

# Hopkins County-Madisonville Public Library 2020 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	<i>PREVIOUS YEAR</i>
<b>General Information (A1 - A16)</b>			
A1	County	Hopkins	<i>Hopkins</i>
A2	Estimated Population	44,686	<i>45,369</i>
A3	Library Name	Hopkins County-Madisonville Public Library	<i>Hopkins County- Madisonville Public Library</i>
Street Address			
A4	Street Address	425 East Center Street	<i>425 East Center Street</i>
A5	City	Madisonville	<i>Madisonville</i>
A6	Zip Code	42431	<i>42431</i>
Mailing Address			
A8	Mailing Address	425 East Center Street	<i>425 East Center Street</i>
A9	City	Madisonville	<i>Madisonville</i>
A10	Zip Code	42431	<i>42431</i>
A12	Phone	(270) 825-2680	<i>(270) 825- 2680</i>
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)			
A14	Real	0	<i>0</i>
A15	Personal	0	<i>0</i>
A16	Motor Vehicle/Water Craft	0	<i>0</i>

## 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	\$0	\$0
B2	Other	\$458,000	\$479,100
B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$458,000	\$479,100

State Government Revenue

B4	State Aid Grant	\$24,633	\$24,633
B5	Construction Debt-Assistance Grant	\$0	\$0
B6	Other State Government Revenue	\$0	\$0
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$24,633	\$24,633

Federal Government Revenue

B12	Federal Government Revenue	\$0	\$0
B13	<b>Federal Government Revenue Total</b>	\$0	\$0

Other Operating Income

B14	Other Operating Revenue	\$154,183	\$93,572
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$636,816	\$597,305

**Operating Expenditures (C1 - C42)**

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

Collection Expenditures

C1	Print Materials	\$27,877	\$29,612
C2	Electronic Materials Expenditures	\$0	\$5,730
C3	Audiovisual Materials	\$10,590	\$13,349
C4	Electronic Collections [databases]	\$16,420	\$10,583
C5	Other Library Materials	\$392	\$401
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$55,279	\$59,675

Salary Expenditures

C7	Library Director	\$46,598	\$45,326
C8	Other Library Personnel	\$199,167	\$202,995
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$245,765	\$248,321

Fringe Benefits

C11	Required Fringe Benefits	\$18,354	\$22,448
C12	Retirement (Employer's Share)	\$4,956	\$5,583
C13	Medical Insurance (Employer's Share)	\$21,506	\$18,874
C14	Other	\$2,292	
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$47,108	\$46,905
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$292,873	\$295,226

Other Operations

C17	Building Repair	\$11,457	\$6,327
C18	Building Maintenance	\$36,459	\$44,015
C20	Office Supplies, Program Supplies, Postage	\$53,430	\$52,422
C21	Insurance	\$10,526	\$3,501
C22	Public Relations	\$2,709	

C23	Utilities	\$51,211	<del>\$5,749</del> \$41,331
C24	Professional Fees	\$10,000	\$5,000
C25	Audit Fee	\$10,000	\$0
C26	Fiscal Year that Audit Covers	FY 2018-2019	
C27	What year was the library's last long range plan adopted?	N/A	N/A
C28	Repair and Replacement of Furnishings	\$1,026	\$700
C29	Other	\$27,312	\$0
C30	Specify	E-RATE	
C31	Other	\$854	\$431
C32	Specify		<i>cash over/short, board expense</i>
		cash over/short, board expenses	
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	\$214,984	\$159,476
C34	Bookmobile/Extended Services	\$1,607	\$2,264
C35	Continuing Education	\$565	\$5,636
C36	Operating Expenditures for Electronic Access	\$2,100	\$5,730
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$567,408	\$528,007

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	\$24,435	\$38,485
C39	Debt Service	\$29,406	\$40,628

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

C40a	Local - Capital Revenue	\$0	\$0
C40b	State - Capital Revenue	\$0	\$0
C40c	Federal - Capital Revenue	\$0	\$0
C40d	Other - Capital Revenue	\$0	\$0
C40	<b>Total Capital Revenue (C40a through C40d)</b>	\$0	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$0	\$0

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

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

## 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 before the Coronavirus (COVID-19) pandemic? No
- D5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? No
- D6 Did the library provide reference service via the Internet or telephone when the

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|-----|--|-----|
|     | building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   | Yes |
| D7  | Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?           | Yes |
| 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?	Yes
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	48
D15	Total Views of Recorded Program Content	955

D16	Describe the Library's Response to the COVID-19 Pandemic	At closure on March 17, 2020, our library system focused on staff working from home for the first few weeks of the pandemic. Staff worked on continuing education activities, collection development, as well as social media programming development, online/phone reference, and pandemic policy development. As the weeks progressed focus shifted to curbside service and staff training on pandemic procedures. By July staff prepared library facilities for public opening.
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### **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	Dawson Springs Branch Library	<i>Dawson Springs Branch Library</i>
E2	Street Address	103 West Ramsey Street	<i>103 West Ramsey Street</i>
E3	City	Dawson Springs	<i>Dawson Springs</i>
E4	Zip Code	42408	<i>42408</i>
E6	Phone	(270) 797-8990	<i>(270) 797-8990</i>
E8	Square Footage	3,328	<i>3,328</i>
E11	Number of Meetings Held	141	<i>232</i>
E12	Library Visits	11,667	<i>18,324</i>
E13	Number of Registered Users	3,033	<i>2,954</i>
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,872	<i>2,696</i>
E15	Reference Transactions	1,264	<i>1,222</i>
E16a	Sunday Opening Time	0	<i>Closed</i>
E16b	Sunday Closing Time	0	<i>Closed</i>
E16c	Hours	0.00	<i>0.00</i>
E16d	Monday Opening Time	0	<i>Closed</i>
E16e	Monday Closing Time	0	<i>Closed</i>
E16f	Hours	0.00	<i>0.00</i>
E16g	Tuesday Opening Time	10:00AM	<i>10:00AM</i>
E16h	Tuesday Closing Time	5:30PM	<i>5:30PM</i>
E16i	Hours	7.50	<i>7.50</i>
E16j	Wednesday Opening Time	10:00AM	<i>10:00AM</i>

E16k	Wednesday Closing Time	5:30PM	<i>5:30PM</i>
E16l	Hours	7.50	<i>7.50</i>
E16m	Thursday Opening Time	10:00AM	<i>10:00AM</i>
E16n	Thursday Closing Time	5:30PM	<i>5:30PM</i>
E16o	Hours	7.50	<i>7.50</i>
E16p	Friday Opening Time	10:00AM	<i>10:00AM</i>
E16q	Friday Closing Time	5:30PM	<i>5:30PM</i>
E16r	Hours	7.50	<i>7.50</i>
E16s	Saturday Opening Time	12:00PM	<i>12:00PM</i>
E16t	Saturday Closing Time	3:00PM	<i>3:00PM</i>
E16u	Hours	3.00	<i>3.00</i>
E17.1	Number of Weeks Branch was Closed Due to COVID-19	17	
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	
E17.3	Number of Weeks Branch Library is Open	35	<i>52</i>
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	33.00	<i>33.00</i>
E17.3a	<b>Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)</b>	35.00	<i>52.00</i>
E18	Number of Branches	1	<i>1</i>
E19	<b>Total Annual Hours Open</b>	1,155.00	<i>1,716.00</i>

### **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	443464	<i>443464</i>
F2	Vehicle Year, Make, and Model	2003, Kia, Sedona EX/L	<i>2003, Kia, Sedona EX/L</i>
F3	Mileage on Odometer	129,227	<i>127,727</i>
F4	Owner of Vehicle	locally	<i>locally</i>
F5	Number of Stops in an Average Week	12	<i>12</i>
F1	License Number	920306	
F2	Vehicle Year, Make, and Model	2018, Dodge, Caravan	
F3	Mileage on Odometer	44,258	
F4	Owner of Vehicle	locally	
F5	Number of Stops in an Average Week	12	

### **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	W1279	
G3	Vehicle Year, Make, and Model	1999, Chevrolet	
G4	Owner of Vehicle	state	
G5	Bookmobile Visits (number of persons entering the bookmobile)	0	
G6	Number of Registered Users	245	

G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	
G8	Reference Transactions	0	
G9	Hours on the Road Per Week (but not serving patrons)	0	
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	0	
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	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	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d +	0.00	0.00

G11	<b>G9e + G9f + G9g)</b> Number of Bookmobiles	1	0
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### 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	Hopkins County-Madisonville Public Library	<i>Hopkins County-Madisonville Public Library</i>
H2	Street Address	425 East Center Street	<i>425 East Center Street</i>
H3	City	Madisonville	<i>Madisonville</i>
H4	Zip Code	42431	<i>42431</i>
H6	Phone	(270) 825-2680	<i>(270) 825-2680</i>
H8	Square Footage	14,678	<i>14,678</i>
H11	Number of Meetings Held	111	<i>181</i>
H12	Library Visits	15,572	<i>32,024</i>
H13	Number of Registered Users	23,459	<i>23,231</i>
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	6,677	<i>10,971</i>
H15	Reference Transactions	4,864	<i>4,723</i>
Hours Open to the Public			
H16a	Sunday Opening Time	0	<i>Closed</i>
H16b	Sunday Closing Time	0	<i>Closed</i>
H16c	Hours	0.00	<i>0.00</i>
H16d	Monday Opening Time	0	<i>10:00AM</i>
H16e	Monday Closing Time	0	<i>7:00PM</i>
H16f	Hours	0.00	<i>9.00</i>
H16g	Tuesday Opening Time	10:30AM	<i>10:00AM</i>

H16h	Tuesday Closing Time	5:30PM	7:00PM
H16i	Hours	7.00	9.00
H16j	Wednesday Opening Time	10:30AM	10:00AM
H16k	Wednesday Closing Time	5:30PM	7:00PM
H16l	Hours	7.00	9.00
H16m	Thursday Opening Time	10:30AM	10:00AM
H16n	Thursday Closing Time	5:30PM	7:00PM
H16o	Hours	7.00	9.00
H16p	Friday Opening Time	10:30AM	10:00AM
H16q	Friday Closing Time	5:30PM	7:00PM
H16r	Hours	7.00	9.00
H16s	Saturday Opening Time	10:30AM	10:00AM
H16t	Saturday Closing Time	3:30PM	5:00PM
H16u	Hours	5.00	7.00
H17	Total Hours Open to the Public (H16c + H16f + H16i + H16l + H16o + H16r + H16u)	33.00	52.00
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	17	
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	0	
H18	Number of Weeks Main Library is Open	35	52
H19	Does your library have a Friends group?		
	Yes	Yes	Yes
	No	No	No

### Facility Info (I1 - I32)

Square Footage

I1	Main Library (from	14,678	14,678
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I2	H8) Branch Libraries (sum of E8 branch data)	3,328	3,328
I3	Total (I1 + I2)	18,006	18,006
Number of Meetings Held			
I10	Main Library (from H11)	111	181
I11	Branch Libraries (sum of E11 branch data)	141	232
I12	Total (I10 + I11)	252	413
Library Visits			
I13	Main Library (from H12)	15,572	32,024
I14	Branch Libraries (sum of E12 branch data)	11,667	18,324
I15	Bookmobiles (sum of G5 branch data)	0	0
I16	Total (I13 + I14 + I15)	27,239	50,348
Number of Registered Users			
I17	Main Library (from H13)	23,459	23,231
I18	Branch Libraries (sum of E13 branch data)	3,033	2,954
I19	Bookmobiles (sum of G6 branch data)	245	0
I20	Total (I17 + I18 + I19)	26,737	26,185
Number of Uses [Sessions] of Public Internet Computers Per Year			
I21	Main Library (from H14)	6,677	10,971
I22	Branch Libraries (sum of E14 branch data)	1,872	2,696
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	8,549	13,667
Reference Transactions			
I25	Main Library (from H15)	4,864	4,723
I26	Branch Libraries (sum of E15 branch data)	1,264	1,222
I27	Bookmobiles (sum of G8 branch data)	0	0
I28	Total (I25 + I26 + I27)	6,128	5,945

Public Service Hours per Year			
I29	Main Library (H17 * H18)	1,155.00	2,704.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	1,155.00	1,716.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00	0.00
I32	Total ( I29 + I30 + I31)	2,310.00	4,420.00

## 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	1.00	1.00
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0	.0
J4	Number of Librarians with a Bachelor's Degree in Library Science	1.00	1.00
J5	Number of Librarians		



	with a Bachelor's Degree NOT in Library Science	1.00	1.00
J6	Number of Librarians with Less Than a Bachelor's Degree	2.00	2.00
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	5.00	5.00
J8	All Other Paid Staff	6.00	7.00
J9	<b>Total Paid Employees (J7 + J8):</b>	11.00	12.00

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	36,904	32,848
K2	Young Adult Books (ages 12 to 18)	1,678	2,195
K3	Children's Books (under age 12)	21,516	21,317
K4	<b>Total (K1 + K2 + K3)</b>	60,098	56,360

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	167,112	152,650
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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	8	6
K7b	State (State Government or State Library) ** Include <b>66</b> <b>KYVL databases</b> **	66	62
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	74	68
K9	Audio - Physical Units	2,008	2,066
K10	Audio - Downloadable Units	41,506	34,716
K13	Video - Physical Units	5,328	5,161
K14	Video - Downloadable Units	1,961	1,914
K15	Other Material in Collection	52	53
K16	Current Print Serial Subscriptions	35	35
K17	<b>Book/Serial Volumes (K4 + K16)</b>	60,133	56,395

### 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	14,459	22,213
L2	All Branches	4,363	6,557
L3	Bookmobile/Outreach	3,312	1,502
L4	<b>Total (L1 + L2 + L3)</b>	22,134	30,272

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	1,152	1,729
L6	All Branches	349	396
L7	Bookmobile/Outreach	0	90
L8	<b>Total (L5 + L6+ L7)</b>	1,501	2,215

Book Circulation, Children's (under age 12)

L9	Main Library	8,766	14,080
L10	All Branches	1,403	1,506
L11	Bookmobile/Outreach	1,920	1,710
L12	<b>Total (L9 + L10+ L11)</b>	12,089	17,296

Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	24,377	38,022
L14	<b>All Branches (L2 + L6 + L10)</b>	6,115	8,459
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	5,232	3,302
L16	<b>Total (L4 + L8 + L12)</b>	35,724	49,783

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	720	1,178
L22	All Branches	132	388
L23	Bookmobile/Outreach	144	144
L24	<b>Total (L21 + L22 + L23)</b>	996	1,710

Audiovisual Circulation Other Audio

L25	Main Library	135	226
L26	All Branches	3	6
L27	Bookmobile/Outreach	0	0

L28	Total (L25 + L26 + L27)	138	232
Audiovisual Circulation Videos			
L29	Main Library	7,261	14,653
L30	All Branches	8,187	12,614
L31	Bookmobile/Outreach	144	144
L32	Total (L29 + L30 + L31)	15,592	27,411
Audiovisual Circulation Other			
L33	Main Library	0	0
L34	All Branches	0	0
L35	Bookmobile/Outreach	0	0
L36	Total (L33 + L34 + L35)	0	0
Audiovisual Circulation Total			
L37	Main Library (L21 + L25 + L29 + L33)	8,116	16,057
L38	All Branches (L22 + L26 + L30 + L34)	8,322	13,008
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	288	288
L40	Total (L24 + L28 + L32 + L36)	16,726	29,353

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	106	119
L42	All Branches	98	113
L43	Bookmobile/Outreach	0	0
L44	Total (L41 + L42 + L43)	204	232

#### Total Circulation

L45	Main Library (L13 + L37 + L41)	32,599	54,198
L46	All Branches (L14 + L38 + L42)	14,535	21,580
L47	Bookmobile/Outreach (L15 + L39 + L43)	5,520	3,590

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	30,941	30,124
L49	Total Circulation (L16 + L40 + L44 + L48)	83,595	109,492
L50	Successful Retrieval of Electronic Information	2,823	1,996

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	10,705	18,964
L52	All Branches	2,595	4,785
L53	Bookmobile/Outreach	1,920	1,854
L54	Total (L51 + L52 + L53)	15,220	25,603

### Other Measures of Library Use (M1 - M2)

Please list any measures of library use not collected elsewhere in the annual report. Examples might include Seed Library, In-house Use, Unique Circulating Items, and other Objects of Interest.

Note: Recording these measures is optional. Totals will not be tabulated or reported.

M1	Other Measures of Library Use
M2	Use Statistics

### Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	0	0
N2	Nonprint	0	0
N3	Total (N1 + N2):	0	0

Borrowed From

N4	Print	53	112
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N5	Nonprint	0	0
N6	<b>Total (N4 + N5):</b>	53	112

## 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	65	105
O2	All Branches	30	43
O3	Bookmobile/Outreach	200	110
O4	<b>Total (O1 + O2 + O3)</b>	295	258

### Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	1,232	2,175
O6	All Branches	118	280
O7	Bookmobile/Outreach	3,000	2,646
O8	<b>Total (O5 + O6 + O7)</b>	4,350	5,101

### Elementary School - *number of programs*

O17	Main Library	26	15
O18	All Branches	20	35
O19	Bookmobile/Outreach	0	0
O20	<b>Total (O17 + O18 + O19)</b>	46	50

### Elementary School - *number of attendees*

O21	Main Library	294	391
O22	All Branches	179	458
O23	Bookmobile/Outreach	0	0

O24	Total (O21 + O22 + O23)	473	849
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Young Adult (age 12 and older) - *number of programs*

O25	Main Library	8	18
O26	All Branches	16	26
O27	Bookmobile/Outreach	0	0
O28	Total (O25 + O26 + O27)	24	44

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

O29	Main Library	111	260
O30	All Branches	240	360
O31	Bookmobile/Outreach	0	0
O32	Total (O29 + O30 + O31)	351	620

Adult Programs - *number of programs*

O33	Main Library	23	24
O34	All Branches	0	1
O35	Bookmobile/Outreach	0	0
O36	Total (O33 + O34 + O35)	23	25

Adult Programs - *number of attendees*

O37	Main Library	430	509
O38	All Branches	0	13
O39	Bookmobile/Outreach	0	0
O40	Total (O37 + O38 + O39)	430	522

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

O41	Main Library	58	49
O42	All Branches	0	4
O43	Bookmobile/Outreach	11	4
O44	Total (O41 + O42 + O43)	69	57

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

O45	Main Library	2,002	3,485
O46	All Branches	0	116
O47	Bookmobile/Outreach	912	320
O48	Total (O45 + O46 + O47)	2,914	3,921

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	180	211
O50	All Branches (O2 + O18 + O26 + O34 + O42)	66	109
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	211	114
O52	Total (O4 + O20 + O28 + O36 + O44)	457	434
Total Program Attendance:			
O53	Main Library (O5 + O21 + O29 + O37 + O45)	4,069	6,820
O54	All Branches (O6 + O22 + O30 + O38 + O46)	537	1,227
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	3,912	2,966
O56	Total (O8 + O24 + O32 + O40 + O48)	8,518	11,013

### Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work	No Challenges
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 General Public	28	19
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	15	23
Q3	Does the library		



	provide wireless internet access (Wi-Fi) for patrons?	Yes	Yes
Q4	Wireless Sessions - Annually	33,392	34,312
Q5	Website Visits	4,463	8,926

## 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>While the Hopkins County-Madisonville Public Library is very familiar with annual financial and operational instability, 2019-2020 was unprecedented. The year began with a number of changes to Library operations. Every year the library requests funding from the City of Madisonville, Hopkins County Fiscal Court, and the City of Dawson Springs. For the first time in two years, the library requested an increase in funding from both the City of Madisonville and Hopkins County in the amount \$10,000 for the 2019-2020 fiscal year. The hope was with the increased funds from the City and the County, plus \$10,000 of fundraising from the library itself, that total of \$30,000 would be used to help make up for past funding cuts and increasing operational costs. This would allow us to continue operating the library at the same level as the previous year. The Library's request for additional funding was denied, and, in one instance, funding was decreased. Consequently, the library's hours of operation changed from 52 hours per week to 36 hours per week. The Library also cut its sanitation budget to a single cleaning per week and, most unfortunately, reduced the circulation staff from four positions to three positions, thus letting one employee go. The Dawson Springs branch library's operating hours are</p>	<i>Response</i>
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unchanged. The sad truth is that *has been*  
 funding shortages continue to cause *entered.*  
 HCMPL to be ranked at the bottom  
 of nearly every measurable Kentucky  
 public library county statistic. Despite  
 these challenges, in 2018-2019, our  
 attendance rose in both Adult and  
 Children's programming. Ashley  
 Buchanan, Adult Programming and  
 Marketing Coordinator, and Shanna  
 Turner, Children's and Youth  
 Services/Outreach Coordinator, work  
 tirelessly to create fun, free,  
 educational programs that appeal to  
 our community. These cuts will limit  
 what they are able to produce in the  
 future. The majority of what has been  
 written above was pre-COVID-19  
 pandemic. Today, we find ourselves  
 in a new world, a world in which  
 library services are being reimagined  
 -- both for the better and the bad.  
 The Hopkins County-Madisonville  
 Public Library Board of Trustees  
 voted to close the library on March  
 16, beginning on March 17, 2020.  
 Employees worked from home,  
 creating innovative online  
 programming through the Library's  
 Facebook and Zoom accounts. After  
 putting together a reopening plan in  
 adherence with local and state health  
 guidelines, the Library resumed  
 limited services (curbside) in June  
 and limited in-library services, with  
 reduced hours, in July. Other items  
 of note: The Library replaced its old  
 outreach vehicle with a newer one  
 for a cost of \$19,114.

**Board Policies (T1 - T10)**

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

T1	Board Reimbursement of Expense Policy	Yes	Yes
T2	Conflict of Interest Policy	Yes	Yes

T3	Ethics Policy	Yes	Yes
T4	Fiscal Responsibility Policy	Yes	Yes
T5	Investment Policy	Yes	Yes
T6	Open Records Policy	Yes	Yes
T7	Procurement Code Policy	Yes	Yes
T8	Sponsorship Policy	Yes	Yes
T9	Trustee Orientation Policy	Yes	Yes
T10	Whistleblower Policy	Yes	Yes

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

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.