

Madison County Public Library

2011 Kentucky Annual Report of Public Libraries

CURRENT YEAR

PREVIOUS YEAR

General Information (A1 - A16)

A1	County	Madison	<i>Madison</i>
A2	Estimated Population	82,916	<i>83,258</i>
A3	Library Name	Madison County Public Library	<i>Madison County Public Library</i>
Street Address			
A4	Street Address	507 West Main Street	<i>507 West Main Street</i>
A5	City	Richmond	<i>Richmond</i>
A6	Zip Code	40475	<i>40475</i>
A7	Zip4	1349	<i>1349</i>
Mailing Address			
A8	Mailing Address	507 West Main Street	<i>507 West Main Street</i>
A9	City	Richmond	<i>Richmond</i>
A10	Zip Code	40475	<i>40475</i>
A11	Zip4	1349	<i>1349</i>
A12	Phone	8596236704	<i>8596236704</i>
A13	Web Address	www.madisonlibrary.org	<i>www.madisonlibrary.org</i>
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)			
A14	Real	5.6	<i>4.90000</i>
A15	Personal	15.14	<i>12.65000</i>
A16	Motor Vehicle/Water Craft	3.5	<i>3.50000</i>

Operating Revenue (B1 - B24)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C37. Examples of revenue to be used for major capital expenditures include funds received for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines) or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

Local Government Revenue

B1	Library Tax	\$2,866,091	<i>\$2,382,605</i>
B2	Other	\$0	<i>\$0</i>
B3	Local Government Revenue Total (B1 + B2):	\$2,866,091	<i>\$2,382,605</i>

State Government Revenue

B4	State Aid Grant	\$41,119	<i>\$35,537</i>
B5	Headquarters Grant	\$0	<i>\$0</i>
B6	Construction Debt-Assistance Grant	\$0	<i>\$0</i>

B7	Institutions Grant	\$0	\$0
B8	Kentucky Talking Book Library Grant	\$0	\$0
B9	Other State Government Revenue	\$0	\$0
B10	State Government Revenue Total (sum B4 through B9)	\$41,119	\$35,537
Federal Government Revenue			
B11	Library Technology Automation Grant	\$0	\$0
B12	Library Technology Innovation Grant	\$0	\$0
B13	Library Assistive Technology Grant	\$0	\$0
B14	Library Technology Equipment Grant	\$0	\$0
B15	Kentucky Talking Book Library Grant	\$0	\$0
B16	Prime Time Family Reading Time	\$0	\$0
B17	Live Homework Help Grant	\$0	\$0
B18	Continuing Education Grant	\$0	\$0
B19	Library Programming Grant	\$0	\$0
B20	Public Library Workforce Grant	\$0	\$0
B21	Other Federal Government Revenue	\$0	\$0
B22	Federal Government Revenue Total (sum B11 through B21)	\$0	\$0
B23	Other Operating Revenue	\$108,950	\$100,150
B24	Total Operating Revenue (B3+B10+B22+B23):	\$3,016,160	\$2,518,292

Operating Expenditures (C1 - C38)

DO NOT REPORT CAPITAL EXPENDITURES IN THIS SECTION. They are reported as Item #C36.

Collection Expenditures

C1	Print Materials	\$138,222	\$151,509
C2	Electronic Materials Expenditures	\$5,400	\$16,628
C3	Audiovisual Materials	\$65,555	\$45,407
C4	Databases	\$32,748	\$43,959
C5	Other Library Materials	\$0	\$0

C6	Collection		
	Expenditures Total (C1 through C5)	\$241,925	\$257,503
Salary Expenditures			
C7	Library Director	\$55,385	\$61,922
C8	Other Certified Library Personnel	\$576,568	\$581,824
C9	Other Non-Certified Library Personnel	\$123,859	\$26,454
C10	Salary Expenditures Total (C7 + C8 + C9)	\$755,812	\$670,200
Fringe Benefits			
C11	Required Fringe Benefits	\$57,859	\$54,611
C12	Retirement (Employer's Share)	\$114,615	\$93,601
C13	Medical Insurance (Employer's Share)	\$125,068	\$97,905
C14	Other		\$0
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$297,542	\$246,117
C16	Total Staff Expenditures (C10 + C15)	\$1,053,354	\$916,317
Other Operations			
C17	Building Repair	\$27,332	\$15,785
C18	Building Maintenance	\$61,431	\$96,111
C19	Telephone Voice Line(s) Only	\$5,870	\$6,105
C20	Office Supplies, Program Supplies, Postage	\$67,935	\$50,913
C21	Insurance	\$27,913	\$23,062
C22	Public Relations	\$12,926	\$17,503
C23	Utilities	\$43,767	\$39,556
C24	Professional Fees	\$13,789	\$12,846
C25	Audit Fee	\$4,850	\$4,850
C26	Fiscal Year that Audit Covers	FY 2009-2010	FY 2008-2009
C27	Repair and Replacement of Furnishings	\$550	\$28,500
C28	Other	\$37,865	\$7,676
C29	Specify	Rent and Fees	Rent and Fees
C30	Other	\$62,246	\$50,734
C31	Specify	Circulation and Processing	Circulation and Processing

C32	Total Other Operating Expenditures (C17 + C18 + C19 + C20 + C21 + C22 + C23 + C24 + C25 + C27 + C28 + C30)	\$366,474	\$353,641
C33	Bookmobile/Extended Services	\$8,545	\$4,636
C34	Continuing Education	\$8,845	\$6,211
C35	Operating Expenditures for Electronic Access	\$38,271	\$21,078
C36	Total Operating Expenditures (C6 + C16 + C32 + C33 + C34 + C35):	\$1,717,414	\$1,559,386

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library

C37	Capital Outlay Expenditures	\$508,822	\$12,367
-----	-----------------------------	-----------	----------

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for

C38a	Local - Capital Revenue	\$0	\$0
C38b	State - Capital Revenue	\$0	\$0
C38c	Federal - Capital Revenue	\$0	\$0
C38d	Other - Capital Revenue	\$0	\$0
C38	Total Capital Revenue (C38a through C38d)	\$0	\$0

Branch Libraries (E1- E18)

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

INFORMATION FOR EACH BRANCH:

Add a new group for each branch in the county.

E1	Branch Library Name	Madison County Public Library, Berea	<i>Madison County Public Library</i>
E2	Street Address	319 Chestnut Street	<i>319 Chestnut</i>
E3	City	Berea	<i>Berea</i>
E4	Zip Code	40403	<i>40403</i>
E5	Zip4	1508	<i>1508</i>
E6	Phone	(859) 986-7112	<i>8599867112</i>
E7	Fax	(859) 986-7208	<i>8599867208</i>
E8	Square Footage	11,254	<i>11,254</i>
E9	Meeting Room Square Footage	1,229	<i>1,229</i>
E10	Number of Groups Using Meeting Room	129	<i>157</i>
E11	Number of Meetings Held	153	<i>206</i>
E12	Library Visits	116,099	<i>111,474</i>
E13	Number of Registered Borrowers	14,604	<i>11,469</i>
E14	Users of Public Internet Computers per Year	28,162	<i>26,663</i>
E15	Reference Transactions	4,142	<i>3,997</i>
E16a	Sunday Opening Time	closed	<i>CLOSED</i>
E16b	Sunday Closing Time	closed	<i>CLOSED</i>
E16c	Hours	0.00	<i>0</i>
E16d	Monday Opening Time	9 AM	<i>12:00 p.m.</i>
E16e	Monday Closing Time	8 PM	<i>8:00 p.m.</i>
E16f	Hours	11.00	<i>8</i>
E16g	Tuesday Opening Time	9 AM	<i>9:00 a.m.</i>
E16h	Tuesday Closing Time	8 PM	<i>8:00 p.m.</i>
E16i	Hours	11.00	<i>11</i>
E16j	Wednesday Opening Time	9 AM	<i>9:00 a.m.</i>
E16k	Wednesday Closing Time	8 PM	<i>6:00 p.m.</i>
E16l	Hours	11.00	<i>9</i>
E16m	Thursday Opening Time	9 AM	<i>12:00 p.m.</i>
E16n	Thursday Closing Time	8 PM	<i>8:00 p.m.</i>
E16o	Hours	11.00 9 AM	<i>8 9:00 a.m.</i>

E16p	Friday Opening Time		
E16q	Friday Closing Time	6 PM	6:00 p.m.
E16r	Hours	9.00	9
E16s	Saturday Opening Time	9 AM	9:00 a.m.
E16t	Saturday Closing Time	6 PM	5:00 p.m.
E16u	Hours	9.00	8
E17.3	Number of Weeks Branch Library is Open	52	
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	62.00	53
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	52.00	
E18	Number of Branches	1	1
E19	Total Annual Hours Open	3,224.00	

Outreach Vehicles (F1 - F5)

An outreach vehicle is a vehicle owned by the library used principally to provide personalized library services to individuals and groups at remote locations. The vehicle does not have an organized collection separate as in the case of a bookmobile. Staff will deliver and pick-up library materials specifically for patrons who are for any reason unable to visit the library in person. An outreach vehicle may also be used for programming at daycare centers, schools, senior centers, etc. **Do not include privately owned vehicles.**

F1	License Number	
F2	Vehicle Year, Make, and Model	
F3	Mileage on Odometer	
F4	Owner of Vehicle	
F5	Number of Stops in an Average Week	

Bookmobiles (G1 - G11)

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

INFORMATION FOR EACH BOOKMOBILE:

Add a new group for each bookmobile in the county.

Bookmobile Hours - Count only the hours during which the bookmobile is open to the public

G1	License Number	ky W6647	KY W6647
G2	Serial Number	WDOPF145785246414	WDOPF145785246414
G3	Year	2008	2008

G4	Owner of Vehicle	By state	<i>By state</i>
G5	Bookmobile Visits (number of persons entering the bookmobile)	8,653	<i>11132</i>
G6	Number of Registered Borrowers	1,803	<i>1,753</i>
G7	Users of Public Internet Computers per Year	72	<i>147</i>
G8	Reference Transactions	2,021	<i>2,233</i>
G9a	Sunday Opening Time	closed	<i>closed</i>
G9b	Sunday Closing Time	closed	<i>closed</i>
G9c	Hours	0.00	<i>0.00</i>
G9d	Monday Opening Time	8:30 AM	<i>8:30 a.m.</i>
G9e	Monday Closing Time	5:30 PM	<i>5:30 p.m.</i>
G9f	Hours	9.00	<i>9.00</i>
G9g	Tuesday Opening Time	8:30 AM	<i>8:30 a.m.</i>
G9h	Tuesday Closing Time	5 PM	<i>5:00 p.m.</i>
G9i	Hours	8.50	<i>8.50</i>
G9j	Wednesday Opening Time	8:30 AM	<i>8:30 a.m.</i>
G9k	Wednesday Closing Time	5 PM	<i>5:00 p.m.</i>
G9l	Hours	8.50	<i>8.50</i>
G9m	Thursday Opening Time	8:30 AM	<i>11:30 a.m.</i>
G9n	Thursday Closing Time	5 PM	<i>5:00 p.m.</i>
G9o	Hours	8.50	<i>5.50</i>
G9p	Friday Opening Time	closed	<i>closed</i>
G9q	Friday Closing Time	closed	<i>closed</i>
G9r	Hours	0.00	<i>0.00</i>
G9s	Saturday Opening Time	closed	<i>closed</i>
G9t	Saturday Closing Time	closed	<i>closed</i>
G9t	Hours	0.00	<i>0.00</i>
(G9.1)	Metro Status Code (hidden)		
(G9.2)	Outlet Type Code (hidden)		
G9.3	Number of Weeks Bookmobile is Open	49	
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	49.00	

G10	Total Hours for Bookmobiles in an Average Week (G9c + G9f + G9i + G9l + G9o + G9r + G9t)	34.50	32
G11	Number of Bookmobiles	1	1

Main Library (H1 - H18)

This is one type of single outlet library or the library which is the operational center of a multiple outlet library. Usually all processing is centralized here and the principal collections are housed here.

H1	Library Name	Madison County Public Library	<i>Madison County Public Library</i>
H2	Street Address	507 West Main Street	<i>507 West Main Street</i>
H3	City	Richmond	<i>Richmond</i>
H4	Zip Code	40475	<i>40475</i>
H5	Zip4	1349	<i>1349</i>
H6	Phone	8596236704	<i>8596236704</i>
H7	Fax	8596232032	<i>8596232032</i>
H8	Square Footage	18,236	<i>18,236</i>
H9	Meeting Room Square Footage	1,489	<i>1,489</i>
H10	Number of Groups Using Meeting Room	245	<i>84</i>
H11	Number of Meetings Held	305	<i>257</i>
H12	Library Visits	192,386	<i>192,212</i>
H13	Number of Registered Borrowers	25,121	<i>20,545</i>
H14	Users of Public Internet Computers per Year	47,006	<i>43,191</i>
H15	Reference Transactions	4,082	<i>3,662</i>
Hours Open to the Public			
H16a	Sunday Opening Time	closed	<i>closed</i>
H16b	Sunday Closing Time	closed	<i>closed</i>
H16c	Hours	0.00	<i>0</i>
H16d	Monday Opening Time	9 AM	<i>9:00 a.m.</i>
H16e	Monday Closing Time	8 PM	<i>8:00 p.m.</i>
H16f	Hours	11.00	<i>11</i>
H16g	Tuesday Opening Time	9 AM	<i>12:00 p.m.</i>
H16h	Tuesday Closing Time	8 PM	<i>8:00 p.m.</i>
H16i	Hours	11.00	<i>8</i>
H16j	Wednesday Opening Time	9 AM	<i>9:00 a.m.</i>
H16k	Wednesday Closing Time	8 PM	<i>6:00 p.m.</i>
H16l	Hours	11.00	<i>9</i>
H16m	Thursday Opening Time	9 AM	<i>12:00 p.m.</i>

H16n	Thursday Closing Time	8 PM	8:00 p.m.
H16o	Hours	11.00	8
H16p	Friday Opening Time	9 AM	9:00 a.m.
H16q	Friday Closing Time	6 PM	6:00 p.m.
H16r	Hours	9.00	9
H16s	Saturday Opening Time	9 AM	9:00 a.m.
H16t	Saturday Closing Time	6 PM	5:00 p.m.
H16u	Hours	9.00	8
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	62.00	53
H18	Number of Weeks Main Library is Open	52	

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	18,236	18,236
I2	Branch Libraries (sum of E8 branch data)	11,254	11,254
I3	Total (I1 + I2)	29,490	29,490

Meeting Room Square Footage

I4	Main Library (from H9)	1,489	1,489
I5	Branch Libraries (sum of E9 branch data)	1,229	1,229
I6	Total (I4 + I5)	2,718	2,718

No. of Groups Using Meeting Room

I7	Main Library (from H10)	245	84
I8	Branch Libraries (sum of E10 branch data)	129	157
I9	Total (I7 + I8)	374	241

Number of Meetings Held

I10	Main Library (from H11)	305	257
I11	Branch Libraries (sum of E11 branch data)	153	206
I12	Total (I10 + I11)	458	463

Library Visits

I13	Main Library (from H12)	192,386	192,212
I14	Branch Libraries (sum of E12 branch data)	116,099	111,474
I15	Bookmobiles (sum of G5 branch data)	8,653	11,132
I16	Total (I13 + I14 + I15)	317,138	314,818

Number of Registered Borrowers

I17	Main Library (from H13)	25,121	20,545
I18	Branch Libraries (sum of E13 branch data)	14,604	11,469
I19	Bookmobiles (sum of G6 branch data)	1,803	1,753
I20	Total (I17 + I18 + I19)	41,528	33,767

Users of Public Internet Computers per Year

I21	Main Library (from H14)	47,006	43,191
I22	Branch Libraries (sum of E14 branch data)	28,162	26,663
I23	Bookmobiles (sum of G7 branch data)	72	147
I24	Total (I21 + I22 + I23)	75,240	70,001

Reference Transactions

I25	Main Library (from H15)	4,082	3,662
I26	Branch Libraries (sum of E15 branch data)	4,142	3,997
I27	Bookmobiles (sum of G8 branch data)	2,021	2,233
I28	Total (I25 + I26 + I27)	10,245	9,892

Public Service Hours per Year

I29	Main Library (H17 * H18)	3,224.00	2,756
I30	Branch Libraries (sum of E17 branch data * E17.3a)	3,224.00	2,756.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	1,690.50	1,638.00
I32	Total (I29 + I30 + I31)	8,138.50	7,150.00

Library Staff (J1- J09)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

Librarians are defined as persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

J1	Number of Librarians with an ALA Accredited Master's Degree in Library Science	3	3.00
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	0	0.00

J3	Number of Librarians with a Master's Degree NOT in Library Science	1	1.00
J4	Number of Librarians with a Bachelor's Degree in Library Science	0	0.00
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	2	2.00
J6	Number of Librarians with Less Than a Bachelor's Degree	2	2.00
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	8.00	8.00
J8	All Other Paid Staff	20.25	14.06
J9	Total Paid Employees (J7 + J8):	28.25	22.06

Library Collection (K1 -K17)

Book Collection

K1	Adult Fiction	28,468	33,824
K2	Adult Nonfiction	29,807	26,229
K3	Juvenile Fiction	23,382	29,226
K4	Juvenile Nonfiction	13,363	14,179
K5	Total (K1 + K2 + K3 + K4)	95,020	103,458

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	4,750	1,178
----	----------------------------	-------	-------

Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region.** A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions, K8.** Each database is counted individually even if access to several databases is supported through the same vendor interface.

Licensed Databases

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface.

K7a	Local	19	17
K7b	State (State Government or State Library) ** Include 30 KYVL databases **	30	30

K7c	Other Cooperative Agreements (or Consortia) within State or Region	1	1
K7	Total Licensed Databases (K7a+K7b+K7c)	50	48
K9	Audio - Physical Units	10,837	13,730
K10	Audio - Downloadable Titles	5,754	
K13	Video - Physical Units	12,787	14,257
K14	Video - Downloadable Titles	595	
Serial Subscriptions			
K16	Current Print Serial Subscriptions	209	212
K17	Book/Serial Volumes (K5 + K16)	95,229	103,670

Circulation (L1 - L52)

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

Book Circulation Adult Fiction

L1	Main Library	74,161	71,604
L2	All Branches	50,747	40,548
L3	Bookmobile/Outreach	5,764	4,834
L4	Total (L1 + L2 + L3)	130,672	116,986

Book Circulation Adult Nonfiction

L5	Main Library	23,166	22,224
L6	All Branches	22,631	23,772
L7	Bookmobile/Outreach	2,540	2,348
L8	Total (L5 + L6+ L7)	48,337	48,344

Book Circulation Juvenile Fiction

L9	Main Library	53,610	51,720
L10	All Branches	39,142	39,859
L11	Bookmobile/Outreach	6,574	8,560
L12	Total (L9 + L10+ L11)	99,326	100,139

Book Circulation Juvenile Nonfiction

L13	Main Library	11,261	10,567
L14	All Branches	8,758	8,972
L15	Bookmobile/Outreach	1,970	2,642
L16	Total (L13 + L14 + L15)	21,989	22,181

Book Circulation Total:

L17	Main Library (L1 + L5 + L9 + L13)	162,198	156,115
L18	All Branches (L2 + L6 + L10 + L14)	121,278	113,151

L19	Bookmobile/Outreach (L3 + L7 + L11 + L15)	16,848	18,384
L20	Total (L4 + L8 + L12 + L16)	300,324	287,650

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

Audiovisual Circulation Audio Books

L21	Main Library	10,369	13,999
L22	All Branches	4,269	6,258
L23	Bookmobile/Outreach	528	112
L24	Total (L21 + L22 + L23)	15,166	20,369

Audiovisual Circulation Other Audio

L25	Main Library	7,983	7,575
L26	All Branches	7,067	7,636
L27	Bookmobile/Outreach	2,047	403
L28	Total (L25 + L26 + L27)	17,097	15,614

Audiovisual Circulation Videos

L29	Main Library	50,954	50,094
L30	All Branches	43,789	50,866
L31	Bookmobile/Outreach	3,092	2,629
L32	Total (L29 + L30 + L31)	97,835	103,589

Audiovisual Circulation Other

L33	Main Library	621	689
L34	All Branches	1,108	1,317
L35	Bookmobile/Outreach	100	69
L36	Total (L33 + L34 + L35)	1,829	2,075

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	69,927	72,357
L38	All Branches (L22 + L26 + L30 + L34)	56,233	66,077
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	5,767	3,213
L40	Total (L24 + L28 + L32 + L36)	131,927	141,647

Count as circulation material that is charged out for use outside the library. Include renewals and interlibrary loan transactions that are borrowed for users.

Computer use is not circulation. Neither is in-house use or items checked out to another library.

Other Materials

L41	Main Library	3,516	3,069
L42	All Branches	2,627	2,695
L43	Bookmobile/Outreach	72	115

L44	Total (L41 + L42 + L43)	6,215	5,879
Total Circulation			
L45	Main Library (L17 + L37 + L41)	235,641	231,541
L46	All Branches (L18 + L38 + L42)	180,138	181,923
L47	Bookmobile/Outreach (L19 + L39 + L43)	22,687	21,712
L48	Total (L20 + L40 + L44)	438,466	435,176

Children's Circulation - The total annual circulation of all children's materials in all formats to all users, including renewals. (NOTE: This includes books and audiovisual material already counted in previous fields L9 - L16)

L49	Main Library	76,430	78,890
L50	All Branches	70,904	76,428
L51	Bookmobile/Outreach	9,330	8,967
L52	Total (L49 + L50 + L51)	156,664	164,285

In-house Library Use (M1 - M4)

This is a measure of all items used within the library but not checked out. Count all material that was looked at or used even if the patron was unsuccessful in finding the information desired. In-house use, like circulation, measures activity for the full fiscal year. Use may be determined by gathering statistics for a 'typical week' and then multiplying by the number of weeks open. Please provide the best count possible.

M1	Main Library	54,653	32,830
M2	All Branches	40,736	27,101
M3	Bookmobile	1,399	356
M4	Total (M1 + M2 + M3)	96,788	60,287

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	763	243
N2	Nonprint	0	0
N3	Total (N1 + N2):	763	243

Borrowed From

N4	Print	1,005	1,058
N5	Nonprint	0	0
N6	Total (N4 + N5):	1,005	1,058

Programs (O1 - O56)

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Infant/Toddler - *number of programs*

O1	Main Library	23	23
O2	All Branches	20	25
O3	Bookmobile/Outreach	1	0
O4	Total (O1 + O2 + O3)	44	48
<i>Infant/Toddler - number of attendees</i>			
O5	Main Library	674	797
O6	All Branches	294	342
O7	Bookmobile/Outreach	425	0
O8	Total (O5 + O6 + O7)	1,393	1,139
<i>Preschool - number of programs</i>			
O9	Main Library	30	29
O10	All Branches	29	25
O11	Bookmobile/Outreach	1	70
O12	Total (O9 + O10 + O11)	60	124
<i>Preschool - number of attendees</i>			
O13	Main Library	1,137	733
O14	All Branches	812	446
O15	Bookmobile/Outreach	15	439
O16	Total (O13 + O14 + O15)	1,964	1,618
<i>Elementary School - number of programs</i>			
O17	Main Library	56	39
O18	All Branches	84	84
O19	Bookmobile/Outreach	11	7
O20	Total (O17 + O18 + O19)	151	130
<i>Elementary School - number of attendees</i>			
O21	Main Library	5,246	1,777
O22	All Branches	3,095	3,493
O23	Bookmobile/Outreach	217	383
O24	Total (O21 + O22 + O23)	8,558	5,653
<i>Young Adult (age 13 and older) - number of programs</i>			
O25	Main Library	25	21
O26	All Branches	13	16
O27	Bookmobile/Outreach	9	5
O28	Total (O25 + O26 + O27)	47	42
<i>Young Adult (age 13 and older) - number of attendees</i>			
O29	Main Library	540	327
O30	All Branches	191	268
O31	Bookmobile/Outreach	117	119
O32	Total (O29 + O30 + O31)	848	714
<i>Other Children's Programs - number of programs</i>			
O33	Main Library	15	33
O34	All Branches	1	1
O35	Bookmobile/Outreach	4	0

O36	Total (O33 + O34 + O35)	20	34
Other Children's Programs - <i>number of attendees</i>			
O37	Main Library	1,545	4,228
O38	All Branches	36	545
O39	Bookmobile/Outreach	203	0
O40	Total (O37 + O38 + O39)	1,784	4,773
Other Programs - <i>number of programs</i>			
O41	Main Library	144	136
O42	All Branches	128	108
O43	Bookmobile/Outreach	89	8
O44	Total (O41 + O42 + O43)	361	252
Other Programs - <i>number of attendees</i>			
O45	Main Library	2,479	2,557
O46	All Branches	1,792	1,512
O47	Bookmobile/Outreach	1,499	287
O48	Total (O45 + O46 + O47)	5,770	4,356
Total Number Of Programs:			
O49	Main Library (O1 + O9 + O17 + O25 + O33 + O41)	293	281
O50	All Branches (O2 + O10 + O18 + O26 + O34 + O42)	275	259
O51	Bookmobile/Outreach (O3 + O11 + O19 + O27 + O35 + O43)	115	90
O52	Total (O4 + O12 + O20 + O28 + O36 + O44)	683	630
Total Program Attendance:			
O53	Main Library (O5 + O13 + O21 + O29 + O37 + O45)	11,621	10,419
O54	All Branches (O6 + O14 + O22 + O30 + O38 + O46)	6,220	6,606
O55	Bookmobile/Outreach (O7 + O15 + O23 + O31 + O39 + O47)	2,476	1,228
O56	Total (O8 + O16 + O24 + O32 + O40 + O48)	20,317	18,253

Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work
P2	Type of Work

P3	Grounds for Challenge
P4	Initiator of Challenge
P5	Status of Material
P6	Comments

Technology (Q1 - Q4)

Q1	Number of Internet Terminals Used by General Public	42	31
Q2	Number of Computer Terminals Library Has	86	73
Q3	Number of People Formally Trained by Staff to Use Electronic Resources	600	334
Q4	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	Yes

Planning and Evaluation (S1)

S1	Describe the current status of your total library program.	<p>""This past year has been one of growth and change for Madison County Public Library, guided by a new 5-year Strategic Plan. STAFFING: In August, Sue Hays retired, after serving 22 years as library director. The Library Board hired a consultant and conducted a national search for her replacement. In October, Ruthie Maslin took the helm as the library's new Director. She had most recently been Manager of Outreach Services for Lexington Public Library. Longtime Bookmobile Assistant Pauline Oliver retired in September and was replaced by Marcia Noe who moved to the position from Circulation Clerk. The Bookmobile Assistant position was made full-time as well. Bree McGaffey was hired as a full-time Circulation Clerk to replace Marcia. Terre' Rouse moved from her position as Circulation Clerk to technical services. Guided by the strategic plan, a new position of Outreach Coordinator was created, and Clay Berryman took the post early in 2011, moving from his position as Page. In May 2011, also in keeping with the strategic plan, the library expanded its service hours from 56 to 62 weekly, and perhaps more significantly, regularizing the hours so that both locations are now open the same hours each day. To support the expansion in hours, 4 additional part-time Circulation Clerks were hired . LIBRARY BOARD: Two library board members' terms expired in January 2011 - Marietta McBride and James Davis. Both were reappointed for second terms. This will be Marietta's second full term, as she filled a partially unexpired term when she was initially appointed. FACILITIES: Major building repairs and upgrades were completed in both locations. In Richmond, new interior AC units were installed in September. The main entry stairs, which were uneven, were torn out and replaced to code in the spring. All the windows in the Richmond building were resealed to stop a chronic leakage issue. New lighting was installed in the children's area. Finally, the roof was patched and cleaned. In Berea, a new concrete pad was installed in the back of the building for programming use. An existing office was subdivided to create an</p>
----	--	---

office there for the Library Director. New aisle lighting was installed in the theater. Smaller building projects included painting, electrical projects, and tree removal. New furniture was added to the Richmond location in both the adult and teen areas, and in Berea in the new Director's office and at the circulation desk. TECHNOLOGY: In January, the Board amended the budget to allow for purchase of a new mobile computer lab to expand access. Previously, classes had to be scheduled during mornings the library was closed, using the public access computers. All computer operating systems were upgraded. An Early Childhood Literacy Station was added to each location. A variety of e-Readers were purchased for each location and the Bookmobile to start circulating this September. The library website was totally redesigned, and Evanced online scheduling was added. Video gaming systems were installed in the teen rooms of both locations in 2011. SERVICES: In January, a second Library on the Go location was added in Waco. This enables customers in that area of the county to have holds delivered to the lockers and to return books there. A third location is slated to be added this fall. This summer, the library purchased a "new" used vehicle to serve the library on the go locations and courier books between the locations. The older van was kept as a backup vehicle. The addition of an Outreach Coordinator in 2011 expanded community programming significantly. Programming in general saw a steep increase in both number of programs offered and number of people attending. Both library visits and computer use were up as well. Adult programming saw significant growth, spurred in part by expanded computer and technology class offerings and participation in the first-ever One Book, One Bluegrass program in April. MATERIALS & CIRCULATION: Circulation increased overall. Of particular area of interest was the rise in circ of downloadable materials from Kentucky Libraries Unbound. Circulation staff worked throughout the year on various marketing ideas for both books and databases. Staff members took turns creating themed displays for books. Staff in both locations also worked on merchandizing books better by creating face-out sections of each shelving range. Staff training throughout 2011 focused on databases. Vendor reps did all-staff training on Gale Legal Forms, Price It Antiques and Collections, Mango Languages, and Westlaw. The Westlaw database is made available in our Richmond location at no cost to the library through a partnership with the Madison County Bar Association. Staff used the training to better train customers on database use and to create displays each month highlighting a different electronic resource. STAFF TRAINING: All-staff trainings were held monthly except during the summer. Topics included customer service, database use, and reader's advisory. Staff attended the annual Bookmobile and Outreach Conference, KPLA Conference, ALA Conference, Widening Circles, and other classes and webinars throughout the year. One staff member received 1st-time certification, and all other certified staff successfully completed their annual summations and recertification when necessary. FUNDING: The Library Board voted to take the compensating tax rate both last year and for the current tax year. Nevertheless, taxing district funding increased this past year, and we look for a similar increase in the next year. The board and staff are currently working with financial consultant Chris Bowling to create a 5-year fiscal plan to incorporate debt retirement and possible investment for facility expansion. FUTURE: In this coming year,

Response has been entered

MCPL is looking to increase staff to continue to meet the county's growing need for library services. Technology growth will continue to play a big role with the launch of an e-Reader lending program in September, addition of a second mobile computer lab, reorganization of public access computers, and an expanded technology curriculum. The Library is also working to achieve the next higher level of Library Standards. ""

Personnel Policies (T1 - T20)

Click on the check box if your policy has gone before the board for review in the last five years

T1	Breaks	No	No
T2	Disabilities or ADA	No	No
T3	Evaluations	No	No
T4	Grievance Procedures	No	No
T5	Health/Other Insurance	No	No
T6	Hiring	No	No
T7	Holidays	No	No
T8	Inclement Weather	No	No
T9	Job Descriptions	Yes	Yes
T10	Lateness	No	No
T11	Family Medical Leave Act (FMLA)	No	No
T12	Overtime	No	No
T13	Retirement	No	No
T14	Salary Payment	No	No
T15	Sexual Harassment	No	No
T16	Sick Leave	No	No
T17	Termination	No	No
T18	Unpaid Leave	No	No
T19	Vacation Leave	No	No
T20	Workweek	No	No

Library Operation Policies (U1 - U16)

Click on the check box if your policy has gone before the board for review in the last five years

U1	Building Operation	No	No
U2	Circulation	No	No
U3	Collection Management	No	No
U4	Computer Use	No	No
U5	Copyright	Yes	Yes
U6	Displays	Yes	Yes
U7	Genealogy	No	No
U8	Gifts and Appraisal	No	No
U9	Interlibrary Cooperation	Yes	Yes
U10	Internet Use	Yes	Yes
U11	Material Selection/Complaints	No	No
U12	Meeting Room	Yes	Yes

U13	Problem Patron	Yes	Yes
U14	Record Retention	Yes	Yes
U15	Library Board	No	No
U16	What level of Kentucky Library Standards have you received?	Essential (formerly "Basic")	<i>Essential (formerly "Basic")</i>