

August 2013 Trustee Tip of the Month

The Kentucky Annual Report of Public Libraries

Each year in August, public libraries submit an annual report to KDLA as required by Kentucky Statute ([173.370](#), [173.570](#), [173.770](#)). This report contains information from the fiscal year just completed on June 30th, including: revenues, expenditures, statistics on library usage and programs, a statement of property acquired, an overview of the library services furnished, and other information of public interest.

The Annual Report is entered into an online program and is submitted electronically. In addition, the library must supply a copy of the most recent audit and a signed Authorization Page to KDLA. Those libraries required to have an audit every four years will only need to send copies of the audit every fourth year.

The library must also provide a copy of the Annual Report to the county clerk and other local officials as required by the method of library establishment. The Authorization Page requires a notarized signature of the Board President and a signature of the county clerk and other officials to whom the report is submitted. The original copy of the Authorization Page must be sent to KDLA. This original copy for KDLA is required as the Authorization Page serves as the application for continued state aid. Late submission of this report may result in a loss or delay in the library receiving its state aid funding.

A copy of the Annual Report and the Authorization Page should be kept on file permanently at the library as required by the [Local Government General Records Retention Schedule](#), Series L4951.

KDLA has provided a web page with many helpful tools and access to the necessary forms for the 2013 Annual Report at: <http://kdla.ky.gov/librarians/plssd/Pages/AR.aspx>. You may also contact your regional consultant for help or more information on the Annual Report.

In addition to providing a concise source of information that can be shared as part of a “state of the library” report to the community, the information provided in the Annual Report is used in a variety of ways.

The Kentucky Annual Report of Public Libraries provides data for the Public Libraries Survey, collected by the Institute of Museum and Library Services (IMLS), which contains descriptive statistics on all public libraries in the United States. This data is used by federal, state, and local officials, as well as many other organizations for planning, research, evaluation, and policymaking decisions. Reports published by IMLS can be found at: http://www.ims.gov/research/pls_publications.aspx.

Bibliostat Connect is an online statistical tool licensed by KDLA for use by Kentucky public library staff and trustees to provide access to this data. This program organizes the data collected in the Public Libraries Survey into meaningful, easy to read, tables and graphs and can be used to compare your library to others throughout the state and country. These reports are helpful in detecting strengths and weaknesses of the library, discovering trends by analyzing library statistics, and can demonstrate to the community their return on investment in your library. A brief introduction to using Connect for creating these types of reports is available at <http://kdla.ky.gov/librarians/plssd/Pages/LibraryStatistics.aspx>. The library director has access to the login user name and password. For login questions, or any other assistance on using this tool, contact Jay Bank, Kentucky’s State Data Coordinator, at Jay.Bank@ky.gov.

The Annual Report is also used by KDLA to provide statistical reports and maps that highlight milestones in Kentucky’s public libraries, track trends in library services and usage, compares libraries on various themes and measurements, and links to other library statistical resources. These useful and interesting documents and resources are on the KDLA website at: <http://kdla.ky.gov/librarians/plssd/Pages/LibraryStatistics.aspx>.

The Annual Report for your library can provide you with the information you need to inform your community of the many types of materials, programs, and services provided by the library and can be used to calculate a return on their investment. It can help you to track your library’s growth and improvements and to plan for future library services. It can be used in decision-making by comparing your library to other libraries with a similar community size or revenue. Most importantly, it provides everyone with a useful and brief summary of the overall state of your library. When you need a quick answer on information about your library, your Annual Report is a great resource!