# Hopkins County-Madisonville Public Library
# 2022 Kentucky Annual Report of Public Libraries

|  |  | CURRENT YEAR | *PREVIOUS YEAR* |
|---|---|---|---|
| **General Information (A1 - A12)** | | | |
| A1 | County | Hopkins | *Hopkins* |
| A2 | Estimated Population | 44,686 | *44,686* |
| A3 | Library Name | Hopkins County-Madisonville Public Library | *Hopkins County-Madisonville Public Library* |
| Street Address | | | |
| A4 | Street Address | 425 East Center Street | *425 East Center Street* |
| A5 | City | Madisonville | *Madisonville* |
| A6 | Zip Code | 42431 | *42431* |
| Mailing Address | | | |
| A8 | Mailing Address | 425 East Center Street | *425 East Center Street* |
| A9 | City | Madisonville | *Madisonville* |
| A10 | Zip Code | 42431 | *42431* |
| 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 | $476,091 | *$451,250* |
| B3 | Local Government Revenue Total (B1 + B2): | $476,091 | *$451,250* |

State Government Revenue

| | | | |
|---|---|---|---|
| B5 | Construction Debt-Assistance Grant | $0 | *$0* |
| B6 | Other State Government Revenue | $0 | *$0* |
| B7 | State Government Revenue Total (sum B5 through B6) | $0 | *$0* |

Federal Government Revenue

| | | | |
|---|---|---|---|
| B11a | LSTA CARES Act Grant | $0 | *$1,750* |
| B11b | ARPA Grant | $3,909 | |
| B12 | Other Federal Government Revenue | $0 | *$0* |
| B13 | Federal Government Revenue Total (B11a + B11b + B12) | $3,909 | *$1,750* |

## Other Operating Income

| | | | |
|---|---|---|---|
| B14 | Other Operating Revenue | $110,160 | *$466,232* |
| B15 | Total Operating Revenue (B3 + B7 + B13 + B14): | $590,160 | *$919,232* |

## Operating Expenditures (C1 - C41)

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

Collection Expenditures

| | | | |
|---|---|---|---|
| C1 | Print Materials | $26,624 | *$21,606* |
| C2 | Electronic Materials Expenditures | $11,195 | *$4,536* |
| C3 | Audiovisual Materials | $5,740 | *$8,351* |
| C4 | Electronic Collections [databases] | $13,206 | *$7,528* |
| C5 | Other Library Materials | $4,834 | *$1,512* |

**Federal:** We expanded our "Library of Things" collection with vinyl records and record players along with board games and outdoor games.

| | | | |
|---|---|---|---|
| C6 | Collection Expenditures Total (C1 through C5) | $61,599 | *$43,533* |

Salary Expenditures

| | | | |
|---|---|---|---|
| C7 | Library Director | $50,971 | *$50,003* |
| C7a | Years as Director at Current Library (ex: 1.5) | 9.0 | |
| C8 | Other Library Personnel | $173,147 | *$170,313* |
| C10 | Salary Expenditures Total (C7 + C8) | $224,118 | *$220,316* |

Fringe Benefits

| | | | |
|---|---|---|---|
| C11 | Required Fringe Benefits | $16,439 | $15,931 |
| C12 | Retirement (Employer's Share) | $3,745 | $3,683 |
| C13 | Medical Insurance (Employer's Share) | $24,779 | $21,274 |
| C14 | Other | $3,733 | $434 |
| C15 | Fringe Benefits Total (C11 + C12 + C13 + C14): | $48,696 | $41,322 |
| C16 | Total Staff Expenditures (C10 + C15) | $272,814 | $261,638 |

Other Operations

| | | | |
|---|---|---|---|
| C17 | Building Repair and Maintenance | $90,641 | $20,698 |
| C20 | Office Supplies, Program Supplies, Postage | $37,367 | $21,518 |
| C21 | Insurance | $12,017 | $0 |
| C22 | Public Relations | $5,738 | $945 |
| C23 | Utilities | $26,536 | $26,485 |
| C24 | Professional Fees (include professional membership fees) | $13,035 | $5,625 |
| C25 | Audit Fee | $0 | $5,000 |
| C26 | Fiscal Year that Audit Covers | | FY 2020-2021 |
| C27 | What year was the library's last long range plan adopted? | N/A | N/A |

| Code | Item | Value 1 | Value 2 |
|---|---|---|---|
| C28 | Repair and Replacement of Furnishings | $18,817 | *$19,586* |
| C29 | Other | $33,729 | *$38,749* |
| C30 | Specify | Rents and leases, grant expenses, security expenses, and board expenses | *Response has been entered.* |
| C33 | Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29) | $237,880 | *$138,606* |
| C34 | Bookmobile/Extended Services | $1,216 | *$210* |
| C35 | Continuing Education | $1,618 | *$20* |
| C36 | Operating Expenditures for Electronic Access | $18,109 | *$13,222* |
| C37 | Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36): | $593,236 | *$457,229* |

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.

| Code | Item | Value 1 | Value 2 |
|---|---|---|---|
| C38 | Capital Outlay Expenditures | $18,817 | *$19,586* |
| C39 | Debt Service | $28,819 | *$4,113* |

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 |

## 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 library during the Coronavirus (COVID-19) pandemic? | No | *No* |
| 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* |

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 | We tried our best to provide the best library service we could while following COVID-19 restrictions. Our library system continues to offer curbside service to this day for those still not comfortable with in-person library use. HCMPL locations were closed for three-and-a-half months at the beginning of the pandemic. We followed mask requirements for staff and public while increasing sanitation/disinfection of common touch points as well as engaged in materials quarantine. We offered online programming opportunities and only recently started in-person/in-house programs. | *Response has been entered.* |

# 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 | *Dawson Springs Branch Library* |

| E2 | Street Address | 103 West Ramsey Street | *103 West Ramsey Street* |

| | | | |
|---|---|---|---|
| E3 | City | Dawson Springs | *Dawson Springs* |
| E4 | Zip Code | 42408 | *42408* |
| E6 | Phone | (270) 797-8990 | *(270) 797-8990* |
| E8 | Square Footage | 3,328 | *3,328* |
| E11 | Number of Meetings Held | 0 | *0* |
| E12 | Library Visits | 520 | *6,251* |
| E13 | Number of Registered Users | 3,102 | *3,084* |
| E14 | Number of Uses [Sessions] of Public Internet Computers Per Year | 0 | *816* |
| E15 | Reference Transactions | 104 | *978* |
| E16a | Sunday Opening Time | Closed | *0* |
| E16b | Sunday Closing Time | Closed | *0* |
| E16c | Hours | 0.00 | *0.00* |
| E16d | Monday Opening Time | Closed | *0* |
| E16e | Monday Closing Time | Closed | *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* |

**Federal:** Although the Branch Library was closed to the public FY 2021-2022 due to flooding and renovation, staff was available during normal operating hours either via phone or in-house.

| | | | |
|---|---|---|---|
| E16j | Wednesday Opening Time | 10:00AM | *10:00AM* |
| E16k | Wednesday Closing Time | 5:30PM | *5:30PM* |
| E16l | Hours | 7.50 | *7.50* |

**Federal:** Although the Branch Library was closed to the public FY 2021-2022 due to flooding and renovation, staff was available during normal operating hours either via phone or in-house.

| | | | |
|---|---|---|---|
| E16m | Thursday Opening Time | 10:00AM | *10:00AM* |
| E16n | Thursday Closing Time | 5:30PM | *5:30PM* |
| E16o | Hours | 7.50 | *7.50* |

**Federal:** Although the Branch Library was closed to the public FY 2021-2022 due to flooding and renovation, staff was available during normal operating hours either via phone or in-house.

| | | | |
|---|---|---|---|
| E16p | Friday Opening Time | 10:00AM | *10:00AM* |
| E16q | Friday Closing Time | 5:30PM | *5:30PM* |
| E16r | Hours | 7.50 | *7.50* |

**Federal:** Although the Branch Library was closed to the public FY 2021-2022 due to flooding and renovation, staff was available during normal operating hours either via phone or in-house.

| | | | |
|---|---|---|---|
| E16s | Saturday Opening Time | 12:00PM | *12:00PM* |
| E16t | Saturday Closing Time | 3:00PM | *3:00PM* |
| E16u | Hours | 3.00 | *3.00* |

**Federal:** Although the Branch Library was closed to the public FY 2021-2022 due to flooding and renovation, staff was available during normal operating hours either via phone or in-house.

| | | | |
|---|---|---|---|
| E17.1 | Number of Weeks Branch was Closed Due to COVID-19 | 0 | *2* |

| ID | Description | Value | | Value 2 |
|---|---|---|---|---|
| E17.2 | Number of Weeks Branch Had Limited Occupancy Due to COVID-19 | 0 | | *50* |
| E17.3 | Number of Weeks Branch Library is Open | 52 | | *0* |
| E17 | All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u) | 33.00 | | *33.00* |
| E17.2a | Total Number of Weeks Branch Had Limited Occupancy Due to COVID-19 | 0.00 | | |
| E17.3a | Total Number of Weeks Branch Libraries are Open (Sum of all E17.3) | 52.00 | | *0.00* |
| E18 | Number of Branches | 1 | | *1* |
| E19 | Total Annual Hours Open | 1,716.00 | | *0.00* |

## 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.

| ID | Description | Value | Value 2 |
|---|---|---|---|
| F1 | Vehicle Year, Make, and Model | 2018, Dodge, Caravan | *2018, Dodge, Caravan* |
| F2 | Owner of Vehicle | locally | *locally* |
| F3 | Number of Stops in an Average Week | 3 | *0* |

## 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 | *W1279* |
| G3 | Vehicle Year, Make, and Model | 1999, Chevrolet | *1999, Chevrolet* |
| G4 | Owner of Vehicle | state | *state* |
| G5 | Bookmobile Visits (number of persons entering the bookmobile) | 0 | *0* |
| G6 | Number of Registered Users | 0 | *233* |
| G7 | Number of Uses [Sessions] of Public Internet Computers Per Year | 0 | *0* |
| G8 | Reference Transactions | 0 | *0* |
| G9 | Hours on the Road Per Week (but not serving patrons) | 0 | *0* |
| G9a | Sunday - Daily Hours Open to the Public | 0 | *0* |
| G9b | Monday - Daily Hours Open to the Public | 0 | *0* |
| G9c | Tuesday - Daily Hours Open to the Public | 0 | *0* |

| | | | |
|---|---|---|---|
| G9d | Wednesday - Daily Hours Open to the Public | 0 | 0 |
| G9e | Thursday - Daily Hours Open to the Public | 0 | 0 |
| G9f | Friday - Daily Hours Open to the Public | 0 | 0 |
| G9g | Saturday - Daily Hours Open to the Public | 0 | 0 |
| G9.1 | Number of Weeks Bookmobile was Closed Due to COVID-19 | 0 | 0 |
| G9.2 | Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19 | 0 | 0 |
| G9.3 | Number of Weeks Bookmobile is Open | 0 | 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 | 0 | 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 | *Hopkins County-Madisonville Public Library* |
| H2 | Street Address | 425 East Center Street | *425 East Center Street* |
| H3 | City | Madisonville | *Madisonville* |
| H4 | Zip Code | 42431 | *42431* |
| H6 | Phone | (270) 825-2680 | *(270) 825-2680* |
| H8 | Square Footage | 14,678 | *14,678* |
| H11 | Number of Meetings Held | 9 | *0* |
| H12 | Library Visits | 31,632 | *15,979* |

**Federal:** The library invested in a new people counting system.

| | | | |
|---|---|---|---|
| H12a | Library Visits Reporting Method | CT - Annual Count | *CT - Annual Count* |
| H13 | Number of Registered Users | 24,528 | *23,781* |
| H14 | Number of Uses [Sessions] of Public Internet Computers Per Year | 4,147 | *2,226* |
| H14a | Reporting Method for Number of Uses of Public Internet Computers Per Year | CT - Annual Count | *CT - Annual Count* |
| H15 | Reference Transactions | 3,276 | *2,360* |
| H15a | Reference Transactions Reporting Method | ES - Annual Estimate Based on Typical Week(s) | *ES - Annual Estimate Based on Typical Week(s)* |

Hours Open to the Public

| | | | | |
|---|---|---|---|---|
| H16a | Sunday Opening Time | Closed | | 0 |
| H16b | Sunday Closing Time | Closed | | 0 |
| H16c | Hours | 0.00 | | 0.00 |
| H16d | Monday Opening Time | Closed | | 0 |
| H16e | Monday Closing Time | Closed | | 0 |
| H16f | Hours | 0.00 | | 0.00 |
| H16g | Tuesday Opening Time | 10:00AM | | 10:30AM |
| H16h | Tuesday Closing Time | 5:30PM | | 5:30PM |
| H16i | Hours | 7.50 | | 7.00 |
| H16j | Wednesday Opening Time | 10:00AM | | 10:30AM |
| H16k | Wednesday Closing Time | 5:30PM | | 5:30PM |
| H16l | Hours | 7.50 | | 7.00 |
| H16m | Thursday Opening Time | 10:00AM | | 10:30AM |
| H16n | Thursday Closing Time | 5:30PM | | 5:30PM |
| H16o | Hours | 7.50 | | 7.00 |
| H16p | Friday Opening Time | 10:00AM | | 10:30AM |
| H16q | Friday Closing Time | 5:30PM | | 5:30PM |

| ID | Item | Value | | Value |
|---|---|---|---|---|
| H16r | Hours | 7.50 | | *7.00* |
| H16s | Saturday Opening Time | 10:00AM | | *10:30AM* |
| H16t | Saturday Closing Time | 3:30PM | | *3:30PM* |
| H16u | Hours | 5.50 | | *5.00* |
| H17 | Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u) | 35.50 | | *33.00* |

The following three items cannot total more than 52 weeks. The main library is either closed, has limited occupancy, or is open.

| ID | Item | Value | | Value |
|---|---|---|---|---|
| H17.2 | Number of Weeks Main Library was Closed Due to COVID-19 | 0 | | *2* |
| H17.3 | Number of Weeks Main Library Had Limited Occupancy Due to COVID-19 | 42 | | *50* |

**Federal:** While we removed the restriction on number of people inside the building, we did continue to enforce no in-person programming and closed meeting rooms until April of 2022.

| ID | Item | Value | | Value |
|---|---|---|---|---|
| H18 | Number of Weeks Main Library is Open | 10 | | *0* |

H19   Does your library have a Friends group?

| | | | | |
|---|---|---|---|---|
| | Yes | Yes | | Yes |
| | No | No | | No |

# Facility Info (I1 - I32)

Square Footage

| ID | Item | Value | | Value |
|---|---|---|---|---|
| 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) | 9 | | *0* |
| I11 | Branch Libraries (sum of E11 branch data) | 0 | | *0* |
| I12 | Total (I10 + I11) | 9 | | *0* |

**Library Visits**

| I13 | Main Library (from H12) | 31,632 | | *15,979* |
| I14 | Branch Libraries (sum of E12 branch data) | 520 | | *6,251* |
| I15 | Bookmobiles (sum of G5 branch data) | 0 | | *0* |
| I16 | Total (I13 + I14 + I15) | 32,152 | | *22,230* |

**Number of Registered Users**

| I17 | Main Library (from H13) | 24,528 | | *23,781* |
| I18 | Branch Libraries (sum of E13 branch data) | 3,102 | | *3,084* |
| I19 | Bookmobiles (sum of G6 branch data) | 0 | | *233* |
| I20 | Total (I17 + I18 + I19) | 27,630 | | *27,098* |

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

| I21 | Main Library (from H14) | 4,147 | | *2,226* |
| I22 | Branch Libraries (sum of E14 branch data) | 0 | | *816* |

| I23 | Bookmobiles (sum of G7 branch data) | 0 | | | 0 |
| --- | --- | --- | --- | --- | --- |
| I24 | Total (I21 + I22 + I23) | 4,147 | | | 3,042 |

Reference Transactions

| I25 | Main Library (from H15) | 3,276 | | | 2,360 |
| --- | --- | --- | --- | --- | --- |
| I26 | Branch Libraries (sum of E15 branch data) | 104 | | | 978 |
| I27 | Bookmobiles (sum of G8 branch data) | 0 | | | 0 |
| I28 | Total (I25 + I26 + I27) | 3,380 | | | 3,338 |

Public Service Hours per Year

| I29 | Main Library (sum of (H17.3 + H18) * H17) | 1,846.00 | | | 1,650.00 |
| --- | --- | --- | --- | --- | --- |
| I30 | Branch Libraries (sum of (E17.2 + E17.3) * E17) | 1,716.00 | | | 1,650.00 |
| I31 | Bookmobiles (sum of (G9.2 + G9.3) * G10) | 0.00 | | | 0.00 |
| I32 | Total ( I29 + I30 + I31) | 3,562.00 | | | 3,300.00 |

**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 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 | Librarians without an ALA Accredited Master's Degree in Library Science | 0 | |
| J3 | Total Librarians (J1 + J2): | 1.00 | *4.00* |
| J4 | All Other Paid Staff | 9.00 | *6.00* |
| J5 | Total Paid Employees (J3 + J4): | 10.00 | *10.00* |

## Library Collection (K1 -K17)

Book Collection

| | | | |
|---|---|---|---|
| K1 | Adult Books (over age 18) | 24,825 | *32,074* |
| K2 | Young Adult Books (ages 12 to 18) | 1,610 | *1,747* |
| K3 | Children's Books (under age 12) | 9,579 | *15,329* |
| K4 | Total (K1 + K2 + K3) | 36,014 | *49,150* |

Digital or Audiovisual Materials

| | | | |
|---|---|---|---|
| K6 | Electronic Books (E-Books) | 180,216 | *171,901* |

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 | *14* |
| K7b | State (State Government or State Library) ** Include **66 KYVL** databases ** | 66 | *66* |
| K7 | Total Electronic Collections [databases] (K7a+K7b) | 80 | *80* |
| K9 | Audio - Physical Units | 1,044 | *1,014* |
| K10 | Audio - Downloadable Units | 54,987 | *48,645* |
| K13 | Video - Physical Units | 4,762 | *5,381* |

| | | | |
|---|---|---|---|
| K14 | Video - Downloadable Units | 2,035 | *1,990* |
| K15 | Other Material in Collection | 103 | *80* |
| K16 | Current Print Serial Subscriptions | 35 | *35* |
| K17 | Book/Serial Volumes (K4 + K16) | 36,049 | *49,185* |

## 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 | 11,087 | *26,402* |
| L2 | All Branches | 485 | *17,574* |

**Federal:** The Branch Library was closed due to flooding and an extensive renovation process. While closed to the public, the library still provided limited curbside services.

| | | | |
|---|---|---|---|
| L3 | Bookmobile/Outreach | 0 | *0* |
| L4 | Total (L1 + L2 + L3) | 11,572 | *43,976* |

Book Circulation, Young Adult (ages 12 to 18)

| | | | |
|---|---|---|---|
| L5 | Main Library | 1,092 | *1,186* |
| L6 | All Branches | 16 | *389* |
| L7 | Bookmobile/Outreach | 0 | *0* |
| L8 | Total (L5 + L6+ L7) | 1,108 | *1,575* |

Book Circulation, Children's (under age 12)

| | | | |
|---|---|---|---|
| L9 | Main Library | 8,853 | *8,692* |
| L10 | All Branches | 43 | *2,430* |

| | | | | |
|---|---|---|---|---|
| L11 | Bookmobile/Outreach | 0 | | *0* |
| L12 | Total (L9 + L10+ L11) | 8,896 | | *11,122* |

Book Circulation Total

| | | | | |
|---|---|---|---|---|
| L13 | Main Library (L1 + L5 + L9) | 21,032 | | *36,280* |
| L14 | All Branches (L2 + L6 + L10) | 544 | | *20,393* |
| L15 | Bookmobile/Outreach (L3 + L7 + L11) | 0 | | *0* |
| L16 | Total (L4 + L8 + L12) | 21,576 | | *56,673* |

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 | 421 | | *924* |
| L22 | All Branches | 9 | | *99* |
| L23 | Bookmobile/Outreach | 0 | | *0* |
| L24 | Total (L21 + L22 + L23) | 430 | | *1,023* |

Audiovisual Circulation Other Audio

| | | | | |
|---|---|---|---|---|
| L25 | Main Library | 48 | | *156* |
| L26 | All Branches | 20 | | *290* |
| L27 | Bookmobile/Outreach | 0 | | *0* |
| L28 | Total (L25 + L26 + L27) | 68 | | *446* |

Audiovisual Circulation Videos

| | | | | |
|---|---|---|---|---|
| L29 | Main Library | 4,042 | | *7,621* |
| L30 | All Branches | 152 | | *9,267* |

| | | | |
|---|---|---|---|
| L31 | Bookmobile/Outreach | 0 | 0 |
| L32 | Total (L29 + L30 + L31) | 4,194 | 16,888 |

**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) | 4,511 | 8,701 |
| L38 | All Branches (L22 + L26 + L30 + L34) | 181 | 9,656 |
| L39 | Bookmobile/Outreach (L23 + L27 + L31 + L35) | 0 | 0 |
| L40 | Total (L24 + L28 + L32 + L36) | 4,692 | 18,357 |

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 | 67 | 5 |
| L42 | All Branches | 58 | 60 |
| L43 | Bookmobile/Outreach | 0 | 0 |
| L44 | Total (L41 + L42 + L43) | 125 | 65 |

**Total Circulation**

| L45 | Main Library (L13 + L37 + L41) | 25,610 | | 44,986 |
| L46 | All Branches (L14 + L38 + L42) | 783 | | 30,109 |
| L47 | Bookmobile/Outreach (L15 + L39 + L43) | 0 | | 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 | 27,879 | | 25,976 |
| L49 | Total Circulation (L16 + L40 + L44 + L48) | 54,272 | | 101,071 |
| L50 | Successful Retrieval of Electronic Information | 3,216 | | 2,800 |

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 | 9,167 | | 11,484 |
| L52 | All Branches | 75 | | 3,849 |
| L53 | Bookmobile/Outreach | 0 | | 0 |
| L54 | Total (L51 + L52 + L53) | 9,242 | | 15,333 |

## 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 |

**Federal:** Our library system hasn't participated in loaning out to other libraries.

Borrowed From

| | | | |
|---|---|---|---|
| N4 | Print | 46 | 0 |
| N5 | Nonprint | 0 | 0 |
| N6 | Total (N4 + N5): | 46 | 0 |

## 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) | 8 |
| O2 | Number of Programs Targeted at Elementary School Children (ages 6–12) | 5 |
| O3 | Number of Programs Targeted at Young Adults (ages 12 to 18) | 1 |
| O4 | Number of Programs Targeted at Adults (age 19 and older) | 1 |

| O5 | Number of Programs Targeted at Multiple Age Levels | 1 |

| O6 | Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5) | 16 |

## The Number of Synchronous (Live) Offsite Program Sessions

| O7 | Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6) | 0 |

| O8 | Number of Programs Targeted at Elementary School Children (ages 6–12) | 0 |

| O9 | Number of Programs Targeted at Young Adults (ages 12 to 18) | 0 |

| O10 | Number of Programs Targeted at Adults (age 19 and older) | 0 |

| O11 | Number of Programs Targeted at Multiple Age Levels | 5 |

| O12 | Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11) | 5 |

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

O13      Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)      12

O14      Number of Programs Targeted at Elementary School Children (ages 6–12)      12

O15      Number of Programs Targeted at Young Adults (ages 12 to 18)      12

O16      Number of Programs Targeted at Adults (age 19 and older)      12

O17      Number of Programs Targeted at Multiple Age Levels      12

O18      Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)      60

## PROGRAM ATTENDANCE
### Attendance at Synchronous (Live) Onsite Programs

O19      Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)      180

O20      Attendance at Programs Targeted at Elementary School Children (ages 6–12)      37

O21      Attendance at Programs Targeted at Young Adults (ages 12 to 18)      17

O22  Attendance at
     Programs Targeted at
     Adults (age 19 and      12
     older)

O23  Attendance at
     Programs Targeted at   57
     Multiple Age Levels

O24  Total Attendance at
     Synchronous (Live)
     Onsite Programs (O19  303
     + O20 + O21 + O22 +
     O23)

## Attendance at Synchronous (Live) Offsite Programs

O25  Attendance at
     Programs Targeted at
     Infants, Toddlers, and  0
     Preschoolers (under
     age 6)

O26  Attendance at
     Programs Targeted at
     Elementary School       0
     Children (ages 6–12)

O27  Attendance at
     Programs Targeted at
     Young Adults (ages      0
     12 to 18)

O28  Attendance at
     Programs Targeted at
     Adults (age 19 and      0
     older)

O29  Attendance at
     Programs Targeted at   360
     Multiple Age Levels

O30  Total Attendance at
     Synchronous (Live)
     Offsite Programs       360
     (O25 + O26 + O27 +
     O28 + O29)

## Synchronous (Live) Virtual Program Attendance

O31    Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)    211

O32    Attendance at Programs Targeted at Elementary School Children (ages 6–12)    171

O33    Attendance at Programs Targeted at Young Adults (ages 12 to 18)    80

O34    Attendance at Programs Targeted at Adults (age 19 and older)    52

O35    Attendance at Programs Targeted at Multiple Age Levels    220

O36    Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)    734

O37    Total Number of Recorded Program Presentations    24        *15*

O38    Total Views of Recorded Program Presentations within 7 Days    1,564        *444*

## 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 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 | 12 | | 12 |
|----|----|----|----|----|

| P2 | Number of Participants | 1,254 | | 200 |
|----|----|----|----|----|

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

| P3 | Number of Programs | 0 | | 6 |
|----|----|----|----|----|

| P4 | Number of Participants | 0 | | 62 |
|----|----|----|----|----|

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

| P5 | Number of Programs | 1 | | 8 |
|----|----|----|----|----|

| P6 | Number of Participants | 506 | | 98 |
|----|----|----|----|----|

| P7 | Total Number of Self-Directed Activities (P1 + P3 + P5) | 13 | | 26 |
|----|----|----|----|----|

| P8 | Total Participants in Self-Directed Activities (P2 + P4 + P6) | 1,760 | | 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 | | 0 |
| Q3 | Does the library provide wireless internet access (Wi-Fi) for patrons? | Yes | | Yes |
| Q4 | Wireless Sessions - Annually | 17,283 | | 35,508 |
| Q4a | Reporting Method for Wireless Sessions | CT - Annual Count | | CT - Annual Count |
| Q5 | Website Visits | 1,560 | | 1,440 |

## Intellectual Freedom Challenges (R1)

| R1 | Number of Intellectual Freedom Challenges | 0 | | 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 | FY 2021-2022 was a year of reaction and recovery. Not only reacting and recovering from the effects of the COVID-19 Pandemic, but dealing with the flooding and renovation of our Branch Library, and even more from a category 4 tornado that ripped through our county. We offered what we could to our community in the form of donating meals, distributing books and craft supplies, waiving fines and fees, offering library storage space for donation overflow, and more. Also during this time, we received ARPA funding for RFID technology for both library locations. With the implementation of this new technology, we took the opportunity to replace towers in our computer labs and install new time and print management software. | Response has been entered. |
|----|----|----|----|

## 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 |
| | This Report Has Been Completed by: | Angel Killough | *Angel Killough* |
| | Does your library collect a statistic that you think other Kentucky libraries should collect? | None that I can think of. | |

| | |
|---|---|
| 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. | N/A |