Boone County Public Library District
2019 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	*PREVIOUS YEAR*

General Information (A1 - A16)

A1	County	Boone	*Boone*
A2	Estimated Population	130,611	*130,728*
A3	Library Name	Boone County Public Library District	*Boone County Public Library District*
Street Address			
A4	Street Address	1786 Burlington Pike	*1786 Burlington Pike*
A5	City	Burlington	*Burlington*
A6	Zip Code	41005	*41005*
Mailing Address			
A8	Mailing Address	1786 Burlington Pike	*1786 Burlington Pike*
A9	City	Burlington	*Burlington*
A10	Zip Code	41005	*41005*
A12	Phone	(859) 342-2665	*(859) 342-2665*
Tax Rates (expressed as per $100; i.e., 20.0 or 3.75)			
A14	Real	5.2	*5.28*
A15	Personal	5.34	*5.20*
A16	Motor Vehicle/Water Craft	3.00	*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	$8,323,158	*$7,997,047*

B2	Other	$119,633	$82,582
B3	Local Government Revenue Total (B1 + B2):	$8,442,791	$8,079,629

State Government Revenue

B4	State Aid Grant	$30,226	$40,758
B5	Construction Debt-Assistance Grant	$0	$0
B6	Other State Government Revenue	$0	$0
B7	State Government Revenue Total (sum B4 through B6)	$30,226	$40,758

Federal Government Revenue

B12	Federal Government Revenue	$78,973	$43,869
B13	Federal Government Revenue Total	$78,973	$43,869

Other Operating Income

B14	Other Operating Revenue	$169,463	$278,678
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	$8,721,453	$8,442,934

Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	$425,057	$394,827
C2	Electronic Materials Expenditures	$193,500	$221,241
C3	Audiovisual Materials	$158,840	$155,677
C4	Electronic Collections [databases]	$165,940	$182,021
C5	Other Library Materials	$35,798	$29,868
C6	Collection Expenditures Total (C1 through C5)	$979,135	$983,634

Salary Expenditures

C7	Library Director	$101,002	$97,035
C8	Other Library Personnel	$3,612,119	$3,449,977
C10	Salary Expenditures Total (C7 + C8)	$3,713,121	$3,547,012

Fringe Benefits

C11	Required Fringe Benefits	$295,256	$277,004
C12	Retirement (Employer's Share)	$654,233	$546,066
C13	Medical Insurance (Employer's Share)	$504,057	$495,863
C14	Other	$2,600	$2,600

C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	$1,456,146	*$1,321,533*
C16	Total Staff Expenditures (C10 + C15)	$5,169,267	*$4,868,545*
Other Operations			
C17	Building Repair	$103,467	*$71,756*
C18	Building Maintenance	$265,693	*$241,606*
C20	Office Supplies, Program Supplies, Postage	$45,003	*$34,560*
C21	Insurance	$55,739	*$48,749*
C22	Public Relations	$82,895	*$64,686*
C23	Utilities	$197,129	*$172,373*
C24	Professional Fees	$38,462	*$66,215*
C25	Audit Fee	$22,410	*$7,400*
C26	Fiscal Year that Audit Covers	FY 2017-2018	*FY 2016-2017*
C27	What year was the library's last long range plan adopted?	2016	*2016*
C28	Repair and Replacement of Furnishings	$28,903	*$1,676*
C29	Other	$121,383	*$227,039*
C30	Specify	Programming, resource sharing, grants, telephone	*Programming, resource sharing grants, telephone*
C31	Other	$141,090	*$163,214*
C32	Specify	Miscellaneous admin expenses, postage meter lease, Apple equipment lease, Hot Spots Lease	*Miscellaneous admin expenses, postage meter lease, copier/printer lease, Apple equipment lease, Hot spots lease*
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	$1,102,174	*$1,099,274*
C34	Bookmobile/Extended Services	$15,151	*$15,101*
C35	Continuing Education	$51,539	*$53,154*
C36	Operating Expenditures for Electronic Access	$285,045	*$274,424*

C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	$7,602,311					*$7,294,132*

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	$7,054,563	*$2,539,147*
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

C40a	Local - Capital Revenue	$0	*$0*
C40b	State - Capital Revenue	$0	*$0*
C40c	Federal - Capital Revenue	$0	*$0*
C40d	Other - Capital Revenue	$147,347	*$93,844*
C40	Total Capital Revenue (C40a through C40d)	$147,347	*$93,844*
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

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	*Scheben Branch*
E2	Street Address	8899 US 42	*8899 US 42*
E3	City	Union	*Union*
E4	Zip Code	41091	*41091*
E6	Phone	(859) 342-2665	*(859) 342-2665*
E8	Square Footage	35,000	*35,000*
E11	Number of Meetings Held	2,888	*2,765*
E12	Library Visits	155,892	*207,305*
E13	Number of Registered Users	22,310	*20,638*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	25,872	*18,741*
E15	Reference Transactions	68,683	*78,884*
E16a	Sunday Opening Time	1:00 pm	*1:00 pm*
E16b	Sunday Closing Time	5:00 pm	*5:00 pm*
E16c	Hours	4.00	*4.00*
E16d	Monday Opening Time	9:00 am	*9:00 am*
E16e	Monday Closing Time	9:00 pm	*9:00 pm*
E16f	Hours	12.00	*12.00*
E16g	Tuesday Opening Time	9:00 am	*9:00 am*
E16h	Tuesday Closing Time	9:00 pm	*9:00 pm*
E16i	Hours	12.00	*12.00*
E16j	Wednesday Opening Time	9:00 am	*9:00 am*
E16k	Wednesday Closing Time	9:00 pm	*9:00 pm*
E16l	Hours	12.00	*12.00*
E16m	Thursday Opening Time	9:00 am	*9:00 am*
E16n	Thursday Closing Time	9:00 pm	*9:00 pm*
E16o	Hours	12.00	*12.00*
E16p	Friday Opening Time	9:00 am	*9:00 a,*
E16q	Friday Closing Time	9:00 pm	*9:00 pm*
E16r	Hours	12.00	*12.00*
E16s	Saturday Opening Time	9:00 am	*9:00 am*
		5:00 pm	*5:00 pm*

E16t	Saturday Closing Time		
E16u	Hours	8.00	*8.00*
E17.3	Number of Weeks Branch Library is Open	52	*52*
E1	Branch Library Name	Florence Branch	*Florence Branch*
E2	Street Address	7425 US 42	*7425 US 42*
E3	City	Florence	*Florence*
E4	Zip Code	41042	*41042*
E6	Phone	(859) 342-2665	*(859) 342-2665*
E8	Square Footage	12,765	*12,765*
E11	Number of Meetings Held	188	*128*
E12	Library Visits	124,161	*135,738*
E13	Number of Registered Users	15,652	*14,683*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	27,347	*28,167*
E15	Reference Transactions	30,675	*39,477*
E16a	Sunday Opening Time	1:00 pm	*1:00 pm*
E16b	Sunday Closing Time	5:00 pm	*5:00 pm*
E16c	Hours	4.00	*4.00*
E16d	Monday Opening Time	9:00 am	*9:00 am*
E16e	Monday Closing Time	9:00 pm	*9:00 pm*
E16f	Hours	12.00	*12.00*
E16g	Tuesday Opening Time	9:00 am	*9:00 am*
E16h	Tuesday Closing Time	9:00 pm	*9:00 pm*
E16i	Hours	12.00	*12.00*
E16j	Wednesday Opening Time	9:00 am	*9:00 am*
E16k	Wednesday Closing Time	9:00 pm	*9:00 pm*
E16l	Hours	12.00	*12.00*
E16m	Thursday Opening Time	9:00 am	*9:00 am*
E16n	Thursday Closing Time	9:00 pm	*9:00 pm*
E16o	Hours	12.00	*12.00*
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	9:00 am	*9:00 am*
E16t	Saturday Closing Time	5:00 pm	*5:00 pm*
E16u	Hours	8.00	*8.00*
E17.3	Number of Weeks Branch Library is Open	52	*52*
E1	Branch Library Name	Walton Branch	*Walton Branch*
			21 S. Main

Code	Field	Value	
E2	Street Address	21 S. Main Street	*Street*
E3	City	Walton	*Walton*
E4	Zip Code	41094	*41094*
E6	Phone	(859) 342-2665	*(859) 342-2665*
E8	Square Footage	6,100	*6,100*
E11	Number of Meetings Held	172	*105*
E12	Library Visits	55,157	*50,210*
E13	Number of Registered Users	5,598	*5,140*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	5,669	*4,561*
E15	Reference Transactions	28,632	*34,824*
E16a	Sunday Opening Time	1:00 pm	*1:00 pm*
E16b	Sunday Closing Time	5:00 pm	*5:00 pm*
E16c	Hours	4.00	*4.00*
E16d	Monday Opening Time	9:00 am	*9:00 am*
E16e	Monday Closing Time	8:00 pm	*8:00 pm*
E16f	Hours	11.00	*11.00*
E16g	Tuesday Opening Time	9:00 am	*9:00 am*
E16h	Tuesday Closing Time	6:00 pm	*6:00 pm*
E16i	Hours	9.00	*9.00*
E16j	Wednesday Opening Time	9:00 am	*9:00 am*
E16k	Wednesday Closing Time	6:00 pm	*6:00 pm*
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	1:00 pm	*1:00 pm*
E16t	Saturday Closing Time	5:00 pm	*5:00 pm*
E16u	Hours	4.00	*4.00*
E17.3	Number of Weeks Branch Library is Open	52	*52*
E1	Branch Library Name	Chapin Memorial Library	*Chapin Memorial Library*
E2	Street Address	6517 Market Street	*6517 Market Street*
E3	City	Petersburg	*Petersburg*
E4	Zip Code	41080	*41080*

E6	Phone	(859) 342-2655	*(859) 342-2655*
E8	Square Footage	1,200	*1,200*
E11	Number of Meetings Held	0	*0*
E12	Library Visits	4,246	*2,804*
E13	Number of Registered Users	411	*411*
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,795	*931*
E15	Reference Transactions	673	*270*
E16a	Sunday Opening Time	0	*0*
E16b	Sunday Closing Time	0	*0*
E16c	Hours	0.00	*0.00*
E16d	Monday Opening Time	12:00 pm	*12:00 pm*
E16e	Monday Closing Time	8:00 pm	*8:00 pm*
E16f	Hours	8.00	*8.00*
E16g	Tuesday Opening Time	12:00 pm	*12:00 pm*
E16h	Tuesday Closing Time	6:00 pm	*6:00 pm*
E16i	Hours	6.00	*6.00*
E16j	Wednesday Opening Time	12:00 pm	*12:00 pm*
E16k	Wednesday Closing Time	6:00 pm	*6:00 pm*
E16l	Hours	6.00	*6.00*
E16m	Thursday Opening Time	12:00 pm	*12:00 pm*
E16n	Thursday Closing Time	8:00 pm	*8:00 pm*
E16o	Hours	8.00	*8.00*
E16p	Friday Opening Time	12:00 pm	*12:00 pm*
E16q	Friday Closing Time	6:00 p.m.	*6:00 pm*
E16r	Hours	6.00	*6.00*
E16s	Saturday Opening Time	0	*0*
E16t	Saturday Closing Time	0	*0*
E16u	Hours	0.00	*0.00*
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)	230.00	*230.00*
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	208.00	*208.00*
E18	Number of Branches	4	*4*
E19	Total Annual Hours Open	11,960.00	*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	*G5401*
F2	Vehicle Year, Make, and Model	2014 Nissan NV200SV	*2014 Nissan NV200SV*
F3	Mileage on Odometer	65,978	*53,007*
F4	Owner of Vehicle	locally	*locally*
F5	Number of Stops in an Average Week	45	*45*
F1	License Number	N0747	*N0747*
F2	Vehicle Year, Make, and Model	2007 Chevrolet Express 2500	*2007 Chevrolet Express 2500*
F3	Mileage on Odometer	110,312	*107,955*
F4	Owner of Vehicle	locally	*locally*
F5	Number of Stops in an Average Week	20	*20*
F1	License Number	G9376	
F2	Vehicle Year, Make, and Model	2017 Nissan NV200SV	
F3	Mileage on Odometer	5,948	
F4	Owner of Vehicle	locally	
F5	Number of Stops in an Average Week	20	
F1	License Number	G8752	
F2	Vehicle Year, Make, and Model	2017 Ford Transit 350	
F3	Mileage on Odometer	1,374	
F4	Owner of Vehicle	locally	
F5	Number of Stops in an Average Week	9	

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	*M7234*
G3	Vehicle Year, Make, and Model	2018 Ford F5KS	*2005 Thomas 1418N*

G4	Owner of Vehicle	locally	*locally*
G5	Bookmobile Visits (number of persons entering the bookmobile)	17,033	*18,188*
G6	Number of Registered Users	212	*669*
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	*0*
G8	Reference Transactions	5,190	*7,086*
G9	Hours on the Road Per Week (but not serving patrons)	7	*5.5*
G9a	Sunday - Daily Hours Open to the Public	0	*0*
G9b	Monday - Daily Hours Open to the Public	3.5	*3.5*
G9c	Tuesday - Daily Hours Open to the Public	3.5	*3.5*
G9d	Wednesday - Daily Hours Open to the Public	3.5	*4.25*
G9e	Thursday - Daily Hours Open to the Public	2.5	*3.5*
G9f	Friday - Daily Hours Open to the Public	2.5	*2.5*
G9g	Saturday - Daily Hours Open to the Public	0	*0*
G9.3	Number of Weeks Bookmobile is Open	51	*50*
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	51.00	*50.00*
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	15.50	*17.25*
G11	Number of Bookmobiles	1	*1*

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	*Main Library*
H2	Street Address	1786 Burlington Pike	*1786 Burlington Pike*
H3	City	Burlington	*Burlington*
H4	Zip Code	41005	*41005*

Code	Description	Value	Value
H6	Phone	(859) 342-2665	*(859) 342-2665*
H8	Square Footage	75,000	*75,000*
H11	Number of Meetings Held	5,225	*4,843*
H12	Library Visits	227,995	*269,939*
H13	Number of Registered Users	35,806	*32,707*
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	30,621	*24,598*
H15	Reference Transactions	111,897	*103,095*

Hours Open to the Public

Code	Description	Value	Value
H16a	Sunday Opening Time	1:00 pm	*1:00 pm*
H16b	Sunday Closing Time	5:00 pm	*5:00 pm*
H16c	Hours	4.00	*4.00*
H16d	Monday Opening Time	9:00 am	*9:00 am*
H16e	Monday Closing Time	9:00 pm	*9:00 pm*
H16f	Hours	12.00	*12.00*
H16g	Tuesday Opening Time	9:00 am	*9:00 am*
H16h	Tuesday Closing Time	9:00 pm	*9:00 pm*
H16i	Hours	12.00	*12.00*
H16j	Wednesday Opening Time	9:00 am	*9:00 am*
H16k	Wednesday Closing Time	9:00 pm	*9:00 pm*
H16l	Hours	12.00	*12.00*
H16m	Thursday Opening Time	9:00 am	*9:00 am*
H16n	Thursday Closing Time	9:00 pm	*9:00 pm*
H16o	Hours	12.00	*12.00*
H16p	Friday Opening Time	9:00 am	*9:00 am*
H16q	Friday Closing Time	9:00 pm	*9:00 pm*
H16r	Hours	12.00	*12.00*
H16s	Saturday Opening Time	9:00 am	*9:00 am*
H16t	Saturday Closing Time	5:00 pm	*5:00 pm*
H16u	Hours	8.00	*8.00*
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	72.00	*72.00*
H18	Number of Weeks Main Library is Open	52	*52*

H19 Does your library have a Friends group?

		Value	Value
	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)	55,065	*55,065*
I3	Total (I1 + I2)	130,065	*130,065*

Number of Meetings Held

I10	Main Library (from H11)	5,225	*4,843*
I11	Branch Libraries (sum of E11 branch data)	3,248	*2,998*
I12	Total (I10 + I11)	8,473	*7,841*

Library Visits

I13	Main Library (from H12)	227,995	*269,939*
I14	Branch Libraries (sum of E12 branch data)	339,456	*396,057*
I15	Bookmobiles (sum of G5 branch data)	17,033	*18,188*
I16	Total (I13 + I14 + I15)	584,484	*684,184*

Number of Registered Users

I17	Main Library (from H13)	35,806	*32,707*
I18	Branch Libraries (sum of E13 branch data)	43,971	*40,872*
I19	Bookmobiles (sum of G6 branch data)	212	*669*
I20	Total (I17 + I18 + I19)	79,989	*74,248*

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

I21	Main Library (from H14)	30,621	*24,598*
I22	Branch Libraries (sum of E14 branch data)	60,683	*52,400*
I23	Bookmobiles (sum of G7 branch data)	0	*0*
I24	Total (I21 + I22 + I23)	91,304	*76,998*

Reference Transactions

I25	Main Library (from H15)	111,897	*103,095*
I26	Branch Libraries (sum of E15 branch data)	128,663	*153,455*
I27	Bookmobiles (sum of G8 branch data)	5,190	*7,086*
I28	Total (I25 + I26 + I27)	245,750	*263,636*

Public Service Hours per Year

I29	Main Library (H17 * H18)	3,744.00	*3,744.00*
I30	Branch Libraries (sum of E17 branch data * E17.3a)	11,960.00	*11,960.00*
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	790.50	*862.50*
		16,494.50	*16,566.50*

I32   Total (I29 + I30 + I31)

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	33.00	*30.00*
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	2.00	*1.00*
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	1.00	*1.00*
J6	Number of Librarians with Less Than a Bachelor's Degree	.0	*.0*
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	36.00	*32.00*
J8	All Other Paid Staff	81.00	*75.00*
J9	Total Paid Employees (J7 + J8):	117.00	*107.00*

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	120,002
K2	Young Adult Books (ages 12 to 18)	15,037
K3	Children's Books (under age 12)	117,338

K4	Total (K1 + K2 + K3)	252,377	

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	155,229	*150,565*

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	24	*21*
K7b	State (State Government or State Library) ** Include **62 KYVL** databases **	62	*60*
K7	Total Electronic Collections [databases] (K7a+K7b)	86	*81*
K9	Audio - Physical Units	31,188	*28,688*
K10	Audio - Downloadable Units	36,004	*29,127*
K13	Video - Physical Units	43,026	*37,529*
K14	Video - Downloadable Units	2,460	*2,169*
K15	Other Material in Collection	22,034	*14,490*
K16	Current Print Serial Subscriptions	621	*580*
K17	Book/Serial Volumes (K4 + K16)	252,998	*229,109*

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	109,751	
L2	All Branches	131,261	
L3	Bookmobile/Outreach	8,140	
L4	Total (L1 + L2 + L3)	249,152	

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	12,761	
L6	All Branches	11,405	
L7	Bookmobile/Outreach	268	
L8	Total (L5 + L6+ L7)	24,434	

Book Circulation, Children's (under age 12)

L9	Main Library	184,999	
L10	All Branches	205,162	
L11	Bookmobile/Outreach	88,797	
L12	Total (L9 + L10+ L11)	478,958	

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	307,511	*38,830*
L14	All Branches (L2 + L6 + L10)	347,828	
L15	Bookmobile/Outreach (L3 + L7 + L11)	97,205	*6,830*
L16	Total (L4 + L8 + L12)	752,544	*79,066*

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	15,950	*20,348*
L22	All Branches	15,720	*16,407*
L23	Bookmobile/Outreach	3,777	*2,177*
L24	Total (L21 + L22 + L23)	35,447	*38,932*

Audiovisual Circulation Other Audio

L25	Main Library	16,392	*25,930*
L26	All Branches	14,555	*16,325*
L27	Bookmobile/Outreach	6,620	*2,645*
L28	Total (L25 + L26 + L27)	37,567	*44,900*

Audiovisual Circulation Videos

L29	Main Library	86,682	*105,040*
L30	All Branches	106,351	*104,073*
L31	Bookmobile/Outreach	1,520	*2,471*

Line	Description	Value		Value (italic)
L32	Total (L29 + L30 + L31)	194,553		*211,584*

Audiovisual Circulation Other

Line	Description	Value		Value (italic)
L33	Main Library	3,615		*4,356*
L34	All Branches	4,804		*3,826*
L35	Bookmobile/Outreach	1,599		*22*
L36	Total (L33 + L34 + L35)	10,018		*8,204*

Audiovisual Circulation Total

Line	Description	Value		Value (italic)
L37	Main Library (L21 + L25 + L29 + L33)	122,639		*155,674*
L38	All Branches (L22 + L26 + L30 + L34)	141,430		*140,631*
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	13,516		*7,315*
L40	Total (L24 + L28 + L32 + L36)	277,585		*303,620*

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

Line	Description	Value		Value (italic)
L41	Main Library	5,020		*10,278*
L42	All Branches	5,842		*5,481*
L43	Bookmobile/Outreach	506		*84*
L44	Total (L41 + L42 + L43)	11,368		*15,843*

Total Circulation

Line	Description	Value		Value (italic)
L45	Main Library (L13 + L37 + L41)	435,170		*507,142*
L46	All Branches (L14 + L38 + L42)	495,100		*462,260*
L47	Bookmobile/Outreach (L15 + L39 + L43)	111,227		*47,360*

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.

Line	Description	Value		Value (italic)
L48	Use of Electronic Material	169,523		*120,928*
L49	Total Circulation (L16 + L40 + L44 + L48)	1,211,020		*1,137,690*
L50	Successful Retrieval of Electronic Information	363,857		*277,317*

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

Line	Description	Value		Value (italic)
L51	Main Library	240,972		*255,389*
L52	All Branches	264,084		*235,339*
L53	Bookmobile/Outreach	101,846		*35,175*

L54	Total (L51 + L52 + L53)	606,902	*525,903*

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 do you check out?	*Database results viewed*
M2	Use Statistics	16	*277317*
M1	Other Measures of Library Use	Hot spot Circulation	*# of Hotspots circulating*
M2	Use Statistics	182	*20*
M1	Other Measures of Library Use	Do you have a Facebook page?	*Hotspot Circulation*
M2	Use Statistics	Yes	*162*
M1	Other Measures of Library Use	How many Facebook followers do you have?	*How many groups use Library meeting rooms?*
M2	Use Statistics	17,105	*1923*
M1	Other Measures of Library Use	Which social media platforms does your library use?	*How many passive programs does your library offer?*
M2	Use Statistics	Facebook, Twitter, Tumblr, Instagram, LinkedIn, Pinterest, Good Reads, YouTube	*216*

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	1,102	*1,053*
N2	Nonprint	440	*862*
N3	Total (N1 + N2):	1,542	*1,915*

Borrowed From

N4	Print	524	*1,435*
N5	Nonprint	249	*480*
N6	Total (N4 + N5):	773	*1,915*

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 that one category. Do not include passive programming.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	293	*286*
O2	All Branches	365	*343*
O3	Bookmobile/Outreach	1,395	*1,486*
O4	Total (O1 + O2 + O3)	2,053	*2,115*

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	6,621	*6,501*
O6	All Branches	7,318	*17,670*
O7	Bookmobile/Outreach	18,557	*18,634*
O8	Total (O5 + O6 + O7)	32,496	*42,805*

Elementary School - *number of programs*

O17	Main Library	54	*38*
O18	All Branches	99	*126*
O19	Bookmobile/Outreach	360	*372*
O20	Total (O17 + O 18 + O19)	513	*536*

Elementary School - *number of attendees*

O21	Main Library	1,563	*1,283*
O22	All Branches	1,865	*2,649*
O23	Bookmobile/Outreach	7,557	*7,787*
O24	Total (O21 + O22 + O23)	10,985	*11,719*

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

O25	Main Library	66	*36*
O26	All Branches	130	*163*
O27	Bookmobile/Outreach	17	*6*
O28	Total (O25 + O26 + O27)	213	*205*

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

O29	Main Library	690	*408*
O30	All Branches	1,080	*1,525*
O31	Bookmobile/Outreach	533	*361*
O32	Total (O29 + O30 + O31)	2,303	*2,294*

Adult Programs - *number of programs*

O33	Main Library	337	*364*
O34	All Branches	597	*642*
O35	Bookmobile/Outreach	106	*80*
O36	Total (O33 + O34 + O35)	1,040	*1,086*

Adult Programs - *number of attendees*

O37	Main Library	12,869	*13,692*
O38	All Branches	7,557	*8,898*
O39	Bookmobile/Outreach	1,853	*1,744*

O40	Total (O37 + O38 + O39)	22,279		*24,334*

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

O41	Main Library	103		*134*
O42	All Branches	100		*144*
O43	Bookmobile/Outreach	222		*139*
O44	Total (O41 + O42 + O43)	425		*417*

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

O45	Main Library	8,842		*9,999*
O46	All Branches	4,053		*6,441*
O47	Bookmobile/Outreach	6,916		*11,841*
O48	Total (O45 + O46 + O47)	19,811		*28,281*

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	853		*858*
O50	All Branches (O2 + O18 + O26 + O34 + O42)	1,291		*1,418*
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	2,100		*2,083*
O52	Total (O4 + O20 + O28 + O36 + O44)	4,244		*4,359*

Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	30,585		*31,883*
O54	All Branches (O6 + O22 + O30 + O38 + O46)	21,873		*37,183*
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	35,416		*40,367*
O56	Total (O8 + O24 + O32 + O40 + O48)	87,874		*109,433*

Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work	0		*Who Are You?: The Kids' Guide to Gender Identity*
P2	Type of Work			*Book*
P3	Grounds for Challenge			*Other*
P4	Initiator of Challenge			*Patron*
P5	Status of Material			*Material(s) Retained*
				Customer had

objections to "The whole premise of the book."

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	146	*146*
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	13,980	*13,009*
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	*Yes*
Q4	Wireless Sessions - Annually	103,065	*89,518*
Q5	Website Visits	1,464,811	*3,124,206*

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 continues to provide excellent service to the public by constantly monitoring changes, or improvements to evaluate and re-evaluate internal processes and procedures. Staff work continuously at cleaning and deleting, as necessary, collection and customer data in our ILS. The rising cost of healthcare and retirement continues to be an ongoing concern so we are always on the lookout for alternative forms of revenue. To that end, we became a passport acceptance agency during this fiscal year. Most of the staff at our Scheben Branch are trained in the passport acceptance procedure and this has become a very popular service generating revenue for the Library. Several Capital Projects took place in FY2019. Much of our work centered on the construction of the new branch in Hebron which opened July 29, 2019. During FY2018, BCPL placed a down payment on a new Bookmobile to replace our aging bookmobile. This bookmobile was received, the balance paid for, and put into service in September 2018. The old bookmobile was sold. We upgraded the access controls and security system at all locations. Two locations, the Main Library and the Scheben Branch, received new flooring in the Family Activity centers. The Main Library had HVAC work completed, replacing a hot water heater and updating the HVAC controls. In addition, we installed compact shelving at the Main Library to assist with storage of local history archival items. This was a recommendation made in the FY2018 NEH Collection Assessment Grant. Also at the Main Library, we converted a computer lab into a community art gallery. All windows at the Main Library had UV filters installed. At the Walton Branch we completed a mini rehab of the interior and the exterior. The building was painted and power washed and the landscaping was updated. The interior was also painted, the bathrooms remodeled and a study room was added. The HVAC controls were updated at the Walton Branch. At the

Florence Branch, the roof was replaced, an electronic marquee sign was installed, and two study rooms were added. At the Scheben Branch, the HVAC system was replaced and HVAC controls updated. The Public Relations Department continues to work on original content creation through blogs and videos. Through their work, BCPL's Facebook page has more followers than any other public library in Kentucky. They continue to see a high level of engagement on all social media platforms BCPL usesâ€"Facebook, Twitter, Instagram, LinkedIn, YouTube, Good Reads, Pinterest, and Tumblr. The IT Department implemented two new software systems in FY2019â€"Communico and Hippo. Communico handles the events calendar, meeting room reservations, and digital signage for the system. Hippo is a facilities software to help track age of facility components, repairs, facility inventory, and preventative maintenance. At the suggestion of our IT Department, we added a cybersecurity policy to our insurance. Our strategic plan emphasizes lifelong learning opportunities for early childhood and retired adults; and local history research and programs. We have continued to expand our offerings to the educational community and strengthened our partnerships with Boone County Parks, Boone County Early Childhood Fund, Boone County Early Childhood Council, Boone County Schools and Walton Verona Schools during this past fiscal year. Our strategic plan also emphasizes the customer experience. As part of enhancing the experience we hosted the traveling exhibit, Hands On Harley Davidson, a STEM exhibit for children. BCPL continues to offer enhanced early childhood storytimes to help prepare children for kindergarten. In addition, several Youth Services Staff are trained as ASQ (Ages and Stages Questionnaire) Evaluators. This helps parents/caregivers to know if their child is at a developmentally appropriate level. For any concerns found during the ASQ evaluation, staff can make the appropriate referrals. Adult programming staff offered a series of programs about travel and several healthy living programs targeting retired adults. The IT, Collection Services, and Local History Departments are working on a project to merge several files into one African American History database. This will go live in FY2020. BCPL's Local History Department hosted the first annual Borderlands Conference. This brought 70 people from around the region to talk about slavery, Underground Railroad topics, and African American History. They completed the National Parks Service Network to Freedom Grant. This grant assessed BCPL's African American Research Collection and created curriculum content for k-12 teachers to use in the classroom. It includes a five-day lesson plan with associated lectures, discussion questions, activities, and reading lists about the Underground Railroad. FY2019 was a busy year. We look forward to the next year. ""

Response has been entered.

Board Policies (T1 - T10)

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

| T1 | Board Reimbursement of Expense Policy | Yes | | Yes |
| T2 | Conflict of Interest Policy | Yes | | Yes |

T3	Ethics Policy	Yes	Yes
T4	Fiscal Responsibility Policy	Yes	Yes
T5	Investment Policy	Yes	Yes
T6	Open Records Policy	Yes	Yes
T7	Procurement Code Policy	Yes	Yes
T8	Sponsorship Policy	Yes	Yes
T9	Trustee Orientation Policy	Yes	Yes
T10	Whistleblower Policy	Yes	Yes

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

Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.