4 - N6]
Do not include items checked out to another library as circulation. Loaned To [N1 - N3]

Missing Items in Collection

⇨ Count as part of the collection -- until the decision is made to mark them lost.

Multiple Items Loaded on One Electronic Device

⇨ Count as one circulated item.

Renewals

⇨ Count as circulation.

Library Staff

Calculating FTEs

⇨ This is a national standard: Divide total hours by 40 to calculate Full Time Equivalent.

Unfilled Positions

⇨ Include all positions funded in the library's budget, whether these positions are filled or not.

Programs

Adults Attending Children's Programs

⇨ Include adults attending children's and young adult's programs.

Book Club

⇨ If the library sponsors/organizes/conducts a book club, then count it as a program.

Passive Programming

⇨ Self-Directed Activities (Passive Programs) are collected in Section P [P1 - P8].

Podcasts

⇨ The number of library podcasts [O37]. Total plays of podcasts – within 30 days [O38].

Programs With No Attendees

⇨ Count the program if it was fully prepared.

Programs Not Sponsored by the Library

⇨ Do not count. The library must, at minimum, be a co-sponsor.

Number of Live Virtual Program Sessions

⇨ Any planned event that is streamed virtually and can be viewed live as it progresses [O37].
FY24 Updated definition

Total Views of Recorded Program Presentations

⇨ Views of a live program for a period of thirty (30) days after the presentation was posted [O38].

Technology

Early Literacy Stations (ELS) from AWE computers

⇨ Do not count them as Internet Computers [Q1] or in the Number of Uses of Internet Computers [H14, E14, G7].

Library APPS

⇨ The statistic may optionally be entered in Section M, "Other Measures of Library Use."

Website Visits

⇨ *FY24 Removed; FY25 Reinstated*

WiFi Hot Spots

⇨ The statistic may optionally be entered in Section M, "Other Measures of Library Use."

Wireless Sessions

⇨ Report as Item #Q4.

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Other Topics

Digital Access Cards

⇨ Include this with count of Registered Users [H13, E13, G6].

Estimated Population

⇨ This is the latest official population from Kentucky Data Center. The field is locked, and is read-only.

In-House Use

⇨ This is no longer collected in the Kentucky annual report (KDLA) or in the national survey (IMLS).

The statistic may optionally be entered in Section M, "Other Measures of Library Use."

Intellectual Freedom Challenges

⇨ Report the number of incidents, not the number of titles in [R1]. *Note clarification: Report at the Library AE Level, not Consortium*

Library Kiosks and Drop Boxes

⇨ These do not meet the definition of a Branch.

Notary Service

⇨ The statistic may optionally be entered in Section M, "Other Measures of Library Use."

Passport Service

⇨ The statistic may optionally be entered in Section M, "Other Measures of Library Use."

Readers Advisory

⇨ Count as a Reference Transaction [H15, E15, G8]. *FY24 Reference Transactions Updated Definitions*

Seed Library

⇨ The statistic may optionally be entered in Section M, "Other Measures of Library Use."

Volunteers

⇨ Count Number of Volunteers [J6]. Count Number of Volunteer Hours [J7]. *FY25 Hours can be an estimate.*

Updated July 2025