

Bullitt County Library District 2020 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

A1	County	Bullitt
A2	Estimated Population	81,676
A3	Library Name	Bullitt County Library District

Street Address

A4	Street Address	127 North Walnut Street
A5	City	Shepherdsville
A6	Zip Code	40165

Mailing Address

A8	Mailing Address	P.O. Box 99
A9	City	Shepherdsville
A10	Zip Code	40165
A12	Phone	(502) 543-7675

Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)

A14	Real	6.4
A15	Personal	6.57
A16	Motor Vehicle/Water Craft	2.12

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	\$6,174,447
B2	Other	\$0
B3	Local Government Revenue Total (B1 + B2):	\$6,174,447

State Government Revenue

B4	State Aid Grant	\$30,439
B5	Construction Debt-Assistance Grant	\$20,000
B6	Other State Government Revenue	\$0
B7	State Government Revenue Total (sum B4 through B6)	\$50,439

Federal Government Revenue

B12	Federal Government Revenue	\$0
B13	Federal Government Revenue Total	\$0

Other Operating Income

B14	Other Operating Revenue	\$168,673
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B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$6,393,559
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Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	\$354,902
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C2	Electronic Materials Expenditures	\$45,152
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C3	Audiovisual Materials	\$113,249
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C4	Electronic Collections [databases]	\$133,743
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C5	Other Library Materials	\$27,531
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C6	Collection Expenditures Total (C1 through C5)	\$674,577
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Salary Expenditures

C7	Library Director	\$116,769
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C8	Other Library Personnel	\$2,374,139
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C10	Salary Expenditures Total (C7 + C8)	\$2,490,908
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Fringe Benefits

C11	Required Fringe Benefits	\$200,589
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Federal: The 2020 worker's compensation invoice was paid in June of 2019 and is reflected in last year's report.

C12	Retirement (Employer's Share)	\$472,336
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C13	Medical Insurance (Employer's Share)	\$391,805
C14	Other	\$10,895
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$1,075,625
C16	Total Staff Expenditures (C10 + C15)	\$3,566,533
Other Operations		
C17	Building Repair	\$52,107
C18	Building Maintenance	\$65,800
C20	Office Supplies, Program Supplies, Postage	\$116,462
C21	Insurance	\$50,756
C22	Public Relations	\$43,113
C23	Utilities	\$112,044
C24	Professional Fees	\$91,218
C25	Audit Fee	\$5,250
C26	Fiscal Year that Audit Covers	FY 2018-2019
C27	What year was the library's last long range plan adopted?	2018
C28	Repair and Replacement of Furnishings	\$242,914

C29	Other	\$29,244
C30	Specify	Miscellaneous
C31	Other	
C32	Specify	
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$808,908
C34	Bookmobile/Extended Services	\$1,288
C35	Continuing Education	\$29,023
C36	Operating Expenditures for Electronic Access	\$53,024
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$5,133,353

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	\$2,494,304
C39	Debt Service	\$40,546

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

C40a Local - Capital Revenue \$0

C40b State - Capital Revenue \$0

C40c Federal - Capital Revenue \$0

C40d Other - Capital Revenue \$0

C40 **Total Capital Revenue**
(C40a through C40d) \$0

C41 Income from loans, bond
issues, or other income not \$0
reported elsewhere

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

Collection Expenditures Yes

Bookmobile/Extended
Services No

Continuing Education Yes

None of the Above No

COVID Related Information (D1 - D16)

D1 Were any of the library's
outlets physically closed
to the public for any Yes
period of time due to the

Coronavirus (COVID-19)
pandemic?

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? 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? Yes

D6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes

D7 Did the library provide 'outside' service for circulation of physical Yes

materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

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 pandemic? No

(COVID-19) pandemic?

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

D14	Total Recordings of Program Content	78
D15	Total Views of Recorded Program Content	6,142
D16	Describe the Library's Response to the COVID-19 Pandemic	<p>The Bullitt County Public Library attempted to remain open to the public early in the pandemic by incorporating hourly cleaning into our daily routine. It soon became evident that the practice was overwhelming our staff, given that our daily traffic had not diminished, and that we would run out of cleaning supplies very quickly. We moved to curbside only, which still impacted our PPE supplies, and the practice of disinfecting every returned item had us scrambling for anything that could kill viruses without harming the staff. When the executive order came for the governor to stop all in-person services, we capitalized on the opportunity to move staff out of the building in order to make each location safe for operation. Our staff worked from home primarily, offering phone and virtual services such as assisting patrons with digital checkouts and providing reference services, while also reaching out to our most vulnerable patrons to check in on their health. The addition of two 24 Hour Library units helped provide access to physical materials until we could reopen. Programming transitioned to Facebook and Instagram videos with a few interactive Zoom programs offered as well. Internally, a daily briefing section was added to the staff wiki to share up to date information on a regular basis. Once we had enough supplies for the circulation staff to come back to the branches safely, we resumed curbside service, tweaking the service to make it completely touchless. We spread everyone out at least six feet apart and set up break stations outside of the breakroom. Our technical services staff received plexiglass partitions between their cubicles for added protection. We then worked to find ways to make it safe to have patrons enter the library, so each building was reviewed individually for necessary plexiglass barriers, furniture layout revisions, cleaning protocols, and other measures to meet Healthy at Work standards and our own internal standards. We first transitioned our meeting rooms to computer labs to get the patrons and staff reacclimated to in-person interaction. Once we got more comfortable with that, we transitioned patrons back into the library proper and utilized the meeting rooms for furniture and quarantined item storage.</p>

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	Hillview Branch Library
E2	Street Address	155 Terry Blvd.
E3	City	Louisville
E4	Zip Code	40229
E6	Phone	(502) 957-5759
E8	Square Footage	10,000
E11	Number of Meetings Held	148
E12	Library Visits	67,111
E13	Number of Registered Users	5,282
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	10,662
E15	Reference Transactions	1,986
E16a	Sunday Opening Time	NA

E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9 AM
E16e	Monday Closing Time	8 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9 AM
E16h	Tuesday Closing Time	8 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9 AM
E16k	Wednesday Closing Time	8 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9 AM
E16n	Thursday Closing Time	8 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9 AM
E16q	Friday Closing Time	5 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9 AM
E16t	Saturday Closing Time	5 PM

E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	15
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	1
E17.3	Number of Weeks Branch Library is Open	36
E1	Branch Library Name	Lebanon Junction Branch Library
E2	Street Address	11382 S. Preston Hwy
E3	City	Lebanon Junction
E4	Zip Code	40150
E6	Phone	(502) 833-8648
E8	Square Footage	7,822
E11	Number of Meetings Held	109
E12	Library Visits	35,759
E13	Number of Registered Users	1,494
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	3,514
E15	Reference Transactions	998
E16a	Sunday Opening Time	NA

E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9 AM
E16e	Monday Closing Time	8 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9 AM
E16h	Tuesday Closing Time	8 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9 AM
E16k	Wednesday Closing Time	8 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9 AM
E16n	Thursday Closing Time	8 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9 AM
E16q	Friday Closing Time	5 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9 AM
E16t	Saturday Closing Time	5 PM

E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	15
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	1
E17.3	Number of Weeks Branch Library is Open	36
E1	Branch Library Name	Mount Washington Branch Library
E2	Street Address	214 N. Bardstown Rd
E3	City	Mt. Washington
E4	Zip Code	40047
E6	Phone	(502) 538-7560
E8	Square Footage	12,700
E11	Number of Meetings Held	168
E12	Library Visits	78,813
E13	Number of Registered Users	7,488
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	11,172
E15	Reference Transactions	2,112
E16a	Sunday Opening Time	NA

E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9 AM
E16e	Monday Closing Time	8 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9 AM
E16h	Tuesday Closing Time	8 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9 AM
E16k	Wednesday Closing Time	8 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9 AM
E16n	Thursday Closing Time	8 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9 AM
E16q	Friday Closing Time	5 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9 AM
E16t	Saturday Closing Time	5 PM

E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	15
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	1
E17.3	Number of Weeks Branch Library is Open	36
E1	Branch Library Name	Nichols Branch Library
E2	Street Address	10729 Hwy 44 W
E3	City	West Point
E4	Zip Code	40177
E6	Phone	(502) 324-7699
E8	Square Footage	7,600
E11	Number of Meetings Held	1
E12	Library Visits	2,447
E13	Number of Registered Users	197
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	41
E15	Reference Transactions	27
E16a	Sunday Opening Time	NA

E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	11 AM
E16e	Monday Closing Time	7 PM
E16f	Hours	8.00
E16g	Tuesday Opening Time	11 AM
E16h	Tuesday Closing Time	7 PM
E16i	Hours	8.00
E16j	Wednesday Opening Time	11 AM
E16k	Wednesday Closing Time	7 PM
E16l	Hours	8.00
E16m	Thursday Opening Time	11 AM
E16n	Thursday Closing Time	7 PM
E16o	Hours	8.00
E16p	Friday Opening Time	9 AM
E16q	Friday Closing Time	5 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9 AM
E16t	Saturday Closing Time	5 PM

E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	15
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	1
E17.3	Number of Weeks Branch Library is Open	6
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	228.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	114.00
E18	Number of Branches	4
E19	Total Annual Hours Open	6,768.00

Outreach Vehicles (F1 - F5)

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

F1	License Number	NA
F2	Vehicle Year, Make, and Model	NA
F3	Mileage on Odometer	N/A
F4	Owner of Vehicle	

F5	Number of Stops in an Average Week	N/A
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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	NA
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G3	Vehicle Year, Make, and Model	NA
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G4	Owner of Vehicle	
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G5	Bookmobile Visits (number of persons entering the bookmobile)	N/A
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G6	Number of Registered Users	N/A
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G7	Number of Uses [Sessions] of Public Internet Computers Per Year	N/A
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G8	Reference Transactions	0
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G9	Hours on the Road Per Week (but not serving patrons)	0
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G9a	Sunday - Daily Hours Open to the Public	0
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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
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00

G11 Number of Bookmobiles 0

Main Library (H1 - H19)

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

H1 Library Name Ridgway Memorial Library

H2 Street Address 127 North Walnut Street

H3 City Shepherdsville

H4 Zip Code 40165

H6 Phone (502) 543-7675

H8 Square Footage 16,000

H11 Number of Meetings Held 202

H12 Library Visits 84,137

H13 Number of Registered Users 13,097

H14 Number of Uses
[Sessions] of Public
Internet Computers Per
Year 15,796

H15 Reference Transactions 4,837

Hours Open to the Public

H16a Sunday Opening Time 1 PM

H16b Sunday Closing Time 5 PM

H16c Hours 4.00

H16d	Monday Opening Time	9 AM
H16e	Monday Closing Time	8 PM
H16f	Hours	11.00
H16g	Tuesday Opening Time	9 AM
H16h	Tuesday Closing Time	8 PM
H16i	Hours	11.00
H16j	Wednesday Opening Time	9 AM
H16k	Wednesday Closing Time	8 PM
H16l	Hours	11.00
H16m	Thursday Opening Time	9 AM
H16n	Thursday Closing Time	8 PM
H16o	Hours	11.00
H16p	Friday Opening Time	9 AM
H16q	Friday Closing Time	5 PM
H16r	Hours	8.00
H16s	Saturday Opening Time	9 AM
H16t	Saturday Closing Time	5 PM
H16u	Hours	8.00

H17 **Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)** 64.00

H17.2 Number of Weeks Main Library was Closed Due to COVID-19 15

H17.3 Number of Weeks Main Library Had Limited Occupancy Due to COVID-19 1

H18 Number of Weeks Main Library is Open 36

H19 Does your library have a Friends group?

Yes No

No Yes

Facility Info (I1 - I32)

Square Footage

I1 **Main Library (from H8)** 16,000

I2 **Branch Libraries (sum of E8 branch data)** 38,122

I3 **Total (I1 + I2)** 54,122

Number of Meetings Held

I10 **Main Library (from H11)** 202

I11 **Branch Libraries (sum of E11 branch data)** 426

I12 **Total (I10 + I11)** 628

Library Visits

I13	Main Library (from H12)	84,137
I14	Branch Libraries (sum of E12 branch data)	184,130
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	268,267

Number of Registered Users

I17	Main Library (from H13)	13,097
I18	Branch Libraries (sum of E13 branch data)	14,461
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	27,558

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

I21	Main Library (from H14)	15,796
I22	Branch Libraries (sum of E14 branch data)	25,389
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	41,185

Reference Transactions

I25	Main Library (from H15)	4,837
I26	Branch Libraries (sum of E15 branch data)	5,123
I27	Bookmobiles (sum of G8 branch data)	0

I28 **Total (I25 + I26 + I27)** 9,644

Public Service Hours per Year

I29 **Main Library (H17 * H18)** 2,304.00

I30 **Branch Libraries (sum of
E17 branch data * E17.3a)** 6,768.00

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

I32 **Total (I29 + I30 + I31)** 9,316.00

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 5.00

J2 Number of Librarians with
Non ALA Accredited
Master's Degree in Library
Science .50

J3 Number of Librarians with
a Master's Degree NOT in
Library Science .0

J4 Number of Librarians with
a Bachelor's Degree in
Library Science .0

J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	4.50
J6	Number of Librarians with Less Than a Bachelor's Degree	41.13
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	51.13
J8	All Other Paid Staff	7.00
J9	Total Paid Employees (J7 + J8):	58.13

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	70,072
K2	Young Adult Books (ages 12 to 18)	9,884
K3	Children's Books (under age 12)	51,556
K4	Total (K1 + K2 + K3)	131,512

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	168,561
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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	19
K7b	State (State Government or State Library) ** Include 66 KYVL databases **	62
K7	Total Electronic Collections [databases] (K7a+K7b)	81
K9	Audio - Physical Units	8,835
K10	Audio - Downloadable Units	42,040
K13	Video - Physical Units	26,459
K14	Video - Downloadable Units	1,961
K15	Other Material in Collection	2,160

K16	Current Print Serial Subscriptions	105
K17	Book/Serial Volumes (K4 + K16)	131,617

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	18,427
L2	All Branches	49,857
L3	Bookmobile/Outreach	801
L4	Total (L1 + L2 + L3)	69,085

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	2,674
L6	All Branches	6,131
L7	Bookmobile/Outreach	262
L8	Total (L5 + L6+ L7)	9,067

Book Circulation, Children's (under age 12)

L9	Main Library	19,470
L10	All Branches	66,185
L11	Bookmobile/Outreach	254

L12	Total (L9 + L10+ L11)	85,909
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Book Circulation Total

L13	Main Library (L1 + L5 + L9)	40,571
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L14	All Branches (L2 + L6 + L10)	122,173
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L15	Bookmobile/Outreach (L3 + L7 + L11)	1,317
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L16	Total (L4 + L8 + L12)	164,061
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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	1,912
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L22	All Branches	4,543
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L23	Bookmobile/Outreach	27
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L24	Total (L21 + L22 + L23)	6,482
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Audiovisual Circulation Other Audio

L25	Main Library	523
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L26	All Branches	991
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L27	Bookmobile/Outreach	72
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L28	Total (L25 + L26 + L27)	1,586
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Audiovisual Circulation Videos

L29	Main Library	20,773
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L30	All Branches	59,132
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L31	Bookmobile/Outreach	265
L32	Total (L29 + L30 + L31)	80,170

Audiovisual Circulation Other

L33	Main Library	512
L34	All Branches	916
L35	Bookmobile/Outreach	9
L36	Total (L33 + L34 + L35)	1,437

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	23,720
L38	All Branches (L22 + L26 + L30 + L34)	65,582
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	373
L40	Total (L24 + L28 + L32 + L36)	89,675

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	912
L42	All Branches	1,778
L43	Bookmobile/Outreach	30
L44	Total (L41 + L42 + L43)	2,720

Total Circulation

L45	Main Library (L13 + L37 + L41)	65,203
L46	All Branches (L14 + L38 + L42)	189,533
L47	Bookmobile/Outreach (L15 + L39 + L43)	1,720

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 46,019

L49 Total Circulation (L16 + L40 + L44 + L48) 302,475

L50 Successful Retrieval of Electronic Information 64,563

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 22,263

L52 All Branches 72,197

L53 Bookmobile/Outreach 270

L54 Total (L51 + L52 + L53) 94,730

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 25

N2 Nonprint 0

N3 Total (N1 + N2): 25

Borrowed From

N4 Print 950

N5 Nonprint 333

N6 Total (N4 + N5): 1,283

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 109

O2 All Branches 351

O3 Bookmobile/Outreach 0

O4 **Total (O1 + O2 + O3)** 460

Infant/Toddler/Preschool - *number of attendees*

O5 Main Library 2,039

O6 All Branches 6,922

O7 Bookmobile/Outreach 0

O8 **Total (O5 + O6 + O7)** 8,961

Elementary School - *number of programs*

O17 Main Library 29

O18 All Branches 156

O19 Bookmobile/Outreach 10

O20 **Total (O17 + O 18 + O19)** 195

Elementary School - *number of attendees*

O21 Main Library 633

O22 All Branches 6,512

O23 Bookmobile/Outreach 2,158

O24 **Total (O21 + O22 + O23)** 9,303

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

O25 Main Library 50

O26 All Branches 133

O27 Bookmobile/Outreach 136

O28 **Total (O25 + O26 + O27)** 319

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

O29	Main Library	1,009
O30	All Branches	2,293
O31	Bookmobile/Outreach	356
O32	Total (O29 + O30 + O31)	3,658

Adult Programs - *number of programs*

O33	Main Library	52
O34	All Branches	220
O35	Bookmobile/Outreach	143
O36	Total (O33 + O34 + O35)	415

Adult Programs - *number of attendees*

O37	Main Library	556
O38	All Branches	2,134
O39	Bookmobile/Outreach	958
O40	Total (O37 + O38 + O39)	3,648

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

O41	Main Library	17
O42	All Branches	76
O43	Bookmobile/Outreach	9
O44	Total (O41 + O42 + O43)	102

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

O45	Main Library	783
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O46	All Branches	2,816
O47	Bookmobile/Outreach	4,083
O48	Total (O45 + O46 + O47)	7,682

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	257
O50	All Branches (O2 + O18 + O26 + O34 + O42)	936
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	298
O52	Total (O4 + O20 + O28 + O36 + O44)	1,491

Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	5,020
O54	All Branches (O6 + O22 + O30 + O38 + O46)	20,677
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	7,555
O56	Total (O8 + O24 + O32 + O40 + O48)	33,252

Intellectual Freedom (P1 - P6)

P1 Title of Challenged Work na

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 | 137 |
| Q2 | Number of People Formally Trained by Staff to Use Electronic Resources | 117 |
| Q3 | Does the library provide wireless internet access (Wi-Fi) for patrons? | Yes |
| Q4 | Wireless Sessions - Annually | 60,964 |
| Q5 | Website Visits | 190,000 |

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 | Bullitt County Public Library completed the construction of a new branch, finished the design for a new central library and bid it out for construction, added two 24 Hour Library machines, made the transition to RFID tagging our items, and added self-check units to all of our locations. We responded well to the challenge and found ways to continue services during the pandemic while keeping patrons and staff safe. The staff have been inventive and resourceful in finding ways to move programming online and many used the time working remotely to improve work skills using available resources. We adapted all locations so that they are safer for the public to use in these new times, though in a limited capacity. |
|----|---|---|

Board Policies (T1 - T10)

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

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

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

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.