

Henry County Public Library

2022 Kentucky Annual Report of Public Libraries

	CURRENT YEAR	<i>PREVIOUS YEAR</i>
General Information (A1 - A12)		
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 314)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

Local Government Revenue

31	Library Tax	\$1,003,695	<i>\$1,015,696</i>
32	Other	\$0	<i>\$0</i>
33	Local Government Revenue Total (B1 + B2):	\$1,003,695	<i>\$1,015,696</i>

State Government Revenue

35	Construction Debt-Assistance Grant	\$100,100	<i>\$100,100</i>
36	Other State Government Revenue	\$0	<i>\$0</i>
37	State Government Revenue Total (sum B5 through B6)	\$100,100	<i>\$100,100</i>

Federal Government Revenue

311a	LSTA CARES Act Grant	\$0	<i>\$1,250</i>
311b	ARPA Grant	\$8,080	
312	Other Federal Government Revenue	\$0	<i>\$0</i>
313	Federal Government Revenue Total (B11a + B11b + B12)	\$8,080	<i>\$1,250</i>

Other Operating Income

314	Other Operating Revenue	\$86,700	\$41,530
315	Total Operating Revenue (B3 + B7 + B13 + B14):	\$1,198,575	\$1,158,576

Operating Expenditures (C1 - C41)

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

Collection Expenditures

21	Print Materials	\$36,314	\$18,078
22	Electronic Materials Expenditures	\$692	\$6,504
23	Audiovisual Materials	\$3,567	\$4,407
24	Electronic Collections [databases]	\$1,052	\$1,036
25	Other Library Materials	\$0	\$21,202
26	Collection Expenditures Total (C1 through C5)	\$41,625	\$51,227

Salary Expenditures

27	Library Director	\$58,000	\$58,000
27a	Years as Director at Current Library (ex: 1.5)	3.7	
28	Other Library Personnel	\$239,940	\$172,060
210	Salary Expenditures Total (C7 + C8)	\$297,940	\$230,060

Fringe Benefits

211	Required Fringe Benefits	\$24,203	\$17,615
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212	Retirement (Employer's Share)	\$42,364	\$44,157
213	Medical Insurance (Employer's Share)	\$26,034	\$30,484
214	Other	\$1,941	\$2,226
215	Fringe Benefits Total (C11 + C12 + C13 + C14):	\$94,542	\$94,482
216	Total Staff Expenditures (C10 + C15)	\$392,482	\$324,542
Other Operations			
217	Building Repair and Maintenance	\$23,863	\$32,192
220	Office Supplies, Program Supplies, Postage	\$26,030	\$8,519
221	Insurance	\$457	\$31,365
222	Public Relations	\$10,852	\$10,367
223	Utilities	\$26,846	\$21,205
224	Professional Fees (include professional membership fees)	\$9,814	\$9,725
225	Audit Fee	\$5,350	\$7,306
226	Fiscal Year that Audit Covers	FY 2020-2021	FY 2019-2020
227	What year was the library's last long range plan adopted?	2016	2016

228	Repair and Replacement of Furnishings	\$363	\$558
229	Other	\$5,715	\$5,461
230	Specify		<i>Response has been entered.</i>
233	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	\$109,290	\$126,698
234	Bookmobile/Extended Services	\$1,771	\$2,697
235	Continuing Education	\$4,578	\$1,417
236	Operating Expenditures for Electronic Access	\$22,033	\$25,809
237	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$571,779	\$532,390

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.

238	Capital Outlay Expenditures	\$143,203	\$167,780
239	Debt Service	\$275,709	\$274,539

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	\$2,468	\$1,250
C40c	Federal - Capital Revenue	\$0	\$0
C40d	Other - Capital Revenue	\$0	\$0
C40	Total Capital Revenue (C40a through C40d)	\$2,468	\$1,250
C41	Income from loans, bond issues, or other income not reported elsewhere	\$14,673	\$14,135

COVID Related Information (D1 - D16)

D1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No	Yes
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- 02 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
- 05 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes Yes
- 06 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 Yes
- 07 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes Yes
- 011 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

- 012 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
- 013 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)

- 016 Describe the Library's Response to the COVID-19 Pandemic The library circulated material through curbside services. Programming was done on-line and through porch pick up kits. WiFi was increased to cover more area outside the building. Wi-Fi *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
- F2 Owner of Vehicle
- F3 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

31	License Number	In2369	N2369
33	Vehicle Year, Make, and Model	2005, Dodge Sprinter	2005, Dodge, Sprinter
34	Owner of Vehicle	locally	locally
35	Bookmobile Visits (number of persons entering the bookmobile)	1,550	0
36	Number of Registered Users	500	396
37	Number of Uses [Sessions] of Public Internet Computers Per Year	0	0
38	Reference Transactions	317	321
39	Hours on the Road Per Week (but not serving patrons)	10	5
39a	Sunday - Daily Hours Open to the Public	0	0
39b	Monday - Daily Hours Open to the Public	3	1
39c	Tuesday - Daily Hours Open to the Public	5	2
39d	Wednesday - Daily Hours Open to the Public	3	0
39e	Thursday - Daily Hours Open to the Public	5	1

39f	Friday - Daily Hours Open to the Public	3	1
39g	Saturday - Daily Hours Open to the Public	3	2
39.1	Number of Weeks Bookmobile was Closed Due to COVID-19	0	25
39.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	0	20
39.3	Number of Weeks Bookmobile is Open	52	7
39.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	52.00	7.00
310	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	22.00	7.00
311	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>

I3	City	Eminence	<i>Eminence</i>
I4	Zip Code	40019	<i>40019</i>
I6	Phone	(502) 845-5682	<i>(502) 845-5682</i>
I8	Square Footage	14,000	<i>14,000</i>
I11	Number of Meetings Held	32	<i>1</i>
I12	Library Visits	38,077	<i>10,412</i>
I12a	Library Visits Reporting Method	CT - Annual Count	<i>CT - Annual Count</i>
I13	Number of Registered Users	12,368	<i>10,125</i>
I14	Number of Uses [Sessions] of Public Internet Computers Per Year	3,823	<i>1,411</i>
I14a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
I15	Reference Transactions	10,177	<i>4,794</i>
I15a	Reference Transactions Reporting Method	CT - Annual Count	<i>CT - Annual Count</i>
Hours Open to the Public			
I16a	Sunday Opening Time	0	<i>0</i>
I16b	Sunday Closing Time	0	<i>0</i>
I16c	Hours	0.00	<i>0.00</i>

116d	Monday Opening Time	10:00 AM	<i>10:00 AM</i>
116e	Monday Closing Time	7:00 PM	<i>7:00 PM</i>
116f	Hours	9.00	<i>9.00</i>
116g	Tuesday Opening Time	10 AM	<i>10 AM</i>
116h	Tuesday Closing Time	7 PM	<i>7 PM</i>
116i	Hours	9.00	<i>9.00</i>
116j	Wednesday Opening Time	10 AM	<i>10 AM</i>
116k	Wednesday Closing Time	7 PM	<i>7 PM</i>
116l	Hours	9.00	<i>9.00</i>
116m	Thursday Opening Time	10 AM	<i>10 AM</i>
116n	Thursday Closing Time	7 PM	<i>7 PM</i>
116o	Hours	9.00	<i>9.00</i>
116p	Friday Opening Time	10 AM	<i>10 AM</i>
116q	Friday Closing Time	5 PM	<i>5 PM</i>
116r	Hours	7.00	<i>7.00</i>
116s	Saturday Opening Time	10 AM	<i>9 AM</i>
116t	Saturday Closing Time	3 PM	<i>1 PM</i>

H16u	Hours	5.00	4.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	48.00	47.00

The following three items cannot total more than 52 weeks. The main library is either closed, has limited occupancy, or is open.

H17.2	Number of Weeks Main Library was Closed Due to COVID-19	0	5
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	0	15
H18	Number of Weeks Main Library is Open	52	32
H19	Does your library have a Friends group?		
	Yes	Yes	Yes
	No	No	No

Facility Info (I1 - I32)

Square Footage

1	Main Library (from H8)	14,000	14,000
2	Branch Libraries (sum of E8 branch data)	0	0
3	Total (I1 + I2)	14,000	14,000

Number of Meetings Held

10	Main Library (from H11)	32	1
11	Branch Libraries (sum of E11 branch data)	0	0

12	Total (I10 + I11)	32	1
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Library Visits

13	Main Library (from H12)	38,077	10,412
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14	Branch Libraries (sum of E12 branch data)	0	0
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15	Bookmobiles (sum of G5 branch data)	1,550	0
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16	Total (I13 + I14 + I15)	39,627	10,412
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Number of Registered Users

17	Main Library (from H13)	12,368	10,125
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18	Branch Libraries (sum of E13 branch data)	0	0
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19	Bookmobiles (sum of G6 branch data)	500	396
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20	Total (I17 + I18 + I19)	12,868	10,521
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Number of Uses [Sessions] of Public Internet Computers Per Year

21	Main Library (from H14)	3,823	1,411
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22	Branch Libraries (sum of E14 branch data)	0	0
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23	Bookmobiles (sum of G7 branch data)	0	0
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24	Total (I21 + I22 + I23)	3,823	1,411
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Reference Transactions

25	Main Library (from H15)	10,177	4,794
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26	Branch Libraries (sum of E15 branch data)	0	0
27	Bookmobiles (sum of G8 branch data)	317	321
28	Total (I25 + I26 + I27)	10,494	5,115
Public Service Hours per Year			
29	Main Library (sum of (H17.3 + H18) * H17)	2,496.00	2,209.00
30	Branch Libraries (sum of (E17.2 + E17.3) * E17)	0.00	0.00
31	Bookmobiles (sum of (G9.2 + G9.3) * G10)	1,144.00	189.00
32	Total (I29 + I30 + I31)	3,640.00	2,398.00

Library Staff (J1- J5)

Report figures as of the last day of the fiscal year. **Include all positions funded in the library's budget whether those**
 To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

To calculate FTEs for seasonal workers, I would use the following example:

- Two three month workers (.25 of year) work 15 hours a week, so
- $15 + 15 = 30$ hrs/wk
- $30/40 = .75$ FTEs
- $.75 * .25 = .1875$ FTE for entire year (based on working only three months)

11	Number of Librarians with an ALA Accredited Master's Degree in Library Science	1.00	1.00
12	Librarians without an ALA Accredited Master's Degree in Library Science	3	

13	Total Librarians (J1 + J2):	4.00	4.00
14	All Other Paid Staff	10.00	5.25
15	Total Paid Employees (J3 + J4):	14.00	9.25

Library Collection (K1 -K17)

Book Collection

16	Adult Books (over age 18)	15,539	16,812
17	Young Adult Books (ages 12 to 18)	1,661	1,684
18	Children's Books (under age 12)	8,755	9,824
19	Total (K1 + K2 + K3)	25,955	28,320

Digital or Audiovisual Materials

20	Electronic Books (E-Books)	180,192	171,877
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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.