

Campbell County Public Library District 2020 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

A1	County	Campbell
A2	Estimated Population	93,584
A3	Library Name	Campbell County Public Library District
Street Address		
A4	Street Address	3920 Alexandria Pike
A5	City	Cold Spring
A6	Zip Code	41076
Mailing Address		
A8	Mailing Address	3920 Alexandria Pike
A9	City	Cold Spring
A10	Zip Code	41076
A12	Phone	(859) 781-6166
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	7.5
A15	Personal	7.5
A16	Motor Vehicle/Water Craft	2.6

Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. Examples of revenue to be used for major capital expenditures include funds received for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines) or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

E-rate -- If there is an invoice sent to the library that indicates the amount of the e-rate discount (i.e., supported by documentation), then the library can report this as an expenditure under Other Operating Expenditures (Item C29 or C31). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

Local Government Revenue

B1	Library Tax	\$4,934,063
B2	Other	\$0
B3	Local Government	\$4,934,063

Revenue Total (B1 + B2):

State Government Revenue

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

Federal Government Revenue

B12	Federal Government Revenue	\$39,600
B13	Federal Government Revenue Total	\$39,600

Other Operating Income

B14	Other Operating Revenue	\$122,882
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$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	\$255,532
C2	Electronic Materials Expenditures	\$233,030
C3	Audiovisual Materials	\$103,157
C4	Electronic Collections [databases]	\$41,249
C5	Other Library Materials	\$0
C6	Collection Expenditures Total (C1 through C5)	\$632,968

Salary Expenditures

C7	Library Director	\$96,344
C8	Other Library Personnel	\$2,260,637
C10	Salary Expenditures Total (C7 + C8)	\$2,356,981

Fringe Benefits

C11	Required Fringe Benefits	\$191,272
C12	Retirement	\$448,783

	(Employer's Share)	
C13	Medical Insurance (Employer's Share)	\$286,809
C14	Other	\$7,238
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$934,102
C16	Total Staff Expenditures (C10 + C15)	\$3,291,083
Other Operations		
C17	Building Repair	\$30,150
C18	Building Maintenance	\$88,161
C20	Office Supplies, Program Supplies, Postage	\$95,561
C21	Insurance	\$54,048
C22	Public Relations	\$81,047
C23	Utilities	\$81,961
C24	Professional Fees	\$54,182
C25	Audit Fee	\$9,950
C26	Fiscal Year that Audit Covers	FY 2019-2020
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$1,526
C29	Other	\$43,961
C30	Specify	Processing materials, programming, board activities, volunteer appreciation
C31	Other	\$73,113
C32	Specify	Misc
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$613,660
C34	Bookmobile/Extended Services	\$11,627
C35	Continuing Education	\$40,088
C36	Operating Expenditures for Electronic Access	\$151,458
C37	Total Operating Expenditures (C6 +	\$4,740,884

**C16 + C33 + C34 +
C35 + C36):**

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	\$732,678
C39	Debt Service	\$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
C40b	State - Capital Revenue	\$0
C40c	Federal - Capital Revenue	\$0
C40d	Other - Capital Revenue	\$0
C40	Total Capital Revenue (C40a through C40d)	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$1,200,000

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

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

COVID Related Information (D1 - D16)

- | | | |
|----|---|-----|
| D1 | Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? | Yes |
| D2 | Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? | Yes |
| D3 | Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? | Yes |
| D4 | Did the library allow users to complete registration for library cards online without having to come to the library <u>before</u> the Coronavirus (COVID-19) pandemic? | Yes |
| D5 | Did the library allow users to complete registration for library cards online without having to come to the library <u>during</u> the Coronavirus (COVID-19) pandemic? | Yes |
| D6 | Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus | Yes |

- (COVID-19) pandemic?
- D7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- D8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- D9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- D10 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? Yes
- D11 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- D12 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No

D13 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

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

D14 Total Recordings of Program Content 195

D15 Total Views of Recorded Program Content 23,000

D16 Describe the Library's Response to the COVID-19 Pandemic The library closed all locations on March 13, 2020, after receiving a recommendation to do so from KDLA. Virtual programming began two weeks later with programs (all recorded) for all ages. We used the closed period to do repairs of parking lots and added a new driveway at our Cold Spring location. Curbside service began on 18 May 2020. Prior to that, we had ordered and began installed plexiglass for service desks along with other PPE. We began providing limited in-building services on 15 Jun 2020 with limited hours (M, W, F 11-7, Sat 1-5) at all locations. We expanded those hours on 29 Jun 2020 to M-F 11-7, Sat 1-5p. No in-person programming or meeting room use will be permitted until the end of 2020, at a minimum.

Branch Libraries (E1- E19)

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

INFORMATION FOR EACH BRANCH:

Add a new group for each branch in the county.

For each group of branch libraries, you MUST place a value of "0" in the Hours field for any day of the week where there are no Hours listed.

E1	Branch Library Name	Carrico/Fort Thomas Branch
E2	Street Address	1000 Highland Avenue
E3	City	Fort Thomas
E4	Zip Code	41075
E6	Phone	(859) 572-5033
E8	Square Footage	15,000
E11	Number of Meetings Held	1,125

E12	Library Visits	117,515
E13	Number of Registered Users	10,577
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	11,135
E15	Reference Transactions	25,064
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
E17.1	Number of Weeks Branch was Closed Due to COVID-19	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	3

E17.3	Number of Weeks Branch Library is Open	36
E1	Branch Library Name	Newport Branch
E2	Street Address	901 East Sixth Street
E3	City	Newport
E4	Zip Code	41071
E6	Phone	(859) 572-5035
E8	Square Footage	27,000
E11	Number of Meetings Held	1,038
E12	Library Visits	119,642
E13	Number of Registered Users	11,207
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	17,497
E15	Reference Transactions	38,194
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
E17.1	Number of Weeks Branch was Closed Due to COVID-19	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	3
E17.3	Number of Weeks Branch Library is Open	36
E1	Branch Library Name	Alexandria Branch
E2	Street Address	8333 Alexandria Pike
E3	City	Alexandria
E4	Zip Code	41001
E6	Phone	(859) 572-7463
E8	Square Footage	3,000
E11	Number of Meetings Held	187
E12	Library Visits	12,991
E13	Number of Registered Users	1,800
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	800
E15	Reference Transactions	4,342
E16a	Sunday Opening Time	
E16b	Sunday Closing Time	
E16c	Hours	0.00
E16d	Monday Opening Time	
E16e	Monday Closing Time	
E16f	Hours	0.00
E16g	Tuesday Opening Time	11a
E16h	Tuesday Closing Time	7p
E16i	Hours	8.00
E16j	Wednesday Opening Time	11a

E16k	Wednesday Closing Time	7p
E16l	Hours	8.00
E16m	Thursday Opening Time	11a
E16n	Thursday Closing Time	7p
E16o	Hours	8.00
E16p	Friday Opening Time	11a
E16q	Friday Closing Time	7p
E16r	Hours	8.00
E16s	Saturday Opening Time	11a
E16t	Saturday Closing Time	5p
E16u	Hours	6.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	3
E17.3	Number of Weeks Branch Library is Open	36
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	178.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	108.00
E18	Number of Branches	3
E19	Total Annual Hours Open	6,408.00

Outreach Vehicles (F1 - F5)

An outreach vehicle is a vehicle used principally to provide personalized library services to individuals and groups at remote locations. The vehicle does not have an organized collection separate as in the case of a bookmobile. Staff will deliver and pick-up library materials specifically for patrons who are for any reason unable to visit the library in person. An outreach vehicle may also be used for programming at daycare centers, schools, senior centers, etc.

F1	License Number	KY Govt P3052
F2	Vehicle Year, Make, and Model	2010 Ford Transit

F3	Mileage on Odometer	59,813
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	35
F1	License Number	KY Govt P8584
F2	Vehicle Year, Make, and Model	2012 Ford Transit
F3	Mileage on Odometer	56,145
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	35
F1	License Number	KY READ 6613GG
F2	Vehicle Year, Make, and Model	2016 Honda HRV
F3	Mileage on Odometer	15,207
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	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)	
G6	Number of Registered Users	
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	
G8	Reference Transactions	
G9	Hours on the Road	0

	Per Week (but not serving patrons)	
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
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	
G9.3	Number of Weeks Bookmobile is Open	0
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00
G11	Number of Bookmobiles	0

Main Library (H1 - H19)

This is one type of single outlet library or the library which is the operational center of a multiple outlet library. Usually all processing is centralized here and the principal collections are housed here.

H1	Library Name	Cold Spring Branch
H2	Street Address	3920 Alexandria Pike

H3	City	Cold Spring
H4	Zip Code	41076
H6	Phone	(859) 781-6166
H8	Square Footage	14,600
H11	Number of Meetings Held	486
H12	Library Visits	108,032
H13	Number of Registered Users	14,110
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	11,553
H15	Reference Transactions	32,630
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
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	13
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	3
H18	Number of Weeks Main Library is Open	36
H19	Does your library have a Friends group?	
	Yes	Yes
	No	No

Facility Info (I1 - I32)

Square Footage

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

Number of Meetings Held

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

Library Visits

I13	Main Library (from H12)	108,032
I14	Branch Libraries (sum of E12 branch data)	250,148
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	358,180

Number of Registered Users

I17	Main Library (from H13)	14,110
I18	Branch Libraries (sum of E13 branch data)	23,584
I19	Bookmobiles (sum of G6 branch data)	0

I20 Total (I17 + I18 + I19) 37,694

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

I21 Main Library (from H14) 11,553

I22 Branch Libraries (sum of E14 branch data) 29,432

I23 Bookmobiles (sum of G7 branch data) 0

I24 Total (I21 + I22 + I23) 40,985

Reference Transactions

I25 Main Library (from H15) 32,630

I26 Branch Libraries (sum of E15 branch data) 67,600

I27 Bookmobiles (sum of G8 branch data) 0

I28 Total (I25 + I26 + I27) 100,230

Public Service Hours per Year

I29 Main Library (H17 * H18) 2,520.00

I30 Branch Libraries (sum of E17 branch data * E17.3a) 6,408.00

I31 Bookmobiles (sum of G10 bookmobile data * G9.3a) 0.00

I32 Total (I29 + I30 + I31) 9,672.00

Library Staff (J1- J09)

Report figures as of the last day of the fiscal year. **Include all positions funded in the library's budget whether those positions are filled or not.** To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

To calculate FTEs for seasonal workers, I would use the following example:

- Two three month workers (.25 of year) work 15 hours a week, so
- $15 + 15 = 30$ hrs/wk
- $30/40 = .75$ FTEs
- $.75 * .25 = .1875$ FTE for entire year (based on working only three months)

J1 Number of Librarians with an ALA Accredited Master's Degree in Library Science 15.50

J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	.0
J6	Number of Librarians with Less Than a Bachelor's Degree	.0
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	15.50
J8	All Other Paid Staff	51.5
J9	Total Paid Employees (J7 + J8):	67.00

Library Collection (K1 -K17)

Book Collection

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

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	188,472
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Electronic Collections [databases] (K7a - K7b):

Report the number of electronic collections [databases].

An electronic collection [database] is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection [database] may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection [database] may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections [databases] that are provided by third parties and freely linked to on the web.

Electronic Collections [databases] do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.

Include electronic collections [databases] that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections [databases] acquired through curation, payment or formal agreement, by source of access:

Item #K7a Local/Other cooperative agreements

Item #K7b (State government or state library)

Item #K7 Total Electronic Collections [databases].

This is the sum of Local/Other cooperative agreements, and State Electronic Collections [databases] (Item #K7a and #K7b).

K7a	Local/Other Cooperative Agreements	7
K7b	State (State Government or State Library) ** Include 62 KYVL databases **	62
K7	Total Electronic Collections [databases] (K7a+K7b)	69
K9	Audio - Physical Units	23,404
K10	Audio - Downloadable Units	48,748
K13	Video - Physical Units	30,973
K14	Video - Downloadable Units	2,518
K15	Other Material in Collection	1,001
K16	Current Print Serial Subscriptions	356
K17	Book/Serial Volumes (K4 + K16)	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	62,390
L2	All Branches	114,045
L3	Bookmobile/Outreach	0
L4	Total (L1 + L2 + L3)	176,435

Book Circulation, Young Adult (ages 12 to 18)

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

Book Circulation, Children's (under age 12)

L9	Main Library	63,619
L10	All Branches	125,772
L11	Bookmobile/Outreach	0
L12	Total (L9 + L10+ L11)	189,391

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	133,671
L14	All Branches (L2 + L6 + L10)	252,760
L15	Bookmobile/Outreach (L3 + L7 + L11)	0
L16	Total (L4 + L8 + L12)	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	6,485
L22	All Branches	9,344
L23	Bookmobile/Outreach	0
L24	Total (L21 + L22 + L23)	15,829

Audiovisual Circulation Other Audio

L25	Main Library	6,542
L26	All Branches	12,419
L27	Bookmobile/Outreach	0
L28	Total (L25 + L26 + L27)	18,961

Audiovisual Circulation Videos

L29	Main Library	90,671
L30	All Branches	170,220

L31	Bookmobile/Outreach	0
L32	Total (L29 + L30 + L31)	260,891

Audiovisual Circulation Other

L33	Main Library	2,367
L34	All Branches	3,552
L35	Bookmobile/Outreach	0
L36	Total (L33 + L34 + L35)	5,919

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	106,065
L38	All Branches (L22 + L26 + L30 + L34)	195,535
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0
L40	Total (L24 + L28 + L32 + L36)	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	10,104
L42	All Branches	22,991
L43	Bookmobile/Outreach	0
L44	Total (L41 + L42 + L43)	33,095

Total Circulation

L45	Main Library (L13 + L37 + L41)	249,840
L46	All Branches (L14 + L38 + L42)	471,286
L47	Bookmobile/Outreach (L15 + 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.

L48	Use of Electronic Material	178,238
L49	Total Circulation (L16 + L40 + L44 + L48)	899,364
L50	Successful Retrieval of Electronic Information	43,147

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	92,138
L52	All Branches	175,172
L53	Bookmobile/Outreach	0
L54	Total (L51 + L52 + L53)	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	Smartphone app downloads
M2	Use Statistics	20,587

Interlibrary Cooperation (N1 - N6)

Loaned To

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

Borrowed From

N4	Print	3,070
N5	Nonprint	495
N6	Total (N4 + N5):	3,565

Programs (O1 - O56)

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

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. Also, do not enter the number of programs or attendance in more than one category. Do not include passive programming.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	275
O2	All Branches	418
O3	Bookmobile/Outreach	649

O4 **Total (O1 + O2 + O3)** 1,342
 Infant/Toddler/Preschool - *number of attendees*

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

Elementary School - *number of programs*

O17 Main Library 35
 O18 All Branches 65
 O19 Bookmobile/Outreach 3
 O20 **Total (O17 + O 18 + O19)** 103

Elementary School - *number of attendees*

O21 Main Library 917
 O22 All Branches 902
 O23 Bookmobile/Outreach 239
 O24 **Total (O21 + O22 + O23)** 2,058

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

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

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

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

Adult Programs - *number of programs*

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

Adult Programs - *number of attendees*

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

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

O41 Main Library 55
 O42 All Branches 183

O43	Bookmobile/Outreach	69
O44	Total (O41 + O42 + O43)	307

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

O45	Main Library	1,179
O46	All Branches	3,191
O47	Bookmobile/Outreach	1,623
O48	Total (O45 + O46 + O47)	5,993

Total Number Of Programs:

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

Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	12,031
O54	All Branches (O6 + O22 + O30 + O38 + O46)	22,499
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	10,176
O56	Total (O8 + O24 + O32 + O40 + O48)	44,706

Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work
P2	Type of Work
P3	Grounds for Challenge
P4	Initiator of Challenge
P5	Status of Material
P6	Comments

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by	91
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	General Public	
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	331
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	26,307
Q5	Website Visits	704,551

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 big story for 2020, of course, is the pandemic. Many have made the comparison to the 1918 Spanish Flu epidemic and it's an apt one. Nationally, the pandemic has rocked the economy, closed many business and stalwart institutions, and killed (as of today) over 183,000 Americans. A disjointed and disorganized federal response has been the Achilles hill of response efforts. America accounts for 25% of the world's deaths with a population that is only 4% of the world's population. In Kentucky, thanks to a strong response from Governor Andy Beshear, the virus has been managed. To date, there have been 48,000 cases and 933 deaths. This, while still distressing, compares well with other much harder hit states. In Campbell County, the outbreak has been fairly contained. As of today, we have had 702 cases and 13 deaths. Our last death was on June 30, 2020. Between March 13, 2020 and May 18, all of the library's buildings were closed. Online delivery of programming content began in April. We have continued having all programming online and do not plan on any in-person programming for the rest of the year. Curbside delivery of held materials (with nearly overwhelming fanfare) began on May. We opened the buildings to limited traffic with reduced hours/days on June 15. Those hours/days were expanded on June 29. Our present M-F 11-7p, Sat 1-5p schedule will be expanded to include Sunday 1-5p in October. Understandably, all traditional measures of library service have been greatly skewed as a result of the pandemic. We conducted a user survey in August 2020. Respondents (98%) were satisfied with our pandemic response and happy that we had offered the services that we could including curbside and online programming. Still, both circulation and programming are greatly impacted. This year is the last year of our 2016 strategic plan. The last remaining "big" item was a revamp of the parking lot for Cold Spring location. Due to budget limitations, we were not able to renovate the entrance area, but the improvement to the parking lot has been well received. One way traffic and parking areas slanted toward the driving pattern make it much safer. Eliminating the curbs at the front sidewalk makes entry much easier for mobility impaired patrons. We removed the amphitheater area at the front of the building and replaced it with a much more attractive outside seating area. There's a mural being painted now on the building to</p>
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soften the 1970s poured concrete appearance. In August 2019, we launched our Dolly Parton's Imagination Library. The Campbell County Imagination Library became its own 501(c)(3) entity in February 2020 with the school superintendents and the library director forming its board. The program has 2,686 registrants currently and 428 children have already graduated. These totals greatly exceed our two year goal of 3000 registrations. We're very proud of its success. We are not having a Drop Your Drawers campaign this year. Instead, we are conducting a "Coverings for Kids" campaign that collects masks for school age children and teachers. That's an initiative of First Lady Beshear's office. Tennessee, however, is conducting a statewide campaign of schools, public libraries and local Kiwanis affiliates that is the Kentucky-Tennessee District of Kiwanis First Lady's Project. The final stage of the 2016 long range plan was to prepare to build a branch in southern Campbell County. With the pandemic and the current political mood in the country, we are not ready.

Board Policies (T1 - T10)

Click on the check box if you have reviewed your policies in the last five years

T1	Board Reimbursement of Expense Policy	Yes
T2	Conflict of Interest Policy	Yes
T3	Ethics Policy	Yes
T4	Fiscal Responsibility Policy	Yes
T5	Investment Policy	Yes
T6	Open Records Policy	Yes
T7	Procurement Code Policy	Yes
T8	Sponsorship Policy	Yes
T9	Trustee Orientation Policy	Yes
T10	Whistleblower Policy	Yes

Does your library collect a statistic that you think other Kentucky libraries should collect? Many libraries have invested in smartphone applications to access their catalogs and event calendars. Ours is one of them. The use of the app and the number of downloads of it represent and justify the expense for a library. I believe these numbers should be reflected in the annual report.

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.