What Goes Where in the Annual Report? 2018

Electronic Material

General rule: If service is purchased as a package of titles with no selection on the part of the library, per PLS, count as a database [08-036] and do not include usage in circulation.

Circulation: If materials are downloaded for a specific time (e.g. 21 days) may generally be counted as collection.

3M Cloud e-books
- Report collection in [09-012 (local) and/or 09-013(consortium)], Circulation in [09-002], and Expenditure [05-026 (Op. fund) or 05-031 (Other fund)]

A to Z Databases
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

Ancestry.com Library Edition
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

Axis 360 e-books
- Report collection in [09-012 and/or 09-013], Circulation in [09-002], and Expenditure [05-026 or 05-031]

BookFLIX
- Report collection in [09-012 and/or 09-013], Circulation in [09-002], and Expenditure [05-026 or 05-031]

E-readers or Music-Playing Devices (e.g. MP3 Players)
- Report expenditure in [05-027 or 05-032]

Flipster
- Count as one Electronic Collection [08-036], number of titles held in [09-024], Expenditure in [05-026 or 05-031], and Use in [09-003]

Freading
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

Freegal
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

Gale Databases
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

Heritage Quest Online
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

HOOPLA
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

INSPIRE
- PREFILLED [08-035]

Mango Languages
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

Naxos Music Library
- Count as one Electronic Collection [08-036], Expenditure goes in [05-026 or 05-031], Use in [09-003]

NewsBank
- Count as one Electronic Collection [08-036], 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 [09-020 and/or 09-021], Circulation in [09-002], and Expenditure [05-026 or 05-031]

OverDrive, E-Books
- Report collection in [09-012 and/or 09-013], Circulation in [09-002], and Expenditure [05-026 or 05-031]

OverDrive, Music
- Report collection in [09-020 and/or 09-021], 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]

Playaway Audio Books, Launchpads, and Views
- Report expenditure in [05-027 or 05-032]
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Project Gutenberg/LibriVox

Do not report any freely available ebooks.

RBdigital, Audio

Report collection in [09-020 and/or 09-021], Circulation in [09-002], and Expenditure [05-026 or 05-031]

RBdigital, E-Books

Report collection in [09-020 and/or 09-021], Circulation in [09-002], and Expenditure [05-026 or 05-031]

RBdigital, Magazines (formerly Zinio)

Report collection in [09-020 and/or 09-021], Circulation in [09-002], and Expenditure [05-026 or 05-031]

Rocket Languages

Count as one Electronic Collection [08-036], number of titles held in [09-027], Expenditure in [05-026 or 05-031], and Use in [09-003]

TumbleBooks

Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Tutor.com

Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

Westlaw

Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

World Book Online

Count as one Electronic Collection [08-036]. Expenditure goes in [05-026 or 05-031], Use in [09-003]

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]

State Technology 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

Miscellaneous Expenditures

Report in [05-016] Other

Performers and Presenters Fees

Report in Professional Services [05-007]

Collection and Circulation

Circulation of YA Materials

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

Evergreen and SRCS transits

ISL will prefill these for you in early January

Missing Items in Collection

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

Renewals

Count as a circulation

Technology

AWE computers/Early Literacy Stations

Do NOT count them as Internet Computers [08-043] or in the Number of Uses of Internet Computers [08-039]