

# Oldham County Public Library

## 2019 Kentucky Annual Report of Public Libraries

	CURRENT YEAR	<i>PREVIOUS YEAR</i>
<b>General Information (A1 - A16)</b>		
A1 County	Oldham	<i>Oldham</i>
A2 Estimated Population	66,489	<i>66,415</i>
A3 Library Name	Oldham County Public Library	<i>Oldham County Public Library</i>
Street Address		
A4 Street Address	308 Yager Avenue	<i>308 Yager Avenue</i>
A5 City	LaGrange	<i>LaGrange</i>
A6 Zip Code	40031	<i>40031</i>
Mailing Address		
A8 Mailing Address	308 Yager Avenue	<i>308 Yager Avenue</i>
A9 City	LaGrange	<i>LaGrange</i>
A10 Zip Code	40031	<i>40031</i>
A12 Phone	(502) 222-9713	<i>(502) 222-9713</i>
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14 Real	4.1	<i>4.1</i>
A15 Personal	9.47	<i>9.47</i>
A16 Motor Vehicle/Water Craft	2.0	<i>2.00</i>

### 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	\$2,727,111	\$2,598,829
B2 Other	\$0	\$0

B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$2,727,111	\$2,598,829
State Government Revenue			
B4	State Aid Grant	\$24,499	\$24,836
B5	Construction Debt-Assistance Grant	\$120,000	\$120,000
B6	Other State Government Revenue	\$0	\$74,334
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$144,499	\$219,170
Federal Government Revenue			
B12	Federal Government Revenue	\$0	\$0
B13	<b>Federal Government Revenue Total</b>	\$0	\$0
Other Operating Income			
B14	Other Operating Revenue	\$157,461	\$135,396
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$3,029,071	\$2,953,395

## **Operating Expenditures (C1 - C42)**

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

### Collection Expenditures

C1	Print Materials	\$96,852	\$90,611
C2	Electronic Materials Expenditures	\$23,870	\$11,516
C3	Audiovisual Materials	\$27,031	\$30,500
C4	Electronic Collections [databases]	\$10,673	\$31,026
C5	Other Library Materials	\$12,795	\$3,002
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$171,221	\$166,655

### Salary Expenditures

C7	Library Director	\$51,114	\$81,319
C8	Other Library Personnel	\$1,070,592	\$992,486
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$1,121,706	\$1,073,805

### Fringe Benefits

C11	Required Fringe Benefits	\$109,408	\$86,060
C12	Retirement (Employer's Share)	\$170,834	\$160,356
C13	Medical Insurance (Employer's Share)	\$92,163	\$93,570
C14	Other	\$139	\$0
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$372,544	\$339,986
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$1,494,250	\$1,413,791

### Other Operations

C17	Building Repair	\$41,960	\$70,793
C18	Building Maintenance	\$65,246	\$44,194
C20	Office Supplies, Program Supplies, Postage	\$85,548	\$80,918
C21	Insurance	\$36,505	\$60,944
C22	Public Relations	\$17,497	\$19,444
C23	Utilities	\$69,337	\$57,682
C24	Professional Fees	\$22,640	\$12,011

C25	Audit Fee	\$5,021	\$4,872
C26	Fiscal Year that Audit Covers	FY 2018-2019	FY 2016-2017
C27	What year was the library's last long range plan adopted?	2009	2009
C28	Repair and Replacement of Furnishings	\$23,547	\$14,487
C29	Other	\$37,015	\$40,380
C30	Specify	Branch Rent	Branch Rent
C31	Other	\$6,891	\$5,772
C32	Specify	Fees and Dues	Fees & Dues
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	\$411,207	\$411,497
C34	Bookmobile/Extended Services	\$1,738	\$686
C35	Continuing Education	\$11,209	\$10,850
C36	Operating Expenditures for Electronic Access	\$173,690	\$177,897
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$2,263,315	\$2,181,376

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

C38	Capital Outlay Expenditures	\$0	\$0
C39	Debt Service	\$331,400	\$329,050

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

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	<b>Total Capital Revenue (C40a through C40d)</b>	\$0	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$0	\$0
C42	- Did you spend state aid funds on any of the following? (check all that apply)		
	Collection Expenditures	Yes	Yes

Bookmobile/Extended Services	No	No
Continuing Education	No	No
None of the Above	No	No

### 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	South Oldham	<i>South Oldham</i>
E2	Street Address	6720 W. Hwy. 146	<i>6720 W. Hwy. 146</i>
E3	City	Crestwood	<i>Crestwood</i>
E4	Zip Code	40014	<i>40014</i>
E6	Phone	(502) 241-1108	<i>(502) 241-1108</i>
E8	Square Footage	3,300	<i>3,300</i>
E11	Number of Meetings Held	0	<i>0</i>
E12	Library Visits	59,473	<i>58,106</i>
E13	Number of Registered Users	8,169	<i>7,393</i>
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	4,818	<i>5,490</i>
E15	Reference Transactions	6,242	<i>6,729</i>
E16a	Sunday Opening Time	0	<i>0</i>
E16b	Sunday Closing Time	0	<i>0</i>
E16c	Hours	0.00	<i>0.00</i>
E16d	Monday Opening Time	10	<i>10:00</i>
E16e	Monday Closing Time	8	<i>8:00</i>
E16f	Hours	10.00	<i>10.00</i>
E16g	Tuesday Opening Time	10	<i>10:00</i>
E16h	Tuesday Closing Time	8	<i>8:00</i>
E16i	Hours	10.00	<i>10.00</i>
E16j	Wednesday Opening Time	10	<i>10:00</i>
E16k	Wednesday Closing Time	8	<i>8:00</i>
E16l	Hours	10.00	<i>10.00</i>
E16m	Thursday Opening Time	10	<i>10:00</i>
E16n	Thursday Closing Time	8	<i>8:00</i>
E16o	Hours	10.00	<i>10.00</i>
E16p	Friday Opening Time	10	<i>10:00</i>
E16q	Friday Closing Time	5	<i>5:00</i>
E16r	Hours	7.00	<i>7.00</i>
E16s	Saturday Opening Time	10	<i>10:00</i>

E16t	Saturday Closing Time	5	5:00
E16u	Hours	7.00	7.00
E17.3	Number of Weeks Branch Library is Open	52	52
E1	Branch Library Name	Mahan	<i>Mahan</i>
E2	Street Address	12050 Harmony Landing Rd.	<i>12050 Harmony Landing Rd.</i>
E3	City	Goshen	<i>Goshen</i>
E4	Zip Code	40026	40026
E6	Phone	(502) 228-1852	<i>(502) 228-1852</i>
E8	Square Footage	3,185	3,185
E11	Number of Meetings Held	0	0
E12	Library Visits	48,663	35,011
E13	Number of Registered Users	4,655	4,166
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,230	1,588
E15	Reference Transactions	7,224	5,335
E16a	Sunday Opening Time	0	0
E16b	Sunday Closing Time	0	0
E16c	Hours	0.00	0.00
E16d	Monday Opening Time	10	10:00
E16e	Monday Closing Time	8	8:00
E16f	Hours	10.00	10.00
E16g	Tuesday Opening Time	10	10:00
E16h	Tuesday Closing Time	8	8:00
E16i	Hours	10.00	10.00
E16j	Wednesday Opening Time	10	10:00
E16k	Wednesday Closing Time	8	8:00
E16l	Hours	10.00	10.00
E16m	Thursday Opening Time	10	10:00
E16n	Thursday Closing Time	8	8:00
E16o	Hours	10.00	10.00
E16p	Friday Opening Time	10	10:00
E16q	Friday Closing Time	5	5:00
E16r	Hours	7.00	7.00
E16s	Saturday Opening Time	10	10:00
E16t	Saturday Closing Time	5	5:00
E16u	Hours	7.00	7.00
E17.3	Number of Weeks Branch Library is Open	52	52
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	108.00	108.00
E17.3a	<b>Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)</b>	104.00	104.00
E18	Number of Branches	2	2

E19	<b>Total Annual Hours Open</b>	5,616.00	5,616.00
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### **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	KC0770	<i>KC0770</i>
F2	Vehicle Year, Make, and Model	2013 Ford Transit Connect XLT Wagon	<i>2013 Ford Transit Connect XLT Wagon</i>
F3	Mileage on Odometer	37,471	<i>32,125.</i>
F4	Owner of Vehicle	locally	<i>locally</i>
F5	Number of Stops in an Average Week	8	<i>19</i>

### **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	<i>0</i>
G3	Vehicle Year, Make, and Model	0	<i>0</i>
G4	Owner of Vehicle		<i>N/A</i>
G5	Bookmobile Visits (number of persons entering the bookmobile)	0	<i>0</i>
G6	Number of Registered Users	0	<i>0</i>
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	<i>0</i>
G8	Reference Transactions	0	<i>0</i>
G9	Hours on the Road Per Week (but not serving patrons)	0	<i>0</i>
G9a	Sunday - Daily Hours Open to the Public	0	<i>0</i>
G9b	Monday - Daily Hours Open to the Public	0	<i>0</i>
G9c	Tuesday - Daily Hours Open to the Public	0	<i>0</i>
G9d	Wednesday - Daily Hours Open to the Public	0	<i>0</i>
G9e	Thursday - Daily Hours Open to the Public	0	<i>0</i>

G9f	Friday - Daily Hours Open to the Public	0	0
G9g	Saturday - Daily Hours Open to the Public	0	0
G9.3	Number of Weeks Bookmobile is Open	0	0
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00	0.00
G11	Number of Bookmobiles	0	0

## Main Library (H1 - H19)

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

H1	Library Name	Main Library	<i>Main Library</i>
H2	Street Address	308 Yager Ave.	<i>308 Yager Ave.</i>
H3	City	La Grange	<i>La Grange</i>
H4	Zip Code	40031	<i>40031</i>
H6	Phone	(502) 222-9713	<i>(502) 222-9713</i>
H8	Square Footage	30,000	<i>30,000</i>
H11	Number of Meetings Held	124	<i>162</i>
H12	Library Visits	144,089	<i>141,016</i>
H13	Number of Registered Users	16,175	<i>14,734</i>
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	13,901	<i>13,257</i>
H15	Reference Transactions	38,319	<i>22,104</i>
Hours Open to the Public			
H16a	Sunday Opening Time	0	<i>0</i>
H16b	Sunday Closing Time	0	<i>0</i>
H16c	Hours	0.00	<i>0.00</i>
H16d	Monday Opening Time	9:30	<i>9:30</i>
H16e	Monday Closing Time	8	<i>8:00</i>
H16f	Hours	10.50	<i>10.50</i>
H16g	Tuesday Opening Time	9:30	<i>9:30</i>
H16h	Tuesday Closing Time	8	<i>8:00</i>
H16i	Hours	10.50	<i>10.50</i>
H16j	Wednesday Opening Time	9:30	<i>9:30</i>
H16k	Wednesday Closing Time	8	<i>8:00</i>
H16l	Hours	10.50	<i>10.50</i>
H16m	Thursday Opening Time	9:30	<i>9:30</i>
H16n	Thursday Closing Time	8	<i>8:00</i>
H16o	Hours	10.50	<i>10.50</i>
H16p	Friday Opening Time	9:30	<i>9:30</i>
H16q	Friday Closing Time	5	<i>5:00</i>

H16r	Hours	7.50	7.50
H16s	Saturday Opening Time	9:30	9:30
H16t	Saturday Closing Time	5	5:00
H16u	Hours	7.50	7.50
H17	<b>Total Hours Open to the Public</b> (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	57.00	57.00
H18	Number of Weeks Main Library is Open	52	52
H19	Does your library have a Friends group?		
	Yes	Yes	Yes
	No	No	No

## Facility Info (I1 - I32)

### Square Footage

I1	Main Library (from H8)	30,000	30,000
I2	Branch Libraries (sum of E8 branch data)	6,485	6,485
I3	Total (I1 + I2)	36,485	36,485

### Number of Meetings Held

I10	Main Library (from H11)	124	162
I11	Branch Libraries (sum of E11 branch data)	0	0
I12	Total (I10 + I11)	124	162

### Library Visits

I13	Main Library (from H12)	144,089	141,016
I14	Branch Libraries (sum of E12 branch data)	108,136	93,117
I15	Bookmobiles (sum of G5 branch data)	0	0
I16	Total (I13 + I14 + I15)	252,225	234,133

### Number of Registered Users

I17	Main Library (from H13)	16,175	14,734
I18	Branch Libraries (sum of E13 branch data)	12,824	11,559
I19	Bookmobiles (sum of G6 branch data)	0	0
I20	Total (I17 + I18 + I19)	28,999	26,293

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

I21	Main Library (from H14)	13,901	13,257
I22	Branch Libraries (sum of E14 branch data)	6,048	7,078
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	19,949	20,335

### Reference Transactions

I25	Main Library (from H15)	38,319	22,104
I26	Branch Libraries (sum of E15 branch data)	13,466	12,064



I27	Bookmobiles (sum of G8 branch data)	0	0
I28	Total (I25 + I26 + I27)	51,785	34,168
Public Service Hours per Year			
I29	Main Library (H17 * H18)	2,964.00	2,964.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	5,616.00	5,616.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00	0.00
I32	Total ( I29 + I30 + I31)	8,580.00	8,580.00

## 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	9.80	8.49
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.98	1.20
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0	.0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	7.71	7.86
J6	Number of Librarians with Less Than a Bachelor's Degree	8.82	10.63
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	27.31	28.18
J8	All Other Paid Staff	2.71	.78
J9	<b>Total Paid Employees (J7 + J8):</b>	30.02	28.96

## Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	38,472
K2	Young Adult Books (ages 12 to 18)	9,229
K3	Children's Books (under age 12)	42,594
K4	<b>Total (K1 + K2 + K3)</b>	90,295

Digital or Audiovisual Materials

K6 Electronic Books (E-Books) 152,749 141,052

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	8	10
K7b	State (State Government or State Library) ** Include <b>62 KYVL databases</b> **	62	60
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	70	70
K9	Audio - Physical Units	7,157	5,176
K10	Audio - Downloadable Units	34,928	28,250
K13	Video - Physical Units	10,656	10,871
K14	Video - Downloadable Units	1,914	1,874
K15	Other Material in Collection	3,605	2,491
K16	Current Print Serial Subscriptions	187	233
K17	<b>Book/Serial Volumes ( K4 + K16)</b>	90,482	101,370

### 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	43,580
L2	All Branches	35,342
L3	Bookmobile/Outreach	0

L4	<b>Total (L1 + L2 + L3)</b>	78,922	
Book Circulation, Young Adult (ages 12 to 18)			
L5	Main Library	11,289	
L6	All Branches	6,188	
L7	Bookmobile/Outreach	0	
L8	<b>Total (L5 + L6+ L7)</b>	17,477	
Book Circulation, Children's (under age 12)			
L9	Main Library	116,492	
L10	All Branches	75,707	
L11	Bookmobile/Outreach	0	
L12	<b>Total (L9 + L10+ L11)</b>	192,199	
Book Circulation Total			
L13	<b>Main Library (L1 + L5 + L9)</b>	171,361	16,313
L14	<b>All Branches (L2 + L6 + L10)</b>	117,237	
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	0	0
L16	<b>Total (L4 + L8 + L12)</b>	288,598	25,412

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	7,448	7,728
L22	All Branches	3,647	4,509
L23	Bookmobile/Outreach	0	0
L24	<b>Total (L21 + L22 + L23)</b>	11,095	12,237

#### Audiovisual Circulation Other Audio

L25	Main Library	1,112	1,001
L26	All Branches	438	577
L27	Bookmobile/Outreach	0	0
L28	<b>Total (L25 + L26 + L27)</b>	1,550	1,578

#### Audiovisual Circulation Videos

L29	Main Library	32,884	33,767
L30	All Branches	26,839	27,440
L31	Bookmobile/Outreach	0	0
L32	<b>Total (L29 + L30 + L31)</b>	59,723	61,207

#### Audiovisual Circulation Other

L33	Main Library	1,132	26
L34	All Branches	231	10
L35	Bookmobile/Outreach	0	0
L36	<b>Total (L33 + L34 + L35)</b>	1,363	36

#### Audiovisual Circulation Total

L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	42,576	42,522
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	31,155	32,536
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	0	0

L40	<b>Total (L24 + L28 + L32 + L36)</b>	73,731	75,058
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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.

**Other Materials**

L41	Main Library	2,798	3,040
L42	All Branches	1,890	2,052
L43	Bookmobile/Outreach	0	0
L44	<b>Total (L41 + L42 + L43)</b>	4,688	5,092

**Total Circulation**

L45	<b>Main Library (L13 + L37 + L41)</b>	216,735	209,863
L46	<b>All Branches (L14 + L38 + L42)</b>	150,282	148,849
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	0	0

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.

L48	Use of Electronic Material	81,520	64,565
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	448,537	423,277
L50	Successful Retrieval of Electronic Information	7,264	11,039

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	130,679	122,966
L52	All Branches	84,198	82,112
L53	Bookmobile/Outreach	0	0
L54	<b>Total (L51 + L52 + L53)</b>	214,877	205,078

**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	scans	<i>scans</i>
M2	Use Statistics	549	587
M1	Other Measures of Library Use	faxes	<i>faxes</i>
M2	Use Statistics	934	967
M1	Other Measures of Library Use	notarizing	<i>exam proctoring</i>
M2	Use Statistics	526	78
M1	Other Measures of Library Use	proctoring	<i>notarizing</i>
M2	Use Statistics	71	192

**Interlibrary Cooperation (N1 - N6)**

Loaned To

N1	Print	820	923
N2	Nonprint	173	198
N3	<b>Total (N1 + N2):</b>	993	1,121
Borrowed From			
N4	Print	1,486	1,482
N5	Nonprint	378	392
N6	<b>Total (N4 + N5):</b>	1,864	1,874

## 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	224	167
O2	All Branches	69	82
O3	Bookmobile/Outreach	20	19
O4	<b>Total (O1 + O2 + O3)</b>	313	268

### Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	8,230	6,553
O6	All Branches	1,696	1,318
O7	Bookmobile/Outreach	588	539
O8	<b>Total (O5 + O6 + O7)</b>	10,514	8,410

### Elementary School - *number of programs*

O17	Main Library	139	115
O18	All Branches	88	6
O19	Bookmobile/Outreach	54	50
O20	<b>Total (O17 + O18 + O19)</b>	281	171

### Elementary School - *number of attendees*

O21	Main Library	2,571	2,110
O22	All Branches	1,859	121
O23	Bookmobile/Outreach	7,100	6,914
O24	<b>Total (O21 + O22 + O23)</b>	11,530	9,145

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

O25	Main Library	65	88
O26	All Branches	4	2
O27	Bookmobile/Outreach	13	18
O28	<b>Total (O25 + O26 + O27)</b>	82	108

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

O29	Main Library	1,358	1,137
O30	All Branches	25	18

O31	Bookmobile/Outreach	1,460	2,530
O32	<b>Total (O29 + O30 + O31)</b>	2,843	3,685
<i>Adult Programs - number of programs</i>			
O33	Main Library	161	195
O34	All Branches	46	3
O35	Bookmobile/Outreach	15	5
O36	<b>Total (O33 + O34 + O35)</b>	222	203
<i>Adult Programs - number of attendees</i>			
O37	Main Library	3,052	1,611
O38	All Branches	375	164
O39	Bookmobile/Outreach	983	44
O40	<b>Total (O37 + O38 + O39)</b>	4,410	1,819
<i>Programs Directed at Multiple Age Levels - number of programs</i>			
O41	Main Library	48	93
O42	All Branches	59	22
O43	Bookmobile/Outreach	6	126
O44	<b>Total (O41 + O42 + O43)</b>	113	241
<i>Programs Directed at Multiple Age Levels - number of attendees</i>			
O45	Main Library	10,271	13,317
O46	All Branches	2,544	4,305
O47	Bookmobile/Outreach	3,239	14,351
O48	<b>Total (O45 + O46 + O47)</b>	16,054	31,973
<b>Total Number Of Programs:</b>			
O49	<b>Main Library (O1 + O17 + O25 + O33 + O41)</b>	637	658
O50	<b>All Branches (O2 + O18 + O26 + O34 + O42)</b>	266	115
O51	<b>Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)</b>	108	218
O52	<b>Total (O4 + O20 + O28 + O36 + O44)</b>	1,011	991
<b>Total Program Attendance:</b>			
O53	<b>Main Library (O5 + O21 + O29 + O37 + O45)</b>	25,482	24,728
O54	<b>All Branches (O6 + O22 + O30 + O38 + O46)</b>	6,499	5,926
O55	<b>Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)</b>	13,370	24,378
O56	<b>Total (O8 + O24 + O32 + O40 + O48)</b>	45,351	55,032

### **Intellectual Freedom (P1 - P6)**

P1	Title of Challenged Work	Two Boys Kissing
P2	Type of Work	Book
P3	Grounds for Challenge	Religious Viewpoint
P4	Initiator of Challenge	Parent
P5	Status of Material	Material(s) Retained
		A parent formally challenged the online display of

many YA books in the teen section for their LGBTQ content. She did not think it was appropriate to be advertising them on the home screen of our library catalog for all to see, including young children.

**Technology (Q1 - Q5)**

Q1	Number of Internet Computers Used by General Public	44	37
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	74	45
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	Yes
Q4	Wireless Sessions - Annually	46,773	40,148
Q5	Website Visits	137,403	28,441

**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, etc.	The library has had many changes over the last year, including hiring a new Director in December of 2018. The also library invested significantly in its technology infrastructure by replacing outdated equipment, updating software, and contracting with an IT firm that specializes in meeting the needs of public libraries. Moving to Office 365 enabled many new possibilities in scheduling, file sharing, everyday communication, and project based collaboration. The library staff looks forward to sharing all they have learned about utilizing these new tools.	<i>Response has been entered.</i>
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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	No	Yes
T2	Conflict of Interest Policy	No	Yes
T3	Ethics Policy	No	Yes
T4	Fiscal Responsibility Policy	No	Yes
T5	Investment Policy	No	No
T6	Open Records Policy	Yes	No
T7	Procurement Code Policy	Yes	No
T8	Sponsorship Policy	No	Yes
T9	Trustee Orientation Policy	No	No
T10	Whistleblower Policy	Yes	Yes

Does your library collect a statistic that you think other Kentucky libraries should collect? *Response has been entered.*

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.