

# Henry County Public Library

## 2003 Kentucky Annual Report of Public Libraries

### General Information (1 - 12)

1	County	Henry
2	Estimated Population	15,367
3	Library Name	Henry County Public Library
3.1	Interlibrary Relationship Code	NO
Street Address		
4a	Street Address	172 Eminence Terrace
4b	City	Eminence
4c	Zip Code + 4	40019
4d	+ 4 extension separated (street)	0146
Mailing Address		
5a	Mailing Address	172 Eminence Terrace
5b	City	Eminence
5c	Zip Code + 4	40019
5d	+ 4 extension separated (mailing)	0146
6	Phone	(502) 845-5682
7	Fax Number of Director	(502) 845-4807
8	Web Address	library.henrycountyky.com
9	Email Address of Director	tymricketts@hotmail.com
10.1	FSCS Public Library Definition	Y
10.2	Geographic Code	CO1
10.3	Legal Basis Code	LD
10.4	Administrative Structure Code	MO
10.5	Number of Central Libraries	1

### Operating Income (13 - 28)

Local Government		
13	Library Tax	\$257,538
13.1	Other	\$12,913
14	<b>Local Government Income Total (13+13.1):</b>	<b>\$270,451</b>
State Government		
15	State Aid	\$18,361
15.1	Other State Grants	\$0
16	<b>State Government Income Total (15+15.1):</b>	<b>\$18,361</b>
17	Federal Government Income Total:	\$0
19	Other Income	\$0
28	<b>Total Income (14+16+17+19):</b>	<b>\$288,812</b>

### Operating Expenditures (32 -99)

Collection Expenditures		
32	Print Materials	\$27,164
36	Library Materials in Electronic Format	\$0
38	Audiovisual Materials	\$2,641

39	Other Library Materials	\$2,094
40	<b>Collection Expenditures Total (32+36+38+39)</b>	<b>\$31,899</b>
Salary Expenditures		
41	Library Director	\$38,133
42	Other Certified Library Personnel	\$51,518
43	Other Non-Certified Library Personnel	\$44,616
45	<b>Salary Expenditures Total (41+42+43)</b>	<b>\$134,267</b>
Fringe Benefits		
46	Required Fringe Benefits	\$10,188
47	Retirement (Employer's Share)	\$6,439
48	Medical Insurance (Employer's Share)	\$9,965
49	Other	\$0
49b	(Specify)	N/A
53	<b>Fringe Benefits Total (46+47+48+49):</b>	<b>\$26,592</b>
54	<b>Total Staff Expenditures (45+53)</b>	<b>\$160,859</b>
Other Operations		
55	Building Repair	\$0
56	Building Maintenance	\$7,626
61	Telephone Voice Line(s) Only	\$3,983
62	Office Supplies, Program Supplies, Postage	\$4,016
63	Insurance	\$5,493
64	Professional Fees	\$0
67	Audit Fee	\$1,450
67.1	Date of Last Audit	9/10/2002
72	Repair and Replacement of Equipment and Furnishings	\$0
80	Bookmobile/Extended Services	\$4,354
90	Continuing Education	\$1,040
37	Operating Expenditures for Electronic Access	\$34,781
74	Other	\$0
74b	(Specify)	N/A
74.1	Other	\$8,333
74.1b	(Specify)	Utilities
75	<b>Total Other Operating Expenditures (55+56+61+62+63+64+67+72+80+90+37+74+ 74.1)</b>	<b>\$30,901</b>
91	<b>Total Operating Expenditures (40+54+75):</b>	<b>\$263,834</b>
99	Total Capital Outlay:	\$0

## **Total Financial Assets (101 - 105)**

### General Financial Assets

101	Beginning Fund Balance July 1, 2002	\$212,546
102	<b>Total Income (from 28):</b>	<b>\$288,812</b>
103	<b>Total Amount of Monies Available (101+102)</b>	<b>\$501,357</b>
104	<b>Total Expenditures (from 91)</b>	<b>\$263,836</b>
105	<b>Ending Fund Balance June 30, 2003 (subtract 103-104)</b>	<b>\$237,522</b>

## **Bookmobiles (178 - 187)**

Bookmobile Hours on the Road Per Day in an Average Week

178	License Number	W1064
179	Serial Number	029808709
180	Year	1998
181	Bookmobile Visits	3,600
182	Number of Registered Borrowers	182
183	Users of Electronic Resources/Week	N/A
184	Reference Transactions	546
185	Sunday Opening Time	N/A
185a	Sunday Closing Time	N/A
185b	Hours	0
185c	Monday Opening Time	9:30
185d	Monday Closing Time	10:30
185e	Hours	1
185f	Tuesday Opening Time	9:00
185g	Tuesday Closing Time	5:00
185h	Hours	8
185i	Wednesday Opening Time	9:30
185j	Wednesday Closing Time	4:30
185k	Hours	7
185l	Thursday Opening Time	in house
185m	Thursday Closing Time	in house
185n	Hours	N/A
185o	Friday Opening Time	9:00
185p	Friday Closing Time	5:00
185q	Hours	8
185r	Saturday Opening Time	9:00
185s	Saturday Closing Time	1:00
185t	Hours	4
186	Total Hours for Bookmobiles in an Average Week (185b+185e+185h+185k+185n+185q+185t)	28
186.1	Metro Status Code	NO
186.2	Outlet Type Code	BS
187	Number of Bookmobiles	1

### **Main Library (188 - 204)**

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.

188	Library Name	Henry County Public Library
189	Street Address	172 Eminence Terrace
190	City	Eminence
191	Zip Code + 4	40019-0146
193	Phone	(502) 845-5682
194	Fax	(502) 845-4807
195	Square Footage	8000
196	Meeting Room Square Footage	650
197	No. of Groups Using Meeting Room	76
198	Number of Meetings Held	387
199	Library Visits	51,316

200	Number of Registered Borrowers	6,445
201	Users of Electronic Resources/Week	97
201b	Users of Electronic Resources per Year (#201 * 52)	5,044
202	Reference Transactions	13,502
202.1	Metro Status Code	NO
202.2	Outlet Type Code	CE
Hours Open to the Public		
203	Sunday Opening Time	0
203a	Sunday Closing Time	0
203b	Hours	0
203c	Monday Opening Time	9:00
203d	Monday Closing Time	5:00
203e	Hours	8
203f	Tuesday Opening Time	9:00
203g	Tuesday Closing Time	5:00
203h	Hours	8
203i	Wednesday Opening Time	9:00
203j	Wednesday Closing Time	5:00
203k	Hours	8
203l	Thursday Opening Time	9:00
203m	Thursday Closing Time	8:00
203n	Hours	11
203o	Friday Opening Time	9:00
203p	Friday Closing Time	5:00
203q	Hours	8
203r	Saturday Opening Time	9:00
203s	Saturday Closing Time	5:00
203t	Hours	8
204	<b>Total Hours Open to the Public</b> (203b+203e+203h+203k+203n+203q+203t)	51.00

## Facility Info (204x)

Square Footage		
204.1a	Main Library (from 195)	8,000
204.1b	Branch Libraries (sum of 167 branch data)	0
204.1c	Total (204.1a+204.1b)	8,000
Meeting Room Square Footage		
204.2a	Main Library (from 196)	650
204.2b	Branch Libraries (sum of 168 branch data)	0
204.2c	Total (204.2a+204.2b)	650
No. of Groups Using Meeting Room		
204.3a	Main Library (from 197)	76
204.3b	Branch Libraries (sum of 169 branch data)	0
204.3c	Total (204.3a+204.3b)	76
Number of Meetings Held		
204.4a	Main Library (from 198)	387
204.4b	Branch Libraries (sum of 170 branch data)	0
204.4c	Total (204.4a+204.4b)	387

<b>Library Visits</b>		
204.5a	Main Library (from 199)	51,316
204.5b	Branch Libraries (sum of 171 branch data)	0
204.5c	Bookmobiles (sum of 181 branch data)	3,600
204.5d	Total (204.5a+204.5b+204.5c)	54,916
<b>Number of Registered Borrowers</b>		
204.6a	Main Library (from 200)	6,445
204.6b	Branch Libraries (sum of 172 branch data)	0
204.6c	Bookmobiles (sum of 182 branch data)	182
204.6d	Total (204.6a+204.6b+204.6c)	6,627
<b>Users of Electronic Resources/Week</b>		
204.7a	Main Library (from 201)	97
204.7b	Branch Libraries (sum of 173 branch data)	0
204.7c	Bookmobiles (sum of 183 branch data)	0
204.7d	Total (204.7a+204.7b+204.7c)	97
<b>Reference Transactions</b>		
204.8a	Main Library (from 202)	13,502
204.8b	Branch Libraries (sum of 174 branch data)	0
204.8c	Bookmobiles (sum of 184 branch data)	546
204.8d	Total (204.8a+204.8b+204.8c)	14,048
<b>Public Service Hours per Year</b>		
204.9a	Main Library (from 204)	2,652
204.9b	Branch Libraries (sum of 176 branch data)	0
204.9c	Bookmobiles (sum of 186 branch data)	1,456
204.9d	Total (204.9a+204.9b+204.9c)	4,108

## **Library Staff (205 - 216)**

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.

205	Number of Librarians with an ALA Accredited Master's Degree in Library Science	0
206	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	0
207	Number of Librarians with a Master's Degree NOT in Library Science	0
208	Number of Librarians with a Bachelor's Degree in Library Science	0
209	Number of Librarians with a Bachelor's Degree NOT in Library Science	0
210	Number of Librarians with Less Than a Bachelor's Degree	3
211	<b>Total Librarians (205+206+207+208+209+210):</b>	<b>3</b>
212	All Other Paid Staff	1.95
213	<b>Total Paid Employees (211+212):</b>	<b>4.95</b>
<b>Number of Staff (Not FTE)</b>		
214	Number of Staff Who Provide Library Information Services	3
215	Number of Staff With Current Appropriate KY Certificate Of Librarianship	3
216	Number of Staff Without Current Appropriate KY Certificate Of Librarianship	6

## Library Collection (217 - 229)

### Book Collection

217	Adult Fiction	5,959
218	Adult Nonfiction	16,911
219	Juvenile Fiction	7,897
220	Juvenile Nonfiction	4,123
221	<b>Total:</b>	<b>34,890</b>

### Audiovisual Materials

222	Materials in Electronic Format	182
223	Audio Books	312
224	Audio Compact Discs	136
225	Other Audio	0
225.1	<b>Audio (223+224+225)</b>	<b>448</b>
226	Video	445
227	Other Audiovisual Materials	0
228	<b>Total (222+223+224+225+226+227):</b>	<b>1,075</b>

### Serial Subscriptions

229	Subscriptions	72
229.1	<b>Book/Serial Volumes ( 221+229)</b>	<b>34,962</b>

## Circulation (230 - 241)

### Book Circulation Adult Fiction

230a	Main Library	20,855
230b	All Branches	0
230c	Bookmobile/Extension	3,295
230d	<b>Total (230a+230b+230c)</b>	<b>24,150</b>

### Book Circulation Adult Nonfiction

231a	Main Library	9,733
231b	All Branches	0
231c	Bookmobile/Extension	418
231d	<b>Total (231a+231b+231c)</b>	<b>10,151</b>

### Book Circulation Juvenile Fiction

232a	Main Library	23,390
232b	All Branches	0
232c	Bookmobile/Extension	2,440
232d	<b>Total (232a+232b+232c)</b>	<b>25,830</b>

### Book Circulation Juvenile Nonfiction

233a	Main Library	2,625
233b	All Branches	0
233c	Bookmobile/Extension	764
233d	<b>Total (233a+233b+233c)</b>	<b>3,389</b>

### Book Circulation Total:

234a	<b>Main Library (230a+231a+232a+233a)</b>	<b>56,603</b>
234b	<b>All Branches (230b+231b+232b+233b)</b>	<b>0</b>
234c	<b>Bookmobile/Extension (230c+231c+232c+233c)</b>	<b>6,917</b>
234d	<b>Total (230d+231d+232d+233d)</b>	<b>63,520</b>

234.1	<b>Circulation of Children's Materials (232d+233d)</b>	29,219
	Audiovisual Circulation Audio Books	
235a	Main Library	1,421
235b	All Branches	0
235c	Bookmobile/Extension	0
235d	<b>Total (235a+235b+235c)</b>	1,421
	Audiovisual Circulation Other Audio	
236a	Main Library	589
236b	All Branches	0
236c	Bookmobile/Extension	0
236d	<b>Total (236a+236b+236c)</b>	589
	Audiovisual Circulation Videos	
237a	Main Library	5,358
237b	All Branches	0
237c	Bookmobile/Extension	0
237d	<b>Total (237a+237b+237c)</b>	5,358
	Audiovisual Circulation Other	
238a	Main Library	0
238b	All Branches	0
238c	Bookmobile/Extension	0
238d	<b>Total (238a+238b+238c)</b>	0
	Audiovisual Circulation Total:	
239a	<b>Main Library (235a+236a+237a+238a)</b>	7,368
239b	<b>All Branches (235b+236b+237b+238b)</b>	0
239c	<b>Bookmobile/Extension (235c+236c+237c+238c)</b>	0
239d	<b>Total (235d+236d+237d+238d)</b>	7,368
	Other Printed Materials	
240a	Main Library	3,508
240b	All Branches	0
240c	Bookmobile/Extension	100
240d	<b>Total (240a+240b+240c)</b>	3,608
	Total Circulation	
241a	<b>Main Library (234a+239a+240a)</b>	67,479
241b	<b>All Branches (234b+239b+240b)</b>	0
241c	<b>Bookmobile/Extension (234c+239c+240c)</b>	7,017
241d	<b>Total (234d+239d+240d)</b>	74,496

### **In-house Library Use (242)**

This is a measure of all items used within the library but not checked out. Count all material that was looked at or used even if the patron was unsuccessful in finding the information desired. In-house use, like circulation, measures activity for the full fiscal year. Use may be determined by gathering statistics for a 'typical week' and then multiplying by 52.

242	Main Library	30,043
242a	All Branches	0
242b	Bookmobile/Extension	15,225
242c	<b>Total (242+242a+242b)</b>	45,268

### **Interlibrary Cooperation (250 - 251)**

Loaned To		
250a	Print	192
250b	Nonprint	0
250c	<b>Total (250a+250b):</b>	192
Borrowed From		
251a	Print	190
251b	Nonprint	0
251c	<b>Total (251a+251b):</b>	190

## **Programs (262 - 277)**

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

262a	Main Library	27
262b	All Branches	0
262c	Bookmobile/Extension	0
262d	<b>Total (262a+262b+262c)</b>	27

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

263a	Main Library	234
263b	All Branches	0
263c	Bookmobile/Extension	0
263d	<b>Total (263a+263b+263c)</b>	234

### *Preschool - number of programs*

264a	Main Library	26
264b	All Branches	0
264c	Bookmobile/Extension	0
264d	<b>Total (264a+264b+264c)</b>	26

### *Preschool - number of attendees*

265a	Main Library	165
265b	All Branches	0
265c	Bookmobile/Extension	0
265d	<b>Total (265a+265b+265c)</b>	165

### *Elementary School - number of programs*

266a	Main Library	10
266b	All Branches	0
266c	Bookmobile/Extension	0
266d	<b>Total (266a+266b+266c)</b>	10

### *Elementary School - number of attendees*

267a	Main Library	225
267b	All Branches	0
267c	Bookmobile/Extension	0
267d	<b>Total (267a+267b+267c)</b>	225

### *Young Adult - number of programs*

267.1a	Main Library	0
267.1b	All Branches	0
267.1c	Bookmobile/Extension	0
267.1d	<b>Total (267.1a+267.1b+267.1c)</b>	0

### *Young Adult - number of attendees*

267.2a	Main Library	0
		0



267.2b	All Branches	
267.2c	Bookmobile/Extension	0
267.2d	<b>Total (267.2a+267.2b+267.2c)</b>	0
Other Children's Programs - <i>number of programs</i>		
268a	Main Library	9
268b	All Branches	0
268c	Bookmobile/Extension	0
268d	<b>Total (268a+268b+268c)</b>	9
Other Children's Programs - <i>number of attendees</i>		
269a	Main Library	368
269b	All Branches	0
269c	Bookmobile/Extension	0
269d	<b>Total (269a+269b+269c)</b>	368
Other Programs - <i>number of programs</i>		
270a	Main Library	8
270b	All Branches	0
270c	Bookmobile/Extension	0
270d	<b>Total (270a+270b+270c)</b>	8
Other Programs - <i>number of attendees</i>		
271a	Main Library	192
271b	All Branches	0
271c	Bookmobile/Extension	0
271d	<b>Total (271a+271b+271c)</b>	192
Total Number Of Programs:		
276a	<b>Main Library (262a+264a+266a+267.1a+268a+270a)</b>	80
276b	<b>All Branches (262b+264b+266b+267.1b+268b+270b)</b>	0
276c	<b>Bookmobile/Extension (262c+264c+266c+267.1c+268c+270c)</b>	0
276d	<b>Total (262d+264d+266d+267.1d+268d+270d)</b>	80
Total Program Attendance:		
277a	<b>Main Library (263a+265a+267a+267.2a+269a+271a)</b>	1,184
277b	<b>All Branches (263b+265b+267b+267.2b+269b+271b)</b>	0
277c	<b>Bookmobile/Extension (263c+265c+267c+267.2c+269c+271c)</b>	0
277d	<b>Total (263d+265d+267d+267.2d+269d+271d)</b>	1,184
278	<b>Children's Program Attendance (263d+265d+267d+267.2d+269d)</b>	992

## Intellectual Freedom (280 - 285)

280	Title of Challenged Work
281	Type of Work
282	Grounds for Challenge
283	Initiator of Challenge
284	Status of Material
285	Comments

## Technology (301 - 314)

301	Does Your Library Provide Access to Electronic Services?	Yes
302	Internet Access?	Yes
310	Number of Internet Terminals Used by Staff Only	7

311	Number of Internet Terminals Used by General Public	7
312	Number of Computer Terminals Library Has	17
314	Number of People Formally Trained by Staff to Use Electronic Resources	0

**Data Conversion (322 - 325)**

322	Has your library completed data conversion?	Yes
323	Is your library in the process of data conversion?	No
324	Do you plan to do data conversion in 2003-2004? (Respond 'No' if already done.)	No
325	Please Specify Vendor and Program Name of Data Conversion Product Used or Planned:	TLC 3.0

**Planning and Evaluation (326 - 327)**

326 **Planning/Evaluation- This Page Must Be Printed and Mailed to KDLA**

Enter response on form

Click [here](#) to print a copy of the Planning/Evaluation form required with the submission of this survey. provided.

List service responses chosen during the planning process

327a	Basic Literacy	
327b	Business and Career Information	
327c	Commons	
327d	Community Referral	
327e	Consumer Information	
327f	Cultural Awareness	
327g	Current Topics and Titles	
327h	Formal Learning Support	
327i	General Information	
327j	Government Information	
327k	Information Literacy	
327l	Lifelong Learning	
327m	Local History and Genealogy	
327n	Other Service Responses	N/A

**Personnel Policies (329 - 347)**

334a	Breaks	No
334b	Date Last Revised	N/A
341a	Disabilities or ADA	Yes
341b	Date Last Revised	11/11/1995
345a	Evaluations	No
345b	Date Last Revised	N/A
346a	Grievance Procedures	Yes
346b	Date Last Revised	11/11/1995
340a	Health or Other Insurance	Yes
340b	Date Last Revised	11/11/1995

343a	Hiring	Yes
343b	Date Last Revised	11/11/1995
335a	Holidays	Yes
335b	Date Last Revised	11/11/1995
333a	Inclement Weather	Yes
333b	Date Last Revised	11/11/1995
344a	Job Descriptions	Yes
344b	Date Last Revised	11/11/1995
332a	Lateness	No
332b	Date Last Revised	N/A
338a	Other Paid Leave	Yes
338b	Date Last Revised	11/11/1995
331a	Overtime	Yes
331b	Date Last Revised	11/11/1995
342a	Retirement	Yes
342b	Date Last Revised	11/11/1995
330a	Salary Payment	Yes
330b	Date Last Revised	11/11/1995
336a	Sick Leave	Yes
336b	Date Last Revised	11/11/1995
347a	Termination	Yes
347b	Date Last Revised	11/11/1995
339a	Unpaid Leave	Yes
339b	Date Last Revised	11/11/1995
337a	Vacation Leave	Yes
337b	Date Last Revised	11/11/1995
329a	Workweek	Yes
329b	Date Last Revised	11/11/1995

### **Library Operation Policies (348 - 363A)**

348a	Building Operation	Yes
348b	Date Last Revised	11/11/1987
349a	Circulation	Yes
349b	Date Last Revised	11/11/1987
351a	Collection Management	Yes
351b	Date Last Revised	11/11/1987
362a	Computer Use	Yes
362b	Date Last Revised	6/12/1999
359a	Copyright	Yes
359b	Date Last Revised	7/12/1987
355a	Displays	Yes
355b	Date Last Revised	7/12/1987
353a	Genealogy	Yes
353b	Date Last Revised	7/12/1987

352a	Gifts and Appraisal	Yes
352b	Date Last Revised	7/12/1987
358a	Interlibrary Cooperation	Yes
358b	Date Last Revised	7/12/1987
361a	Internet Use	Yes
361b	Date Last Revised	6/12/2002
363a	Library Board	Yes
363b	Date Last Revised	04/10/2003
350a	Material Selection/Complaints	Yes
350b	Date Last Revised	03/07/1988
354a	Meeting Room	Yes
354b	Date Last Revised	7/12/1987
356a	Problem Patron	Yes
356b	Date Last Revised	07/12/1987
357a	Record Retention	No
357b	Date Last Revised	N/A
360a	Sexual Harassment	Yes
360b	Date Last Revised	11/11/1995
363A	Have you reviewed Kentucky Library Standards?	Yes

### **Library Board Membership (365 - 369)**

Designated Day and Time for Monthly Board Meeting:

364a	Day	Thursday
364b	Week	Second Week
364c	Time	5:00 PM - 5:30 PM

President or Chair

365a	Name:	Nancye Chilton
365b	P.O. Box or Street:	0
365c	City:	Pleasureville
365d	Zip:	40057
365e	Phone:	(502) 878-4206
365f	Term Expires (MM/DD/YYYY):	6/30/2003
365g	Term	Second Term
365j	Number of Board Meetings Attended	11
365h	Number of Professional Conferences and or Workshops Attended:	0

Vice President or Vice Chair

366a	Name:	N/A
366b	P.O. Box or Street:	N/A
366c	City:	N/A
366d	Zip:	N/A
366e	Phone:	N/A
366f	Term Expires (MM/DD/YYYY):	N/A
366g	Term	N/A
366h	Number of Board Meetings Attended	N/A
366i	Number of Professional Conferences and or Workshops Attended:	N/A

Secretary

367a	Name:	Barbara Harrod
367b	P.O. Box or Street:	Cross Main
367c	City:	New Castle
367d	Zip:	40050
367e	Phone:	(502) 845-2519
367f	Term Expires (MM/DD/YYYY):	06/30/2004
367g	Term	First Term
367h	Number of Board Meetings Attended	12
367i	Number of Professional Conferences and or Workshops Attended:	0

Treasurer

368a	Name:	James Edwards
368b	P.O. Box or Street:	Tolle Court
368c	City:	Eminence
368d	Zip:	40019
368e	Phone:	(502) 845-4405
368f	Term Expires (MM/DD/YYYY):	06/30/2004
368g	Term	First Term
368h	Number of Board Meetings Attended	12
368i	Number of Professional Conferences and or Workshops Attended:	0

Member

369a	Name:	Tanya Berry
369b	P.O. Box or Street:	N/A
369c	City:	Port Royal
369d	Zip:	40058
369e	Phone:	(502) 947-5360
369f	Term Expires (MM/DD/YYYY):	06/30/2006
369g	Term	Second Term
369h	Number of Board Meetings Attended	10
369i	Number of Professional Conferences and or Workshops Attended:	N/A

369a	Name:	Darlene West Taylor
369b	P.O. Box or Street:	N/A
369c	City:	Port Royal
369d	Zip:	40058
369e	Phone:	(502) 532-6279
369f	Term Expires (MM/DD/YYYY):	06/30/2006
369g	Term	Second Term
369h	Number of Board Meetings Attended	11
369i	Number of Professional Conferences and or Workshops Attended:	1

## Annual Report Definitions & Notes for Collect

Annual Report Definitions & Notes for Collect

Library boards are required to report annually to the legislative body of the governmental unit wherein the board serves (KRS 173.370, 173.570 and 173,770). Taking the annual report to these governmental units satisfies that requirement.

After the annual report is certified by the president of the board, take the ORIGINAL, CERTIFIED COPY and photocopies of the original to the listed officials. Have each official sign the ORIGINAL, CERTIFIED COPY and leave a photocopy with each official.

After the report is completed and reviewed by the library director and regional librarian, the president of the board should certify that the information contained therein is accurate and true, by completing lines 374-376 before a notary.

This form should be completed online by August 15, 2003. A printed certified original copy of the authorization page should be sent, along with a copy of the budget, and line # 326, the Planning/Evaluation sheet, to your Regional Librarian. This form should be completed online by August 15, 2003. A printed certified original copy of the authorization page should be sent, along with a copy of the budget, to your Regional Librarian.

See <http://www.kdla.ky.gov/libserv/dirregs.htm> for a directory of regional staff, e-mail addresses and offices.

**State aid checks will not be sent until the online report and completed authorization page are received by the Department for Libraries and Archives.**

This program is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Kentucky Department of Libraries and Archives.

### **Authorization Page**

**Authorization- This Page Must Be Printed and Mailed to KDLA**  
Only the Signature of the Board President Must Be Notarized.

Click [here](#) to print a copy of the Application for State Library Aid.