What Goes Where in the Annual Report? 2022

New in 2022

ARPA grants
⇨ For funds used in non-capital projects, report in Revenue [04-013] and Expenditure [appropriate category Section 5]
For funds used in capital projects, report in Capital Revenue [04-013] and Expenditure [05-044]

Electronic Material

General rule: If an electronic resource has no loan period count it as a database [08-067] and count usage as successful retrieval of electronic information [09-003]. If an electronic resource has a loan period, count use in [09-002]. If paying-per-unit, count all units under [09-013/014] E-books, [09-017/018] downloadable video, and [09-021/022] downloadable audio. If paying-per-use, include only circulated items as part of the collection, i.e. 1 circulation = 1 holding [09-013/014] E-books, [09-017/018] downloadable video, and [09-021/022] downloadable audio. DO NOT count the entire catalog.

3M Cloud e-books
⇨ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031]

A to Z Databases
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Ancestry.com Library Edition
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Axis 360 e-books
⇨ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031]

BookFLIX
⇨ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031]

Flipster
⇨ Count as one Electronic Collection [08-067], Expenditure in [05-026 or 05-031], and Use in [09-003]

Freading
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Freegal
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Gale Databases
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Heritage Quest Online
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Hoopla
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Hoopla Flex
⇨ Report collection in [09-017,-018,-021, and -22], Circulation in [09-002], and Expenditure [05-026 or 05-031]

INSPIRE
⇨ PREFILLED [08-066]

Mango Languages
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

NewsBank
⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

OverDrive - NOTE:
⇨ You will report total consortium holdings AND local holdings

OverDrive, Audio
⇨ Report collection in [09-021 and/or 09-022], Circulation in [09-002], and Expenditure [05-026 or 05-031]

OverDrive, E-Books

⇨ Report collection in [09-013 and/or 09-014], Circulation in [09-002], and Expenditure [05-026 or 05-031]

OverDrive, Music

⇨ Report collection in [09-021 and/or 09-022], Circulation in [09-002], and Expenditure [05-026 or 05-031]

OverDrive, Video

⇨ Report collection in [09-016 and/or 09-017], Circulation in [09-002], and Expenditure [05-026 or 05-031]

Project Gutenberg/LibriVox

⇨ Do not report any freely available ebooks.

Rocket Languages

⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

TumbleBooks

⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Tutor.com

⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Westlaw

⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

World Book Online

⇨ Count as one Electronic Collection [08-067]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

What Goes Where in the Annual Report? 2022

Revenue and Expenditures

Bookkeeping Costs

⇨ If bookkeeper is a temp. or part time employee of the library, report in [05-003]. Otherwise, report in [05-007]

Debt Service

⇨ [05-014 if from Operating Fund; 05-044 if from other fund]

E-rate

⇨ Report in Other Federal Income [04-013] **only if you received a refund on your internet bills.**

Broadband Connectivity Grant

⇨ [04-008]; ISL will prefill this for you in early January.

Income from Loans and Bond Issues

⇨ Report in [04-021] Miscellaneous Income

Internet Access Costs

⇨ Report in [05-008] Communication and Transportation, but not E-Rate

Landscaping Expenses

⇨ Report in [05-012] Repairs and Maintenance

Performers and Presenters Fees

⇨ Report in Professional Services [05-007]

Collection and Circulation, Programming

Circulation of YA Materials

⇨ Include with circulation of Adult Materials (National definition of Children's circ is 11 and under)

Curbside Pickup

⇨ Answer YES on 15-002. Count as circulation; do NOT count as library visits.

Grab and Go / Take and Make Kits

⇨ Answer YES to 15-009. Count number of kits in 15-009a.

Missing Items in Collection

⇨ Count as part of the collection -- until the decision is made to mark them lost

Renewals

⇨ Count as a circulation

Virtual - Live Programs

⇨ Count number of programs in [08-022 - 08-027]. Count attendance in [08-040 - 08-045]

Virtual - Recorded Programs

⇨ Count number of programs in [08-067]. Count views in [08-059]
See additional instruction sheet on counting programs

Technology

AWE computers/Early Literacy Stations

⇨ Do NOT count them. They are not public internet computers.

E-readers or Music-Playing Devices (e.g. MP3 Players)

⇨ Report expenditure in [05-027 or 05-032]

Playaway Audio Books, Launchpads, and Views

⇨ Report expenditure in [05-027 or 05-032]

WonderBooks, VOX

⇨ Report collection as [09-020] and Expenditure in [05-025 or 05-030]