

Henry County Public Library

2019 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

A1	County	Henry
A2	Estimated Population	15,994
A3	Library Name	Henry County Public Library
Street Address		
A4	Street Address	172 Eminence Terrace
A5	City	Eminence
A6	Zip Code	40019
Mailing Address		
A8	Mailing Address	172 Eminence Terrace
A9	City	Eminence
A10	Zip Code	40019
A12	Phone	(502) 845-5682
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	10.2
A15	Personal	15.60
A16	Motor Vehicle/Water Craft	3.74

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	\$917,417
B2	Other	\$0
B3	Local Government Revenue Total (B1 + B2):	\$917,417

State Government Revenue

B4	State Aid Grant	\$14,019
B5	Construction Debt-Assistance Grant	\$104,291
B6	Other State Government Revenue	\$0
B7	State Government Revenue Total (sum B4 through B6)	\$118,310

Federal Government Revenue

B12	Federal Government Revenue	\$0
B13	Federal Government Revenue Total	\$0
Other Operating Income		
B14	Other Operating Revenue	\$33,995
B15	Total Operating Revenue (B3 + B7 + B13 + B14):	\$1,069,722

Operating Expenditures (C1 - C42)

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

Collection Expenditures

C1	Print Materials	\$35,697
C2	Electronic Materials Expenditures	\$3,004
C3	Audiovisual Materials	\$10,404
C4	Electronic Collections [databases]	\$7,448
C5	Other Library Materials	\$5,129
C6	Collection Expenditures Total (C1 through C5)	\$61,682

Salary Expenditures

C7	Library Director	\$58,000
C8	Other Library Personnel	\$235,807
C10	Salary Expenditures Total (C7 + C8)	\$293,807

Fringe Benefits

C11	Required Fringe Benefits	\$22,140
C12	Retirement (Employer's Share)	\$44,213
C13	Medical Insurance (Employer's Share)	\$22,760
C14	Other	\$162
C15	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$89,275
C16	Total Staff Expenditures (C10 + C15)	\$383,082

Other Operations

C17	Building Repair	\$803
C18	Building Maintenance	\$25,352
C20	Office Supplies, Program Supplies, Postage	\$17,508
C21	Insurance	\$11,788
C22	Public Relations	\$8,454
C23	Utilities	\$17,813
C24	Professional Fees	\$7,145
C25	Audit Fee	\$4,990
C26	Fiscal Year that Audit Covers	FY 2017-2018
C27	What year was the library's last long range plan adopted?	2016
C28	Repair and Replacement of Furnishings	\$1,477
C29	Other	\$5,958
C30	Specify	Equipment
C31	Other	\$3,244
C32	Specify	Banks Fees and Grant Purchases
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$104,532
C34	Bookmobile/Extended Services	\$4,129

C35	Continuing Education	\$5,144
C36	Operating Expenditures for Electronic Access	\$32,320
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$590,889

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

C38	Capital Outlay Expenditures	\$100,000
C39	Debt Service	\$0

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

Outreach Vehicles (F1 - F5)

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

F1	License Number
F2	Vehicle Year, Make, and Model
F3	Mileage on Odometer
F4	Owner of Vehicle
F5	Number of Stops in an Average Week

Bookmobiles (G1 - G11)

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

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

INFORMATION FOR EACH BOOKMOBILE:

Add a new group for each bookmobile in the county.

Bookmobile Hours (G9a-G9g) - Count only the daily hours during which the bookmobile is open to the public. Do not count travel time. Hours on the road per week is reported in item number G9

G1	License Number	In2369
G3	Vehicle Year, Make, and Model	2005 Dodge Sprinter
G4	Owner of Vehicle	locally
G5	Bookmobile Visits (number of persons entering the bookmobile)	732
G6	Number of Registered Users	1,351
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	141
G9	Hours on the Road Per Week (but not serving patrons)	5
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	1
G9d	Wednesday - Daily Hours Open to the Public	0
G9e	Thursday - Daily Hours Open to the Public	2
G9f	Friday - Daily Hours Open to the Public	0
G9g	Saturday - Daily Hours Open to the Public	3
G9.3	Number of Weeks Bookmobile is Open	50
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	50.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	6.00
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	Henry County Public Library
H2	Street Address	172 Eminence Terrace
H3	City	Eminence
H4	Zip Code	40019
H6	Phone	(502) 845-5682
H8	Square Footage	8,000
H11	Number of Meetings Held	225
H12	Library Visits	61,478
H13	Number of Registered Users	9,178

H14	Number of Uses [Sessions] of Public Internet Computers Per Year	12,903
H15	Reference Transactions	6,092
Hours Open to the Public		
H16a	Sunday Opening Time	0
H16b	Sunday Closing Time	0
H16c	Hours	0.00
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	8:00 PM
H16i	Hours	11.00
H16j	Wednesday Opening Time	9:00 AM
H16k	Wednesday Closing Time	8:00 PM
H16l	Hours	11.00
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	5:00 PM
H16r	Hours	8.00
H16s	Saturday Opening Time	9:00 AM
H16t	Saturday Closing Time	5:00 PM
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	60.00
H18	Number of Weeks Main Library is Open	52
H19	Does your library have a Friends group?	
	Yes	Yes
	No	No

Facility Info (I1 - I32)

Square Footage

I1	Main Library (from H8)	8,000
I2	Branch Libraries (sum of E8 branch data)	0
I3	Total (I1 + I2)	8,000

Number of Meetings Held

I10	Main Library (from H11)	225
I11	Branch Libraries (sum of E11 branch data)	0
I12	Total (I10 + I11)	225

Library Visits

I13	Main Library (from H12)	61,478
I14	Branch Libraries (sum of E12 branch data)	0
I15	Bookmobiles (sum of G5 branch data)	732
I16	Total (I13 + I14 + I15)	62,210

Number of Registered Users

I17	Main Library (from H13)	9,178
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I18	Branch Libraries (sum of E13 branch data)	0
I19	Bookmobiles (sum of G6 branch data)	1,351
I20	Total (I17 + I18 + I19)	10,529
Number of Uses [Sessions] of Public Internet Computers Per Year		
I21	Main Library (from H14)	12,903
I22	Branch Libraries (sum of E14 branch data)	0
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	12,903
Reference Transactions		
I25	Main Library (from H15)	6,092
I26	Branch Libraries (sum of E15 branch data)	0
I27	Bookmobiles (sum of G8 branch data)	141
I28	Total (I25 + I26 + I27)	6,233
Public Service Hours per Year		
I29	Main Library (H17 * H18)	3,120.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	0.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	300.00
I32	Total (I29 + I30 + I31)	3,420.00

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	1.00
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	1.10
J4	Number of Librarians with a Bachelor's Degree in Library Science	1.00
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	1.00
J6	Number of Librarians with Less Than a Bachelor's Degree	2.50
J7	Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):	6.60
J8	All Other Paid Staff	5.16
J9	Total Paid Employees (J7 + J8):	11.76

Library Collection (K1 -K17)

Book Collection

K1	Adult Books (over age 18)	16,418
K2	Young Adult Books (ages 12 to 18)	1,812
K3	Children's Books (under age 12)	9,901
K4	Total (K1 + K2 + K3)	28,131

Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	153,214
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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	4
K7b	State (State Government or State Library) ** Include 62 KYVL databases **	62
K7	Total Electronic Collections [databases] (K7a+K7b)	66
K9	Audio - Physical Units	974
K10	Audio - Downloadable Units	36,237
K13	Video - Physical Units	5,064
K14	Video - Downloadable Units	1,914
K15	Other Material in Collection	4
K16	Current Print Serial Subscriptions	97
K17	Book/Serial Volumes (K4 + K16)	28,228

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	18,162
L2	All Branches	0
L3	Bookmobile/Outreach	5,231
L4	Total (L1 + L2 + L3)	23,393

Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	7,267
L6	All Branches	0
L7	Bookmobile/Outreach	2,284
L8	Total (L5 + L6+ L7)	9,551

Book Circulation, Children's (under age 12)

L9	Main Library	12,452
L10	All Branches	0
L11	Bookmobile/Outreach	3,877
L12	Total (L9 + L10+ L11)	16,329

Book Circulation Total

L13	Main Library (L1 + L5 + L9)	37,881
L14	All Branches (L2 + L6 + L10)	0
L15	Bookmobile/Outreach (L3 + L7 + L11)	11,392
L16	Total (L4 + L8 + L12)	49,273

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	832
L22	All Branches	0
L23	Bookmobile/Outreach	0
L24	Total (L21 + L22 + L23)	832

Audiovisual Circulation Other Audio

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

Audiovisual Circulation Videos

L29	Main Library	24,273
L30	All Branches	0
L31	Bookmobile/Outreach	435
L32	Total (L29 + L30 + L31)	24,708

Audiovisual Circulation Other

L33	Main Library	0
L34	All Branches	0
L35	Bookmobile/Outreach	0

L36	Total (L33 + L34 + L35)	0
Audiovisual Circulation Total		
L37	Main Library (L21 + L25 + L29 + L33)	25,105
L38	All Branches (L22 + L26 + L30 + L34)	0
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	435
L40	Total (L24 + L28 + L32 + L36)	25,540

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	2,434
L42	All Branches	0
L43	Bookmobile/Outreach	0
L44	Total (L41 + L42 + L43)	2,434

Total Circulation

L45	Main Library (L13 + L37 + L41)	65,420
L46	All Branches (L14 + L38 + L42)	0
L47	Bookmobile/Outreach (L15 + L39 + L43)	11,827

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	2,712
L49	Total Circulation (L16 + L40 + L44 + L48)	79,959
L50	Successful Retrieval of Electronic Information	1,500

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	12,452
L52	All Branches	0
L53	Bookmobile/Outreach	3,877
L54	Total (L51 + L52 + L53)	16,329

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	Laptops
M2	Use Statistics	652
M1	Other Measures of Library Use	Notary Services
M2	Use Statistics	104

Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	547
N2	Nonprint	0

N3	Total (N1 + N2):	547
Borrowed From		
N4	Print	331
N5	Nonprint	0
N6	Total (N4 + N5):	331

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	77
O2	All Branches	0
O3	Bookmobile/Outreach	73
O4	Total (O1 + O2 + O3)	150

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	494
O6	All Branches	0
O7	Bookmobile/Outreach	2,058
O8	Total (O5 + O6 + O7)	2,552

Elementary School - *number of programs*

O17	Main Library	13
O18	All Branches	0
O19	Bookmobile/Outreach	47
O20	Total (O17 + O18 + O19)	60

Elementary School - *number of attendees*

O21	Main Library	278
O22	All Branches	0
O23	Bookmobile/Outreach	865
O24	Total (O21 + O22 + O23)	1,143

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

O25	Main Library	119
O26	All Branches	0
O27	Bookmobile/Outreach	9
O28	Total (O25 + O26 + O27)	128

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

O29	Main Library	918
O30	All Branches	0
O31	Bookmobile/Outreach	598
O32	Total (O29 + O30 + O31)	1,516

Adult Programs - *number of programs*

O33	Main Library	54
O34	All Branches	0
O35	Bookmobile/Outreach	89
O36	Total (O33 + O34 + O35)	143

Adult Programs - *number of attendees*

O37	Main Library	534
O38	All Branches	0
O39	Bookmobile/Outreach	2,810
O40	Total (O37 + O38 + O39)	3,344

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

O41	Main Library	78
O42	All Branches	0
O43	Bookmobile/Outreach	13
O44	Total (O41 + O42 + O43)	91

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

O45	Main Library	1,790
O46	All Branches	0
O47	Bookmobile/Outreach	2,388
O48	Total (O45 + O46 + O47)	4,178

Total Number Of Programs:

O49	Main Library (O1 + O17 + O25 + O33 + O41)	341
O50	All Branches (O2 + O18 + O26 + O34 + O42)	0
O51	Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)	231
O52	Total (O4 + O20 + O28 + O36 + O44)	572

Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	4,014
O54	All Branches (O6 + O22 + O30 + O38 + O46)	0
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	8,719
O56	Total (O8 + O24 + O32 + O40 + O48)	12,733

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	18
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	148
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes

Q4	Wireless Sessions - Annually	17,905
Q5	Website Visits	44,264

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, etc.	The main focus this year has been building a new library facility and working through the construction, budgeting and ordering process in order to get the building open in the FY 2019-2020. We also began a trivia night in a local restaurant and a painting class at a local brewery that has introduced many to library services that have never stepped in our doors.
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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.