

# Bullitt County Library District

## 2023 Kentucky Annual Report of Public Libraries

### General Information (A1 - A12)

A1	County	Bullitt
A2	Estimated Population	83,836
A3	Library Name	Bullitt County Library District
Street Address		
A4	Street Address	740 Conestoga Parkway
A5	City	Shepherdsville
A6	Zip Code	40165
Mailing Address		
A8	Mailing Address	740 Conestoga Parkway
A9	City	Shepherdsville
A10	Zip Code	40165
A12	Phone	(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	\$8,122,941
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$8,122,941

#### State Government Revenue

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

#### Federal Government Revenue

B11	ARPA Grant	\$0
B12	Other Federal Government Revenue	\$27,213
B13	<b>Federal Government Revenue Total (B11 + B12)</b>	\$27,213
Other Operating Income		
B14	Other Operating Revenue	\$255,906
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$8,406,060

### **Operating Expenditures (C1 - C41)**

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

#### Collection Expenditures

C1	Print Materials	\$296,488
C2	Electronic Materials Expenditures	\$157,341
C3	Audiovisual Materials	\$66,297
C4	Electronic Collections [databases]	\$204,976
C5	Other Library Materials	\$6,644
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$731,746

#### Salary Expenditures

C7	Library Director	\$93,061
C7a	Years as Director at Current Library (ex: 1.5)	0.8
C8	Other Library Personnel	\$2,958,467
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$3,051,528

#### Fringe Benefits

C11	Required Fringe Benefits	\$242,114
C12	Retirement (Employer's Share)	\$624,601
C13	Medical Insurance (Employer's Share)	\$393,216
C14	Other	\$11,096
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$1,271,027
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$4,322,555

#### Other Operations

C17	Building Repair and Maintenance	\$279,712
C20	Office Supplies, Program Supplies, Postage	\$205,214
C21	Insurance	\$55,865
C22	Public Relations	\$30,682
C23	Utilities	\$202,046
C24	Professional Fees (include professional membership fees)	\$152,748
C25	Audit Fee	\$10,000

C26	Fiscal Year that Audit Covers	FY 2021-2022
C27	What year was the library's last long range plan adopted?	2018
C28	Repair and Replacement of Furnishings	\$238,247
C29	Other	\$69,869
C30	Specify	Processing supplies Presenters fees ILL fees Membership & Dues Landscaping Misc.
C33	<b>Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)</b>	\$1,244,383
C34	Bookmobile/Extended Services	\$2,478
C35	Continuing Education	\$41,498
C36	Operating Expenditures for Electronic Access	\$167,179
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$6,509,839

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	\$618,084
C39	Debt Service	\$379,446

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	<b>Total Capital Revenue (C40a through C40d)</b>	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$0

## 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	53
E12	Library Visits	51,907
E13	Number of Registered Users	8,037
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	7,539
E15	Reference Transactions	1,503
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 AM
E16e	Monday Closing Time	8:00 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9:00 AM
E16h	Tuesday Closing Time	8:00 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9:00 AM
E16k	Wednesday Closing Time	8:00 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9:00 AM
E16n	Thursday Closing Time	8:00 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9:00 AM
E16q	Friday Closing Time	5:00 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 AM
E16t	Saturday Closing Time	5:00 PM
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
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	61
E12	Library Visits	30,750
E13	Number of Registered Users	3,536
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,325
E15	Reference Transactions	98
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 AM
E16e	Monday Closing Time	8:00 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9:00 AM
E16h	Tuesday Closing Time	8:00 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9:00 AM
E16k	Wednesday Closing Time	8:00 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9:00 AM
E16n	Thursday Closing Time	8:00 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9:00 AM
E16q	Friday Closing Time	5:00 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 AM
E16t	Saturday Closing Time	5:00 PM
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
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	83
E12	Library Visits	84,377
E13	Number of Registered Users	11,653
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	8,766

E15	Reference Transactions	1,757
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 AM
E16e	Monday Closing Time	8:00 PM
E16f	Hours	11.00
E16g	Tuesday Opening Time	9:00 AM
E16h	Tuesday Closing Time	8:00 PM
E16i	Hours	11.00
E16j	Wednesday Opening Time	9:00 AM
E16k	Wednesday Closing Time	8:00 PM
E16l	Hours	11.00
E16m	Thursday Opening Time	9:00 AM
E16n	Thursday Closing Time	8:00 PM
E16o	Hours	11.00
E16p	Friday Opening Time	9:00 AM
E16q	Friday Closing Time	5:00 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 AM
E16t	Saturday Closing Time	5:00 PM
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
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	74
E12	Library Visits	15,917
E13	Number of Registered Users	677
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	110
E15	Reference Transactions	782
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	11:00 AM
E16e	Monday Closing Time	7:00 PM
E16f	Hours	8.00
E16g	Tuesday Opening Time	11:00 AM
E16h	Tuesday Closing Time	7:00 PM

E16i	Hours	8.00
E16j	Wednesday Opening Time	11:00 AM
E16k	Wednesday Closing Time	7:00 PM
E16l	Hours	8.00
E16m	Thursday Opening Time	11:00 AM
E16n	Thursday Closing Time	7:00 PM
E16o	Hours	8.00
E16p	Friday Opening Time	9:00 AM
E16q	Friday Closing Time	5:00 PM
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 AM
E16t	Saturday Closing Time	5:00 PM
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
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)	208.00
E18	Number of Branches	4
E19	Total Annual Hours Open	11,856.00

### 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	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	NA
G3	Vehicle Year, Make, and Model	NA
G4	Owner of Vehicle	

G5	Bookmobile Visits (number of persons entering the bookmobile)	N/A
G6	Number of Registered Users	N/A
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	N/A
G8	Reference Transactions	N/A
G9	Hours on the Road Per Week (but not serving patrons)	NA
G9a	Sunday - Daily Hours Open to the Public	NA
G9b	Monday - Daily Hours Open to the Public	NA
G9c	Tuesday - Daily Hours Open to the Public	NA
G9d	Wednesday - Daily Hours Open to the Public	NA
G9e	Thursday - Daily Hours Open to the Public	NA
G9f	Friday - Daily Hours Open to the Public	NA
G9g	Saturday - Daily Hours Open to the Public	NA
G9.3	Number of Weeks Bookmobile is Open	N/A
G9.3a	<b>Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)</b>	0.00
G10	<b>Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)</b>	0.00
G11	Number of Bookmobiles	0

### **Main Library (H1 - H20)**

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	Central Library
H2	Street Address	740 Conestoga Parkway
H3	City	Shepherdsville
H4	Zip Code	40165
H6	Phone	(502) 543-7675
H8	Square Footage	45,000
H11	Number of Meetings Held	1,540
H12	Library Visits	59,355
H12a	Library Visits Reporting Method	CT - Annual Count
H13	Number of Registered Users	29,627



H14	Number of Uses [Sessions] of Public Internet Computers Per Year	10,684
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
H15	Reference Transactions	644
H15a	Reference Transactions Reporting Method	CT - Annual Count
Hours Open to the Public		
H16a	Sunday Opening Time	1:00 PM
H16b	Sunday Closing Time	5:00 PM
H16c	Hours	4.00
H16d	Monday Opening Time	9:00 AM
H16e	Monday Closing Time	8:00 PM
H16f	Hours	11.00
H16g	Tuesday Opening Time	9:00 AM
H16h	Tuesday Closing Time	8:00 PM
H16i	Hours	11.00
H16j	Wednesday Opening Time	9:00 AM
H16k	Wednesday Closing Time	8:00 PM
H16l	Hours	11.00
H16m	Thursday Opening Time	9:00 AM
H16n	Thursday Closing Time	8:00 PM
H16o	Hours	11.00
H16p	Friday Opening Time	9:00 AM
H16q	Friday Closing Time	5:00 PM
H16r	Hours	8.00
H16s	Saturday Opening Time	9:00 AM
H16t	Saturday Closing Time	5:00 PM
H16u	Hours	8.00
H17	<b>Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)</b>	64.00
H18	Number of Weeks Main Library is Open	52
H19	Does your library have a Friends group?	No
H20	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

**Facility Info (I1 - I32)**

## Square Footage

I1	Main Library (from H8)	45,000
I2	Branch Libraries (sum of E8 branch data)	38,122
I3	Total (I1 + I2)	83,122

## Number of Meetings Held

I10	Main Library (from H11)	1,540
I11	Branch Libraries (sum of E11 branch data)	271
I12	Total (I10 + I11)	1,811

## Library Visits

I13	Main Library (from H12)	59,355
I14	Branch Libraries (sum of E12 branch data)	182,951
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	242,306

## Number of Registered Users

I17	Main Library (from H13)	29,627
I18	Branch Libraries (sum of E13 branch data)	23,903
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	53,530

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

I21	Main Library (from H14)	10,684
I22	Branch Libraries (sum of E14 branch data)	17,740
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	28,424

## Reference Transactions

I25	Main Library (from H15)	644
I26	Branch Libraries (sum of E15 branch data)	4,140
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	4,784

## Public Service Hours per Year

I29	Main Library (sum of H17 * H18)	3,328.00
I30	Branch Libraries (sum of E17 * E17.3)	47,424.00
I31	Bookmobiles (sum of G9.3a * G10)	0.00
I32	Total ( I29 + I30 + I31)	50,752.00

## 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 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	6.00
J2	Librarians without an ALA Accredited Master's Degree in Library Science	67.5
J3	<b>Total Librarians (J1 + J2):</b>	73.50
J4	All Other Paid Staff	5.50
J5	<b>Total Paid Employees (J3 + J4):</b>	79.00

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	69,021
K2	Young Adult Books (ages 12 to 18)	11,301
K3	Children's Books (under age 12)	58,349
K4	<b>Total (K1 + K2 + K3)</b>	138,671

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	204,278
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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	22
K7b	State (State Government or State Library) ** Include <b>66 KYVL</b> databases **	66
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	88
K9	Audio - Physical Units	5,501
K10	Audio - Downloadable Units	67,748
K13	Video - Physical Units	26,117
K14	Video - Downloadable Units	31,228
K15	Other Material in Collection	6,000
K16	Current Print Serial Subscriptions	72
K17	<b>Book/Serial Volumes (K4 + K16)</b>	138,743

### **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	22,312
L2	All Branches	59,239
L3	Bookmobile/Outreach	734
L4	<b>Total (L1 + L2 + L3)</b>	82,285

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	4,892
L6	All Branches	7,486
L7	Bookmobile/Outreach	186
L8	<b>Total (L5 + L6+ L7)</b>	12,564

Book Circulation, Children's (under age 12)

L9	Main Library	42,693
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L10	All Branches	90,378
L11	Bookmobile/Outreach	95
L12	<b>Total (L9 + L10 + L11)</b>	<b>133,166</b>

#### Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	<b>69,897</b>
L14	<b>All Branches (L2 + L6 + L10)</b>	<b>157,103</b>
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	<b>1,015</b>
L16	<b>Total (L4 + L8 + L12)</b>	<b>228,015</b>

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	1,490
L22	All Branches	2,610
L23	Bookmobile/Outreach	137
L24	<b>Total (L21 + L22 + L23)</b>	<b>4,237</b>

#### Audiovisual Circulation Other Audio

L25	Main Library	246
L26	All Branches	341
L27	Bookmobile/Outreach	10
L28	<b>Total (L25 + L26 + L27)</b>	<b>597</b>

#### Audiovisual Circulation Videos

L29	Main Library	9,887
L30	All Branches	25,894
L31	Bookmobile/Outreach	147
L32	<b>Total (L29 + L30 + L31)</b>	<b>35,928</b>

#### Audiovisual Circulation Other

L33	Main Library	0
L34	All Branches	29
L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	<b>29</b>

#### Audiovisual Circulation Total

L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	<b>11,623</b>
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	<b>28,874</b>
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	<b>294</b>
L40	<b>Total (L24 + L28 + L32 + L36)</b>	<b>40,791</b>

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	34
L42	All Branches	1,239
L43	Bookmobile/Outreach	156

L44	<b>Total (L41 + L42 + L43)</b>	1,429
<b>Total Circulation</b>		
L45	<b>Main Library (L13 + L37 + L41)</b>	81,554
L46	<b>All Branches (L14 + L38 + L42)</b>	187,216
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	1,465

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	152,894
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	423,129
L50	Successful Retrieval of Electronic Information	94,478

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	45,359
L52	All Branches	92,378
L53	Bookmobile/Outreach	95
L54	<b>Total (L51 + L52 + L53)</b>	137,832

### **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	Name or Description of Other Measure of Use	Library of Things
M2	Numerical Statistic of Measure in M1	786
M1	Name or Description of Other Measure of Use	GoTotes
M2	Numerical Statistic of Measure in M1	996
M1	Name or Description of Other Measure of Use	Hotspots
M2	Numerical Statistic of Measure in M1	772
M1	Name or Description of Other Measure of Use	Chromebooks
M2	Numerical Statistic of Measure in M1	82
M1	Name or Description of Other Measure of Use	Board Games
M2	Numerical Statistic of Measure in M1	454

M1	Name or Description of Other Measure of Use	Video Games
M2	Numerical Statistic of Measure in M1	2,924

### **Interlibrary Cooperation (N1 - N6)**

#### Loaned To

N1	Print	106
N2	Nonprint	0
N3	<b>Total (N1 + N2):</b>	106

#### Borrowed From

N4	Print	1,332
N5	Nonprint	261
N6	<b>Total (N4 + N5):</b>	1,593

### **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)	534
O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	253
O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	184
O4	Number of Programs Targeted at Adults (age 19 and older)	494
O5	Number of Programs Targeted at Multiple Age Levels	238
O6	<b>Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)</b>	1,703

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

O7	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	24
O8	Number of Programs Targeted at Elementary School Children (ages 6–12)	31
O9	Number of Programs Targeted at Young Adults (ages 12 to 18)	24

O10	Number of Programs Targeted at Adults (age 19 and older)	63
O11	Number of Programs Targeted at Multiple Age Levels	29
O12	<b>Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)</b>	171

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

O13	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
O14	Number of Programs Targeted at Elementary School Children (ages 6–12)	0
O15	Number of Programs Targeted at Young Adults (ages 12 to 18)	0
O16	Number of Programs Targeted at Adults (age 19 and older)	12
O17	Number of Programs Targeted at Multiple Age Levels	0
O18	<b>Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)</b>	12

**PROGRAM ATTENDANCE**

**Attendance at Synchronous (Live) Onsite Programs**

O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	9,831
O20	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	8,120
O21	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	2,400
O22	Attendance at Programs Targeted at Adults (age 19 and older)	4,491
O23	Attendance at Programs Targeted at Multiple Age Levels	12,722
O24	<b>Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)</b>	37,564

**Attendance at Synchronous (Live) Offsite Programs**

O25	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	1,015
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O26	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	5,639
O27	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	1,355
O28	Attendance at Programs Targeted at Adults (age 19 and older)	691
O29	Attendance at Programs Targeted at Multiple Age Levels	8,665
O30	<b>Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)</b>	17,365

**Synchronous (Live) Virtual Program Attendance**

O31	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
O32	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	0
O33	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	0
O34	Attendance at Programs Targeted at Adults (age 19 and older)	34
O35	Attendance at Programs Targeted at Multiple Age Levels	0
O36	<b>Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)</b>	34
O37	Total Number of Recorded Program Presentations	0
O38	Total Views of Recorded Program Presentations within 30 Days	0

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

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	201
P2	Number of Participants	22,984

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

P3	Number of Programs	17
P4	Number of Participants	972

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

P5	Number of Programs	168
P6	Number of Participants	24,779
P7	<b>Total Number of Self-Directed Activities (P1 + P3 + P5)</b>	386
P8	<b>Total Participants in Self-Directed Activities (P2 + P4 + P6)</b>	48,735

#### Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	107
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	473
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	83,001
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count
Q5	Website Visits	157,557

#### Intellectual Freedom Challenges (R1)

R1	Number of Intellectual Freedom Challenges	0
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#### 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	This has been a year of change for BCPL. In September 2022, a new Director began her position, and by the beginning of the new year, several staff retired allowing for movement within the system as well as opening for new faces at all 5 locations. The new 45,000 sq. ft., Central Library opened in September 2022 as a staple to the community, allowing for fresh concepts to be introduced. These include an Anytime Pickup Locker, Maker Lab, Digital Media Lab, significant meeting and study spaces for reserving, sustainable energy, play spaces for children, and gaming for teens. Our collection also got a thorough going over where we significantly reduced Playaways and began checking out board games, Library of Things (LOT), hotspots, and Chromebooks at all locations. In order to keep with our Facilities Master Plan our newly hired Facilities Manager had the Lebanon Junction Branch receive a refresh. The facility was painted both inside and outside with fresh, clean paint. Soffits were repaired and ironwork decorations outside were cleaned and painted to stand out. Large, obstructive furnishings were removed and signage that meets our branding was installed for easy wayfinding. Programming has been streamlined with the hiring of a Programming & Outreach Coordinator. This allows programming and public relations to run smoothly and ensures that the programs offered for all ages meet the goals set forth in our Strategic Agenda.
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### 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
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

This Report Has Been Completed by: Tara O'Hagan

Does your library collect a statistic that you think other Kentucky libraries should collect? See Section M. We will be adding a Seed Library to next year's additional statistics collected.

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. There is still confusion about where to record numbers for databases, Hoopla, Creativebug, and other electronic resources. We would like the statistics for special circulating items be included in circulation numbers.