

Boone County Public Library District 2011 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

A1	County	Boone
A2	Estimated Population	118,811
A3	Library Name	Boone County Public Library District
Street Address		
A4	Street Address	1786 Burlington Pike
A5	City	Burlington
A6	Zip Code	41005
A7	Zip4	9557
Mailing Address		
A8	Mailing Address	1786 Burlington Pike
A9	City	Burlington
A10	Zip Code	41005
A11	Zip4	9557
A12	Phone	8593422665
A13	Web Address	www.bcpl.org
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	5.00
A15	Personal	5.00
A16	Motor Vehicle/Water Craft	3.00

Operating Revenue (B1 - B24)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C37. 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.

Local Government Revenue

B1	Library Tax	\$6,967,557
B2	Other	\$0
B3	Local Government Revenue Total (B1 + B2):	\$6,967,557

State Government Revenue

B4	State Aid Grant	\$48,396
B5	Headquarters Grant	\$0
B6	Construction Debt-Assistance Grant	\$0
B7	Institutions Grant	\$0
B8	Kentucky Talking Book Library Grant	\$0

B9	Other State Government Revenue	\$20,000
B10	State Government Revenue Total (sum B4 through B9)	\$68,396
Federal Government Revenue		
B11	Library Technology Automation Grant	\$0
B12	Library Technology Innovation Grant	\$0
B13	Library Assistive Technology Grant	\$0
B14	Library Technology Equipment Grant	\$0
B15	Kentucky Talking Book Library Grant	\$0
B16	Prime Time Family Reading Time	\$0
B17	Live Homework Help Grant	\$0
B18	Continuing Education Grant	\$3,380
B19	Library Programming Grant	\$3,772
B20	Public Library Workforce Grant	\$0
B21	Other Federal Government Revenue	\$25,750
B22	Federal Government Revenue Total (sum B11 through B21)	\$32,902
B23	Other Operating Revenue	\$218,158
B24	Total Operating Revenue (B3+B10+B22+B23):	\$7,287,013

Operating Expenditures (C1 - C38)

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

Collection Expenditures

C1	Print Materials	\$514,575
C2	Electronic Materials Expenditures	\$20,000
C3	Audiovisual Materials	\$233,991
C4	Databases	\$93,313
C5	Other Library Materials	\$103,011
C6	Collection Expenditures Total (C1 through C5)	\$964,890

Salary Expenditures

C7	Library Director	\$99,593
C8	Other Certified Library Personnel	\$1,359,089

C9	Other Non-Certified Library Personnel	\$2,052,076
C10	Salary Expenditures Total (C7 + C8 + C9)	\$3,510,758
Fringe Benefits		
C11	Required Fringe Benefits	\$276,938
C12	Retirement (Employer's Share)	\$444,900
C13	Medical Insurance (Employer's Share)	\$511,999
C14	Other	\$4,112
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$1,237,949
C16	Total Staff Expenditures (C10 + C15)	\$4,748,707
Other Operations		
C17	Building Repair	\$51,612
C18	Building Maintenance	\$248,678
C19	Telephone Voice Line(s) Only	\$20,413
C20	Office Supplies, Program Supplies, Postage	\$79,752
C21	Insurance	\$38,527
C22	Public Relations	\$76,217
C23	Utilities	\$232,187
C24	Professional Fees	\$152,811
C25	Audit Fee	\$6,000
C26	Fiscal Year that Audit Covers	FY 2009-2010
C27	Repair and Replacement of Furnishings	\$10,166
C28	Other	\$124,199
C29	Specify	programming, resource sharing, grants
C30	Other	\$43,760
C31	Specify	auto lease, travel, misc.
C32	Total Other Operating Expenditures (C17 + C18 + C19 + C20 + C21 + C22 + C23 + C24 + C25 + C27 + C28 + C30)	\$1,084,322
C33	Bookmobile/Extended Services	\$18,924
C34	Continuing Education	\$45,854
C35	Operating Expenditures for Electronic Access	\$265,206
C36	Total Operating Expenditures (C6 + C16 + C32 + C33 + C34 + C35):	\$7,127,903

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

C37 Capital Outlay
Expenditures

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

C38a	Local - Capital Revenue	\$1,659,120
C38b	State - Capital Revenue	\$0
C38c	Federal - Capital Revenue	\$0
C38d	Other - Capital Revenue	\$0
C38	Total Capital Revenue (C38a through C38d)	\$1,659,120

Branch Libraries (E1- E18)

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.

E1	Branch Library Name	Scheben Branch
E2	Street Address	8899 U.S. 42
E3	City	Union
E4	Zip Code	41091
E5	Zip4	7644
E6	Phone	(859) 342 2665
E7	Fax	(859) 384 5557
E8	Square Footage	35,000
E9	Meeting Room Square Footage	3,065
E10	Number of Groups Using Meeting Room	153
E11	Number of Meetings Held	380
E12	Library Visits	197,791

E13	Number of Registered Borrowers	29,977
E14	Users of Public Internet Computers per Year	71,136
E15	Reference Transactions	34,891
E16a	Sunday Opening Time	1:00 pm
E16b	Sunday Closing Time	5:00 pm
E16c	Hours	4.00
E16d	Monday Opening Time	9:00 am
E16e	Monday Closing Time	9:00 pm
E16f	Hours	12.00
E16g	Tuesday Opening Time	9:00 am
E16h	Tuesday Closing Time	9:00 pm
E16i	Hours	12.00
E16j	Wednesday Opening Time	9:00 am
E16k	Wednesday Closing Time	9:00 pm
E16l	Hours	12.00
E16m	Thursday Opening Time	9:00 am
E16n	Thursday Closing Time	9:00 pm
E16o	Hours	12.00
E16p	Friday Opening Time	9:00 am
E16q	Friday Closing Time	9:00 pm
E16r	Hours	12.00
E16s	Saturday Opening Time	9:00 am
E16t	Saturday Closing Time	5:00 pm
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Florence Branch
E2	Street Address	7425 U.S. 42
E3	City	Florence
E4	Zip Code	41042
E5	Zip4	1994
E6	Phone	(859) 342 2665
E7	Fax	(859) 371 0037
E8	Square Footage	12,765
E9	Meeting Room Square Footage	900
E10	Number of Groups Using Meeting Room	53
E11	Number of Meetings Held	124
E12	Library Visits	311,986
E13	Number of Registered Borrowers	24,870
E14	Users of Public Internet Computers per Year	40,173
E15	Reference Transactions	19,919

E16a	Sunday Opening Time	1:00 pm
E16b	Sunday Closing Time	5:00 pm
E16c	Hours	4.00
E16d	Monday Opening Time	9:00 am
E16e	Monday Closing Time	9:00 pm
E16f	Hours	12.00
E16g	Tuesday Opening Time	9:00 am
E16h	Tuesday Closing Time	9:00 pm
E16i	Hours	12.00
E16j	Wednesday Opening Time	9:00 am
E16k	Wednesday Closing Time	9:00 pm
E16l	Hours	12.00
E16m	Thursday Opening Time	9:00 am
E16n	Thursday Closing Time	9:00 pm
E16o	Hours	12.00
E16p	Friday Opening Time	9:00 pm
E16q	Friday Closing Time	6:00 pm
E16r	Hours	9.00
E16s	Saturday Opening Time	9:00 am
E16t	Saturday Closing Time	5:00 pm
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Lents Branch
E2	Street Address	3215 Cougar Path
E3	City	Hebron
E4	Zip Code	41048
E5	Zip4	9642
E6	Phone	(859) 342 2665
E7	Fax	(859) 586 8215
E8	Square Footage	6,100
E9	Meeting Room Square Footage	500
E10	Number of Groups Using Meeting Room	34
E11	Number of Meetings Held	68
E12	Library Visits	63,856
E13	Number of Registered Borrowers	12,400
E14	Users of Public Internet Computers per Year	11,858
E15	Reference Transactions	7,581
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 am
E16e	Monday Closing Time	9:00 am

E16f	Hours	12.00
E16g	Tuesday Opening Time	9:00 am
E16h	Tuesday Closing Time	9:00 am
E16i	Hours	12.00
E16j	Wednesday Opening Time	9:00 am
E16k	Wednesday Closing Time	9:00 pm
E16l	Hours	12.00
E16m	Thursday Opening Time	9:00 am
E16n	Thursday Closing Time	9:00 pm
E16o	Hours	12.00
E16p	Friday Opening Time	9:00 am
E16q	Friday Closing Time	6:00 pm
E16r	Hours	9.00
E16s	Saturday Opening Time	9:00 am
E16t	Saturday Closing Time	5:00 pm
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Chapin Memorial Library
E2	Street Address	6517 Market Street
E3	City	Petersburg
E4	Zip Code	41080
E5	Zip4	8727
E6	Phone	(859) 342 2665
E7	Fax	(859) 689 4313
E8	Square Footage	1,200
E9	Meeting Room Square Footage	0
E10	Number of Groups Using Meeting Room	0
E11	Number of Meetings Held	0
E12	Library Visits	7,980
E13	Number of Registered Borrowers	446
E14	Users of Public Internet Computers per Year	4,006
E15	Reference Transactions	615
E16a	Sunday Opening Time	NA
E16b	Sunday Closing Time	NA
E16c	Hours	0.00
E16d	Monday Opening Time	NA
E16e	Monday Closing Time	NA
E16f	Hours	0.00
E16g	Tuesday Opening Time	12:00 pm
E16h	Tuesday Closing Time	8:00 pm
E16i	Hours	8.00

E16j	Wednesday Opening Time	10:00 am
E16k	Wednesday Closing Time	6:00 pm
E16l	Hours	8.00
E16m	Thursday Opening Time	12:00 pm
E16n	Thursday Closing Time	8:00 pm
E16o	Hours	8.00
E16p	Friday Opening Time	12:00 pm
E16q	Friday Closing Time	6:00 pm
E16r	Hours	6.00
E16s	Saturday Opening Time	10:00 am
E16t	Saturday Closing Time	5:00 pm
E16u	Hours	7.00
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Walton Branch
E2	Street Address	21 South Main
E3	City	Walton
E4	Zip Code	41094
E5	Zip4	1135
E6	Phone	(859) 342 2665
E7	Fax	(859) 485 7049
E8	Square Footage	9,400
E9	Meeting Room Square Footage	500
E10	Number of Groups Using Meeting Room	20
E11	Number of Meetings Held	29
E12	Library Visits	42,432
E13	Number of Registered Borrowers	6,949
E14	Users of Public Internet Computers per Year	18,720
E15	Reference Transactions	11,555
E16a	Sunday Opening Time	N/A
E16b	Sunday Closing Time	N/A
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 am
E16e	Monday Closing Time	9:00 pm
E16f	Hours	12.00
E16g	Tuesday Opening Time	9:00 am
E16h	Tuesday Closing Time	9:00 pm
E16i	Hours	12.00
E16j	Wednesday Opening Time	9:00 am
E16k	Wednesday Closing Time	6:00 pm
E16l	Hours	9.00
E16m	Thursday Opening Time	9:00 am

E16n	Thursday Closing Time	6:00 pm
E16o	Hours	9.00
E16p	Friday Opening Time	9:00 am
E16q	Friday Closing Time	6:00 pm
E16r	Hours	9.00
E16s	Saturday Opening Time	9:00 am
E16t	Saturday Closing Time	5:00 pm
E16u	Hours	8.00
E17.3	Number of Weeks Branch Library is Open	52
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	302.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	260.00
E18	Number of Branches	5
E19	Total Annual Hours Open	15,704.00

Outreach Vehicles (F1 - F5)

An outreach vehicle is a vehicle owned by the library 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. **Do not include privately owned vehicles.**

F1	License Number	M1863
F2	Vehicle Year, Make, and Model	2004 Chev G30 Cargo Van
F3	Mileage on Odometer	135,506
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	7
F1	License Number	M7234
F2	Vehicle Year, Make, and Model	2005 Thomas Buss
F3	Mileage on Odometer	27,332
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	12

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 - Count only the hours during which the bookmobile is open to the public

G1	License Number	N/A
G2	Serial Number	N/A
G3	Year	N/A
G4	Owner of Vehicle	
G5	Bookmobile Visits (number of persons entering the bookmobile)	0
G6	Number of Registered Borrowers	0
G7	Users of Public Internet Computers per Year	0
G8	Reference Transactions	0
G9a	Sunday Opening Time	0
G9b	Sunday Closing Time	0
G9c	Hours	0.00
G9d	Monday Opening Time	0
G9e	Monday Closing Time	0
G9f	Hours	0.00
G9g	Tuesday Opening Time	0
G9h	Tuesday Closing Time	0
G9i	Hours	0.00
G9j	Wednesday Opening Time	0
G9k	Wednesday Closing Time	0
G9l	Hours	0.00
G9m	Thursday Opening Time	0
G9n	Thursday Closing Time	0
G9o	Hours	0.00
G9p	Friday Opening Time	0
G9q	Friday Closing Time	0
G9r	Hours	0.00
G9s	Saturday Opening Time	0
G9t	Saturday Closing Time	0
G9t	Hours	0.00
(G9.1)	Metro Status Code (hidden)	
(G9.2)	Outlet Type Code (hidden)	
G9.3	Number of Weeks Bookmobile is Open	0

G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9c + G9f + G9i + G9l + G9o + G9r + G9t)	0.00
G11	Number of Bookmobiles	0

Main Library (H1 - H18)

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
H2	Street Address	1786 Burlington Pike
H3	City	Burlington
H4	Zip Code	41005
H5	Zip4	9557
H6	Phone	8593422665
H7	Fax	8596890435
H8	Square Footage	75,000
H9	Meeting Room Square Footage	6,190
H10	Number of Groups Using Meeting Room	314
H11	Number of Meetings Held	735
H12	Library Visits	464,406
H13	Number of Registered Borrowers	22,763
H14	Users of Public Internet Computers per Year	91,182
H15	Reference Transactions	75,381
Hours Open to the Public		
H16a	Sunday Opening Time	1:00 pm
H16b	Sunday Closing Time	5:00 pm
H16c	Hours	4.00
H16d	Monday Opening Time	9:00 am
H16e	Monday Closing Time	9:00 pm
H16f	Hours	12.00
H16g	Tuesday Opening Time	9:00 am
H16h	Tuesday Closing Time	9:00 pm
H16i	Hours	12.00
H16j	Wednesday Opening Time	9:00 am
H16k	Wednesday Closing Time	9:00 pm
H16l	Hours	12.00
H16m	Thursday Opening Time	9:00 am
H16n	Thursday Closing Time	9:00 pm
H16o	Hours	12.00

H16p	Friday Opening Time	9:00 am
H16q	Friday Closing Time	9:00 pm
H16r	Hours	12.00
H16s	Saturday Opening Time	9:00 am
H16t	Saturday Closing Time	5:00 pm
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	72.00
H18	Number of Weeks Main Library is Open	52

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	75,000
I2	Branch Libraries (sum of E8 branch data)	64,465
I3	Total (I1 + I2)	139,465

Meeting Room Square Footage

I4	Main Library (from H9)	6,190
I5	Branch Libraries (sum of E9 branch data)	4,965
I6	Total (I4 + I5)	11,155

No. of Groups Using Meeting Room

I7	Main Library (from H10)	314
I8	Branch Libraries (sum of E10 branch data)	260
I9	Total (I7 + I8)	574

Number of Meetings Held

I10	Main Library (from H11)	735
I11	Branch Libraries (sum of E11 branch data)	601
I12	Total (I10 + I11)	1,336

Library Visits

I13	Main Library (from H12)	464,406
I14	Branch Libraries (sum of E12 branch data)	624,045
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	1,088,451

Number of Registered Borrowers

I17	Main Library (from H13)	22,763
I18	Branch Libraries (sum of E13 branch data)	74,642
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	97,405

Users of Public Internet Computers per Year

I21	Main Library (from H14)	91,182
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I22	Branch Libraries (sum of E14 branch data)	145,893
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	237,075
Reference Transactions		
I25	Main Library (from H15)	75,381
I26	Branch Libraries (sum of E15 branch data)	74,561
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	149,942
Public Service Hours per Year		
I29	Main Library (H17 * H18)	3,744.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	15,704.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00
I32	Total (I29 + I30 + I31)	19,448.00

Library Staff (J1- J09)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

Librarians are defined as persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

J1	Number of Librarians with an ALA Accredited Master's Degree in Library Science	31
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	0
J3	Number of Librarians with a Master's Degree NOT in Library Science	2
J4	Number of Librarians with a Bachelor's Degree in Library Science	0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	1
J6	Number of Librarians with Less Than a Bachelor's Degree	0

J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	34.00
J8	All Other Paid Staff	80
J9	Total Paid Employees (J7 + J8):	114.00

Library Collection (K1 -K17)

Book Collection

K1	Adult Fiction	80,401
K2	Adult Nonfiction	127,260
K3	Juvenile Fiction	120,928
K4	Juvenile Nonfiction	55,338
K5	Total (K1 + K2 + K3 + K4)	383,927

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	6,342
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Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region.** A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions, K8.** Each database is counted individually even if access to several databases is supported through the same vendor interface.

Licensed Databases

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface.

K7a	Local	51
K7b	State (State Government or State Library) ** Include 30 KYVL databases **	49
K7c	Other Cooperative Agreements (or Consortia) within State or Region	0
K7	Total Licensed Databases (K7a+K7b+K7c)	100
K9	Audio - Physical Units	31,059
K10	Audio - Downloadable Titles	5,779
K13	Video - Physical Units	54,871
K14	Video - Downloadable Titles	1,206

Serial Subscriptions

K16	Current Print Serial Subscriptions	755
K17	Book/Serial Volumes (K5 + K16)	384,682

Circulation (L1 - L52)

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.

Book Circulation Adult Fiction

L1	Main Library	109,676
L2	All Branches	149,203
L3	Bookmobile/Outreach	33
L4	Total (L1 + L2 + L3)	258,912

Book Circulation Adult Nonfiction

L5	Main Library	97,421
L6	All Branches	114,528
L7	Bookmobile/Outreach	687
L8	Total (L5 + L6+ L7)	212,636

Book Circulation Juvenile Fiction

L9	Main Library	229,720
L10	All Branches	251,220
L11	Bookmobile/Outreach	32,991
L12	Total (L9 + L10+ L11)	513,931

Book Circulation Juvenile Nonfiction

L13	Main Library	45,419
L14	All Branches	59,395
L15	Bookmobile/Outreach	3,330
L16	Total (L13 + L14 + L15)	108,144

Book Circulation Total:

L17	Main Library (L1 + L5 + L9 + L13)	482,236
L18	All Branches (L2 + L6 + L10 + L14)	574,346
L19	Bookmobile/Outreach (L3 + L7 + L11 + L15)	37,041
L20	Total (L4 + L8 + L12+ L16)	1,093,623

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	41,656
L22	All Branches	40,619
L23	Bookmobile/Outreach	783
L24	Total (L21 + L22 + L23)	83,058

Audiovisual Circulation Other Audio

L25	Main Library	80,245
L26	All Branches	49,476
L27	Bookmobile/Outreach	2,198
L28	Total (L25 + L26 + L27)	131,919

Audiovisual Circulation Videos

L29	Main Library	178,662
L30	All Branches	202,127
L31	Bookmobile/Outreach	232
L32	Total (L29 + L30 + L31)	381,021

Audiovisual Circulation Other

L33	Main Library	16,742
L34	All Branches	18,593
L35	Bookmobile/Outreach	2
L36	Total (L33 + L34 + L35)	35,337

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	317,305
L38	All Branches (L22 + L26 + L30 + L34)	310,815
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	3,215
L40	Total (L24 + L28 + L32 + L36)	631,335

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	8,748
L42	All Branches	6,934
L43	Bookmobile/Outreach	75
L44	Total (L41 + L42 + L43)	15,757

Total Circulation

L45	Main Library (L17 + L37 + L41)	808,289
L46	All Branches (L18 + L38 + L42)	892,095
L47	Bookmobile/Outreach (L19 + L39 + L43)	40,331
L48	Total (L20 + L40 + L44)	1,740,715

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)

L49	Main Library	375,614
L50	All Branches	409,772
L51	Bookmobile/Outreach	39,477
L52	Total (L49 + L50 + L51)	824,863

In-house Library Use (M1 - M4)

This is a measure of all items used within the library but not checked out. Count all material that was looked at or used even

if the patron was unsuccessful in finding the information desired. In-house use, like circulation, measures activity for the full fiscal year. Use may be determined by gathering statistics for a 'typical week' and then multiplying by the number of weeks open. Please provide the best count possible.

M1	Main Library	43,884
M2	All Branches	49,555
M3	Bookmobile	0
M4	Total (M1 + M2 + M3)	93,439

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	3,435
N2	Nonprint	925
N3	Total (N1 + N2):	4,360

Borrowed From

N4	Print	2,549
N5	Nonprint	718
N6	Total (N4 + N5):	3,267

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.

Infant/Toddler - *number of programs*

O1	Main Library	242
O2	All Branches	187
O3	Bookmobile/Outreach	701
O4	Total (O1 + O2 + O3)	1,130

Infant/Toddler - *number of attendees*

O5	Main Library	6,071
O6	All Branches	3,633
O7	Bookmobile/Outreach	6,442
O8	Total (O5 + O6 + O7)	16,146

Preschool - *number of programs*

O9	Main Library	104
O10	All Branches	242
O11	Bookmobile/Outreach	1,104
O12	Total (O9 + O10 + O11)	1,450

Preschool - *number of attendees*

O13	Main Library	2,423
O14	All Branches	3,759
O15	Bookmobile/Outreach	13,781
		19,963

O16	Total (O13 + O14 + O15)	
Elementary School - <i>number of programs</i>		
O17	Main Library	96
O18	All Branches	155
O19	Bookmobile/Outreach	102
O20	Total (O17 + O 18 + O19)	353

Elementary School - *number of attendees*

O21	Main Library	2,239
O22	All Branches	2,615
O23	Bookmobile/Outreach	1,493
O24	Total (O21 + O22 + O23)	6,347

Young Adult (age 13 and older) - *number of programs*

O25	Main Library	139
O26	All Branches	185
O27	Bookmobile/Outreach	2
O28	Total (O25 + O26 + O27)	326

Young Adult (age 13 and older) - *number of attendees*

O29	Main Library	1,449
O30	All Branches	1,565
O31	Bookmobile/Outreach	28
O32	Total (O29 + O30 + O31)	3,042

Other Children's Programs - *number of programs*

O33	Main Library	47
O34	All Branches	109
O35	Bookmobile/Outreach	61
O36	Total (O33 + O34 + O35)	217

Other Children's Programs - *number of attendees*

O37	Main Library	5,493
O38	All Branches	4,814
O39	Bookmobile/Outreach	1,217
O40	Total (O37 + O38 + O39)	11,524

Other Programs - *number of programs*

O41	Main Library	852
O42	All Branches	447
O43	Bookmobile/Outreach	11
O44	Total (O41 + O42 + O43)	1,310

Other Programs - *number of attendees*

O45	Main Library	9,021
O46	All Branches	7,310
O47	Bookmobile/Outreach	206
O48	Total (O45 + O46 + O47)	16,537

Total Number Of Programs:

O49	Main Library (O1 + O9 + O17 + O25 + O33 + O41)	1,480
O50	All Branches (O2 + O10 + O18 + O26 + O34 + O42)	1,325

O51	Bookmobile/Outreach (O3 + O11 + O19 + O27 + O35 + O43)	1,981
O52	Total (O4 + O12 + O20 + O28 + O36 + O44)	4,786
Total Program Attendance:		
O53	Main Library (O5 + O13 + O21 + O29 + O37 + O45)	26,696
O54	All Branches (O6 + O14 + O22 + O30 + O38 + O46)	23,696
O55	Bookmobile/Outreach (O7 + O15 + O23 + O31 + O39 + O47)	23,167
O56	Total (O8 + O16 + O24 + O32 + O40 + O48)	73,559

Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work	Against the Tide
P2	Type of Work	Book
P3	Grounds for Challenge	Sexually Explicit
P4	Initiator of Challenge	Patron
P5	Status of Material	Material(s) Retained
P6	Comments	
P1	Title of Challenged Work	Emerald Sea
P2	Type of Work	Book
P3	Grounds for Challenge	Sexually Explicit
P4	Initiator of Challenge	Patron
P5	Status of Material	Material(s) Stolen/Defaced
P6	Comments	
P1	Title of Challenged Work	Millions
P2	Type of Work	Video
P3	Grounds for Challenge	Sexually Explicit
P4	Initiator of Challenge	Patron
P5	Status of Material	Material(s) Retained
P6	Comments	Retained but moved to adult collection
P1	Title of Challenged Work	Secret of Kells
P2	Type of Work	Video
P3	Grounds for Challenge	Other
P4	Initiator of Challenge	Patron
P5	Status of Material	Material(s) Retained
P6	Comments	Customer complained that it was very 'dark' fantasy
P1	Title of Challenged Work	Up in the Air
P2	Type of Work	Video
P3	Grounds for Challenge	Offensive Language
P4	Initiator of Challenge	Patron
P5	Status of Material	Material(s) Retained
P6	Comments	

P1	Title of Challenged Work	Scars
P2	Type of Work	Book
P3	Grounds for Challenge	Other
P4	Initiator of Challenge	Parent
P5	Status of Material	Material(s) Retained
P6	Comments	Concerned about 'cutting' and self mutilation

Technology (Q1 - Q4)

Q1	Number of Internet Terminals Used by General Public	156
Q2	Number of Computer Terminals Library Has	317
Q3	Number of People Formally Trained by Staff to Use Electronic Resources	700
Q4	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes

Planning and Evaluation (S1)

S1	Describe the current status of your total library program.	<p>Despite the down turn in the economic growth of the county, FY11 was another year of programmatic growth and development for the library. Our circulation is edging closer to the 2 million mark with a year-end circulation of 1,784,760. We have over 1 million visitors showing an increase in visits to Main and a slight decrease in visits to the branches. We will monitor this pattern to determine if it is part of a larger trend or the result of higher gas prices and fewer extraneous trips by households. Web traffic continues to grow as we work to increase our digital holdings. Our electronic book and audio collection grew substantially this year. Our customers have enjoyed increased digital download capabilities through the subscription to Freegal and expanded digital offerings as evidenced by the 20% increase in our circulation of non-print materials. Program attendance for both and adult and youth programs have grown which means that we are doing a good job of tailoring our programming to community interests. Our local history department continues to build our collection of digital materials which is heavily used by the community. Our volunteers have helped tremendously in this effort. Community partnerships remain strong. We continue to partner with neighboring county libraries to create a One Book, One Community discussion. The FY11 community discussion event was the most successful one to date due to the selection of a compelling title that spoke to a broad intergenerational cross-section of the community. In addition to being the lead agency for early literacy in the Boone County Success by Six United Way efforts, we provide training and materials to teachers and daycare/preschool centers. We have partnered with the Boone County School District to expand the school free lunch program during the summer offering our most urban branch as a site to host the free lunch program for kids. Through this partnership with the schools, we have fed an average of 68 kids per week this summer through this program. We offer a 'great book giveaway' to community teachers giving them the opportunity to select free withdrawn materials to make available in their class room prior to these items being offered to the community at our biannual book sale. This year we conducted our first ever materials inventory allowing us to reconcile our actual holding with our Polaris system. This has provided us with a more accurate picture of our inventory. As a result we have purged bibliographic records from the system for materials no longer available which will create far less frustration for customers in their ability to find materials in the collection; and we will not pay to upload bibliographic records in to the cooperative cataloging system for materials no longer in the collection.</p>
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In this time of diminishing resources we continue to focus on how to work smarter and ensure that we are maximizing our resources. We implemented a process review of our Technical Services Department. As a result we identified and implemented several cost savings measures in our work flow processing. Technical competencies were developed this year and all staff was tested against these standards; this provided us with base-line information on future workforce training needs. Over all, another very busy year for the library and staff as indicated by the statistics in this report.

Personnel Policies (T1 - T20)

Click on the check box if your policy has gone before the board for review in the last five years

T1	Breaks	Yes
T2	Disabilities or ADA	No
T3	Evaluations	Yes
T4	Grievance Procedures	Yes
T5	Health/Other Insurance	Yes
T6	Hiring	Yes
T7	Holidays	Yes
T8	Inclement Weather	Yes
T9	Job Descriptions	Yes
T10	Lateness	Yes
T11	Family Medical Leave Act (FMLA)	Yes
T12	Overtime	Yes
T13	Retirement	Yes
T14	Salary Payment	Yes
T15	Sexual Harassment	Yes
T16	Sick Leave	Yes
T17	Termination	Yes
T18	Unpaid Leave	Yes
T19	Vacation Leave	Yes
T20	Workweek	Yes

Library Operation Policies (U1 - U16)

Click on the check box if your policy has gone before the board for review in the last five years

U1	Building Operation	No
U2	Circulation	Yes
U3	Collection Management	Yes
U4	Computer Use	No
U5	Copyright	No
U6	Displays	No
U7	Genealogy	No
U8	Gifts and Appraisal	Yes
U9	Interlibrary Cooperation	Yes
U10	Internet Use	Yes
U11	Material Selection/Complaints	Yes
U12	Meeting Room	Yes
U13	Problem Patron	No
U14	Record Retention	Yes

U15	Library Board	Yes
U16	What level of Kentucky Library Standards have you received?	Enhanced

Current Library Board Membership (V1 - V6)

Designated Day and Time for Monthly Board Meeting:

V1.1	Day	Thursday
V1.2	Week	Third Week
V1.3	Time	4:00 PM - 4:30 PM

President or Chair

V2.1	Name:	Pamela Goetting
V2.2	P.O. Box or Street:	2081 Treetop Ln
V2.3	City:	Hebron
V2.4	Zip:	41048
V2.5	Phone:	(859) 586-7881
V2.6	Term Expires (MM/DD/YYYY):	6/30/12
V2.7	Term	First Term
V2.8	Number of Regularly Scheduled Board Meetings Attended	12
V2.9	Number of Library Related Professional Conferences and or Workshops Attended	1

Vice President or Vice Chair

V3.1	Name:	Nancy Grayson
V3.2	P.O. Box or Street:	506 Savannah Dr
V3.3	City:	Walton
V3.4	Zip:	41094
V3.5	Phone:	(859) 485-2232
V3.6	Term Expires (MM/DD/YYYY):	6/30/13
V3.7	Term	First Term
V3.8	Number of Regularly Scheduled Board Meetings Attended	10
V3.9	Number of Library Related Professional Conferences and or Workshops Attended	0

Secretary

V4.1	Name:	Chris Grubbs
V4.2	P.O. Box or Street:	14136 Brown Rd
V4.3	City:	Verona
V4.4	Zip:	41092
V4.5	Phone:	(859) 485-4866
V4.6	Term Expires (MM/DD/YYYY):	6/30/13

V4.7 Term First Term

V4.8 Number of Regularly Scheduled Board Meetings Attended 10

V4.9 Number of Library Related Professional Conferences and or Workshops Attended 0

Treasurer

V5.1 Name: Jim Henning

V5.2 P.O. Box or Street: 8742 Rosebrook Dr.

V5.3 City: Florence

V5.4 Zip: 41042

V5.5 Phone: (859) 746-8742

V5.6 Term Expires (MM/DD/YYYY): 6/30/12

V5.7 Term First Term

V5.8 Number of Regularly Scheduled Board Meetings Attended 11

V5.9 Number of Library Related Professional Conferences and or Workshops Attended 0

Member

V6.1 Name: Barbra Bardes

V6.2 P.O. Box or Street: 10,000 Lower River Road

V6.3 City: Burlington

V6.4 Zip: 41005

V6.5 Phone: (859) 689-5515

V6.6 Term Expires (MM/DD/YYYY): 06/30/14

V6.7 Term First Term

V6.8 Number of Regularly Scheduled Board Meetings Attended 10

V6.9 Number of Library Related Professional Conferences and or Workshops Attended 0

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.