

Campbell County Public Library District 2016 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

A1	County	Campbell
A2	Estimated Population	92,066
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	7.7
A15	Personal	9.08
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	\$4,541,091
B2	Other	\$0
B3	Local Government Revenue Total (B1 + B2):	\$4,541,091

State Government Revenue

B4	State Aid Grant	\$45,941
B5	Construction Debt-Assistance Grant	\$114,043

B6	Other State Government Revenue	\$0
B7	State Government Revenue Total (sum B4 through B6)	\$159,984
Federal Government Revenue		
B9	Prime Time Family Reading Time	\$0
B10	Library Outreach/Bookmobile Grant	\$3,005
B11	Preventing Summer Reading Loss - Fueling the Mind (Read and Feed)	\$0
B12	Other Federal Government Revenue	\$45,693
B13	Federal Government Revenue Total (sum B8 through B12)	\$48,698
B14	Other Operating Revenue	\$92,441
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$4,842,214

Operating Expenditures (C1 - C41)

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

Collection Expenditures

C1	Print Materials	\$280,121
C2	Electronic Materials Expenditures	\$47,102
C3	Audiovisual Materials	\$151,566
C4	Electronic Collections	\$165,634
C5	Other Library Materials	\$0
C6	Collection Expenditures Total (C1 through C5)	\$644,423

Salary Expenditures

C7	Library Director	\$90,262
C8	Other Library Personnel	\$2,038,214
C10	Salary Expenditures Total (C7 + C8)	\$2,128,476

Fringe Benefits

C11	Required Fringe Benefits	\$173,347
C12	Retirement (Employer's Share)	\$331,112
C13	Medical Insurance (Employer's Share)	\$197,382
C14	Other	\$8,340

C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$710,181
C16	Total Staff Expenditures (C10 + C15)	\$2,838,657
Other Operations		
C17	Building Repair	\$35,279
C18	Building Maintenance	\$89,159
C20	Office Supplies, Program Supplies, Postage	\$131,713
C21	Insurance	\$52,298
C22	Public Relations	\$102,319
C23	Utilities	\$102,384
C24	Professional Fees	\$53,941
C25	Audit Fee	\$8,000
C26	Fiscal Year that Audit Covers	FY 2014-2015
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$480
C29	Other	\$72,946
C30	Specify	Association Dues, Board Activities, Materials Processing
C31	Other	\$114,981
C32	Specify	Contracted Computer Services, Travel
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$763,500
C34	Bookmobile/Extended Services	\$2,295
C35	Continuing Education	\$18,583
C36	Operating Expenditures for Electronic Access	\$119,300
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$4,386,758

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	\$280,607
-----	--------------------------------	-----------

C39 Debt Service \$296,959

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 \$39,788

C40b State - Capital Revenue \$0

C40c Federal - Capital Revenue \$0

C40d Other - Capital Revenue \$265

C40 **Total Capital Revenue** \$40,053
(C40a through C40d)

C41 Income from loans, bond issues, or other income \$0
not reported elsewhere

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
E10	Number of Groups Using Meeting Room	669
E11	Number of Meetings Held	1,208
E12	Library Visits	185,141
E13	Number of Registered Users	14,253
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	22,698
E15	Reference Transactions	22,308
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
E10	Number of Groups Using Meeting Room	567
E11	Number of Meetings Held	1,171
E12	Library Visits	207,049
E13	Number of Registered Users	19,194
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	39,926
E15	Reference Transactions	44,018
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
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	140.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	104.00
E18	Number of Branches	2
E19	Total Annual Hours Open	7,280.00

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	P3052
F2	Vehicle Year, Make, and Model	2010 Ford Transit
F3	Mileage on Odometer	36,521
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	25
F1	License Number	P8584
F2	Vehicle Year, Make, and Model	2012 Ford Transit
F3	Mileage on Odometer	19,787
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	25

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	
G2	Serial 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 - H18)

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
H10	Number of Groups Using Meeting Room	271
H11	Number of Meetings Held	680
H12	Library Visits	198,075
H13	Number of Registered Users	21,492
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	24,874
H15	Reference Transactions	45,539
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

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	14,600
I2	Branch Libraries (sum of E8 branch data)	42,000
I3	Total (I1 + I2)	56,600

No. of Groups Using Meeting Room

I7	Main Library (from H10)	271
I8	Branch Libraries (sum of E10 branch data)	1,236
I9	Total (I7 + I8)	1,507

Number of Meetings Held

I10	Main Library (from H11)	680
I11	Branch Libraries (sum of E11 branch data)	2,379
I12	Total (I10 + I11)	3,059

Library Visits

I13	Main Library (from H12)	198,075
I14	Branch Libraries (sum of E12 branch data)	392,190
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	590,265

Number of Registered Users

I17	Main Library (from H13)	21,492
I18	Branch Libraries (sum of E13 branch data)	33,447
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	54,939

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

I21	Main Library (from H14)	24,874
I22	Branch Libraries (sum of E14 branch data)	62,624
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	87,498

Reference Transactions

I25	Main Library (from H15)	45,539
I26	Branch Libraries (sum of E15 branch data)	66,326
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	111,865

Public Service Hours per Year

I29	Main Library (H17 * H18)	3,640.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	7,280.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00
I32	Total (I29 + I30 + I31)	10,920.00

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	17.50
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	.0
J6	Number of Librarians with Less Than a Bachelor's Degree	.0

J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	17.50
J8	All Other Paid Staff	46.50
J9	Total Paid Employees (J7 + J8):	64.00

Library Collection (K1 -K17)

Book Collection

K1	Adult Fiction	40,135
K2	Adult Nonfiction	34,897
K3	Juvenile Fiction	65,435
K4	Juvenile Nonfiction	22,566
K5	Total (K1 + K2 + K3 + K4)	163,033

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	121,305
----	----------------------------	---------

Electronic Collections (K7a - K7b):

Report the number of electronic collections.

An electronic collection 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 may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections 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 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 acquired through curation, payment or formal agreement, by source of access:

Item #K7a Local/Other cooperative agreements

Item #K7c (state government or state library)

Item #K7 Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections(Item #K7a and #K7b).

K7a	Local/Other Cooperative Agreements	5
K7b	State (State Government or State Library) ** Include 50 KYVL databases **	50
K7	Total Electronic Collections (K7a+K7b)	55
K9	Audio - Physical Units	26,294
K10	Audio - Downloadable Units	23,543
K13	Video - Physical Units	26,771

K14	Video - Downloadable Units	2,115
K15	Other Material in Collection	1,597
K16	Current Print Serial Subscriptions	377
K17	Book/Serial Volumes (K5 + K16)	163,410

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 Fiction

L1	Main Library	59,066
L2	All Branches	89,700
L3	Bookmobile/Outreach	0
L4	Total (L1 + L2 + L3)	148,766

Book Circulation Adult Nonfiction

L5	Main Library	32,052
L6	All Branches	53,428
L7	Bookmobile/Outreach	0
L8	Total (L5 + L6 + L7)	85,480

Book Circulation Juvenile Fiction

L9	Main Library	87,743
L10	All Branches	138,481
L11	Bookmobile/Outreach	0
L12	Total (L9 + L10 + L11)	226,224

Book Circulation Juvenile Nonfiction

L13	Main Library	19,097
L14	All Branches	23,372
L15	Bookmobile/Outreach	0
L16	Total (L13 + L14 + L15)	42,469

Book Circulation Total:

L17	Main Library (L1 + L5 + L9 + L13)	197,958
L18	All Branches (L2 + L6 + L10 + L14)	304,981
L19	Bookmobile/Outreach (L3 + L7 + L11 + L15)	0
L20	Total (L4 + L8 + L12 + L16)	502,939

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	12,922
L22	All Branches	18,130
L23	Bookmobile/Outreach	0
L24	Total (L21 + L22 + L23)	31,052

Audiovisual Circulation Other Audio

L25	Main Library	18,893
L26	All Branches	30,031
L27	Bookmobile/Outreach	0
L28	Total (L25 + L26 + L27)	48,924

Audiovisual Circulation Videos

L29	Main Library	181,038
L30	All Branches	309,112
L31	Bookmobile/Outreach	0
L32	Total (L29 + L30 + L31)	490,150

Audiovisual Circulation Other

L33	Main Library	7,678
L34	All Branches	11,349
L35	Bookmobile/Outreach	0
L36	Total (L33 + L34 + L35)	19,027

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	220,531
L38	All Branches (L22 + L26 + L30 + L34)	368,622
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0
L40	Total (L24 + L28 + L32 + L36)	589,153

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	26,181
L42	All Branches	44,410
L43	Bookmobile/Outreach	0
L44	Total (L41 + L42 + L43)	70,591

Total Circulation

L45	Main Library (L17 + L37 + L41)	444,670
L46	All Branches (L18 + L38 + L42)	718,013
L47	Bookmobile/Outreach (L19 + L39 + L43)	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.

Note: Do not include databases.

L48	Use of Electronic Material	84,188
L49	Total Circulation (L20 + L40 + L44 + L48)	1,246,871
L50	Successful Retrieval of Electronic Information	127,655

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	149,418
L52	All Branches	218,041
L53	Bookmobile/Outreach	0
L54	Total (L51 + L52 + L53)	367,459

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	1,956
N2	Nonprint	1,680
N3	Total (N1 + N2):	3,636

Borrowed From

N4	Print	3,861
N5	Nonprint	724
N6	Total (N4 + N5):	4,585

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.

Infant/Toddler - *number of programs*

O1	Main Library	174
O2	All Branches	242
O3	Bookmobile/Outreach	0
O4	Total (O1 + O2 + O3)	416

Infant/Toddler - *number of attendees*

O5	Main Library	3,364
O6	All Branches	4,122
O7	Bookmobile/Outreach	0
O8	Total (O5 + O6 + O7)	7,486

Preschool - *number of programs*

O9	Main Library	46
O10	All Branches	185
O11	Bookmobile/Outreach	261
O12	Total (O9 + O10 + O11)	492

Preschool - *number of attendees*

O13	Main Library	819
O14	All Branches	3,398
O15	Bookmobile/Outreach	10,777
O16	Total (O13 + O14 + O15)	14,994

Elementary School - *number of programs*

O17	Main Library	98
O18	All Branches	117
O19	Bookmobile/Outreach	363
O20	Total (O17 + O18 + O19)	578

Elementary School - *number of attendees*

O21	Main Library	1,885
O22	All Branches	3,066
O23	Bookmobile/Outreach	10,989
O24	Total (O21 + O22 + O23)	15,940

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

O25	Main Library	108
O26	All Branches	125
O27	Bookmobile/Outreach	0
O28	Total (O25 + O26 + O27)	233

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

O29	Main Library	1,930
O30	All Branches	1,720
O31	Bookmobile/Outreach	0
O32	Total (O29 + O30 + O31)	3,650

Adult Programs - *number of programs*

O33	Main Library	174
O34	All Branches	202
O35	Bookmobile/Outreach	0
O36	Total (O33 + O34 + O35)	376

Adult Programs - *number of attendees*

O37	Main Library	2,455
O38	All Branches	5,858
O39	Bookmobile/Outreach	0
O40	Total (O37 + O38 + O39)	8,313

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

O41	Main Library	67
O42	All Branches	413
O43	Bookmobile/Outreach	0
O44	Total (O41 + O42 + O43)	480

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

O45	Main Library	2,580
O46	All Branches	3,696
O47	Bookmobile/Outreach	0
O48	Total (O45 + O46 + O47)	6,276

Total Number Of Programs:

O49	Main Library (O1 + O9 + O17 + O25 + O33 + O41)	667
O50	All Branches (O2 + O10 + O18 + O26 + O34 + O42)	1,284
O51	Bookmobile/Outreach (O3 + O11 + O19 + O27 + O35 + O43)	624
O52	Total (O4 + O12 + O20 + O28 + O36 + O44)	2,575

Total Program Attendance:

O53	Main Library (O5 + O13 + O21 + O29 + O37 + O45)	13,033
O54	All Branches (O6 + O14 + O22 + O30 + O38 + O46)	21,860
O55	Bookmobile/Outreach (O7 + O15 + O23 + O31 + O39 + O47)	21,766
O56	Total (O8 + O16 + O24 + O32 + O40 + O48)	56,659

Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work	I Stand Alone
----	--------------------------	---------------

P2	Type of Work	Video
P3	Grounds for Challenge	Violence
P4	Initiator of Challenge	Patron
P5	Status of Material	Material(s) Removed
P6	Comments	A review of the item found that it was not within our own collection development policy.

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	93
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	278
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	38,845
Q5	Number of Web User Sessions	338,212

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>""""The most labor-intensive activity of the Library in FY2015-16, outside of regular library operations, was completing a comprehensive strategic plan with the aid of consultants from the Kentucky League of Cities. The process encompassed approximately six months of data-gathering and analysis followed by several months of creating a document to relate the Library's findings and plans to the community. The end product, however, was amazing: a five-year plan for library development that is sustainable yet ambitious. We were happy with the consultants and with the copious amount of public input that we received through in-person individual consultations, groups meetings, print surveys, and online surveys. The staff and Library's trustees, of course, were also heavily involved in the process. We're very proud of our continued place and importance to the community. One aspect of this plan is to abandon, in the foreseeable future, the idea of building a fourth branch in the southern part of Campbell County. The consultants found that our community was very engaged on this topic. Unfortunately, the community was also quite polarized in expressed opinion. Until there is a strong, undeniable mandate for such a facility, the consultants advised patience. Instead, the Library will consider a satellite, store-front location that might alleviate some demand and provide limited services to the people in the southern communities. A positive in that is that the community in southern Campbell is growing. In truth, all of Campbell County is doing remarkably well. New roads are presently being constructed to encourage growth in Newport, long a static city on the riverfront. Other growth along the river, like the Manhattan Harbour project, mean continued vitality. Commercial interests in northern Campbell County are high. Northern Kentucky University is growing and doing well. Southern Campbell has two very high-profile projects, Arcadia and a new senior living facility, that will provide homes and jobs to that area. The Library itself is also doing well. We approach 8,000 downloads of our smartphone app, launched in March 2015. Our new website is also very well received. All of our social media platforms are doing well. We're seeing strong, better-than-ever attendance of</p>
----	---	---

programs and circulation. There are, however, dips in the number of patrons visiting the Library even though the number of cardholders is basically static. Interesting trends are the still-radical increases in e-material circulation, which is remarkably both for its adoption and for the low percentage of overall circulation that it actually represents (about 1%). Public computer usage is also down while Wi-Fi usage is increasing. The Library's smartphone app represents yet another rapid change in the way people access their library services. We began "digital only" cards this year for patrons who simply want to access digital services (like e-materials) without visiting a physical branch. Without any real advertising, we now have about 30 digital cardholders, most of whom immediately began using e-materials or, in a few instance, databases. Personnel-wise, we add a full time assistant to our Children's Outreach to help reach out to kids in preschools and daycares. The Children's Outreach personnel are also focusing on at-risk communities by attending more of the "Feed The Mind" programs in the summer. We lost a valuable person when our Digital Marketing Manager left for another position (higher salary). Replacing her will be difficult but, while in the position, she certainly proved the worth of an energetic and responsive social media presence. It's evident though, even with the modest raises that we've been able to provide, that we are barely keeping up with the salaries commanded in today's market. The improvements to facilities over the last year included adding a larger meeting room at our Newport location. That has been extremely well received and gets many compliments every time the space is used. We also improved parking at that branch. In the coming year, we will replace the concrete in a part of the driveway at our Fort Thomas location. The coming year will be eventful and challenging. We'll add a third vehicle, an outreach vehicle, to our fleet. We plan to replace all existing marquees in front of our buildings with digital marquees. We hope to expand into southern Campbell in the next fiscal year with a satellite location offering limited hours and services. We will research that possibility in the current fiscal year. We'll also begin setting a timeline for other elements within our five-year strategic plan. We look forward to all of it. """""

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

Library Board Membership (V1 - V6)

Note: List membership as constituted on the last day of the fiscal year.

Designated Day and Time for Monthly Board Meeting:

V1.1 Day Wednesday
V1.2 Week Third Week
V1.3 Time 5:30 PM - 6:00 PM

President or Chair

V2.1 Name: Cathy Howard
V2.2 P.O. Box or Street: 15 Cliffview Avenue
V2.3 City: Fort Thomas
V2.4 Zip: 41075
V2.5 Phone: (859) 442-4099
V2.6 Term Expires (MM/DD/YYYY): 9/30/2020
V2.7 Term Second Term
V2.8 Number of Regularly Scheduled Board Meetings Attended 11
V2.9 Number of Library Related Professional Conferences and or Workshops Attended 0

Vice President or Vice Chair

V3.1 Name: Carla Landon
V3.2 P.O. Box or Street: 10 Ridgeway Avenue
V3.3 City: Fort Thomas
V3.4 Zip: 41075
V3.5 Phone: (859) 322-9837
V3.6 Term Expires (MM/DD/YYYY): 9/30/2017
V3.7 Term Filling Unexpired Term
V3.8 Number of Regularly Scheduled Board Meetings Attended 11
V3.9 Number of Library Related Professional Conferences and or Workshops Attended 3

Secretary

V4.1 Name: Christie Fillhardt
V4.2 P.O. Box or Street: 118 Ridge Hill Drive
V4.3 City: Highland Heights
V4.4 Zip: 41076
V4.5 Phone: (859) 442-0473
V4.6 Term Expires (MM/DD/YYYY): 9/30/2017
V4.7 Term First Term
V4.8 Number of Regularly Scheduled Board Meetings Attended 11

V4.9 Number of Library
Related Professional
Conferences and or
Workshops Attended

1

Treasurer

V5.1 Name: Paul Johnson
V5.2 P.O. Box or Street: 3249 California Crossroad
V5.3 City: California
V5.4 Zip: 41007
V5.5 Phone: (859) 635-7209
V5.6 Term Expires
(MM/DD/YYYY): 9/30/2020
V5.7 Term Second Term
V5.8 Number of Regularly
Scheduled Board
Meetings Attended 12
V5.9 Number of Library
Related Professional
Conferences and or
Workshops Attended 0

Member

V6.1 Name:
V6.2 P.O. Box or Street:
V6.3 City:
V6.4 Zip:
V6.5 Phone:
V6.6 Term Expires
(MM/DD/YYYY):
V6.7 Term
V6.8 Number of Regularly
Scheduled Board
Meetings Attended
V6.9 Number of Library
Related Professional
Conferences and or
Workshops Attended

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

I believe that smartphone "apps" are becoming an expected and vital addition to the ways that libraries reach their users. Quite a few libraries in Kentucky have them now. We do and we track the number of downloads of the app in addition to the usage of the app itself. We have nearly 8,000 downloads of the app now and the users logged almost 360,000 screen views. It's a tremendous investment of resources and use of resources that is not being recognized. Additionally, many libraries now have a social media presence. The number and type of social media platforms is significant. We maintain about four different online social media platforms: Facebook, Twitter, Pinterest, and Instagram. We also have a YouTube account and are considering a LinkedIn account for outreach to the business community. Nothing in the annual report accounts for these activities. We track the number of "likes" and "Friends" and so on. Just the number and type of social media accounts used by Kentucky's libraries would, in my thinking, be useful information. I also think that libraries provide outreach that is not being acknowledged in the annual report. There are many daycares and preschools that we visit regularly. While the number of these operations in each county would differ remarkably and counting that number might be

difficult, counting the number that the library supports could be a useful statistic for many reasons. There is also very little in the annual report to substantiate the Library's role as a community educator. Should we count the number of early education workshops that our Children's staff attend? Should we count and provide, in the annual report, the number of children who register/participate in summer reading activities? Some of this information is tracked in other ways, but the annual report might provide a nice clearinghouse or data-gathering tool for it. Overall though, I think that the annual report is much better for all of the work that KDLA has put into it. I appreciate KDLA's advocacy, on the federal level, of expansion of the data gathered to better represent what modern libraries do.

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.