

# Grant County Public Library District

## 2015 Kentucky Annual Report of Public Libraries

### General Information (A1 - A16)

|  |                              |                                      |
|--|------------------------------|--------------------------------------|
| A1   | County                       | Grant                                |
| A2   | Estimated Population         | 24,875                               |
| A3   | Library Name                 | Grant County Public Library District |
| Street Address   |                              |                                      |
| A4   | Street Address               | 201 Barnes Road                      |
| A5   | City                         | Williamstown                         |
| A6   | Zip Code                     | 41097                                |
| Mailing Address  |                              |                                      |
| A8   | Mailing Address              | 201 Barnes Road                      |
| A9   | City                         | Williamstown                         |
| A10  | Zip Code                     | 41097                                |
| A12  | Phone                        | (859) 824-2080                       |
| Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75) |                              |                                      |
| A14  | Real                         | 9.1                                  |
| A15  | Personal                     | 13.96                                |
| A16  | Motor Vehicle/Water<br>Craft | 03.00                                |

### Operating Revenue (B1 - B18)

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  | \$1,125,885        |
| B2 | Other  | \$0                |
| B3 | <b>Local Government<br/>Revenue Total (B1 + B2):</b> | <b>\$1,125,885</b> |

#### State Government Revenue

|    |                                       |          |
|----|---------------------------------------|----------|
| B4 | State Aid Grant                       | \$17,836 |
| B5 | Construction<br>Debt-Assistance Grant | \$70,000 |
| B6 | Other State Government<br>Revenue     | \$0      |

|                            |   |             |
|----------------------------|---|-------------|
| B7                         | State Government<br>Revenue Total (sum B4<br>through B6)                | \$87,836    |
| Federal Government Revenue |   |             |
| B9                         | Prime Time Family<br>Reading Time                                       | \$0         |
| B10                        | Library<br>Outreach/Bookmobile<br>Grant                                 | \$0         |
| B11                        | Preventing Summer<br>Reading Loss - Fueling<br>the Mind (Read and Feed) | \$24,128    |
| B12                        | Other Federal<br>Government Revenue                                     | \$0         |
| B13                        | Federal Government<br>Revenue Total (sum B8<br>through B12)             | \$24,128    |
| B14                        | Other Operating Revenue   | \$37,564    |
| B15                        | Total Operating Revenue<br>(B3 + B7 + B13 + B14):                       | \$1,275,413 |

### Operating Expenditures (C1 - C40)

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

#### Collection Expenditures

|    |  |           |
|----|--|-----------|
| C1 | Print Materials                                  | \$63,737  |
| C2 | Electronic Materials<br>Expenditures             | \$27,674  |
| C3 | Audiovisual Materials                            | \$29,832  |
| C4 | Electronic Collections                           | \$29,332  |
| C5 | Other Library Materials                          | \$0       |
| C6 | Collection Expenditures<br>Total (C1 through C5) | \$150,575 |

#### Salary Expenditures

|     |  |           |
|-----|--|-----------|
| C7  | Library Director                       | \$71,724  |
| C8  | Other Library Personnel                | \$394,810 |
| C10 | Salary Expenditures Total<br>(C7 + C8) | \$466,534 |

#### Fringe Benefits

|     |  |           |
|-----|--|-----------|
| C11 | Required Fringe Benefits                             | \$32,567  |
| C12 | Retirement (Employer's<br>Share)                     | \$61,898  |
| C13 | Medical Insurance<br>(Employer's Share)              | \$54,523  |
| C14 | Other  | \$59,233  |
| C15 | Fringe Benefits Total<br>(C11 + C12 + C13 +<br>C14): | \$208,221 |
| C16 | Total Staff Expenditures<br>(C10 + C15)              | \$674,755 |

#### Other Operations

|     |                 |         |
|-----|-----------------|---------|
| C17 | Building Repair | \$2,187 |
|-----|-----------------|---------|

|     |   |                            |
|-----|---|----------------------------|
| C18 | Building Maintenance  | \$40,370                   |
| C20 | Office Supplies, Program<br>Supplies, Postage   | \$20,346                   |
| C21 | Insurance   | \$13,276                   |
| C22 | Public Relations  | \$7,518                    |
| C23 | Utilities   | \$31,955                   |
| C24 | Professional Fees   | \$55,028                   |
| C25 | Audit Fee   | \$5,000                    |
| C26 | Fiscal Year that Audit<br>Covers  | FY 2013-2014               |
| C27 | What year was the<br>library's last long range<br>plan adopted?   | 2013                       |
| C28 | Repair and Replacement<br>of Furnishings  | \$17,788                   |
| C29 | Other   | \$1,164                    |
| C30 | Specify   | Materials Retrieval-Unique |
| C31 | Other   | \$1,014                    |
| C32 | Specify   | telephone                  |
| C33 | <b>Total Other Operating<br/>Expenditures (C17 + C18<br/>+ C20 + C21 + C22 + C23<br/>+ C24 + C25 + C28 + C29<br/>+ C31)</b> | \$195,646                  |
| C34 | Bookmobile/Extended<br>Services   | \$0                        |
| C35 | Continuing Education  | \$19,759                   |
| C36 | Operating Expenditures<br>for Electronic Access   | \$47,796                   |
| C37 | <b>Total Operating<br/>Expenditures (C6 + C16 +<br/>C33 + C34 + C35 + C36):</b>   | \$1,088,531                |

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<br>Expenditures | \$17,788 |
| C39 | Debt Service                   | \$69,418 |

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

### 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                     | 0 |
| F2 | Vehicle Year, Make, and Model      | 0 |
| F3 | Mileage on Odometer                | 0 |
| F4 | Owner of Vehicle                   |   |
| F5 | Number of Stops in an Average Week | 0 |

### 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                | 0   |
| G2 | Serial Number                 | 0   |
| G3 | Vehicle Year, Make, and Model | 0   |
| G4 | Owner of Vehicle              | N/A |

|       |  |      |
|-------|--|------|
| G5    | Bookmobile Visits<br>(number of persons<br>entering the bookmobile)                                  | 0    |
| G6    | Number of Registered<br>Users  | 0    |
| G7    | Number of Uses<br>[Sessions] of Public<br>Internet Computers Per<br>Year                             | 0    |
| G8    | Reference Transactions   | 0    |
| G9    | Hours on the Road Per<br>Week (but not serving<br>patrons)   | 0,   |
| G9a   | Sunday - Daily Hours<br>Open to the Public   | 0,   |
| G9b   | Monday - Daily Hours<br>Open to the Public   | 0,   |
| G9c   | Tuesday - Daily Hours<br>Open to the Public  | 0,   |
| G9d   | Wednesday - Daily Hours<br>Open to the Public  | 0,   |
| G9e   | Thursday - Daily Hours<br>Open to the Public   | 0,   |
| G9f   | Friday - Daily Hours<br>Open to the Public   | 0,   |
| G9g   | Saturday - Daily Hours<br>Open to the Public   | 0,   |
| G9.3  | Number of Weeks<br>Bookmobile is Open  | 0,   |
| G9.3a | Total Number of Weeks<br>Bookmobiles are Open<br>(Sum of all G9.3)                                   | 0.00 |
| G10   | Total Hours for<br>Bookmobiles in an<br>Average Week (G9a +<br>G9b + G9c + G9d + G9e<br>+ G9f + G9g) | 0.00 |
| G11   | Number of Bookmobiles  | 0,   |

## Main Library (H1 - H18)

This is one type of single outlet library or the library which is the operational center of a multiple outlet library. Usually all processing is centralized here and the principal collections are housed here.

|     |  |                             |
|-----|--|-----------------------------|
| H1  | Library Name                           | Grant County Public Library |
| H2  | Street Address                         | 201 Barnes Road             |
| H3  | City                                   | Williamstown                |
| H4  | Zip Code                               | 41097                       |
| H6  | Phone                                  | (859) 824-2080              |
| H8  | Square Footage                         | 12,500                      |
| H10 | Number of Groups Using<br>Meeting Room | 44                          |
| H11 | Number of Meetings Held                | 123                         |
| H12 | Library Visits                         | 105,192                     |

|                          |  |        |
|--------------------------|--|--------|
| H13                      | Number of Registered Users   | 17,058 |
| H14                      | Number of Uses [Sessions] of Public Internet Computers Per Year                        | 35,738 |
| H15                      | Reference Transactions   | 2,738  |
| Hours Open to the Public |  |        |
| H16a                     | Sunday Opening Time  | 1:00   |
| H16b                     | Sunday Closing Time  | 4:00   |
| H16c                     | Hours  | 3.00   |
| H16d                     | Monday Opening Time  | 9:00   |
| H16e                     | Monday Closing Time  | 8:00   |
| H16f                     | Hours  | 11.00  |
| H16g                     | Tuesday Opening Time   | 9:00   |
| H16h                     | Tuesday Closing Time   | 8:00   |
| H16i                     | Hours  | 11.00  |
| H16j                     | Wednesday Opening Time   | 9:00   |
| H16k                     | Wednesday Closing Time   | 8:00   |
| H16l                     | Hours  | 11.00  |
| H16m                     | Thursday Opening Time  | 9:00   |
| H16n                     | Thursday Closing Time  | 8:00   |
| H16o                     | Hours  | 11.00  |
| H16p                     | Friday Opening Time  | 9:00   |
| H16q                     | Friday Closing Time  | 6:00   |
| H16r                     | Hours  | 9.00   |
| H16s                     | Saturday Opening Time  | 9:00   |
| H16t                     | Saturday Closing Time  | 6:00   |
| H16u                     | Hours  | 9.00   |
| H17                      | <b>Total Hours Open to the Public (H16c + H16f + H16i + H16l + H16o + H16r + H16u)</b> | 65.00  |
| H18                      | Number of Weeks Main Library is Open   | 52     |

## Facility Info (I1 - I32)

### Square Footage

|    |  |        |
|----|--|--------|
| I1 | Main Library (from H8)                   | 12,500 |
| I2 | Branch Libraries (sum of E8 branch data) | 0      |
| I3 | Total (I1 + I2)                          | 12,500 |

### No. of Groups Using Meeting Room

|    |   |    |
|----|---|----|
| I7 | Main Library (from H10)                   | 44 |
| I8 | Branch Libraries (sum of E10 branch data) | 0  |
| I9 | Total (I7 + I8)                           | 0  |

### Number of Meetings Held

|     |                         |     |
|-----|-------------------------|-----|
| I10 | Main Library (from H11) | 123 |
|-----|-------------------------|-----|

I11 Branch Libraries (sum of E11 branch data) 0

I12 Total (I10 + I11) 0

Library Visits

I13 Main Library (from H12) 105,192

I14 Branch Libraries (sum of E12 branch data) 0

I15 Bookmobiles (sum of G5 branch data) 0

I16 Total (I13 + I14 + I15) 105,192

Number of Registered Users

I17 Main Library (from H13) 17,058

I18 Branch Libraries (sum of E13 branch data) 0

I19 Bookmobiles (sum of G6 branch data) 0

I20 Total (I17 + I18 + I19) 17,058

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

I21 Main Library (from H14) 35,738

I22 Branch Libraries (sum of E14 branch data) 0

I23 Bookmobiles (sum of G7 branch data) 0

I24 Total (I21 + I22 + I23) 35,738

Reference Transactions

I25 Main Library (from H15) 2,738

I26 Branch Libraries (sum of E15 branch data) 0

I27 Bookmobiles (sum of G8 branch data) 0

I28 Total (I25 + I26 + I27) 2,738

Public Service Hours per Year

I29 Main Library (H17 \* H18) 3,380.00

I30 Branch Libraries (sum of E17 branch data \* E17.3a) 0.00

I31 Bookmobiles (sum of G10 bookmobile data \* G9.3a) 0.00

I32 Total ( I29 + I30 + I31) 3,380.00

**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  | 5     |
| J2 | Number of Librarians with Non ALA Accredited Master's Degree in Library Science | 0     |
| J3 | Number of Librarians with a Master's Degree NOT in Library Science              | 0     |
| J4 | Number of Librarians with a Bachelor's Degree in Library Science                | 0     |
| J5 | Number of Librarians with a Bachelor's Degree NOT in Library Science            | 3     |
| J6 | Number of Librarians with Less Than a Bachelor's Degree                         | 1     |
| J7 | <b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>                          | 9.00  |
| J8 | All Other Paid Staff  | 9     |
| J9 | <b>Total Paid Employees (J7 + J8):</b>  | 18.00 |

### **Library Collection (K1 -K17)**

#### Book Collection

|    |                                  |        |
|----|----------------------------------|--------|
| K1 | Adult Fiction                    | 13,638 |
| K2 | Adult Nonfiction                 | 12,278 |
| K3 | Juvenile Fiction                 | 13,429 |
| K4 | Juvenile Nonfiction              | 5,331  |
| K5 | <b>Total (K1 + K2 + K3 + K4)</b> | 44,676 |

#### Digital or Audiovisual Materials

|    |                            |        |
|----|----------------------------|--------|
| K6 | Electronic Books (E-Books) | 91,394 |
|----|----------------------------|--------|

#### Electronic Collections (K7a - K7b):



Report the number of electronic collections.

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

Electronic Collections 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 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 acquired through curation, payment or formal agreement, by source of access:

Item #K7a Local/Other cooperative agreements

Item #K7c (state government or state library)

Item #K7 Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections(Item #K7a and #K7b).

|     |   |        |
|-----|---|--------|
| K7a | Local/Other Cooperative Agreements  | 18     |
| K7b | State (State Government or State Library) **<br>Include <b>32 KYVL databases</b> ** | 32     |
| K7  | <b>Total Electronic Collections (K7a+K7b)</b>                                       | 50     |
| K9  | Audio - Physical Units  | 3,579  |
| K10 | Audio - Downloadable Units  | 19,261 |
| K13 | Video - Physical Units  | 2,730  |
| K14 | Video - Downloadable Units  | 1,318  |
| K15 | Other Material in Collection  | 699    |
| K16 | Current Print Serial Subscriptions  | 143    |
| K17 | <b>Book/Serial Volumes (K5 + K16)</b>   | 44,819 |

## Circulation (L1 - L53)

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 31,973

|    |                             |        |
|----|-----------------------------|--------|
| L2 | All Branches                | 0      |
| L3 | Bookmobile/Outreach         | 2,169  |
| L4 | <b>Total (L1 + L2 + L3)</b> | 34,142 |

#### Book Circulation Adult Nonfiction

|    |                            |        |
|----|----------------------------|--------|
| L5 | Main Library               | 11,455 |
| L6 | All Branches               | 0      |
| L7 | Bookmobile/Outreach        | 1,005  |
| L8 | <b>Total (L5 + L6+ L7)</b> | 12,460 |

#### Book Circulation Juvenile Fiction

|     |                              |        |
|-----|------------------------------|--------|
| L9  | Main Library                 | 23,528 |
| L10 | All Branches                 | 0      |
| L11 | Bookmobile/Outreach          | 49     |
| L12 | <b>Total (L9 + L10+ L11)</b> | 23,577 |

#### Book Circulation Juvenile Nonfiction

|     |                                |       |
|-----|--------------------------------|-------|
| L13 | Main Library                   | 2,997 |
| L14 | All Branches                   | 0     |
| L15 | Bookmobile/Outreach            | 12    |
| L16 | <b>Total (L13 + L14 + L15)</b> | 3,009 |

#### Book Circulation Total:

|     |  |        |
|-----|--|--------|
| L17 | <b>Main Library (L1 + L5 + L9 + L13)</b>         | 69,953 |
| L18 | <b>All Branches (L2 + L6 + L10 + L14)</b>        | 0      |
| L19 | <b>Bookmobile/Outreach (L3 + L7 + L11 + L15)</b> | 3,235  |
| L20 | <b>Total (L4 + L8 + L12+ L16)</b>                | 73,188 |

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                   | 3,217 |
| L22 | All Branches                   | 0     |
| L23 | Bookmobile/Outreach            | 0     |
| L24 | <b>Total (L21 + L22 + L23)</b> | 3,217 |

#### Audiovisual Circulation Other Audio

|     |                                |       |
|-----|--------------------------------|-------|
| L25 | Main Library                   | 4,930 |
| L26 | All Branches                   | 0     |
| L27 | Bookmobile/Outreach            | 0     |
| L28 | <b>Total (L25 + L26 + L27)</b> | 4,930 |

#### Audiovisual Circulation Videos

|     |                                |        |
|-----|--------------------------------|--------|
| L29 | Main Library                   | 36,397 |
| L30 | All Branches                   | 0      |
| L31 | Bookmobile/Outreach            | 0      |
| L32 | <b>Total (L29 + L30 + L31)</b> | 36,397 |

#### Audiovisual Circulation Other

|     |              |     |
|-----|--------------|-----|
| L33 | Main Library | 156 |
|-----|--------------|-----|

|                               |  |        |
|-------------------------------|--|--------|
| L34                           | All Branches                                       | 0      |
| L35                           | Bookmobile/Outreach                                | 0      |
| L36                           | <b>Total (L33 + L34 + L35)</b>                     | 156    |
| Audiovisual Circulation Total |  |        |
| L37                           | <b>Main Library (L21 + L25 + L29 + L33)</b>        | 44,700 |
| L38                           | <b>All Branches (L22 + L26 + L30 + L34)</b>        | 0      |
| L39                           | <b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b> | 0      |
| L40                           | <b>Total (L24 + L28 + L32 + L36)</b>               | 44,700 |

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                   | 2,644 |
| L42 | All Branches                   | 0     |
| L43 | Bookmobile/Outreach            | 0     |
| L44 | <b>Total (L41 + L42 + L43)</b> | 2,644 |

#### Total Circulation

|     |  |         |
|-----|--|---------|
| L45 | <b>Main Library (L17 + L37 + L41)</b>        | 117,297 |
| L46 | <b>All Branches (L18 + L38 + L42)</b>        | 0       |
| L47 | <b>Bookmobile/Outreach (L19 + L39 + L43)</b> | 3,235   |

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.

Note: Do not include databases.

|     |  |         |
|-----|--|---------|
| L48 | Circulation of Electronic Materials - The total annual circulation of all electronic materials | 35,913  |
| L49 | <b>Total (L20 + L40 + L44 + L48)</b>   | 156,445 |

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

|     |                                |        |
|-----|--------------------------------|--------|
| L50 | Main Library                   | 27,171 |
| L51 | All Branches                   | 0      |
| L52 | Bookmobile/Outreach            | 0      |
| L53 | <b>Total (L50 + L51 + L52)</b> | 27,171 |

#### Downloadable Music Services (M1 - M2)

Freegal, and similar downloadable music services, is listed here. Do not count these items as circulation.

|    |  |       |
|----|--|-------|
| M1 | Freegal - Number of Downloads  | 2,516 |
| M2 | Other Downloadable Music Services Similar to Freegal - Number of Downloads | 0     |

### Interlibrary Cooperation (N1 - N6)

#### Loaned To

|    |                         |     |
|----|-------------------------|-----|
| N1 | Print                   | 176 |
| N2 | Nonprint                | 0   |
| N3 | <b>Total (N1 + N2):</b> | 176 |

#### Borrowed From

|    |                         |     |
|----|-------------------------|-----|
| N4 | Print                   | 525 |
| N5 | Nonprint                | 0   |
| N6 | <b>Total (N4 + N5):</b> | 525 |

### Programs (O1 - O64)

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.

#### Infant/Toddler - *number of programs*

|    |                             |    |
|----|-----------------------------|----|
| O1 | Main Library                | 30 |
| O2 | All Branches                | 0  |
| O3 | Bookmobile/Outreach         | 0  |
| O4 | <b>Total (O1 + O2 + O3)</b> | 30 |

#### Infant/Toddler - *number of attendees*

|    |                             |     |
|----|-----------------------------|-----|
| O5 | Main Library                | 327 |
| O6 | All Branches                | 0   |
| O7 | Bookmobile/Outreach         | 0   |
| O8 | <b>Total (O5 + O6 + O7)</b> | 327 |

#### Preschool - *number of programs*

|     |                               |    |
|-----|-------------------------------|----|
| O9  | Main Library                  | 29 |
| O10 | All Branches                  | 0  |
| O11 | Bookmobile/Outreach           | 0  |
| O12 | <b>Total (O9 + O10 + O11)</b> | 29 |

#### Preschool - *number of attendees*

|     |                                |     |
|-----|--------------------------------|-----|
| O13 | Main Library                   | 486 |
| O14 | All Branches                   | 0   |
| O15 | Bookmobile/Outreach            | 0   |
| O16 | <b>Total (O13 + O14 + O15)</b> | 486 |

Elementary School - *number of programs*

|     |                                 |    |
|-----|---------------------------------|----|
| O17 | Main Library                    | 23 |
| O18 | All Branches                    | 0  |
| O19 | Bookmobile/Outreach             | 0  |
| O20 | <b>Total (O17 + O 18 + O19)</b> | 23 |

Elementary School - *number of attendees*

|     |                                |     |
|-----|--------------------------------|-----|
| O21 | Main Library                   | 683 |
| O22 | All Branches                   | 0   |
| O23 | Bookmobile/Outreach            | 0   |
| O24 | <b>Total (O21 + O22 + O23)</b> | 683 |

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

|     |                                |     |
|-----|--------------------------------|-----|
| O25 | Main Library                   | 10  |
| O26 | All Branches                   | 0   |
| O27 | Bookmobile/Outreach            | 210 |
| O28 | <b>Total (O25 + O26 + O27)</b> | 220 |

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

|     |                                |       |
|-----|--------------------------------|-------|
| O29 | Main Library                   | 220   |
| O30 | All Branches                   | 0     |
| O31 | Bookmobile/Outreach            | 2,500 |
| O32 | <b>Total (O29 + O30 + O31)</b> | 2,720 |

Other Children's Programs - *number of programs*

|     |                                |    |
|-----|--------------------------------|----|
| O33 | Main Library                   | 10 |
| O34 | All Branches                   | 0  |
| O35 | Bookmobile/Outreach            | 0  |
| O36 | <b>Total (O33 + O34 + O35)</b> | 10 |

Other Children's Programs - *number of attendees*

|     |                                |       |
|-----|--------------------------------|-------|
| O37 | Main Library                   | 146   |
| O38 | All Branches                   | 0     |
| O39 | Bookmobile/Outreach            | 1,058 |
| O40 | <b>Total (O37 + O38 + O39)</b> | 1,204 |

Adult Programs - *number of programs*

|     |                                |    |
|-----|--------------------------------|----|
| O41 | Main Library                   | 67 |
| O42 | All Branches                   | 0  |
| O43 | Bookmobile/Outreach            | 0  |
| O44 | <b>Total (O41 + O42 + O43)</b> | 67 |

Adult Programs - *number of attendees*

|     |                                |     |
|-----|--------------------------------|-----|
| O45 | Main Library                   | 946 |
| O46 | All Branches                   | 0   |
| O47 | Bookmobile/Outreach            | 0   |
| O48 | <b>Total (O45 + O46 + O47)</b> | 946 |

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

|     |                                |   |
|-----|--------------------------------|---|
| O49 | Main Library                   | 2 |
| O50 | All Branches                   | 0 |
| O51 | Bookmobile/Outreach            | 0 |
| O52 | <b>Total (O49 + O50 + O51)</b> | 2 |

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

|     |              |     |
|-----|--------------|-----|
| O53 | Main Library | 235 |
| O54 | All Branches | 0   |

|                           |  |     |
|---------------------------|--|-----|
| O55                       | Bookmobile/Outreach  | 0   |
| O56                       | Total (O53 + O54 + O55)                                      | 235 |
| Total Number Of Programs: |  |     |
| O57                       | Main Library (O1 + O9 + O17 + O25 + O33 + O41 + O49)         | 171 |
| O58                       | All Branches (O2 + O10 + O18 + O26 + O34 + O42 + O50)        | 0   |
| O59                       | Bookmobile/Outreach (O3 + O11 + O19 + O27 + O35 + O43 + O51) | 210 |
| O60                       | Total (O4 + O12 + O20 + O28 + O36 + O44 + O52)               | 381 |

Total Program Attendance:

|     |  |       |
|-----|--|-------|
| O61 | Main Library (O5 + O13 + O21 + O29 + O37 + O45 + O53)        | 3,043 |
| O62 | All Branches (O6 + O14 + O22 + O30 + O38 + O46 + O54)        | 0     |
| O63 | Bookmobile/Outreach (O7 + O15 + O23 + O31 + O39 + O47 + O55) | 3,558 |
| O64 | Total (O8 + O16 + O24 + O32 + O40 + O48 + O56)               | 6,601 |

**Intellectual Freedom (P1 - P6)**

|    |                          |                    |
|----|--------------------------|--------------------|
| P1 | Title of Challenged Work | 0                  |
| P2 | Type of Work             |                    |
| P3 | Grounds for Challenge    |                    |
| P4 | Initiator of Challenge   |                    |
| P5 | Status of Material       |                    |
| P6 | Comments                 | No challenged work |

**Technology (Q1 - Q7)**

|    |  |       |
|----|--|-------|
| Q1 | Number of Internet Computers Used by General Public                    | 27    |
| Q2 | Number of People Formally Trained by Staff to Use Electronic Resources | 130   |
| Q3 | Does the library provide wireless internet access (Wi-Fi) for patrons? | Yes   |
| Q4 | Wireless Sessions - Annually   | 8,643 |

- Q5 Is the library contributing to a digital content creation project(s) that is systematically organized within a database management system and is accessible to the public via the library's website? (click on Q5 to see definitions) Yes
- Q6 If the library is contributing to a digital content creation project(s) (Q5 response is "Yes"), how many digital content creation projects is your library involved with on an ongoing basis? 3
- Q7 For how many of the digital content creation projects identified above (in Q6) did your library serve as the lead agency? 2

## 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
- Overview This past year and especially the past six months have been very busy and productive and wonderful as we expand our staff with new faces and our services to the community. When you come to the library now you will see both familiar faces and several new ones to greet you. This spring saw two of our professional staff take positions at other libraries, so we were able to fill those and added a Teen/Young Adult librarian. Additionally, we created an additional part time library assistant for the circulation desk. Outreach Providing service to the community and taking that service to people who aren't able to come to our building is one of our very important functions. This year our Library Express program provided 22 programs and provided over 2400 materials to patrons throughout the county. Sebrena Harris has been providing this service for the past several years. Facilities Last year we completed work on the cupolas and have stopped all leakage problems. Over the past few years we have also been working on a slow changeover to LED lighting, both inside and outside the building. We have already seen a savings on utility bills and this is part of that effort. Last year I applied for a construction grant through the state library, but unfortunately did not receive it. I will again be applying for a grant the next time it comes around. The grant would go to expand the current building entailing the addition of a much needed children's room separate from the main library, an additional and larger meeting room, storage, quiet study rooms, a family restroom, and a separate Teen area. Although we keep saving toward this end, at this time we are not able to build without the assistance of a grant. Programs and Services The library has expanded many of its services to the community by providing the outreach to Jonesville, Grant Manor, and many individuals of all ages throughout the county. Additionally, with the Teen programs we have seen numbers grow and grow - it is normal to see 18-24 youth signed up for a program. Adult and Children's programs are also doing well. We will be starting up computer instruction sessions again this fall. Also we now have two adult book discussion groups, one for fiction and another called Cook the Books for people who love to cook or eat or just like talking about

food! Speaking of food, we received the Fueling the Mind grant and served over 6,000 meals at 4 funded locations by the grant and two that the library self-funded. Library Stats During the past fiscal year for 2014-2015 the library had 105,192 visitors and had 17,058 cardholders. Our book collections is approximately 45,000 plus and additional access to over 91,000 electronic books. We have a little over 100 print magazines and an additional 40 digital access subscriptions. We have borrowed and lent over 700 Interlibrary Loans to our county's residents. Overall circulation is 156,283 items. Over the past year we have provided 381 programs to 6,601 people in Grant County. Respectfully submitted, Susan Calloway Nimersheim, Library Director Grant County Public Library 201 Barnes Rd Williamstown, KY 41097

## 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 |
| 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                    | No  |
| T9  | Trustee Orientation Policy            | Yes |
| T10 | Whistleblower Policy                  | 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  | Monday            |
| V1.2 | Week | Second Week       |
| V1.3 | Time | 6:30 PM - 7:00 PM |

President or Chair

|      |  |                |
|------|--|----------------|
| V2.1 | Name:  | Marlee Willoby |
| V2.2 | P.O. Box or Street:  | 107 Ridgelea   |
| V2.3 | City:  | Williamstown   |
| V2.4 | Zip:   | 41097          |
| V2.5 | Phone:   | (859) 823-1881 |
| V2.6 | Term Expires (MM/DD/YYYY):   | 6/30/2018      |
| V2.7 | Term   | Second Term    |
| V2.8 | Number of Regularly Scheduled Board Meetings Attended                        | 12             |
| V2.9 | Number of Library Related Professional Conferences and or Workshops Attended | 1              |



Vice President or Vice Chair

V3.1 Name: Elsy Willoughby  
V3.2 P.O. Box or Street: 219 Ridglea  
V3.3 City: Williamstown  
V3.4 Zip: 41097  
V3.5 Phone: (859) 824-5185  
V3.6 Term Expires (MM/DD/YYYY): 06/30/2016  
V3.7 Term: First Term  
V3.8 Number of Regularly Scheduled Board Meetings Attended: 11  
V3.9 Number of Library Related Professional Conferences and or Workshops Attended: 1

Secretary

V4.1 Name: Robin Chapman  
V4.2 P.O. Box or Street: 3343 Keefer Rd  
V4.3 City: Corinth  
V4.4 Zip: 41010  
V4.5 Phone: (859) 824-5318  
V4.6 Term Expires (MM/DD/YYYY): 6/30/15  
V4.7 Term: First Term  
V4.8 Number of Regularly Scheduled Board Meetings Attended: 11  
V4.9 Number of Library Related Professional Conferences and or Workshops Attended: 0

Treasurer

V5.1 Name: Pat Conrad  
V5.2 P.O. Box or Street: 1060 Dry Ridge-Mt Zion Rd  
V5.3 City: Dry Ridge  
V5.4 Zip: 41035  
V5.5 Phone: (859) 823-6519  
V5.6 Term Expires (MM/DD/YYYY): 6/30/15  
V5.7 Term: Second Term  
V5.8 Number of Regularly Scheduled Board Meetings Attended: 12  
V5.9 Number of Library Related Professional Conferences and or Workshops Attended: 1

Member

V6.1 Name: Paul Messner  
V6.2 P.O. Box or Street: 980 Dry Ridge Mt Zion Rd

|      |   |                |
|------|---|----------------|
| V6.3 | City:   | Dry Rdige      |
| V6.4 | Zip:  | 41035          |
| V6.5 | Phone:  | (859) 903-9368 |
| V6.6 | Term Expires<br>(MM/DD/YYYY):   | 06/30/2019     |
| V6.7 | Term  | First Term     |
| V6.8 | Number of Regularly<br>Scheduled Board<br>Meetings Attended                           | 11             |
| V6.9 | Number of Library<br>Related Professional<br>Conferences and or<br>Workshops Attended | 1              |

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.