

# Boyle County Public Library

## 2020 Kentucky Annual Report of Public Libraries

### General Information (A1 - A16)

A1	County	Boyle
A2	Estimated Population	30,060
A3	Library Name	Boyle County Public Library
Street Address		
A4	Street Address	307 West Broadway
A5	City	Danville
A6	Zip Code	40422
Mailing Address		
A8	Mailing Address	307 West Broadway
A9	City	Danville
A10	Zip Code	40422
A12	Phone	(859) 238-7323
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	7.9
A15	Personal	10.55
A16	Motor Vehicle/Water Craft	3.5

### 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	\$1,350,000
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$1,350,000

#### State Government Revenue

B4	State Aid Grant	\$18,107
B5	Construction Debt-Assistance Grant	\$105,000
B6	Other State Government Revenue	\$432
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$123,539

#### Federal Government Revenue

B12	Federal Government Revenue	\$0
B13	<b>Federal Government Revenue Total</b>	\$0

#### Other Operating Income

B14	Other Operating Revenue	\$137,386
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$1,610,925

### **Operating Expenditures (C1 - C42)**

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

#### Collection Expenditures

C1	Print Materials	\$70,862
C2	Electronic Materials Expenditures	\$10,338
C3	Audiovisual Materials	\$20,890
C4	Electronic Collections [databases]	\$19,458
C5	Other Library Materials	\$6,134
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$127,682

#### Salary Expenditures

C7	Library Director	\$65,817
C8	Other Library Personnel	\$728,309
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$794,126

#### Fringe Benefits

C11	Required Fringe Benefits	\$64,539
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C12	Retirement (Employer's Share)	\$44,295
C13	Medical Insurance (Employer's Share)	\$152,173
C14	Other	\$2,922
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$263,929
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$1,058,055
Other Operations		
C17	Building Repair	\$15,974
C18	Building Maintenance	\$16,243
C20	Office Supplies, Program Supplies, Postage	\$22,140
C21	Insurance	\$13,338
C22	Public Relations	\$14,105
C23	Utilities	\$41,036
C24	Professional Fees	\$27,124
C25	Audit Fee	\$5,300
C26	Fiscal Year that Audit Covers	FY 2018-2019
C27	What year was the library's last long range plan adopted?	2017
C28	Repair and Replacement of Furnishings	\$6,909
C29	Other	\$3,116
C30	Specify	miscellaneous
C31	Other	\$3,463
C32	Specify	telephone
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	\$168,748
C34	Bookmobile/Extended Services	\$6,833
C35	Continuing Education	\$6,785
C36	Operating Expenditures for Electronic Access	\$72,248
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$1,440,351

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	\$20,756
C39	Debt Service	\$344,815

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	\$524,417
C40b	State - Capital Revenue	\$0
C40c	Federal - Capital Revenue	\$0
C40d	Other - Capital Revenue	\$10,170
C40	<b>Total Capital Revenue (C40a through C40d)</b>	\$534,587

C41	Income from loans, bond issues, or other income not reported elsewhere	\$0
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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

**COVID Related Information (D1 - D16)**

D1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes
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- |     |   |     |
|-----|---|-----|
| D2  | Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? | Yes |
| D3  | Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?   | Yes |
| D4  | Did the library allow users to complete registration for library cards online without having to come to the library <u>before</u> 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 <u>during</u> the Coronavirus (COVID-19) pandemic?                          | Yes |
| D6  | Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?                       | Yes |
| D7  | Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?  | Yes |
| D8  | Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?   | Yes |
| D9  | Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?   | Yes |
| D10 | Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before 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  | Yes |

during the Coronavirus (COVID-19) pandemic?

D12 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

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)

D14 Total Recordings of Program Content 80

D15 Total Views of Recorded Program Content 7,559

D16 Describe the Library's Response to the COVID-19 Pandemic Boyle County Public Library closed to the public on March 16, 2020. The library director and department managers worked out schedules so that the majority of staff were assigned tasks and training that could be completed from home. A number of staff from several departments continued to work inside the library to complete collection maintenance tasks (inventory, shelf reading, weeding, etc.) All staff were expected to (and did) complete online continuing education webinars. In April, the staff was divided into eight teams, each tasked with planning a different component of re-opening the library to public access once the State Covid19 Task Force allowed reopening. Teams focus on 1) resumption of ordering materials 2) redesigning the Summer Reading Program 3) Physical restructuring of the building to meet health and safety guidelines 4) Increasing support of online/virtual services 5) Adjusting "safe" public computer access protocols 6) Evaluating fines and fees

and fine amnesty 7) Adjusting circulation policies and protocols 8) Determining safe Outreach department protocols to effectively and safely serve the homebound and bookmobile patrons. The library launched curbside pickup on May 15, 2020. It was well received and the service has been steadily, though not heavily, used. The library reopened to computer access only on June 15 and to modified general public access on June 22 (following Healthy @ Work guidelines.) Prior to reopening, staff work schedule was adjusted so that in-building staff capacity was 50% of normal (maximum of 14 staff at any one time.) Roughly half the staff successfully transitioned to working primarily from home so that those staff whose work was in-building-dependent could continue to work. No staff member was laid off or furloughed, though 2 part time staff who took jobs elsewhere were not replaced, but rather remaining staff were able to cover the work load. In June, the staff launched a fully redesigned Summer Reading Program that was completely virtual, and the public response was tremendous, seeing increased participation in all age categories. The library approach to public service during the pandemic has been to follow Healthy @ Work guidelines and seek incremental methods of expanding public access and services within health and safety expectations and that were manageable with the reduced staffing capacity in place.

### **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	C4211
F2	Vehicle Year, Make, and Model	2013 Dodge Grand Caravan SXT
F3	Mileage on Odometer	64,620
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	16

### **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	C6814
G3	Vehicle Year, Make, and Model	2013 Ford Transit 350
G4	Owner of Vehicle	locally
G5	Bookmobile Visits (number of persons entering the bookmobile)	3,449
G6	Number of Registered Users	619
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	7
G9	Hours on the Road Per Week (but not serving patrons)	2.8
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	2.2
G9c	Tuesday - Daily Hours Open to the Public	2.2
G9d	Wednesday - Daily Hours Open to the	2.2



	Public	
G9e	Thursday - Daily Hours Open to the Public	2.2
G9f	Friday - Daily Hours Open to the Public	2.2
G9g	Saturday - Daily Hours Open to the Public	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	15
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	0
G9.3	Number of Weeks Bookmobile is Open	34
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	34.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	11.00
G11	Number of Bookmobiles	1

### Main Library (H1 - H19)

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

H1	Library Name	Boyle County Public Library
H2	Street Address	307 West Broadway
H3	City	Danville
H4	Zip Code	40422
H6	Phone	(859) 238-7323
H8	Square Footage	43,910
H11	Number of Meetings Held	295
H12	Library Visits	103,772
H13	Number of Registered Users	21,287
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	14,154
H15	Reference Transactions	2,222
Hours Open to the Public		
H16a	Sunday Opening Time	1:00 pm
H16b	Sunday Closing Time	5:00 pm

H16c	Hours	4.00
H16d	Monday Opening Time	9:00 am
H16e	Monday Closing Time	8:00 pm
H16f	Hours	11.00
H16g	Tuesday Opening Time	9:00 am
H16h	Tuesday Closing Time	5:30 pm
H16i	Hours	8.50
H16j	Wednesday Opening Time	9:00 am
H16k	Wednesday Closing Time	5:30 pm
H16l	Hours	8.50
H16m	Thursday Opening Time	9:00 am
H16n	Thursday Closing Time	8:00 pm
H16o	Hours	11.00
H16p	Friday Opening Time	9:00 am
H16q	Friday Closing Time	5:30 pm
H16r	Hours	8.50
H16s	Saturday Opening Time	9:00 am
H16t	Saturday Closing Time	5:00 pm
H16u	Hours	8.00
H17	<b>Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)</b>	59.50
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	13
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	2
H18	Number of Weeks Main Library is Open	37
H19	Does your library have a Friends group?	
	Yes	Yes
	No	No

### **Facility Info (I1 - I32)**

#### Square Footage

I1	<b>Main Library (from H8)</b>	43,910
I2	<b>Branch Libraries (sum of E8 branch data)</b>	0
I3	<b>Total (I1 + I2)</b>	43,910

#### Number of Meetings Held

I10	Main Library (from H11)	295
I11	Branch Libraries (sum of E11 branch data)	0
I12	Total (I10 + I11)	295

#### Library Visits

I13	Main Library (from H12)	103,772
I14	Branch Libraries (sum of E12 branch data)	0
I15	Bookmobiles (sum of G5 branch data)	3,449
I16	Total (I13 + I14 + I15)	107,221

#### Number of Registered Users

I17	Main Library (from H13)	21,287
I18	Branch Libraries (sum of E13 branch data)	0
I19	Bookmobiles (sum of G6 branch data)	619
I20	Total (I17 + I18 + I19)	21,906

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

I21	Main Library (from H14)	14,154
I22	Branch Libraries (sum of E14 branch data)	0
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	14,154

#### Reference Transactions

I25	Main Library (from H15)	2,222
I26	Branch Libraries (sum of E15 branch data)	0
I27	Bookmobiles (sum of G8 branch data)	7
I28	Total (I25 + I26 + I27)	2,229

#### Public Service Hours per Year

I29	Main Library (H17 * H18)	2,201.50
I30	Branch Libraries (sum of E17 branch data * E17.3a)	0.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	374.00
I32	Total ( I29 + I30 + I31)	2,575.50

### **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	6.00
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	2.00
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	4.65
J6	Number of Librarians with Less Than a Bachelor's Degree	8.50
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	<b>21.15</b>
J8	All Other Paid Staff	2.00
J9	<b>Total Paid Employees (J7 + J8):</b>	<b>23.15</b>

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

#### Book Collection

K1	Adult Books (over age 18)	86,224
K2	Young Adult Books (ages 12 to 18)	2,500
K3	Children's Books (under age 12)	43,603
K4	<b>Total (K1 + K2 + K3)</b>	<b>132,327</b>

#### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	167,040
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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	9
K7b	State (State Government or State Library) ** Include <b>66 KYVL databases</b> **	62
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	71
K9	Audio - Physical Units	10,490
K10	Audio - Downloadable Units	41,506
K13	Video - Physical Units	8,779
K14	Video - Downloadable Units	1,961
K15	Other Material in Collection	769
K16	Current Print Serial Subscriptions	80
K17	<b>Book/Serial Volumes ( K4 + K16)</b>	132,407

## 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	52,864
L2	All Branches	0
L3	Bookmobile/Outreach	8,502
L4	<b>Total (L1 + L2 + L3)</b>	<b>61,366</b>

### Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	830
L6	All Branches	0
L7	Bookmobile/Outreach	34
L8	<b>Total (L5 + L6+ L7)</b>	<b>864</b>

### Book Circulation, Children's (under age 12)

L9	Main Library	40,217
L10	All Branches	0
L11	Bookmobile/Outreach	3,600
L12	<b>Total (L9 + L10+ L11)</b>	<b>43,817</b>

### Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	<b>93,911</b>
L14	<b>All Branches (L2 + L6 + L10)</b>	<b>0</b>
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	<b>12,136</b>
L16	<b>Total (L4 + L8 + L12)</b>	<b>106,047</b>

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	4,251
L22	All Branches	0
L23	Bookmobile/Outreach	760

L24	<b>Total (L21 + L22 + L23)</b>	5,011
Audiovisual Circulation Other Audio		
L25	Main Library	1,225
L26	All Branches	0
L27	Bookmobile/Outreach	0
L28	<b>Total (L25 + L26 + L27)</b>	1,225
Audiovisual Circulation Videos		
L29	Main Library	18,974
L30	All Branches	0
L31	Bookmobile/Outreach	332
L32	<b>Total (L29 + L30 + L31)</b>	19,306
Audiovisual Circulation Other		
L33	Main Library	0
L34	All Branches	0
L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	0
Audiovisual Circulation Total		
L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	24,450
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	0
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	1,092
L40	<b>Total (L24 + L28 + L32 + L36)</b>	25,542

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	1,200
L42	All Branches	0
L43	Bookmobile/Outreach	2,408
L44	<b>Total (L41 + L42 + L43)</b>	3,608
Total Circulation		
L45	<b>Main Library (L13 + L37 + L41)</b>	119,561
L46	<b>All Branches (L14 + L38 + L42)</b>	0
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	15,636

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	38,325
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	173,522
L50	Successful Retrieval of Electronic Information	21,140

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	43,360
L52	All Branches	0
L53	Bookmobile/Outreach	3,600
L54	<b>Total (L51 + L52 + L53)</b>	46,960

### 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	3037
M2	Use Statistics	in house usage

### Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	1,508
N2	Nonprint	0
N3	<b>Total (N1 + N2):</b>	1,508

Borrowed From

N4	Print	1,343
N5	Nonprint	0
N6	<b>Total (N4 + N5):</b>	1,343

### 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	88
O2	All Branches	0
O3	Bookmobile/Outreach	122
O4	<b>Total (O1 + O2 + O3)</b>	210

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	2,153
O6	All Branches	0
O7	Bookmobile/Outreach	1,494
O8	<b>Total (O5 + O6 + O7)</b>	3,647

Elementary School - *number of programs*

O17	Main Library	34
O18	All Branches	0
O19	Bookmobile/Outreach	6
O20	<b>Total (O17 + O 18 + O19)</b>	40

Elementary School - *number of attendees*

O21	Main Library	1,548
O22	All Branches	0
O23	Bookmobile/Outreach	55
O24	<b>Total (O21 + O22 + O23)</b>	1,603

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

O25	Main Library	76
O26	All Branches	0
O27	Bookmobile/Outreach	0
O28	<b>Total (O25 + O26 + O27)</b>	76

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

O29	Main Library	1,305
O30	All Branches	0
O31	Bookmobile/Outreach	0
O32	<b>Total (O29 + O30 + O31)</b>	1,305

Adult Programs - *number of programs*

O33	Main Library	658
O34	All Branches	0
O35	Bookmobile/Outreach	0
O36	<b>Total (O33 + O34 + O35)</b>	658

Adult Programs - *number of attendees*

O37	Main Library	5,338
O38	All Branches	0
O39	Bookmobile/Outreach	0
O40	<b>Total (O37 + O38 + O39)</b>	5,338

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

O41	Main Library	53
O42	All Branches	0
O43	Bookmobile/Outreach	43
O44	<b>Total (O41 + O42 + O43)</b>	96

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

O45	Main Library	3,437
O46	All Branches	0
O47	Bookmobile/Outreach	1,219
O48	<b>Total (O45 + O46 + O47)</b>	4,656

Total Number Of Programs:

O49	<b>Main Library (O1 + O17 + O25 + O33 + O41)</b>	909
O50	<b>All Branches (O2 + O18 + O26 + O34 + O42)</b>	0
O51	<b>Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)</b>	171
O52	<b>Total (O4 + O20 + O28 + O36 + O44)</b>	1,080

Total Program Attendance:

O53	<b>Main Library (O5 + O21 + O29 + O37 + O45)</b>	13,781
O54	<b>All Branches (O6 + O22 + O30 + O38 + O46)</b>	0
O55	<b>Bookmobile/Outreach (O7 + O23 +</b>	2,768

O31 + O39 + O47)  
 O56 Total (O8 + O24 + O32 + O40 + O48) 16,549

**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 58
- Q2 Number of People Formally Trained by Staff to Use Electronic Resources 19
- Q3 Does the library provide wireless internet access (Wi-Fi) for patrons? Yes
- Q4 Wireless Sessions - Annually 45,608
- Q5 Website Visits 105,370

**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 To say FY2020 was unprecedented doesn't do it justice. Of course, the covid19 pandemic overshadows any other activity during the year. However, Boyle County Public Library had some notable events during the year aside from the pandemic response. The Library staff began the year with an in-service day for both staff and board members to begin a space needs evaluation. Ten years into our renovated and expanded building is time to assess any needed changes. The Library received several substantial gifts and donations which will be a long-term benefit to the Library's services. Two patrons made a total of \$10,000 in donations in memory of family

members. One \$6,000 gift expanded many collections and services aimed at children. A \$4,000 gift expanded the collection of books on art subjects for all ages. Additionally, a substantial bequest of over \$197,000 was left to the Danville Library, Inc's Trust Fund, a private fund from which the yearly proceeds are used to support the operating budget. There were numerous changes in library staffing for a variety of reasons. However, the result was a more diverse staff and an infusion of new skills and different perspectives and strengths. The Library Board completed a review of the roles and responsibilities of the board in relation to the ongoing operations of the Library. The Board is committed to broadening the membership of the board to insure that all parts of the county are represented. The fiscal year closed with at least four seats being filled by new board members. The onslaught of the coronavirus pandemic in March dramatically changed all library operations. The Library closed to public service on March 16, 2020 and did not reopen to the public until June 15, 2020, under highly modified operating procedures. The staff remained employed and fully engaged during the public closure as the staff divided into eight teams, each devoted to a different aspect of modified services under covid19 Healthy @ Work guidelines for both staff and the public. The building interior was modified to promote social distancing; the in-building staffing was limited to 50% of normal working capacity; in order to meet limited staffing capacity, about half the staff transitioned to working from

home; programming actually increased during the closure, but in online/virtual formats; new online services were launched in order to expand public access to library resources. Significantly, the traditional Summer Reading Program was scrapped and completely redesigned in an online-only format. The SRP 2020 program turned out to be the largest and most successful summer program to date. Plans for FY2021 include a transition into whatever the "new normal" of covid19 may be. Since we have passed the "emergency" state of the pandemic and are now in the long haul of covid19 reality, the staff continues to modify procedures and programs to operate under the state-defined guidelines for health and safety. The staff and board will again take up the space needs assessment, which was sidelined mid-way through the year with the library closure. FY2021 will be a year of readjusting our public service models to offer the most equitable and safe access to the Library and all it provides. In many ways, FY2021 will be a "reset year" as we fulfill our missions in a completely different environment and reality.

**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	Yes
T9	Trustee Orientation Policy	Yes
T10	Whistleblower Policy	Yes

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.

It would be very helpful to get clarification on how libraries may be asked to continue to track and report live online programs, pre-recorded online programs, and the best methods to track views (such as, immediate views or views within a specified period of time)