# 2025 Kentucky Annual Report of Public Libraries

## General Information (A1 - A12)

A1      County          _____

A2      Estimated Population    _____

A3      Library Name    _____

Street Address

A4      Street Address  _____

A5      City            _____

A6      Zip Code        _____

Mailing Address

A8      Mailing Address _____

A9      City            _____

A10     Zip Code        _____

A12     Phone           _____

## 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                                                    _____

B2          Other                                                          _____

B3          Local Government Revenue Total (B1 +              _____
B2):

State Government Revenue

B5          Construction Debt-Assistance Grant              _____

B6          Other State Government Revenue                  _____

B7          State Government Revenue Total (sum            _____
B5 through B6)

Federal Government Revenue

B12         Other Federal Government Revenue              _____

B13         Federal Government Revenue Total (B12)

                                                            _____

Other Operating Income

B14         Other Operating Revenue                         _____

B15         Total Operating Revenue (B3 + B7 +             _____
B13 + B14):

# Operating Expenditures (C1 - C41)
**DO NOT REPORT CAPITAL EXPENDITURES IN THIS SECTION. They are reported as Item #C36.**

Collection Expenditures

C1          Print Materials                                 _____

C2          Electronic Content                              _____

C3          Audiovisual Materials                           _____

C5          Other Physical Materials                        _____

C6       Collection Expenditures Total (C1 through C5) _____

Salary Expenditures

C7       Library Director _____

C7a     Years as Director at Current Library (ex: 1.5) _____

C8       Other Library Personnel _____

C10     Salary Expenditures Total (C7 + C8) _____

Fringe Benefits

C11     Required Fringe Benefits _____

C12     Retirement (Employer's Share) _____

C13     Medical Insurance (Employer's Share) _____

C14     Other _____

C15     Fringe Benefits Total (C11 + C12 + C13 + C14): _____

C16     Total Staff Expenditures (C10 + C15) _____

Other Operations

C17     Building Repair and Maintenance _____

C20     Office Supplies, Program Supplies, Postage _____

C21     Insurance _____

C22     Public Relations _____

C23     Utilities _____

C24     Professional Fees (include professional membership fees) _____

C25     Audit Fee _____

C26     Fiscal Year that Audit Covers _____

C28     Repair and Replacement of Furnishings _____

C29     Other _____

C30     Specify _____

C33     Total Other Operating
Expenditures (C17 + C20 + C21 + C22 + C23 +
C24 + C25 + C28 + C29)
_____

C34     Bookmobile/Extended Services     _____

C35     Continuing Education     _____

C36     Operating Expenditures for Electronic
Access
_____

C37     Total Operating Expenditures (C6 + C16     _____
+ C33 + C34 + C35 + C36):

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     _____

C39     Debt Service     _____

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     _____

C40b     State - Capital Revenue     _____

C40c     Federal - Capital Revenue     _____

C40d     Other - Capital Revenue     _____

C40     Total Capital Revenue (C40a through     _____
C40d)

C41     Income from loans, bond issues, or other    _____
income not reported elsewhere


# Branch Libraries (E1- E19)

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

**INFORMATION FOR EACH BRANCH:**
Add a new group for each branch in the county.

**<span style="color:red">For each group of branch libraries, you MUST place a value of "0" in the Hours field for any day of the week where there are no Hours listed.</span>**

E1      Branch Library Name              _____

E2      Street Address                   _____

E3      City                             _____

E4      Zip Code                         _____

E6      Phone                            _____

E8      Square Footage                   _____

E11     Number of Meetings Held          _____

E12     Library Visits                   _____

E13     Number of Registered Users       _____

E14     Number of Uses [Sessions] of Public    _____
Internet Computers Per Year

E15     Reference Transactions           _____

E16a    Sunday - Daily Hours Open to the Public    _____

E16b    Monday – Daily Hours Open to the Public    _____

| | | |
|---|---|---|
| E16c | Tuesday – Daily Hours Open to the Public | _____ |
| E16d | Wednesday – Daily Hours Open to the Public | _____ |
| E16e | Thursday – Daily Hours Open to the Public | _____ |
| E16f | Friday – Daily Hours Open to the Public | _____ |
| E16g | Saturday – Daily Hours Open to the Public | _____ |
| E17.3 | Number of Weeks Branch Library is Open | _____ |

E17   All Branches' Total Hours Open to the Public (E16a + E16b + E16c + E16d + E16e + E16f + E16g)   _____

E17.3a   Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)   _____

E18   Number of Branches   _____

E19   Total Annual Hours Open (E17*E17.3a)   _____

## 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. **A vehicle is not counted as both an outreach vehicle and a bookmobile – it is counted as one or the other. An outreach vehicle is owned by the Library/Administrative Entity.**

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

| G1 | License Number | _____ |
| --- | --- | --- |
| G3 | Vehicle Year, Make, and Model | _____ |
| G4 | Owner of Vehicle | _____ |
| G5 | Bookmobile Visits (number of persons entering the bookmobile) | _____ |
| G6 | Number of Registered Users | _____ |
| G7 | Number of Uses [Sessions] of Public Internet Computers Per Year | _____ |
| G8 | Reference Transactions | _____ |
| G9 | Hours on the Road Per Week (but not serving patrons) | _____ |
| G9a | Sunday - Daily Hours Open to the Public | _____ |
| G9b | Monday - Daily Hours Open to the Public | _____ |
| G9c | Tuesday - Daily Hours Open to the Public | _____ |
| G9d | Wednesday - Daily Hours Open to the Public | _____ |
| G9e | Thursday - Daily Hours Open to the Public | _____ |
| G9f | Friday - Daily Hours Open to the Public | _____ |
| G9g | Saturday - Daily Hours Open to the Public | _____ |
| G9.3 | Number of Weeks Bookmobile is Open | _____ |

G9.3a    Total Number of Weeks Bookmobiles are _____
Open (Sum of all G9.3)

G10    Total Hours for Bookmobiles in an _____
Average Week (G9a + G9b + G9c + G9d + G9e +
G9f + G9g)

G11    Number of Bookmobiles _____


## Main Library (H1 - H21)

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 _____

H2    Street Address _____

H3    City _____

H4    Zip Code _____

H6    Phone _____

H8    Square Footage _____

H11    Number of Meetings Held _____

H12    Library Visits _____

H12a    Library Visits Reporting Method _____

H13    Number of Registered Users _____

H14    Number of Uses [Sessions] of Public _____
Internet Computers Per Year

H14a    Reporting Method for Number of Uses _____
of Public Internet Computers Per Year

H15    Reference Transactions _____

H15a    Reference Transactions Reporting _____
Method

Hours Open to the Public

H16a    Sunday – Daily Hours Open to the Public _____

H16b     Monday – Daily Hours Open to the Public     _____

H16c     Tuesday – Daily Hours Open to the Public

                                                              _____

H16d     Wednesday – Daily Hours Open to the Public

                                                              _____

H16e     Thursday – Daily Hours Open to the Public

                                                              _____

H16f     Friday – Daily Hours Open to the Public     _____

H16g     Saturday – Daily Hours Open to the Public     _____

H17     Total Hours Open to the Public (H16a + H16b + H16c + H16d + H16e + H16f + H16g)     _____

H18     Number of Weeks Main Library is Open     _____

H19     Does your library have a Friends group?     _____

H20     As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?     _____

H21     Did your library offer automatic renewal for any physical materials during the reporting period?     _____

## Facility Info (I1 - I32)

## Square Footage

I1      Main Library (from H8)      _____

I2      Branch Libraries (sum of E8 branch data)      _____

I3      Total (I1 + I2)      _____

## Number of Meetings Held

I10      Main Library (from H11)      _____

I11      Branch Libraries (sum of E11 branch data)      _____

I12      Total (I10 + I11)      _____

## Library Visits

I13      Main Library (from H12)      _____

I14      Branch Libraries (sum of E12 branch data)      _____

I15      Bookmobiles (sum of G5 branch data)      _____

I16      Total (I13 + I14 + I15)      _____

## Number of Registered Users

I17      Main Library (from H13)      _____

I18      Branch Libraries (sum of E13 branch data)      _____

I19      Bookmobiles (sum of G6 branch data)      _____

I20      Total (I17 + I18 + I19)      _____

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

I21      Main Library (from H14)      _____

I22      Branch Libraries (sum of E14 branch data)      _____

I23      Bookmobiles (sum of G7 branch data)      _____

I24      Total (I21 + I22 + I23)      _____

## Reference Transactions

I25      Main Library (from H15)      _____

I26        Branch Libraries (sum of E15 branch data)       _____

I27        Bookmobiles (sum of G8 branch data)        _____

I28        Total (I25 + I26 + I27)                        _____

Public Service Hours per Year

I29        Main Library (sum of H17 * H18)            _____

I30        Branch Libraries (E19)                      _____

I31        Bookmobiles (sum of G9.3a * G10)         _____

I32        Total ( I29 + I30 + I31)                    _____

## 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 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

J2        Librarians without an ALA Accredited       _____
Master's Degree in Library Science

J3        Total Librarians (J1 + J2):                 _____

J4        All Other Paid Staff                       _____

J5        Total Paid Employees (J3 + J4):          _____

<u>Volunteers</u>

J6        Number of Volunteers                    _____

J7        Number of Volunteer Hours             _____

## Library Collection (K1 -K27)

Book Collection

K1        Adult Books (over age 18)               _____

K2        Young Adult Books (ages 12 to 18)         _____

K3        Children's Books (under age 12)          _____

K4        Total (K1 + K2 + K3)                  _____

Audiovisual and Electronic Materials

K5      Audio - Physical Units          _____

K6      Video - Physical Units          _____


K7      Other Material in Collection    _____

K8      Current Print Serial Subscriptions    _____

K9      Book/Serial Volumes (K4 + K8)   _____

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

K10     Did the administrative entity provide          _____
access to e-books purchased solely by the
administrative entity?

K11     Did the administrative entity provide          _____
access to e-books purchased via a consortium,
cooperative, or other similar group at the local,
regional, or state level?

K12     Did the administrative entity provide          _____
access to e-books provided by the state library
agency or another state agency at no or minimal
cost to the administrative entity?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

K13     Did the administrative entity provide          _____
access to e-serials purchased solely by the
administrative entity?

K14     Did the administrative entity provide          _____
access to e-serials purchased via a consortium,
cooperative, or other similar group at the local,
regional, or state level?

K15    Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?    _____

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

K16    Did the administrative entity provide access to e-audio purchased solely by the administrative entity?    _____

K17    Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?    _____

K18    Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?    _____

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Administrative entity refers to the library.

K19    Did the administrative entity provide access to e-videos purchased solely by the administrative entity?    _____

K20    Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?    _____

K21    Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?    _____

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

K22     Did the administrative entity provide access to research databases purchased solely by the administrative entity?    _____

K23     Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?    _____

K24     Did the administrative entity provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?    _____

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Administrative entity refers to the library.

K25     Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?    _____

K26     Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?    _____

K27     Did the administrative entity provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?    _____

## Circulation (L1 - L58)

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    _____

L2     All Branches    _____

L3     Bookmobile/Outreach    _____

L4     Total (L1 + L2 + L3)    _____

Book Circulation, Young Adult (ages 12 to 18)

| L5 | Main Library | _____ |
|----|--------------|-------------------------|
| L6 | All Branches | _____ |
| L7 | Bookmobile/Outreach | _____ |
| L8 | Total (L5 + L6+ L7) | _____ |

Book Circulation, Children's (under age 12)

| L9 | Main Library | _____ |
|----|--------------|-------------------------|
| L10 | All Branches | _____ |
| L11 | Bookmobile/Outreach | _____ |
| L12 | Total (L9 + L10+ L11) | _____ |

Book Circulation Total

| L13 | Main Library (L1 + L5 + L9) | _____ |
|-----|------------------------------|-------------------------|
| L14 | All Branches (L2 + L6 + L10) | _____ |
| L15 | Bookmobile/Outreach (L3 + L7 + L11) | _____ |
| L16 | Total (L4 + L8 + L12) | _____ |

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 | _____ |
|-----|--------------|-------------------------|
| L22 | All Branches | _____ |
| L23 | Bookmobile/Outreach | _____ |
| L24 | Total (L21 + L22 + L23) | _____ |

Audiovisual Circulation Other Audio

| L25 | Main Library | _____ |
|-----|--------------|-------------------------|
| L26 | All Branches | _____ |
| L27 | Bookmobile/Outreach | _____ |
| L28 | Total (L25 + L26 + L27) | _____ |

Audiovisual Circulation Videos

L29    Main Library    _____

L30    All Branches    _____

L31    Bookmobile/Outreach    _____

L32    Total (L29 + L30 + L31)    _____

Audiovisual Circulation Other

L33    Main Library    _____

L34    All Branches    _____

L35    Bookmobile/Outreach    _____

L36    Total (L33 + L34 + L35)    _____

Audiovisual Circulation Total

L37    Main Library (L21 + L25 + L29 + L33)    _____

L38    All Branches (L22 + L26 + L30 + L34)    _____

L39    Bookmobile/Outreach (L23 + L27 + L31 + L35)    _____

L40    Total (L24 + L28 + L32 + L36)    _____

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    _____

L42    All Branches    _____

L43    Bookmobile/Outreach    _____

L44    Total (L41 + L42 + L43)    _____

Total Circulation

L45    Main Library (L13 + L37 + L41)    _____

L46    All Branches (L14 + L38 + L42)    _____

L47    Bookmobile/Outreach (L15 + L39 + L43)    _____

Children's Physical Circulation - The total annual circulation of all children's materials in all physical formats to all users, including renewals. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.

L48     Main Library                                    _____

L49     All Branches                                    _____

L50     Bookmobile/Outreach                    _____

L51     Children's Physical Material (L48 + L49     _____
+ L50)

E-material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

L52  E-book Circulation  L53                   _____

E-serial Circulation  L54  E-                   _____

audio Circulation  L55        E-                   _____

video Circulation                                    _____

L56     Electronic Circulation Total (L52 + L53     _____
+ L54 + L55)

L57     Physical Circulation Total (L16 + L40 +     _____
L44)

L58     Total Circulation (L56 + L57)            _____

## 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     Name or Description of Other Measure     _____
of Use

M2     Numerical Statistic of Measure in M1       _____

## Interlibrary Cooperation (N1 - N6)

Loaned To

N1     Print                                                _____

N2       Nonprint                          _____

N3       Total (N1 + N2):                  _____

Borrowed From

N4       Print                             _____

N5       Nonprint                          _____

N6       Total (N4 + N5):                  _____


# Programs (O1 - O38)

Please see long note on Synchronous Program Sessions here

**PROGRAM SESSIONS**

**The Number of Synchronous (Live) Onsite Program Sessions**

O1       Number of Programs Targeted at Infants,       _____
Toddlers, and Preschoolers (under age 6)

O2       Number of Programs Targeted at                _____
Elementary School Children (ages 6–12)

O3       Number of Programs Targeted at Young          _____
Adults (ages 12 to 18)

O4       Number of Programs Targeted at Adults         _____
(age 19 and older)

O5       Number of Programs Targeted at                _____
Multiple Age Levels

O6       Total Number of Synchronous (Live)            _____
Onsite Program Sessions (O1 + O2 + O3 + O4 +
O5)


**The Number of Synchronous (Live) Offsite Program Sessions**

O7       Number of Programs Targeted at Infants,       _____
Toddlers, and Preschoolers (under age 6)

O8       Number of Programs Targeted at                _____
Elementary School Children (ages 6–12)

O9       Number of Programs Targeted at Young          _____
Adults (ages 12 to 18)

O10      Number of Programs Targeted at Adults         _____
(age 19 and older)

O11      Number of Programs Targeted at                _____
Multiple Age Levels

O12     Total Number of Synchronous (Live) Offsite Program Sessions (O7 + O8 + O9 + O10 + O11)     _____

## The Number of Synchronous (Live) Virtual Program Sessions

O13     Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)     _____

O14     Number of Programs Targeted at Elementary School Children (ages 6–12)     _____

O15     Number of Programs Targeted at Young Adults (ages 12 to 18)     _____

O16     Number of Programs Targeted at Adults (age 19 and older)     _____

O17     Number of Programs Targeted at Multiple Age Levels     _____

O18     Total Number of Synchronous (Live) Virtual Program Sessions (O13 + O14 + O15 + O16 + O17)     _____

## PROGRAM ATTENDANCE

## Attendance at Synchronous (Live) Onsite Programs

O19     Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)     _____

O20     Attendance at Programs Targeted at Elementary School Children (ages 6–12)     _____

O21     Attendance at Programs Targeted at Young Adults (ages 12 to 18)     _____

O22     Attendance at Programs Targeted at Adults (age 19 and older)     _____

O23     Attendance at Programs Targeted at Multiple Age Levels     _____

O24     Total Attendance at Synchronous (Live) Onsite Programs (O19 + O20 + O21 + O22 + O23)     _____

## Attendance at Synchronous (Live) Offsite Programs

O25     Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)     _____

O26     Attendance at Programs Targeted at Elementary School Children (ages 6–12)     _____

O27     Attendance at Programs Targeted at
Young Adults (ages 12 to 18)                    _____

O28     Attendance at Programs Targeted at
Adults (age 19 and older)                       _____

O29     Attendance at Programs Targeted at
Multiple Age Levels                             _____

O30     Total Attendance at Synchronous (Live)
Offsite Programs (O25 + O26 + O27 + O28 +       _____
O29)

**Synchronous (Live) Virtual Program Attendance**

O31     Attendance at Programs Targeted at
Infants, Toddlers, and Preschoolers (under age 6)   _____

O32     Attendance at Programs Targeted at
Elementary School Children (ages 6–12)          _____

O33     Attendance at Programs Targeted at
Young Adults (ages 12 to 18)                    _____

O34     Attendance at Programs Targeted at
Adults (age 19 and older)                       _____

O35     Attendance at Programs Targeted at
Multiple Age Levels                             _____

O36     Total Synchronous (Live) Virtual
Program Attendance (O31 + O32 + O33 + O34 +     _____
O35)

O37     Total Number of Recorded Program
Presentations                                   _____

O38     Total Views of Recorded Program
Presentations within 30 Days                    _____


# Self-Directed Activities (Passive Programs) (P1 -

A Self–directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and *Do Science at Home STEAM Kits*.

This does not include informal services such as homework help.

Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Self-directed activities may also have a program component that would be reported in Section O of the report. For example, a program about crafts (report in Section O) may involve constructing objects (report in Section P)

Self-Directed Activities (Passive Programs), Children (under age 12)

P1        Number of Programs               _____

P2        Number of Participants           _____

Self-Directed Activities (Passive Programs), Young Adult (ages 12 to 18)

P3        Number of Programs               _____

P4        Number of Participants           _____

Self-Directed Activities (Passive Programs), Other (all ages)

P5        Number of Programs               _____

P6        Number of Participants           _____

P7        Total Number of Self-Directed Activities     _____
(P1 + P3 + P5)

P8        Total Participants in Self-Directed          _____
Activities (P2 + P4 + P6)


## Technology (Q1 - Q5)

Q1        Number of Internet Computers Used by         _____
General Public

Q2        Number of People Formally Trained by         _____
Staff to Use Electronic Resources

Q3        Does the library provide wireless internet   _____
access (Wi-Fi) for patrons?

Q4        Wireless Sessions - Annually                 _____

Q4a       Reporting Method for Wireless Sessions       _____

Q5        Website Visits - Annually                    _____

## Intellectual Freedom Challenges (R1)

R1    Number of Intellectual Freedom
Challenges

_____

## 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.

_____

This Report Has Been Completed by:

_____

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.

_____

## Hidden