

# Campbell County Public Library District

## 2019 Kentucky Annual Report of Public Libraries

### General Information (A1 - A16)

A1	County	Campbell
A2	Estimated Population	92,547
A3	Library Name	Campbell County Public Library District
Street Address		
A4	Street Address	3920 Alexandria Pike
A5	City	Cold Spring
A6	Zip Code	41076
Mailing Address		
A8	Mailing Address	3920 Alexandria Pike
A9	City	Cold Spring
A10	Zip Code	41076
A12	Phone	(859) 781-6166
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	7.5
A15	Personal	7.5
A16	Motor Vehicle/Water Craft	2.6

### 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	\$4,672,024
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	<b>\$4,672,024</b>

#### State Government Revenue

B4	State Aid Grant	\$41,237
B5	Construction Debt-Assistance Grant	\$114,043

B6	Other State Government Revenue	\$0
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$155,280
Federal Government Revenue		
B12	Federal Government Revenue	\$45,979
B13	<b>Federal Government Revenue Total</b>	\$45,979
Other Operating Income		
B14	Other Operating Revenue	\$202,622
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$5,075,905

## **Operating Expenditures (C1 - C42)**

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

### Collection Expenditures

C1	Print Materials	\$336,398
C2	Electronic Materials Expenditures	\$144,512
C3	Audiovisual Materials	\$159,162
C4	Electronic Collections [databases]	\$33,337
C5	Other Library Materials	\$0
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$673,409

### Salary Expenditures

C7	Library Director	\$94,039
C8	Other Library Personnel	\$2,239,464
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$2,333,503

### Fringe Benefits

C11	Required Fringe Benefits	\$191,381
C12	Retirement (Employer's Share)	\$390,845
C13	Medical Insurance (Employer's Share)	\$278,173
C14	Other	\$6,942
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$867,341
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$3,200,844

### Other Operations

C17	Building Repair	\$53,138
C18	Building Maintenance	\$55,071
C20	Office Supplies, Program Supplies, Postage	\$110,814
C21	Insurance	\$54,361

C22	Public Relations	\$98,039
C23	Utilities	\$92,629
C24	Professional Fees	\$61,721
C25	Audit Fee	\$10,198
C26	Fiscal Year that Audit Covers	FY 2017-2018
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$1,647
C29	Other	\$65,595
C30	Specify	Processing materials, Presenters, Board Activities, Vol Appreciation
C31	Other	\$168,487
C32	Specify	Misc, Facilities Rent, Contracted Computer Services, Telephone, Travel
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	
		\$771,700
C34	Bookmobile/Extended Services	\$11,505
C35	Continuing Education	\$22,336
C36	Operating Expenditures for Electronic Access	\$67,406
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	
		\$4,747,200

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

C38	Capital Outlay Expenditures	\$143,112
C39	Debt Service	\$302,072

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

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
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

### 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	Carrico/Fort Thomas Branch
E2	Street Address	1000 Highland Avenue
E3	City	Fort Thomas
E4	Zip Code	41075
E6	Phone	(859) 572-5033
E8	Square Footage	15,000
E11	Number of Meetings Held	1,413
E12	Library Visits	168,956
E13	Number of Registered Users	17,385
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	18,503
E15	Reference Transactions	38,363
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00
E16d	Monday Opening Time	9a
E16e	Monday Closing Time	9p
E16f	Hours	12.00
E16g	Tuesday Opening Time	9a
E16h	Tuesday Closing Time	9p

E16i	Hours	12.00
E16j	Wednesday Opening Time	9a
E16k	Wednesday Closing Time	9p
E16l	Hours	12.00
E16m	Thursday Opening Time	9a
E16n	Thursday Closing Time	9p
E16o	Hours	12.00
E16p	Friday Opening Time	9a
E16q	Friday Closing Time	7p
E16r	Hours	10.00
E16s	Saturday Opening Time	9a
E16t	Saturday Closing Time	5p
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Newport Branch
E2	Street Address	901 East Sixth Street
E3	City	Newport
E4	Zip Code	41071
E6	Phone	(859) 572-5035
E8	Square Footage	27,000
E11	Number of Meetings Held	1,564
E12	Library Visits	185,591
E13	Number of Registered Users	14,021
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	27,793
E15	Reference Transactions	46,137
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00
E16d	Monday Opening Time	9a
E16e	Monday Closing Time	9p
E16f	Hours	12.00
E16g	Tuesday Opening Time	9a
E16h	Tuesday Closing Time	9p
E16i	Hours	12.00
E16j	Wednesday Opening Time	9a
E16k	Wednesday Closing Time	9p
E16l	Hours	12.00
E16m	Thursday Opening Time	9a
E16n	Thursday Closing Time	9p
E16o	Hours	12.00

E16p	Friday Opening Time	9a
E16q	Friday Closing Time	7p
E16r	Hours	10.00
E16s	Saturday Opening Time	9a
E16t	Saturday Closing Time	5p
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Alexandria Branch
E2	Street Address	8333 Alexandria Pike
E3	City	Alexandria
E4	Zip Code	41001
E6	Phone	(859) 572-7463
E8	Square Footage	3,000
E11	Number of Meetings Held	227
E12	Library Visits	19,269
E13	Number of Registered Users	1,185
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,096
E15	Reference Transactions	3,887
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	NA
E16e	Monday Closing Time	NA
E16f	Hours	0.00
E16g	Tuesday Opening Time	11a
E16h	Tuesday Closing Time	7p
E16i	Hours	8.00
E16j	Wednesday Opening Time	11a
E16k	Wednesday Closing Time	7p
E16l	Hours	8.00
E16m	Thursday Opening Time	11a
E16n	Thursday Closing Time	7p
E16o	Hours	8.00
E16p	Friday Opening Time	11a
E16q	Friday Closing Time	7p
E16r	Hours	8.00
E16s	Saturday Opening Time	11a
E16t	Saturday Closing Time	5p
E16u	Hours	6.00
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)	178.00
E17.3a	<b>Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)</b>	156.00
E18	Number of Branches	3
E19	<b>Total Annual Hours Open</b>	9,256.00

## 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	KY Govt P3052
F2	Vehicle Year, Make, and Model	2010 Ford Transit
F3	Mileage on Odometer	56,318
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	35
F1	License Number	KY Govt P8584
F2	Vehicle Year, Make, and Model	2012 Ford Transit
F3	Mileage on Odometer	46,226
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	35
F1	License Number	KY READ 6613GG
F2	Vehicle Year, Make, and Model	2016 Honda HRV
F3	Mileage on Odometer	12,110
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	12

## 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	
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
G9.3	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	Cold Spring Branch
H2	Street Address	3920 Alexandria Pike
H3	City	Cold Spring
H4	Zip Code	41076
H6	Phone	(859) 781-6166
H8	Square Footage	14,600



H11	Number of Meetings Held	672
H12	Library Visits	161,645
H13	Number of Registered Users	20,932
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	17,574
H15	Reference Transactions	31,551
Hours Open to the Public		
H16a	Sunday Opening Time	1p
H16b	Sunday Closing Time	5p
H16c	Hours	4.00
H16d	Monday Opening Time	9a
H16e	Monday Closing Time	9p
H16f	Hours	12.00
H16g	Tuesday Opening Time	9a
H16h	Tuesday Closing Time	9p
H16i	Hours	12.00
H16j	Wednesday Opening Time	9a
H16k	Wednesday Closing Time	9p
H16l	Hours	12.00
H16m	Thursday Opening Time	9a
H16n	Thursday Closing Time	9p
H16o	Hours	12.00
H16p	Friday Opening Time	9a
H16q	Friday Closing Time	7p
H16r	Hours	10.00
H16s	Saturday Opening Time	9a
H16t	Saturday Closing Time	5p
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	70.00
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	Main Library (from H8)	14,600
I2	Branch Libraries (sum of E8 branch data)	45,000
I3	Total (I1 + I2)	59,600

#### Number of Meetings Held

I10	Main Library (from H11)	672
I11	Branch Libraries (sum of E11 branch data)	3,204
I12	Total (I10 + I11)	3,876

#### Library Visits

I13	Main Library (from H12)	161,645
I14	Branch Libraries (sum of E12 branch data)	373,816
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	535,461

#### Number of Registered Users

I17	Main Library (from H13)	20,932
I18	Branch Libraries (sum of E13 branch data)	32,591
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	53,523

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

I21	Main Library (from H14)	17,574
I22	Branch Libraries (sum of E14 branch data)	47,392
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	64,966

#### Reference Transactions

I25	Main Library (from H15)	31,551
I26	Branch Libraries (sum of E15 branch data)	88,387
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	119,938

#### Public Service Hours per Year

I29	Main Library (H17 * H18)	3,640.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	9,256.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00
I32	Total ( I29 + I30 + I31)	12,896.00

### 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	15.50
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	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	15.50
J8	All Other Paid Staff	51.50
J9	<b>Total Paid Employees (J7 + J8):</b>	67.00

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	68,852
K2	Young Adult Books (ages 12 to 18)	32,178
K3	Children's Books (under age 12)	68,460
K4	<b>Total (K1 + K2 + K3)</b>	169,490

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	151,816
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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	7
K7b	State (State Government or State Library) ** Include <b>62 KYVL</b> <b>databases</b> **	62
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	69
K9	Audio - Physical Units	25,065
K10	Audio - Downloadable Units	33,806
K13	Video - Physical Units	31,456
K14	Video - Downloadable Units	2,456
K15	Other Material in Collection	1,165
K16	Current Print Serial Subscriptions	383
K17	<b>Book/Serial Volumes (K4 + K16)</b>	169,873

## 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	78,644
L2	All Branches	144,494
L3	Bookmobile/Outreach	0
L4	<b>Total (L1 + L2 + L3)</b>	223,138

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

L5	Main Library	9,544
L6	All Branches	16,548
L7	Bookmobile/Outreach	0
L8	<b>Total (L5 + L6 + L7)</b>	26,092

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

L9	Main Library	81,368
L10	All Branches	151,652
L11	Bookmobile/Outreach	0
L12	<b>Total (L9 + L10 + L11)</b>	233,020

#### Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	169,556
L14	<b>All Branches (L2 + L6 + L10)</b>	312,694
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	0
L16	<b>Total (L4 + L8 + L12)</b>	482,250

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	8,643
L22	All Branches	14,281
L23	Bookmobile/Outreach	0
L24	<b>Total (L21 + L22 + L23)</b>	22,924

#### Audiovisual Circulation Other Audio

L25	Main Library	10,235
L26	All Branches	18,754
L27	Bookmobile/Outreach	0
L28	<b>Total (L25 + L26 + L27)</b>	28,989

#### Audiovisual Circulation Videos

L29	Main Library	127,688
L30	All Branches	255,073
L31	Bookmobile/Outreach	0
L32	<b>Total (L29 + L30 + L31)</b>	382,761

#### Audiovisual Circulation Other

L33	Main Library	3,922
L34	All Branches	6,123
L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	10,045

#### Audiovisual Circulation Total

L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	150,488
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	294,231
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	0
L40	<b>Total (L24 + L28 + L32 + L36)</b>	444,719

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	15,403
L42	All Branches	38,627
L43	Bookmobile/Outreach	0
L44	<b>Total (L41 + L42 + L43)</b>	54,030

#### Total Circulation

L45	<b>Main Library (L13 + L37 + L41)</b>	335,447
L46	<b>All Branches (L14 + L38 + L42)</b>	645,552
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	0

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	147,482
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	1,128,481
L50	Successful Retrieval of Electronic Information	29,778

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	121,471
L52	All Branches	219,723
L53	Bookmobile/Outreach	0
L54	<b>Total (L51 + L52 + L53)</b>	341,194

### 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

M2 Use Statistics

### Interlibrary Cooperation (N1 - N6)

Loaned To

N1 Print 2,404

N2 Nonprint 2,200

N3 **Total (N1 + N2):** 4,604

Borrowed From

N4 Print 4,214

N5 Nonprint 641

N6 **Total (N4 + N5):** 4,855

### 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 209

O2 All Branches 469

O3 Bookmobile/Outreach 915

O4 **Total (O1 + O2 + O3)** 1,593

Infant/Toddler/Preschool - *number of attendees*

O5 Main Library 4,816

O6 All Branches 6,955

O7 Bookmobile/Outreach 13,498

O8 **Total (O5 + O6 + O7)** 25,269

Elementary School - *number of programs*

O17 Main Library 46

O18 All Branches 81

O19 Bookmobile/Outreach 410

O20 **Total (O17 + O18 + O19)** 537

Elementary School - *number of attendees*

O21 Main Library 1,321

O22	All Branches	1,574
O23	Bookmobile/Outreach	12,911
O24	<b>Total (O21 + O22 + O23)</b>	15,806

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

O25	Main Library	98
O26	All Branches	223
O27	Bookmobile/Outreach	1
O28	<b>Total (O25 + O26 + O27)</b>	322

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

O29	Main Library	1,636
O30	All Branches	2,872
O31	Bookmobile/Outreach	12
O32	<b>Total (O29 + O30 + O31)</b>	4,520

Adult Programs - *number of programs*

O33	Main Library	79
O34	All Branches	257
O35	Bookmobile/Outreach	0
O36	<b>Total (O33 + O34 + O35)</b>	336

Adult Programs - *number of attendees*

O37	Main Library	1,496
O38	All Branches	5,232
O39	Bookmobile/Outreach	0
O40	<b>Total (O37 + O38 + O39)</b>	6,728

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

O41	Main Library	90
O42	All Branches	194
O43	Bookmobile/Outreach	24
O44	<b>Total (O41 + O42 + O43)</b>	308

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

O45	Main Library	3,243
O46	All Branches	4,668
O47	Bookmobile/Outreach	480
O48	<b>Total (O45 + O46 + O47)</b>	8,391

Total Number Of Programs:

O49	<b>Main Library (O1 + O17 + O25 + O33 + O41)</b>	522
O50	<b>All Branches (O2 + O18 + O26 + O34 + O42)</b>	1,224
O51	<b>Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)</b>	1,350
O52	<b>Total (O4 + O20 + O28 + O36 + O44)</b>	3,096



#### Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	12,512
O54	All Branches (O6 + O22 + O30 + O38 + O46)	21,301
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	26,901
O56	Total (O8 + O24 + O32 + O40 + O48)	60,714

#### 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	91
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	331
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	39,750
Q5	Website Visits	752,579

#### 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, etc.	This year is the third year of our 2016 strategic plan. We've conquered many of the big items that the plan included but struggle to meet some of the goals outside of our control such as raising circulation, number of visitors, and cardholders. Our own downward trends in those areas reflect national trends as "libraries transform." To help with our current phase of the long range plan, we contracted with Thomas Hennen who used to provide a national scorecard for all U.S. public libraries based on IMLS data. He conducted a statistical analysis of our library using those same IMLS data points, identified 14 of our peer libraries, then narrowed that list to four libraries whose scores (using his evaluation tool) performed better than us despite having similar resources (budget, facilities, staffing, etc). We learned a lot from both the statistical and narrative data that he provided by reaching out to these libraries. We will be creating another plan (short term plan) based on that information, another round of public surveys, and staff input. Our newest facility in Alexandria is doing well. It's averaging about 5000 circulations per month. This circulation didn't increase overall circulation, however. It simply pulled circulation from existing branches. To
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increase usage of the branch, we increased the part-time programmer position there to full-time in May 2019. The main complaints about the branch are too few hours and not enough materials. In March 2019, we began work on a new project: Dolly Parton's Imagination Library. DPIL has been in existence for decades and several libraries in Kentucky have supported it. We took a unique approach in asking the six school districts in Campbell County to help offset the costs of the program (\$2.10 per child per month). The library is picking up half of those costs and all of the administrative expenses. The program launched in August 2019. Participants in the program receive a book, mailed to their home, once per month, at no expense to themselves. We expect to support about 3000 participants after about two years of operation. We are also doing very well with our library's leadership in the Drop Your Drawers program. Locally, we collected nearly 11,000 pairs of underwear in the past year. On a statewide level, the program collected over 35,000 pairs with 11 libraries (out of 46) receiving over 1,000 pairs. The program will go national in the coming year with an article about it being published in the November/December edition of American Libraries. Dav Pilkey has now given us blanket permission to use Captain Underpants in association with Drop Your Drawers at any participating library nationally. A big project on the horizon is the expansion of the driveway at Cold Spring. The driveway currently has one entry/exit point. The expansion will separate the entry point and exit which will yield a safer traffic pattern. At the same time, the curb for the existing parking area will be eliminated to reduce obstacles for seniors and parking spaces will be slanted toward the driving lane for easier visibility. Finally, the front entrance will receive a complete upgrade and modest expansion. This project should happen in spring 2020. A key element of the 2016 long range plan is to prepare the library to build a branch in the southern part of the county. That effort absolutely requires that the public sentiment be in favor of its construction and that the support extends to increasing the library's tax income. At this point, we are not there. While sentiment is favorable to the library and we've worked hard to improve it through outreach, it's not at all certain that we have enough support for a tax increase.

## Board Policies (T1 - T10)

Click on the check box if you have 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?

We have an app. I think it would be interesting to know how many libraries do and who the provider is. Plus the number of screen views on their app.

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.