Campbell County Public Library District
2021 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	*PREVIOUS YEAR*

General Information (A1 - A16)

		CURRENT YEAR	PREVIOUS YEAR
A1	County	Campbell	*Campbell*
A2	Estimated Population	93,584	*93,584*
A3	Library Name	Campbell County Public Library District	*Campbell County Public Library District*

Street Address

A4	Street Address	3920 Alexandria Pike	*3920 Alexandria Pike*
A5	City	Cold Spring	*Cold Spring*
A6	Zip Code	41076	*41076*

Mailing Address

A8	Mailing Address	3920 Alexandria Pike	*3920 Alexandria Pike*
A9	City	Cold Spring	*Cold Spring*
A10	Zip Code	41076	*41076*
A12	Phone	(859) 781-6166	*(859) 781-6166*

Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. <u>Examples of revenue to be used for major capital expenditures</u> 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	$5,289,960	*$4,934,063*
B2	Other	$0	*$0*
B3	Local Government Revenue Total (B1 + B2):	$5,289,960	*$4,934,063*

State Government Revenue

B4	State Aid Grant	$0	*$41,237*
B5	Construction Debt-Assistance Grant	$114,043	*$114,043*
B6	Other State Government Revenue	$0	*$0*
B7	State Government Revenue Total (sum B4 through B6)	$114,043	*$155,280*

Federal Government Revenue

B11	LSTA CARES Act Grant	$3,250	
B12	Other Federal Government Revenue	$39,600	*$39,600*
B13	Federal Government Revenue Total (B11 + B12)	$42,850	*$39,600*

Other Operating Income

B14	Other Operating Revenue	$87,635	*$122,882*
B15	Total Operating Revenue (B3 + B7 +	$5,534,488	*$5,251,825*

Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	$304,210	*$255,532*
C2	Electronic Materials Expenditures	$192,500	*$233,030*
C3	Audiovisual Materials	$74,104	*$103,157*
C4	Electronic Collections [databases]	$32,028	*$41,249*
C5	Other Library Materials	$0	*$0*
C6	Collection Expenditures Total (C1 through C5)	$602,842	*$632,968*

Salary Expenditures

C7	Library Director	$98,746	*$96,344*
C8	Other Library Personnel	$2,272,738	*$2,260,637*
C10	Salary Expenditures Total (C7 + C8)	$2,371,484	*$2,356,981*

Fringe Benefits

C11	Required Fringe Benefits	$189,817	*$191,272*
C12	Retirement (Employer's Share)	$445,435	*$448,783*
C13	Medical Insurance (Employer's Share)	$290,540	*$286,809*
C14	Other	$5,224	*$7,238*
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	$931,016	*$934,102*
C16	Total Staff Expenditures (C10 + C15)	$3,302,500	*$3,291,083*

Other Operations

C17	Building Repair and	$108,037	*$118,311*

C20	Maintenance Office Supplies, Program Supplies, Postage	$106,679	*$95,561*
C21	Insurance	$57,671	*$54,048*
C22	Public Relations	$77,526	*$81,047*
C23	Utilities	$121,482	*$81,961*
C24	Professional Fees (include professional membership fees)	$60,365	*$54,182*
C25	Audit Fee	$9,950	*$9,950*
C26	Fiscal Year that Audit Covers	FY 2019-2020	*FY 2019-2020*
C27	What year was the library's last long range plan adopted?	2016	*2016*
C28	Repair and Replacement of Furnishings	$1,363	*$1,526*
C29	Other	$95,299	*$117,074*
C30	Specify	Misc expenditures, processing materials, programming, board activities	*Processing materials, programming, board activities, volunteer appreciation*
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	$638,372	*$613,660*
C34	Bookmobile/Extended Services	$15,928	*$11,627*
C35	Continuing Education	$15,651	*$40,088*
C36	Operating Expenditures for Electronic Access	$153,997	*$151,458*
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 +	$4,729,290	*$4,740,884*

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	$286,913	$732,678
C39	Debt Service	$187,292	$773,118

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	$0
C40b	State - Capital Revenue	$0	$0
C40c	Federal - Capital Revenue	$0	$0
C40d	Other - Capital Revenue	$0	$0

C40	Total Capital Revenue (C40a through C40d)	$0	$0
C41	Income from loans, bond issues, or other income not reported elsewhere	$0	$1,200,000

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

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

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

| D16 (S | Describe the Library's Response to the COVID-19 Pandemic | The library operated at reduced hours from June 18, 2020 until May 1, 2021. During that time there was a three week period (November 23 - December 14, 2020) in which, by Governor Andy Beshear's orders, the library had to revert to curbside service only. We ceased quarantining returned materials in March 2021 as the dangers of fomites had been eliminated at that point. Work-at-home measures for staff ended on June 1, 2021. By that time, all staff except four were vaccinated and the Governor's Healthy@ Work restrictions had relaxed. We resumed in-person programming in April 2021. We allowed public use of our meeting rooms after June 14, 2021. We ended all occupancy restrictions and restrictions on the size of the audience at programs at the same time. All mask restrictions also ended on June 14, 2021. We kept plexiglass barriers in place on our service points. Curbside delivery (rarely used now) will continue indefinitely. | *Response has been entered.* |

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.

Code	Field	Value	Value
E1	Branch Library Name	Carrico/Fort Thomas Branch	*Carrico/Fort Thomas Branch*
E2	Street Address	1000 Highland Avenue	*1000 Highland Avenue*
E3	City	Fort Thomas	*Fort Thomas*
E4	Zip Code	41075	*41075*
E6	Phone	(859) 572-5033	*(859) 572-5033*
E8	Square Footage	15,000	*15,000*
E11	Number of Meetings Held	112	*1,125*
E12	Library Visits	79,611	*117,515*
E13	Number of Registered Users	10,256	*10,577*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	6,388	*11,135*
E15	Reference Transactions	17,550	*25,064*
E16a	Sunday Opening Time	1p	*1p*
E16b	Sunday Closing Time	5p	*5p*
E16c	Hours	4.00	*4.00*
E16d	Monday Opening Time	9a	*9a*
E16e	Monday Closing Time	9p	*9p*
E16f	Hours	12.00	*12.00*
E16g	Tuesday Opening Time	9a	*9a*

E16h	Tuesday Closing Time	9p	*9p*
E16i	Hours	12.00	*12.00*
E16j	Wednesday Opening Time	9a	*9a*
E16k	Wednesday Closing Time	9p	*9p*
E16l	Hours	12.00	*12.00*
E16m	Thursday Opening Time	9a	*9a*
E16n	Thursday Closing Time	9p	*9p*
E16o	Hours	12.00	*12.00*
E16p	Friday Opening Time	9a	*9a*
E16q	Friday Closing Time	7p	*7p*
E16r	Hours	10.00	*10.00*
E16s	Saturday Opening Time	9a	*9a*
E16t	Saturday Closing Time	5p	*5p*
E16u	Hours	8.00	*8.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	*13*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	44	*3*
E17.3	Number of Weeks Branch Library is Open	5	*36*
E1	Branch Library Name	Newport Branch	*Newport Branch*
E2	Street Address	901 East Sixth Street	*901 East Sixth Street*
E3	City	Newport	*Newport*
E4	Zip Code	41071	*41071*
E6	Phone	(859) 572-5035	*(859) 572-5035*
E8	Square Footage	27,000	*27,000*

E11	Number of Meetings Held	142	*1,038*
E12	Library Visits	67,885	*119,642*
E13	Number of Registered Users	10,589	*11,207*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	8,813	*17,497*
E15	Reference Transactions	22,620	*38,194*
E16a	Sunday Opening Time	1p	*1p*
E16b	Sunday Closing Time	5p	*5p*
E16c	Hours	4.00	*4.00*
E16d	Monday Opening Time	9a	*9a*
E16e	Monday Closing Time	9p	*9p*
E16f	Hours	12.00	*12.00*
E16g	Tuesday Opening Time	9a	*9a*
E16h	Tuesday Closing Time	9p	*9p*
E16i	Hours	12.00	*12.00*
E16j	Wednesday Opening Time	9a	*9a*
E16k	Wednesday Closing Time	9p	*9p*
E16l	Hours	12.00	*12.00*
E16m	Thursday Opening Time	9a	*9a*
E16n	Thursday Closing Time	9p	*9p*
E16o	Hours	12.00	*12.00*
E16p	Friday Opening Time	9a	*9a*
E16q	Friday Closing Time	7p	*7p*
E16r	Hours	10.00	*10.00*
E16s	Saturday Opening Time	9a	*9a*
E16t	Saturday Closing Time	5p	*5p*

E16u	Hours	8.00	*8.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	*13*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	44	*3*
E17.3	Number of Weeks Branch Library is Open	5	*36*
E1	Branch Library Name	Alexandria Branch	*Alexandria Branch*
E2	Street Address	8333 Alexandria Pike	*8333 Alexandria Pike*
E3	City	Alexandria	*Alexandria*
E4	Zip Code	41001	*41001*
E6	Phone	(859) 572-7463	*(859) 572-7463*
E8	Square Footage	3,000	*3,000*
E11	Number of Meetings Held	0	*187*
E12	Library Visits	9,458	*12,991*
E13	Number of Registered Users	1,448	*1,800*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	372	*800*
E15	Reference Transactions	3,354	*4,342*
E16a	Sunday Opening Time		
E16b	Sunday Closing Time		
E16c	Hours	0.00	*0.00*
E16d	Monday Opening Time		
E16e	Monday Closing Time		
E16f	Hours	0.00	*0.00*
E16g	Tuesday Opening		

	Time	11a	*11a*
E16h	Tuesday Closing Time	7p	*7p*
E16i	Hours	8.00	*8.00*
E16j	Wednesday Opening Time	11a	*11a*
E16k	Wednesday Closing Time	7p	*7p*
E16l	Hours	8.00	*8.00*
E16m	Thursday Opening Time	11a	*11a*
E16n	Thursday Closing Time	7p	*7p*
E16o	Hours	8.00	*8.00*
E16p	Friday Opening Time	11a	*11a*
E16q	Friday Closing Time	7p	*7p*
E16r	Hours	8.00	*8.00*
E16s	Saturday Opening Time	11a	*11a*
E16t	Saturday Closing Time	5p	*5p*
E16u	Hours	6.00	*6.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	*13*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	*3*
E17.3	Number of Weeks Branch Library is Open	49	*36*
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	178.00	*178.00*
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	59.00	*108.00*

E18	Number of Branches	3	*3*
E19	Total Annual Hours Open	2,562.00	*6,408.00*

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	2010 Ford Transit	*2010 Ford Transit*
F2	Owner of Vehicle	locally	*locally*
F3	Number of Stops in an Average Week	35	*35*
F1	Vehicle Year, Make, and Model	2012 Ford Transit	*2012 Ford Transit*
F2	Owner of Vehicle	locally	*locally*
F3	Number of Stops in an Average Week	35	*35*
F1	Vehicle Year, Make, and Model	2016 Honda HRV	*2016 Honda HRV*
F2	Owner of Vehicle	locally	*locally*
F3	Number of Stops in an Average Week	20	*20*

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)	0	
G6	Number of Registered Users	0	
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	
G8	Reference Transactions	0	
G9	Hours on the Road Per Week (but not serving patrons)	0	0
G9a	Sunday - Daily Hours Open to the Public	0	0
G9b	Monday - Daily Hours Open to the Public	0	0
G9c	Tuesday - Daily Hours Open to the Public	0	0
G9d	Wednesday - Daily Hours Open to the Public	0	0
G9e	Thursday - Daily Hours Open to the Public	0	0
G9f	Friday - Daily Hours Open to the Public	0	0
G9g	Saturday - Daily Hours Open to the Public	0	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	0	

G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	0		
G9.3	Number of Weeks Bookmobile is Open	0		0
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00		0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00		0.00
G11	Number of Bookmobiles	0		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	*Cold Spring Branch*
H2	Street Address	3920 Alexandria Pike	*3920 Alexandria Pike*
H3	City	Cold Spring	*Cold Spring*
H4	Zip Code	41076	*41076*
H6	Phone	(859) 781-6166	*(859) 781-6166*
H8	Square Footage	14,600	*14,600*
H11	Number of Meetings Held	40	*486*
H12	Library Visits	74,585	*108,032*
H12a	Library Visits Reporting Method	CT - Annual Count	
H13	Number of Registered Users	13,185	*14,110*
H14	Number of Uses		

	[Sessions] of Public Internet Computers Per Year	6,853	11,553
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
H15	Reference Transactions	19,357	32,630
H15a	Reference Transactions Reporting Method	CT - Annual Count	

Hours Open to the Public

H16a	Sunday Opening Time	1p	1p
H16b	Sunday Closing Time	5p	5p
H16c	Hours	4.00	4.00
H16d	Monday Opening Time	9a	9a
H16e	Monday Closing Time	9p	9p
H16f	Hours	12.00	12.00
H16g	Tuesday Opening Time	9a	9a
H16h	Tuesday Closing Time	9p	9p
H16i	Hours	12.00	12.00
H16j	Wednesday Opening Time	9a	9a
H16k	Wednesday Closing Time	9p	9p
H16l	Hours	12.00	12.00
H16m	Thursday Opening Time	9a	9a
H16n	Thursday Closing Time	9p	9p
H16o	Hours	12.00	12.00
H16p	Friday Opening Time	9a	9a
H16q	Friday Closing Time	7p	7p
H16r	Hours	10.00	10.00
H16s	Saturday Opening Time	9a	9a

H16t	Saturday Closing Time	5p	5p
H16u	Hours	8.00	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	70.00	70.00
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	3	13
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	44	3
H18	Number of Weeks Main Library is Open	5	36
H19	Does your library have a Friends group?		
	Yes	Yes	Yes
	No	No	No

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	14,600	14,600
I2	Branch Libraries (sum of E8 branch data)	45,000	45,000
I3	Total (I1 + I2)	59,600	59,600

Number of Meetings Held

I10	Main Library (from H11)	40	486
I11	Branch Libraries (sum of E11 branch data)	254	2,350
I12	Total (I10 + I11)	294	2,836

Library Visits

I13	Main Library (from H12)	74,585	108,032
I14	Branch Libraries (sum of E12 branch data)	156,954	250,148
I15	Bookmobiles (sum of G5 branch data)	0	0

I16	Total (I13 + I14 + I15)	231,539	*358,180*

Number of Registered Users

I17	Main Library (from H13)	13,185	*14,110*
I18	Branch Libraries (sum of E13 branch data)	22,293	*23,584*
I19	Bookmobiles (sum of G6 branch data)	0	*0*
I20	Total (I17 + I18 + I19)	35,478	*37,694*

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

I21	Main Library (from H14)	6,853	*11,553*
I22	Branch Libraries (sum of E14 branch data)	15,573	*29,432*
I23	Bookmobiles (sum of G7 branch data)	0	*0*
I24	Total (I21 + I22 + I23)	22,426	*40,985*

Reference Transactions

I25	Main Library (from H15)	19,357	*32,630*
I26	Branch Libraries (sum of E15 branch data)	43,524	*67,600*
I27	Bookmobiles (sum of G8 branch data)	0	*0*
I28	Total (I25 + I26 + I27)	62,881	*100,230*

Public Service Hours per Year

I29	Main Library (H17 * H18)	350.00	*2,520.00*
I30	Branch Libraries (sum of E17 branch data * E17.3a)	2,562.00	*6,408.00*
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00	*0.00*
I32	Total (I29 + I30 + I31)	2,912.00	*8,928.00*

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

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	*15.50*
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0	*.0*
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0	*.0*
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0	*.0*
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	.0	*.0*
J6	Number of Librarians with Less Than a Bachelor's Degree	.0	*.0*
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	15.50	*15.50*
J8	All Other Paid Staff	52.50	*51.5*
J9	Total Paid Employees		

(J7 + J8):	68.00	*67.00*

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	71,525	*69,969*
K2	Young Adult Books (ages 12 to 18)	13,286	*13,307*
K3	Children's Books (under age 12)	64,792	*66,718*
K4	Total (K1 + K2 + K3)	149,603	*149,994*

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	171,877	*188,472*

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	7
K7b	State (State Government or State Library) ** Include **66 KYVL** databases **	66	66
K7	Total Electronic Collections [databases] (K7a+K7b)	73	73
K9	Audio - Physical Units	21,767	23,404
K10	Audio - Downloadable Units	48,645	48,748
K13	Video - Physical Units	28,886	30,973
K14	Video - Downloadable Units	2,510	2,518
K15	Other Material in Collection	930	1,001
K16	Current Print Serial Subscriptions	348	356
K17	Book/Serial Volumes (K4 + K16)	149,951	150,350

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	58,941	62,390
L2	All Branches	105,506	114,045

| L3 | Bookmobile/Outreach | 0 | 0 |
| L4 | Total (L1 + L2 + L3) | 164,447 | 176,435 |

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	6,915	7,662
L6	All Branches	13,702	12,943
L7	Bookmobile/Outreach	0	0
L8	Total (L5 + L6+ L7)	20,617	20,605

Book Circulation, Children's (under age 12)

L9	Main Library	57,029	63,619
L10	All Branches	118,465	125,772
L11	Bookmobile/Outreach	0	0
L12	Total (L9 + L10+ L11)	175,494	189,391

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	122,885	133,671
L14	All Branches (L2 + L6 + L10)	237,673	252,760
L15	Bookmobile/Outreach (L3 + L7 + L11)	0	0
L16	Total (L4 + L8 + L12)	360,558	386,431

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	4,035	6,485
L22	All Branches	6,515	9,344
L23	Bookmobile/Outreach	0	0
L24	Total (L21 + L22 + L23)	10,550	15,829

Audiovisual Circulation Other Audio

L25	Main Library	5,261	6,542
L26	All Branches	9,577	12,419
L27	Bookmobile/Outreach	0	0
L28	Total (L25 + L26 +	14,838	18,961

Audiovisual Circulation Videos

L29	Main Library	77,462	*90,671*
L30	All Branches	129,855	*170,220*
L31	Bookmobile/Outreach	0	*0*
L32	Total (L29 + L30 + L31)	207,317	*260,891*

Audiovisual Circulation Other

L33	Main Library	1,621	*2,367*
L34	All Branches	2,687	*3,552*
L35	Bookmobile/Outreach	0	*0*
L36	Total (L33 + L34 + L35)	4,308	*5,919*

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	88,379	*106,065*
L38	All Branches (L22 + L26 + L30 + L34)	148,634	*195,535*
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0	*0*
L40	Total (L24 + L28 + L32 + L36)	237,013	*301,600*

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	8,153	*10,104*
L42	All Branches	16,013	*22,991*
L43	Bookmobile/Outreach	0	*0*
L44	Total (L41 + L42 + L43)	24,166	*33,095*

Total Circulation

L45	Main Library (L13 + L37 + L41)	219,417	*249,840*
L46	All Branches (L14 +		

	L38 + L42)	402,320	*471,286*
L47	Bookmobile/Outreach (L15 + L39 + L43)	0	*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	203,173	*178,238*
L49	Total Circulation (L16 + L40 + L44 + L48)	824,910	*899,364*
L50	Successful Retrieval of Electronic Information	25,283	*43,147*

Children's Circulation - The total annual circulation of all children's materials in all formats to all users, including renewals. <mark>(NOTE: This includes books and audiovisual material already counted in previous fields L9 - L16)</mark> Do not count Electronic Material circulation here - that belongs in L48

L51	Main Library	80,812	*92,138*
L52	All Branches	153,772	*175,172*
L53	Bookmobile/Outreach	0	*0*
L54	Total (L51 + L52 + L53)	234,584	*267,310*

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	Total Smartphone App Downloads since March 2014	*Smartphone app downloads*
M2	Use Statistics	23,181	*20,587*
M1	Other Measures of Library Use	Total Smartphone App Screenviews FY20-21	
M2	Use Statistics	1,123,010	

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	2,395	*1,390*
N2	Nonprint	423	*1,567*
N3	Total (N1 + N2):	2,818	*2,957*

Borrowed From

N4	Print	1,005	*3,070*
N5	Nonprint	983	*495*
N6	Total (N4 + N5):	1,988	*3,565*

Programs (O1 - O66)

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

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	19	*275*
O2	All Branches	34	*418*
O3	Bookmobile/Outreach	44	*649*
O4	Total (O1 + O2 + O3)	97	*1,342*

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	207	*6,707*
O6	All Branches	888	*13,083*
O7	Bookmobile/Outreach	902	*8,206*
O8	Total (O5 + O6 + O7)	1,997	*27,996*

Elementary School - *number of programs*

O17	Main Library	24	*35*
O18	All Branches	24	*65*
O19	Bookmobile/Outreach	1	*3*

O20	Total (O17 + O18 + O19)	49	*103*

Elementary School - *number of attendees*

O21	Main Library	4,489	*917*
O22	All Branches	576	*902*
O23	Bookmobile/Outreach	67	*239*
O24	Total (O21 + O22 + O23)	5,132	*2,058*

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

O25	Main Library	10	*82*
O26	All Branches	37	*156*
O27	Bookmobile/Outreach	0	*8*
O28	Total (O25 + O26 + O27)	47	*246*

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

O29	Main Library	52	*2,030*
O30	All Branches	527	*2,013*
O31	Bookmobile/Outreach	0	*108*
O32	Total (O29 + O30 + O31)	579	*4,151*

Adult Programs - *number of programs*

O33	Main Library	35	*102*
O34	All Branches	55	*251*
O35	Bookmobile/Outreach	2	*0*
O36	Total (O33 + O34 + O35)	92	*353*

Adult Programs - *number of attendees*

O37	Main Library	435	*1,198*
O38	All Branches	853	*3,310*
O39	Bookmobile/Outreach	30	*0*
O40	Total (O37 + O38 + O39)	1,318	*4,508*

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

O41	Main Library	10	*55*
O42	All Branches	26	*183*
O43	Bookmobile/Outreach	20	*69*
O44	Total (O41 + O42 +	56	*307*

O43)

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

ID	Description		
O45	Main Library	734	*1,179*
O46	All Branches	817	*3,191*
O47	Bookmobile/Outreach	571	*1,623*
O48	Total (O45 + O46 + O47)	2,122	*5,993*

Total Number Of Programs:

ID	Description		
O49	Main Library (O1 + O17 + O25 + O33 + O41)	98	*549*
O50	All Branches (O2 + O18 + O26 + O34 + O42)	176	*1,073*
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	67	*729*
O52	Total (O4 + O20 + O28 + O36 + O44)	341	*2,351*

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

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

ID	Description	
O53	Number of Live In–Person Onsite Program Sessions	274
O54	Number of Live In–Person Offsite Program Sessions	67
O55	Total Live In–Person Program Sessions (O53 + O54)	341

Total Program Attendance:

ID	Description		
O56	Main Library (O5 + O21 + O29 + O37 + O45)	5,917	*12,031*
O57	All Branches (O6 + O22 + O30 + O38 + O46)	3,661	*22,499*
O58	Bookmobile/Outreach (O7 + O23 + O31 +	1,570	*10,176*

| O59 | Total (O8 + O24 + O32 + O40 + O48) O39 + O47) | 11,148 | *44,706* |

Live Program Attendance (Onsite and Offsite)

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

O60	Live In–Person Onsite Program Attendance	9,578
O61	Live In–Person Offsite Program Attendance	1,570
O62	Total Live In–Person Program Attendance (O60 + O61)	11,148

Virtual Programs

O63	Number of Live Virtual Program Sessions	292
O64	Virtual Program Attendance	9,968
O65	Total Views of Recorded Program Presentations within 7 Days	227
O66	Total Number of Recorded Program Presentations	7,753

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

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

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

This does not include informal services such as homework help.

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

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

| P1 | Number of Programs | 58 |
| P2 | Number of Participants | 1,994 |

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

| P3 | Number of Programs | 26 |
| P4 | Number of Participants | 886 |

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

P5	Number of Programs	46
P6	Number of Participants	1,550
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	130
P8	Total Participants in Self-Directed Activities (P2 + P4 + P6)	4,430

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	91	*91*
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	227	*331*
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	*Yes*
Q4	Wireless Sessions - Annually	11,991	*26,307*
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count	

| Q5 | Website Visits | 564,121 | *704,551* |

Intellectual Freedom Challenges (R1)

| R1 | Number of Intellectual Freedom Challenges | 0 |

Planning and Evaluation (S1)

| S1 | Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, et | The pandemic continues and, unfortunately, is now in its third surge. This surge is billed as a "Pandemic of the Unvaccinated" as vaccines have been available since February 2021. Anyone over the age of 12 can get one easily now. Still, a sizable percentage (about 40%) of Kentucky's population remains unvaccinated. The high contagious delta variant of the coronavirus is the main problem now. Vaccines are highly effective at limiting the impact of the virus on the vaccinated population but breakthrough infections do occur. In total, the United States has suffered 612,958 deaths to this point. Kentucky has lost 7,366 people. Campbell County has lost 80 people. With the infection rate now spiraling up, mask restrictions are now back in place for staff only. The library returned to full hours on June 1, 2021, and all staff work-at-home measures ended at that time. Library visits remain anemic, though summer reading events did push up the numbers somewhat. Circulation of |

physical items remains muted. Circulation of e-materials remains elevated and easily passes the circulation of physical items at our Newport location. In-person programs have been lightly attended, but some events have been very successful, especially outreach events at parks in the county. With our five-year strategic plan now completed, we did an analysis of the results. Overall, we were very successful. All of the capital projects planned during that time were completed. We failed to increase circulation, the number of cardholders, and the number of library visits. We found, as many do, that directions shifted somewhat during the plan period. Positions that had been seemed exciting at the beginning of the plan were not hired and, instead, new positions were added to our outreach efforts, which became its own department. The board is presently deciding how to approach the next strategic plan. The managers have presented the board with some priorities for the next plan: • Work on making contact with non-library users through surveys, outreach, and possibly a paid consultant. • Work with a consultant on a salary survey. • Possibly revamp some of the organizational structure

Response has been entered.

to place MLS positions where they would be most effective rather than assuming any supervisor/manager level position will be an MLS position. • Focus on the unique services that the library offers rather than expanding our mission. • Take baby steps toward the construction of the South Branch. Our "Coverings for Kids" campaign (which we conducted instead of "Drop Your Drawers" in 2020) was very successful. We delivered over 20,000 masks (mostly disposable ones) to the public schools in the county. This coming fall, we will return to Drop Your Drawers. The Campbell County Imagination Library currently has 3,024 registered participants. We've graduated 1,089 children from the program. We are now the third largest program in the state. The Kentucky General Assembly allocated $800,000 from the state budget for the program this year which is a huge step forward for a statewide program. A great number of staff were promoted/replaced during the spring and summer of 2021. Happily, most of this was natural transition. Morale has, for the most part, remained high during the pandemic. We fared well during the pandemic, comparatively, and are happy that none of

our staff became seriously ill. We had very few positive COVID cases on staff (about four).

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	Yes
T2	Conflict of Interest Policy	Yes	Yes
T3	Ethics Policy	Yes	Yes
T4	Fiscal Responsibility Policy	Yes	Yes
T5	Investment Policy	Yes	Yes
T6	Open Records Policy	Yes	Yes
T7	Procurement Code Policy	Yes	Yes
T8	Sponsorship Policy	Yes	Yes
T9	Trustee Orientation Policy	Yes	Yes
T10	Whistleblower Policy	Yes	Yes
	This Report Has Been Completed by:	JC Morgan	
	Does your library collect a statistic that you think other Kentucky libraries should collect?	Library app - number of downloads Library app - number of screen uses	*Response has been entered.*
	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	All libraries should have ample time to prepare to collect statistics in the desired way BEFORE any changes to the statistics that will be required to complete the annual report. We are happy to collect statistics in the manner required by the annual report. We are not happy to try to restructure	

next year's report.

statistics that we've already collected to fit a new format.