

Grant County Public Library District

2022 Kentucky Annual Report of Public Libraries

General Information (A1 - A12)

A1	County	Grant
A2	Estimated Population	25,069
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

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	\$1,734,755
B2	Other	\$0
B3	Local Government Revenue Total (B1 + B2):	\$1,734,755

State Government Revenue

B5	Construction Debt-Assistance Grant	\$81,900
B6	Other State Government Revenue	\$0
B7	State Government Revenue Total (sum B5 through B6)	\$81,900

Federal Government Revenue

B11a	LSTA CARES Act Grant	\$0
B11b	ARPA Grant	\$10,182
B12	Other Federal Government Revenue	\$0
B13	Federal Government Revenue Total (B11a + B11b + B12)	\$10,182
Other Operating Income		
B14	Other Operating Revenue	\$16,229
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$1,843,066

Operating Expenditures (C1 - C41)

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

Collection Expenditures

C1	Print Materials	\$63,070
C2	Electronic Materials Expenditures	\$19,237
C3	Audiovisual Materials	\$11,386
C4	Electronic Collections [databases]	\$12,617
C5	Other Library Materials	\$0
C6	Collection Expenditures Total (C1 through C5)	\$106,310

Salary Expenditures

C7	Library Director	\$70,005
C7a	Years as Director at Current Library (ex: 1.5)	1.0
C8	Other Library Personnel	\$373,198
C10	Salary Expenditures Total (C7 + C8)	\$443,203

Fringe Benefits

C11	Required Fringe Benefits	\$35,271
C12	Retirement (Employer's Share)	\$90,240
C13	Medical Insurance (Employer's Share)	\$42,426
C14	Other	\$0
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$167,937
C16	Total Staff Expenditures (C10 + C15)	\$611,140

Other Operations

C17	Building Repair and Maintenance	\$56,324
C20	Office Supplies, Program Supplies, Postage	\$20,981
C21	Insurance	\$17,189
C22	Public Relations	\$10,337
C23	Utilities	\$40,502
C24	Professional Fees (include professional membership fees)	\$12,998

C25	Audit Fee	\$5,000
C26	Fiscal Year that Audit Covers	FY 2020-2021
C27	What year was the library's last long range plan adopted?	2014
C28	Repair and Replacement of Furnishings	\$21,247
C29	Other	\$0
C30	Specify	
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	\$184,578
C34	Bookmobile/Extended Services	\$817
C35	Continuing Education	\$395
C36	Operating Expenditures for Electronic Access	\$30,706
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$933,946

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	\$2,425
C39	Debt Service	\$211,355

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	\$81,900
C40c	Federal - Capital Revenue	\$0
C40d	Other - Capital Revenue	\$0
C40	Total Capital Revenue (C40a through C40d)	\$81,900
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? No
- D5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? No
- 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? No
- 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? No
- 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	Grant CPL frequently held events outside throughout the Summer and Fall of 2021. Grant CPL slowly re-implemented normal seating and public computer numbers throughout Summer and Fall of 2021. Grant CPL complied with the Governors mask mandate up until the lifting of the mandate in September of 2021. At that time, GCPL allowed staff and patrons to make their own informed decisions about masks, etc. Grant CPL has excellent circulation and HVAC systems throughout the library. These systems are frequently serviced to maintain their integrity. Grant CPL quarantined returned materials for a 24 hour period. GCPL has retained this practice, but primarily for insect inspection and to ensure that books are not returned to the shelves before being checked in.
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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	2015 Ford Transit Connect
F2	Owner of Vehicle	privately
F3	Number of Stops in an Average Week	12

Bookmobiles (G1 - G11)

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

INFORMATION FOR EACH BOOKMOBILE:

Add a new group for each bookmobile in the county.

Bookmobile Hours (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	
G3	Vehicle Year, Make, and Model	
G4	Owner of Vehicle	
G5	Bookmobile Visits (number of persons entering the bookmobile)	
G6	Number of Registered Users	
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	
G8	Reference Transactions	
G9	Hours on the Road Per Week (but not serving patrons)	00
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	0
G9c	Tuesday - Daily Hours Open to the Public	0

G9d	Wednesday - Daily Hours Open to the Public	0
G9e	Thursday - Daily Hours Open to the Public	0
G9f	Friday - Daily Hours Open to the Public	0
G9g	Saturday - Daily Hours Open to the Public	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	
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)	0.00
G11	Number of Bookmobiles	0

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	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	22,700
H11	Number of Meetings Held	193
H12	Library Visits	40,566
H12a	Library Visits Reporting Method	CT - Annual Count
H13	Number of Registered Users	12,593
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	4,646
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
H15	Reference Transactions	276
H15a	Reference Transactions Reporting Method	CT - Annual Count
Hours Open to the Public		
H16a	Sunday Opening Time	Closed
H16b	Sunday Closing Time	Closed

H16c	Hours	0.00
H16d	Monday Opening Time	10am
H16e	Monday Closing Time	8pm
H16f	Hours	10.00
H16g	Tuesday Opening Time	10am
H16h	Tuesday Closing Time	8pm
H16i	Hours	10.00
H16j	Wednesday Opening Time	10am
H16k	Wednesday Closing Time	8pm
H16l	Hours	10.00
H16m	Thursday Opening Time	10am
H16n	Thursday Closing Time	8pm
H16o	Hours	10.00
H16p	Friday Opening Time	10am
H16q	Friday Closing Time	6pm
H16r	Hours	8.00
H16s	Saturday Opening Time	10am
H16t	Saturday Closing Time	4pm
H16u	Hours	6.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	54.00

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	12
H18	Number of Weeks Main Library is Open	40
H19	Does your library have a Friends group?	
	Yes	No
	No	Yes

Facility Info (I1 - I32)

Square Footage		
I1	Main Library (from H8)	22,700
I2	Branch Libraries (sum of E8 branch data)	0
I3	Total (I1 + I2)	22,700
Number of Meetings Held		
I10	Main Library (from H11)	193
I11	Branch Libraries (sum of E11 branch data)	0
I12	Total (I10 + I11)	193

Library Visits

I13	Main Library (from H12)	40,566
I14	Branch Libraries (sum of E12 branch data)	0
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	40,566

Number of Registered Users

I17	Main Library (from H13)	12,593
I18	Branch Libraries (sum of E13 branch data)	0
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	12,593

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

I21	Main Library (from H14)	4,646
I22	Branch Libraries (sum of E14 branch data)	0
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	4,646

Reference Transactions

I25	Main Library (from H15)	276
I26	Branch Libraries (sum of E15 branch data)	0
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	276

Public Service Hours per Year

I29	Main Library (sum of (H17.3 + H18) * H17)	2,808.00
I30	Branch Libraries (sum of (E17.2 + E17.3) * E17)	0.00
I31	Bookmobiles (sum of (G9.2 + G9.3) * G10)	0.00
I32	Total (I29 + I30 + I31)	2,808.00

Library Staff (J1- J5)

Report figures as of the last day of the fiscal year. **Include all positions funded in the library's budget whether those**
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	3.00
J2	Librarians without an ALA Accredited Master's Degree in Library Science	0
J3	Total Librarians (J1 + J2):	3.00
J4	All Other Paid Staff	11.00
J5	Total Paid Employees (J3 + J4):	14.00

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	25,483
K2	Young Adult Books (ages 12 to 18)	3,123
K3	Children's Books (under age 12)	13,696
K4	Total (K1 + K2 + K3)	42,302

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	229,749
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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	2
K7b	State (State Government or State Library) ** Include 66 KYVL databases **	66
K7	Total Electronic Collections [databases] (K7a+K7b)	68
K9	Audio - Physical Units	1,757
K10	Audio - Downloadable Units	55,251
K13	Video - Physical Units	2,847
K14	Video - Downloadable Units	2,035
K15	Other Material in Collection	1,422
K16	Current Print Serial Subscriptions	85
K17	Book/Serial Volumes (K4 + K16)	42,387

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	23,111
L2	All Branches	0
L3	Bookmobile/Outreach	0
L4	Total (L1 + L2 + L3)	23,111

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	4,655
L6	All Branches	0
L7	Bookmobile/Outreach	0
L8	Total (L5 + L6 + L7)	4,655

Book Circulation, Children's (under age 12)

L9	Main Library	27,058
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L10	All Branches	0
L11	Bookmobile/Outreach	0
L12	Total (L9 + L10+ L11)	27,058
Book Circulation Total		
L13	Main Library (L1 + L5 + L9)	54,824
L14	All Branches (L2 + L6 + L10)	0
L15	Bookmobile/Outreach (L3 + L7 + L11)	0
L16	Total (L4 + L8 + L12)	54,824

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	390
L22	All Branches	0
L23	Bookmobile/Outreach	0
L24	Total (L21 + L22 + L23)	390

Audiovisual Circulation Other Audio

L25	Main Library	919
L26	All Branches	0
L27	Bookmobile/Outreach	0
L28	Total (L25 + L26 + L27)	919

Audiovisual Circulation Videos

L29	Main Library	11,594
L30	All Branches	0
L31	Bookmobile/Outreach	0
L32	Total (L29 + L30 + L31)	11,594

Audiovisual Circulation Other

L33	Main Library	1,881
L34	All Branches	0
L35	Bookmobile/Outreach	0
L36	Total (L33 + L34 + L35)	1,881

Audiovisual Circulation Total

L37	Main Library (L21 + L25 + L29 + L33)	14,784
L38	All Branches (L22 + L26 + L30 + L34)	0
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	0
L40	Total (L24 + L28 + L32 + L36)	14,784

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	558
L42	All Branches	0
L43	Bookmobile/Outreach	0

L44	Total (L41 + L42 + L43)	558
Total Circulation		
L45	Main Library (L13 + L37 + L41)	70,166
L46	All Branches (L14 + L38 + L42)	0
L47	Bookmobile/Outreach (L15 + L39 + L43)	0

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	13,159
L49	Total Circulation (L16 + L40 + L44 + L48)	83,325
L50	Successful Retrieval of Electronic Information	10,000

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	28,875
L52	All Branches	0
L53	Bookmobile/Outreach	0
L54	Total (L51 + L52 + L53)	28,875

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	0
M2	Use Statistics	0

Interlibrary Cooperation (N1 - N6)

Loaned To		
N1	Print	123
N2	Nonprint	0
N3	Total (N1 + N2):	123
Borrowed From		
N4	Print	367
N5	Nonprint	0
N6	Total (N4 + N5):	367

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)	124
O2	Number of Programs Targeted at Elementary School Children (ages 6–12)	19
O3	Number of Programs Targeted at Young Adults (ages 12 to 18)	9
O4	Number of Programs Targeted at Adults (age 19 and older)	81
O5	Number of Programs Targeted at Multiple Age Levels	23
O6	Total Number of Synchronous (Live) Onsite Program Sessions (O1 + O2 + O3 + O4 + O5)	256

The Number of Synchronous (Live) Offsite Program Sessions

O7	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	20
O8	Number of Programs Targeted at Elementary School Children (ages 6–12)	2
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	3
O12	Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)	25

The Number of Synchronous (Live) Virtual Program Sessions

O13	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
O14	Number of Programs Targeted at Elementary School Children (ages 6–12)	0
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	0
O18	Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)	0

PROGRAM ATTENDANCE

Attendance at Synchronous (Live) Onsite Programs

O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	2,873
O20	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	272
O21	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	48
O22	Attendance at Programs Targeted at Adults (age 19 and older)	260
O23	Attendance at Programs Targeted at Multiple Age Levels	1,048
O24	Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)	4,501

Attendance at Synchronous (Live) Offsite Programs

O25	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	548
O26	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	239
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	367
O30	Total Attendance at Synchronous (Live) Offsite Programs (O25 + O26 + O27 + O28 + O29)	1,154

Synchronous (Live) Virtual Program Attendance

O31	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	0
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O32	Attendance at Programs Targeted at Elementary School Children (ages 6–12)	0
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	0
O36	Total Synchronous (Live) Virtual Program Attendance (O31 + O32 + O33 + O34 + O35)	0
O37	Total Number of Recorded Program Presentations	0
O38	Total Views of Recorded Program Presentations within 7 Days	0

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	0
P2	Number of Participants	0

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

P3	Number of Programs	0
P4	Number of Participants	0

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

P5	Number of Programs	0
P6	Number of Participants	0
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	0
P8	Total Participants in Self-Directed Activities (P2 + P4 + P6)	0

Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	16
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	0
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	8,228
Q4a	Reporting Method for Wireless Sessions	CT - Annual Count
Q5	Website Visits	39,365

Intellectual Freedom Challenges (R1)

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

S1	Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means - purchase, gifts, bequests, et	<p>""""Collection</p> <ul style="list-style-type: none"> o Children o Youth Services Manager (YSM) creates an excellent atmosphere o Acquisitions are well-maintained and circulate very well o Shelves and sitting areas are maintained very well o Displays are up-to-date and revolve monthly o Youth Services reference desk is staffed frequently o Teen o Teen Librarian (TL) gave reasoning for removing Teen Nonfiction collection from Teen Department o Coordinated with TL on an acquisitions priority list o TL was offered additional resources and training on creating a balanced, unbiased collection. Was not completed. o Purchased new shelving to accommodate new Nonfiction collection, as well as create physical barrier between Teen area and public computers o Coordinated with TL to connect with local schools for classroom reading lists o Was not completed. Emailed schools after TL's departure and received multiple responses promptly. o Merged New Teen collection with Young Adult collection o Coordinated with YSM to identify titles in New Teen to be relocated in Juvenile collection o Adult o Coordinated with Assistant Director (AD) and Circulation Coordinator (CC) on major weeding projects for both Fiction and Nonfiction o Ongoing o Coordinated with previous Adult Services Manager (ASM) to merge Sci-fi and Fantasy and Mystery sections into general Adult Fiction o Completed o Relocated Romance and Western collections o Major shelf-shifting throughout Adult Fiction o Ongoing o Coordinated with ASM to re-established Reference Collection o Coordinated with AD, ASM, and Tech Services (TS) to create a Lease program with Baker & Taylor o Completed o Magazines and Newspapers o Coordinated with Board of Trustees (BoT) on acquiring surrounding county newspapers o Weeded magazine subscriptions o Coordinated with Ad and TS to create new magazine subscription list o Added short story genre magazines o Coordinating with YSM to grow Parenting collection in Youth Services with the addition of two parenting magazine subscriptions o Patron Services o Customer Service o Established instructional assistance practices with patrons o Staff are to walk patrons through procedures to accomplish their library/information needs in order to empower the patron with new knowledge and skills; to make a more independent patronage in the hopes that they use the skills learned in the library outside of the library as well as in different aspects
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of their life. • Monthly training has been implemented to ensure that staff are confident and competent. Trainings have included basic catalog use, shelf location • Coordinated with AD and ASM to create public floor Reference Desk o Allows for more in-depth questions to be asked while seated o Helps Librarian-level staff conduct reference interviews with patrons, as well as instruct patrons in more advanced research skills o Creates additional point-of-service to alleviate lines and congestion at Circulation Desk • Created more robust Materials Request Form o Allows for patrons to have an active role in shaping the collections they want to have at their public library Library Services • New programs specific to library services have been created: Tech Help Drop-in Hour, eBook Help Drop-in Hour, Database Walkthrough, Microsoft Mondays, Computer Basics, and more. • GCPL's new website better highlights library services for patrons, helping them understand what the library offers to help them with their library and information needs • New collections signage was created to help patrons browse and find materials more easily Public Relations • Created two sections on the new website for patron updates: Events & Highlights and News & Updates • Created new wall calendar for monthly events and services that patrons can pick up at the library or print from home off the website • Coordinated with Grant County News to receive a Level 3 annual discount for advertising o Received a 20% discount through bargaining with GCN to run a half-page version of monthly calendar of events • Created a digital newsletter that goes out 2-3 times a month. o Includes monthly calendar of events, new book and movie highlights, and special events highlights Management of library personnel • Monthly staff training implemented to ensure all staff are confident and competent in patron instruction. Skill building exercises have included: o New website, physical and digital collections, Evanced software, Polaris ILS updates, database usage, customer service, safety procedures including active shooter, disruptive patron, etc., fire procedures, and more. • Addressing the country's inflation, staff have had two additional small salary bumps throughout 21/22. o Library Assistants received an additional increase across the board to \$12 an hour in order to retain current staff and be competitive with future hiring needs. Management of library finances • 21/22 budget was primarily created by Bookkeeper (BK). o Besides mid-year changes to Programming and eBooks, the budget was very well done. • Proposed 22/23 budget has stayed primarily the same in order to focus on completion of building needs since addition construction was completed. Major accomplishments for the year • Created new library website. • Became a certified GED testing site • Re-organized the adult book collections, Circle Room, DVD collection, Teen area, Teen collection • Established a Reference Desk with Reference Collection • Re-developed working relationship with local high schools • Coordinated with Grant County Waste Disposal to removed multiple bulk items in severe disrepair within and surrounding the library building • Purchased, built, and installed four new outdoor seating areas for patrons • Coordinated with YSM, Williamstown Women's Club, Grant County Parks, and Grant County Extension Office to install new Story Stroll at Grant County Park • Coordinated with Seko to properly store all wiring for technology on the public floor • Coordinated with KPC to install acoustic panels o Ongoing • Updated shelf signage throughout the library to offer optimal browsing and location of wanted materials for library patrons • Coordinated with Grant County News to receive a Level 3 annual discount for advertising """""

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	No
T2	Conflict of Interest Policy	No
T3	Ethics Policy	No
T4	Fiscal Responsibility Policy	No
T5	Investment Policy	No
T6	Open Records Policy	No
T7	Procurement Code Policy	No
T8	Sponsorship Policy	No
T9	Trustee Orientation Policy	No
T10	Whistleblower Policy	No

This Report Has Been Completed by: Patrick Goodman

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.