Marshall County Public Library
2022 Kentucky Annual Report of Public Libraries

General Information (A1 - A12)

A1	County	Marshall
A2	Estimated Population	31,100
A3	Library Name	Marshall County Public Library

Street Address

A4	Street Address	1150 Birch Street
A5	City	Benton
A6	Zip Code	42025

Mailing Address

A8	Mailing Address	1150 Birch Street
A9	City	Benton
A10	Zip Code	42025
A12	Phone	(270) 527-9969

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	$2,463,618
B2	Other	$0
B3	Local Government Revenue Total (B1 + B2):	$2,463,618

State Government Revenue

B5	Construction Debt-Assistance Grant	$0
B6	Other State Government Revenue	$3,000
B7	State Government Revenue Total (sum B5 through B6)	$3,000

Federal Government Revenue

B11a	LSTA CARES Act Grant	$8,407
B11b	ARPA Grant	$13,384
B12	Other Federal Government Revenue	$5,918
B13	Federal Government Revenue Total (B11a + B11b + B12)	$27,709

Other Operating Income

B14	Other Operating Revenue	$336,999
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	$2,831,326

Operating Expenditures (C1 - C41)

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

Collection Expenditures

C1	Print Materials	$82,527
C2	Electronic Materials Expenditures	$5,400
C3	Audiovisual Materials	$16,717

C4	Electronic Collections [databases]	$63,646
C5	Other Library Materials	$5,795
C6	Collection Expenditures Total (C1 through C5)	$174,085

Salary Expenditures

C7	Library Director	$66,310
C7a	Years as Director at Current Library (ex: 1.5)	2.3
C8	Other Library Personnel	$835,524
C10	Salary Expenditures Total (C7 + C8)	$901,834

Fringe Benefits

C11	Required Fringe Benefits	$69,257
C12	Retirement (Employer's Share)	$203,711
C13	Medical Insurance (Employer's Share)	$121,439
C14	Other	$3,991
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	$398,398
C16	Total Staff Expenditures (C10 + C15)	$1,300,232

Other Operations

C17	Building Repair and Maintenance	$104,466
C20	Office Supplies, Program Supplies, Postage	$50,343
C21	Insurance	$47,370
C22	Public Relations	$23,335
C23	Utilities	$71,677
C24	Professional Fees (include professional membership fees)	$10,521
C25	Audit Fee	$3,500
C26	Fiscal Year that Audit Covers	FY 2020-2021

C27	What year was the library's last long range plan adopted?	2021
C28	Repair and Replacement of Furnishings	$3,434
C29	Other	$6,600
C30	Specify	Telephone & misc
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	$321,246
C34	Bookmobile/Extended Services	$1,144
C35	Continuing Education	$17,330
C36	Operating Expenditures for Electronic Access	$69,544
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	$1,883,581

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

C38	Capital Outlay Expenditures	$36,713
C39	Debt Service	$334,600

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
C40b	State - Capital Revenue	$0
C40c	Federal - Capital Revenue	$0
C40d	Other - Capital Revenue	$0
C40	Total Capital Revenue (C40a through C40d)	$0
C41	Income from loans, bond issues, or other income not reported elsewhere	$0

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?	No
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

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
D6	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
D7	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
D11	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
D12	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No
D13	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No

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

D16	Describe the Library's Response to the COVID-19 Pandemic	This fiscal year, the library provided limited in-house programs July 2021 - March 2022 due to the Covid-19 Pandemic. Library continues to follow CDC guidelines regarding when to mask (community spread "in the red") and quarantining.

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	Marshall County Public Library @Calvert City
E2	Street Address	23 Park Road
E3	City	Calvert City
E4	Zip Code	42029
E6	Phone	(270) 527-9969
E8	Square Footage	9,000
E11	Number of Meetings Held	140
E12	Library Visits	24,990
E13	Number of Registered Users	9,077
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,523
E15	Reference Transactions	2,499
E16a	Sunday Opening Time	0
E16b	Sunday Closing Time	0
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 a.m.
E16e	Monday Closing Time	7:00 p.m.
E16f	Hours	10.00
E16g	Tuesday Opening Time	9:00 a.m.

E16h	Tuesday Closing Time	5:00 p.m.
E16i	Hours	8.00
E16j	Wednesday Opening Time	9:00 a.m.
E16k	Wednesday Closing Time	5:00 p.m.
E16l	Hours	8.00
E16m	Thursday Opening Time	9:00 a.m.
E16n	Thursday Closing Time	5:00 p.m.
E16o	Hours	8.00
E16p	Friday Opening Time	9:00 a.m.
E16q	Friday Closing Time	5:00 p.m.
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 a.m.
E16t	Saturday Closing Time	5:00 p.m.
E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	0
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0
E17.3	Number of Weeks Branch Library is Open	52
E1	Branch Library Name	Marshall County Public Library @Hardin
E2	Street Address	4640 Murray Highway
E3	City	Hardin
E4	Zip Code	42048
E6	Phone	(270) 527-9969
E8	Square Footage	9,192
E11	Number of Meetings Held	127
E12	Library Visits	15,252
E13	Number of Registered Users	4,252
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	924
E15	Reference Transactions	1,497
E16a	Sunday Opening Time	0
E16b	Sunday Closing Time	0

E16c	Hours	0.00
E16d	Monday Opening Time	9:00 a.m.
E16e	Monday Closing Time	7:00 p.m.
E16f	Hours	10.00
E16g	Tuesday Opening Time	9:00 a.m.
E16h	Tuesday Closing Time	5:00 p.m.
E16i	Hours	8.00
E16j	Wednesday Opening Time	9:00 a.m.
E16k	Wednesday Closing Time	5:00 p.m.
E16l	Hours	8.00
E16m	Thursday Opening Time	9:00 a.m.
E16n	Thursday Closing Time	5:00 p.m.
E16o	Hours	8.00
E16p	Friday Opening Time	9:00 a.m.
E16q	Friday Closing Time	5:00 p.m.
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 a.m.
E16t	Saturday Closing Time	5:00 p.m.
E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	0
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0
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)	100.00
E17.2a	Total Number of Weeks Branch Had Limited Occupancy Due to COVID-19	0.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	104.00

E18	Number of Branches	2
E19	Total Annual Hours Open	5,200.00

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	
F2	Owner of Vehicle	
F3	Number of Stops in an Average Week	

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	P6835
G3	Vehicle Year, Make, and Model	2012 Freightline Sprinter
G4	Owner of Vehicle	locally
G5	Bookmobile Visits (number of persons entering the bookmobile)	380
G6	Number of Registered Users	149
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	1,886

G9	Hours on the Road Per Week (but not serving patrons)	6
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	2
G9c	Tuesday - Daily Hours Open to the Public	0
G9d	Wednesday - Daily Hours Open to the Public	1
G9e	Thursday - Daily Hours Open to the Public	0
G9f	Friday - Daily Hours Open to the Public	1
G9g	Saturday - Daily Hours Open to the Public	1
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	0
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	52
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 (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	5.00
G11	Number of Bookmobiles	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	Marshall County Public Library @ Benton
H2	Street Address	1150 Birch Street
H3	City	Benton
H4	Zip Code	42025
H6	Phone	(270) 527-9969
H8	Square Footage	30,505
H11	Number of Meetings Held	727
H12	Library Visits	56,996
H12a	Library Visits Reporting Method	CT - Annual Count
H13	Number of Registered Users	20,582
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	3,410
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
H15	Reference Transactions	5,699
H15a	Reference Transactions Reporting Method	ES - Annual Estimate Based on Typical Week(s)

Hours Open to the Public

H16a	Sunday Opening Time	0
H16b	Sunday Closing Time	0
H16c	Hours	0.00
H16d	Monday Opening Time	9:00 a.m.
H16e	Monday Closing Time	7:00 p.m.
H16f	Hours	10.00
H16g	Tuesday Opening Time	9:00 a.m.
H16h	Tuesday Closing Time	7:00 p.m.
H16i	Hours	10.00
H16j	Wednesday Opening Time	9:00 a.m.
H16k	Wednesday Closing Time	7:00 p.m.
H16l	Hours	10.00
H16m	Thursday Opening Time	9:00 a.m.
H16n	Thursday Closing Time	7:00 a.m.
H16o	Hours	10.00

H16p	Friday Opening Time	9:00 a.m.
H16q	Friday Closing Time	5:00 p.m.
H16r	Hours	8.00
H16s	Saturday Opening Time	9:00 a.m.
H16t	Saturday Closing Time	5:00 p.m.
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	56.00

The following three items cannot total more than 52 weeks. The main library is either closed, has limited occupancy, or is open.

H17.2	Number of Weeks Main Library was Closed Due to COVID-19	0
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	0
H18	Number of Weeks Main Library is Open	52

H19 Does your library have a Friends group?

| Yes | No |
| No | Yes |

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	30,505
I2	Branch Libraries (sum of E8 branch data)	18,192
I3	Total (I1 + I2)	48,697

Number of Meetings Held

I10	Main Library (from H11)	727
I11	Branch Libraries (sum of E11 branch data)	267
I12	Total (I10 + I11)	994

Library Visits

| I13 | Main Library (from H12) | 56,996 |

I14	Branch Libraries (sum of E12 branch data)	40,242
I15	Bookmobiles (sum of G5 branch data)	380
I16	Total (I13 + I14 + I15)	97,618

Number of Registered Users

I17	Main Library (from H13)	20,582
I18	Branch Libraries (sum of E13 branch data)	13,329
I19	Bookmobiles (sum of G6 branch data)	149
I20	Total (I17 + I18 + I19)	34,060

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

I21	Main Library (from H14)	3,410
I22	Branch Libraries (sum of E14 branch data)	2,447
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	5,857

Reference Transactions

I25	Main Library (from H15)	5,699
I26	Branch Libraries (sum of E15 branch data)	3,996
I27	Bookmobiles (sum of G8 branch data)	1,886
I28	Total (I25 + I26 + I27)	11,581

Public Service Hours per Year

I29	Main Library (sum of (H17.3 + H18) * H17)	2,912.00
I30	Branch Libraries (sum of (E17.2 + E17.3) * E17)	5,200.00
I31	Bookmobiles (sum of (G9.2 + G9.3) * G10)	260.00
I32	Total (I29 + I30 + I31)	8,372.00

Library Staff (J1- J5)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's <mark>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.</mark>

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	2.50
J2	Librarians without an ALA Accredited Master's Degree in Library Science	20.7
J3	Total Librarians (J1 + J2):	23.20
J4	All Other Paid Staff	3.93
J5	Total Paid Employees (J3 + J4):	27.13

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	110,668
K2	Young Adult Books (ages 12 to 18)	13,095
K3	Children's Books (under age 12)	60,800
K4	Total (K1 + K2 + K3)	184,563

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	183,616

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	16
K7b	State (State Government or State Library) ** Include **66** KYVL databases **	66
K7	Total Electronic Collections [databases] (K7a+K7b)	82
K9	Audio - Physical Units	4,278
K10	Audio - Downloadable Units	55,967

K13	Video - Physical Units	25,175
K14	Video - Downloadable Units	2,084
K15	Other Material in Collection	1,861
K16	Current Print Serial Subscriptions	77
K17	Book/Serial Volumes (K4 + K16)	184,640

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	50,269
L2	All Branches	35,236
L3	Bookmobile/Outreach	2,173
L4	Total (L1 + L2 + L3)	87,678

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	7,111
L6	All Branches	5,872
L7	Bookmobile/Outreach	41
L8	Total (L5 + L6+ L7)	13,024

Book Circulation, Children's (under age 12)

L9	Main Library	40,564
L10	All Branches	32,161
L11	Bookmobile/Outreach	1,116
L12	Total (L9 + L10+ L11)	73,841

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	97,944
L14	All Branches (L2 + L6 + L10)	73,269
L15	Bookmobile/Outreach (L3 + L7 + L11)	3,330

| L16 | Total (L4 + L8 + L12) | 174,543 |

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	1,688
L22	All Branches	495
L23	Bookmobile/Outreach	0
L24	Total (L21 + L22 + L23)	2,183

Audiovisual Circulation Other Audio

L25	Main Library	317
L26	All Branches	0
L27	Bookmobile/Outreach	0
L28	Total (L25 + L26 + L27)	317

Audiovisual Circulation Videos

L29	Main Library	30,380
L30	All Branches	26,074
L31	Bookmobile/Outreach	66
L32	Total (L29 + L30 + L31)	56,520

Audiovisual Circulation Other

L33	Main Library	1,956
L34	All Branches	584
L35	Bookmobile/Outreach	3
L36	Total (L33 + L34 + L35)	2,543

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	34,341
L38	All Branches (L22 + L26 + L30 + L34)	27,153
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	69
L40	Total (L24 + L28 + L32 + L36)	61,563

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 | 3,417 |

L42	All Branches	1,832
L43	Bookmobile/Outreach	4
L44	Total (L41 + L42 + L43)	5,253

Total Circulation

L45	Main Library (L13 + L37 + L41)	135,702
L46	All Branches (L14 + L38 + L42)	102,254
L47	Bookmobile/Outreach (L15 + L39 + L43)	3,403

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	43,074
L49	Total Circulation (L16 + L40 + L44 + L48)	284,433
L50	Successful Retrieval of Electronic Information	57,750

Children's Circulation - The total annual circulation of all children's materials in all formats to ==(NOTE: This includes books and audiovisual material already counted in previous fields L9 - L16)== belongs in L48

L51	Main Library	48,095
L52	All Branches	37,090
L53	Bookmobile/Outreach	1,026
L54	Total (L51 + L52 + L53)	86,211

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 | |
| M2 | Use Statistics | |

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	1,528
N2	Nonprint	0
N3	Total (N1 + N2):	1,528

Borrowed From

N4	Print	757
N5	Nonprint	0
N6	Total (N4 + N5):	757

Programs (O1 - O38)

Please see long note on Synchronous Program Sessions here

PROGRAM SESSIONS

The Number of Synchronous (Live) Onsite Program Sessions

O1	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	48
O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	54
O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	22
O4	Number of Programs Targeted at Adults (age 19 and older)	13
O5	Number of Programs Targeted at Multiple Age Levels	22
O6	Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)	159

The Number of Synchronous (Live) Offsite Program Sessions

O7   Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)   8

O8   Number of Programs Targeted at Elementary School Children (ages 6–12)   13

O9   Number of Programs Targeted at Young Adults (ages 12 to 18)   0

O10   Number of Programs Targeted at Adults (age 19 and older)   0

O11   Number of Programs Targeted at Multiple Age Levels   7

O12   Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)   28

The Number of Synchronous (Live) Virtual Program Sessions

O13   Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)   2

O14   Number of Programs Targeted at Elementary School Children (ages 6–12)   6

O15   Number of Programs Targeted at Young Adults (ages 12 to 18)   0

O16   Number of Programs Targeted at Adults (age 19 and older)   0

O17	Number of Programs Targeted at Multiple Age Levels	2
O18	Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)	10

PROGRAM ATTENDANCE
Attendance at Synchronous (Live) Onsite Programs

O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	997
O20	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	2,139
O21	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	217
O22	Attendance at Programs Targeted at Adults (age 19 and older)	115
O23	Attendance at Programs Targeted at Multiple Age Levels	1,753
O24	Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)	5,221

Attendance at Synchronous (Live) Offsite Programs

O25	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	92

O26	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	5,073
O27	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	0
O28	Attendance at Programs Targeted at Adults (age 19 and older)	0
O29	Attendance at Programs Targeted at Multiple Age Levels	592
O30	Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)	5,757

Synchronous (Live) Virtual Program Attendance

O31	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
O32	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	13
O33	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	0
O34	Attendance at Programs Targeted at Adults (age 19 and older)	0
O35	Attendance at Programs Targeted at Multiple Age Levels	15
O36	Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)	28

| O37 | Total Number of Recorded Program Presentations | 5 |
| O38 | Total Views of Recorded Program Presentations within 7 Days | 264 |

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 may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

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

| P1 | Number of Programs | 41 |
| P2 | Number of Participants | 1,039 |

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

| P3 | Number of Programs | 11 |
| P4 | Number of Participants | 209 |

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

P5	Number of Programs	100
P6	Number of Participants	4,199
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	152
P8	Total Participants in Self-Directed Activities (P2 + P4 + P6)	5,447

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	61
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	12
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	114,597
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count
Q5	Website Visits	48,836

Intellectual Freedom Challenges (R1)

R1	Number of Intellectual Freedom Challenges	0

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	The library successfully sold a piece of real estate property (the old @Benton location) in the past fiscal year.

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
T2	Conflict of Interest Policy	Yes

T3	Ethics Policy	Yes
T4	Fiscal Responsibility Policy	Yes
T5	Investment Policy	Yes
T6	Open Records Policy	Yes
T7	Procurement Code Policy	Yes
T8	Sponsorship Policy	Yes
T9	Trustee Orientation Policy	Yes
T10	Whistleblower Policy	Yes
This Report Has Been Completed by:	Tammy J Blackwell
Does your library collect a statistic that you think other Kentucky libraries should collect?	
Please add notes for the survey administrator - your reactions to the annual report, the report process, sources of irritation, what could be improved, any feedback that might help in formulating next year's report.	