### Electronic Material

<table>
<thead>
<tr>
<th>Service</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3M Cloud e-books</strong></td>
<td>Report collection in [K6], Circulation in [L48], and Expenditure [C2].</td>
</tr>
<tr>
<td><strong>Ancestry.com Library Edition</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Axis 360 e-books</strong></td>
<td>Report collection in [K6], Circulation in [L48], and Expenditure [C2].</td>
</tr>
<tr>
<td><strong>BookFLIX</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>ComicsPlus</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Consumer Reports</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Database Usage</strong></td>
<td>This is now collected in the Annual Report. Enter in [L50]. &quot;Successful Retrieval of Electronic Information.&quot; KYVL statistics are at <a href="http://www.kyvl.org/statistics">http://www.kyvl.org/statistics</a></td>
</tr>
<tr>
<td><strong>Flipster</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Freelogal</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Gale Databases</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Heritage Quest Online</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Hoopla</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>ILS (Integrated Library System)</strong></td>
<td>Do not count as an Electronic Collection.</td>
</tr>
<tr>
<td><strong>Kentucky Libraries Unbound (CLU)</strong></td>
<td>See &quot;Overdrive&quot; listings</td>
</tr>
<tr>
<td><strong>KYVL (Kentucky Virtual Library)</strong></td>
<td>Count as 60 Electronic Collections [Item K7b]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Law Depot</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Mango Languages</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>National Geographic Virtual Library</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>Naxos Music Library</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>NewsBank</strong></td>
<td>Count as one Electronic Collection [Item K7a]. Expenditure goes in [C4], Use in [L50]</td>
</tr>
<tr>
<td><strong>OneClickdigital (Recorded Books)</strong></td>
<td>Report collection in [K10], Circulation in [L48], and Expenditure [C2].</td>
</tr>
<tr>
<td><strong>OverDrive, Audio</strong></td>
<td>Report collection in [K10], Circulation in [L48], and Expenditure [C2].</td>
</tr>
<tr>
<td><strong>OverDrive, E-Books</strong></td>
<td>Report collection in [K6], Circulation in [L48], and Expenditure [C2].</td>
</tr>
</tbody>
</table>
## 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], 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].

**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].

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

**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."

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*updated May 30, 2018*