

What Goes Where in the Annual Report

COVID-19 Related Information

Curbside Pickup

⇒ Report as circulation. Do not include as a Library Visit..

Live Virtual Programs

⇒ Add to appropriate line in Programs section (O1-O56).

[See Guidelines for Tracking Virtual Programming](#)

Recordings of Program Content

⇒ Report total number of programs not streamed live (D14)

Total Views of Recorded Program Content

⇒ Count total views of recorded program content (D15)

Electronic Material

3M Cloud e-books

⇒ Report collection in [K6], Circulation in [L48], and Expenditure [C2].

Ancestry.com Library Edition

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Axis 360 e-books

⇒ Report collection in [K6], Circulation in [L48], and Expenditure [C2].

BookFLIX

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

ComicsPlus

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Consumer Reports

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Database Usage

⇒ This is now collected in the Annual Report. Enter in [L50], "Successful Retrieval of Electronic Information." KYVL statistics are at <http://www.kyvl.org/statistics>

Flipster

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Freeding

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Freegal

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Gale Databases

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Heritage Quest Online

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Hoopla

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

ILS (Integrated Library System)

⇒ Do not count as an Electronic Collection.

Kentucky Libraries Unbound (KLU)

⇒ See "Overdrive" listings

KYVL (Kentucky Virtual Library)

⇒ Count as 62 Electronic Collections [Item K7b]. Expenditure goes in [C4], Use in [L50]

KYVL statistics are at <http://www.kyvl.org/statistics>

Law Depot

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Mango Languages

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

National Geographic Virtual Library

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

What Goes Where in the Annual Report

Naxos Music Library

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

NewsBank

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

OneClickdigital (Recorded Books)

⇒ Report collection in [K10], Circulation in [L48], and Expenditure [C2].

OverDrive, Audio

⇒ Report collection in [K10], Circulation in [L48], and Expenditure [C2].

OverDrive, E-Books

⇒ Report collection in [K6], Circulation in [L48], and Expenditure [C2].

OverDrive, Magazines

⇒ Report Circulation in [L48], and Expenditure [C2].

OverDrive, Music

⇒ Report collection in [K10], Circulation in [L48], and Expenditure [C2].

OverDrive, Video

⇒ Report collection in [K14], Circulation in [L48], and Expenditure [C2].

Playaway Audio Books

⇒ Circulation is reported in [L21-L23], Collection in [K9], Expenditures in [C2]

Project Gutenberg/LibriVox

⇒ Do not report these - Really!

Rocket Languages

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Rosetta Stone

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Treehouse

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

TumbleBooks

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Tutor.com

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Westlaw

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

World Book Online

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Zinio

⇒ Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]

Revenue and Expenditures

Architect Costs

⇒ Report in [C24].

Bookkeeping Costs

⇒ Report in [C24].

CARES Act Grants

⇒ These are federal funds distributed by KDLA. Report these in the next AR, in 2021

Coal Severance Funds

⇒ Report as Other State Government Revenue [B6].

Construction Debt Assistance Grant

⇒ Grant revenue goes in [B5].

Debt Service

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

E-rate

⇒ See detailed note on annual report form, before item [B1].

What Goes Where in the Annual Report

Income from Loans and Bond Issues

⇒ Report in [C41].

Internet Access Costs

⇒ Report in [C36].

KPLA Institutional Membership Fee/Other Professional Membership Fees

⇒ Report in [C24].

Landscaping Expenses

⇒ Report in [C24].

Legal Fees

⇒ Report in [C24].

Miscellaneous Expenditures

⇒ Report in "Other" [C29 or C31].

Performers and Presenters Fees

⇒ Report in "Other" [C29 or C31].

Prime Time Family Reading Time

⇒ The grant goes in [B9].

Telecommunications Taxes Revenue Received

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

Telephone (Voice Line) from expenditures

⇒ Report in "Other" [C29 or C31].

Video Conference Grant (from KDLA)

⇒ Do not record this in annual report

Collection and Circulation

Circulation of Electronic Materials

⇒ Report as Item [L48]. Kentucky Libraries Unbound members should access the [KLU Circulation Activity report](#).

Young Adult Material in Collection and Circulation

⇒ Include with Adult Materials.

Discarded Items

⇒ Do not count as part of collection.

Interlibrary Loan Circulation

⇒ Count items borrowed for users.[L1 - L53]
Do not include items checked out to another library as circulation

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 actually sponsors/organizes/conducts a book club, then count it as a program. [O1 - O56].

Passive Programming

⇒ Do not count this.

What Goes Where in the Annual Report

Programs Aimed at Multiple Age Groups

⇒ Use the "Other Programs" category [O41-O48].

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.

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."

Web User Sessions

⇒ This is no longer collected in the Kentucky annual report. It is replaced by Website Visits.

Website Visits

⇒ The number of sessions initiated by all users from inside or outside the library to the library website.
In Google Analytics: Audience/Overview/Sessions

WiFi Hot Spots

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

Wireless Sessions

⇒ Report as Item #Q4.

Other Topics

Databases

⇒ "Databases" are now referred to as "Electronic Collections."

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."

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].

Search Engines

⇒ Do not count Bing, Google, Yahoo, etc. as Electronic Collections (databases)

Seed Library

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

updated October 13, 2020