

Campbell County Public Library District

2011 Kentucky Annual Report of Public Libraries

CURRENT YEAR

*PREVIOUS
YEAR*

General Information (A1 - A16)

A1	County	Campbell	<i>Campbell</i>
A2	Estimated Population	90,336	<i>88,423</i>
A3	Library Name	Campbell County Public Library District	<i>Campbell County Public Library District</i>
Street Address			
A4	Street Address	3920 Alexandria Pike	<i>3920 Alexandria Pike</i>
A5	City	Cold Spring	<i>Cold Spring</i>
A6	Zip Code	41076	<i>41076</i>
A7	Zip4	1800	<i>1800</i>
Mailing Address			
A8	Mailing Address	3920 Alexandria Pike	<i>3920 Alexandria Pike</i>
A9	City	Cold Spring	<i>Cold Spring</i>
A10	Zip Code	41076	<i>41076</i>
A11	Zip4	1800	<i>1800</i>
A12	Phone	8597816166	<i>8597816166</i>
A13	Web Address	www.cc-pl.org	<i>www.cc-pl.org</i>
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)			
A14	Real	7.2	<i>6.80000</i>
A15	Personal	10.6	<i>10.50000</i>
A16	Motor Vehicle/Water Craft	2.6	<i>2.60000</i>

Operating Revenue (B1 - B24)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C37. 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.

Local Government Revenue

B1	Library Tax	\$4,230,213	<i>\$3,914,492</i>
B2	Other	\$0	<i>\$0</i>

B3	Local Government Revenue Total (B1 + B2):	\$4,230,213	\$3,914,492
State Government Revenue			
B4	State Aid Grant	\$49,660	\$55,660
B5	Headquarters Grant	\$0	\$0
B6	Construction Debt-Assistance Grant	\$114,043	\$114,043
B7	Institutions Grant	\$0	\$0
B8	Kentucky Talking Book Library Grant	\$0	\$0
B9	Other State Government Revenue	\$0	\$0
B10	State Government Revenue Total (sum B4 through B9)	\$163,703	\$169,703
Federal Government Revenue			
B11	Library Technology Automation Grant	\$0	\$0
B12	Library Technology Innovation Grant	\$0	\$0
B13	Library Assistive Technology Grant	\$0	\$0
B14	Library Technology Equipment Grant	\$0	\$0
B15	Kentucky Talking Book Library Grant	\$0	\$0
B16	Prime Time Family Reading Time	\$0	\$0
B17	Live Homework Help Grant	\$0	\$0
B18	Continuing Education Grant	\$0	\$0
B19	Library Programming Grant	\$0	\$0
B20	Public Library Workforce Grant	\$0	
B21	Other Federal Government Revenue	\$14,496	\$23,373
B22	Federal Government Revenue Total (sum B11 through B21)	\$14,496	\$23,373
B23	Other Operating Revenue	\$168,865	\$163,553
B24	Total Operating Revenue (B3+B10+B22+B23):	\$4,577,277	\$4,271,121

Operating Expenditures (C1 - C38)

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

Collection Expenditures

C1	Print Materials	\$293,980	\$298,472
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C2	Electronic Materials Expenditures	\$10,818	\$7,850
C3	Audiovisual Materials	\$157,643	\$145,833
C4	Databases	\$42,682	\$33,584
C5	Other Library Materials	\$36,810	\$22,042
C6	Collection Expenditures Total (C1 through C5)	\$541,933	\$507,781
Salary Expenditures			
C7	Library Director	\$76,444	\$73,850
C8	Other Certified Library Personnel	\$951,576	\$801,760
C9	Other Non-Certified Library Personnel	\$895,970	\$1,006,980
C10	Salary Expenditures Total (C7 + C8 + C9)	\$1,923,990	\$1,882,590
Fringe Benefits			
C11	Required Fringe Benefits	\$158,640	\$151,453
C12	Retirement (Employer's Share)	\$270,448	\$252,599
C13	Medical Insurance (Employer's Share)	\$151,134	\$132,921
C14	Other	\$35,220	\$36,209
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$615,442	\$573,182
C16	Total Staff Expenditures (C10 + C15)	\$2,539,432	\$2,455,772
Other Operations			
C17	Building Repair	\$41,588	\$24,487
C18	Building Maintenance	\$59,880	\$60,596
C19	Telephone Voice Line(s) Only	\$25,273	\$24,462
C20	Office Supplies, Program Supplies, Postage	\$114,561	\$108,760
C21	Insurance	\$37,760	\$37,390
C22	Public Relations	\$58,354	\$62,659
C23	Utilities	\$87,221	\$91,579
C24	Professional Fees	\$21,885	\$22,901
C25	Audit Fee	\$6,825	\$6,695
C26	Fiscal Year that Audit Covers	FY 2009-2010	FY 2008-2009
C27	Repair and Replacement of Furnishings	\$54,874	\$88,040
C28	Other	\$365,068	\$365,092
C29	Specify	Association Dues, Board Activities, Mortgages	Association Dues, Board Activities, Mortgages

C30	Other	\$65,976	\$63,212
C31	Specify		Misc,
		Misc, Computer Services, Travel	Computer Services, Travel
C32	Total Other Operating Expenditures (C17 + C18 + C19 + C20 + C21 + C22 + C23 + C24 + C25 + C27 + C28 + C30)	\$939,265	\$955,873
C33	Bookmobile/Extended Services	\$3,217	\$1,578
C34	Continuing Education	\$24,671	\$23,911
C35	Operating Expenditures for Electronic Access	\$101,229	\$31,249
C36	Total Operating Expenditures (C6 + C16 + C32 + C33 + C34 + C35):	\$4,149,747	\$3,976,164

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

C37	Capital Outlay Expenditures	\$0	\$0
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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

C38a	Local - Capital Revenue	\$0	\$0
C38b	State - Capital Revenue	\$0	\$0
C38c	Federal - Capital Revenue	\$0	\$0
C38d	Other - Capital Revenue	\$0	\$0
C38	Total Capital Revenue (C38a through C38d)	\$0	\$0

Branch Libraries (E1- E18)

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.

E1	Branch Library Name	Philip N. Carrico Branch	<i>Philip N. Carrico Branch</i>
E2	Street Address	1000 Highland Avenue	<i>1000 Highland Avenue</i>
E3	City	Fort Thomas	<i>Fort Thomas</i>
E4	Zip Code	41075	<i>41075</i>
E5	Zip4	1760	<i>1631</i>
E6	Phone	(859) 572-5033	<i>8595725033</i>
E7	Fax	(859) 572-5038	<i>8595725038</i>
E8	Square Footage	15,000	<i>15,000</i>
E9	Meeting Room Square Footage	900	<i>900</i>
E10	Number of Groups Using Meeting Room	50	<i>65</i>
E11	Number of Meetings Held	100	<i>130</i>
E12	Library Visits	195,701	<i>201,554</i>
E13	Number of Registered Borrowers	14,513	<i>13,815</i>
E14	Users of Public Internet Computers per Year	39,161	<i>12,442</i>
E15	Reference Transactions	35,880	<i>40,534</i>
E16a	Sunday Opening Time	1pm	<i>1pm</i>
E16b	Sunday Closing Time	5pm	<i>5pm</i>
E16c	Hours	4.00	<i>4</i>
E16d	Monday Opening Time	9am	<i>9am</i>
E16e	Monday Closing Time	9pm	<i>9pm</i>
E16f	Hours	12.00	<i>12</i>
E16g	Tuesday Opening Time	9am	<i>9am</i>
E16h	Tuesday Closing Time	9pm	<i>9pm</i>
E16i	Hours	12.00	<i>12</i>
E16j	Wednesday Opening Time	9am	<i>9am</i>
E16k	Wednesday Closing Time	9pm	<i>9pm</i>
E16l	Hours	12.00	<i>12</i>
E16m	Thursday Opening Time	9am	<i>9am</i>
E16n	Thursday Closing Time	9pm	<i>9pm</i>
E16o	Hours	12.00	<i>12</i>
E16p	Friday Opening Time	9am	<i>9am</i>

E16q	Friday Closing Time	7pm	<i>7pm</i>
E16r	Hours	10.00	<i>10</i>
E16s	Saturday Opening Time	9am	<i>9am</i>
E16t	Saturday Closing Time	5pm	<i>5pm</i>
E16u	Hours	8.00	<i>8</i>
E17.3	Number of Weeks Branch Library is Open	52	
E1	Branch Library Name	Newport Branch	<i>Newport Branch</i>
E2	Street Address	901 East Sixth Street	<i>901 East Sixth Street</i>
E3	City	Newport	<i>Newport</i>
E4	Zip Code	41071	<i>41071</i>
E5	Zip4	2017	<i>1695</i>
E6	Phone	(859) 572-5035	<i>8595725035</i>
E7	Fax	(859) 572-5036	<i>8595725036</i>
E8	Square Footage	27,000	<i>27,000</i>
E9	Meeting Room Square Footage	1,050	<i>1,050</i>
E10	Number of Groups Using Meeting Room	265	<i>179</i>
E11	Number of Meetings Held	531	<i>358</i>
E12	Library Visits	186,024	<i>198,008</i>
E13	Number of Registered Borrowers	18,170	<i>16,777</i>
E14	Users of Public Internet Computers per Year	61,163	<i>14,421</i>
E15	Reference Transactions	61,776	<i>75,621</i>
E16a	Sunday Opening Time	1pm	<i>1pm</i>
E16b	Sunday Closing Time	5pm	<i>5pm</i>
E16c	Hours	4.00	<i>4</i>
E16d	Monday Opening Time	9am	<i>9am</i>
E16e	Monday Closing Time	9pm	<i>9pm</i>
E16f	Hours	12.00	<i>12</i>
E16g	Tuesday Opening Time	9am	<i>9am</i>
E16h	Tuesday Closing Time	9pm	<i>9pm</i>
E16i	Hours	12.00	<i>12</i>
E16j	Wednesday Opening Time	9am	<i>9am</i>
E16k	Wednesday Closing Time	9pm	<i>9pm</i>
E16l	Hours	12.00	<i>12</i>
E16m	Thursday Opening Time	9am	<i>9am</i>
E16n	Thursday Closing Time	9pm	<i>9pm</i>
E16o	Hours	12.00	<i>12</i>
E16p	Friday Opening Time	9am	<i>9am</i>
E16q	Friday Closing Time	7pm	<i>7pm</i>
E16r	Hours	10.00	<i>10</i>

E16s	Saturday Opening Time	9am	<i>9am</i>
E16t	Saturday Closing Time	5pm	<i>5pm</i>
E16u	Hours	8.00	<i>8</i>
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	<i>140</i>
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	104.00	
E18	Number of Branches	2	<i>2</i>
E19	Total Annual Hours Open	7,280.00	

Outreach Vehicles (F1 - F5)

An outreach vehicle is a vehicle owned by the library 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. **Do not include privately owned vehicles.**

F1	License Number	W2375	<i>W2375</i>
F2	Vehicle Year, Make, and Model	2002 Plymouth Voyager	<i>2002 Plymouth Voyager</i>
F3	Mileage on Odometer	85,552	<i>79,059</i>
F4	Owner of Vehicle	By state	<i>By state</i>
F5	Number of Stops in an Average Week	25	<i>30</i>
F1	License Number	P3052	
F2	Vehicle Year, Make, and Model	2010 Ford Transit	
F3	Mileage on Odometer	3,346	
F4	Owner of Vehicle	locally	
F5	Number of Stops in an Average Week	40	

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 - Count only the hours during which the bookmobile is open to the public

G1	License Number		
G2	Serial Number		
G3	Year		
G4	Owner of Vehicle		
G5	Bookmobile Visits (number of persons entering the bookmobile)		
G6	Number of Registered Borrowers		
G7	Users of Public Internet Computers per Year		
G8	Reference Transactions		
G9a	Sunday Opening Time		na
G9b	Sunday Closing Time		na
G9c	Hours		0.00
G9d	Monday Opening Time		na
G9e	Monday Closing Time		na
G9f	Hours		0.00
G9g	Tuesday Opening Time		na
G9h	Tuesday Closing Time		na
G9i	Hours		0.00
G9j	Wednesday Opening Time		na
G9k	Wednesday Closing Time		na
G9l	Hours		0.00
G9m	Thursday Opening Time		na
G9n	Thursday Closing Time		na
G9o	Hours		0.00
G9p	Friday Opening Time		na
G9q	Friday Closing Time		na
G9r	Hours		0.00
G9s	Saturday Opening Time		na
G9t	Saturday Closing Time		na
G9t	Hours		0.00
(G9.1)	Metro Status Code (hidden)		
(G9.2)	Outlet Type Code (hidden)		
G9.3	Number of Weeks Bookmobile is Open	52	
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	52.00	
G10	Total Hours for Bookmobiles in an Average Week (G9c + G9f + G9i + G9l + G9o + G9r + G9t)	0.00	0

G11	Number of Bookmobiles	0	0
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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	<i>Cold Spring Branch</i>
H2	Street Address	3920 Alexandria Pike	<i>3920 Alexandria Pike</i>
H3	City	Cold Spring	<i>Cold Spring</i>
H4	Zip Code	41076	<i>41076</i>
H5	Zip4	1800	<i>1800</i>
H6	Phone	8597816166	<i>8597816166</i>
H7	Fax	8595725032	<i>8595725032</i>
H8	Square Footage	14,600	<i>14,600</i>
H9	Meeting Room Square Footage	936	<i>936</i>
H10	Number of Groups Using Meeting Room	61	<i>59</i>
H11	Number of Meetings Held	122	<i>118</i>
H12	Library Visits	180,088	<i>192,784</i>
H13	Number of Registered Borrowers	22,557	<i>21,233</i>
H14	Users of Public Internet Computers per Year	37,350	<i>13,461</i>
H15	Reference Transactions	67,678	<i>60,502</i>
Hours Open to the Public			
H16a	Sunday Opening Time	1pm	<i>1pm</i>
H16b	Sunday Closing Time	5pm	<i>5pm</i>
H16c	Hours	4.00	<i>4</i>
H16d	Monday Opening Time	9am	<i>9am</i>
H16e	Monday Closing Time	9pm	<i>9pm</i>
H16f	Hours	12.00	<i>12</i>
H16g	Tuesday Opening Time	9am	<i>9am</i>
H16h	Tuesday Closing Time	9pm	<i>9pm</i>
H16i	Hours	12.00	<i>12</i>
H16j	Wednesday Opening Time	9am	<i>9am</i>
H16k	Wednesday Closing Time	9pm	<i>9pm</i>
H16l	Hours	12.00	<i>12</i>
H16m	Thursday Opening Time	9am	<i>9am</i>
H16n	Thursday Closing Time	9pm	<i>9pm</i>
H16o	Hours	12.00	<i>12</i>
H16p	Friday Opening Time	9am	<i>9am</i>
H16q	Friday Closing Time	7pm	<i>7pm</i>

H16r	Hours	10.00	10
H16s	Saturday Opening Time	9am	9am
H16t	Saturday Closing Time	5pm	5pm
H16u	Hours	8.00	8
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	70.00	70
H18	Number of Weeks Main Library is Open	52	

Facility Info (I1 - I32)

Square Footage

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

Meeting Room Square Footage

I4	Main Library (from H9)	936	936
I5	Branch Libraries (sum of E9 branch data)	1,950	1,950
I6	Total (I4 + I5)	2,886	2,886

No. of Groups Using Meeting Room

I7	Main Library (from H10)	61	59
I8	Branch Libraries (sum of E10 branch data)	315	244
I9	Total (I7 + I8)	376	303

Number of Meetings Held

I10	Main Library (from H11)	122	118
I11	Branch Libraries (sum of E11 branch data)	631	488
I12	Total (I10 + I11)	753	606

Library Visits

I13	Main Library (from H12)	180,088	192,784
I14	Branch Libraries (sum of E12 branch data)	381,725	399,562
I15	Bookmobiles (sum of G5 branch data)	0	0
I16	Total (I13 + I14 + I15)	561,813	592,346

Number of Registered Borrowers

I17	Main Library (from H13)	22,557	21,233
I18	Branch Libraries (sum of E13 branch data)	32,683	30,592
I19	Bookmobiles (sum of G6 branch data)	0	0
I20	Total (I17 + I18 + I19)	55,240	51,825

Users of Public Internet Computers per Year

I21	Main Library (from H14)	37,350	13,461
I22	Branch Libraries (sum of E14 branch data)	100,324	26,863
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	137,674	40,324
Reference Transactions			
I25	Main Library (from H15)	67,678	60,502
I26	Branch Libraries (sum of E15 branch data)	97,656	116,155
I27	Bookmobiles (sum of G8 branch data)	0	0
I28	Total (I25 + I26 + I27)	165,334	176,657
Public Service Hours per Year			
I29	Main Library (H17 * H18)	3,640.00	3,640
I30	Branch Libraries (sum of E17 branch data * E17.3a)	7,280.00	7,280.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00	0
I32	Total (I29 + I30 + I31)	10,920.00	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.

Librarians are defined as persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

J1	Number of Librarians with an ALA Accredited Master's Degree in Library Science	20.22	20.00
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	0	0.00
J3	Number of Librarians with a Master's Degree NOT in Library Science	0	0.00
J4	Number of Librarians with a Bachelor's Degree in Library Science	0	0.00

J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	0	0.50
J6	Number of Librarians with Less Than a Bachelor's Degree	0	0.00
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	20.22	20.50
J8	All Other Paid Staff	40.55	37.50
J9	Total Paid Employees (J7 + J8):	60.77	58.00

Library Collection (K1 -K17)

Book Collection

K1	Adult Fiction	53,738	53,104
K2	Adult Nonfiction	57,329	56,266
K3	Juvenile Fiction	65,949	64,217
K4	Juvenile Nonfiction	33,764	34,837
K5	Total (K1 + K2 + K3 + K4)	210,780	208,424

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	4,750	1,368
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Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region**. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions, K8**. Each database is counted individually even if access to several databases is supported through the same vendor interface.

Licensed Databases

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface.

K7a	Local	10	8
K7b	State (State Government or State Library) ** Include 30 KYVL databases **	30	30
K7c	Other Cooperative Agreements (or Consortia) within State or Region	2	2
K7	Total Licensed Databases (K7a+K7b+K7c)	42	40
K9	Audio - Physical Units	22,745	10,394

K10	Audio - Downloadable Titles	5,292	
K13	Video - Physical Units	24,717	23,230
K14	Video - Downloadable Titles	595	
Serial Subscriptions			
K16	Current Print Serial Subscriptions	412	393
K17	Book/Serial Volumes (K5 + K16)	211,192	208,817

Circulation (L1 - L52)

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.

Book Circulation Adult Fiction

L1	Main Library	75,938	77,814
L2	All Branches	99,679	100,935
L3	Bookmobile/Outreach	0	0
L4	Total (L1 + L2 + L3)	175,617	178,749

Book Circulation Adult Nonfiction

L5	Main Library	42,956	43,263
L6	All Branches	67,452	68,800
L7	Bookmobile/Outreach	0	0
L8	Total (L5 + L6+ L7)	110,408	112,063

Book Circulation Juvenile Fiction

L9	Main Library	71,819	67,204
L10	All Branches	114,955	114,809
L11	Bookmobile/Outreach	0	0
L12	Total (L9 + L10+ L11)	186,774	182,013

Book Circulation Juvenile Nonfiction

L13	Main Library	15,244	17,202
L14	All Branches	21,287	21,836
L15	Bookmobile/Outreach	0	0
L16	Total (L13 + L14 + L15)	36,531	39,038

Book Circulation Total:

L17	Main Library (L1 + L5 + L9 + L13)	205,957	205,483
L18	All Branches (L2 + L6 + L10 + L14)	303,373	306,380
L19	Bookmobile/Outreach (L3 + L7 + L11 + L15)	0	0
L20	Total (L4 + L8 + L12+ L16)	509,330	511,863

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	16,203	16,783
L22	All Branches	20,034	20,944
L23	Bookmobile/Outreach	0	0
L24	Total (L21 + L22 + L23)	36,237	37,727

Audiovisual Circulation Other Audio

L25	Main Library	23,359	26,181
L26	All Branches	37,610	39,632
L27	Bookmobile/Outreach	0	0
L28	Total (L25 + L26 + L27)	60,969	65,813

Audiovisual Circulation Videos

L29	Main Library	129,497	138,437
L30	All Branches	216,178	226,855
L31	Bookmobile/Outreach	0	0
L32	Total (L29 + L30 + L31)	345,675	365,292

Audiovisual Circulation Other

L33	Main Library	8,178	7,779
L34	All Branches	11,324	10,630
L35	Bookmobile/Outreach	0	0
L36	Total (L33 + L34 + L35)	19,502	18,409

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	177,237	189,180
L38	All Branches (L22 + L26 + L30 + L34)	285,146	298,061
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0	0
L40	Total (L24 + L28 + L32 + L36)	462,383	487,241

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	2,363	1,319
L42	All Branches	4,726	2,638
L43	Bookmobile/Outreach	0	0
L44	Total (L41 + L42 + L43)	7,089	3,957

Total Circulation

L45	Main Library (L17 + L37 + L41)	385,557	395,982
L46	All Branches (L18 + L38 + L42)	593,245	607,079
L47	Bookmobile/Outreach (L19 + L39 + L43)	0	0
L48	Total (L20 + L40 + L44)	978,802	1,003,061

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)

L49	Main Library	118,722	119,557
L50	All Branches	177,779	182,609
L51	Bookmobile/Outreach	0	0
L52	Total (L49 + L50 + L51)	296,501	302,166

In-house Library Use (M1 - M4)

This is a measure of all items used within the library but not checked out. Count all material that was looked at or used even if the patron was unsuccessful in finding the information desired. In-house use, like circulation, measures activity for the full fiscal year. Use may be determined by gathering statistics for a 'typical week' and then multiplying by the number of weeks open. Please provide the best count possible.

M1	Main Library	20,076	22,338
M2	All Branches	60,310	45,794
M3	Bookmobile	0	0
M4	Total (M1 + M2 + M3)	80,386	68,132

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	3,143	3,469
N2	Nonprint	1,008	1,765
N3	Total (N1 + N2):	4,151	5,234

Borrowed From

N4	Print	4,479	3,065
N5	Nonprint	2,104	1,059
N6	Total (N4 + N5):	6,583	4,124

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.

Infant/Toddler - *number of programs*

O1	Main Library	146	154
O2	All Branches	296	309
		0	0

O3	Bookmobile/Outreach		
O4	Total (O1 + O2 + O3)	442	463
Infant/Toddler - <i>number of attendees</i>			
O5	Main Library	1,739	1,356
O6	All Branches	5,516	4,667
O7	Bookmobile/Outreach	0	0
O8	Total (O5 + O6 + O7)	7,255	6,023
Preschool - <i>number of programs</i>			
O9	Main Library	33	37
O10	All Branches	148	154
O11	Bookmobile/Outreach	0	0
O12	Total (O9 + O10 + O11)	181	191
Preschool - <i>number of attendees</i>			
O13	Main Library	231	231
O14	All Branches	2,247	2,093
O15	Bookmobile/Outreach	0	0
O16	Total (O13 + O14 + O15)	2,478	2,324
Elementary School - <i>number of programs</i>			
O17	Main Library	39	33
O18	All Branches	99	93
O19	Bookmobile/Outreach	0	0
O20	Total (O17 + O18 + O19)	138	126
Elementary School - <i>number of attendees</i>			
O21	Main Library	1,706	1,201
O22	All Branches	3,282	4,301
O23	Bookmobile/Outreach	0	0
O24	Total (O21 + O22 + O23)	4,988	5,502
Young Adult (age 13 and older) - <i>number of programs</i>			
O25	Main Library	43	44
O26	All Branches	90	120
O27	Bookmobile/Outreach	0	0
O28	Total (O25 + O26 + O27)	133	164
Young Adult (age 13 and older) - <i>number of attendees</i>			
O29	Main Library	746	978
O30	All Branches	1,524	2,361
O31	Bookmobile/Outreach	0	0
O32	Total (O29 + O30 + O31)	2,270	3,339
Other Children's Programs - <i>number of programs</i>			
O33	Main Library	42	207
O34	All Branches	129	241
O35	Bookmobile/Outreach	332	0
O36	Total (O33 + O34 + O35)	503	448
Other Children's Programs - <i>number of attendees</i>			

O37	Main Library	755	9,752
O38	All Branches	3,525	8,650
O39	Bookmobile/Outreach	13,324	0
O40	Total (O37 + O38 + O39)	17,604	18,402

Other Programs - *number of programs*

O41	Main Library	86	92
O42	All Branches	163	166
O43	Bookmobile/Outreach	0	0
O44	Total (O41 + O42 + O43)	249	258

Other Programs - *number of attendees*

O45	Main Library	2,104	3,294
O46	All Branches	1,918	2,539
O47	Bookmobile/Outreach	0	0
O48	Total (O45 + O46 + O47)	4,022	5,833

Total Number Of Programs:

O49	Main Library (O1 + O9 + O17 + O25 + O33 + O41)	389	567
O50	All Branches (O2 + O10 + O18 + O26 + O34 + O42)	925	1,083
O51	Bookmobile/Outreach (O3 + O11 + O19 + O27 + O35 + O43)	332	0
O52	Total (O4 + O12 + O20 + O28 + O36 + O44)	1,646	1,650

Total Program Attendance:

O53	Main Library (O5 + O13 + O21 + O29 + O37 + O45)	7,281	16,812
O54	All Branches (O6 + O14 + O22 + O30 + O38 + O46)	18,012	24,611
O55	Bookmobile/Outreach (O7 + O15 + O23 + O31 + O39 + O47)	13,324	0
O56	Total (O8 + O16 + O24 + O32 + O40 + O48)	38,617	41,423

Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work	Bruno	<i>The Dead Hour</i>
P2	Type of Work	Video	<i>Book</i>
P3	Grounds for Challenge	Nudity	<i>Offensive Language</i>
P4	Initiator of Challenge	Patron	<i>Patron</i>
P5	Status of Material	Material(s) Retained	<i>Material(s) Retained</i>

P6	Comments		N/A
P1	Title of Challenged Work	Spiderman: High Voltage Villians	<i>SpongeBob Squarepants: The Essential Guide</i>
P2	Type of Work	Video	<i>Book</i>
P3	Grounds for Challenge	Offensive Language	<i>Offensive Language</i>
P4	Initiator of Challenge	Parent	<i>Patron</i>
P5	Status of Material	Material(s) Retained	<i>Material(s) Retained</i>
P6	Comments		N/A
P1	Title of Challenged Work	Ghost Story	<i>The Last House on the Left</i>
P2	Type of Work	Video	<i>Video</i>
P3	Grounds for Challenge	Nudity	<i>Violence</i>
P4	Initiator of Challenge	Patron	<i>Patron</i>
P5	Status of Material	Material(s) Retained	<i>Material(s) Retained</i>
P6	Comments		N/A
P1	Title of Challenged Work	Unhinged: Exposing Liberals Gone Wild	
P2	Type of Work	Book	
P3	Grounds for Challenge	Political Viewpoint	
P4	Initiator of Challenge	Patron	
P5	Status of Material	Material(s) Retained	
P6	Comments		
P1	Title of Challenged Work	Gummo	
P2	Type of Work	Video	
P3	Grounds for Challenge	Violence	
P4	Initiator of Challenge	Patron	
P5	Status of Material	Material(s) Retained	
P6	Comments		

Technology (Q1 - Q4)

Q1	Number of Internet Terminals Used by General Public	74	77
Q2	Number of Computer Terminals Library Has	146	137
Q3	Number of People Formally Trained by Staff to Use Electronic Resources	323	517
Q4	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	Yes

Planning and Evaluation (S1)

S1

Describe the current status of your total library program.

"FY2010-11 was a very solid year for the Library. The Library contracted with a professional graphics company for the revision of the main part of its site. While this work was being done, a new Digital Services Manager (Glen Horton) was hired (replacing our previous Systems Manager). Glen halted the launch of the new site until further evaluation of its capabilities and needs could be done. In the end, we are looking for a site that has much greater depth and ease of use. We want to promote online services (beyond just databases and e-materials) such as online programming in both "real time" and "on demand." We also want a closer integration of the Library's ILS with the Library's website. The possibilities are very exciting. The Library continues participating in regional and national initiatives. One Book One Community gets better and more firmly established with each passing year. We have also supported several campaigns to raise library awareness that were initiated by the Kentucky Public Library Association. In spring 2011, we began to move forward on the planning of the South Branch. The building program was shared with Ehmet Hayes from Robert Ehmet Hayes and Associates. Through the summer, the Library has worked on planning the various areas of the building within a given footprint and looking at some external features (such as roof design) as well. Also in spring 2011, we began to consider work on "refreshing" both the Newport and the Carrico/Fort Thomas Branch locations. At Newport, we rearranged much of the furnishings, reupholstered some furnishings, and bought a few new lounge pieces. The Kentucky Room was divided, yielding a smaller study room. This arrangement gives much greater flexibility to the space. At the Carrico/Fort Thomas Branch, we will be replacing the carpet throughout the entire building. At the same time, we will be building two quiet study rooms and replacing all of the computer wiring. The demarcation point for the internet will be moved to the small furnace room in the newer part of the building which eliminates the duplication of equipment that we have now. Some new furnishings will be purchased but most of the old furnishings will continue to be used. With all three projects, consideration is being given to creating spaces that can be easily cleared of furnishings when the branches have larger events. We have continued to gather books for the South Branch. There are presently about nearly 10,000 items that are staged for the new branch. We have also set aside unused funds from FY2010-11 into a certificate of deposit that we will use for purchasing books later. The Library entered into a "Sister Library" arrangement with McLean County Public Library. McLean is the last county in Kentucky to establish a library district. Our staff and Friends will be helping them to establish a solid foundation in their community. The Library's funding has remained fairly steady. Increased awareness of the actions of special taxing districts in relation to their tax rates has caused some concern, however. The legislature has also proposed new laws to clarify some of the ambiguities in past legislation. Our library watches these developments very closely. The "downstreaming" of video content directly to a consumer's television for a fairly reasonable monthly fee (currently around \$10 per month) has had a remarkable impact on our circulation over the past year. The decrease in circulation was felt in other areas but was certainly sharply felt in video/DVD circulation. We are still discussing how to address this change in our usage. Several changes in personnel over the last year are of particular note: * Digital Services Manager. The Library has hired a new Digital Services Manager who will coordinate the website, social media, continuing technology education for staff, and some hardware issues. The Library's website will, through this person's vision, become more of an online branch for the Library as opposed to being just another conduit for advertising. * Collection Services Coordinator. The Collection Services Manager position has been replaced by a Collection Services Coordinator who has been charged with creating greater efficiencies within the Collection Services area so that patron needs

Response has been entered

are anticipated more closely and met more quickly. * Carrico/Fort Thomas Branch Manager. A new branch manager at this location will be working closely with staff to improve programming and service as well as to oversee the renovation project. The bandwidth between the Cold Spring and Fort Thomas locations with Newport has been increased to 10mps. The connection between Newport and the rest of the internet remains at 10mps for now. We are hopeful that the economy will show sustained and strong signs of recovery in the coming year. ""

Personnel Policies (T1 - T20)

Click on the check box if your policy has gone before the board for review in the last five years

T1	Breaks	Yes	Yes
T2	Disabilities or ADA	Yes	Yes
T3	Evaluations	Yes	Yes
T4	Grievance Procedures	Yes	Yes
T5	Health/Other Insurance	Yes	Yes
T6	Hiring	Yes	Yes
T7	Holidays	Yes	Yes
T8	Inclement Weather	Yes	Yes
T9	Job Descriptions	Yes	Yes
T10	Lateness	Yes	Yes
T11	Family Medical Leave Act (FMLA)	Yes	Yes
T12	Overtime	Yes	Yes
T13	Retirement	Yes	Yes
T14	Salary Payment	Yes	Yes
T15	Sexual Harassment	Yes	Yes
T16	Sick Leave	Yes	Yes
T17	Termination	Yes	Yes
T18	Unpaid Leave	Yes	Yes
T19	Vacation Leave	Yes	Yes
T20	Workweek	Yes	Yes

Library Operation Policies (U1 - U16)

Click on the check box if your policy has gone before the board for review in the last five years

U1	Building Operation	Yes	Yes
U2	Circulation	Yes	Yes
U3	Collection Management	Yes	Yes
U4	Computer Use	Yes	Yes
U5	Copyright	Yes	Yes
U6	Displays	Yes	Yes
U7	Genealogy	Yes	Yes
U8	Gifts and Appraisal	Yes	Yes
U9	Interlibrary Cooperation	Yes	Yes
U10	Internet Use	Yes	Yes
U11	Material Selection/Complaints	Yes	Yes
U12	Meeting Room	Yes	Yes
U13	Problem Patron	Yes	Yes

U14	Record Retention	Yes	Yes
U15	Library Board	Yes	Yes
U16	What level of Kentucky Library Standards have you received?	Enhanced	<i>Enhanced</i>

Current Library Board Membership (V1 - V6)

Designated Day and Time for Monthly Board Meeting:

V1.1	Day	Tuesday	<i>Tuesday</i>
V1.2	Week	Third Week	<i>Third Week</i>
V1.3	Time	4:30 PM - 5:00 PM	<i>4:30 PM - 5:00 PM</i>

President or Chair

V2.1	Name:	Rebecca Kelm	<i>Dr. Ann Painter</i>
V2.2	P.O. Box or Street:	669 Silver Ledge Drive	<i>2976 Fender Road</i>
V2.3	City:	Cold Spring	<i>Melbourne</i>
V2.4	Zip:	41076	<i>41059</i>
V2.5	Phone:	(859) 441-3290	<i>(859) 635-7181</i>
V2.6	Term Expires (MM/DD/YYYY):	9/30/2013	<i>9/30/2010</i>
V2.7	Term	Second Term	<i>Second Term</i>
V2.8	Number of Regularly Scheduled Board Meetings Attended	12	<i>11</i>
V2.9	Number of Library Related Professional Conferences and or Workshops Attended	1	<i>1</i>

Vice President or Vice Chair

V3.1	Name:	Angela Siddall	<i>Rebecca Kelm</i>
V3.2	P.O. Box or Street:	501 East Second Street	<i>28 North Montrose Avenue</i>
V3.3	City:	Newport	<i>Fort Thomas</i>
V3.4	Zip:	41071	<i>41075</i>
V3.5	Phone:	(859) 261-1316	<i>(859) 441-3290</i>
V3.6	Term Expires (MM/DD/YYYY):	9/30/2013	<i>9/30/2013</i>
V3.7	Term	Second Term	<i>Second Term</i>
V3.8	Number of Regularly Scheduled Board Meetings Attended	10	<i>12</i>
V3.9	Number of Library Related Professional Conferences and or Workshops Attended	0	<i>1</i>

Secretary

Judy Voelker	<i>Angela Siddall</i>
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V4.1	Name:		
V4.2	P.O. Box or Street:	322 Grandview	<i>501 East Second Street</i>
V4.3	City:	Bellevue	<i>Newport</i>
V4.4	Zip:	41073	<i>41071</i>
V4.5	Phone:	(859) 813-7603	<i>(859) 261-1316</i>
V4.6	Term Expires (MM/DD/YYYY):	9/30/2012	<i>9/30/2013</i>
V4.7	Term	First Term	<i>Second Term</i>
V4.8	Number of Regularly Scheduled Board Meetings Attended	9	<i>11</i>
V4.9	Number of Library Related Professional Conferences and or Workshops Attended	1	<i>0</i>
Treasurer			
V5.1	Name:	Donald E. Grosenbach	<i>Donald E. Grosenbach</i>
V5.2	P.O. Box or Street:	2 Millstone Court	<i>2 Millstone Court</i>
V5.3	City:	Cold Spring	<i>Cold Spring</i>
V5.4	Zip:	41076	<i>41076</i>
V5.5	Phone:	(859) 441-4897	<i>(859) 441-4897</i>
V5.6	Term Expires (MM/DD/YYYY):	9/30/2012	<i>9/30/2012</i>
V5.7	Term	Second Term	<i>Second Term</i>
V5.8	Number of Regularly Scheduled Board Meetings Attended	12	<i>11</i>
V5.9	Number of Library Related Professional Conferences and or Workshops Attended	1	<i>0</i>
Member			
V6.1	Name:	Steven Trumbo	<i>Dr. Judy Voelker</i>
V6.2	P.O. Box or Street:	3778 Lisa Lane	<i>322 Grandview</i>
V6.3	City:	Alexandria	<i>Bellevue</i>
V6.4	Zip:	41001	<i>41073</i>
V6.5	Phone:	(859) 630-5596	<i>(859) 816-7603</i>
V6.6	Term Expires (MM/DD/YYYY):	9/30/2014	<i>9/30/2012</i>
V6.7	Term	First Term	<i>First Term</i>
V6.8	Number of Regularly Scheduled Board Meetings Attended	9	<i>10</i>

V6.9	Number of Library Related Professional Conferences and or Workshops Attended	1	<i>1</i>
	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.		