

# Boone County Public Library District 2020 Kentucky Annual Report of Public Libraries

|  |                      | CURRENT YEAR                         | <i>PREVIOUS<br/>YEAR</i>                                |
|--|----------------------|--------------------------------------|---|
| <b>General Information (A1 - A16)</b>                  |                      |                                      |   |
| A1   | County               | Boone                                | <i>Boone</i>  |
| A2   | Estimated Population | 133,581                              | <i>130,611</i>  |
| A3   | Library Name         | Boone County Public Library District | <i>Boone County<br/>Public<br/>Library<br/>District</i> |
| Street Address   |                      |                                      |   |
| A4   | Street Address       | 1786 Burlington Pike                 | <i>1786<br/>Burlington<br/>Pike</i>                     |
| A5   | City                 | Burlington                           | <i>Burlington</i>                                       |
| A6   | Zip Code             | 41005                                | <i>41005</i>  |
| Mailing Address  |                      |                                      |   |
| A8   | Mailing Address      | 1786 Burlington Pike                 | <i>1786<br/>Burlington<br/>Pike</i>                     |
| A9   | City                 | Burlington                           | <i>Burlington</i>                                       |
| A10  | Zip Code             | 41005                                | <i>41005</i>  |
| A12  | Phone                | (859) 342-2665                       | <i>(859) 342-<br/>2665</i>                              |
| Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75) |                      |                                      |   |
| A14  | Real                 | 5.1                                  | <i>5.2</i>  |
| A15  | Personal             | 5.35                                 | <i>5.34</i>   |

|     |                              |   |      |
|-----|------------------------------|---|------|
| A16 | Motor Vehicle/Water<br>Craft | 3 | 3.00 |
|-----|------------------------------|---|------|

### 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  | \$8,321,581 | \$8,323,158 |
| B2 | Other  | \$102,221   | \$109,582   |
| B3 | <b>Local Government<br/>Revenue Total (B1 +<br/>B2):</b> | \$8,423,802 | \$8,432,740 |

#### State Government Revenue

|    |   |          |          |
|----|---|----------|----------|
| B4 | State Aid Grant   | \$40,203 | \$40,203 |
| B5 | Construction Debt-<br>Assistance Grant                            | \$0      | \$0      |
| B6 | Other State<br>Government Revenue                                 | \$0      | \$0      |
| B7 | <b>State Government<br/>Revenue Total (sum<br/>B4 through B6)</b> | \$40,203 | \$40,203 |

#### Federal Government Revenue

|     |                               |          |          |
|-----|-------------------------------|----------|----------|
| B12 | Federal Government<br>Revenue | \$86,799 | \$78,973 |
|-----|-------------------------------|----------|----------|

|     |   |          |          |
|-----|---|----------|----------|
| B13 | <b>Federal Government Revenue Total</b> | \$86,799 | \$78,973 |
|-----|---|----------|----------|

Other Operating Income

|     |                         |           |           |
|-----|-------------------------|-----------|-----------|
| B14 | Other Operating Revenue | \$910,886 | \$169,463 |
|-----|-------------------------|-----------|-----------|

**Federal:** This includes \$657,390 in income from selling a Branch (building and land) that was replaced with another location. This also includes grants received and vending services (cafe, passport acceptance, vending machines, and copier/printer) income

|     |   |             |             |
|-----|---|-------------|-------------|
| B15 | <b>Total Operating Revenue (B3 + B7 + B13 + B14):</b> | \$9,461,690 | \$8,721,379 |
|-----|---|-------------|-------------|

**Operating Expenditures (C1 - C42)**

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

Collection Expenditures

|    |                 |           |           |
|----|-----------------|-----------|-----------|
| C1 | Print Materials | \$535,592 | \$425,057 |
|----|-----------------|-----------|-----------|

|    |                                   |           |           |
|----|-----------------------------------|-----------|-----------|
| C2 | Electronic Materials Expenditures | \$194,950 | \$193,500 |
|----|-----------------------------------|-----------|-----------|

|    |                       |           |           |
|----|-----------------------|-----------|-----------|
| C3 | Audiovisual Materials | \$152,195 | \$158,840 |
|----|-----------------------|-----------|-----------|

|    |                                    |           |           |
|----|------------------------------------|-----------|-----------|
| C4 | Electronic Collections [databases] | \$210,629 | \$165,940 |
|----|------------------------------------|-----------|-----------|

|    |                         |          |          |
|----|-------------------------|----------|----------|
| C5 | Other Library Materials | \$35,705 | \$35,798 |
|----|-------------------------|----------|----------|

|    |  |             |           |
|----|--|-------------|-----------|
| C6 | <b>Collection Expenditures Total (C1 through C5)</b> | \$1,129,071 | \$979,135 |
|----|--|-------------|-----------|

Salary Expenditures

|    |                  |           |           |
|----|------------------|-----------|-----------|
| C7 | Library Director | \$104,032 | \$101,002 |
|----|------------------|-----------|-----------|

|    |                         |             |             |
|----|-------------------------|-------------|-------------|
| C8 | Other Library Personnel | \$4,431,166 | \$3,612,119 |
|----|-------------------------|-------------|-------------|

|     |  |             |             |
|-----|--|-------------|-------------|
| C10 | <b>Salary Expenditures Total (C7 + C8)</b> | \$4,535,198 | \$3,713,121 |
|-----|--|-------------|-------------|

Fringe Benefits

|                  |   |              |              |
|------------------|---|--------------|--------------|
| C11              | Required Fringe Benefits                              | \$352,274    | \$295,256    |
| C12              | Retirement (Employer's Share)                         | \$773,816    | \$654,233    |
| C13              | Medical Insurance (Employer's Share)                  | \$492,398    | \$504,057    |
| C14              | Other   | \$11,908     | \$2,600      |
| C15              | <b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b> | \$1,630,396  | \$1,456,146  |
| C16              | <b>Total Staff Expenditures (C10 + C15)</b>           | \$6,165,594  | \$5,169,267  |
| Other Operations |   |              |              |
| C17              | Building Repair                                       | \$129,913    | \$103,467    |
| C18              | Building Maintenance                                  | \$302,333    | \$265,693    |
| C20              | Office Supplies, Program Supplies, Postage            | \$55,012     | \$45,003     |
| C21              | Insurance   | \$61,938     | \$55,739     |
| C22              | Public Relations                                      | \$75,087     | \$82,895     |
| C23              | Utilities   | \$219,384    | \$197,129    |
| C24              | Professional Fees                                     | \$101,567    | \$38,462     |
| C25              | Audit Fee   | \$11,355     | \$22,410     |
| C26              | Fiscal Year that Audit Covers                         | FY 2018-2019 | FY 2017-2018 |

|     |   |             |  |
|-----|---|-------------|--|
| C27 | What year was the library's last long range plan adopted?   | 2017        | 2016   |
| C28 | Repair and Replacement of Furnishings   | \$24,985    | \$28,903   |
| C29 | Other   | \$159,178   | \$121,383  |
| C30 | Specify<br>programming, resource sharing, grants, telephone   |             | <i>Programming, resource sharing, grants, telephone</i>  |
| C31 | Other   | \$156,727   | \$141,090  |
| C32 | Specify<br>Misc. admin expenses, postage, leases,   |             | <i>Miscellaneous admin expenses, postage meter lease, Apple equipment lease, Hot Spots Lease</i> |
| C33 | <b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b> | \$1,297,479 | \$1,102,174  |
| C34 | Bookmobile/Extended Services  | \$12,105    | \$15,151   |
| C35 | Continuing Education  | \$59,626    | \$51,539   |
| C36 | Operating Expenditures for Electronic Access  | \$290,616   | \$285,045  |
| C37 | <b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>                                     | \$8,954,491 | \$7,602,311  |

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 | \$1,332,601 | \$7,054,563 |
| C39 | Debt Service                | \$0         | \$0         |

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  | \$287,371 | \$147,347 |
| C40  | <b>Total Capital Revenue (C40a through C40d)</b>                       | \$287,371 | \$147,347 |
| 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 | Yes | Yes |
| Continuing Education         | Yes | Yes |
| None of the Above            | No  | No  |

### 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

D2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes

D3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes

D4 Did the library allow users to complete registration for library cards online without having to come to the library before the

Coronavirus  
(COVID-19)  
pandemic?

D5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

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

D7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

D8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes

D9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes

- |     |  |     |
|-----|--|-----|
| D10 | Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?                                 | Yes |
| D11 | Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?                   | Yes |
| D12 | Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?                      | No  |
| 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  |

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

- |     |   |       |
|-----|---|-------|
| D14 | Total Recordings of Program Content     | 36    |
| D15 | Total Views of Recorded Program Content | 2,355 |

D16 Describe the Library's Response to the COVID-19 Pandemic ""All physical locations were closed from March 14 to May 17. The Library became an organization that had to pivot from 85% in person services to 100% digital. Library cards that expired November 1, 2019 to May 31, 2020 were renewed to June 30, 2020 to give more people access to our resources. The website was updated to include resources to help educate and entertain our community while we are limiting our in person interactions and to include more information on the coronavirus (<https://www.bcpl.org/research/covid-19/>). We worked with Overdrive, the vendor we use for our state-wide ebook and eaudiobook consortium, Kentucky Libraries Unbound (<https://kyunbound.overdrive.com/boone-boone/content>) to create an Instant Digital Card. We knew there were a lot of people who did not have library cards and without a card cannot access our Kentucky Libraries Unbound materials. This card allowed customers in consortium member's counties to register with their cell phone and have instant access. Speaking of Kentucky Libraries Unbound, there was a huge increase in borrowing for Juvenile Fiction and Juvenile Non-Fiction. Adult Fiction and Adult Non-Fiction saw a slight uptick but not an astronomical one. We launched a redesign of our online catalog that made it easier to identify our digital items first. You can see what it looks like at [https://bcp.ent.sirsi.net/client/en\\_US/boone/search/results?qu=dogs&te=](https://bcp.ent.sirsi.net/client/en_US/boone/search/results?qu=dogs&te=) We also created a Digital Library card to allow access to our Research Tools. We added three new tools to our website: NicheAcademy--the public can access quite a few brief tutorials to many of our resources and then access them through the "Go to" link at the bottom of each tutorial; NewspaperArchive contains 400 years of family history, regional newspapers, and world news; and Creative Bug which gives access to instructional videos for arts-and-crafts projects that you can watch on your favorite device. Projects include art and design, sewing, quilting, paper crafts, knitting, crochet, food, jewelry, and holidays and parties. Freegal has been updated from 3 hours of streaming music per day to unlimited streaming music per day. We canceled all in person in the building programs through December 31, 2020 based on CDC recommendation. A Summer Reading Team worked on a plan to move our summer reading program to all online. We moved the Library programming online, starting with Storytimes that are posted on our YouTube channel every Wednesday and Friday at 10:30 am (<https://www.youtube.com/c/BooneCountyPublicLibrary>). These take some time as we work through copyright issues with authors and publishers. Some will not allow us to use their titles and post online, while other publishers will only allow us to post the Storytimes until a certain

date. Adult Programmers began virtual programming in June. Book discussion groups, Writer's Groups, D&D games are a few of the examples of what the Library offers virtually. We created a project to document Covid-19. We are living history currently. Each day on our social media channels a question was posted about this time. All responses were gathered and given to the Local History Department. When this is done Local History will compile the information and make it available to the public. This project was picked up by a news station in Denver, Colorado. As we moved towards opening the library in some capacity, staff were divided into three teams. Each team worked 2 weeks in the building and worked four weeks at home. On May 18th, all locations began offering curbside pickup. An interesting fact is that a small team had started discussing this service in February, looking to implement a pilot curbside pickup service in late spring or early summer. Of the many changes made and services added, this is one I see sticking around after we "return to normal." To use Curbside Pickup we ask customers to place items on hold through our catalog. When we notify that the item is available for pick up, visit the library, park in one of the designated spots, and call the number on the sign. Staff will check out items, bring them to the vehicle, and place them in the vehicle. We also worked out how to offer curbside service to people walking up to the buildings. Through the Curbside Pickup process, we discovered how important the ability to browse the collection is to our community. For many years BCPL has offered Reading Recommendations to teens and adults. Customers fill out a questionnaire (<https://www.bcpl.org/forms/reading-recommendations/>) and BCPL staff create a personalized reading list. This has become very popular with curbside pickup. In fact, based on requests we have now created a children's version. Parents fill out a request form to <https://www.bcpl.org/forms/book-bundle/> and staff will create a bundle of up to 10 books on a subject of interest and/or reading level. As we moved to opening in a limited capacity for in person services we moved staff to two teams. Each team works one week in the building and one week at home. On June 15th, all Library locations opened their doors. However, due to maximum occupancy and staffing restrictions, with reduced hours. The Library removed half of our seating and all toys, and moved all computers around in order to account for social distancing. All desks are now equipped with sneeze guards and everyone must wear masks. Due to the need to store the furniture, the meeting rooms are not available for use by the community or the Library for programming. The Library Board meetings took place using Zoom Webinars in April, May and June. ""

## 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   | Scheben Branch | <i>Scheben Branch</i> |
| E2   | Street Address  | 8899 US 42     | <i>8899 US 42</i>     |
| E3   | City  | Union          | <i>Union</i>          |
| E4   | Zip Code  | 41091          | <i>41091</i>          |
| E6   | Phone   | (859) 342-2665 | <i>(859) 342-2665</i> |
| E8   | Square Footage  | 35,000         | <i>35,000</i>         |
| E11  | Number of Meetings Held   | 1,829          | <i>2,888</i>          |
| E12  | Library Visits  | 110,857        | <i>155,892</i>        |
| E13  | Number of Registered Users                                      | 23,444         | <i>22,310</i>         |
| E14  | Number of Uses [Sessions] of Public Internet Computers Per Year | 9,962          | <i>25,872</i>         |
| E15  | Reference Transactions  | 50,316         | <i>68,683</i>         |
| E16a | Sunday Opening Time   | 1:00 pm        | <i>1:00 pm</i>        |

|      |                        |         |                |
|------|------------------------|---------|----------------|
| E16b | Sunday Closing Time    | 6:00 pm | <i>5:00 pm</i> |
| E16c | Hours                  | 5.00    | <i>4.00</i>    |
| E16d | Monday Opening Time    | 9:00 am | <i>9:00 am</i> |
| E16e | Monday Closing Time    | 8:00 pm | <i>9:00 pm</i> |
| E16f | Hours                  | 11.00   | <i>12.00</i>   |
| E16g | Tuesday Opening Time   | 9:00 am | <i>9:00 am</i> |
| E16h | Tuesday Closing Time   | 8:00 pm | <i>9:00 pm</i> |
| E16i | Hours                  | 11.00   | <i>12.00</i>   |
| E16j | Wednesday Opening Time | 9:00 am | <i>9:00 am</i> |
| E16k | Wednesday Closing Time | 8:00 pm | <i>9:00 pm</i> |
| E16l | Hours                  | 11.00   | <i>12.00</i>   |
| E16m | Thursday Opening Time  | 9:00 am | <i>9:00 am</i> |
| E16n | Thursday Closing Time  | 8:00 pm | <i>9:00 pm</i> |
| E16o | Hours                  | 11.00   | <i>12.00</i>   |
| E16p | Friday Opening Time    | 9:00 am | <i>9:00 am</i> |
| E16q | Friday Closing Time    | 6:00 pm | <i>9:00 pm</i> |
| E16r | Hours                  | 9.00    | <i>12.00</i>   |

|       |  |                 |                        |
|-------|--|-----------------|------------------------|
| E16s  | Saturday Opening Time  | 10:00 am        | <i>9:00 am</i>         |
| E16t  | Saturday Closing Time  | 6:00 pm         | <i>5:00 pm</i>         |
| E16u  | Hours  | 8.00            | <i>8.00</i>            |
| E17.1 | Number of Weeks Branch was Closed Due to COVID-19            | 13              |                        |
| E17.2 | Number of Weeks Branch Had Limited Occupancy Due to COVID-19 | 3               |                        |
| E17.3 | Number of Weeks Branch Library is Open                       | 36              | <i>52</i>              |
| E1    | Branch Library Name  | Florence Branch | <i>Florence Branch</i> |
| E2    | Street Address   | 7425 US 42      | <i>7425 US 42</i>      |
| E3    | City   | Florence        | <i>Florence</i>        |
| E4    | Zip Code   | 41042           | <i>41042</i>           |
| E6    | Phone  | (859) 342-2665  | <i>(859) 342-2665</i>  |
| E8    | Square Footage   | 12,765          | <i>12,765</i>          |
| E11   | Number of Meetings Held                                      | 493             | <i>188</i>             |
| E12   | Library Visits   | 90,210          | <i>124,161</i>         |
| E13   | Number of Registered Users                                   | 16,244          | <i>15,652</i>          |
| E14   | Number of Uses   | 19,976          | <i>27,347</i>          |

[Sessions] of Public  
Internet Computers  
Per Year

|      |                        |         |                |
|------|------------------------|---------|----------------|
| E15  | Reference Transactions | 21,132  | <i>30,675</i>  |
| E16a | Sunday Opening Time    | 1:00 pm | <i>1:00 pm</i> |
| E16b | Sunday Closing Time    | 6:00 pm | <i>5:00 pm</i> |
| E16c | Hours                  | 5.00    | <i>4.00</i>    |
| E16d | Monday Opening Time    | 9:00 am | <i>9:00 am</i> |
| E16e | Monday Closing Time    | 8:00 pm | <i>9:00 pm</i> |
| E16f | Hours                  | 11.00   | <i>12.00</i>   |
| E16g | Tuesday Opening Time   | 9:00 am | <i>9:00 am</i> |
| E16h | Tuesday Closing Time   | 8:00 pm | <i>9:00 pm</i> |
| E16i | Hours                  | 11.00   | <i>12.00</i>   |
| E16j | Wednesday Opening Time | 9:00 am | <i>9:00 am</i> |
| E16k | Wednesday Closing Time | 8:00 pm | <i>9:00 pm</i> |
| E16l | Hours                  | 11.00   | <i>12.00</i>   |
| E16m | Thursday Opening Time  | 9:00 am | <i>9:00 am</i> |
| E16n | Thursday Closing Time  | 8:00 pm | <i>9:00 pm</i> |

|       |  |                   |                          |
|-------|--|-------------------|--------------------------|
| E16o  | Hours  | 11.00             | <i>12.00</i>             |
| E16p  | Friday Opening Time  | 9:00 am           | <i>9:00 am</i>           |
| E16q  | Friday Closing Time  | 6:00 pm           | <i>6:00 pm</i>           |
| E16r  | Hours  | 9.00              | <i>9.00</i>              |
| E16s  | Saturday Opening Time  | 10:00 am          | <i>9:00 am</i>           |
| E16t  | Saturday Closing Time  | 6:00 pm           | <i>5:00 pm</i>           |
| E16u  | Hours  | 8.00              | <i>8.00</i>              |
| E17.1 | Number of Weeks Branch was Closed Due to COVID-19            | 13                |                          |
| E17.2 | Number of Weeks Branch Had Limited Occupancy Due to COVID-19 | 3                 |                          |
| E17.3 | Number of Weeks Branch Library is Open                       | 36                | <i>52</i>                |
| E1    | Branch Library Name  | Walton Branch     | <i>Walton Branch</i>     |
| E2    | Street Address   | 21 S. Main Street | <i>21 S. Main Street</i> |
| E3    | City   | Walton            | <i>Walton</i>            |
| E4    | Zip Code   | 41094             | <i>41094</i>             |
| E6    | Phone  | (859) 342-2665    | <i>(859) 342-2665</i>    |
| E8    | Square Footage   | 6,100             | <i>6,100</i>             |

|      |   |         |                |
|------|---|---------|----------------|
| E11  | Number of Meetings Held   | 236     | <i>172</i>     |
| E12  | Library Visits  | 40,956  | <i>55,157</i>  |
| E13  | Number of Registered Users                                      | 5,926   | <i>5,598</i>   |
| E14  | Number of Uses [Sessions] of Public Internet Computers Per Year | 4,436   | <i>5,669</i>   |
| E15  | Reference Transactions  | 26,382  | <i>28,632</i>  |
| E16a | Sunday Opening Time   | 1:00 pm | <i>1:00 pm</i> |
| E16b | Sunday Closing Time   | 6:00 pm | <i>5:00 pm</i> |
| E16c | Hours   | 5.00    | <i>4.00</i>    |
| E16d | Monday Opening Time   | 9:00 am | <i>9:00 am</i> |
| E16e | Monday Closing Time   | 8:00 pm | <i>8:00 pm</i> |
| E16f | Hours   | 11.00   | <i>11.00</i>   |
| E16g | Tuesday Opening Time  | 9:00 am | <i>9:00 am</i> |
| E16h | Tuesday Closing Time  | 6:00 pm | <i>6:00 pm</i> |
| E16i | Hours   | 9.00    | <i>9.00</i>    |
| E16j | Wednesday Opening Time  | 9:00 am | <i>9:00 am</i> |
| E16k | Wednesday Closing   | 6:00 pm | <i>6:00 pm</i> |

|       |  |                         |                         |
|-------|--|-------------------------|-------------------------|
|       | Time   |                         |                         |
| E16l  | Hours  | 9.00                    | 9.00                    |
| E16m  | Thursday Opening Time  | 9:00 am                 | 9:00 am                 |
| E16n  | Thursday Closing Time  | 6:00 pm                 | 6:00 pm                 |
| E16o  | Hours  | 9.00                    | 9.00                    |
| E16p  | Friday Opening Time  | 9:00 am                 | 9:00 am                 |
| E16q  | Friday Closing Time  | 6:00 pm                 | 6:00 pm                 |
| E16r  | Hours  | 9.00                    | 9.00                    |
| E16s  | Saturday Opening Time  | 10:00 am                | 1:00 pm                 |
| E16t  | Saturday Closing Time  | 6:00 pm                 | 5:00 pm                 |
| E16u  | Hours  | 8.00                    | 4.00                    |
| E17.1 | Number of Weeks Branch was Closed Due to COVID-19            | 13                      |                         |
| E17.2 | Number of Weeks Branch Had Limited Occupancy Due to COVID-19 | 3                       |                         |
| E17.3 | Number of Weeks Branch Library is Open                       | 36                      | 52                      |
| E1    | Branch Library Name  | Chapin Memorial Library | Chapin Memorial Library |
| E2    | Street Address   | 6517 Market Street      | 6517 Market             |

|      |   |                | <i>Street</i>         |
|------|---|----------------|-----------------------|
| E3   | City  | Petersburg     | <i>Petersburg</i>     |
| E4   | Zip Code  | 41080          | <i>41080</i>          |
| E6   | Phone   | (859) 342-2655 | <i>(859) 342-2655</i> |
| E8   | Square Footage  | 1,200          | <i>1,200</i>          |
| E11  | Number of Meetings Held   | 0              | <i>0</i>              |
| E12  | Library Visits  | 2,681          | <i>4,246</i>          |
| E13  | Number of Registered Users                                      | 410            | <i>411</i>            |
| E14  | Number of Uses [Sessions] of Public Internet Computers Per Year | 1,281          | <i>1,795</i>          |
| E15  | Reference Transactions  | 508            | <i>673</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   | 12:00 pm       | <i>12:00 pm</i>       |
| E16e | Monday Closing Time   | 7:00 pm        | <i>8:00 pm</i>        |
| E16f | Hours   | 7.00           | <i>8.00</i>           |
| E16g | Tuesday Opening   | 12:00 pm       | <i>12:00 pm</i>       |

|       | Time  |          |                  |
|-------|---|----------|------------------|
| E16h  | Tuesday Closing Time                              | 6:00 pm  | <i>6:00 pm</i>   |
| E16i  | Hours   | 6.00     | <i>6.00</i>      |
| E16j  | Wednesday Opening Time                            | 10:00 am | <i>12:00 pm</i>  |
| E16k  | Wednesday Closing Time                            | 6:00 pm  | <i>6:00 pm</i>   |
| E16l  | Hours   | 8.00     | <i>6.00</i>      |
| E16m  | Thursday Opening Time                             | 12:00 pm | <i>12:00 pm</i>  |
| E16n  | Thursday Closing Time                             | 7:00 pm  | <i>8:00 pm</i>   |
| E16o  | Hours   | 7.00     | <i>8.00</i>      |
| E16p  | Friday Opening Time                               | 12:00 pm | <i>12:00 pm</i>  |
| E16q  | Friday Closing Time                               | 6:00 pm  | <i>6:00 p.m.</i> |
| E16r  | Hours   | 6.00     | <i>6.00</i>      |
| E16s  | Saturday Opening Time                             | 0        | <i>0</i>         |
| E16t  | Saturday Closing Time                             | 0        | <i>0</i>         |
| E16u  | Hours   | 0.00     | <i>0.00</i>      |
| E17.1 | Number of Weeks Branch was Closed Due to COVID-19 | 13       |                  |
| E17.2 | Number of Weeks Branch Had Limited                | 3        |                  |

Occupancy Due to  
COVID-19

|       |  |                      |    |
|-------|--|----------------------|----|
| E17.3 | Number of Weeks<br>Branch Library is<br>Open                             | 36                   | 52 |
| E1    | Branch Library Name  | Hebron Branch        |    |
| E2    | Street Address   | 1863 North Bend Road |    |
| E3    | City   | Hebron               |    |
| E4    | Zip Code   | 41048                |    |
| E6    | Phone  | (859) 342-2665       |    |
| E8    | Square Footage   | 26,000               |    |
| E11   | Number of Meetings<br>Held   | 1,477                |    |
| E12   | Library Visits   | 77,885               |    |
| E13   | Number of Registered<br>Users  | 1,854                |    |
| E14   | Number of Uses<br>[Sessions] of Public<br>Internet Computers<br>Per Year | 4,693                |    |
| E15   | Reference<br>Transactions  | 31,554               |    |
| E16a  | Sunday Opening<br>Time   | 1:00 pm              |    |
| E16b  | Sunday Closing Time  | 6:00 pm              |    |
| E16c  | Hours  | 5.00                 |    |
| E16d  | Monday Opening   | 9:00 am              |    |

Time

|      |                        |          |
|------|------------------------|----------|
| 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    | 6:00 pm  |
| E16r | Hours                  | 9.00     |
| E16s | Saturday Opening Time  | 10:00 am |
| E16t | Saturday Closing Time  | 6:00 pm  |

|        |   |           |           |
|--------|---|-----------|-----------|
| E16u   | Hours   | 8.00      |           |
| E17.1  | Number of Weeks<br>Branch was Closed<br>Due to COVID-19   | 13        |           |
| E17.2  | Number of Weeks<br>Branch Had Limited<br>Occupancy Due to<br>COVID-19                                     | 3         |           |
| E17.3  | Number of Weeks<br>Branch Library is<br>Open  | 33        |           |
| E17    | All Branches' Total<br>Hours Open to the<br>Public (E16c + E16f<br>+ E16i + E16l + E16o<br>+ E16r + E16u) | 292.00    | 230.00    |
| E17.3a | Total Number of<br>Weeks Branch<br>Libraries are Open<br>(Sum of all E17.3)                               | 177.00    | 208.00    |
| E18    | Number of Branches  | 5         | 4         |
| E19    | Total Annual Hours<br>Open  | 10,314.00 | 11,960.00 |

### Outreach Vehicles (F1 - F5)

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

|    |                                  |                     |                                |
|----|----------------------------------|---------------------|--------------------------------|
| F1 | License Number                   | G5401               | <i>G5401</i>                   |
| F2 | Vehicle Year, Make,<br>and Model | 2014 Nissan NV200SV | <i>2014 Nissan<br/>NV200SV</i> |
| F3 | Mileage on Odometer              | 82,161              | <i>65,978</i>                  |

|    |                                    |                             |  |
|----|------------------------------------|-----------------------------|--|
| F4 | Owner of Vehicle                   | locally                     | <i>locally</i>                             |
| F5 | Number of Stops in an Average Week | 47                          | 45   |
| F1 | License Number                     | N0747                       | <i>N0747</i>                               |
| F2 | Vehicle Year, Make, and Model      | 2007 Chevrolet Express 2500 | <i>2007<br/>Chevrolet<br/>Express 2500</i> |
| F3 | Mileage on Odometer                | 112,129                     | <i>110,312</i>                             |
| F4 | Owner of Vehicle                   | locally                     | <i>locally</i>                             |
| F5 | Number of Stops in an Average Week | 20                          | <i>20</i>                                  |
| F1 | License Number                     | G9376                       | <i>G9376</i>                               |
| F2 | Vehicle Year, Make, and Model      | 2017                        | <i>2017 Nissan<br/>NV200SV</i>             |
| F3 | Mileage on Odometer                | 9,990                       | <i>5,948</i>                               |
| F4 | Owner of Vehicle                   | locally                     | <i>locally</i>                             |
| F5 | Number of Stops in an Average Week | 20                          | <i>20</i>                                  |
| F1 | License Number                     | G8752                       | <i>G8752</i>                               |
| F2 | Vehicle Year, Make, and Model      | 2017 Ford Transit 350       | <i>2017 Ford<br/>Transit 350</i>           |
| F3 | Mileage on Odometer                | 2,118                       | <i>1,374</i>                               |
| F4 | Owner of Vehicle                   | locally                     | <i>locally</i>                             |
| F5 | Number of Stops in an Average Week | 9                           | <i>9</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  | D4265        | <i>D4265</i>          |
| G3  | Vehicle Year, Make, and Model                                   | 2018 LDV Van | <i>2018 Ford F5KS</i> |
| G4  | Owner of Vehicle  | locally      | <i>locally</i>        |
| G5  | Bookmobile Visits (number of persons entering the bookmobile)   | 12,879       | <i>17,033</i>         |
| G6  | Number of Registered Users                                      | 217          | <i>212</i>            |
| G7  | Number of Uses [Sessions] of Public Internet Computers Per Year | 0            | <i>0</i>              |
| G8  | Reference Transactions  | 9,045        | <i>5,190</i>          |
| G9  | Hours on the Road Per Week (but not serving patrons)            | 7            | <i>7</i>              |
| G9a | Sunday - Daily Hours Open to the Public                         | 0            | <i>0</i>              |
| G9b | Monday - Daily Hours Open to the Public                         | 3.18         | <i>3.5</i>            |

|       |  |       |       |
|-------|--|-------|-------|
| G9c   | Tuesday - Daily Hours Open to the Public   | 3.42  | 3.5   |
| G9d   | Wednesday - Daily Hours Open to the Public   | 3.42  | 3.5   |
| G9e   | Thursday - Daily Hours Open to the Public  | 2.4   | 2.5   |
| G9f   | Friday - Daily Hours Open to the Public  | 2.2   | 2.5   |
| G9g   | Saturday - Daily Hours Open to the Public  | 0     | 0     |
| G9.1  | Number of Weeks Bookmobile was Closed Due to COVID-19                                    | 16    |       |
| G9.2  | Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19                         | 0     |       |
| G9.3  | Number of Weeks Bookmobile is Open   | 35    | 51    |
| G9.3a | Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)                             | 35.00 | 51.00 |
| G10   | Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g) | 14.62 | 15.50 |
| G11   | Number of  | 1     | 1     |

## Bookmobiles

### 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  | 1786 Burlington Pike | <i>1786<br/>Burlington<br/>Pike</i> |
| H3                       | City  | Burlington           | <i>Burlington</i>                   |
| H4                       | Zip Code  | 41005                | <i>41005</i>                        |
| H6                       | Phone   | (859) 342-2665       | <i>(859) 342-<br/>2665</i>          |
| H8                       | Square Footage  | 75,000               | <i>75,000</i>                       |
| H11                      | Number of Meetings Held   | 3,900                | <i>5,225</i>                        |
| H12                      | Library Visits  | 96,737               | <i>227,995</i>                      |
| H13                      | Number of Registered Users                                      | 37,726               | <i>35,806</i>                       |
| H14                      | Number of Uses [Sessions] of Public Internet Computers Per Year | 20,852               | <i>30,621</i>                       |
| H15                      | Reference Transactions  | 86,927               | <i>111,897</i>                      |
| Hours Open to the Public |   |                      |                                     |
| H16a                     | Sunday Opening Time   | 1:00 pm              | <i>1:00 pm</i>                      |
| H16b                     | Sunday Closing Time   | 6:00 pm              | <i>5:00 pm</i>                      |
| H16c                     | Hours   | 5.00                 | <i>4.00</i>                         |

|      |                        |          |                |
|------|------------------------|----------|----------------|
| H16d | Monday Opening Time    | 9:00 am  | <i>9:00 am</i> |
| H16e | Monday Closing Time    | 9:00 pm  | <i>9:00 pm</i> |
| H16f | Hours                  | 12.00    | <i>12.00</i>   |
| H16g | Tuesday Opening Time   | 9:00 am  | <i>9:00 am</i> |
| H16h | Tuesday Closing Time   | 9:00 pm  | <i>9:00 pm</i> |
| H16i | Hours                  | 12.00    | <i>12.00</i>   |
| H16j | Wednesday Opening Time | 9:00 am  | <i>9:00 am</i> |
| H16k | Wednesday Closing Time | 9:00 pm  | <i>9:00 pm</i> |
| H16l | Hours                  | 12.00    | <i>12.00</i>   |
| H16m | Thursday Opening Time  | 9:00 am  | <i>9:00 am</i> |
| H16n | Thursday Closing Time  | 9:00 pm  | <i>9:00 pm</i> |
| H16o | Hours                  | 12.00    | <i>12.00</i>   |
| H16p | Friday Opening Time    | 9:00 am  | <i>9:00 am</i> |
| H16q | Friday Closing Time    | 8:00 pm  | <i>9:00 pm</i> |
| H16r | Hours                  | 11.00    | <i>12.00</i>   |
| H16s | Saturday Opening Time  | 10:00 am | <i>9:00 am</i> |
| H16t | Saturday Closing       | 6:00 pm  | <i>5:00 pm</i> |

|       | Time   |       |       |
|-------|--|-------|-------|
| H16u  | Hours  | 8.00  | 8.00  |
| H17   | Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u) | 72.00 | 72.00 |
| H17.2 | Number of Weeks Main Library was Closed Due to COVID-19                        | 13    |       |
| H17.3 | Number of Weeks Main Library Had Limited Occupancy Due to COVID-19             | 3     |       |
| H18   | Number of Weeks Main Library is Open   | 36    | 52    |
| 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)                    | 75,000  | 75,000  |
| I2                      | Branch Libraries (sum of E8 branch data)  | 81,065  | 55,065  |
| I3                      | Total (I1 + I2)                           | 156,065 | 130,065 |
| Number of Meetings Held |   |         |         |
| I10                     | Main Library (from H11)                   | 3,900   | 5,225   |
| I11                     | Branch Libraries (sum of E11 branch data) | 4,035   | 3,248   |

|     |                   |       |       |
|-----|-------------------|-------|-------|
| I12 | Total (I10 + I11) | 7,935 | 8,473 |
|-----|-------------------|-------|-------|

Library Visits

|     |                         |        |         |
|-----|-------------------------|--------|---------|
| I13 | Main Library (from H12) | 96,737 | 227,995 |
|-----|-------------------------|--------|---------|

|     |   |         |         |
|-----|---|---------|---------|
| I14 | Branch Libraries (sum of E12 branch data) | 322,589 | 339,456 |
|-----|---|---------|---------|

|     |                                     |        |        |
|-----|-------------------------------------|--------|--------|
| I15 | Bookmobiles (sum of G5 branch data) | 12,879 | 17,033 |
|-----|-------------------------------------|--------|--------|

|     |                         |         |         |
|-----|-------------------------|---------|---------|
| I16 | Total (I13 + I14 + I15) | 432,205 | 584,484 |
|-----|-------------------------|---------|---------|

Number of Registered Users

|     |                         |        |        |
|-----|-------------------------|--------|--------|
| I17 | Main Library (from H13) | 37,726 | 35,806 |
|-----|-------------------------|--------|--------|

|     |   |        |        |
|-----|---|--------|--------|
| I18 | Branch Libraries (sum of E13 branch data) | 47,878 | 43,971 |
|-----|---|--------|--------|

|     |                                     |     |     |
|-----|-------------------------------------|-----|-----|
| I19 | Bookmobiles (sum of G6 branch data) | 217 | 212 |
|-----|-------------------------------------|-----|-----|

|     |                         |        |        |
|-----|-------------------------|--------|--------|
| I20 | Total (I17 + I18 + I19) | 85,821 | 79,989 |
|-----|-------------------------|--------|--------|

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

|     |                         |        |        |
|-----|-------------------------|--------|--------|
| I21 | Main Library (from H14) | 20,852 | 30,621 |
|-----|-------------------------|--------|--------|

|     |   |        |        |
|-----|---|--------|--------|
| I22 | Branch Libraries (sum of E14 branch data) | 40,348 | 60,683 |
|-----|---|--------|--------|

|     |                                     |   |   |
|-----|-------------------------------------|---|---|
| I23 | Bookmobiles (sum of G7 branch data) | 0 | 0 |
|-----|-------------------------------------|---|---|

|     |                         |        |        |
|-----|-------------------------|--------|--------|
| I24 | Total (I21 + I22 + I23) | 61,200 | 91,304 |
|-----|-------------------------|--------|--------|

Reference Transactions

|     |                    |        |         |
|-----|--------------------|--------|---------|
| I25 | Main Library (from | 86,927 | 111,897 |
|-----|--------------------|--------|---------|

H15)

|                               |  |           |           |
|-------------------------------|--|-----------|-----------|
| I26                           | Branch Libraries (sum of E15 branch data)          | 129,892   | 128,663   |
| I27                           | Bookmobiles (sum of G8 branch data)                | 9,045     | 5,190     |
| I28                           | Total (I25 + I26 + I27)                            | 225,864   | 245,750   |
| Public Service Hours per Year |  |           |           |
| I29                           | Main Library (H17 * H18)                           | 2,592.00  | 3,744.00  |
| I30                           | Branch Libraries (sum of E17 branch data * E17.3a) | 10,314.00 | 11,960.00 |
| I31                           | Bookmobiles (sum of G10 bookmobile data * G9.3a)   | 511.70    | 790.50    |
| I32                           | Total ( I29 + I30 + I31)                           | 13,417.70 | 16,494.50 |

### 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 | 32.00 | 33.00 |
| J2 | Number of Librarians   | .0    | .0    |

with Non ALA  
Accredited Master's  
Degree in Library  
Science

|    |   |        |        |
|----|---|--------|--------|
| J3 | Number of Librarians<br>with a Master's<br>Degree NOT in<br>Library Science   | 1.00   | 2.00   |
| J4 | Number of Librarians<br>with a Bachelor's<br>Degree in Library<br>Science     | .0     | .0     |
| J5 | Number of Librarians<br>with a Bachelor's<br>Degree NOT in<br>Library Science | 1.00   | 1.00   |
| J6 | Number of Librarians<br>with Less Than a<br>Bachelor's Degree                 | .0     | .0     |
| J7 | <b>Total Librarians (J1 +<br/>J2 + J3 + J4 + J5 +<br/>J6):</b>                | 34.00  | 36.00  |
| J8 | All Other Paid Staff  | 112.00 | 81.00  |
| J9 | <b>Total Paid Employees<br/>(J7 + J8):</b>                                    | 146.00 | 117.00 |

### **Library Collection (K1 -K17)**

#### Book Collection

|    |                                      |         |         |
|----|--------------------------------------|---------|---------|
| K1 | Adult Books (over<br>age 18)         | 122,236 | 120,002 |
| K2 | Young Adult Books<br>(ages 12 to 18) | 14,935  | 15,037  |
| K3 | Children's Books<br>(under age 12)   | 118,408 | 117,338 |
| K4 | <b>Total (K1 + K2 + K3)</b>          | 255,579 | 252,377 |

Digital or Audiovisual Materials

|    |                            |         |         |
|----|----------------------------|---------|---------|
| K6 | Electronic Books (E-Books) | 170,418 | 155,229 |
|----|----------------------------|---------|---------|

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   | 28     | 24     |
| K7b | State (State Government or State Library) ** Include <b>62 KYVL databases</b> ** | 62     | 62     |
| K7  | Total Electronic Collections [databases] (K7a+K7b)                               | 90     | 86     |
| K9  | Audio - Physical Units   | 29,595 | 31,188 |

|     |                                       |         |         |
|-----|---------------------------------------|---------|---------|
| K10 | Audio -<br>Downloadable Units         | 43,297  | 36,004  |
| K13 | Video - Physical<br>Units             | 43,383  | 43,026  |
| K14 | Video -<br>Downloadable Units         | 2,384   | 2,460   |
| K15 | Other Material in<br>Collection       | 22,641  | 22,034  |
| K16 | Current Print Serial<br>Subscriptions | 602     | 621     |
| K17 | Book/Serial Volumes<br>( K4 + K16)    | 256,181 | 252,998 |

### **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                | 98,504  | 109,751 |
| L2 | All Branches                | 142,075 | 131,261 |
| L3 | Bookmobile/Outreach         | 5,026   | 8,140   |
| L4 | <b>Total (L1 + L2 + L3)</b> | 245,605 | 249,152 |

#### Book Circulation, Young Adult (ages 12 to 18)

|    |                            |        |        |
|----|----------------------------|--------|--------|
| L5 | Main Library               | 18,576 | 12,761 |
| L6 | All Branches               | 23,378 | 11,405 |
| L7 | Bookmobile/Outreach        | 115    | 268    |
| L8 | <b>Total (L5 + L6+ L7)</b> | 42,069 | 24,434 |

Book Circulation, Children's (under age 12)

|     |                        |         |         |
|-----|------------------------|---------|---------|
| L9  | Main Library           | 171,591 | 184,999 |
| L10 | All Branches           | 252,557 | 205,162 |
| L11 | Bookmobile/Outreach    | 24,998  | 88,797  |
| L12 | Total (L9 + L10 + L11) | 449,146 | 478,958 |

Book Circulation Total

|     |                                     |         |         |
|-----|-------------------------------------|---------|---------|
| L13 | Main Library (L1 + L5 + L9)         | 288,671 | 307,511 |
| L14 | All Branches (L2 + L6 + L10)        | 418,010 | 347,828 |
| L15 | Bookmobile/Outreach (L3 + L7 + L11) | 30,139  | 97,205  |
| L16 | Total (L4 + L8 + L12)               | 736,820 | 752,544 |

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            | 12,340 | 15,950 |
| L22 | All Branches            | 16,245 | 15,720 |
| L23 | Bookmobile/Outreach     | 25,870 | 3,777  |
| L24 | Total (L21 + L22 + L23) | 54,455 | 35,447 |

Audiovisual Circulation Other Audio

|     |              |        |        |
|-----|--------------|--------|--------|
| L25 | Main Library | 11,534 | 16,392 |
| L26 | All Branches | 16,586 | 14,555 |

|                                |   |         |         |
|--------------------------------|---|---------|---------|
| L27                            | Bookmobile/Outreach                         | 1,783   | 6,620   |
| L28                            | Total (L25 + L26 + L27)                     | 29,903  | 37,567  |
| Audiovisual Circulation Videos |   |         |         |
| L29                            | Main Library                                | 66,736  | 86,682  |
| L30                            | All Branches                                | 109,768 | 106,351 |
| L31                            | Bookmobile/Outreach                         | 1,867   | 1,520   |
| L32                            | Total (L29 + L30 + L31)                     | 178,371 | 194,553 |
| Audiovisual Circulation Other  |   |         |         |
| L33                            | Main Library                                | 3,518   | 3,615   |
| L34                            | All Branches                                | 5,439   | 4,804   |
| L35                            | Bookmobile/Outreach                         | 23      | 1,599   |
| L36                            | Total (L33 + L34 + L35)                     | 8,980   | 10,018  |
| Audiovisual Circulation Total  |   |         |         |
| L37                            | Main Library (L21 + L25 + L29 + L33)        | 94,128  | 122,639 |
| L38                            | All Branches (L22 + L26 + L30 + L34)        | 148,038 | 141,430 |
| L39                            | Bookmobile/Outreach (L23 + L27 + L31 + L35) | 29,543  | 13,516  |
| L40                            | Total (L24 + L28 + L32 + L36)               | 271,709 | 277,585 |

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            | 4,010 | 5,020  |
| L42 | All Branches            | 5,639 | 5,842  |
| L43 | Bookmobile/Outreach     | 25    | 506    |
| L44 | Total (L41 + L42 + L43) | 9,674 | 11,368 |

Total Circulation

|     |                                       |         |         |
|-----|---------------------------------------|---------|---------|
| L45 | Main Library (L13 + L37 + L41)        | 386,809 | 435,170 |
| L46 | All Branches (L14 + L38 + L42)        | 571,687 | 495,100 |
| L47 | Bookmobile/Outreach (L15 + L39 + L43) | 59,707  | 111,227 |

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                     | 209,242   | 169,523   |
| L49 | Total Circulation (L16 + L40 + L44 + L48)      | 1,227,445 | 1,211,020 |
| L50 | Successful Retrieval of Electronic Information | 306,217   | 363,857   |

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        | 222,381 | 240,972 |
| L52 | All Branches        | 325,096 | 264,084 |
| L53 | Bookmobile/Outreach | 52,665  | 101,846 |

|     |                         |         |         |
|-----|-------------------------|---------|---------|
| L54 | Total (L51 + L52 + L53) | 600,142 | 606,902 |
|-----|-------------------------|---------|---------|

### 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 | How many hot spots for you check out? | <i>How many hot spots do you check out?</i> |
|----|-------------------------------|---------------------------------------|---|

|    |                |    |    |
|----|----------------|----|----|
| M2 | Use Statistics | 16 | 16 |
|----|----------------|----|----|

|    |                               |                      |                             |
|----|-------------------------------|----------------------|-----------------------------|
| M1 | Other Measures of Library Use | Hot spot circulation | <i>Hot spot Circulation</i> |
|----|-------------------------------|----------------------|-----------------------------|

|    |                |    |     |
|----|----------------|----|-----|
| M2 | Use Statistics | 94 | 182 |
|----|----------------|----|-----|

**Federal:** This is lower than the previous year. Between being closed for 2 months and the lack of travel this is not a surprise. We have learned that most of our hotspot usage is by customers traveling.

|    |                               |   |                                     |
|----|-------------------------------|---|-------------------------------------|
| M1 | Other Measures of Library Use | Which social media platforms does your library use? | <i>Do you have a Facebook page?</i> |
|----|-------------------------------|---|-------------------------------------|

|    |                |  |     |
|----|----------------|--|-----|
| M2 | Use Statistics | Facebook, Twitter, Tumblr, Instagram, LinkedIn, Pinterest, Good Reads, YouTube | Yes |
|----|----------------|--|-----|

|    |                               |   |   |
|----|-------------------------------|---|---|
| M1 | Other Measures of Library Use | Total hours the meeting/study rooms were used | <i>How many Facebook followers do you have?</i> |
|----|-------------------------------|---|---|

|    |                |       |        |
|----|----------------|-------|--------|
| M2 | Use Statistics | 20370 | 17,105 |
|----|----------------|-------|--------|

|    |                               |  |  |
|----|-------------------------------|--|--|
| M1 | Other Measures of Library Use | Total Outreach visits not including a bookmobile or outreach vehicle | <i>Which social media platforms does your library use?</i> |
|----|-------------------------------|--|--|

|    |                |      |  |
|----|----------------|------|--|
| M2 | Use Statistics | 1180 | <i>Facebook, Twitter, Tumblr, Instagram,</i> |
|----|----------------|------|--|

M1 Other Measures of Library Use Foreign Language Reference Questions answered

**Federal:** We track the number of reference questions we must answer in Spanish for our community.

M2 Use Statistics 417

M1 Other Measures of Library Use Database results viewed

**Federal:** Resources actually accessed is a better measure of the value of databases than searches run.

M2 Use Statistics 357983

M1 Other Measures of Library Use Are you a passport acceptance agency?

M2 Use Statistics Yes

M1 Other Measures of Library Use How many passports did you accept?

M2 Use Statistics 271

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

Loaned To

N1 Print 660 1,102

N2 Nonprint 594 440

N3 **Total (N1 + N2):** 1,254 1,542

**Federal:** ILL was closed March 13 to July 15 due to the covid-19 pandemic

Borrowed From

N4 Print 608 524

N5 Nonprint 129 249

N6 **Total (N4 + N5):** 737 773

**Federal:** ILL was closed March 13 to July 15 due to the covid-19 pandemic

## 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                | 200   | 293   |
| O2 | All Branches                | 321   | 365   |
| O3 | Bookmobile/Outreach         | 1,048 | 1,395 |
| O4 | <b>Total (O1 + O2 + O3)</b> | 1,569 | 2,053 |

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

|    |                             |        |        |
|----|-----------------------------|--------|--------|
| O5 | Main Library                | 4,731  | 6,621  |
| O6 | All Branches                | 5,687  | 7,318  |
| O7 | Bookmobile/Outreach         | 14,287 | 18,557 |
| O8 | <b>Total (O5 + O6 + O7)</b> | 24,705 | 32,496 |

### Elementary School - *number of programs*

|     |                                 |     |     |
|-----|---------------------------------|-----|-----|
| O17 | Main Library                    | 26  | 54  |
| O18 | All Branches                    | 71  | 99  |
| O19 | Bookmobile/Outreach             | 231 | 360 |
| O20 | <b>Total (O17 + O 18 + O19)</b> | 328 | 513 |

Elementary School - *number of attendees*

|     |                         |       |        |
|-----|-------------------------|-------|--------|
| O21 | Main Library            | 835   | 1,563  |
| O22 | All Branches            | 1,616 | 1,865  |
| O23 | Bookmobile/Outreach     | 4,118 | 7,557  |
| O24 | Total (O21 + O22 + O23) | 6,569 | 10,985 |

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

|     |                         |     |     |
|-----|-------------------------|-----|-----|
| O25 | Main Library            | 55  | 66  |
| O26 | All Branches            | 98  | 130 |
| O27 | Bookmobile/Outreach     | 254 | 17  |
| O28 | Total (O25 + O26 + O27) | 407 | 213 |

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

|     |                         |       |       |
|-----|-------------------------|-------|-------|
| O29 | Main Library            | 353   | 690   |
| O30 | All Branches            | 651   | 1,080 |
| O31 | Bookmobile/Outreach     | 591   | 533   |
| O32 | Total (O29 + O30 + O31) | 1,595 | 2,303 |

Adult Programs - *number of programs*

|     |                         |     |       |
|-----|-------------------------|-----|-------|
| O33 | Main Library            | 244 | 337   |
| O34 | All Branches            | 532 | 597   |
| O35 | Bookmobile/Outreach     | 81  | 106   |
| O36 | Total (O33 + O34 + O35) | 857 | 1,040 |

Adult Programs - *number of attendees*

|     |                         |        |        |
|-----|-------------------------|--------|--------|
| O37 | Main Library            | 6,569  | 12,869 |
| O38 | All Branches            | 6,098  | 7,557  |
| O39 | Bookmobile/Outreach     | 1,795  | 1,853  |
| O40 | Total (O37 + O38 + O39) | 14,462 | 22,279 |

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

|     |                         |     |     |
|-----|-------------------------|-----|-----|
| O41 | Main Library            | 43  | 103 |
| O42 | All Branches            | 182 | 100 |
| O43 | Bookmobile/Outreach     | 226 | 222 |
| O44 | Total (O41 + O42 + O43) | 451 | 425 |

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

|     |                         |        |        |
|-----|-------------------------|--------|--------|
| O45 | Main Library            | 2,701  | 8,842  |
| O46 | All Branches            | 7,534  | 4,053  |
| O47 | Bookmobile/Outreach     | 15,545 | 6,916  |
| O48 | Total (O45 + O46 + O47) | 25,780 | 19,811 |

Total Number Of Programs:

|     |  |       |       |
|-----|--|-------|-------|
| O49 | Main Library (O1 + O17 + O25 + O33 + O41)        | 568   | 853   |
| O50 | All Branches (O2 + O18 + O26 + O34 + O42)        | 1,204 | 1,291 |
| O51 | Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43) | 1,840 | 2,100 |
| O52 | Total (O4 + O20 +                                | 3,612 | 4,244 |

O28 + O36 + O44)

Total Program Attendance:

|     |  |        |        |
|-----|--|--------|--------|
| O53 | Main Library (O5 + O21 + O29 + O37 + O45)        | 15,189 | 30,585 |
| O54 | All Branches (O6 + O22 + O30 + O38 + O46)        | 21,586 | 21,873 |
| O55 | Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47) | 36,336 | 35,416 |
| O56 | Total (O8 + O24 + O32 + O40 + O48)               | 73,111 | 87,874 |

**Intellectual Freedom (P1 - P6)**

|    |                          |   |   |
|----|--------------------------|---|---|
| P1 | Title of Challenged Work | 0 | 0 |
| P2 | Type of Work             |   |   |
| P3 | Grounds for Challenge    |   |   |
| P4 | Initiator of Challenge   |   |   |
| P5 | Status of Material       |   |   |
| P6 | Comments                 |   |   |

**Technology (Q1 - Q5)**

|    |  |        |        |
|----|--|--------|--------|
| Q1 | Number of Internet Computers Used by General Public                    | 165    | 146    |
| Q2 | Number of People Formally Trained by Staff to Use Electronic Resources | 12,816 | 13,980 |

|    |  |           |           |
|----|--|-----------|-----------|
| Q3 | Does the library provide wireless internet access (Wi-Fi) for patrons? | Yes       | Yes       |
| Q4 | Wireless Sessions - Annually   | 199,139   | 103,065   |
| Q5 | Website Visits   | 1,569,645 | 1,464,811 |

### 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 | Fiscal year 2019/2020 was crazy. In 33+ years of working in libraries I have never seen anything like this year. The fiscal year started off great. The Hebron Branch opened on July 29th. The location was designed to take advantage of the green space and nature, having a 1 mile StoryWalk to promote physical activity and early literacy, large windows, an amphitheater, and a shaded patio. Inside it has early literacy interactives in the children's area, study rooms, meeting rooms, a retired adult area, and the Boone Innovation Lab (a Makerspace for the community to use). The Lents Branch was sold. The Hebron Branch replaced this location. At the Main Library we added a humidifier to the Local History closed stacks and storage area, replaced a heat pump, upgraded the security camera system, and added a dumpster enclosure. We also began work with a designer to more efficiently use the staff space in the building and to add more study rooms to the public space. The Scheben Branch became a passport acceptance agency. We updated the landscaping. We began design work to add a lactation room and a passport room. Study rooms were added to the Florence and Walton Branches so that all locations, except the Chapin Memorial Library, now have quiet spaces to study and/or work. We replaced the public seats at the tables and computers at the Florence Branch. BCPL joined the Northern Kentucky Forum, a partnership between the Boone, Campbell and Kenton County Public Libraries, and the Scripps Howard Center for Civic Engagement at NKU. The purpose of the partnership is to host public discussion of public affairs, especially as they relate to Northern Kentucky. The Forum's goal is civil, civic discourse that is informative and timely. The Forum is nonpartisan, having no affiliations with any political parties, and it is not an advocacy group for issues or causes. During the pandemic this has moved to virtual discussions. The Library Board entered into an agreement with MSR to do a Facilities Master Plan Study to help the Library plan for the future. This study will help us to | <i>Response has been entered.</i> |
|----|---|--|-----------------------------------|

identify service priorities for Boone County. The Library received a \$12,000 grant from the Boone County Early Childhood Fund to pilot a STEM Storytime at one location and at two outreach sites. Staff created 12 weeks of lesson plans. Each lesson is based on a "Big Idea" or learning target and includes a Tales Tip, fiction and non-fiction title, a Family Engagement activity, rhymes, Music and Movement activity, weekly measurement and weekly observation time where the children will be writing/drawing in their notebooks, and Extended activities (learning centers). The Local History Department received an award in Arts, Culture and History for the Boone County African American History Project from the National Association of Counties (NACO) (<https://www.bcpl.org/lhg/>). The Local History Department also accepted the Power of Libraries Award from SirsiDynix. BCPL received this award for our African Americans of Boone County History Project. The Library was on pace to set new records in visits, program attendance, and circulation. And then the pandemic hit.

### Board Policies (T1 - T10)

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

|    |                                       |     |     |
|----|---------------------------------------|-----|-----|
| T1 | Board Reimbursement of Expense Policy | Yes | 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

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

I have added these to section M of this report

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.