Madison County Public Library
2021 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

A1	County	Madison
A2	Estimated Population	92,987
A3	Library Name	Madison County Public Library

Street Address

A4	Street Address	507 West Main Street
A5	City	Richmond
A6	Zip Code	40475

Mailing Address

A8	Mailing Address	507 West Main Street
A9	City	Richmond
A10	Zip Code	40475
A12	Phone	(859) 623-6704

Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. 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.

E-rate -- If there is an invoice sent to the library that indicates the amount of the e-rate discount (i.e., supported by documentation), then the library can report this as an expenditure under Other Operating Expenditures (Item C29). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

Local Government Revenue

B1	Library Tax	$3,552,288
B2	Other	$0
B3	Local Government Revenue Total (B1 + B2):	$3,552,288

State Government Revenue

B4	State Aid Grant	$0
B5	Construction Debt-Assistance Grant	$100,100
B6	Other State Government Revenue	$50,392
B7	State Government Revenue Total (sum B4 through B6)	$150,492

Federal Government Revenue

B11	LSTA CARES Act Grant	$1,750
B12	Other Federal Government Revenue	$0
B13	Federal Government Revenue Total (B11 + B12)	$1,750

Other Operating Income

B14	Other Operating Revenue	$77,872
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	$3,782,402

Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	$180,478
C2	Electronic Materials Expenditures	$13,910
C3	Audiovisual Materials	$48,520
C4	Electronic Collections	

	[databases]	$28,738
C5	Other Library Materials	$0
C6	Collection Expenditures Total (C1 through C5)	$271,646

Salary Expenditures

C7	Library Director	$95,782
C8	Other Library Personnel	$1,231,489
C10	Salary Expenditures Total (C7 + C8)	$1,327,271

Fringe Benefits

C11	Required Fringe Benefits	$103,926
C12	Retirement (Employer's Share)	$260,490
C13	Medical Insurance (Employer's Share)	$221,471
C14	Other	$0
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	$585,887
C16	Total Staff Expenditures (C10 + C15)	$1,913,158

Other Operations

C17	Building Repair and Maintenance	$148,627
C20	Office Supplies, Program Supplies, Postage	$49,838
C21	Insurance	$54,789
C22	Public Relations	$19,109
C23	Utilities	$68,483
C24	Professional Fees (include professional membership fees)	$35,025
C25	Audit Fee	$6,325
C26	Fiscal Year that Audit	FY 2019-2020

	Covers	
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	$148
C29	Other	$139,226
C30	Specify	Phones; CECC grant expenditures; Other
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	$521,570
C34	Bookmobile/Extended Services	$3,640
C35	Continuing Education	$11,051
C36	Operating Expenditures for Electronic Access	$58,105
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	$2,779,170

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 should be reported by only one of the public libraries.

C38	Capital Outlay Expenditures	$202,743
C39	Debt Service	$586,813

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 major capital expenditures in the following categories:

C40a	Local - Capital Revenue	$0
C40b	State - Capital Revenue	$0
C40c	Federal - Capital Revenue	$0
C40d	Other - Capital Revenue	$0
C40	Total Capital Revenue (C40a through C40d)	$0
C41	Income from loans, bond issues, or other income not reported elsewhere	$0

C42 - Did you spend state aid funds on any of the following? (check all that apply)

Collection Expenditures	No
Bookmobile/Extended Services	No
Continuing Education	No
None of the Above	Yes

COVID Related Information (D1 - D16)

D1	Were any of the library's outlets physically closed to

	the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes
D2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
D5	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
D6	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
D7	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
D11	Did the library intentionally provide Wi-Fi Internet access to users outside the	

	building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
D12	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
D13	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No

Recorded programs are distinct and should not be reported in program totals (Section O)

D16	Describe the Library's Response to the COVID-19 Pandemic	Closures The Madison County Public Library closed to the public for one week during the fiscal year, from November 30-December 6, due to a spike in COVID cases in the county. Staff continued to report to provide curbside, home delivery, and 24/7 locker pickup services, as well as virtual/passive programs. Onsite and in-person services The library reopened its stacks and main areas of each location to the public in July 2020, providing access to the full collection, public computers, technology assistance, reference and circulation services. In-person programs and meetings were limited to 10 or fewer people for most of the year, and while COVID numbers climbed in our county meetings were limited to 2 or fewer people. Onsite in-person programs resumed in

June 2021, and our Maker Lab reopened as well. We also partnered with the Madison County Schools and Berea Kids Eat to provide free lunches to children under the age of 18 at the library. Virtual/touch free services The library provided curbside pickup all year, along with 24/7 locker pickup and home delivery. We are continuing to offer these services. The majority of our programs throughout the year were virtual, including story times, music and movement for toddlers, instructional/educational videos, plus a variety of outreach programs offered to Madison County Schools' virtual classrooms. Mobile WiFi stops The library's Outreach department offered mobile wifi stops throughout Madison County, offering residents in rural and low income areas access to high speed internet. Users could bring their own devices, or utilize library chromebooks.

Branch Libraries (E1- E19)

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.

For each group of branch libraries, you MUST place a value of "0" in the Hours field for any day of the week where there are no Hours listed.

E1	Branch Library Name	Madison County Public Library, Berea
E2	Street Address	319 Chestnut Street
E3	City	Berea
E4	Zip Code	40403
E6	Phone	(859) 986-7112
E8	Square Footage	11,254

E11	Number of Meetings Held	219
E12	Library Visits	44,227
E13	Number of Registered Users	16,053
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	5,356
E15	Reference Transactions	18,784
E16a	Sunday Opening Time	1:00PM
E16b	Sunday Closing Time	5:00PM
E16c	Hours	4.00
E16d	Monday Opening Time	9:00 AM
E16e	Monday Closing Time	8:00 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9:00 AM
E16h	Tuesday Closing Time	8:00 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9:00 AM
E16k	Wednesday Closing Time	8:00 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9:00 AM
E16n	Thursday Closing Time	8:00 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9:00 AM
E16q	Friday Closing Time	6:00 PM
E16r	Hours	9.00
E16s	Saturday Opening Time	9:00 AM
E16t	Saturday Closing Time	6:00 PM
E16u	Hours	9.00

E17.1	Number of Weeks Branch was Closed Due to COVID-19	1
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0
E17.3	Number of Weeks Branch Library is Open	51
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	66.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	51.00
E18	Number of Branches	1
E19	Total Annual Hours Open	3,366.00

Outreach Vehicles (F1 - F3)

An outreach vehicle is a vehicle 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.

F1	Vehicle Year, Make, and Model	2019 Dodge Caravan
F2	Owner of Vehicle	privately
F3	Number of Stops in an Average Week	10

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 (G9a-G9g) - Count only the daily hours during which the bookmobile is open to the public. Do not count travel time. Hours on the road per week is reported in item number G9

G1	License Number	11KY1822LO
G3	Vehicle Year, Make, and Model	2021 Dodge Ram Promaster
G4	Owner of Vehicle	locally
G5	Bookmobile Visits (number of persons entering the bookmobile)	1,241
G6	Number of Registered Users	655
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	270
G9	Hours on the Road Per Week (but not serving patrons)	10
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	8
G9c	Tuesday - Daily Hours Open to the Public	8
G9d	Wednesday - Daily Hours Open to the Public	8
G9e	Thursday - Daily Hours Open to the Public	8
G9f	Friday - Daily Hours	8

G9g	Open to the Public Saturday - Daily Hours Open to the Public	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	1
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	51
G9.3	Number of Weeks Bookmobile is Open	0
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	40.00
G11	Number of Bookmobiles	1

Main Library (H1 - H19)

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
H2	Street Address	507 West Main Street
H3	City	Richmond
H4	Zip Code	40475
H6	Phone	(859) 623-6704
H8	Square Footage	37,236
H11	Number of Meetings Held	749
H12	Library Visits	92,509
H12a	Library Visits Reporting Method	CT - Annual Count

H13	Number of Registered Users	30,867
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	9,462
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
H15	Reference Transactions	58,254
H15a	Reference Transactions Reporting Method	CT - Annual Count

Hours Open to the Public

H16a	Sunday Opening Time	1:00 PM
H16b	Sunday Closing Time	5:00 PM
H16c	Hours	4.00
H16d	Monday Opening Time	9:00 AM
H16e	Monday Closing Time	8:00 PM
H16f	Hours	11.00
H16g	Tuesday Opening Time	9:00 AM
H16h	Tuesday Closing Time	8:00 PM
H16i	Hours	11.00
H16j	Wednesday Opening Time	9:00 AM
H16k	Wednesday Closing Time	8:00 PM
H16l	Hours	11.00
H16m	Thursday Opening Time	9:00 AM
H16n	Thursday Closing Time	8:00 PM
H16o	Hours	11.00
H16p	Friday Opening Time	9:00 AM
H16q	Friday Closing Time	6:00 PM
H16r	Hours	9.00

H16s	Saturday Opening Time	9:00 AM
H16t	Saturday Closing Time	6:00 PM
H16u	Hours	9.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	66.00
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	1
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	0
H18	Number of Weeks Main Library is Open	51
H19	Does your library have a Friends group?	
	Yes	Yes
	No	No

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	37,236
I2	Branch Libraries (sum of E8 branch data)	11,254
I3	Total (I1 + I2)	48,490

Number of Meetings Held

I10	Main Library (from H11)	749
I11	Branch Libraries (sum of E11 branch data)	219
I12	Total (I10 + I11)	968

Library Visits

I13	Main Library (from H12)	92,509
I14	Branch Libraries (sum	

	of E12 branch data)	44,227
I15	Bookmobiles (sum of G5 branch data)	1,241
I16	Total (I13 + I14 + I15)	137,977

Number of Registered Users

I17	Main Library (from H13)	30,867
I18	Branch Libraries (sum of E13 branch data)	16,053
I19	Bookmobiles (sum of G6 branch data)	655
I20	Total (I17 + I18 + I19)	47,575

Number of Uses [Sessions] of Public Internet Computers Per Year

I21	Main Library (from H14)	9,462
I22	Branch Libraries (sum of E14 branch data)	5,356
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	14,818

Reference Transactions

I25	Main Library (from H15)	58,254
I26	Branch Libraries (sum of E15 branch data)	18,784
I27	Bookmobiles (sum of G8 branch data)	270
I28	Total (I25 + I26 + I27)	77,308

Public Service Hours per Year

I29	Main Library (H17 * H18)	3,366.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	3,366.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00
I32	Total (I29 + I30 + I31)	6,732.00

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.

To calculate FTEs for seasonal workers, I would use the following example:

- Two three month workers (.25 of year) work 15 hours a week, so
- 15 + 15 = 30 hrs/wk
- 30/40 = .75 FTEs
- .75 * .25 = .1875 FTE for entire year (based on working only three months)

J1	Number of Librarians with an ALA Accredited Master's Degree in Library Science	3.50
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	.0
J6	Number of Librarians with Less Than a Bachelor's Degree	.0
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 +	3.50

| J8 | All Other Paid Staff | 45.50 |
| J9 | Total Paid Employees (J7 + J8): | 49.00 |

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	50,584
K2	Young Adult Books (ages 12 to 18)	7,925
K3	Children's Books (under age 12)	79,011
K4	Total (K1 + K2 + K3)	137,520

Digital or Audiovisual Materials

| K6 | Electronic Books (E-Books) | 172,497 |

Electronic Collections [databases] (K7a - K7b):
Report the number of electronic collections [databases].

An electronic collection [database] is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection [database] may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection [database] may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections [databases] that are provided by third parties and freely linked to on the web.

Electronic Collections [databases] do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.

Include electronic collections [databases] that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections [databases] acquired through

curation, payment or formal agreement, by source of access:

Item #K7a Local/Other cooperative agreements
Item #K7b (State government or state library)
Item #K7 Total Electronic Collections [databases].

This is the sum of Local/Other cooperative agreements, and State Electronic Collections [databases] (Item #K7a and #K7b).

K7a	Local/Other Cooperative Agreements	5
K7b	State (State Government or State Library) ** Include **66 KYVL** databases **	66
K7	Total Electronic Collections [databases] (K7a+K7b)	71
K9	Audio - Physical Units	6,529
K10	Audio - Downloadable Units	48,645
K13	Video - Physical Units	20,750
K14	Video - Downloadable Units	1,990
K15	Other Material in Collection	303
K16	Current Print Serial Subscriptions	80
K17	Book/Serial Volumes (K4 + K16)	137,600

Circulation (L1 - L54)

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. An item checked out counts as one item, no matter how many uses are subsequently made of that one item.

Book Circulation, Adult (over age 18)

L1	Main Library	48,808
L2	All Branches	37,987
L3	Bookmobile/Outreach	3,098
L4	Total (L1 + L2 + L3)	89,893

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	9,553
L6	All Branches	4,823
L7	Bookmobile/Outreach	33
L8	Total (L5 + L6+ L7)	14,409

Book Circulation, Children's (under age 12)

L9	Main Library	55,587
L10	All Branches	34,641
L11	Bookmobile/Outreach	3,015
L12	Total (L9 + L10+ L11)	93,243

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	113,948
L14	All Branches (L2 + L6 + L10)	77,451
L15	Bookmobile/Outreach (L3 + L7 + L11)	6,146
L16	Total (L4 + L8 + L12)	197,545

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	2,708
L22	All Branches	2,823
L23	Bookmobile/Outreach	212
L24	Total (L21 + L22 + L23)	5,743

Audiovisual Circulation Other Audio

L25	Main Library	2,495
L26	All Branches	1,152

| L27 | Bookmobile/Outreach | 34 |
| L28 | Total (L25 + L26 + L27) | 3,681 |

Audiovisual Circulation Videos

L29	Main Library	55,121
L30	All Branches	35,360
L31	Bookmobile/Outreach	1,758
L32	Total (L29 + L30 + L31)	92,239

Audiovisual Circulation Other

L33	Main Library	3,081
L34	All Branches	2,487
L35	Bookmobile/Outreach	20
L36	Total (L33 + L34 + L35)	5,588

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	63,405
L38	All Branches (L22 + L26 + L30 + L34)	41,822
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	2,024
L40	Total (L24 + L28 + L32 + L36)	107,251

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	2,353
L42	All Branches	1,592
L43	Bookmobile/Outreach	113
L44	Total (L41 + L42 + L43)	4,058

Total Circulation

| L45 | Main Library (L13 + |

	L37 + L41)	179,706
L46	All Branches (L14 + L38 + L42)	120,865
L47	Bookmobile/Outreach (L15 + L39 + L43)	8,283

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

L48	Use of Electronic Material	101,972
L49	Total Circulation (L16 + L40 + L44 + L48)	410,826
L50	Successful Retrieval of Electronic Information	26,892

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) Do not count Electronic Material circulation here - that belongs in L48

L51	Main Library	70,230
L52	All Branches	47,208
L53	Bookmobile/Outreach	3,376
L54	Total (L51 + L52 + L53)	120,814

Other Measures of Library Use (M1 - M2)

Please list any measures of library use not collected elsewhere in the annual report. Examples might include Seed Library, In-house Use, Unique Circulating Items, and other Objects of Interest.

Note: Recording these measures is optional. Totals will not be tabulated or reported.

| M1 | Other Measures of Library Use | In house |
| M2 | Use Statistics | 88284 |

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	2,906
N2	Nonprint	0
N3	Total (N1 + N2):	2,906

Borrowed From

N4	Print	4,866
N5	Nonprint	0
N6	Total (N4 + N5):	4,866

Programs (O1 - O66)

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.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	6
O2	All Branches	4
O3	Bookmobile/Outreach	2
O4	Total (O1 + O2 + O3)	12

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	210
O6	All Branches	50
O7	Bookmobile/Outreach	65
O8	Total (O5 + O6 + O7)	325

Elementary School - *number of programs*

O17	Main Library	49
O18	All Branches	3
O19	Bookmobile/Outreach	21
O20	Total (O17 + O18 + O19)	73

Elementary School - *number of attendees*

O21	Main Library	1,661
O22	All Branches	115
O23	Bookmobile/Outreach	3,332
O24	Total (O21 + O22 + O23)	5,108

Young Adult (age 12 and older) - *number of programs*

O25	Main Library	1
O26	All Branches	0
O27	Bookmobile/Outreach	32
O28	Total (O25 + O26 + O27)	33

Young Adult (age 12 and older) - *number of attendees*

O29	Main Library	6
O30	All Branches	0
O31	Bookmobile/Outreach	891
O32	Total (O29 + O30 + O31)	897

Adult Programs - *number of programs*

O33	Main Library	169
O34	All Branches	17
O35	Bookmobile/Outreach	50
O36	Total (O33 + O34 + O35)	236

Adult Programs - *number of attendees*

O37	Main Library	1,259
O38	All Branches	86
O39	Bookmobile/Outreach	1,962
O40	Total (O37 + O38 + O39)	3,307

Programs Directed at Multiple Age Levels - *number of programs*

O41	Main Library	1
O42	All Branches	1
O43	Bookmobile/Outreach	10
O44	Total (O41 + O42 + O43)	12

Programs Directed at Multiple Age Levels - *number of attendees*

O45	Main Library	90
O46	All Branches	40

| O47 | Bookmobile/Outreach | 515 |
| O48 | Total (O45 + O46 + O47) | 645 |

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	226
O50	All Branches (O2 + O18 + O26 + O34 + O42)	25
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	115
O52	Total (O4 + O20 + O28 + O36 + O44)	366

Number of Live In–Person Program Sessions (Onsite and Offsite)

The number of live in–person program sessions (#O55) must be equal to the Total Number of Programs that was calculated above, in item #O52

O53	Number of Live In–Person Onsite Program Sessions	251
O54	Number of Live In–Person Offsite Program Sessions	115
O55	Total Live In–Person Program Sessions (O53 + O54)	366

Total Program Attendance:

O56	Main Library (O5 + O21 + O29 + O37 + O45)	3,226
O57	All Branches (O6 + O22 + O30 + O38 + O46)	291
O58	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	6,765
O59	Total (O8 + O24 + O32 + O40 + O48)	10,282

Live Program Attendance (Onsite and Offsite)

Live Program Attendance (O62) must be equal to the Total Program Attendance that was calculated above, in item #O59.

O60	Live In–Person Onsite Program Attendance	3,517
O61	Live In–Person Offsite Program Attendance	6,765
O62	Total Live In–Person Program Attendance (O60 + O61)	10,282
Virtual Programs		
O63	Number of Live Virtual Program Sessions	184
O64	Virtual Program Attendance	25,320
O65	Total Views of Recorded Program Presentations within 7 Days	19,408
O66	Total Number of Recorded Program Presentations	277

Self-Directed Activities (Passive Programs) (P1 - P8)

A Self–directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.

Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Self-Directed Activities (Passive Programs), Children (under age 12)

P1	Number of Programs	96
P2	Number of Participants	12,353

Self-Directed Activities (Passive Programs), Young Adult (ages 12 to 18)

P3	Number of Programs	29
P4	Number of Participants	807

Self-Directed Activities (Passive Programs), Other (all ages)

P5	Number of Programs	19
P6	Number of Participants	532
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	144
P8	Total Participants in Self-Directed Activities (P2 + P4 + P6)	13,692

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	51
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	374
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	91,176
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count
Q5	Website Visits	172,341

Intellectual Freedom Challenges (R1)

R1	Number of Intellectual Freedom Challenges	0

Planning and Evaluation (S1)

S1	Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, et	The uncertainty of this past fiscal year required us to be very conservative in terms of changes or improvements. Most COVID restrictions were in place until the middle of June, which meant we had limited in-person events, minimal staff on-site, and fewer patrons in the library. However, due to the nature of the pandemic, and the mobile, touch-free services suddenly in high demand, we were able to purchase a new Bookmobile in FY21. The new vehicle will cut down on operating and maintenance costs, plus due to its size it is a more flexible vehicle. It will allow us to incorporate the Bookmobile in Outreach programs, community festivals, and other big programs such as drive-in movies. We have also used it for home delivery service, as well as customized lending and programming at preschools and assisted living facilities.

Board Policies (T1 - T10)

Click on the check box if you have you reviewed your policies in the last five years

T1	Board Reimbursement of Expense Policy	No
T2	Conflict of Interest Policy	No
T3	Ethics Policy	No
T4	Fiscal Responsibility Policy	No
T5	Investment Policy	Yes
T6	Open Records Policy	Yes
T7	Procurement Code Policy	Yes
T8	Sponsorship Policy	No

T9	Trustee Orientation Policy	No
T10	Whistleblower Policy	Yes
	This Report Has Been Completed by:	Christina Cornelison
	Does your library collect a statistic that you think other Kentucky libraries should collect?	I feel that this annual report was representative of how we collect our stats. I appreciate the delineation of programming stats - keeping virtual and passive separate from in person is a good measure of use. The only statistic we keep that is not included in this report is summer reading participation.
	Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.	This is my first time completing the annual report, and I feel that it was a very straight forward process. Any question I had was quickly answered.