

# Campbell County Public Library District

## 2023 Kentucky Annual Report of Public Libraries

### General Information (A1 - A12)

A1	County	Campbell
A2	Estimated Population	93,300
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

### 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). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

#### Local Government Revenue

B1	Library Tax	\$5,645,128
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$5,645,128

#### State Government Revenue

B5	Construction Debt-Assistance Grant	\$0
B6	Other State Government Revenue	\$23,493
B7	<b>State Government Revenue Total (sum B5 through B6)</b>	\$23,493

#### Federal Government Revenue

B11	ARPA Grant	\$0
B12	Other Federal Government Revenue	\$0
B13	<b>Federal Government Revenue Total (B11 + B12)</b>	\$0
Other Operating Income		
B14	Other Operating Revenue	\$319,576
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$5,988,197

### Operating Expenditures (C1 - C41)

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

#### Collection Expenditures

C1	Print Materials	\$313,065
C2	Electronic Materials Expenditures	\$217,194
C3	Audiovisual Materials	\$66,200
C4	Electronic Collections [databases]	\$35,247
C5	Other Library Materials	\$0
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$631,706

#### Salary Expenditures

C7	Library Director	\$106,454
C7a	Years as Director at Current Library (ex: 1.5)	20.5
C8	Other Library Personnel	\$2,465,748
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$2,572,202

#### Fringe Benefits

C11	Required Fringe Benefits	\$201,631
C12	Retirement (Employer's Share)	\$522,678
C13	Medical Insurance (Employer's Share)	\$284,495
C14	Other	\$13,929
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$1,022,733
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$3,594,935

#### Other Operations

C17	Building Repair and Maintenance	\$113,970
C20	Office Supplies, Program Supplies, Postage	\$152,021
C21	Insurance	\$59,931
C22	Public Relations	\$86,842
C23	Utilities	\$125,731
C24	Professional Fees (include professional membership fees)	\$72,204
C25	Audit Fee	\$10,500

C26	Fiscal Year that Audit Covers	FY 2021-2022
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$13,523
C29	Other	\$112,860
C30	Specify	Processing materials, programming, board activities, misc, TIF refunds, Imagination Library, vehicle (not outreach) gas and repair, volunteer appreciation
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	\$747,582
C34	Bookmobile/Extended Services	\$7,679
C35	Continuing Education	\$38,289
C36	Operating Expenditures for Electronic Access	\$131,998
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$5,152,189

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	\$306,340
C39	Debt Service	\$189,455

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	\$0



**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	1,594
E12	Library Visits	113,727
E13	Number of Registered Users	8,839
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	9,898
E15	Reference Transactions	20,228
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00
E16d	Monday Opening Time	9a
E16e	Monday Closing Time	9p
E16f	Hours	12.00
E16g	Tuesday Opening Time	9a
E16h	Tuesday Closing Time	9p
E16i	Hours	12.00
E16j	Wednesday Opening Time	9a
E16k	Wednesday Closing Time	9p
E16l	Hours	12.00
E16m	Thursday Opening Time	9a
E16n	Thursday Closing Time	9p
E16o	Hours	12.00
E16p	Friday Opening Time	9a
E16q	Friday Closing Time	7p
E16r	Hours	10.00
E16s	Saturday Opening Time	9a
E16t	Saturday Closing Time	5p
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Newport Branch

E2	Street Address	901 East Sixth Street
E3	City	Newport
E4	Zip Code	41071
E6	Phone	(859) 572-5035
E8	Square Footage	27,000
E11	Number of Meetings Held	1,434
E12	Library Visits	103,262
E13	Number of Registered Users	8,558
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	14,461
E15	Reference Transactions	30,108
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00
E16d	Monday Opening Time	9a
E16e	Monday Closing Time	9p
E16f	Hours	12.00
E16g	Tuesday Opening Time	9a
E16h	Tuesday Closing Time	9p
E16i	Hours	12.00
E16j	Wednesday Opening Time	9a
E16k	Wednesday Closing Time	9p
E16l	Hours	12.00
E16m	Thursday Opening Time	9a
E16n	Thursday Closing Time	9p
E16o	Hours	12.00
E16p	Friday Opening Time	9a
E16q	Friday Closing Time	7p
E16r	Hours	10.00
E16s	Saturday Opening Time	9a
E16t	Saturday Closing Time	5p
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Alexandria Branch
E2	Street Address	8333 Alexandria Pike
E3	City	Alexandria
E4	Zip Code	41001
E6	Phone	(859) 572-7463
E8	Square Footage	3,000
E11	Number of Meetings Held	220
E12	Library Visits	14,503
E13	Number of Registered Users	1,513

E14	Number of Uses [Sessions] of Public Internet Computers Per Year	645
E15	Reference Transactions	5,889
E16a	Sunday Opening Time	1p
E16b	Sunday Closing Time	5p
E16c	Hours	4.00
E16d	Monday Opening Time	11a
E16e	Monday Closing Time	7p
E16f	Hours	8.00
E16g	Tuesday Opening Time	11a
E16h	Tuesday Closing Time	7p
E16i	Hours	8.00
E16j	Wednesday Opening Time	11a
E16k	Wednesday Closing Time	7p
E16l	Hours	8.00
E16m	Thursday Opening Time	11a
E16n	Thursday Closing Time	7p
E16o	Hours	8.00
E16p	Friday Opening Time	11a
E16q	Friday Closing Time	7p
E16r	Hours	8.00
E16s	Saturday Opening Time	11a
E16t	Saturday Closing Time	5p
E16u	Hours	6.00
E17.3	Number of Weeks Branch Library is Open	52
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	190.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	156.00
E18	Number of Branches	3
E19	Total Annual Hours Open	9,880.00

### Outreach Vehicles (F1 - F3)

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

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

F2	Owner of Vehicle	locally
F3	Number of Stops in an Average Week	35
F1	Vehicle Year, Make, and Model	2016 Honda HRV
F2	Owner of Vehicle	locally
F3	Number of Stops in an Average Week	20
F1	Vehicle Year, Make, and Model	2015 Dodge Sprinter
F2	Owner of Vehicle	locally
F3	Number of Stops in an Average Week	3

### Bookmobiles (G1 - G11)

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

#### INFORMATION FOR EACH BOOKMOBILE:

Add a new group for each bookmobile in the county.

Bookmobile Hours (G9a-G9g) - Count only the daily hours during which the bookmobile is open to the public. Do not count travel time. Hours on the road per week is reported in item number G9

G1	License Number	
G3	Vehicle Year, Make, and Model	
G4	Owner of Vehicle	
G5	Bookmobile Visits (number of persons entering the bookmobile)	
G6	Number of Registered Users	
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	
G8	Reference Transactions	
G9	Hours on the Road Per Week (but not serving patrons)	0
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	0
G9c	Tuesday - Daily Hours Open to the Public	0
G9d	Wednesday - Daily Hours Open to the Public	0
G9e	Thursday - Daily Hours Open to the Public	0
G9f	Friday - Daily Hours Open to the Public	0
G9g	Saturday - Daily Hours Open to the Public	0
G9.3	Number of Weeks Bookmobile is Open	0

G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00
G11	Number of Bookmobiles	0

### Main Library (H1 - H20)

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	594
H12	Library Visits	120,597
H12a	Library Visits Reporting Method	CT - Annual Count
H13	Number of Registered Users	14,638
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	9,471
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
H15	Reference Transactions	28,990
H15a	Reference Transactions Reporting Method	ES - Annual Estimate Based on Typical Week(s)
Hours Open to the Public		
H16a	Sunday Opening Time	1p
H16b	Sunday Closing Time	5p
H16c	Hours	4.00
H16d	Monday Opening Time	9a
H16e	Monday Closing Time	9p
H16f	Hours	12.00
H16g	Tuesday Opening Time	9a
H16h	Tuesday Closing Time	9p
H16i	Hours	12.00
H16j	Wednesday Opening Time	9a
H16k	Wednesday Closing Time	9p
H16l	Hours	12.00
H16m	Thursday Opening Time	9a
H16n	Thursday Closing Time	9p
H16o	Hours	12.00



H16p	Friday Opening Time	9a
H16q	Friday Closing Time	7p
H16r	Hours	10.00
H16s	Saturday Opening Time	9a
H16t	Saturday Closing Time	5p
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	70.00
H18	Number of Weeks Main Library is Open	52
H19	Does your library have a Friends group?	Yes
H20	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	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)	594
I11	Branch Libraries (sum of E11 branch data)	3,248
I12	Total (I10 + I11)	3,842

#### Library Visits

I13	Main Library (from H12)	120,597
I14	Branch Libraries (sum of E12 branch data)	231,492
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	352,089

#### Number of Registered Users

I17	Main Library (from H13)	14,638
I18	Branch Libraries (sum of E13 branch data)	18,910
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	33,548

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

I21	Main Library (from H14)	9,471
I22	Branch Libraries (sum of E14 branch data)	25,004
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	34,475

**Reference Transactions**

I25	Main Library (from H15)	28,990
I26	Branch Libraries (sum of E15 branch data)	56,225
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	85,215

**Public Service Hours per Year**

I29	Main Library (sum of H17 * H18)	3,640.00
I30	Branch Libraries (sum of E17 * E17.3)	29,640.00
I31	Bookmobiles (sum of G9.3a * G10)	0.00
I32	Total (I29 + I30 + I31)	33,280.00

**Library Staff (J1- J5)**

Report figures as of the last day of the fiscal year. **Include all positions funded in the library's budget whether those**  
**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	Librarians without an ALA Accredited Master's Degree in Library Science	0
J3	Total Librarians (J1 + J2):	15.50
J4	All Other Paid Staff	54.00
J5	Total Paid Employees (J3 + J4):	69.50

**Library Collection (K1 -K17)****Book Collection**

K1	Adult Books (over age 18)	71,635
K2	Young Adult Books (ages 12 to 18)	12,495

K3	Children's Books (under age 12)	64,301
K4	<b>Total (K1 + K2 + K3)</b>	148,431

#### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	230,435
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#### Electronic Collections [databases] (K7a - K7b):

Report the number of electronic collections [databases].

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

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

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

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

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

Item #K7a Local/Other cooperative agreements

Item #K7b (State government or state library)

Item #K7 Total Electronic Collections [databases].

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

K7a	Local/Other Cooperative Agreements	7
K7b	State (State Government or State Library) ** Include <b>66 KYVL</b> databases **	66
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	73
K9	Audio - Physical Units	15,112
K10	Audio - Downloadable Units	78,532
K13	Video - Physical Units	27,378
K14	Video - Downloadable Units	0
K15	Other Material in Collection	784
K16	Current Print Serial Subscriptions	324
K17	<b>Book/Serial Volumes (K4 + K16)</b>	148,755

#### 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	70,791
L2	All Branches	119,050
L3	Bookmobile/Outreach	0
L4	Total (L1 + L2 + L3)	189,841

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	7,804
L6	All Branches	14,193
L7	Bookmobile/Outreach	0
L8	Total (L5 + L6 + L7)	21,997

Book Circulation, Children's (under age 12)

L9	Main Library	80,361
L10	All Branches	138,824
L11	Bookmobile/Outreach	0
L12	Total (L9 + L10 + L11)	219,185

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	158,956
L14	All Branches (L2 + L6 + L10)	272,067
L15	Bookmobile/Outreach (L3 + L7 + L11)	0
L16	Total (L4 + L8 + L12)	431,023

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	3,426
L22	All Branches	5,460
L23	Bookmobile/Outreach	0
L24	Total (L21 + L22 + L23)	8,886

Audiovisual Circulation Other Audio

L25	Main Library	4,092
L26	All Branches	6,916
L27	Bookmobile/Outreach	0
L28	Total (L25 + L26 + L27)	11,008

Audiovisual Circulation Videos

L29	Main Library	56,834
L30	All Branches	95,452
L31	Bookmobile/Outreach	0
L32	Total (L29 + L30 + L31)	152,286

Audiovisual Circulation Other

L33	Main Library	2,332
L34	All Branches	2,167



L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	4,499
<b>Audiovisual Circulation Total</b>		
L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	66,684
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	109,995
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	0
L40	<b>Total (L24 + L28 + L32 + L36)</b>	176,679

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	11,833
L42	All Branches	23,363
L43	Bookmobile/Outreach	0
L44	<b>Total (L41 + L42 + L43)</b>	35,196

#### Total Circulation

L45	<b>Main Library (L13 + L37 + L41)</b>	237,473
L46	<b>All Branches (L14 + L38 + L42)</b>	405,425
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	0

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

L48	Use of Electronic Material	260,223
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	903,121
L50	Successful Retrieval of Electronic Information	26,799

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	105,264
L52	All Branches	172,502
L53	Bookmobile/Outreach	0
L54	<b>Total (L51 + L52 + L53)</b>	277,766

#### 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	Name or Description of Other Measure of Use	Total Smartphone App Downloads since Mar 2014
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M2	Numerical Statistic of Measure in M1	28,802
M1	Name or Description of Other Measure of Use	Total Smartphone App Screenviews FY2022-23
M2	Numerical Statistic of Measure in M1	1,147,156
M1	Name or Description of Other Measure of Use	Number of Digital Cardholders
M2	Numerical Statistic of Measure in M1	4027
M1	Name or Description of Other Measure of Use	Number of Dolly Parton Imagination Library Registrations
M2	Numerical Statistic of Measure in M1	3065
M1	Name or Description of Other Measure of Use	Number of Dolly Parton Imagination Library Graduates (Since Inception)
M2	Numerical Statistic of Measure in M1	2520

### **Interlibrary Cooperation (N1 - N6)**

Loaned To

N1	Print	1,559
N2	Nonprint	1,038
N3	<b>Total (N1 + N2):</b>	2,597

Borrowed From

N4	Print	3,732
N5	Nonprint	419
N6	<b>Total (N4 + N5):</b>	4,151

### **Programs (O1 - O38)**

Please [see long note on Synchronous Program Sessions here](#)

### **PROGRAM SESSIONS**

#### **The Number of Synchronous (Live) Onsite Program Sessions**

O1	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	581
O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	188
O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	258
O4	Number of Programs Targeted at Adults (age 19 and older)	334
O5	Number of Programs Targeted at Multiple Age Levels	331

O6	Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)	1,692
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#### **The Number of Synchronous (Live) Offsite Program Sessions**

O7	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	850
O8	Number of Programs Targeted at Elementary School Children (ages 6–12)	198
O9	Number of Programs Targeted at Young Adults (ages 12 to 18)	2
O10	Number of Programs Targeted at Adults (age 19 and older)	70
O11	Number of Programs Targeted at Multiple Age Levels	94
O12	Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)	1,214

#### **The Number of Synchronous (Live) Virtual Program Sessions**

O13	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
O14	Number of Programs Targeted at Elementary School Children (ages 6–12)	0
O15	Number of Programs Targeted at Young Adults (ages 12 to 18)	0
O16	Number of Programs Targeted at Adults (age 19 and older)	0
O17	Number of Programs Targeted at Multiple Age Levels	0
O18	Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)	0

### **PROGRAM ATTENDANCE**

#### **Attendance at Synchronous (Live) Onsite Programs**

O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	10,471
O20	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	3,656
O21	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	2,326

O22	Attendance at Programs Targeted at Adults (age 19 and older)	5,845
O23	Attendance at Programs Targeted at Multiple Age Levels	20,516
O24	Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)	42,814

#### **Attendance at Synchronous (Live) Offsite Programs**

O25	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	11,502
O26	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	8,294
O27	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	35
O28	Attendance at Programs Targeted at Adults (age 19 and older)	1,333
O29	Attendance at Programs Targeted at Multiple Age Levels	15,217
O30	Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)	36,381

#### **Synchronous (Live) Virtual Program Attendance**

O31	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
O32	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	0
O33	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	0
O34	Attendance at Programs Targeted at Adults (age 19 and older)	0
O35	Attendance at Programs Targeted at Multiple Age Levels	0
O36	Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)	0
O37	Total Number of Recorded Program Presentations	0
O38	Total Views of Recorded Program Presentations within 30 Days	0

#### **Self-Directed Activities (Passive Programs) (P1 -**



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

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

This does not include informal services such as homework help.

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

Self-directed activities may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

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

P1	Number of Programs	0
P2	Number of Participants	0

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

P3	Number of Programs	0
P4	Number of Participants	0

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

P5	Number of Programs	0
P6	Number of Participants	0
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	0
P8	Total Participants in Self-Directed Activities (P2 + P4 + P6)	0

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	89
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	282
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	19,274
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count
Q5	Website Visits	542,326

Intellectual Freedom Challenges (R1)

R1	Number of Intellectual Freedom Challenges	1
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Planning and Evaluation (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

While COVID remains a threat, its status as a pandemic has been downgraded. Most businesses and services operate freely without restrictions. The library has seen some remarkable increases with some statistics exceeding pre-pandemic totals. Programming, particularly outreach, has grown dramatically in both the number of programs we're providing (2,966) and the number of people attending (79,477). The number of people registering and renewing their library cards is also up (4,537) and visits (352,089) is the highest its been since the pandemic began. Public meeting room use is also way up. Public computer and wi-fi usage are up but more modestly. E-materials continue to reign with 260,271 circulations in the past year. That's a 17% increase. Campbell is the highest circulating library in the Kentucky Libraries Unbound consortium by about 30%. Personnel has been an ongoing issue for the library though. Since September 2022, we had turnover in several key positions: Communications, Accounting, and Human Resources. While those positions are now filled, we have a chronic shortage of Information Service and Patron Services staff. We've also had turnover in programming staff. To help with turnover, we increased starting level salaries in FY2022-23 and then again at the beginning of FY2023-24. We feel much more competitive now but still struggle to find and keep staff. Fortunately, the budget was sufficient in FY2023-24 to offer 5% merit increases as well. It's the first time we've had the funds for that in over a decade. Our Imagination Library program has hit a plateau of about 3,100 active registrations. We've graduated 2,586 children from the program. The 2020 Census demographics were released in May 2023 and show that we had 5,456 children between 0-5 years old at that time. We've averaged 5,500 or so children in that age range for the previous two censuses as well. While our target audience participation is good, it's not the 70% penetration that we would like. The used bookmobile from Floyd CPL purchased in November 2021 has been put to great use. It's been at many of the many festivals and activities throughout the county, about 40 events (including library-sponsored events) in FY22-23 seeing 5,588 visitors and giving away 3,580 books. Those books are all "forever books" which are not returned to the library. All of the library's servers were replaced in FY22-23. The focus now will shift to workstations. The library purchased copiers and printers for the public in May 2023. These machines had previously been provided to the library for free (along with paper, supplies, and service), but the vendor kept 90% of the receipts. We were fine with that until the vendor went through a takeover and service response degraded. Now, the library owns the machines, pays for supplies and services, and keeps 100% of the proceeds. All machines have credit card payment service, which was not true before. Our hope is that the service will become self-sustaining with proceeds paying for all of the costs including the cost of replacement machines in five years. The library dropped e-commerce service through Polaris. With the cessation of collecting fines, revenue from that source dropped from \$35,000 per year to \$8,000 (mostly for lost materials). Most of the \$8,000 is paid in cash. In the end, the library was paying \$10,000 for e-commerce to the four vendors that made it happen (Polaris for the ILS, Envisionware for the e-commerce portal, Verifone for the devices, and Chase Paymentech to capture the payments). We dropped all of that and went with handheld credit card payment devices from PayAnywhere. The machines are free, there is no contract, and the vendor's fees are much lower. We did eliminate the online payment option but that was only used about once per month. Overall, the library is doing very well. The continued decline in the circulation of physical items is disappointing but not unique to our

library. Libraries and the use that our patrons have for them are changing. We believe that we are adapting well to those changes."\*\*\*\*\*

## 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

This Report Has Been Completed by: JC Morgan

Does your library collect a statistic that you think other Kentucky libraries should collect? Yes, the number of downloads of our library smartphone app and the number of searches that are completed using it. Our library (and many others) also has digital cardholders. These are cards issued to people online that can only be used to access digital resources (typically e-materials). Their total is significant: 4027. I've added that to the main library total for now, but it would be a good number to track separately. Also, the number of current registration and total graduations (since inception) for the Dolly Parton Imagination Library would be good to track for those libraries that have those programs.

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.