

What Goes Where in the Annual Report

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]

Freading

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

Freading (with loan period)

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

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 -- simultaneous use

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

Hoopla (with loan period) - one copy/one user

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

ILS (Integrated Library System)

⇒ Do not count as an Electronic Collection.

Kanopy

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

Kentucky Libraries Unbound (KLU)

⇒ See "Overdrive" listings

KYVL (Kentucky Virtual Library)

⇒ Count as 66 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]

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]

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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!

Rbdigital (formerly OneClickdigital)

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

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].

ARPA Grant

⇒ Grant received from the American Rescue Plan Act. Report this in [B11]

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].

Dolly Parton's Imagination Library

⇒ Report expenditures in "Other" [C29].

E-rate

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

Income from Loans and Bond Issues

⇒ Report in [C41].

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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

Circulation of Electronic Materials

⇒ Report as Item [L48]. Kentucky Libraries Unbound members should access the .

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.

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

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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]

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."

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 [Q5]

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."

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

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."