

Madison County Public Library

2020 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
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	5.7
A15	Personal	7.0
A16	Motor Vehicle/Water Craft	3.2

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 or C31). 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	\$3,287,792
B2	Other	\$0

B3	Local Government Revenue Total (B1 + B2):	\$3,287,792
State Government Revenue		
B4	State Aid Grant	\$34,239
B5	Construction Debt-Assistance Grant	\$100,100
B6	Other State Government Revenue	\$29,300
B7	State Government Revenue Total (sum B4 through B6)	\$163,639
Federal Government Revenue		
B12	Federal Government Revenue	\$0
B13	Federal Government Revenue Total	\$0
Other Operating Income		
B14	Other Operating Revenue	\$142,211
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$3,593,642

Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	\$253,368
C2	Electronic Materials Expenditures	\$24,775
C3	Audiovisual Materials	\$76,217
C4	Electronic Collections [databases]	\$42,215
C5	Other Library Materials	\$0
C6	Collection Expenditures Total (C1 through C5)	\$396,575

Salary Expenditures

C7	Library Director	\$85,378
C8	Other Library Personnel	\$1,189,952
C10	Salary Expenditures Total (C7 + C8)	\$1,275,330

Fringe Benefits

C11	Required Fringe Benefits	\$98,172
C12	Retirement (Employer's Share)	\$256,034

C13	Medical Insurance (Employer's Share)	\$243,991
C14	Other	\$0
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$598,197
C16	Total Staff Expenditures (C10 + C15)	\$1,873,527

Other Operations

C17	Building Repair	\$2,248
C18	Building Maintenance	\$109,928
C20	Office Supplies, Program Supplies, Postage	\$67,374
C21	Insurance	\$57,800
C22	Public Relations	\$24,427
C23	Utilities	\$77,695
C24	Professional Fees	\$109,859
C25	Audit Fee	\$6,325
C26	Fiscal Year that Audit Covers	FY 2018-2019
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$2,175
C29	Other	\$71,141
C30	Specify	equip rental, phone, other
C31	Other	\$69,462
C32	Specify	circ & processing
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$598,434
C34	Bookmobile/Extended Services	\$13,739
C35	Continuing Education	\$31,115
C36	Operating Expenditures for Electronic Access	\$72,289
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$2,985,679

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 \$876,238

C39 Debt Service \$574,213

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 \$950,000

C40b State - Capital Revenue \$0

C40c Federal - Capital Revenue \$0

C40d Other - Capital Revenue \$0

C40 **Total Capital Revenue**
(C40a through C40d) \$950,000

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 Yes

Bookmobile/Extended Services Yes

Continuing Education Yes

None of the Above No

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 Yes

- public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?
- D3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- D4 Did the library allow users to complete registration for library cards online without having to come to the library before 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
- D8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- D9 Did the library create and provide recordings of program content via the Yes

	Internet during the Coronavirus (COVID-19) pandemic?	
D10	Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before 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?	No
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)

D14	Total Recordings of Program Content	54
D15	Total Views of Recorded Program Content	596
D16	Describe the Library's Response to the COVID-19 Pandemic	Both physical locations of the Madison County Public Library and the Bookmobile closed to public on March 16, 2020. The majority of the staff continued to report in to work, providing telephone and email support to customers and providing physical materials in a touch-free manner through our electronic locker system. For a portion of the closure, we also provided curbside service and touch-free delivery of customer printouts. We continued to disseminate seed packets from our annual seed library (more than 10,000 packets) through the mail or other touch-free methods. For a portion of the shutdown, we also provided home delivery of materials using the "Door Dash" method of leaving the materials by the front door and alerting the customer. Throughout the shutdown

and continuing after reopening, our programming staff responded quickly to shift all programming, including Summer Reading, to a hybrid virtual and touch-free environment. This included live programming on FaceBook and recorded programming on YouTube plus physical programming through our "Take and Make" activities for all ages that included such things as crafts, physical fitness, and STEM activities. We wanted to make sure we included activities for customers that could not access them electronically. Our collections staff redirected collection dollars into bolstering our electronic materials collection, while our IT staff aggregated free online resources into a special section on our website. The library director, Ruthie Maslin, as chair of the KY Public Library Association, led the development of a statewide phased reopening plan for KY public libraries in conjunction with the KY Dept. for Libraries and Archives and library directors across the state. This plan was approved by the Governor's Office, allowing libraries to begin reopening to public traffic on June 8. At that time, MCPL resumed in-person services with reduced hours and no on-site programming. The Bookmobile remained closed, but home and organizational delivery of materials has continued, and the Bookmobile has currently been redirected to serve as a mobile hotspot in various community locations to support online school and learning activities. Prior to reopening, the library reconfigured interior furnishings and public computers to comply with social distancing guidelines. Plexiglass shields were installed at public service points. Staff received training on cleaning protocols and the use of PPE. Materials continue to be disinfected and quarantined for 72 hours when returned. We spray the stacks daily with disinfectant. We have removed all high-touch items (like manipulatives in the the kids' areas) and have installed WetKeys keyboards and mice at all public computer stations to facilitate frequent cleaning.

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	232
E12	Library Visits	73,429
E13	Number of Registered Users	19,288
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	11,030
E15	Reference Transactions	48,667
E16a	Sunday Opening Time	1 PM
E16b	Sunday Closing Time	5 PM
E16c	Hours	4.00
E16d	Monday Opening Time	9 AM
E16e	Monday Closing Time	8 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9 AM
E16h	Tuesday Closing Time	8 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9 AM
E16k	Wednesday Closing Time	8 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9 AM
E16n	Thursday Closing Time	8 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9 AM
E16q	Friday Closing Time	6 PM
E16r	Hours	9.00
E16s	Saturday Opening Time	9 AM
E16t	Saturday Closing Time	6 PM
E16u	Hours	9.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	12
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	3
E17.3	Number of Weeks Branch Library is Open	40
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	40.00
	(Sum of all E17.3)	
E18	Number of Branches	1
E19	Total Annual Hours Open	2,640.00

Outreach Vehicles (F1 - F5)

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	License Number	
F2	Vehicle Year, Make, and Model	
F3	Mileage on Odometer	
F4	Owner of Vehicle	state
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 (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	KYw6647
G3	Vehicle Year, Make, and Model	2008 Dodge Sprinter
G4	Owner of Vehicle	state
G5	Bookmobile Visits (number of persons entering the bookmobile)	6,665
G6	Number of Registered Users	838
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0

G8	Reference Transactions	1,553
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	7
G9c	Tuesday - Daily Hours Open to the Public	6
G9d	Wednesday - Daily Hours Open to the Public	7
G9e	Thursday - Daily Hours Open to the Public	7
G9f	Friday - Daily Hours Open to the Public	5
G9g	Saturday - Daily Hours Open to the Public	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	15
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	0
G9.3	Number of Weeks Bookmobile is Open	50
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	50.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	32.00
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	2,025
H12	Library Visits	142,872
H13	Number of Registered Users	37,059
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	17,499
H15	Reference Transactions	88,862
Hours Open to the Public		
H16a	Sunday Opening Time	1 PM
H16b	Sunday Closing Time	5 PM
H16c	Hours	4.00
H16d	Monday Opening Time	9 AM
H16e	Monday Closing Time	8 PM
H16f	Hours	11.00
H16g	Tuesday Opening Time	9 AM
H16h	Tuesday Closing Time	8 PM
H16i	Hours	11.00
H16j	Wednesday Opening Time	9 AM
H16k	Wednesday Closing Time	8 PM
H16l	Hours	11.00
H16m	Thursday Opening Time	9 AM
H16n	Thursday Closing Time	8 PM
H16o	Hours	11.00
H16p	Friday Opening Time	9 AM
H16q	Friday Closing Time	6 PM
H16r	Hours	9.00
H16s	Saturday Opening Time	9 AM
H16t	Saturday Closing Time	6 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	12
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	3

H18	Number of Weeks Main Library is Open	40
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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)	2,025
I11	Branch Libraries (sum of E11 branch data)	232
I12	Total (I10 + I11)	2,257

Library Visits

I13	Main Library (from H12)	142,872
I14	Branch Libraries (sum of E12 branch data)	73,429
I15	Bookmobiles (sum of G5 branch data)	6,665
I16	Total (I13 + I14 + I15)	222,966

Number of Registered Users

I17	Main Library (from H13)	37,059
I18	Branch Libraries (sum of E13 branch data)	19,288
I19	Bookmobiles (sum of G6 branch data)	838
I20	Total (I17 + I18 + I19)	57,185

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

I21	Main Library (from H14)	17,499
I22	Branch Libraries (sum of E14 branch data)	11,030
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	28,529

Reference Transactions

I25	Main Library (from H15)	88,862
I26	Branch Libraries (sum of E15 branch data)	48,667
I27	Bookmobiles (sum of G8 branch data)	1,553

I28	Total (I25 + I26 + I27)	139,082
Public Service Hours per Year		
I29	Main Library (H17 * H18)	2,640.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	2,640.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	1,600.00
I32	Total (I29 + I30 + I31)	6,880.00

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	3.00
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	2.00
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	4.00
J6	Number of Librarians with Less Than a Bachelor's Degree	.0
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	9.00
J8	All Other Paid Staff	32.75
J9	Total Paid Employees (J7 + J8):	41.75

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	47,996
K2	Young Adult Books (ages 12 to 18)	8,302
K3	Children's Books (under age 12)	41,593
K4	Total (K1 + K2 + K3)	97,891

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	167,597
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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	8
K7b	State (State Government or State Library) ** Include 66 KYVL databases **	66
K7	Total Electronic Collections [databases]	74

(K7a+K7b)

K9	Audio - Physical Units	6,844
K10	Audio - Downloadable Units	41,836
K13	Video - Physical Units	21,136
K14	Video - Downloadable Units	1,961
K15	Other Material in Collection	593
K16	Current Print Serial Subscriptions	76
K17	Book/Serial Volumes (K4 + K16)	97,967

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	53,819
L2	All Branches	43,167
L3	Bookmobile/Outreach	5,460
L4	Total (L1 + L2 + L3)	102,446

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	10,150
L6	All Branches	4,615
L7	Bookmobile/Outreach	97
L8	Total (L5 + L6+ L7)	14,862

Book Circulation, Children's (under age 12)

L9	Main Library	54,567
L10	All Branches	34,288
L11	Bookmobile/Outreach	7,852
L12	Total (L9 + L10+ L11)	96,707

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	118,536
L14	All Branches (L2 + L6 + L10)	82,070
L15	Bookmobile/Outreach (L3 + L7 + L11)	13,409
L16	Total (L4 + L8 + L12)	214,015

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	4,822
L22	All Branches	4,719
L23	Bookmobile/Outreach	217
L24	Total (L21 + L22 + L23)	9,758

Audiovisual Circulation Other Audio

L25	Main Library	2,822
L26	All Branches	1,780
L27	Bookmobile/Outreach	922
L28	Total (L25 + L26 + L27)	5,524

Audiovisual Circulation Videos

L29	Main Library	75,439
L30	All Branches	52,944
L31	Bookmobile/Outreach	2,459
L32	Total (L29 + L30 + L31)	130,842

Audiovisual Circulation Other

L33	Main Library	4,970
L34	All Branches	3,448
L35	Bookmobile/Outreach	15
L36	Total (L33 + L34 + L35)	8,433

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	88,053
L38	All Branches (L22 + L26 + L30 + L34)	62,891
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	3,613
L40	Total (L24 + L28 + L32 + L36)	154,557

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	4,460
L42	All Branches	1,683
L43	Bookmobile/Outreach	203
L44	Total (L41 + L42 + L43)	6,346

Total Circulation

L45	Main Library (L13 + L37 + L41)	211,049
L46	All Branches (L14 + L38 + L42)	146,644
L47	Bookmobile/Outreach (L15 + L39 + L43)	17,225

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	89,109
L49	Total Circulation (L16 + L40 + L44 + L48)	464,027
L50	Successful Retrieval of Electronic Information	31,671

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	79,905
L52	All Branches	53,212
L53	Bookmobile/Outreach	8,663
L54	Total (L51 + L52 + L53)	141,780

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 use and seed library
M2	Use Statistics	113782

Interlibrary Cooperation (N1 - N6)**Loaned To**

N1	Print	4,028
N2	Nonprint	0
N3	Total (N1 + N2):	4,028

Borrowed From

N4	Print	3,846
N5	Nonprint	0
N6	Total (N4 + N5):	3,846

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. Also, do not enter the number of programs or attendance in more than one category. Do not include passive programming.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	114
O2	All Branches	67
O3	Bookmobile/Outreach	242
O4	Total (O1 + O2 + O3)	423

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	3,615
O6	All Branches	1,401
O7	Bookmobile/Outreach	15,942
O8	Total (O5 + O6 + O7)	20,958

Elementary School - *number of programs*

O17	Main Library	159
O18	All Branches	146
O19	Bookmobile/Outreach	125
O20	Total (O17 + O18 + O19)	430

Elementary School - *number of attendees*

O21	Main Library	6,493
O22	All Branches	5,864
O23	Bookmobile/Outreach	15,492
O24	Total (O21 + O22 + O23)	27,849

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

O25	Main Library	37
O26	All Branches	28
O27	Bookmobile/Outreach	67
O28	Total (O25 + O26 + O27)	132

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

O29	Main Library	434
O30	All Branches	243
O31	Bookmobile/Outreach	2,571
O32	Total (O29 + O30 + O31)	3,248

Adult Programs - *number of programs*

O33	Main Library	272
O34	All Branches	161
O35	Bookmobile/Outreach	232
O36	Total (O33 + O34 + O35)	665

Adult Programs - *number of attendees*

O37	Main Library	3,976
O38	All Branches	2,900
O39	Bookmobile/Outreach	17,747
O40	Total (O37 + O38 + O39)	24,623

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

O41	Main Library	28
O42	All Branches	28
O43	Bookmobile/Outreach	0
O44	Total (O41 + O42 + O43)	56

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

O45	Main Library	1,802
O46	All Branches	853
O47	Bookmobile/Outreach	0
O48	Total (O45 + O46 + O47)	2,655

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	610
O50	All Branches (O2 + O18 + O26 + O34 + O42)	430
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	666
O52	Total (O4 + O20 + O28 + O36 + O44)	1,706

Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	16,320
O54	All Branches (O6 + O22 + O30 + O38 + O46)	11,261
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	51,752
O56	Total (O8 + O24 + O32 + O40 + O48)	79,333

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 - Q5)

Q1	Number of Internet Computers Used by General Public	70
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	653
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	151,382
Q5	Website Visits	123,205

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	<p>One of the highlights of FY20 was the opening of the new addition in Richmond, which doubled the size of the facility there, mostly in the form of meeting rooms for the public and offices. The grand opening was at the end of August, and use almost immediately skyrocketed, to the point we considered adding staff to help manage the use. And then, just when we were hitting our stride, we had to scramble to shut it all down again due to the COVID19 pandemic. We spent a week cancelling programs and meetings, which was extremely disheartening for both staff and the community. COVID19 presented new challenges but also new opportunities, and our library staff were eager and quick to reframe programming, service, and collections. Within the first weeks of shutdown to the public, the staff had already devised multiple methods of providing service and programs in a touch-free environment using curbside and home delivery, materials delivery through our electronic locker system, and virtual and take and make programs. Many of these responses we will continue to utilize even after the pandemic has ended. Most staff continued to report in during the time we were closed to the public, and we used that time to weed our entire collection, clean up customer accounts, and do building maintenance, which included repainting the interior of the Berea location, and doing a sewer revision project in Richmond. And while the substantial completion of the Richmond addition allowed us to open to the public in August 2019, the construction project itself continued throughout the fiscal year and into FY21, in large</p>
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part due to issues with the HVAC subcontractors that necessitated calling the bond for that company and engaging a new company to complete the contracted work. In December 2019, we launched our new website, which included a major rebranding effort. The website has gotten rave reviews from our customers, and the new platform made it much easier to utilize the website in new ways during the pandemic shut down. We had three long-time staff members retire in July 2019 and at that time, we did some minor restructuring of the staff. We added a custodial team for the new Richmond expansion. We had two new Trustees in spring 2020, replacing two long-time Trustees, one who had to resign her term early due to family illness, and one whose second term ended.

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	Yes
T2	Conflict of Interest Policy	Yes
T3	Ethics Policy	Yes
T4	Fiscal Responsibility Policy	Yes
T5	Investment Policy	Yes
T6	Open Records Policy	Yes
T7	Procurement Code Policy	Yes
T8	Sponsorship Policy	Yes
T9	Trustee Orientation Policy	Yes
T10	Whistleblower Policy	Yes

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

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.

figuring out how to report COVID19 shutdown use was a little challenging. But of course so was the pandemic itself!