

# Madison County Public Library

## 2022 Kentucky Annual Report of Public Libraries

### General Information (A1 - A12)

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	\$3,691,762
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$3,691,762

#### State Government Revenue

B5	Construction Debt-Assistance Grant	\$100,100
B6	Other State Government Revenue	\$0
B7	<b>State Government Revenue Total (sum B5 through B6)</b>	\$100,100

#### Federal Government Revenue

B11a	LSTA CARES Act Grant	\$0
B11b	ARPA Grant	\$16,449
B12	Other Federal Government Revenue	\$4,000
B13	<b>Federal Government Revenue Total (B11a + B11b + B12)</b>	\$20,449

#### Other Operating Income

B14	Other Operating Revenue	\$75,874
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$3,888,185

### Operating Expenditures (C1 - C41)

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

#### Collection Expenditures

C1	Print Materials	\$186,750
C2	Electronic Materials Expenditures	\$19,715
C3	Audiovisual Materials	\$48,996

C4	Electronic Collections [databases]	\$53,826
C5	Other Library Materials	\$0
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$309,287

#### Salary Expenditures

C7	Library Director	\$77,255
C7a	Years as Director at Current Library (ex: 1.5)	1.5
C8	Other Library Personnel	\$1,297,573
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$1,374,828

#### Fringe Benefits

C11	Required Fringe Benefits	\$142,436
C12	Retirement (Employer's Share)	\$318,796
C13	Medical Insurance (Employer's Share)	\$252,647
C14	Other	\$0
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$713,879

C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$2,088,707
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#### Other Operations

C17	Building Repair and Maintenance	\$138,611
C20	Office Supplies, Program Supplies, Postage	\$63,104
C21	Insurance	\$61,773
C22	Public Relations	\$28,473
C23	Utilities	\$72,603
C24	Professional Fees (include professional membership fees)	\$37,290
C25	Audit Fee	\$6,450
C26	Fiscal Year that Audit Covers	FY 2020-2021
C27	What year was the library's last long range plan adopted?	2016

C28	Repair and Replacement of Furnishings	\$0
C29	Other	\$26,613
C30	Specify	The bulk of our "other" expenses is monthly rent paid on a parking lot next to our Richmond location.
C33	<b>Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)</b>	\$434,917
C34	Bookmobile/Extended Services	\$1,622
C35	Continuing Education	\$15,221
C36	Operating Expenditures for Electronic Access	\$57,721
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$2,907,475

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	\$64,536
C39	Debt Service	\$557,113

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	<b>Total Capital Revenue (C40a through C40d)</b>	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$0

## 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

FY22 saw a gradual return to (somewhat) normal operations, and our approach this year was to let staff and the public choose a course of action that was right for them when it came to masking, avoiding crowds, etc. Once mandates expired, we stopped enforcing masking. We continued to follow CDDC guidance as it evolved, wipe down surfaces and prioritize extra sanitizing and cleaning. We were unable to have a full summer reading in July 2021, but it was back in full force in June 2022, and with record attendance. We returned to in-person programs prior to the beginning for the fiscal year, and our community rooms welcomed back local groups as they were ready to resume meeting. Our visits and circulation were very close to pre-COVID numbers.

### 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	334
E12	Library Visits	66,087
E13	Number of Registered Users	16,957
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	6,301
E15	Reference Transactions	39,652
E16a	Sunday Opening Time	1:00 PM
E16b	Sunday Closing Time	5:00 PM
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	0
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0

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)	66.00
E17.2a	Total Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	52.00
E18	Number of Branches	1
E19	Total Annual Hours Open	3,432.00

### 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	12
F1	Vehicle Year, Make, and Model	2021 Dodge Promaster
F2	Owner of Vehicle	privately
F3	Number of Stops in an Average Week	30

### 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
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G3	Vehicle Year, Make, and Model	
G4	Owner of Vehicle	
G5	Bookmobile Visits (number of persons entering the bookmobile)	
G6	Number of Registered Users	
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	
G8	Reference Transactions	
G9	Hours on the Road Per Week (but not serving patrons)	0
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	0
G9c	Tuesday - Daily Hours Open to the Public	0
G9d	Wednesday - Daily Hours Open to the Public	0
G9e	Thursday - Daily Hours Open to the Public	0
G9f	Friday - Daily Hours Open to the Public	0
G9g	Saturday - Daily Hours Open to the Public	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	
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)	0.00
G11	Number of Bookmobiles	0

## 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	1,686
H12	Library Visits	135,805
H12a	Library Visits Reporting Method	CT - Annual Count
H13	Number of Registered Users	32,917
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	12,753
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
H15	Reference Transactions	81,483
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	<b>Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)</b>	66.00

The following three items cannot total more than 52 weeks. The main library is either closed, has limited occupancy, or is open.

H17.2	Number of Weeks Main Library was Closed Due to COVID-19	0
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	0
H18	Number of Weeks Main Library is Open	52
H19	Does your library have a Friends group?	
	Yes	Yes
	No	No

## Facility Info (I1 - I32)

Square Footage

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

Number of Meetings Held

I10	<b>Main Library (from H11)</b>	1,686
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I11	Branch Libraries (sum of E11 branch data)	334
I12	Total (I10 + I11)	2,020

#### Library Visits

I13	Main Library (from H12)	135,805
I14	Branch Libraries (sum of E12 branch data)	66,087
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	201,892

#### Number of Registered Users

I17	Main Library (from H13)	32,917
I18	Branch Libraries (sum of E13 branch data)	16,957
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	49,874

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

I21	Main Library (from H14)	12,753
I22	Branch Libraries (sum of E14 branch data)	6,301
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	19,054

#### Reference Transactions

I25	Main Library (from H15)	81,483
I26	Branch Libraries (sum of E15 branch data)	39,652
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	121,135

#### Public Service Hours per Year

I29	Main Library (sum of (H17.3 + H18) * H17)	3,432.00
I30	Branch Libraries (sum of (E17.2 + E17.3) * E17)	3,432.00

I31	Bookmobiles (sum of (G9.2 + G9.3) * G10)	0.00
I32	Total ( I29 + I30 + I31)	6,864.00

## Library Staff (J1- J5)

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	Librarians without an ALA Accredited Master's Degree in Library Science	7.0
J3	Total Librarians (J1 + J2):	10.50
J4	All Other Paid Staff	40.50
J5	Total Paid Employees (J3 + J4):	51.00

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	44,644
K2	Young Adult Books (ages 12 to 18)	8,148
K3	Children's Books (under age 12)	39,046
K4	Total (K1 + K2 + K3)	91,838

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	180,749
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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	6
K7b	State (State Government or State Library) ** Include <b>66 KYVL databases</b> **	66
<b>K7</b>	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	<b>72</b>
<b>K9</b>	<b>Audio - Physical Units</b>	<b>4,449</b>
<b>K10</b>	<b>Audio - Downloadable Units</b>	<b>55,529</b>
<b>K13</b>	<b>Video - Physical Units</b>	<b>15,969</b>
<b>K14</b>	<b>Video - Downloadable Units</b>	<b>2,035</b>
<b>K15</b>	<b>Other Material in Collection</b>	<b>978</b>
<b>K16</b>	<b>Current Print Serial Subscriptions</b>	<b>46</b>
<b>K17</b>	<b>Book/Serial Volumes (K4 + K16)</b>	<b>91,884</b>

**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)**

<b>L1</b>	<b>Main Library</b>	<b>67,877</b>
<b>L2</b>	<b>All Branches</b>	<b>45,740</b>
<b>L3</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L4</b>	<b>Total (L1 + L2 + L3)</b>	<b>113,617</b>

**Book Circulation, Young Adult (ages 12 to 18)**

<b>L5</b>	<b>Main Library</b>	<b>14,002</b>
<b>L6</b>	<b>All Branches</b>	<b>6,506</b>
<b>L7</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L8</b>	<b>Total (L5 + L6+ L7)</b>	<b>20,508</b>

**Book Circulation, Children's (under age 12)**

<b>L9</b>	<b>Main Library</b>	<b>80,317</b>
<b>L10</b>	<b>All Branches</b>	<b>39,117</b>
<b>L11</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L12</b>	<b>Total (L9 + L10+ L11)</b>	<b>119,434</b>

**Book Circulation Total**

<b>L13</b>	<b>Main Library (L1 + L5 + L9)</b>	<b>162,196</b>
<b>L14</b>	<b>All Branches (L2 + L6 + L10)</b>	<b>91,363</b>
<b>L15</b>	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	<b>0</b>
<b>L16</b>	<b>Total (L4 + L8 + L12)</b>	<b>253,559</b>

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**

<b>L21</b>	<b>Main Library</b>	<b>3,335</b>
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<b>L22</b>	<b>All Branches</b>	<b>3,275</b>
<b>L23</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L24</b>	<b>Total (L21 + L22 + L23)</b>	<b>6,610</b>

#### **Audiovisual Circulation Other Audio**

<b>L25</b>	<b>Main Library</b>	<b>1,135</b>
<b>L26</b>	<b>All Branches</b>	<b>814</b>
<b>L27</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L28</b>	<b>Total (L25 + L26 + L27)</b>	<b>1,949</b>

#### **Audiovisual Circulation Videos**

<b>L29</b>	<b>Main Library</b>	<b>61,525</b>
<b>L30</b>	<b>All Branches</b>	<b>33,762</b>
<b>L31</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L32</b>	<b>Total (L29 + L30 + L31)</b>	<b>95,287</b>

#### **Audiovisual Circulation Other**

<b>L33</b>	<b>Main Library</b>	<b>6,596</b>
<b>L34</b>	<b>All Branches</b>	<b>3,423</b>
<b>L35</b>	<b>Bookmobile/Outreach</b>	<b>0</b>
<b>L36</b>	<b>Total (L33 + L34 + L35)</b>	<b>10,019</b>

#### **Audiovisual Circulation Total**

<b>L37</b>	<b>Main Library (L21 + L25 + L29 + L33)</b>	<b>72,591</b>
<b>L38</b>	<b>All Branches (L22 + L26 + L30 + L34)</b>	<b>41,274</b>
<b>L39</b>	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	<b>0</b>
<b>L40</b>	<b>Total (L24 + L28 + L32 + L36)</b>	<b>113,865</b>

**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	3,903
L42	All Branches	2,165
L43	Bookmobile/Outreach	0
L44	<b>Total (L41 + L42 + L43)</b>	<b>6,068</b>

#### Total Circulation

L45	<b>Main Library (L13 + L37 + L41)</b>	<b>238,690</b>
L46	<b>All Branches (L14 + L38 + L42)</b>	<b>134,802</b>
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	<b>0</b>

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	109,693
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	<b>483,185</b>
L50	Successful Retrieval of Electronic Information	19,395

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	104,063
L52	All Branches	53,175
L53	Bookmobile/Outreach	0
L54	<b>Total (L51 + L52 + L53)</b>	<b>157,238</b>

#### 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	19387
M2	Use Statistics	In house use

## Interlibrary Cooperation (N1 - N6)

### Loaned To

N1	Print	4,858
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N2	Nonprint	0
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N3	<b>Total (N1 + N2):</b>	4,858
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### Borrowed From

N4	Print	2,043
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N5	Nonprint	0
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N6	<b>Total (N4 + N5):</b>	2,043
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## Programs (O1 - O38)

Please [see long note on Synchronous Program Sessions here](#)

### PROGRAM SESSIONS

#### The Number of Synchronous (Live) Onsite Program Sessions

O1	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	223
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O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	392
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O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	109
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O4	Number of Programs Targeted at Adults (age 19 and older)	573
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O5	Number of Programs Targeted at Multiple Age Levels	55
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O6	<b>Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)</b>	1,352
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#### The Number of Synchronous (Live) Offsite Program Sessions

O7	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	32
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O8	Number of Programs Targeted at Elementary School Children (ages 6–12)	66
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<b>O9</b>	<b>Number of Programs Targeted at Young Adults (ages 12 to 18)</b>	<b>121</b>
<b>O10</b>	<b>Number of Programs Targeted at Adults (age 19 and older)</b>	<b>195</b>
<b>O11</b>	<b>Number of Programs Targeted at Multiple Age Levels</b>	<b>15</b>
<b>O12</b>	<b>Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)</b>	<b>429</b>

#### **The Number of Synchronous (Live) Virtual Program Sessions**

<b>O13</b>	<b>Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)</b>	<b>5</b>
<b>O14</b>	<b>Number of Programs Targeted at Elementary School Children (ages 6–12)</b>	<b>1</b>
<b>O15</b>	<b>Number of Programs Targeted at Young Adults (ages 12 to 18)</b>	<b>5</b>
<b>O16</b>	<b>Number of Programs Targeted at Adults (age 19 and older)</b>	<b>3</b>
<b>O17</b>	<b>Number of Programs Targeted at Multiple Age Levels</b>	<b>0</b>
<b>O18</b>	<b>Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)</b>	<b>14</b>

#### **PROGRAM ATTENDANCE**

##### **Attendance at Synchronous (Live) Onsite Programs**

<b>O19</b>	<b>Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)</b>	<b>5,123</b>
<b>O20</b>	<b>Attendance at Programs Targeted at Elementary School Children (ages 6–12)</b>	<b>9,107</b>
<b>O21</b>	<b>Attendance at Programs Targeted at Young Adults (ages 12 to 18)</b>	<b>991</b>
<b>O22</b>	<b>Attendance at Programs Targeted at Adults (age 19 and older)</b>	<b>3,232</b>
<b>O23</b>	<b>Attendance at Programs Targeted at Multiple Age Levels</b>	<b>4,730</b>

<b>O24</b>	<b>Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)</b>	<b>23,183</b>
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**Attendance at Synchronous (Live) Offsite Programs**

<b>O25</b>	<b>Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)</b>	<b>1,238</b>
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<b>O26</b>	<b>Attendance at Programs Targeted at Elementary School Children (ages 6–12)</b>	<b>5,216</b>
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<b>O27</b>	<b>Attendance at Programs Targeted at Young Adults (ages 12 to 18)</b>	<b>6,842</b>
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<b>O28</b>	<b>Attendance at Programs Targeted at Adults (age 19 and older)</b>	<b>4,772</b>
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<b>O29</b>	<b>Attendance at Programs Targeted at Multiple Age Levels</b>	<b>4,057</b>
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<b>O30</b>	<b>Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)</b>	<b>22,125</b>
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**Synchronous (Live) Virtual Program Attendance**

<b>O31</b>	<b>Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)</b>	<b>329</b>
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<b>O32</b>	<b>Attendance at Programs Targeted at Elementary School Children (ages 6–12)</b>	<b>271</b>
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<b>O33</b>	<b>Attendance at Programs Targeted at Young Adults (ages 12 to 18)</b>	<b>388</b>
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<b>O34</b>	<b>Attendance at Programs Targeted at Adults (age 19 and older)</b>	<b>1,160</b>
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<b>O35</b>	<b>Attendance at Programs Targeted at Multiple Age Levels</b>	<b>0</b>
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<b>O36</b>	<b>Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)</b>	<b>2,148</b>
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<b>O37</b>	<b>Total Number of Recorded Program Presentations</b>	<b>8</b>
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<b>O38</b>	<b>Total Views of Recorded Program Presentations within 7 Days</b>	<b>511</b>
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## 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 may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

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

P1	Number of Programs	54
P2	Number of Participants	7,236

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

P3	Number of Programs	57
P4	Number of Participants	1,353

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

P5	Number of Programs	1
P6	Number of Participants	30
P7	<b>Total Number of Self-Directed Activities (P1 + P3 + P5)</b>	112
P8	<b>Total Participants in Self-Directed Activities (P2 + P4 + P6)</b>	8,619

## Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	44
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	319
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	137,373

<b>Q4a</b>	<b>Reporting Method for Wireless Sessions</b>	<b>CT - Annual Count</b>
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<b>Q5</b>	<b>Website Visits</b>	<b>188,148</b>
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### **Intellectual Freedom Challenges (R1)**

<b>R1</b>	<b>Number of Intellectual Freedom Challenges</b>	<b>0</b>
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### **Planning and Evaluation (S1)**

<p><b>S1</b> 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</p>	<p>FY22 included many much-needed updates to our Berea facility. We repaired a ridge in the Berea parking lot that was causing cars to scrape against the asphalt as they entered the lot. We removed several dead branches, bushes and trees from all sides of the Berea facility's property line, and removed significant overgrowth in the reading garden. Finally, we converted Berea's single use Theater Room into a meeting room, which has already greatly increased the number of meetings held in Berea in just over a month. We repaired a significant leak in the Richmond facility's chiller and continue to make improvements to the HVAC system. The ongoing leak in the Richmond facility's ground floor was finally repaired by the installation of a new sump pump. Our bookmobile and outreach vehicles were both rebranded with colorful wraps that include our logo, slogan, location and contact information. These vehicles are now essentially billboards on wheels. Finally, we returned to in-person programs in full force in FY22. We hosted a Youth Book Festival in April, became a PearsonVUE certified GED testing site in June, and had our most-attended Summer Reading to date.</p>
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**Board Policies (T1 - T10)**

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

<p><b>T1</b> Board Reimbursement of Expense Policy</p>	<p>Yes</p>
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<b>T2</b>	<b>Conflict of Interest Policy</b>	<b>Yes</b>
<b>T3</b>	<b>Ethics Policy</b>	<b>No</b>
<b>T4</b>	<b>Fiscal Responsibility Policy</b>	<b>Yes</b>
<b>T5</b>	<b>Investment Policy</b>	<b>Yes</b>
<b>T6</b>	<b>Open Records Policy</b>	<b>Yes</b>
<b>T7</b>	<b>Procurement Code Policy</b>	<b>Yes</b>
<b>T8</b>	<b>Sponsorship Policy</b>	<b>No</b>
<b>T9</b>	<b>Trustee Orientation Policy</b>	<b>No</b>
<b>T10</b>	<b>Whistleblower Policy</b>	<b>Yes</b>

**This Report Has Been Completed by: Christina Cornelison**

**Does your library collect a statistic that you think other Kentucky libraries should collect?**

**We keep track of the number of notary services we provide - really just for our own record keeping.**

**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.**

**Jay makes the annual report very straightforward and answers my many questions quickly and with patience. The only area I believe could be improved is some guidance/regulation when it comes to collecting data, particularly numbers like program attendance. I think many libraries approach attendance stats differently.**