## 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](http://www.kyvl.org/statistics)

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

### Freading
- 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 60 Electronic Collections [Item K7b]. Expenditure goes in [C4], Use in [L50]
- KYVL statistics are at [http://www.kyvl.org/statistics](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]

### 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].
# What Goes Where in the Annual Report

## 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], Expenditure [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].

### 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].

### 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].
## What Goes Where in the Annual Report

### Prime Time Family Reading Time
- The grant goes in [B9].

### 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 Board

#### Advisory Board Members
- Do not list in the Annual Report.

#### New Board Members Added After End of Fiscal Year
- Report these changes in the next annual report.

### 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

#### Adult Attendance
- 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.

#### 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].

**Web User Sessions**
- This is no longer collected in the Kentucky annual report. It is replaced by Website Visits.

**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."