

Hopkins County-Madisonville Public Library 2021 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	<i>PREVIOUS YEAR</i>
General Information (A1 - A16)			
A1	County	Hopkins	<i>Hopkins</i>
A2	Estimated Population	44,686	<i>44,686</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

(270) 825-2680

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	\$0	\$0
B2	Other	\$453,000	\$458,000
B3	Local Government Revenue Total (B1 + B2):	\$453,000	\$458,000

State Government Revenue

B4	State Aid Grant	\$0	\$24,633
B5	Construction Debt-	\$0	\$0

	Assistance Grant		
B6	Other State Government Revenue	\$0	\$0
B7	State Government Revenue Total (sum B4 through B6)	\$0	\$24,633

Federal: Public library funding was cut by KY legislature.

	Federal Government Revenue		
B11	LSTA CARES Act Grant	\$0	
B12	Other Federal Government Revenue	\$0	\$0
B13	Federal Government Revenue Total (B11 + B12)	\$0	\$0
	Other Operating Income		
B14	Other Operating Revenue	\$466,232	\$154,183
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$919,232	\$636,816

Operating Expenditures (C1 - C42)

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

	Collection Expenditures		
C1	Print Materials	\$21,606	\$27,877
C2	Electronic Materials Expenditures	\$4,536	\$0

C3	Audiovisual Materials	\$8,351	\$10,590
C4	Electronic Collections [databases]	\$7,528	\$16,420
C5	Other Library Materials	\$1,512	\$392

Federal: We started investing in a "Library of Things" collection.

C6	Collection Expenditures Total (C1 through C5)	\$43,533	\$55,279
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Salary Expenditures

C7	Library Director	\$50,003	\$46,598
C8	Other Library Personnel	\$170,313	\$199,167
C10	Salary Expenditures Total (C7 + C8)	\$220,316	\$245,765

Fringe Benefits

C11	Required Fringe Benefits	\$15,931	\$18,354
C12	Retirement (Employer's Share)	\$3,683	\$4,956
C13	Medical Insurance (Employer's Share)	\$21,274	\$21,506
C14	Other	\$434	\$2,292
C15	Fringe Benefits Total (C11 + C12 + C13 +	\$41,322	\$47,108

C14):

C16	Total Staff Expenditures (C10 + C15)	\$261,638	\$292,873
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Other Operations

C17	Building Repair and Maintenance	\$20,698	\$47,916
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C20	Office Supplies, Program Supplies, Postage	\$21,518	\$53,430
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C21	Insurance	\$0	\$10,526
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C22	Public Relations	\$945	\$2,709
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C23	Utilities	\$26,485	\$51,211
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C24	Professional Fees (include professional membership fees)	\$5,625	\$10,000
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C25	Audit Fee	\$5,000	\$10,000
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C26	Fiscal Year that Audit Covers	FY 2020-2021	FY 2018-2019
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C27	What year was the library's last long range plan adopted?	N/A	N/A
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C28	Repair and Replacement of Furnishings	\$19,586	\$1,026
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C29	Other	\$38,749	\$28,166
C30	Specify	Cash Over and Short, Board Expenses, Security, Rent, COVID	E-RATE
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	\$138,606	\$214,984
C34	Bookmobile/Extended Services	\$210	\$1,607
C35	Continuing Education	\$20	\$565
C36	Operating Expenditures for Electronic Access	\$13,222	\$2,100
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$457,229	\$567,408

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	\$19,586	\$24,435
C39	Debt Service	\$4,113	\$29,406

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	Total Capital Revenue (C40a through C40d)	\$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	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	Yes
D5	Did the library allow users to complete registration for library cards online without having to come to the	No	No

	library <u>during</u> the Coronavirus (COVID-19) pandemic?		
D6	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes	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	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	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	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	No
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Recorded programs are distinct and should not be reported in program totals (Section O)

D16	Describe the Library's Response to the COVID-19 Pandemic	On July 14, 2021, our library system opened it's doors for public entry. To prepare for this event we introduced patron expectations (social distancing, face coverings, limited occupancy, etc.) as well as increased PPE and protective protocols for staff. We continued curbside circulation throughout. Our meeting rooms were not used by the public but for materials quarantine. We also increased our online programming and acquisition of online resources for public use and interest.	<i>Response has been entered.</i>
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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	0	<i>141</i>
E12	Library Visits	6,251	<i>11,667</i>
E13	Number of Registered Users	3,084	<i>3,033</i>
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	816	<i>1,872</i>

Federal: Number of sessions is less than previous year due to physical distancing of computer stations.

E15	Reference Transactions	978	1,264
E16a	Sunday Opening Time	0	0
E16b	Sunday Closing Time	0	0
E16c	Hours	0.00	0.00
E16d	Monday Opening Time	0	0
E16e	Monday Closing Time	0	0
E16f	Hours	0.00	0.00
E16g	Tuesday Opening Time	10:00AM	10:00AM
E16h	Tuesday Closing Time	5:30PM	5:30PM
E16i	Hours	7.50	7.50
E16j	Wednesday Opening Time	10:00AM	10:00AM
E16k	Wednesday Closing Time	5:30PM	5:30PM
E16l	Hours	7.50	7.50
E16m	Thursday Opening Time	10:00AM	10:00AM
E16n	Thursday Closing Time	5:30PM	5:30PM

E16o	Hours	7.50	7.50
E16p	Friday Opening Time	10:00AM	10:00AM
E16q	Friday Closing Time	5:30PM	5:30PM
E16r	Hours	7.50	7.50
E16s	Saturday Opening Time	12:00PM	12:00PM
E16t	Saturday Closing Time	3:00PM	3:00PM
E16u	Hours	3.00	3.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	2	17
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	50	0
<p>Federal: Our state did not lift in house occupancy limits until mid June of 2021. We have continued certain practices such as limited public computer access (number of stations available, time limit, etc.) and no public use of meeting rooms.</p>			
E17.3	Number of Weeks Branch Library is Open	50	35
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o +	33.00	33.00

E16r + E16u)

E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	50.00	35.00
E18	Number of Branches	1	1
E19	Total Annual Hours Open	1,650.00	1,155.00

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	2018, Dodge, Caravan	2003, Kia, Sedona EX/L
F2	Owner of Vehicle	locally	locally
F3	Number of Stops in an Average Week	0	12
F1	Vehicle Year, Make, and Model	2003, Kia, Sedona EX/L	2018, Dodge, Caravan
F2	Owner of Vehicle	locally	locally
F3	Number of Stops in an Average Week	0	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	233
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 + G9e + G9f + G9g)	0.00	0.00
G11	Number of Bookmobiles	1	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	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	(270) 825-2680
H8	Square Footage	14,678	14,678
H11	Number of Meetings Held	0	111
H12	Library Visits	15,979	15,572
H12a	Library Visits Reporting Method	CT - Annual Count	
H13	Number of Registered Users	23,548	23,459
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	2,226	6,677

Federal: Due to the COVID pandemic, our library system removed public computer stations in order to observe physical distancing practices.

H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
H15	Reference Transactions	2,360	4,864
H15a	Reference Transactions Reporting Method	ES - Annual Estimate Based on Typical Week(s)	
Hours Open to the Public			
H16a	Sunday Opening Time	0	0

H16b	Sunday Closing Time	0	0
H16c	Hours	0.00	0.00
H16d	Monday Opening Time	0	0
H16e	Monday Closing Time	0	0
H16f	Hours	0.00	0.00
H16g	Tuesday Opening Time	10:30AM	10:30AM
H16h	Tuesday Closing Time	5:30PM	5:30PM
H16i	Hours	7.00	7.00
H16j	Wednesday Opening Time	10:30AM	10:30AM
H16k	Wednesday Closing Time	5:30PM	5:30PM
H16l	Hours	7.00	7.00
H16m	Thursday Opening Time	10:30AM	10:30AM
H16n	Thursday Closing Time	5:30PM	5:30PM
H16o	Hours	7.00	7.00
H16p	Friday Opening Time	10:30AM	10:30AM

H16q	Friday Closing Time	5:30PM	<i>5:30PM</i>
H16r	Hours	7.00	<i>7.00</i>
H16s	Saturday Opening Time	10:30AM	<i>10:30AM</i>
H16t	Saturday Closing Time	3:30PM	<i>3:30PM</i>
H16u	Hours	5.00	<i>5.00</i>
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	33.00	<i>33.00</i>
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	2	<i>17</i>
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	50	<i>0</i>
H18	Number of Weeks Main Library is Open	50	<i>35</i>
H19	Does your library have a Friends group?		
	Yes	Yes	<i>Yes</i>
	No	No	<i>No</i>

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	14,678	14,678
I2	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)	0	111
I11	Branch Libraries (sum of E11 branch data)	0	141
I12	Total (I10 + I11)	0	252

Library Visits

I13	Main Library (from H12)	15,979	15,572
I14	Branch Libraries (sum of E12 branch data)	6,251	11,667
I15	Bookmobiles (sum of G5 branch data)	0	0
I16	Total (I13 + I14 + I15)	22,230	27,239

Number of Registered Users

I17	Main Library (from H13)	23,548	23,459
I18	Branch Libraries (sum of E13 branch data)	3,084	3,033

I19	Bookmobiles (sum of G6 branch data)	233	0
I20	Total (I17 + I18 + I19)	26,865	26,737

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

I21	Main Library (from H14)	2,226	6,677
I22	Branch Libraries (sum of E14 branch data)	816	1,872
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	3,042	8,549

Reference Transactions

I25	Main Library (from H15)	2,360	4,864
I26	Branch Libraries (sum of E15 branch data)	978	1,264
I27	Bookmobiles (sum of G8 branch data)	0	0
I28	Total (I25 + I26 + I27)	3,338	6,128

Public Service Hours per Year

I29	Main Library (H17 * H18)	1,650.00	1,155.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	1,650.00	1,155.00

I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00	0.00
I32	Total (I29 + I30 + I31)	1,650.00	2,310.00

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	.0	1.00
J6	Number of Librarians with Less Than a Bachelor's Degree	2.00	2.00
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	4.00	5.00
J8	All Other Paid Staff	6.00	6.00
J9	Total Paid Employees (J7 + J8):	10.00	11.00

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	32,074	36,904
K2	Young Adult Books (ages 12 to 18)	1,747	1,678
K3	Children's Books (under age 12)	15,329	21,516
K4	Total (K1 + K2 + K3)	49,150	60,098

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	171,901	167,112
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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	14	8
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K7b	State (State Government or State Library) ** Include 66 KYVL databases **	66	66
K7	Total Electronic Collections [databases] (K7a+K7b)	80	74
K9	Audio - Physical Units	1,014	2,008
Federal: We began a weeding project in our audio music collection due to lack of circulation.			
K10	Audio - Downloadable Units	48,645	41,506
K13	Video - Physical Units	5,381	5,328
K14	Video - Downloadable Units	1,990	1,961
K15	Other Material in Collection	80	52
K16	Current Print Serial Subscriptions	35	35
K17	Book/Serial Volumes (K4 + K16)	49,185	60,133

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	26,402	14,459
L2	All Branches	17,574	4,363
L3	Bookmobile/Outreach	0	3,312
L4	Total (L1 + L2 + L3)	43,976	22,134

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	1,186	1,152
L6	All Branches	389	349
L7	Bookmobile/Outreach	0	0
L8	Total (L5 + L6+ L7)	1,575	1,501

Book Circulation, Children's (under age 12)

L9	Main Library	8,692	8,766
L10	All Branches	2,430	1,403
L11	Bookmobile/Outreach	0	1,920
L12	Total (L9 + L10+ L11)	11,122	12,089

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	36,280	24,377
L14	All Branches (L2 + L6 + L10)	20,393	6,115

L15	Bookmobile/Outreach (L3 + L7 + L11)	0	5,232
L16	Total (L4 + L8 + L12)	56,673	35,724

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	924	720
L22	All Branches	99	132
L23	Bookmobile/Outreach	0	144
L24	Total (L21 + L22 + L23)	1,023	996

Audiovisual Circulation Other Audio

L25	Main Library	156	135
L26	All Branches	290	3
L27	Bookmobile/Outreach	0	0
L28	Total (L25 + L26 + L27)	446	138

Audiovisual Circulation Videos

L29	Main Library	7,621	7,261
L30	All Branches	9,267	8,187

L31	Bookmobile/Outreach	0	144
L32	Total (L29 + L30 + L31)	16,888	15,592
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)	8,701	8,116
L38	All Branches (L22 + L26 + L30 + L34)	9,656	8,322
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0	288
L40	Total (L24 + L28 + L32 + L36)	18,357	16,726

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	5	106
L42	All Branches	60	98
L43	Bookmobile/Outreach	0	0
L44	Total (L41 + L42 + L43)	65	204
Total Circulation			
L45	Main Library (L13 + L37 + L41)	44,986	32,599
L46	All Branches (L14 + L38 + L42)	30,109	14,535
L47	Bookmobile/Outreach (L15 + L39 + L43)	0	5,520

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	25,976	30,941
L49	Total Circulation (L16 + L40 + L44 + L48)	101,071	83,595
L50	Successful Retrieval of Electronic Information	2,800	2,823

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	11,484	10,705
L52	All Branches	3,849	2,595
L53	Bookmobile/Outreach	0	1,920
L54	Total (L51 + L52 + L53)	15,333	15,220

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	0	53
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N5	Nonprint	0	0
N6	Total (N4 + N5):	0	53

Federal: Due to COVID-19 and other factors, courier service for interlibrary loan was suspended, so we didn't use that service.

Programs (O1 - O66)

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.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	0	65
O2	All Branches	0	30
O3	Bookmobile/Outreach	0	200
O4	Total (O1 + O2 + O3)	0	295

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	0	1,232
O6	All Branches	0	118
O7	Bookmobile/Outreach	0	3,000
O8	Total (O5 + O6 + O7)	0	4,350

Elementary School - *number of programs*

O17	Main Library	0	26
O18	All Branches	0	20
O19	Bookmobile/Outreach	0	0
O20	Total (O17 + O18 + O19)	0	46

Elementary School - *number of attendees*

O21	Main Library	0	294
O22	All Branches	0	179
O23	Bookmobile/Outreach	0	0
O24	Total (O21 + O22 + O23)	0	473

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

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

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

O29	Main Library	0	111
O30	All Branches	0	240

O31	Bookmobile/Outreach	0	0
O32	Total (O29 + O30 + O31)	0	351

Adult Programs - *number of programs*

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

Adult Programs - *number of attendees*

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

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

O41	Main Library	1	58
O42	All Branches	1	0
O43	Bookmobile/Outreach	0	11
O44	Total (O41 + O42 + O43)	2	69

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

O45	Main Library	45	2,002
O46	All Branches	15	0
O47	Bookmobile/Outreach	0	912
O48	Total (O45 + O46 + O47)	60	2,914

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	1	180
O50	All Branches (O2 + O18 + O26 + O34 + O42)	1	66
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	0	211
O52	Total (O4 + O20 + O28 + O36 + O44)	2	457

Federal: Due to COVID-19, we haven't engaged in "in-person" programming until this summer.

Number of Live In-Person Program Sessions (Onsite and Offsite)

The number of live in-person program sessions (#O55) must be equal to the Total Number of Programs that was calculated above, in item #O52

O53	Number of Live In-Person Onsite Program Sessions	2	
O54	Number of Live In-		

	Person Offsite Program Sessions	0	
O55	Total Live In–Person Program Sessions (O53 + O54)	2	
Total Program Attendance:			
O56	Main Library (O5 + O21 + O29 + O37 + O45)	45	4,069
O57	All Branches (O6 + O22 + O30 + O38 + O46)	15	537
O58	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	0	3,912
O59	Total (O8 + O24 + O32 + O40 + O48)	60	8,518

Live Program Attendance (Onsite and Offsite)

Live Program Attendance (O62) must be equal to the Total Program Attendance that was calculated above, in item #O59.

O60	Live In–Person Onsite Program Attendance	60	
O61	Live In–Person Offsite Program Attendance	0	
O62	Total Live In–Person Program Attendance (O60 + O61)	60	

Virtual Programs

O63	Number of Live Virtual Program Sessions	86
O64	Virtual Program Attendance	1,893
O65	Total Views of Recorded Program Presentations within 7 Days	444
O66	Total Number of Recorded Program Presentations	15

Self-Directed Activities (Passive Programs) (P1 - P8)

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 (Passive Programs), Children (under age 12)

P1	Number of Programs	12
P2	Number of Participants	200

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

P3 Number of Programs 6

P4 Number of Participants 62

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

P5 Number of Programs 8

P6 Number of Participants 98

P7 Total Number of Self-Directed Activities (P1 + P3 + P5) 26

P8 Total Participants in Self-Directed Activities (P2 + P4 + P6) 360

Technology (Q1 - Q5)

Q1 Number of Internet Computers Used by General Public 28 28

Q2 Number of People Formally Trained by Staff to Use Electronic Resources 0 15

Q3 Does the library provide wireless internet access (Wi-Fi) for patrons? Yes Yes

Q4 Wireless Sessions -

	Annually	35,508	33,392
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count	
Q5	Website Visits	1,440	4,463

Intellectual Freedom Challenges (R1)

R1 Number of Intellectual Freedom Challenges 0

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

Since the last annual report, the Hopkins County-Madisonville Public Library system reopened for in-person services in July 2020, and we have continued serving our community despite operating under a continuing COVID-19 public health crisis. Consequently, there has been little significant change in operations since the 2019-2020 fiscal year when the pandemic began. The library has continued to follow public health guidance, consulting with our local health department and maintaining most of the safety protocols previously effected when the buildings reopened. These include staff masking, removal of most public seating, socially-distanced public computers, and frequent sanitizing and cleaning. Other public health measures have

now been eliminated, including quarantining of returned library materials, and donated used books are again for sale as well as public accessibility to physical newspapers. These latter measures were eliminated in consultation with the Hopkins County Health Department and based on governmental guidance indicating that the virus's ability to spread via touch is negligible. HCMPL received two Covid-19-related grants during the 2020-2021 fiscal year: a LSTA CARES Act grant and a Kentucky Heritage Council-administered CARES Act grant. Both grants enabled the library to provide our community with several new online resources and helped defray some COVID-19-related health and safety expenses. Though we briefly resumed in-person programming during the 2021 Summer Reading Program, holding several outdoor programs, the onset of the virus' new variant and Hopkins County's renewed rise in cases, shuttered in-person programming once again. Now, we are back to online programs only with no clear expectation of when regular in-person programming will resume. The Hopkins County-Madisonville Public Library's foundation (Public Library Development Foundation, Inc.) transferred ownership of a bequest which had been under its control for the past ten

*Response
has been
entered.*

years, per the terms of the bequest. This bequest has remained invested, and the library relies on its annual income to help pay for the Madisonville's library's previous renovation. This year also saw the City of Madisonville forgive the library's remaining obligation incurred during the Madisonville renovation. Additionally, due to library's reduced capacity to fundraise and self-generate income because of the pandemic, the Hopkins County Fiscal Court granted forbearance on the library's annual debt service payment until the 2021-2022 fiscal year. The Hopkins County Fiscal Court and the City of Madisonville also both increased the library's funding for the 2021-2022 fiscal year by \$10,000 and \$15,000, respectively.

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	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

This Report Has Been Completed by: Angel Killough

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.

