

# Henry County Public Library

## 2021 Kentucky Annual Report of Public Libraries

		CURRENT YEAR	<i>PREVIOUS YEAR</i>
<b>General Information (A1 - A16)</b>			
A1	County	Henry	<i>Henry</i>
A2	Estimated Population	16,126	<i>16,126</i>
A3	Library Name	Henry County Public Library	<i>Henry County Public Library</i>
Street Address			
A4	Street Address	280 East Broadway	<i>280 East Broadway</i>
A5	City	Eminence	<i>Eminence</i>
A6	Zip Code	40019	<i>40019</i>
Mailing Address			
A8	Mailing Address	280 East Broadway	<i>280 East Broadway</i>
A9	City	Eminence	<i>Eminence</i>
A10	Zip Code	40019	<i>40019</i>
A12	Phone	(502) 845-5682	<i>(502) 845- 5682</i>

### 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	\$1,015,696	\$938,350
B2	Other	\$0	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	\$1,015,696	\$938,350

#### State Government Revenue

B4	State Aid Grant	\$0	\$14,019
B5	Construction Debt-Assistance Grant	\$100,100	\$100,100
B6	Other State Government Revenue	\$0	\$0
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$100,100	\$114,119

#### Federal Government Revenue

B11	LSTA CARES Act Grant	\$1,250	
B12	Other Federal Government Revenue	\$0	\$0
B13	<b>Federal Government Revenue Total (B11 + B12)</b>	\$1,250	\$0

#### Other Operating Income

B14	Other Operating Revenue	\$1,315,381	\$82,433
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$2,432,427	\$1,134,902

## Operating Expenditures (C1 - C42)

DO NOT REPORT CAPITAL EXPENDITURES IN THIS SECTION.

They are reported as Item #C36.

### Collection Expenditures

C1	Print Materials	\$18,078	\$29,782
C2	Electronic Materials Expenditures	\$6,504	\$12,023
C3	Audiovisual Materials	\$4,407	\$5,182
C4	Electronic Collections [databases]	\$1,036	\$16,100
C5	Other Library Materials	\$21,202	\$36,514
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$51,227	\$99,601

### Salary Expenditures

C7	Library Director	\$58,000	\$58,000
C8	Other Library Personnel	\$172,060	\$243,003
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$230,060	\$301,003

### Fringe Benefits

C11	Required Fringe Benefits	\$17,615	\$24,641
C12	Retirement (Employer's Share)	\$44,157	\$49,715
C13	Medical Insurance (Employer's Share)	\$30,484	\$26,073
C14	Other	\$2,226	\$5,827
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$94,482	\$106,256
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$324,542	\$407,259

### Other Operations

C17	Building Repair and Maintenance	\$32,192	\$23,194
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C20	Office Supplies, Program Supplies, Postage	\$8,519	\$12,648
C21	Insurance	\$31,365	\$11,696
C22	Public Relations	\$10,367	\$5,253
C23	Utilities	\$21,205	\$34,969
C24	Professional Fees (include professional membership fees)	\$9,725	\$15,878
C25	Audit Fee	\$7,306	\$5,144
C26	Fiscal Year that Audit Covers	FY 2019-2020	FY 2018- 2019
C27	What year was the library's last long range plan adopted?	2016	2016
C28	Repair and Replacement of Furnishings	\$558	\$2,213
C29	Other	\$5,461	\$0
C30	Specify	This covers security system costs and telephone expense- voice only.	
C33	<b>Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)</b>	\$126,698	\$110,995
C34	Bookmobile/Extended Services	\$2,697	\$4,278
C35	Continuing Education	\$1,417	\$2,750
C36	Operating Expenditures for Electronic Access	\$25,809	\$36,069
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$532,390	\$660,952

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	\$167,780	\$3,327,026
C39	Debt Service	\$274,539	\$192,009

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	\$0
C40b	State - Capital Revenue	\$1,250	\$0
C40c	Federal - Capital Revenue	\$0	\$0
C40d	Other - Capital Revenue	\$0	\$0
C40	<b>Total Capital Revenue (C40a through C40d)</b>	\$1,250	\$0
C41	Income from loans, bond issues, or other income not reported elsewhere	\$14,135	\$0

C42 - Did you spend state aid funds on any of the following? (check all that apply)

Collection Expenditures	No	No
Bookmobile/Extended Services	No	No
Continuing Education	No	No
None of the Above	Yes	Yes

**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	Yes
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	Yes
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	Yes
D6	Did the library provide reference service via the Internet or telephone when the building was	Yes	Yes

D7	physically closed to the public during the Coronavirus (COVID-19) pandemic? Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	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?	Yes	Yes
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	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	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	The library was closed to the public while cases were high in the county. Staff answered
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questions on the phone and through social media; delivered materials to patrons via curbside delivery; offered programming through porch pick-up kits and online; and required materials to be quarantined for seven days before returning to shelves. All material was wiped down before putting back on shelves; staff and patrons were required to use masks inside the building; surfaces, computer keyboards and restrooms were cleaned regularly; social distance markers were placed on the floor and computers were spread out to maintain at least a 6 feet distance between patrons; barriers were placed on service desks to separate staff from patrons; and furniture and toys were removed from public areas. *Response has been entered.*

### **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      | 2005, Dodge, Sprinter |
| F2 | Owner of Vehicle                   | locally               |
| F3 | Number of Stops in an Average Week | 15                    |

### **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	N2369	<i>In2369</i>
G3	Vehicle Year, Make, and Model	2005, Dodge, Sprinter	<i>2005, Dodge, Sprinter</i>
G4	Owner of Vehicle	locally	<i>locally</i>
G5	Bookmobile Visits (number of persons entering the bookmobile)	0	<i>743</i>
G6	Number of Registered Users	396	<i>396</i>
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0	<i>0</i>
G8	Reference Transactions	321	<i>117</i>
G9	Hours on the Road Per Week (but not serving patrons)	5	<i>5</i>
G9a	Sunday - Daily Hours Open to the Public	0	<i>0</i>
G9b	Monday - Daily Hours Open to the Public	1	<i>0</i>
G9c	Tuesday - Daily Hours Open to the Public	2	<i>1</i>
G9d	Wednesday - Daily Hours Open to the Public	0	<i>0</i>
G9e	Thursday - Daily Hours Open to the Public	1	<i>2</i>

G9f	Friday - Daily Hours Open to the Public	1	0
G9g	Saturday - Daily Hours Open to the Public	2	3
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	25	15
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	12	0
G9.3	Number of Weeks Bookmobile is Open	37	37
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	37.00	37.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + 7.00 G9b + G9c + G9d + G9e + G9f + G9g)		6.00
G11	Number of Bookmobiles	1	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	<i>Henry County Public Library</i>
H2	Street Address	280 East Broadway	<i>280 East Broadway</i>
H3	City	Eminence	<i>Eminence</i>
H4	Zip Code	40019	<i>40019</i>
H6	Phone	(502) 845-5682	<i>(502) 845-5682</i>

H8	Square Footage	14,000	14,000
H11	Number of Meetings Held	1	17
H12	Library Visits	10,412	35,374
H12a	Library Visits Reporting Method	CT - Annual Count	
H13	Number of Registered Users	10,125	9,230
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	1,411	11,214
H14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
H15	Reference Transactions	4,794	4,505
H15a	Reference Transactions Reporting Method	CT - Annual Count	
Hours Open to the Public			
H16a	Sunday Opening Time	0	0
H16b	Sunday Closing Time	0	0
H16c	Hours	0.00	0.00
H16d	Monday Opening Time	10:00 AM	9:00 AM
H16e	Monday Closing Time	7:00 PM	8:00 PM
H16f	Hours	9.00	11.00
H16g	Tuesday Opening Time	10 AM	9:00 AM
H16h	Tuesday Closing Time	7 PM	8:00 PM
H16i	Hours	9.00	11.00
H16j	Wednesday Opening Time	10 AM	9:00 AM
H16k	Wednesday Closing Time	7 PM	8:00 PM
H16l	Hours	9.00	11.00
H16m	Thursday Opening		

	Time	10 AM	9:00 AM
H16n	Thursday Closing Time	7 PM	8:00 PM
H16o	Hours	9.00	11.00
H16p	Friday Opening Time	10 AM	9:00 AM
H16q	Friday Closing Time	5 PM	5:00 PM
H16r	Hours	7.00	8.00
H16s	Saturday Opening Time	9 AM	9:00 AM
H16t	Saturday Closing Time	1 PM	5:00 PM
H16u	Hours	4.00	8.00
H17	<b>Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)</b>	47.00	60.00
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	0	14
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	7	1
H18	Number of Weeks Main Library is Open	32	32
H19	Does your library have a Friends group?		
	Yes	Yes	Yes
	No	No	No

### Facility Info (I1 - I32)

#### Square Footage

I1	<b>Main Library (from H8)</b>	14,000	14,000
I2	<b>Branch Libraries (sum of E8 branch data)</b>	0	0
I3	<b>Total (I1 + I2)</b>	14,000	14,000

#### Number of Meetings Held

I10	<b>Main Library (from H11)</b>	1	17
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I11	Branch Libraries (sum of E11 branch data)	0	0
I12	Total (I10 + I11)	1	17
Library Visits			
I13	Main Library (from H12)	10,412	35,374
I14	Branch Libraries (sum of E12 branch data)	0	0
I15	Bookmobiles (sum of G5 branch data)	0	743
I16	Total (I13 + I14 + I15)	10,412	36,117
Number of Registered Users			
I17	Main Library (from H13)	10,125	9,230
I18	Branch Libraries (sum of E13 branch data)	0	0
I19	Bookmobiles (sum of G6 branch data)	396	396
I20	Total (I17 + I18 + I19)	10,521	9,626
Number of Uses [Sessions] of Public Internet Computers Per Year			
I21	Main Library (from H14)	1,411	11,214
I22	Branch Libraries (sum of E14 branch data)	0	0
I23	Bookmobiles (sum of G7 branch data)	0	0
I24	Total (I21 + I22 + I23)	1,411	11,214
Reference Transactions			
I25	Main Library (from H15)	4,794	4,505
I26	Branch Libraries (sum of E15 branch data)	0	0
I27	Bookmobiles (sum of G8 branch data)	321	117
I28	Total (I25 + I26 + I27)	5,115	4,622
Public Service Hours per Year			
I29	Main Library (H17 * H18)	1,504.00	1,920.00
I30	Branch Libraries (sum		

	of E17 branch data *	0.00	0.00
I31	E17,3a) Bookmobiles (sum of G10 bookmobile data * G9.3a)	259.00	222.00
I32	Total ( I29 + I30 + I31)	1,763.00	2,142.00

### 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	1.00
J2	Number of Librarians with Non ALA Accredited Master's Degree in Library Science	.0	.0
J3	Number of Librarians with a Master's Degree NOT in Library Science	.0	1.00
J4	Number of Librarians with a Bachelor's Degree in Library Science	1.00	1.00

J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	1.00	1.00
J6	Number of Librarians with Less Than a Bachelor's Degree	1.00	2.50
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	4.00	6.50
J8	All Other Paid Staff	5.25	5.16
J9	<b>Total Paid Employees (J7 + J8):</b>	9.25	11.66

### Library Collection (K1 -K17)

#### Book Collection

K1	Adult Books (over age 18)	16,812	16,356
K2	Young Adult Books (ages 12 to 18)	1,684	1,556
K3	Children's Books (under age 12)	9,824	9,166
K4	<b>Total (K1 + K2 + K3)</b>	28,320	27,078

#### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	171,877	172,543
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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	4
K7b	State (State Government or State Library) ** Include <b>66 KYVL databases</b> **	66	66
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	70	70
K9	Audio - Physical Units	849	841
K10	Audio - Downloadable Units	48,645	41,988
K13	Video - Physical Units	5,326	5,202
K14	Video - Downloadable Units	1,990	1,961
K15	Other Material in Collection	562	5
K16	Current Print Serial Subscriptions	8	45
K17	<b>Book/Serial Volumes (K4 + K16)</b>	28,328	27,123