

Madison County Public Library

2018 Kentucky Annual Report of Public Libraries

CURRENT YEAR

*PREVIOUS
YEAR*

General Information (A1 - A16)

A1	County	Madison	<i>Madison</i>
A2	Estimated Population	91,226	<i>89,547</i>
A3	Library Name	Madison County Public Library	<i>Madison County Public Library</i>
Street Address			
A4	Street Address	507 West Main Street	<i>507 West Main Street</i>
A5	City	Richmond	<i>Richmond</i>
A6	Zip Code	40475	<i>40475</i>
Mailing Address			
A8	Mailing Address	507 West Main Street	<i>507 West Main Street</i>
A9	City	Richmond	<i>Richmond</i>
A10	Zip Code	40475	<i>40475</i>
A12	Phone	(859) 623-6704	<i>(859) 623-6704</i>
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)			
A14	Real	5.9	<i>5.80</i>
A15	Personal	9.0	<i>9.09</i>
A16	Motor Vehicle/Water Craft	3.5	<i>3.50</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 or C31). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

Local Government Revenue

B1	Library Tax	\$3,246,741	<i>\$3,104,205</i>
B2	Other	\$0	<i>\$0</i>

B3	Local Government Revenue		
	Total (B1 + B2):	\$3,246,741	\$3,104,205
State Government Revenue			
B4	State Aid Grant	\$34,712	\$52,685
B5	Construction Debt-Assistance Grant	\$100,100	\$100,100
B6	Other State Government Revenue	\$0	\$0
B7	State Government Revenue		
	Total (sum B4 through B6)	\$134,812	\$152,785
Federal Government Revenue			
B9	Prime Time Family Reading Time	\$0	\$0
B12	Other Federal Government Revenue	\$0	\$0
B13	Federal Government		
	Revenue Total (sum B9 + B12)	\$0	\$0
B14	Other Operating Revenue	\$119,107	\$108,553
B15	Total Operating Revenue		
	(B3 + B7 + B13 + B14):	\$3,500,660	\$3,365,543

Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	\$174,139	\$212,601
C2	Electronic Materials Expenditures	\$16,364	\$28,639
C3	Audiovisual Materials	\$50,446	\$67,067
C4	Electronic Collections [databases]	\$44,905	\$47,124
C5	Other Library Materials	\$970	\$1,768
C6	Collection Expenditures		
	Total (C1 through C5)	\$286,824	\$357,199

Salary Expenditures

C7	Library Director	\$80,510	\$75,160
C8	Other Library Personnel	\$1,107,384	\$1,096,918
C10	Salary Expenditures Total		
	(C7 + C8)	\$1,187,894	\$1,172,078

Fringe Benefits

C11	Required Fringe Benefits	\$88,812	\$122,189
C12	Retirement (Employer's Share)	\$259,628	\$231,969
C13	Medical Insurance (Employer's Share)	\$193,714	\$209,547
C14	Other		N/A
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$542,154	\$563,705
C16	Total Staff Expenditures		
	(C10 + C15)	\$1,730,048	\$1,735,783

Other Operations

C17	Building Repair	\$13,932	\$7,396
C18	Building Maintenance	\$110,938	\$109,229
C20	Office Supplies, Program Supplies, Postage	\$79,107	\$84,339
C21	Insurance	\$51,008	\$43,397
C22	Public Relations	\$29,635	\$25,986
C23	Utilities	\$51,430	\$45,238
C24	Professional Fees	\$104,843	\$225,016
C25	Audit Fee	\$5,625	\$5,460
C26	Fiscal Year that Audit Covers	FY 2016-2017	FY 2015-2016
C27	What year was the library's last long range plan adopted?	2016	2016
C28	Repair and Replacement of Furnishings	\$1,841	\$10,612
C29	Other	\$63,225	\$51,629
C30	Specify	RENTAL, REPAIR, PHONE, OTHER	<i>rental, repair, phone, other</i>
C31	Other	\$73,361	\$120,051
C32	Specify	CIRC & PROCESSING	<i>circulation & processing</i>
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$584,945	\$728,353
C34	Bookmobile/Extended Services	\$18,603	\$14,927
C35	Continuing Education	\$26,176	\$21,326
C36	Operating Expenditures for Electronic Access	\$82,051	\$88,695
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$2,728,647	\$2,946,283

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

C38	Capital Outlay Expenditures	\$1,396,267	\$7,919
C39	Debt Service	\$527,057	\$415,480

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for

(a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for

C40a	Local - Capital Revenue	\$0	\$0
C40b	State - Capital Revenue	\$0	\$0
C40c	Federal - Capital Revenue	\$0	\$0
C40d	Other - Capital Revenue	\$0	\$0
C40	Total Capital Revenue (C40a through C40d)	\$0	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$1,268,143	\$0
C42	- Did you spend state aid funds on any of the following? (check all that apply)		
	Collection Expenditures	Yes	
	Bookmobile/Extended Services	Yes	
	Continuing Education	Yes	
	None of the Above	No	

Branch Libraries (E1- E19)

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

INFORMATION FOR EACH BRANCH:

Add a new group for each branch in the county.

For each group of branch libraries, you MUST place a value of "0" in the Hours field for any day of the week where there are no Hours listed.

E1	Branch Library Name	Madison County Public Library, Berea	<i>Madison County Public Library, Berea</i>
E2	Street Address	319 Chestnut Street	<i>319 Chestnut Street</i>
E3	City	Berea	<i>Berea</i>
E4	Zip Code	40403	<i>40403</i>
E6	Phone	(859) 986-7112	<i>(859) 986-7112</i>
E8	Square Footage	11,254	<i>11,254</i>
E11	Number of Meetings Held	332	<i>269</i>
E12	Library Visits	112,573	<i>122,257</i>

E13	Number of Registered Users	20,547	19,798
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	19,779	31,798
E15	Reference Transactions	56,866	22,655
E16a	Sunday Opening Time	1 PM	1 PM
E16b	Sunday Closing Time	5 PM	5 PM
E16c	Hours	4.00	4.00
E16d	Monday Opening Time	9 AM	9 AM
E16e	Monday Closing Time	8 PM	8 PM
E16f	Hours	11.00	11.00
E16g	Tuesday Opening Time	9 AM	9 AM
E16h	Tuesday Closing Time	8 PM	8 PM
E16i	Hours	11.00	11.00
E16j	Wednesday Opening Time	9 AM	9 AM
E16k	Wednesday Closing Time	8 PM	8 PM
E16l	Hours	11.00	11.00
E16m	Thursday Opening Time	9 AM	9 AM
E16n	Thursday Closing Time	8 PM	8 PM
E16o	Hours	11.00	11.00
E16p	Friday Opening Time	9 AM	9 AM
E16q	Friday Closing Time	6 PM	6 PM
E16r	Hours	9.00	9.00
E16s	Saturday Opening Time	9 AM	9 AM
E16t	Saturday Closing Time	6 PM	6 PM
E16u	Hours	9.00	9.00
E17.3	Number of Weeks Branch Library is Open	52	52
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	66.00	66
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	52.00	52
E18	Number of Branches	1	1
E19	Total Annual Hours Open	3,432.00	3,432.00

Outreach Vehicles (F1 - F5)

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

F1	License Number
F2	Vehicle Year, Make, and Model
F3	Mileage on Odometer
F4	Owner of Vehicle

F5 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	ky w6647	<i>KY W6647</i>
G3	Vehicle Year, Make, and Model	2008 dodge sprinter	<i>2008 Dodge Sprinter</i>
G4	Owner of Vehicle	state	<i>state</i>
G5	Bookmobile Visits (number of persons entering the bookmobile)	7,801	<i>7,620</i>
G6	Number of Registered Users	3,722	<i>3,598</i>
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	<i>0</i>
G8	Reference Transactions	2,326	<i>2,444</i>
G9	Hours on the Road Per Week (but not serving patrons)	12	<i>12</i>
G9a	Sunday - Daily Hours Open to the Public	0	<i>0</i>
G9b	Monday - Daily Hours Open to the Public	10	<i>6</i>
G9c	Tuesday - Daily Hours Open to the Public	7	<i>6</i>
G9d	Wednesday - Daily Hours Open to the Public	7	<i>6</i>
G9e	Thursday - Daily Hours Open to the Public	3	<i>6</i>
G9f	Friday - Daily Hours Open to the Public	4	<i>0</i>
G9g	Saturday - Daily Hours Open to the Public	0	<i>0</i>
G9.3	Number of Weeks Bookmobile is Open	50	<i>50</i>
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	50.00	<i>50</i>

G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	31.00	24
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	Madison County Public Library	<i>Madison County Public Library</i>
H2	Street Address	507 West Main Street	<i>507 West Main Street</i>
H3	City	Richmond	<i>Richmond</i>
H4	Zip Code	40475	<i>40475</i>
H6	Phone	(859) 623-6704	<i>(859) 623-6704</i>
H8	Square Footage	18,236	<i>18,236</i>
H11	Number of Meetings Held	669	<i>730</i>
H12	Library Visits	178,556	<i>204,417</i>
H13	Number of Registered Users	39,369	<i>37,926</i>
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	31,883	<i>46,905</i>
H15	Reference Transactions	104,424	<i>58,261</i>
Hours Open to the Public			
H16a	Sunday Opening Time	1 pm	<i>1:00 PM</i>
H16b	Sunday Closing Time	5 pm	<i>5:00 PM</i>
H16c	Hours	4.00	<i>4</i>
H16d	Monday Opening Time	9 AM	<i>9:00 AM</i>
H16e	Monday Closing Time	8 PM	<i>8:00 PM</i>
H16f	Hours	11.00	<i>11</i>
H16g	Tuesday Opening Time	9 AM	<i>9:00 AM</i>
H16h	Tuesday Closing Time	8 PM	<i>8:00 PM</i>
H16i	Hours	11.00	<i>11</i>
H16j	Wednesday Opening Time	9 AM	<i>9:00 AM</i>
H16k	Wednesday Closing Time	8 PM	<i>8:00 PM</i>
H16l	Hours	11.00	<i>11</i>
H16m	Thursday Opening Time	9 AM	<i>9:00 AM</i>
H16n	Thursday Closing Time	8 PM	<i>8:00 PM</i>
H16o	Hours	11.00	<i>11</i>
H16p	Friday Opening Time	9 AM	<i>9:00 AM</i>
H16q	Friday Closing Time	6 PM	<i>6:00 PM</i>
H16r	Hours	9.00	<i>9</i>
H16s	Saturday Opening Time	9 AM	<i>9:00 AM</i>
H16t	Saturday Closing Time	6 PM	<i>6:00 PM</i>
H16u	Hours	9.00	<i>9</i>

H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	66.00	66
H18	Number of Weeks Main Library is Open	52	52
H19	Does your library have a Friends group?		
	Yes	Yes	
	No	No	

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	18,236	18,236
I2	Branch Libraries (sum of E8 branch data)	11,254	11,254
I3	Total (I1 + I2)	29,490	29,490

Number of Meetings Held

I10	Main Library (from H11)	669	730
I11	Branch Libraries (sum of E11 branch data)	332	269
I12	Total (I10 + I11)	1,001	999

Library Visits

I13	Main Library (from H12)	178,556	204,417
I14	Branch Libraries (sum of E12 branch data)	112,573	122,257
I15	Bookmobiles (sum of G5 branch data)	7,801	7,620
I16	Total (I13 + I14 + I15)	298,930	334,294

Number of Registered Users

I17	Main Library (from H13)	39,369	37,926
I18	Branch Libraries (sum of E13 branch data)	20,547	19,798
I19	Bookmobiles (sum of G6 branch data)	3,722	3,598
I20	Total (I17 + I18 + I19)	63,638	61,322

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

I21	Main Library (from H14)	31,883	46,905
I22	Branch Libraries (sum of E14 branch data)	19,779	31,798
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	51,662	78,703

Reference Transactions

I25	Main Library (from H15)	104,424	58,261
I26	Branch Libraries (sum of E15 branch data)	56,866	22,655
I27	Bookmobiles (sum of G8 branch data)	2,326	2,444
I28	Total (I25 + I26 + I27)	163,616	83,360

Public Service Hours per Year

I29	Main Library (H17 * H18)	3,432.00	3,432.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	3,432.00	3,432.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	1,550.00	1,200.00
I32	Total (I29 + I30 + I31)	8,414.00	8,064.00

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.

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	4.00	4.00
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0	0.00
J3	Number of Librarians with a Master's Degree NOT in Library Science	4.00	4.00
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0	0.00
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	3.00	3.00
J6	Number of Librarians with Less Than a Bachelor's Degree	.0	0.00
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	11.00	11.00
J8	All Other Paid Staff	28.75	29.25
J9	Total Paid Employees (J7 + J8):	39.75	40.25

Library Collection (K1 -K18)

Book Collection

K1	Adult Fiction	49,968	54,023
K2	Adult Nonfiction	25,057	29,694
K3	Children's Fiction	29,825	30,211
K4	Children's Nonfiction	13,486	11,109
K5	Total (K1 + K2 + K3 + K4)	118,336	125,037

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	131,784	123,519
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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	10	12
K7b	State (State Government or State Library) ** Include 60 KYVL databases **	60	50
K7	Total Electronic Collections [databases] (K7a+K7b)	70	62
K9	Audio - Physical Units	9,694	10,220
K10	Audio - Downloadable Units	31,616	31,466
K13	Video - Physical Units	23,559	23,219
K14	Video - Downloadable Units	1,862	1,853
K15	Other Material in Collection	3,491	3,439
K16	Current Print Serial Subscriptions	196	281
K17	Book/Serial Volumes (K5 + K16)	118,532	125,318
K18	Will your library be able to collect statistics for YA collection and circulation in next year's annual report?		
	Yes	Yes	
	No	No	

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 Fiction

L1	Main Library	57,695	69,534
L2	All Branches	45,960	48,295
L3	Bookmobile/Outreach	6,488	7,857
L4	Total (L1 + L2 + L3)	110,143	125,686

Book Circulation Adult Nonfiction

L5	Main Library	15,351	19,516
L6	All Branches	14,681	16,152
L7	Bookmobile/Outreach	1,421	1,980
L8	Total (L5 + L6+ L7)	31,453	37,648

Book Circulation Children's Fiction

L9	Main Library	46,640	55,528
L10	All Branches	33,128	36,037
L11	Bookmobile/Outreach	6,018	5,390
L12	Total (L9 + L10+ L11)	85,786	96,955

Book Circulation Children's Nonfiction

L13	Main Library	9,077	11,817
L14	All Branches	7,515	8,311
L15	Bookmobile/Outreach	1,656	1,965
L16	Total (L13 + L14 + L15)	18,248	22,093

Book Circulation Total:

L17	Main Library (L1 + L5 + L9 + L13)	128,763	156,395
L18	All Branches (L2 + L6 + L10 + L14)	101,284	108,795
L19	Bookmobile/Outreach (L3 + L7 + L11 + L15)	15,583	17,192
L20	Total (L4 + L8 + L12+ L16)	245,630	282,382

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	6,797	7,575
L22	All Branches	5,695	6,095
L23	Bookmobile/Outreach	322	606
L24	Total (L21 + L22 + L23)	12,814	14,276

Audiovisual Circulation Other Audio

L25	Main Library	4,462	4,886
L26	All Branches	3,438	3,901
L27	Bookmobile/Outreach	1,573	3,418
L28	Total (L25 + L26 + L27)	9,473	12,205

Audiovisual Circulation Videos

L29	Main Library	89,523	103,949
L30	All Branches	60,415	71,183
L31	Bookmobile/Outreach	3,124	4,520
L32	Total (L29 + L30 + L31)	153,062	179,652

Audiovisual Circulation Other

L33	Main Library	12,239	19,707
L34	All Branches	4,703	5,706
L35	Bookmobile/Outreach	52	60
L36	Total (L33 + L34 + L35)	16,994	25,473

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	113,021	136,117
L38	All Branches (L22 + L26 + L30 + L34)	74,251	86,885
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	5,071	8,604
L40	Total (L24 + L28 + L32 + L36)	192,343	231,606

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	5,650	5,175
L42	All Branches	2,318	2,240
L43	Bookmobile/Outreach	265	36
L44	Total (L41 + L42 + L43)	8,233	7,451

Total Circulation

L45	Main Library (L17 + L37 + L41)	247,434	297,687
L46	All Branches (L18 + L38 + L42)	177,853	197,920
L47	Bookmobile/Outreach (L19 + L39 + L43)	20,919	25,832

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	67,191	58,970
L49	Total Circulation (L20 + L40 + L44 + L48)	513,397	580,409
L50	Successful Retrieval of Electronic Information	53,516	39,420

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	93,999	118,481
L52	All Branches	64,439	70,403
L53	Bookmobile/Outreach	8,456	8,219

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	seed library and in-house use	<i>seed library and in-house use</i>
M2	Use Statistics	146429	160929

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	4,675	4,357
N2	Nonprint	0	0
N3	Total (N1 + N2):	4,675	4,357

Borrowed From

N4	Print	3,679	4,539
N5	Nonprint	0	0
N6	Total (N4 + N5):	3,679	4,539

Programs (O1 - O56)

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. Also, do not enter the number of programs or attendance in more than one category. Do not include passive programming.

Infant/Toddler/Preschool - *number of programs*

O1	Main Library	165	192
O2	All Branches	86	101
O3	Bookmobile/Outreach	133	97
O4	Total (O1 + O2 + O3)	384	390

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	3,791	5,483
O6	All Branches	1,937	2,441
O7	Bookmobile/Outreach	2,935	2,434
O8	Total (O5 + O6 + O7)	8,663	10,358

Elementary School - *number of programs*

O17	Main Library	230	243
O18	All Branches	203	214
		97	84

O19	Bookmobile/Outreach		
O20	Total (O17 + O18 + O19)	530	541
Elementary School - <i>number of attendees</i>			
O21	Main Library	19,864	16,551
O22	All Branches	9,875	11,049
O23	Bookmobile/Outreach	6,652	6,705
O24	Total (O21 + O22 + O23)	36,391	34,305
Young Adult (age 12 and older) - <i>number of programs</i>			
O25	Main Library	73	44
O26	All Branches	65	36
O27	Bookmobile/Outreach	60	34
O28	Total (O25 + O26 + O27)	198	114
Young Adult (age 12 and older) - <i>number of attendees</i>			
O29	Main Library	3,112	1,638
O30	All Branches	1,181	924
O31	Bookmobile/Outreach	3,749	1,286
O32	Total (O29 + O30 + O31)	8,042	3,848
Adult Programs - <i>number of programs</i>			
O33	Main Library	362	465
O34	All Branches	241	259
O35	Bookmobile/Outreach	228	219
O36	Total (O33 + O34 + O35)	831	943
Adult Programs - <i>number of attendees</i>			
O37	Main Library	4,736	6,672
O38	All Branches	5,479	6,420
O39	Bookmobile/Outreach	9,421	6,481
O40	Total (O37 + O38 + O39)	19,636	19,573
Programs Directed at Multiple Age Levels - <i>number of programs</i>			
O41	Main Library	49	46
O42	All Branches	48	45
O43	Bookmobile/Outreach	0	0
O44	Total (O41 + O42 + O43)	97	91
Programs Directed at Multiple Age Levels - <i>number of attendees</i>			
O45	Main Library	3,602	3,558
O46	All Branches	2,174	3,292
O47	Bookmobile/Outreach	0	0
O48	Total (O45 + O46 + O47)	5,776	6,850
Total Number Of Programs:			
O49	Main Library (O1 + O17 + O25 + O33 + O41)	879	990
O50	All Branches (O2 + O18 + O26 + O34 + O42)	643	655
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	518	434
O52	Total (O4 + O20 + O28 + O36 + O44)	2,040	2,079
Total Program Attendance:			
O53	Main Library (O5 + O21 + O29 + O37 + O45)	35,105	33,902

O54	All Branches (O6 + O22 + O30 + O38 + O46)	20,646	24,126
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	22,757	16,906
O56	Total (O8 + O24 + O32 + O40 + O48)	78,508	74,934

Intellectual Freedom (P1 - P6)

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

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	70	67
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	912	1,249
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes	Yes
Q4	Wireless Sessions - Annually	148,016	121,447
Q5	Website Visits	129,945	

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 single biggest endeavor of MCPL staff and trustees this fiscal year is the construction project at the Richmond location that will double the size of the current location. The library decided to stay on-site during the construction project, which brought about a lot of challenges, from construction mess to parking issues for customers. Additionally, management staff have had to focus efforts on dealing with construction-related issues. One of these issues that seems to have been magnified by the construction process is the need for library security. A significant increase in the number of police calls in Richmond, complaints from customers, incident reports, syringes found, overdoses, etc. necessitated the need for a formal security program to be implemented at the Richmond location. This began in April 2018 and involves a combination of staff security officers and contract security officers, which at this time are off-duty police officers. This year, MCPL focused on expanding programming and services to teens, expanding outreach and bookmobile programming for all ages, and tightening collections through weeding and collection procedure revisions. We said goodbye to several long-time staff members who retired during the year. We welcomed a new board member in January 2018. Staff and trustees worked	<i>Response has been entered.</i>
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throughout the year on developing a new strategic plan for 2018-2021. The plan focuses on a return to the basics, with an emphasis on developing and strengthening programs, collections, services, and partnerships that support essential literacies, such as health, civic, financial, etc.

Board Policies (T1 - T10)

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

T1	Board Reimbursement of Expense Policy	Yes	Yes
T2	Conflict of Interest Policy	Yes	Yes
T3	Ethics Policy	Yes	Yes
T4	Fiscal Responsibility Policy	Yes	Yes
T5	Investment Policy	Yes	Yes
T6	Open Records Policy	Yes	Yes
T7	Procurement Code Policy	Yes	Yes
T8	Sponsorship Policy	Yes	Yes
T9	Trustee Orientation Policy	Yes	Yes
T10	Whistleblower Policy	Yes	Yes

Library Board Membership (V1 - V6)

Note: List membership as constituted on the last day of the fiscal year.

Designated Day and Time for Monthly Board Meeting:

V1.1	Day	Wednesday	<i>Wednesday</i>
V1.2	Week	Third Week	<i>Third Week</i>
V1.3	Time	2:30 PM - 3:00 PM	<i>7:30 PM - 8:00 PM</i>

President or Chair

V2.1	Name:	Judy Flavell	<i>Dr. Chris Boni</i>
V2.2	P.O. Box or Street:	2479 Lancaster Rd	<i>361 Bowerwood Dr.</i>
V2.3	City:	Richmond	<i>Richmond</i>
V2.4	Zip:	40475	<i>40475</i>
V2.5	Phone:	(859) 625-2223	<i>(859) 248-8215</i>
V2.6	Term Expires (MM/DD/YYYY):	01/01/20	<i>01/01/18</i>
V2.7	Term	Second Term	<i>Second Term</i>
V2.8	Number of Regularly Scheduled Board Meetings Attended	11	<i>12</i>
V2.9	Number of Library Related Professional Conferences and or Workshops Attended	0	<i>0</i>

Vice President or Vice Chair

V3.1	Name:	Phillis Adams	<i>Judy Flavell 2479</i>
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V3.2	P.O. Box or Street:	109 Pleasant Ridge Dr	<i>Lancaster Rd</i>
V3.3	City:	Richmond	<i>Richmond</i>
V3.4	Zip:	40475	<i>40475</i>
V3.5	Phone:	(859) 200-0258	<i>(859) 625-2223</i>
V3.6	Term Expires (MM/DD/YYYY):	01/01/19	<i>01/01/20</i>
V3.7	Term	First Term	<i>Second Term</i>
V3.8	Number of Regularly Scheduled Board Meetings Attended	11	<i>10</i>
V3.9	Number of Library Related Professional Conferences and or Workshops Attended	0	<i>1</i>

Secretary

V4.1	Name:	Jackie Couture	<i>Jackie Couture</i>
V4.2	P.O. Box or Street:	2277 Brassfield Rd	<i>2277 Brassfield Rd</i>
V4.3	City:	Richmond	<i>Richmond</i>
V4.4	Zip:	40475	<i>40475</i>
V4.5	Phone:	(859) 314-8145	<i>(859) 314-8145</i>
V4.6	Term Expires (MM/DD/YYYY):	01/01/22	<i>01/01/18</i>
V4.7	Term	First Term	<i>Filling Unexpired Term</i>
V4.8	Number of Regularly Scheduled Board Meetings Attended	10	<i>10</i>
V4.9	Number of Library Related Professional Conferences and or Workshops Attended	1	<i>1</i>

Treasurer

V5.1	Name:	Nola Newman	<i>Nola Newman</i>
V5.2	P.O. Box or Street:	348 Opossum Kingdom Rd	<i>348 Opossum Kingdom Road</i>
V5.3	City:	Berea	<i>Berea</i>
V5.4	Zip:	40403	<i>40403</i>
V5.5	Phone:	(859) 200-5235	<i>(859) 200-5235</i>
V5.6	Term Expires (MM/DD/YYYY):	01/01/19	<i>01/01/19</i>
V5.7	Term	First Term	<i>First Term</i>

V5.8	Number of Regularly Scheduled Board Meetings Attended	11	11
V5.9	Number of Library Related Professional Conferences and or Workshops Attended	0	0
Member			
V6.1	Name:	Gus LaFontaine	<i>Phillis Adams</i>
V6.2	P.O. Box or Street:	717 Hackney Ct	<i>109 Pleasant Ridge Dr.</i>
V6.3	City:	Richmond	<i>Richmond</i>
V6.4	Zip:	40475	<i>40475</i>
V6.5	Phone:	(859) 582-9405	<i>(859) 200-0258</i>
V6.6	Term Expires (MM/DD/YYYY):	01/01/22	<i>01/01/19</i>
V6.7	Term	First Term	<i>First Term</i>
V6.8	Number of Regularly Scheduled Board Meetings Attended	5	10
V6.9	Number of Library Related Professional Conferences and or Workshops Attended	0	0

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.