Bullitt County Library District
2022 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	*PREVIOUS YEAR*
General Information (A1 - A12)			
A1	County	Bullitt	*Bullitt*
A2	Estimated Population	81,676	*81,676*
A3	Library Name	Bullitt County Library District	*Bullitt County Library District*
Street Address			
A4	Street Address	127 N Walnut	*127 North Walnut St.*
A5	City	Shepherdsville	*Shepherdsville*
A6	Zip Code	40165	*40165*
Mailing Address			
A8	Mailing Address	127 N. Walnut	*P.O. Box 99*
A9	City	Shepherdsville	*Shepherdsville*
A10	Zip Code	40165	*40165*
A12	Phone	(502) 543-7675	*(502) 543-7675*

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	$7,794,908	*$7,327,138*
B2	Other	$0	*$0*
B3	Local Government Revenue Total (B1 + B2):	$7,794,908	*$7,327,138*

State Government Revenue

B5	Construction Debt-Assistance Grant	$20,000		$20,000
B6	Other State Government Revenue	$0		$0
B7	State Government Revenue Total (sum B5 through B6)	$20,000		$20,000
Federal Government Revenue				
B11a	LSTA CARES Act Grant	$0		$3,000
B11b	ARPA Grant	$0		
B12	Other Federal Government Revenue	$39,425		$0
B13	Federal Government Revenue Total (B11a + B11b + B12)	$39,425		$3,000
Other Operating Income				
B14	Other Operating Revenue	$60,785		$135,232
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	$7,915,118		$7,485,370

Operating Expenditures (C1 - C41)

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

Collection Expenditures				
C1	Print Materials	$310,771		$291,404
C2	Electronic Materials Expenditures	$126,351		$48,290
C3	Audiovisual Materials	$54,036		$57,120
C4	Electronic Collections [databases]	$168,585		$158,543
C5	Other Library Materials	$4,104		$10,060
C6	Collection Expenditures Total (C1 through C5)	$663,847		$565,417
Salary Expenditures				
C7	Library Director	$121,992		$119,423
C7a	Years as Director at Current Library (ex: 1.5)	8.0		
C8	Other Library Personnel	$2,596,690		$2,428,589
C10	Salary Expenditures Total (C7 + C8)	$2,718,682		$2,548,012
Fringe Benefits				
C11	Required Fringe Benefits	$236,980		$232,793

C12	Retirement (Employer's Share)	$473,653	$378,973
C13	Medical Insurance (Employer's Share)	$360,402	$394,329
C14	Other	$10,689	$9,717
C15	**Fringe Benefits Total (C11 + C12 + C13 + C14):**	$1,081,724	$1,015,812
C16	**Total Staff Expenditures (C10 + C15)**	$3,800,406	$3,563,824

Other Operations

C17	Building Repair and Maintenance	$164,093	$157,879
C20	Office Supplies, Program Supplies, Postage	$141,328	$119,862
C21	Insurance	$92,116	$48,043
C22	Public Relations	$100,881	$90,072
C23	Utilities	$173,291	$128,372
C24	Professional Fees (include professional membership fees)	$123,300	$126,421
C25	Audit Fee	$5,350	$5,250
C26	Fiscal Year that Audit Covers	FY 2020-2021	FY 2019-2020
C27	What year was the library's last long range plan adopted?	2018	2018
C28	Repair and Replacement of Furnishings	$43,923	$80,257
C29	Other	$61,829	$25,536
C30	Specify	Processing supplies; ILL expense; Presenter fees; membership & dues; travel reimbursement; legal	Response has been entered.
C33	**Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)**	$906,111	$781,692
C34	Bookmobile/Extended Services	$2,391	$2,202
C35	Continuing Education	$24,763	$17,087
C36	Operating Expenditures for Electronic Access	$304,876	$61,054

C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	$5,702,394		$4,991,276

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	$6,773,352		$4,711,661
C39	Debt Service	$376,023		$319,308

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		$7,723,962

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 <u>during</u> the Coronavirus (COVID-19) pandemic?	Yes		*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		*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 | BCPL continued outreach activities such as curbside delivery, book bundles for patrons, and created take home activities for all ages. All employees engaged in at home development. They also did remote work on cleaning up patrons records. When we returned to the buildings to work we installed RFID tags in all branches to enable self check. Also, we developed a communication plan with procedures for updating staff on pandemic responses including masks mandates and recommendations. In addition, Administration regularly scanned news sources for relevant information to inform our response to changing conditions. | *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	Hillview Branch Library	*Hillview Branch Library*
E2	Street Address	155 Terry Blvd.	*155 Terry Blvd.*
E3	City	Louisville	*Louisville*
E4	Zip Code	40229	*40229*
E6	Phone	(502) 957-5759	*(502) 957-5759*
E8	Square Footage	10,000	*10,000*
E11	Number of Meetings Held	606	*0*
E12	Library Visits	46,410	*28,891*

E13	Number of Registered Users	7,237		*4,982*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	5,806		*2,821*
E15	Reference Transactions	1,387		*942*
E16a	Sunday Opening Time			*0*
E16b	Sunday Closing Time			*0*
E16c	Hours	0.00		*0.00*
E16d	Monday Opening Time	9:00 AM		*9 am*
E16e	Monday Closing Time	8:00 PM		*8 pm*
E16f	Hours	11.00		*11.00*
E16g	Tuesday Opening Time	9:00 AM		*9 am*
E16h	Tuesday Closing Time	8:00 PM		*8 pm*
E16i	Hours	11.00		*11.00*
E16j	Wednesday Opening Time	9:00 AM		*9 am*
E16k	Wednesday Closing Time	8:00 PM		*8 pm*
E16l	Hours	11.00		*11.00*
E16m	Thursday Opening Time	9:00 AM		*9 am*
E16n	Thursday Closing Time	8:00 PM		*8 pm*
E16o	Hours	11.00		*11.00*
E16p	Friday Opening Time	9:00 AM		*9 am*
E16q	Friday Closing Time	5:00 PM		*5 pm*
E16r	Hours	8.00		*8.00*
E16s	Saturday Opening Time	9:00 AM		*9 am*
E16t	Saturday Closing Time	5:00 PM		*5 pm*
E16u	Hours	8.00		*8.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	7		*17*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	6		*32*

Code	Description	Value	Value
E17.3	Number of Weeks Branch Library is Open	39	*3*
E1	Branch Library Name	Lebanon Junction Branch Library	*Lebanon Junction Branch Library*
E2	Street Address	11382 S. Preston Hwy	*11382 S. Preston Hwy*
E3	City	Lebanon Junction	*Lebanon Junction*
E4	Zip Code	40150	*40150*
E6	Phone	(502) 833-8648	*(502) 833-8648*
E8	Square Footage	7,822	*7,822*
E11	Number of Meetings Held	296	*0*
E12	Library Visits	24,452	*13,433*
E13	Number of Registered Users	2,746	*1,718*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,591	*735*
E15	Reference Transactions	148	*388*
E16a	Sunday Opening Time		*0*
E16b	Sunday Closing Time		*0*
E16c	Hours	0.00	*0.00*
E16d	Monday Opening Time	9:00 AM	*9 am*
E16e	Monday Closing Time	8:00 PM	*8 pm*
E16f	Hours	11.00	*11.00*
E16g	Tuesday Opening Time	9:00 AM	*9 am*
E16h	Tuesday Closing Time	8:00 PM	*8 pm*
E16i	Hours	11.00	*11.00*
E16j	Wednesday Opening Time	9:00 AM	*9 am*
E16k	Wednesday Closing Time	8:00 PM	*8 pm*
E16l	Hours	11.00	*11.00*
E16m	Thursday Opening Time	9:00 AM	*9 am*
E16n	Thursday Closing Time	8:00 PM	*8 pm*
E16o	Hours	11.00	*11.00*
E16p	Friday Opening Time	9:00 AM	*9 am*

E16q	Friday Closing Time	5:00 PM		*5 pm*
E16r	Hours	8.00		*8.00*
E16s	Saturday Opening Time	9:00 AM		*9 am*
E16t	Saturday Closing Time	5:00 PM		*5 pm*
E16u	Hours	8.00		*8.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	7		*17*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	6		*32*
E17.3	Number of Weeks Branch Library is Open	39		*3*
E1	Branch Library Name		Mount Washington Branch Library	*Mount Washington Branch Library*
E2	Street Address		214 N. Bardstown Rd	*214 N. Bardstown Rd*
E3	City	Mt. Washington		*Mt. Washington*
E4	Zip Code	40047		*40047*
E6	Phone	(502) 538-7560		*(502) 538-7560*
E8	Square Footage	12,700		*12,700*
E11	Number of Meetings Held	642		*0*
E12	Library Visits	61,509		*26,167*
E13	Number of Registered Users	10,371		*7,583*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	6,606		*2,485*
E15	Reference Transactions	1,504		*1,968*
E16a	Sunday Opening Time			*0*
E16b	Sunday Closing Time			*0*
E16c	Hours	0.00		*0.00*
E16d	Monday Opening Time	9:00 AM		*9 am*
E16e	Monday Closing Time	8:00 PM		*8 pm*
E16f	Hours	11.00		*11.00*
E16g	Tuesday Opening Time	9:00 AM		*9 am*

E16h	Tuesday Closing Time	8:00 PM	*8 pm*
E16i	Hours	11.00	*11.00*
E16j	Wednesday Opening Time	9:00 AM	*9 am*
E16k	Wednesday Closing Time	8:00 PM	*8 pm*
E16l	Hours	11.00	*11.00*
E16m	Thursday Opening Time	9:00 AM	*9 am*
E16n	Thursday Closing Time	8:00 PM	*8 pm*
E16o	Hours	11.00	*11.00*
E16p	Friday Opening Time	9:00 AM	*9 am*
E16q	Friday Closing Time	5:00 PM	*5 pm*
E16r	Hours	8.00	*8.00*
E16s	Saturday Opening Time	9:00 AM	*9 am*
E16t	Saturday Closing Time	5:00 PM	*5 pm*
E16u	Hours	8.00	*8.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	7	*17*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	6	*32*
E17.3	Number of Weeks Branch Library is Open	39	*3*
E1	Branch Library Name	Nichols Branch Library	*Nichols Branch Library*
E2	Street Address	10729 Hwy 44 W	*10729 Hwy 44 W*
E3	City	West Point	*West Point*
E4	Zip Code	40177	*40177*
E6	Phone	(502) 324-7699	*(502) 324-7699*
E8	Square Footage	7,600	*7,600*
E11	Number of Meetings Held	77	*0*
E12	Library Visits	13,043	*9,050*
E13	Number of Registered Users	561	*340*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	121	*156*
E15	Reference Transactions	908	*852*

E16a	Sunday Opening Time		*0*
E16b	Sunday Closing Time		*0*
E16c	Hours	0.00	*0.00*
E16d	Monday Opening Time	11:00 AM	*11 am*
E16e	Monday Closing Time	7:00 PM	*7 pm*
E16f	Hours	8.00	*8.00*
E16g	Tuesday Opening Time	11:00 AM	*11 am*
E16h	Tuesday Closing Time	7:00 PM	*7 pm*
E16i	Hours	8.00	*8.00*
E16j	Wednesday Opening Time	11:00 AM	*11 am*
E16k	Wednesday Closing Time	7:00 PM	*7 pm*
E16l	Hours	8.00	*8.00*
E16m	Thursday Opening Time	11:00 AM	*11 am*
E16n	Thursday Closing Time	7:00 PM	*7 pm*
E16o	Hours	8.00	*8.00*
E16p	Friday Opening Time	9:00 AM	*9 am*
E16q	Friday Closing Time	5:00 PM	*5 pm*
E16r	Hours	8.00	*8.00*
E16s	Saturday Opening Time	9:00 AM	*9 am*
E16t	Saturday Closing Time	5:00 PM	*5 pm*
E16u	Hours	8.00	*8.00*
E17.1	Number of Weeks Branch was Closed Due to COVID-19	7	*17*
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	6	*17*
E17.3	Number of Weeks Branch Library is Open	39	*18*
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	228.00	*228.00*

E17.2a	Total Number of Weeks Branch Had Limited Occupancy Due to COVID-19	24.00	
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	156.00	*27.00*
E18	Number of Branches	4	*4*
E19	Total Annual Hours Open	8,892.00	*1,404.00*

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	n/a	*NA*
F2	Owner of Vehicle		
F3	Number of Stops in an Average Week	N/A	

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	0
G3	Vehicle Year, Make, and Model	0
G4	Owner of Vehicle	N/A
G5	Bookmobile Visits (number of persons entering the bookmobile)	0
G6	Number of Registered Users	0
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	*NA*
G9a	Sunday - Daily Hours Open to the Public	0	*NA*
G9b	Monday - Daily Hours Open to the Public	0	*NA*
G9c	Tuesday - Daily Hours Open to the Public	0	*NA*
G9d	Wednesday - Daily Hours Open to the Public	0	*NA*
G9e	Thursday - Daily Hours Open to the Public	0	*NA*
G9f	Friday - Daily Hours Open to the Public	0	*NA*
G9g	Saturday - Daily Hours Open to the Public	0	*NA*
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	*N/A*
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	Ridgway Memorial Library	*Ridgway Memorial Library*

H2	Street Address	127 North Walnut Street	*127 North Walnut Street*
H3	City	Shepherdsville	*Shepherdsville*
H4	Zip Code	40165	*40165*
H6	Phone	(502) 543-7675	*(502) 543-7675*
H8	Square Footage	16,000	*16,000*
H11	Number of Meetings Held	152	*0*
H12	Library Visits	59,556	*24,979*
H12a	Library Visits Reporting Method	CT - Annual Count	*CT - Annual Count*
H13	Number of Registered Users	15,950	*11,675*
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	8,934	*3,472*
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	*CT - Annual Count*
H15	Reference Transactions	1,402	*1,742*
H15a	Reference Transactions Reporting Method	CT - Annual Count	*CT - Annual Count*

Hours Open to the Public

H16a	Sunday Opening Time	1:00 PM	*1 pm*
H16b	Sunday Closing Time	5:00 PM	*5 pm*
H16c	Hours	4.00	*4.00*
H16d	Monday Opening Time	9:00 AM	*9 am*
H16e	Monday Closing Time	8:00 PM	*8 pm*
H16f	Hours	11.00	*11.00*
H16g	Tuesday Opening Time	9:00 AM	*9 am*
H16h	Tuesday Closing Time	8:00 PM	*8 pm*
H16i	Hours	11.00	*11.00*
H16j	Wednesday Opening Time	9:00 AM	*9 am*
H16k	Wednesday Closing Time	8:00 PM	*8 pm*
H16l	Hours	11.00	*11.00*
H16m	Thursday Opening Time	9:00 AM	*9 am*

H16n	Thursday Closing Time	8:00 PM		8 pm
H16o	Hours	11.00		11.00
H16p	Friday Opening Time	9:00 AM		9 am
H16q	Friday Closing Time	5:00 PM		5 pm
H16r	Hours	8.00		8.00
H16s	Saturday Opening Time	9:00 AM		9 am
H16t	Saturday Closing Time	5:00 PM		5 pm
H16u	Hours	8.00		8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	64.00		64.00

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

H17.2	Number of Weeks Main Library was Closed Due to COVID-19	7		17
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	6		32
H18	Number of Weeks Main Library is Open	39		3

H19 Does your library have a Friends group?

	Yes	No		No
	No	Yes		Yes

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	16,000		16,000
I2	Branch Libraries (sum of E8 branch data)	38,122		38,122
I3	Total (I1 + I2)	54,122		54,122

Number of Meetings Held

I10	Main Library (from H11)	152		0
I11	Branch Libraries (sum of E11 branch data)	1,621		0
I12	Total (I10 + I11)	1,773		0

Library Visits

I13	Main Library (from H12)	59,556		24,979

I14	Branch Libraries (sum of E12 branch data)	145,414			77,541
I15	Bookmobiles (sum of G5 branch data)	0			0
I16	Total (I13 + I14 + I15)	204,970			102,520

Number of Registered Users

I17	Main Library (from H13)	15,950			11,675
I18	Branch Libraries (sum of E13 branch data)	20,915			14,623
I19	Bookmobiles (sum of G6 branch data)	0			0
I20	Total (I17 + I18 + I19)	36,865			26,298

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

I21	Main Library (from H14)	8,934			3,472
I22	Branch Libraries (sum of E14 branch data)	14,124			6,197
I23	Bookmobiles (sum of G7 branch data)	0			0
I24	Total (I21 + I22 + I23)	23,058			9,669

Reference Transactions

I25	Main Library (from H15)	1,402			1,742
I26	Branch Libraries (sum of E15 branch data)	3,947			4,150
I27	Bookmobiles (sum of G8 branch data)	0			0
I28	Total (I25 + I26 + I27)	5,349			5,892

Public Service Hours per Year

I29	Main Library (sum of (H17.3 + H18) * H17)	2,880.00			2,240.00
I30	Branch Libraries (sum of (E17.2 + E17.3) * E17)	41,040.00			8,085.00
I31	Bookmobiles (sum of (G9.2 + G9.3) * G10)	0.00			0.00
I32	Total (I29 + I30 + I31)	43,920.00			10,325.00

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

<mark>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.</mark>

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		*5.00*
J2	Librarians without an ALA Accredited Master's Degree in Library Science	63.5		
J3	Total Librarians (J1 + J2):	68.50		*62.50*
J4	All Other Paid Staff	5.50		*7.00*
J5	Total Paid Employees (J3 + J4):	74.00		*69.50*

Library Collection (K1 –K17)

Book Collection

K1	Adult Books (over age 18)	89,522		*73,433*
K2	Young Adult Books (ages 12 to 18)	35,433		*10,459*
K3	Children's Books (under age 12)	43,263		*56,326*
K4	Total (K1 + K2 + K3)	168,218		*140,218*

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	180,192		*172,664*

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		*19*
K7b	State (State Government or State Library) ** Include **66 KYVL** databases **	66		*66*
K7	Total Electronic Collections [databases] (K7a+K7b)	85		*85*
K9	Audio - Physical Units	9,498		*8,476*
K10	Audio - Downloadable Units	54,987		*49,170*
K13	Video - Physical Units	33,539		*27,468*
K14	Video - Downloadable Units	2,035		*1,990*
K15	Other Material in Collection	2,197		*5,529*
K16	Current Print Serial Subscriptions	113		*105*
K17	Book/Serial Volumes (K4 + K16)	168,331		*140,323*

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	23,272		*13,680*

L2	All Branches	80,225		*41,181*
L3	Bookmobile/Outreach	954		*931*
L4	Total (L1 + L2 + L3)	104,451		*55,792*

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	10,143		*2,097*
L6	All Branches	39,364		*4,989*
L7	Bookmobile/Outreach	246		*98*
L8	Total (L5 + L6+ L7)	49,753		*7,184*

Book Circulation, Children's (under age 12)

L9	Main Library	27,851		*16,609*
L10	All Branches	100,655		*54,573*
L11	Bookmobile/Outreach	0		*211*
L12	Total (L9 + L10+ L11)	128,506		*71,393*

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	61,266		*32,386*
L14	All Branches (L2 + L6 + L10)	220,244		*100,743*
L15	Bookmobile/Outreach (L3 + L7 + L11)	1,200		*1,240*
L16	Total (L4 + L8 + L12)	282,710		*134,369*

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	1,630		*1,230*
L22	All Branches	4,783		*2,882*
L23	Bookmobile/Outreach	87		*196*
L24	Total (L21 + L22 + L23)	6,500		*4,308*

Audiovisual Circulation Other Audio

L25	Main Library	347		*400*
L26	All Branches	785		*376*
L27	Bookmobile/Outreach	4		*0*
L28	Total (L25 + L26 + L27)	1,136		*776*

Audiovisual Circulation Videos

L29	Main Library	10,777		*7,593*
L30	All Branches	42,217		*22,865*
L31	Bookmobile/Outreach	454		*98*
L32	Total (L29 + L30 + L31)	53,448		*30,556*

Audiovisual Circulation Other

L33	Main Library	50		*60*
L34	All Branches	288		*282*
L35	Bookmobile/Outreach	0		*0*

L36	Total (L33 + L34 + L35)	338		*342*

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	12,804		*9,283*
L38	All Branches (L22 + L26 + L30 + L34)	48,073		*26,405*
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	545		*294*
L40	Total (L24 + L28 + L32 + L36)	61,422		*35,982*

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	592		*309*
L42	All Branches	2,544		*1,629*
L43	Bookmobile/Outreach	27		*10*
L44	Total (L41 + L42 + L43)	3,163		*1,948*

Total Circulation

L45	Main Library (L13 + L37 + L41)	74,662		*41,978*
L46	All Branches (L14 + L38 + L42)	270,861		*128,777*
L47	Bookmobile/Outreach (L15 + L39 + L43)	1,772		*1,544*

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	105,351		*56,107*
L49	Total Circulation (L16 + L40 + L44 + L48)	452,646		*228,406*
L50	Successful Retrieval of Electronic Information	10,595		*65,385*

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	27,900		*18,706*
L52	All Branches	100,875		*59,562*
L53	Bookmobile/Outreach	0		*309*
L54	Total (L51 + L52 + L53)	128,775		*78,577*

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	75	*76*
N2	Nonprint	0	*1*
N3	Total (N1 + N2):	75	*77*

Borrowed From

N4	Print	1,089	*806*
N5	Nonprint	308	*239*
N6	Total (N4 + N5):	1,397	*1,045*

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)	483
O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	123
O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	159
O4	Number of Programs Targeted at Adults (age 19 and older)	301
O5	Number of Programs Targeted at Multiple Age Levels	205
O6	Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)	1,271

The Number of Synchronous (Live) Offsite Program Sessions

O7   Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)   3

O8   Number of Programs Targeted at Elementary School Children (ages 6–12)   21

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

O10   Number of Programs Targeted at Adults (age 19 and older)   51

O11   Number of Programs Targeted at Multiple Age Levels   19

O12   Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)   106

The Number of Synchronous (Live) Virtual Program Sessions

O13   Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)   68

O14   Number of Programs Targeted at Elementary School Children (ages 6–12)   4

O15   Number of Programs Targeted at Young Adults (ages 12 to 18)   3

O16   Number of Programs Targeted at Adults (age 19 and older)   26

O17   Number of Programs Targeted at Multiple Age Levels   0

O18   Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)   101

PROGRAM ATTENDANCE

Attendance at Synchronous (Live) Onsite Programs

O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	6,292
O20	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	3,653
O21	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	1,421
O22	Attendance at Programs Targeted at Adults (age 19 and older)	2,371
O23	Attendance at Programs Targeted at Multiple Age Levels	7,122
O24	Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)	20,859

Attendance at Synchronous (Live) Offsite Programs

O25	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	137
O26	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	4,838
O27	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	1,892
O28	Attendance at Programs Targeted at Adults (age 19 and older)	1,744
O29	Attendance at Programs Targeted at Multiple Age Levels	9,432

O30   Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)   18,043

Synchronous (Live) Virtual Program Attendance

O31   Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)   447

O32   Attendance at Programs Targeted at Elementary School Children (ages 6–12)   36

O33   Attendance at Programs Targeted at Young Adults (ages 12 to 18)   76

O34   Attendance at Programs Targeted at Adults (age 19 and older)   452

O35   Attendance at Programs Targeted at Multiple Age Levels   0

O36   Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)   1,011

O37   Total Number of Recorded Program Presentations   101   *718*

O38   Total Views of Recorded Program Presentations within 7 Days   1,011   *22,055*

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	132	*37*
P2	Number of Participants	12,509	*7,425*

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

P3	Number of Programs	5	*9*
P4	Number of Participants	129	*881*

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

P5	Number of Programs	208	*10*
P6	Number of Participants	26,778	*1,393*
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	345	*56*
P8	Total Participants in Self-Directed Activities (P2 + P4 + P6)	39,416	*9,699*

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	98	
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	43	*54*
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	*Yes*
Q4	Wireless Sessions - Annually	55,887	*44,781*

Q4a	Reporting Method for Wireless Sessions	CT - Annual Count		*CT - Annual Count*
Q5	Website Visits	129,903		*108,000*

Intellectual Freedom Challenges (R1)

R1	Number of Intellectual Freedom Challenges	7		*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	In the fall of 2021, staff began to transition library events back to in-person attendance. The popularity of take-home activities remained, and thus the staff continued to produce bundles and kits, for all audiences. A third of the American Recovery Plan Act funds that the Library received was deployed to create mental health kits for children. The Library receive Emergency Connectivity Funds to purchase 100 hotspots and 100 Chromebooks. Additionally, the Library expanded its Library of Things collection in anticipation of the opening of the Central Library location. Additional one-time equipment purchases were made to support a MakerLab at the Central Library. Purchases of early literacy/play opportunities included an EverBright sensory board and a six-piece Harmony Bells installation. For the Central Library's maintenance, several pieces of equipment were purchased, including: walk-behind and driveable sweepers and scrubbers, as well as mobility scooters.		*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:	Jennifer Nippert		*Joe Schweiss*

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.