

# Annual Report

Fiscal Year 2019-2020

Marshall County



**Public Library**

*Something for Everyone*

Tammy Blackwell, Director

[tblackwell@marshallcolibrary.org](mailto:tblackwell@marshallcolibrary.org)

270-527-9969 • [marshallcolibrary.org](http://marshallcolibrary.org)

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# Marshall County Public Library

## 2020 Kentucky Annual Report of Public Libraries

### General Information (A1 - A16)

A1	County	Marshall
A2	Estimated Population	31,100
A3	Library Name	Marshall County Public Library
Street Address		
A4	Street Address	1150 Birch Street
A5	City	Benton
A6	Zip Code	42025
Mailing Address		
A8	Mailing Address	1150 Birch Street
A9	City	Benton
A10	Zip Code	42025
A12	Phone	(270) 527-9969
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	9.4
A15	Personal	9.7
A16	Motor Vehicle/Water Craft	2.5

### 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	\$2,338,293
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	<b>\$2,338,293</b>

#### State Government Revenue

B4	State Aid Grant	\$19,064
B5	Construction Debt-Assistance Grant	\$0
B6	Other State Government Revenue	\$0
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	<b>\$19,064</b>

#### Federal Government Revenue

B12	Federal Government Revenue	\$0
B13	<b>Federal Government Revenue Total</b>	<b>\$0</b>

#### Other Operating Income

B14	Other Operating Revenue	\$180,903
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	<b>\$2,538,260</b>

### Operating Expenditures (C1 - C42)

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

#### Collection Expenditures

C1	Print Materials	\$65,425
C2	Electronic Materials Expenditures	\$9,643
C3	Audiovisual Materials	\$20,520

C4 Electronic Collections \$70,322  
[databases]

C5 Other Library \$6,275  
Materials

C6 Collection  
Expenditures Total \$172,185  
(C1 through C5)

#### Salary Expenditures

C7 Library Director \$90,992

C8 Other Library \$813,399  
Personnel

C10 Salary Expenditures \$904,391  
Total (C7 + C8)

#### Fringe Benefits

C11 Required Fringe \$68,967  
Benefits

C12 Retirement \$190,867  
(Employer's Share)

C13 Medical Insurance \$139,343  
(Employer's Share)

C14 Other \$4,593

C15 Fringe Benefits Total \$403,770  
(C11 + C12 + C13 + C14):

C16 Total Staff \$1,308,161  
Expenditures (C10 + C15)

#### Other Operations

C17 Building Repair \$8,003

C18 Building Maintenance \$51,416

C20 Office Supplies, \$46,195  
Program Supplies,  
Postage

C21 Insurance \$41,368

C22 Public Relations \$15,488

C23 Utilities \$71,985

C24 Professional Fees \$18,661

C25 Audit Fee \$5,500

C26 Fiscal Year that Audit FY 2018-2019  
Covers



C27	What year was the library's last long range plan adopted?	2015
C28	Repair and Replacement of Furnishings	\$1,078
C29	Other	\$6,325
C30	Specify	Phone + Misc.
C31	Other	\$106,886
C32	Specify	eRate Discount
C33	Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)	\$372,905
C34	Bookmobile/Extended Services	\$2,075
C35	Continuing Education	\$13,411
C36	Operating Expenditures for Electronic Access	\$55,779
C37	Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):	\$1,924,516

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	\$3,347,956
C39	Debt Service	\$332,250

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

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 Yes

Bookmobile/Extended Services Yes

Continuing Education Yes

None of the Above No

## 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 Yes



(COVID-19)

pandemic?

- 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
- D3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- D4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? Yes
- D5 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
- D6 Did the library provide reference service via the Internet or telephone when the building was physically closed? Yes



to the public during  
the Coronavirus  
(COVID-19)  
pandemic?

D7 Did the library  
provide 'outside'  
service for circulation  
of physical materials  
at one or more outlets  
during the  
Coronavirus  
(COVID-19)  
pandemic? Yes

D8 Did the library  
provide live, virtual  
programs via the  
Internet during the  
Coronavirus  
(COVID-19)  
pandemic? Yes

D9 Did the library create  
and provide  
recordings of program  
content via the  
Internet during the  
Coronavirus  
(COVID-19)  
pandemic? Yes

D10 Did the library  
provide Wi-Fi  
Internet access to  
users outside the  
building at one or  
more outlets before  
the Coronavirus  
(COVID-19)  
pandemic? 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?

D12 Did the library  
increase access to Wi-  
Fi Internet access to  
users outside the  
building at one or No  
more outlets during  
the Coronavirus  
(COVID-19)  
pandemic?

D13 Did library staff work  
for other government  
agencies or nonprofit  
organizations instead  
of, or in addition to, No  
their normal duties  
during the  
Coronavirus  
(COVID-19)  
pandemic?

Recorded programs are distinct and should not be reported in program totals  
(Section O)

D14 Total Recordings of  
Program Content 90

D15 Total Views of  
Recorded Program 4,128  
Content

D16 Describe the Library's Response to the COVID-19 Pandemic During the mandated Stay at Home orders, the library operated virtually by providing daily programs, reader's advisory, and tech assistance via our social media accounts. Additionally, the library phones were answered during regular operating hours, and reference questions were answered via email and social media direct messaging at all hours. An online book club was created via Facebook Groups, which provided patrons an opportunity to discuss titles available via the library's Hoopla service. Once the Stay at Home orders were lifted, the library added curbside service in order to make book delivery safer for those who were high risk and did not wish to enter the library. In addition to online virtual

programming, the library began handing out take-home programs to all age groups.

## 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.

**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.**

E1	Branch Library Name	Marshall County Public Library @Calvert City
E2	Street Address	23 Park Road
E3	City	Calvert City
E4	Zip Code	42029
E6	Phone	(270) 527-9969
E8	Square Footage	9,000
E11	Number of Meetings Held	213
E12	Library Visits	33,268
E13	Number of Registered Users	8,794
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	2,219
E15	Reference Transactions	3,246
E16a	Sunday Opening Time	0
E16b	Sunday Closing Time	0
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 a.m.
E16e	Monday Closing Time	7:00 p.m.



E16f	Hours	10.00
E16g	Tuesday Opening Time	9:00 a.m.
E16h	Tuesday Closing Time	5:00 p.m.
E16i	Hours	8.00
E16j	Wednesday Opening Time	9:00 a.m.
E16k	Wednesday Closing Time	5:00 p.m.
E16l	Hours	8.00
E16m	Thursday Opening Time	9:00 a.m.
E16n	Thursday Closing Time	5:00 p.m.
E16o	Hours	8.00
E16p	Friday Opening Time	9:00 a.m.
E16q	Friday Closing Time	5:00 p.m.
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 a.m.
E16t	Saturday Closing Time	5:00 p.m.
E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	3
E17.3	Number of Weeks Branch Library is Open	36
E1	Branch Library Name	Marshall County Public Library @Hardin
E2	Street Address	4640 Murray Highway
E3	City	Hardin
E4	Zip Code	42048
E6	Phone	(270) 527-9969
E8	Square Footage	9,192

E11	Number of Meetings Held	157
E12	Library Visits	23,341
E13	Number of Registered Users	3,956
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	2,005
E15	Reference Transactions	2,244
E16a	Sunday Opening Time	0
E16b	Sunday Closing Time	0
E16c	Hours	0.00
E16d	Monday Opening Time	9:00 a.m.
E16e	Monday Closing Time	7:00 p.m.
E16f	Hours	10.00
E16g	Tuesday Opening Time	9:00 a.m.
E16h	Tuesday Closing Time	5:00 p.m.
E16i	Hours	8.00
E16j	Wednesday Opening Time	9:00 a.m.
E16k	Wednesday Closing Time	5:00 p.m.
E16l	Hours	8.00
E16m	Thursday Opening Time	9:00 a.m.
E16n	Thursday Closing Time	5:00 p.m.
E16o	Hours	8.00
E16p	Friday Opening Time	9:00 a.m.
E16q	Friday Closing Time	5:00 p.m.
E16r	Hours	8.00
E16s	Saturday Opening Time	9:00 a.m.

E16t	Saturday Closing Time	5:00 p.m.
E16u	Hours	8.00
E17.1	Number of Weeks Branch was Closed Due to COVID-19	13
E17.2	Number of Weeks Branch Had Limited Occupancy Due to COVID-19	3
E17.3	Number of Weeks Branch Library is Open	36
E17	All Branches' Total Hours Open to the Public (E16c + E16f + E16i + E16l + E16o + E16r + E16u)	100.00
E17.3a	Total Number of Weeks Branch Libraries are Open (Sum of all E17.3)	72.00
E18	Number of Branches	2
E19	Total Annual Hours Open	3,600.00

## 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	P6835
G3	Vehicle Year, Make, and Model	2012 Freightliner Sprinter
G4	Owner of Vehicle	locally
G5	Bookmobile Visits (number of persons entering the bookmobile)	3,155
G6	Number of Registered Users	144
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	286
G9	Hours on the Road Per Week (but not serving patrons)	12.5
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	5.00
G9c	Tuesday - Daily Hours Open to the Public	4.00
G9d	Wednesday - Daily Hours Open to the	4.00

	Public	
G9e	Thursday - Daily Hours Open to the Public	5.00
G9f	Friday - Daily Hours Open to the Public	3.50
G9g	Saturday - Daily Hours Open to the Public	0
G9.1	Number of Weeks Bookmobile was Closed Due to COVID-19	12
G9.2	Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19	3
G9.3	Number of Weeks Bookmobile is Open	37
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	37.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	21.50
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	Marshall County Public Library @ Benton
H2	Street Address	1150 Birch Street
H3	City	Benton
H4	Zip Code	42025
H6	Phone	(270) 527-9969
H8	Square Footage	30,505

H11	Number of Meetings Held	232
H12	Library Visits	55,314
H13	Number of Registered Users	19,515
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	5,716
H15	Reference Transactions	5,520
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 a.m.
H16e	Monday Closing Time	8:00 p.m.
H16f	Hours	11.00
H16g	Tuesday Opening Time	9:00 a.m.
H16h	Tuesday Closing Time	8:00 p.m.
H16i	Hours	11.00
H16j	Wednesday Opening Time	9:00 a.m.
H16k	Wednesday Closing Time	8:00 p.m.
H16l	Hours	11.00
H16m	Thursday Opening Time	9:00 a.m.
H16n	Thursday Closing Time	8:00 p.m.
H16o	Hours	11.00
H16p	Friday Opening Time	9:00 a.m.
H16q	Friday Closing Time	5:00 p.m.
H16r	Hours	8.00
H16s	Saturday Opening	9:00 a.m.



	Time	
H16t	Saturday Closing Time	5:00 p.m.
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u)	60.00
H17.2	Number of Weeks Main Library was Closed Due to COVID-19	13
H17.3	Number of Weeks Main Library Had Limited Occupancy Due to COVID-19	3
H18	Number of Weeks Main Library is Open	32
H19	Does your library have a Friends group?	
	Yes	No
	No	Yes

## Facility Info (I1 - I32)

### Square Footage

I1	Main Library (from H8)	30,505
I2	Branch Libraries (sum of E8 branch data)	18,192
I3	Total (I1 + I2)	48,697

### Number of Meetings Held

I10	Main Library (from H11)	232
I11	Branch Libraries (sum of E11 branch data)	370
I12	Total (I10 + I11)	602

### Library Visits

I13	Main Library (from H12)	55,314
I14	Branch Libraries (sum of E12 branch data)	56,609

I15	Bookmobiles (sum of G5 branch data)	3,155
I16	Total (I13 + I14 + I15)	115,078

## Number of Registered Users

I17	Main Library (from H13)	19,515
I18	Branch Libraries (sum of E13 branch data)	12,750
I19	Bookmobiles (sum of G6 branch data)	144
I20	Total (I17 + I18 + I19)	32,409

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

I21	Main Library (from H14)	5,716
I22	Branch Libraries (sum of E14 branch data)	4,224
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	9,940

## Reference Transactions

I25	Main Library (from H15)	5,520
I26	Branch Libraries (sum of E15 branch data)	5,490
I27	Bookmobiles (sum of G8 branch data)	286
I28	Total (I25 + I26 + I27)	11,296

## Public Service Hours per Year

I29	Main Library (H17 * H18)	1,920.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	3,600.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	795.50
I32	Total ( I29 + I30 + I31)	6,795.50

I31)

## 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	2.00
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	.0
J4	Number of Librarians with a Bachelor's Degree in Library Science	.60
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	11.30
J6	Number of Librarians with Less Than a Bachelor's Degree	9.00
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 +</b>	<b>22.90</b>



**J6):**

J8	All Other Paid Staff	3.00
J9	<b>Total Paid Employees</b> (J7 + J8):	25.90

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	115,303
K2	Young Adult Books (ages 12 to 18)	13,365
K3	Children's Books (under age 12)	61,161
K4	<b>Total (K1 + K2 + K3)</b>	189,829

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	167,040
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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	16
K7b	State (State Government or State Library) ** Include <b>66 KYVL databases</b> **	62
K7	Total Electronic Collections [databases] (K7a+K7b)	78
K9	Audio - Physical Units	5,344
K10	Audio - Downloadable Units	41,506
K13	Video - Physical Units	24,344
K14	Video - Downloadable Units	1,961
K15	Other Material in Collection	985
K16	Current Print Serial Subscriptions	121
K17	Book/Serial Volumes ( K4 + K16)	189,950

## 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	40,766
L2	All Branches	37,361
L3	Bookmobile/Outreach	2,858
L4	<b>Total (L1 + L2 + L3)</b>	<b>80,985</b>

## Book Circulation, Young Adult (ages 12 to 18)

L5	Main Library	5,313
L6	All Branches	5,863
L7	Bookmobile/Outreach	303
L8	<b>Total (L5 + L6 + L7)</b>	<b>11,479</b>

## Book Circulation, Children's (under age 12)

L9	Main Library	24,032
L10	All Branches	29,652
L11	Bookmobile/Outreach	6,127
L12	<b>Total (L9 + L10 + L11)</b>	<b>59,811</b>

## Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	<b>70,111</b>
L14	<b>All Branches (L2 + L6 + L10)</b>	<b>72,876</b>
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	<b>9,288</b>
L16	<b>Total (L4 + L8 + L12)</b>	<b>152,275</b>

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	3,314
L22	All Branches	1,143
L23	Bookmobile/Outreach	54
L24	<b>Total (L21 + L22 + L23)</b>	<b>4,511</b>

## Audiovisual Circulation Other Audio

L25	Main Library	326
L26	All Branches	11



L27	Bookmobile/Outreach	6
L28	Total (L25 + L26 + L27)	343

## Audiovisual Circulation Videos

L29	Main Library	31,093
L30	All Branches	54,024
L31	Bookmobile/Outreach	597
L32	Total (L29 + L30 + L31)	85,714

## 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)	34,733
L38	All Branches (L22 + L26 + L30 + L34)	55,178
L39	Bookmobile/Outreach (L23 + L27 + L31 + L35)	657
L40	Total (L24 + L28 + L32 + L36)	90,568

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	1,810
L42	All Branches	2,176
L43	Bookmobile/Outreach	29
L44	Total (L41 + L42 + L43)	4,015

## Total Circulation

L45	Main Library (L13 + L37 + L41)	106,654
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L46	All Branches (L14 + L38 + L42)	130,230
L47	Bookmobile/Outreach (L15 + L39 + L43)	9,974

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	41,674
L49	Total Circulation (L16 + L40 + L44 + L48)	288,532
L50	Successful Retrieval of Electronic Information	85,049

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	27,092
L52	All Branches	37,875
L53	Bookmobile/Outreach	5,567
L54	Total (L51 + L52 + L53)	70,534

## 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	Take-Home Programs
M2	Use Statistics	322
M1	Other Measures of Library Use	Online Book Club
M2	Use Statistics	110
M1	Other Measures of Library Use	Porch Deliveries



M2      Use Statistics      268

## Interlibrary Cooperation (N1 - N6)

### Loaned To

N1	Print	486
N2	Nonprint	0
N3	<b>Total (N1 + N2):</b>	486

### Borrowed From

N4	Print	570
N5	Nonprint	0
N6	<b>Total (N4 + N5):</b>	570

## 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	66
O2	All Branches	70
O3	Bookmobile/Outreach	54
O4	<b>Total (O1 + O2 + O3)</b>	190

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

O5	Main Library	770
O6	All Branches	764
O7	Bookmobile/Outreach	770
O8	<b>Total (O5 + O6 + O7)</b>	2,304

### Elementary School - *number of programs*



O17	Main Library	45
O18	All Branches	76
O19	Bookmobile/Outreach	29
O20	Total (O17 + O 18 + O19)	150

Elementary School - *number of attendees*

O21	Main Library	715
O22	All Branches	1,602
O23	Bookmobile/Outreach	982
O24	Total (O21 + O22 + O23)	3,299

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

O25	Main Library	17
O26	All Branches	47
O27	Bookmobile/Outreach	1
O28	Total (O25 + O26 + O27)	65

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

O29	Main Library	89
O30	All Branches	253
O31	Bookmobile/Outreach	12
O32	Total (O29 + O30 + O31)	354

Adult Programs - *number of programs*

O33	Main Library	15
O34	All Branches	21
O35	Bookmobile/Outreach	0
O36	Total (O33 + O34 + O35)	36

Adult Programs - *number of attendees*

O37	Main Library	134
O38	All Branches	200
O39	Bookmobile/Outreach	0
O40	Total (O37 + O38 + O39)	334

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

O41	Main Library	11
O42	All Branches	38
O43	Bookmobile/Outreach	8

O44 Total (O41 + O42 + 57  
O43)

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

O45 Main Library 1,354

O46 All Branches 1,376

O47 Bookmobile/Outreach 1,125

O48 Total (O45 + O46 + 3,855  
O47)

Total Number Of Programs:

O49 Main Library (O1 +  
O17 + O25 + O33 + 154  
O41)

O50 All Branches (O2 +  
O18 + O26 + O34 + 252  
O42)

O51 Bookmobile/Outreach  
(O3 + O19 + O27 + 92  
O35 + O43)

O52 Total (O4 + O20 + 498  
O28 + O36 + O44)

Total Program Attendance:

O53 Main Library (O5 +  
O21 + O29 + O37 + 3,062  
O45)

O54 All Branches (O6 +  
O22 + O30 + O38 + 4,195  
O46)

O55 Bookmobile/Outreach  
(O7 + O23 + O31 + 2,889  
O39 + O47)

O56 Total (O8 + O24 + 10,146  
O32 + O40 + O48)

**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	50
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	45
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	139,447
Q5	Website Visits	49,741

## 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, et	Construction was completed on the new main branch of the Marshall County Public Library in February 2020. The new building is nearly twice the size of the previous location (15,150 sq feet vs 30,505 sq feet). The new space includes multiple programming and public meeting spaces, a makerspace, and a Kentucky reference room, which will house the #MarshallStrongArchive in honor of the victims and survivors of the 2018 Marshall County High School shooting.
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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.