

Boone County Public Library District 2021 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	<i>PREVIOUS YEAR</i>
General Information (A1 - A16)			
A1	County	Boone	<i>Boone</i>
A2	Estimated Population	133,581	<i>133,581</i>
A3	Library Name	Boone County Public Library District	<i>Boone County Public Library District</i>
Street Address			
A4	Street Address	1786 Burlington Pike	<i>1786 Burlington 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 Burlington Pike</i>
A9	City	Burlington	<i>Burlington</i>
A10	Zip Code	41005	<i>41005</i>
A12	Phone	(859) 342-2665	<i>(859) 342-</i>

Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. Examples of revenue to be used for major capital expenditures include funds received for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines) or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

E-rate -- If there is an invoice sent to the library that indicates the amount of the e-rate discount (i.e., supported by documentation), then the library can report this as an expenditure under Other Operating Expenditures (Item C29). 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	\$8,765,493	\$8,321,581
B2	Other	\$102,923	\$102,221
B3	Local Government Revenue Total (B1 + B2):	\$8,868,416	\$8,423,802

State Government Revenue

B4	State Aid Grant	\$0	\$40,203
B5	Construction Debt-Assistance Grant	\$0	\$0
B6	Other State		

	Government Revenue	\$0	\$0
B7	State Government Revenue Total (sum B4 through B6)	\$0	\$40,203
Federal: State Aid was zeroed out by the legislatures in the budget.			
Federal Government Revenue			
B11	LSTA CARES Act Grant	\$4,000	
B12	Other Federal Government Revenue	\$269,890	\$86,799
B13	Federal Government Revenue Total (B11 + B12)	\$273,890	\$86,799
Other Operating Income			
B14	Other Operating Revenue	\$151,391	\$910,886
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$9,293,697	\$9,461,690

Operating Expenditures (C1 - C42)

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

Collection Expenditures			
C1	Print Materials	\$359,569	\$535,592
C2	Electronic Materials Expenditures	\$267,280	\$194,950
C3	Audiovisual Materials	\$110,813	\$152,195

C4	Electronic Collections [databases]	\$144,026	\$210,629
C5	Other Library Materials	\$23,172	\$35,705
C6	Collection Expenditures Total (C1 through C5)	\$904,860	\$1,129,071
Salary Expenditures			
C7	Library Director	\$104,032	\$104,032
C8	Other Library Personnel	\$3,436,013	\$4,431,166
C10	Salary Expenditures Total (C7 + C8)	\$3,540,045	\$4,535,198
Fringe Benefits			
C11	Required Fringe Benefits	\$390,615	\$352,274
C12	Retirement (Employer's Share)	\$794,027	\$773,816
C13	Medical Insurance (Employer's Share)	\$471,825	\$492,398
C14	Other	\$3,795	\$11,908
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$1,660,262	\$1,630,396
C16	Total Staff Expenditures (C10 +	\$5,200,307	\$6,165,594

C15)

Other Operations

C17	Building Repair and Maintenance	\$399,971	\$432,246
C20	Office Supplies, Program Supplies, Postage	\$30,347	\$55,012
C21	Insurance	\$62,824	\$61,938
C22	Public Relations	\$87,023	\$75,087
C23	Utilities	\$178,238	\$219,384
C24	Professional Fees (include professional membership fees)	\$91,515	\$101,567
C25	Audit Fee	\$8,200	\$11,355
C26	Fiscal Year that Audit Covers	FY 2019-2020	FY 2018-2019
C27	What year was the library's last long range plan adopted?	2017	2017
C28	Repair and Replacement of Furnishings	\$1,917	\$24,985
C29	Other	\$551,137	\$315,905
C30	Specify	Programming supplies and other associated costs, Postage, Traveling	programming,

		Exhibits, operational supplies such as library cards and bags for sale, lease payments for copiers, printers and hotspots, signage and display fixtures, general miscellaneous expenditures.	<i>resource sharing, grants, telephone</i>
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	\$1,411,172	\$1,297,479
C34	Bookmobile/Extended Services	\$12,469	\$12,105
C35	Continuing Education	\$16,166	\$59,626
C36	Operating Expenditures for Electronic Access	\$295,633	\$290,616
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$7,840,607	\$8,954,491

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	\$544,801	\$1,332,601
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Expenditures

C39	Debt Service	\$0	\$0
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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	\$68,653	\$287,371
C40	Total Capital Revenue (C40a through C40d)	\$68,653	\$287,371
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	No	Yes
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Expenditures		
Bookmobile/Extended Services	No	Yes
Continuing Education	No	Yes
None of the Above	Yes	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	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	Yes
D5	Did the library allow users to complete registration for library cards online without having to come to the library <u>during</u> the Coronavirus (COVID-19) pandemic?	Yes	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	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	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	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?	Yes	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

No

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

D16 Describe the Library's Response to the COVID-19 Pandemic ""While the pandemic has been tough, it has created a path to some innovations that I am excited to see continue. Many positive changes have been made to meet the needs of Boone County, and they are here to stay. In March 2020, when the Library shut its doors, we had to pivot to an all virtual/digital organization to serve the community. In order to provide the Library's resources to those without a library card, we created the Temporary Card. The Temporary Card has gone through several iterations before we landed on the current version and decided the temporary card needed to stay after the pandemic. After all, how many of us needed access to resources after waiting till the last minute on a project. The Temporary Card immediately grants temporary access to digital resources and provides a maximum check-out of 5 physical items at a time. The card expires after 6 months. I have heard from so many people in the community how much curbside has been appreciated during the pandemic. From parents with small children asleep in the back seat to people with mobility issues, this is a service that has been well used. Curbside will continue at the Main Library, Scheben Branch, Florence Branch, Walton Branch, and Chapin

Memorial Library. The Hebron Branch will continue to offer the drive through window and the 24/7 locker system in the vestibule. Virtual Programming has allowed the Library to continue offering lifelong learning activities from home for all ages. In conversations with people in the community, I have discovered that many prefer the virtual programming because they are too tired to visit the Library after a busy day at work. So moving forward, the Library plans to offer both in-person and virtual programming for all ages. When we reopened in May 2020, we could only offer curbside pick-up. Many people told us that they missed browsing the shelves in the library and stumbling upon the next good read. Although BCPL already offered Reading Recommendations, the service grew in popularity. After you complete the form with as much detail as possible, our readers' advisory staff create a personalized reading list for you. Book Bundles offers a similar solution for children and teens. Youth Services staff choose up to ten books for you and your children to enjoy. We discovered that although we are open to the public, Reading Recommendations and Book Bundles remain popular. As we counted down to the start of the 2020/2021 school year, Youth Services staff worked with Boone County middle and high schools offering a card to every student which grants them access to all of the Library's Digital resources. This card belongs to the student until graduation from the school district and allows them access to

Response has been entered.

information and books they need for school. And best of all—there are no fines on digital items or resources. As of the end of the school year, 11,084 Boone County students have student digital access cards. When school resumed in August, many parents and caregivers moved to homeschooling their child(ren). Homeschoolers were using the Book Bundles, but found that it did not fit their needs. So Homeschool Collections were created. A Homeschool Collection is a bundle of children's books and media selected by a BCPL librarian to supplement your curriculum. Collections are available for Boone County homeschoolers and each collection contains up to 20 items to check out for three weeks. The Library has partnered with the City of Florence to create a Wide-Area Mesh Network to get Wi-Fi to households in the community that do not have an internet connection. The first stage of the project called for the Library to bolster the Wi-Fi signal surrounding our six locations by increasing the indoor access points and installing outdoor Wi-Fi access points. Think of each library location sitting in the center of a circle with a 1,000 foot diameter where the secure Wi-Fi network is available. The second stage of the project called for the Library to share this signal with partners in the community. A Wi-Fi access point has been mounted at the Historic Firehouse along with a fiber optic internet line. The Library's circle now touches the circle at the Historic Firehouse, each with a diameter of 1,000 feet. Together these two circles reach about 200

households in the Florence area. The Library has applied for a grant to add more access points throughout the community. Wi-Fi usage increased by 82%. This increase started in February when we completed the upgrade at all locations and added the Wide area mesh network. """"""

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	1,327	<i>1,829</i>

E12	Library Visits	85,394	110,857
E13	Number of Registered Users	23,890	23,444
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	4,407	9,962
E15	Reference Transactions	33,064	50,316
E16a	Sunday Opening Time	1:00 pm	1:00 pm
E16b	Sunday Closing Time	5:00 pm	6:00 pm
E16c	Hours	4.00	5.00
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	8:00 pm	8:00 pm
E16i	Hours	11.00	11.00
E16j	Wednesday Opening Time	9:00 am	9:00 am

E16k	Wednesday Closing Time	8:00 pm	<i>8:00 pm</i>
E16l	Hours	11.00	<i>11.00</i>
E16m	Thursday Opening Time	9:00 am	<i>9:00 am</i>
E16n	Thursday Closing Time	8:00 pm	<i>8:00 pm</i>
E16o	Hours	11.00	<i>11.00</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	9:00 am	<i>10:00 am</i>
E16t	Saturday Closing Time	5:00 pm	<i>6:00 pm</i>
E16u	Hours	8.00	<i>8.00</i>
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	<i>13</i>
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	<i>3</i>

E17.3	Number of Weeks Branch Library is Open	49	36
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	517	<i>493</i>
E12	Library Visits	46,771	<i>90,210</i>
E13	Number of Registered Users	16,752	<i>16,244</i>
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	9,479	<i>19,976</i>
E15	Reference Transactions	30,996	<i>21,132</i>
E16a	Sunday Opening Time	0	<i>1:00 pm</i>

E16b	Sunday Closing Time	0	<i>6:00 pm</i>
E16c	Hours	0.00	<i>5.00</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>8:00 pm</i>
E16i	Hours	9.00	<i>11.00</i>
E16j	Wednesday Opening Time	9:00 am	<i>9:00 am</i>
E16k	Wednesday Closing Time	6:00 pm	<i>8:00 pm</i>
E16l	Hours	9.00	<i>11.00</i>
E16m	Thursday Opening Time	9:00 am	<i>9:00 am</i>
E16n	Thursday Closing Time	6:00 pm	<i>8:00 pm</i>
E16o	Hours	9.00	<i>11.00</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	9:00 am	<i>10:00 am</i>
E16t	Saturday Closing Time	5:00 pm	<i>6:00 pm</i>
E16u	Hours	8.00	<i>8.00</i>
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	<i>13</i>
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	<i>3</i>
E17.3	Number of Weeks Branch Library is Open	49	<i>36</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	150	<i>236</i>
E12	Library Visits	29,098	<i>40,956</i>
E13	Number of Registered Users	6,169	<i>5,926</i>
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	2,361	<i>4,436</i>
E15	Reference Transactions	14,830	<i>26,382</i>
E16a	Sunday Opening Time	0	<i>1:00 pm</i>
E16b	Sunday Closing Time	0	<i>6:00 pm</i>
E16c	Hours	0.00	<i>5.00</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 Time	6:00 pm	<i>6:00 pm</i>
E16l	Hours	9.00	<i>9.00</i>
E16m	Thursday Opening Time	9:00 am	<i>9:00 am</i>
E16n	Thursday Closing Time	6:00 pm	<i>6:00 pm</i>
E16o	Hours	9.00	<i>9.00</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	9:00 am	<i>10:00 am</i>
E16t	Saturday Closing Time	5:00 pm	<i>6:00 pm</i>
E16u	Hours	8.00	<i>8.00</i>

E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	3
E17.3	Number of Weeks Branch Library is Open	49	36
E1	Branch Library Name	Chapin Memorial Library	<i>Chapin Memorial Library</i>
E2	Street Address	6517 Market Street	<i>6517 Market 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	1,177	<i>2,681</i>
E13	Number of Registered Users	415	<i>410</i>

E14	Number of Uses [Sessions] of Public Internet Computers Per Year	392	1,281
E15	Reference Transactions	1,273	508
E16a	Sunday Opening Time	0	0
E16b	Sunday Closing Time	0	0
E16c	Hours	0.00	0.00
E16d	Monday Opening Time	0	12:00 pm
E16e	Monday Closing Time	0	7:00 pm
E16f	Hours	0.00	7.00
E16g	Tuesday Opening Time	11:00 am	12:00 pm
E16h	Tuesday Closing Time	6:00 pm	6:00 pm
E16i	Hours	7.00	6.00
E16j	Wednesday Opening Time	12:00 pm	10:00 am
E16k	Wednesday Closing Time	5:00 pm	6:00 pm
E16l	Hours	5.00	8.00

E16m	Thursday Opening Time	11:00 am	12:00 pm
E16n	Thursday Closing Time	6:00 pm	7:00 pm
E16o	Hours	7.00	7.00
E16p	Friday Opening Time	0	12:00 pm
E16q	Friday Closing Time	0	6:00 pm
E16r	Hours	0.00	6.00
E16s	Saturday Opening Time	0	0
E16t	Saturday Closing Time	0	0
E16u	Hours	0.00	0.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	3
E17.3	Number of Weeks Branch Library is Open	49	36
E1	Branch Library Name	Hebron Branch	Hebron Branch

E2	Street Address	1863 North Bend Road	<i>1863 North Bend Road</i>
E3	City	Hebron	<i>Hebron</i>
E4	Zip Code	41048	<i>41048</i>
E6	Phone	(859) 342-2665	<i>(859) 342-2665</i>
E8	Square Footage	26,000	<i>26,000</i>
E11	Number of Meetings Held	1,098	<i>1,477</i>
E12	Library Visits	42,059	<i>77,885</i>
E13	Number of Registered Users	2,516	<i>1,854</i>
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	2,256	<i>4,693</i>
E15	Reference Transactions	29,288	<i>31,554</i>
E16a	Sunday Opening Time	1:00 pm	<i>1:00 pm</i>
E16b	Sunday Closing Time	5:00 pm	<i>6:00 pm</i>
E16c	Hours	4.00	<i>5.00</i>
E16d	Monday Opening	9:00 am	<i>9:00 am</i>

	Time		
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	8:00 pm	<i>8:00 pm</i>
E16i	Hours	11.00	<i>11.00</i>
E16j	Wednesday Opening Time	9:00 am	<i>9:00 am</i>
E16k	Wednesday Closing Time	8:00 pm	<i>8:00 pm</i>
E16l	Hours	11.00	<i>11.00</i>
E16m	Thursday Opening Time	9:00 am	<i>9:00 am</i>
E16n	Thursday Closing Time	8:00 pm	<i>8:00 pm</i>
E16o	Hours	11.00	<i>11.00</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	9:00 am	10:00 am
E16t	Saturday Closing Time	5:00 pm	6:00 pm
E16u	Hours	8.00	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	3	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0	3
E17.3	Number of Weeks Branch Library is Open	49	33
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	259.00	292.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	245.00	177.00
E18	Number of Branches	5	5
E19	Total Annual Hours Open	12,691.00	10,314.00

Outreach Vehicles (F1 - F3)

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

F1	Vehicle Year, Make, and Model	2014 Nissan NV200SV	<i>2014 Nissan NV200SV</i>
F2	Owner of Vehicle	locally	<i>locally</i>
F3	Number of Stops in an Average Week	47	<i>47</i>
F1	Vehicle Year, Make, and Model	2007 Chevrolet Express 2500	<i>2007 Chevrolet Express 2500</i>
F2	Owner of Vehicle	locally	<i>locally</i>
F3	Number of Stops in an Average Week	20	<i>20</i>
F1	Vehicle Year, Make, and Model	2017Ford Transit 350	<i>2017</i>
F2	Owner of Vehicle	locally	<i>locally</i>
F3	Number of Stops in an Average Week	4	<i>20</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 LDV Van</i>
G4	Owner of Vehicle	locally	<i>locally</i>
G5	Bookmobile Visits (number of persons entering the bookmobile)	113	<i>12,879</i>
G6	Number of Registered Users	601	<i>217</i>
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	<i>0</i>
G8	Reference Transactions	3,208	<i>9,045</i>
G9	Hours on the Road Per Week (but not serving patrons)	3	<i>7</i>
G9a	Sunday - Daily Hours Open to the Public	0	<i>0</i>
G9b	Monday - Daily Hours Open to the Public	0	<i>3.18</i>

G9c	Tuesday - Daily Hours Open to the Public	1	3.42
G9d	Wednesday - Daily Hours Open to the Public	1	3.42
G9e	Thursday - Daily Hours Open to the Public	0	2.4
G9f	Friday - Daily Hours Open to the Public	0	2.2
G9g	Saturday - Daily Hours Open to the Public	0	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	48	16
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	0	0
G9.3	Number of Weeks Bookmobile is Open	4	35
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	4.00	35.00

G10	Total Hours for Bookmobiles in an Average Week (G9a + 2.00 G9b + G9c + G9d + G9e + G9f + G9g)		14.62
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	<i>Main Library</i>
H2	Street Address	1786 Burlington Pike	<i>1786 Burlington Pike</i>
H3	City	Burlington	<i>Burlington</i>
H4	Zip Code	41005	<i>41005</i>
H6	Phone	(859) 342-2665	<i>(859) 342- 2665</i>
H8	Square Footage	75,000	<i>75,000</i>
H11	Number of Meetings Held	1,760	<i>3,900</i>
H12	Library Visits	69,372	<i>96,737</i>
H12a	Library Visits Reporting Method	CT - Annual Count	

H13	Number of Registered Users	50,045	37,726
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Federal: During this fiscal year BCPL entered into an agreement with schools in Boone County. Every Middle and High School student in Boone County received a Student Digital Access Card. They only access eResources. Main Library staff handles issuing these cards. This accounts for 11,084 cards

H14	Number of Uses [Sessions] of Public Internet Computers Per Year	12,812	20,852
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H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
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H15	Reference Transactions	40,662	86,927
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H15a	Reference Transactions Reporting Method	CT - Annual Count	
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Hours Open to the Public

H16a	Sunday Opening Time	1:00 pm	1:00 pm
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H16b	Sunday Closing Time	5:00 pm	6:00 pm
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H16c	Hours	4.00	5.00
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H16d	Monday Opening Time	9:00 am	9:00 am
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H16e	Monday Closing Time	9:00 pm	9:00 pm
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H16f	Hours	12.00	12.00
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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	6:00 pm	<i>8:00 pm</i>
H16r	Hours	9.00	<i>11.00</i>
H16s	Saturday Opening Time	9:00 am	<i>10:00 am</i>
H16t	Saturday Closing Time	5:00 pm	<i>6:00 pm</i>

H16u	Hours	8.00	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	69.00	72.00
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	3	13
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	0	3
H18	Number of Weeks Main Library is Open	49	36
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	81,065
I3	Total (I1 + I2)	156,065	156,065

Number of Meetings Held

I10	Main Library (from H11)	1,760	3,900
I11	Branch Libraries (sum of E11 branch data)	3,092	4,035
I12	Total (I10 + I11)	4,852	7,935

Library Visits

I13	Main Library (from H12)	69,372	96,737
I14	Branch Libraries (sum of E12 branch data)	204,499	322,589
I15	Bookmobiles (sum of G5 branch data)	113	12,879
I16	Total (I13 + I14 + I15)	273,984	432,205

Number of Registered Users

I17	Main Library (from H13)	50,045	37,726
I18	Branch Libraries (sum of E13 branch data)	49,742	47,878
I19	Bookmobiles (sum of G6 branch data)	601	217
I20	Total (I17 + I18 + I19)	100,388	85,821

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

I21	Main Library (from H14)	12,812	20,852
I22	Branch Libraries (sum	18,895	40,348

	of E14 branch data)		
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	31,707	61,200
Reference Transactions			
I25	Main Library (from H15)	40,662	86,927
I26	Branch Libraries (sum of E15 branch data)	109,451	129,892
I27	Bookmobiles (sum of G8 branch data)	3,208	9,045
I28	Total (I25 + I26 + I27)	153,321	225,864
Public Service Hours per Year			
I29	Main Library (H17 * H18)	3,381.00	2,592.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	12,691.00	10,314.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	8.00	511.70
I32	Total (I29 + I30 + I31)	17,064.00	13,417.70

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	35.00	32.00
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	1.00	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):	37.00	34.00
J8	All Other Paid Staff	107.00	112.00
J9	Total Paid Employees (J7 + J8):	144.00	146.00

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	124,568	122,236
K2	Young Adult Books (ages 12 to 18)	14,720	14,935
K3	Children's Books (under age 12)	127,506	118,408

Federal: This fiscal year, we flipped our collection budget to match circulation statistics. For the last several years, children's materials have circulated at a higher rate than adult materials. The collection budget, however, gave more funds to adult books and less funds to children's materials. This year, more money was allocated to the children's collection than to the adult collection.

K4	Total (K1 + K2 + K3)	266,794	255,579
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Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	174,049	170,418
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Electronic Collections [databases] (K7a - K7b):
Report the number of electronic collections [databases].

An electronic collection [database] is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An

electronic collection [database] may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection [database] may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections [databases] that are provided by third parties and freely linked to on the web.

Electronic Collections [databases] do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.

Include electronic collections [databases] that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections [databases] acquired through curation, payment or formal agreement, by source of access:

- Item #K7a Local/Other cooperative agreements
- Item #K7b (State government or state library)
- Item #K7 Total Electronic Collections [databases].

This is the sum of Local/Other cooperative agreements, and State Electronic Collections [databases] (Item #K7a and #K7b).

K7a	Local/Other Cooperative Agreements	27	28
K7b	State (State Government or State Library) ** Include 66 KYVL databases **	66	66
K7	Total Electronic Collections [databases] (K7a+K7b)	93	94
K9	Audio - Physical Units	28,351	29,595

K10	Audio - Downloadable Units	49,575	43,297
K13	Video - Physical Units	43,642	43,383
K14	Video - Downloadable Units	2,578	2,384
K15	Other Material in Collection	22,736	22,641
K16	Current Print Serial Subscriptions	594	602
K17	Book/Serial Volumes (K4 + K16)	267,388	256,181

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	79,520	98,504
L2	All Branches	139,699	142,075
L3	Bookmobile/Outreach	1,269	5,026
L4	Total (L1 + L2 + L3)	220,488	245,605

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	14,237	18,576
L6	All Branches	27,250	23,378
L7	Bookmobile/Outreach	48	115
L8	Total (L5 + L6+ L7)	41,535	42,069
Book Circulation, Children's (under age 12)			
L9	Main Library	130,822	171,591
L10	All Branches	249,513	252,557
L11	Bookmobile/Outreach	11,444	24,998
L12	Total (L9 + L10+ L11)	391,779	449,146
Book Circulation Total			
L13	Main Library (L1 + L5 + L9)	224,579	288,671
L14	All Branches (L2 + L6 + L10)	416,462	418,010
L15	Bookmobile/Outreach (L3 + L7 + L11)	12,761	30,139
L16	Total (L4 + L8 + L12)	653,802	736,820

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	9,435	12,340
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L22	All Branches	12,557	16,245
L23	Bookmobile/Outreach	255	25,870
L24	Total (L21 + L22 + L23)	22,247	54,455

Audiovisual Circulation Other Audio

L25	Main Library	6,063	11,534
L26	All Branches	11,775	16,586
L27	Bookmobile/Outreach	939	1,783
L28	Total (L25 + L26 + L27)	18,777	29,903

Audiovisual Circulation Videos

L29	Main Library	38,768	66,736
L30	All Branches	75,545	109,768
L31	Bookmobile/Outreach	636	1,867
L32	Total (L29 + L30 + L31)	114,949	178,371

Audiovisual Circulation Other

L33	Main Library	2,174	3,518
L34	All Branches	3,343	5,439
L35	Bookmobile/Outreach	15	23

L36	Total (L33 + L34 + L35)	5,532	8,980
Audiovisual Circulation Total			
L37	Main Library (L21 + L25 + L29 + L33)	56,440	94,128
L38	All Branches (L22 + L26 + L30 + L34)	103,220	148,038
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	1,845	29,543
L40	Total (L24 + L28 + L32 + L36)	161,505	271,709

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	3,967	4,010
L42	All Branches	5,570	5,639
L43	Bookmobile/Outreach	21	25
L44	Total (L41 + L42 + L43)	9,558	9,674

Total Circulation

L45	Main Library (L13 + L37 + L41)	284,986	386,809
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L46	All Branches (L14 + L38 + L42)	525,252	571,687
L47	Bookmobile/Outreach (L15 + L39 + L43)	14,627	59,707

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	1,668,535	209,242
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Federal: BCPL saw a 697% increase in electronic usage during this fiscal year. Part of this can be attributed to Covid-19 and the number of people who have moved to checking out electronic materials because they are not comfortable coming into the library. Part of this can be attributed to the partnership between the Library and Schools to give every Middle and High School student a Student Digital Access Card. The schools pushed our materials heavily and used them in the classroom and as assignments.

L49	Total Circulation (L16 + L40 + L44 + L48)	2,493,400	1,227,445
L50	Successful Retrieval of Electronic Information	276,730	306,217

Federal: We no longer have the Tumblebooks statistics. Once it became part of KYVL they could not longer separate the stats by library. That stat alone was 22,400 of our reported searches from last year.

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	163,984	222,381
L52	All Branches	308,969	325,096
L53	Bookmobile/Outreach	12,715	52,665

L54	Total (L51 + L52 + L53)	485,668	600,142
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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	Database results viewed	<i>How many hot spots for you check out?</i>
M2	Use Statistics	237957	16
M1	Other Measures of Library Use	Number of Volunteer hours used at the Library	<i>Hot spot circulation</i>
M2	Use Statistics	5,460	94
M1	Other Measures of Library Use	Spanish Language reference questions answered	<i>Which social media platforms does your library use?</i>
M2	Use Statistics	201	<i>Facebook, Twitter, Tumblr, Instagram, LinkedIn, Pinterest, Good Reads, YouTube</i>

M1	Other Measures of Library Use	Number of Open Records requests received	<i>Total hours the meeting/study rooms were used</i>
M2	Use Statistics	3	20370

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	839	660
N2	Nonprint	808	594
N3	Total (N1 + N2):	1,647	1,254

Borrowed From

N4	Print	753	608
N5	Nonprint	201	129
N6	Total (N4 + N5):	954	737

Programs (O1 - O66)

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.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	1	200
O2	All Branches	9	321
O3	Bookmobile/Outreach	1	1,048
O4	Total (O1 + O2 + O3)	11	1,569

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	100	4,731
O6	All Branches	383	5,687
O7	Bookmobile/Outreach	17	14,287
O8	Total (O5 + O6 + O7)	500	24,705

Elementary School - *number of programs*

O17	Main Library	7	26
O18	All Branches	6	71
O19	Bookmobile/Outreach	0	231
O20	Total (O17 + O18 + O19)	13	328

Elementary School - *number of attendees*

O21	Main Library	182	835
O22	All Branches	117	1,616
O23	Bookmobile/Outreach	0	4,118

O24	Total (O21 + O22 + O23)	299	6,569
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Young Adult (age 12 and older) - *number of programs*

O25	Main Library	3	55
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O26	All Branches	6	98
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O27	Bookmobile/Outreach	0	254
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O28	Total (O25 + O26 + O27)	9	407
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Federal: Young adult programming is not one of the strategic directions identified for the Library. The number of programs we offer to this age group has dropped significantly as a result.

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

O29	Main Library	125	353
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O30	All Branches	273	651
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O31	Bookmobile/Outreach	0	591
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O32	Total (O29 + O30 + O31)	398	1,595
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Adult Programs - *number of programs*

O33	Main Library	59	244
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O34	All Branches	103	532
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O35	Bookmobile/Outreach	2	81
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O36	Total (O33 + O34 + O35)	164	857
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Adult Programs - *number of attendees*

O37	Main Library	1,607	6,569
O38	All Branches	1,041	6,098
O39	Bookmobile/Outreach	24	1,795
O40	Total (O37 + O38 + O39)	2,672	14,462

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

O41	Main Library	9	43
O42	All Branches	41	182
O43	Bookmobile/Outreach	91	226
O44	Total (O41 + O42 + O43)	141	451

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

O45	Main Library	847	2,701
O46	All Branches	2,098	7,534
O47	Bookmobile/Outreach	1,386	15,545
O48	Total (O45 + O46 + O47)	4,331	25,780

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	79	568
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O50	All Branches (O2 + O18 + O26 + O34 + O42)	165	1,204
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	94	1,840
O52	Total (O4 + O20 + O28 + O36 + O44)	338	3,612

Federal: Due to the pandemic we limited the number of programs.

Number of Live In-Person Program Sessions (Onsite and Offsite)

The number of live in-person program sessions (#O55) must be equal to the Total Number of Programs that was calculated above, in item #O52

O53	Number of Live In-Person Onsite Program Sessions	244	
O54	Number of Live In-Person Offsite Program Sessions	94	
O55	Total Live In-Person Program Sessions (O53 + O54)	338	

Total Program Attendance:

O56	Main Library (O5 + O21 + O29 + O37 + O45)	2,861	15,189
O57	All Branches (O6 + O22 + O30 + O38 + O46)	3,912	21,586
O58	Bookmobile/Outreach		

	(O7 + O23 + O31 + O39 + O47)	1,427	36,336
O59	Total (O8 + O24 + O32 + O40 + O48)	8,200	73,111

Live Program Attendance (Onsite and Offsite)

Live Program Attendance (O62) must be equal to the Total Program Attendance that was calculated above, in item #O59.

O60 Live In–Person Onsite
Program Attendance 6,773

O61 Live In–Person Offsite
Program Attendance 1,427

O62 Total Live In–Person
Program Attendance 8,200
(O60 + O61)

Virtual Programs

O63 Number of Live Virtual
Program Sessions 308

O64 Virtual Program
Attendance 5,907

O65 Total Views of
Recorded Program
Presentations within 7
Days 5,153

O66 Total Number of
Recorded Program
Presentations 93

Self-Directed Activities (Passive Programs) (P1 - P8)

A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.

Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Self-Directed Activities (Passive Programs), Children (under age 12)

P1 Number of Programs 77

P2 Number of Participants 712

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

P3 Number of Programs 0

P4 Number of Participants 0

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

P5 Number of Programs 143

P6 Number of Participants 2,880

P7 Total Number of Self-Directed Activities (P1 + P3 + P5) 220

P8 Total Participants in Self-Directed

Activities (P2 + P4 + P6) 3,592

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	147	165
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	9,319	12,816
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	Yes
Q4	Wireless Sessions - Annually	239,755	199,139

Federal: Starting in February the library increased access points inside all locations and added access points outside all locations. We also installed a wide area mesh network that extended the Library's Wi-Fi beyond the property line of a location in an at risk neighborhood.

Q4a Reporting Method for Wireless Sessions CT - Annual Count

Federal: Cisco Meraki Dashboard

Q5	Website Visits	1,450,470	1,569,645
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Intellectual Freedom Challenges (R1)

R1	Number of Intellectual Freedom Challenges	0
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Planning and Evaluation (S1)

S1 Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, et

""Fiscal year 2021 was not a typical year at Boone County Public Library. We are still dealing with the pandemic which has changed so many things in our world. I looked at this year as a reset year. It was a time to evaluate the services, programs, and facilities we offer to the community. What was working? What needed to be added, changed or updated or ended? By the end of the fiscal year, circulation had increased by 9% over last fiscal year. Ematerial (eBooks, eAudiobooks, streaming music and video, and digital magazines) check outs increased by 261%. We are not sure yet, if this increase in usage of eMaterials is permanent or a temporary increase due to the pandemic. Consistent with the Library's mission to Discover Explore Experience a lifetime of learning, BCPL matches our programs with the Institute of Museum and Library Services (IMLS) 21st century skills as part of our effort to support education in Boone County for all ages and all stages of life. You can find information about the IMLS 21st Century Skills at <https://www.imls.gov/issues/national-initiatives/museums-libraries-and-21st-century-skills/definitions>. Aligning with the 21st century skills gives us a framework with which to work. We implemented Virtual Programming. This allowed the Library to continue offering a wide range of informative, cultural, and historical educational opportunities to learners of all ages and backgrounds. In person programming began in April. In

conversations with people in the community, I have discovered that many prefer the virtual programming because they are too tired to visit the Library after a busy day at work. Moving forward, the Library plans to offer both in-person and virtual programming for all ages. BCPL has offered Reading Recommendations for several years. After you complete the form with as much detail as possible, our staff create a personalized reading list for you. In fiscal year 2021, this service grew in popularity and we began to receive requests for a children's version. Book Bundles offers a similar service to children, teens, and their families. Library staff choose up to ten books for children and parents to enjoy. When school began in August 2020, many parents and caregivers moved to homeschooling their children. Homeschoolers started using the Book Bundles, but found that it did not fit their needs. So Homeschool Collections were created. A Homeschool Collection is a bundle of children's books and media selected by Library staff to supplement the homeschool curriculum. And, beginning with the 2021/2022 school year, Homeschoolers will be eligible for an Educator Card. The Educator Card allows 30 items to be checked out for a six week period for use in the classroom. As we neared the start of the 2020/2021 school year, staff worked with Boone County Middle and High Schools offering a card to every student. Student Digital Access Cards gives Boone County students access to all of the Library's Digital resources. This card belongs to the student until graduation from

the school district and allows them access to information and books they need for school. There are no fines on digital items or resources. As of the end of the school year, 11,084 Boone County students had Student Digital Access Cards. BCPL's Youth Services staff has positioned the library to help meet the needs of Early Literacy. The Library's Early Literacy Learning services and programs support the foundation of pre-reading and language enrichment skills so crucial to the young child's cognitive and social development. Our professional librarians and early childhood educators work with parents, educators and caregivers throughout the state to provide the collections, resources and support they need to assist these young minds in being ready to read, and most importantly, in beginning their lifelong habit of reading for pleasure and knowledge. In January 2021, the Library kicked off a new initiative called 1,000 Books Before Kindergarten. Studies show that reading with young children is the single most important activity adults can do to prepare children for kindergarten; it builds vocabulary as well as language skills. In as little as 15 minutes a day, families can build the skills for future school and life success. 1,000 Books Before Kindergarten helps parents to track books read to their children. 631 children and their caregivers have read a total of 49,866 books to date. In February 2021, the Library partnered with the City of Florence to create a Wide-Area Mesh Network to get Wi-Fi to households in the community that do not have an

Response has been entered.

internet connection. First, the Library bolstered the Wi-Fi signal surrounding our six locations by increasing the indoor access points and installing outdoor Wi-Fi access points. Think of each library location sitting in the center of a circle with a 1,000 foot diameter where the secure Wi-Fi network is available. Second, the Library installed a Wi-Fi access point at the historic Firehouse along with a fiber optic internet line. The Library's circle now touches the circle at the Historic Firehouse, each with a diameter of 1,000 feet. Together these two circles reach about 200 households in the Florence area. Wi-Fi usage increased by 82%. This increase started in February when we completed the upgrade at all locations and added the Wide area mesh network. In January 2020, the Library signed a contract with MSR Design to conduct a Facilities Master planning process. MSR designed and conducted a process to engage community leaders and stakeholders, conducted a demographic analysis, evaluated existing library facilities to create a vision for future library services as part of a 20 year plan. Like all things this last year, Covid-19 slowed this process down. In April 2021 the final plan was presented to the Library Board and accepted as a guide for the next 20 years of library planning. The plan recommends the purchase and deployment of a technology outreach vehicle to help teach workforce skills and to allow children access to new technology to compete in the global world. All locations should increase the number of study rooms, meeting rooms, and other large and small collaborative

quiet spaces, and add outdoor spaces for programming. Five projects were recommended by the plan in the following priority order: 1. Move the Walton Branch closer to 75 (land already purchased) and make larger to accommodate the anticipated growth in the Walton area. 2. Add 4,000 square feet and remodel the interior of the Florence Branch. 3. Renovate the Main Library. 4. Add 5,000 square feet and remodel the interior of the Scheben Branch. 5. Review the Hebron Branch usage for future remodel or expansion, if needed. To read the Full Report or the Summary Report visit <https://www.bcpl.org/about/>

BCPL partnered with the county on two projects that will carry over into the next fiscal year. The first project is an ambitious broadband fiber connectivity project. Within 36 months all homes and businesses in Boone County will have 1 gigabit fiber run to the door. The Boone County Fiscal Court adopted a resolution forming the Boone County Archive Commission. The Commission will be made up of the Director of the Boone County Library; three Private Citizens appointed by the Boone County Judge Executive for a four-year term; the Boone County Clerk; the Boone County Historic Preservation Review Board Chair; and the Boone County Circuit Clerk. This is the first step towards the creation of a Boone County Archive that will be housed at the Main Library. In addition this is the first step towards rebranding the Local History Department to the Boone County Borderlands Archive and History Center. We are currently

doing a collection assessment for the Clerk and the Circuit Court. We plan to merge records by the end of fiscal year 2023. BCPL will be using ArchiveSpace to inventory the three physical collections. The Library carried out several capital project during FY2021. We updated lighting at all locations to LED lighting. This will save in future operational costs. Pass It Down Exhibit software and equipment were installed at all locations to allow us to create digital exhibits that can be shared throughout the system. At the Main Library, humidifiers were installed in the Local History area to accommodate the more sensitive primary resources BCPL is now housing. We had to replace all the windows at the Walton Branch. At the Florence Branch we replaced the lettering on the building and the monument sign, and added a storage room for meeting room equipment and furniture. The Scheben Branch received an extensive update. The entire building was painted and all new carpet was installed. In addition the bathroom counters were all replaced."''''

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

This Report Has Been Completed by: Carrie Herrmann

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

We collect the following information:
 1. number of Spanish Language reference questions answered (This could be questions answered in a language other than English, 2. Number of Passport acceptance appointments 3. Number of items notarized 4. Number of one on one appointments 5. Number of open records requests 6. Number of partnerships/sponsorships in the system

Response has been entered.

Please add notes for the survey administrator - your

I think that rather than collecting

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.

databases usage (searching) we should collect database results viewed. Resources actually accessed is a better reflection of the value of the database over searches ran.