

What Goes Where in the AK Public Library Annual Report

Library Board and Friend's Organization

Type of Library Board

→ Report in Item [2-18]

Legally Established Governance

→ Report in Item [2-16a - 2-16c]

Library Staff

Calculating FTEs

- This is a national standard: Divide total hours by 40 to calculate Full Time Equivalent.
- To compute full-time equivalents of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

Unfilled Positions

→ Include all positions funded in the library's budget, even if position is vacant.

Library's Staffed with Volunteers

→ Report in Item [3-5]

Revenue and Expenditures

Capital Expenditures

→ Example: new building, renovation, automation systems. Report in [6-1]

E-Rate

→ E-Rate is not reported on the PLAR

Grants

→ Grants awarded by the Alaska State Library will be entered for you on the report.

Income from Government grants (not the Alaska State Library)

→ State Grants report in [4-2d] and Federal Grants report in [4-3c]

Income from Private (non-government funds)

→ Private Grants report in [4-4b]

Print Material Purchased or Leased for use by the public

→ Report Print Materials in [5-2a] and Print Subscriptions in [5-2b]

Other Material Expenditures

→ Report Audiovisual in [5-2d] Other Physical Materials in [5-2f]

All Electronic Materials

→ Report Ematerials, Databases and Other Electronic Content in [5-2g]

Miscellaneous Expenditures

→ Report in "All Other Unreported Expenditures" [5-3h]

Electronic Material

SLED Databases

→ Report as NO in [7-3c, 7-4c, 7-5c, and 7-6c] YES in [7-7c and 7-8c]

Alaska Digital Library

→ If library is a member Report YES in [7-3b, 7-4b, and 7-5b] otherwise report NO

ALN Member Databases (not SLED)

→ If library is a member Report YES in [7-7b and 7-8b] otherwise report NO

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Individual Ebook/eaudio/eserial/evideo subscriptions.

→ Report Yes in [7-3a, 7-4a, 7-5a, and/or 7-6a]. Report circulation in [9-7 - 9-10]

Individual Database and/or Online learning Platforms

→ Report Yes in [7-7a and/or 7-8a].

Library does not subscribe to Electronic Collections

→ Report No in [7-3a-7-8a]

ILS (Integrated Library System) including ALC

→ Do not count as a database.

Collections and Circulation

Annual Physical Circulation

→ Report in Item [9-1 - 9-6].

Circulation of Electronic Materials

→ Report in Item [9-7 - 9-10].

→ ALN members can find the ADL usage report on the ALN website.

Circulation of Other Physical Materials

→ Report in Item [9-5]. Ex: wi-fi hotspots, sewing machines, board games, video games, cake pans, tools, telescopes, STEAM kits

Discarded or Weeded Items

→ Do not report as part of the collection

Hot Spots

→ Report in Item [9-5] Adult Circulation

Interlibrary Loan

→ Report Loans and Borrows in Section 8. Report Circulation in [9-6].

Missing Items in Collection

→ Report as part of the collection -- until the decision is made to mark the item lost.

Young Adult Material Circulation

→ Include in Juvenile Circulation

Total Collection Use

→ Items Reported in [9-1 - 9-10] will automatically calculate and populate those fields.

Programs

Adult Attendance

→ Include adults attending children's and young adult's programs.

Children's Programs

→ Report for ages 0-5 and 6-11

Book Clubs

→ If the library sponsors/organizes/conducts a book club, then count it as a program.

Programs Not Sponsored by the Library

→ Do not report. The library must, at a minimum, be a co-sponsor.

Programs with No Attendees

→ Report program if it was fully prepared by include an annotation in the note field to explain

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Recorded (asynchronous) Programs

- Report in Asynchronous Program section. Recorded events is content that cannot be viewed live as it unfolds.

Self Directed Activities/Passive Programming

- Do not report these on the annual report, but feel free to retain stats for library records

Summer Reading

- Report attendance like any other library program.

Virtual (synchronous) Programs

- Report in the last item in each age category. Live virtual programs are streamed virtually and viewed live as it progresses.

Technology

Early Literacy Stations or AWE Computers

- Do not report these on the annual report, feel free to retain stats for library records.

Wireless Sessions

- Report as Item [12-4a]
- Libraries using WhoFi can log into <https://app.whofi.com/login.php> to find their wifi count.

OWL Broadband award

- State will report OWL award in [4-2c]

Other Topics

Populating of Legal Service Area

- This is the latest population estimate from the Alaska Department of Labor.

Library Kiosks, Drop Boxes, Hold Lockers

- These do not meet the definition of a Branch

Readers Advisory

- Count as a Reference Transaction [11-3]

Search Engines

- Do not count Bing, Google, Yahoo, etc. as Electronic Collection (databases)