

Martinsburg-Berkeley Cnty Public Library

2023 West Virginia Public Library Annual Report

CURRENT YEAR

PREVIOUS YEAR

INTRODUCTION

Due Date August 15, 2023

The annual survey is designed to collect comparative data on public libraries for national, state, and local use. It is important that you be as precise as possible. The information collected in Bibliostat has 3 purposes:

- To determine whether or not the library meets requirements for receiving Grants-in-Aid (see Title 173-1-3),
- To collect information for the Institute of Museum and Library Services national annual survey, and
- To provide statistical information that helps West Virginia legislators understand the importance of libraries, enable the WVLC to track data, provide library directors with information they need to better administer their libraries, and provide the general public with library statistics.

Unless otherwise noted, the reporting period for the FY2023 survey is July 1, 2022 - June 30, 2023.

Surveys will open on Saturday, July 1, 2023, and will lock on Tuesday, August 15, 2023. After this date contact Amanda Proper at WVLC for instructions on any necessary changes. To qualify for the Shirley Smith Award, surveys must be submitted by 5 p.m., Friday, July 28, 2023.

Please remember that responses to all edit checks must be entered as Federal notes, unless otherwise instructed. When in doubt about an item, please read the definition. To see a definition, click on the question mark to the right of the data entry box for the question. This will display a pop up text box.

Do not agonize over any of the questions. If you need help, contact Amanda Proper, State Data Coordinator.

Reminders

- To display the answers from last year's report, click the statement on the upper right that says "Show Last Year's Answers".
- Please explain any change in your data with a Federal note.
- Local notes are intended to assist with next year's responses. You may view previous year notations while in the current survey.
- Please put full, logical explanations in each Federal note you submit.

Program Session Guidance

- To count programs and program attendance for a classroom visit for the sole purpose of checking-out books, count the total number of programs as one regardless of the actual number of visits. Count the number of students in each class one time only. For example, if a class of 20 students visits the library 12 times during the school year, this is counted as one program with 20 attendees. It is not counted as 12 programs with 240 attendees for the year.
- If a program is presented during a classroom visit, count that as a program and count the number of students in the class as attendees.
- Programs and attendance other than classroom visits are counted individually.
- A synchronous (live) library program session is any planned event which introduces the group attending to library services or which directly provides information to participants.
- Program sessions may cover use of the library, library services, or library tours.
- Program sessions may also provide cultural, recreational, or educational information, often designed to meet a specific social need e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- If program sessions are offered as a series, count each program session in the series e.g., a film series offered once a week for eight weeks should be counted as eight program sessions.
- If a program session is combined and offered to both children and young adults, count the program session only once under the most appropriate children or young adult program session category rather than counting it in each of the categories. Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.
- If a program session is intended to be for all ages, count the program session only once under General Interest Programs rather than counting it in each of the other categories (children, young adult, adult). Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.

What to include:

- All program sessions, whether held on-site or off-site, that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or library staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

What to exclude:

- Program sessions sponsored by other groups that use library facilities. For example, DO NOT include a group hosting a speaker or holding a discussion in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 4.53).
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, DO NOT include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, DO NOT include leaving an art project or puzzle on a table for participants to complete.

Printing

A blank survey can be printed by clicking on "Instructions". At the very top of the instructions page is a link to a printable version of the survey.

Survey Reports with or without Annotations

1. Click on the printer icon at the top of your survey page.
2. The default setting under "Set Preference" is "Print Entire Survey" (with Current Year's Data). If you would rather print certain sections instead of printing the entire survey, click on the triangle to the right of "Print Entire Survey" and click on "Print Selected Section" to change printing preferences.
3. If you want to include annotations in this report, click the checkbox next to "Include Annotations." (You can also print annotations as separate reports by following the instructions under "Annotations Reports" below.)
4. Decide whether you want to print the survey with the current year's data, without data at all, or with both current year and last year's data and select the corresponding circle.
5. Click "Show Web Report" to generate your report on screen or "Show PDF Report" to generate it as a PDF.
6. Use your browser to print the report or save it to your computer.

Annotations Reports

1. Click on the printer icon at the top of your survey page.
2. Click on "Annotation Reports" underneath the "Printing Preferences" header.
3. Select the checkboxes next to the Survey Notes you wish to print: Federal Notes, State Notes, Local Notes, or a combination of these.
4. By default, "Survey Sections" is set to "All Sections." You may click on "Specific Section" instead and select which section you would like to print from the pull-down menu.
5. Click "Show Web Report" to generate your report on screen or "Show PDF Report" to generate it as a PDF.
6. Use your browser to print the report or save it to your computer.

Questions?

Call or email: West Virginia Library Commission (800-642-9021)

Amanda Proper

amanda.a.proper@wv.gov

General Information #1.1-1.40

Identification

1.1	Name of Library	Martinsburg-Berkeley Co. Public Library	<i>Martinsburg-Berkeley Co. Public Library</i>
1.2	Library Street Address	101 WEST KING STREET	<i>101 WEST KING STREET</i>
1.3	Library Mailing Address	101 West King Street	<i>101 West King Street</i>
1.4	City	Martinsburg	<i>Martinsburg</i>
1.5	State	WV	<i>WV</i>
1.6	5 Digit Zip Code	25401	<i>25401</i>
1.7	County	Berkeley	<i>Berkeley</i>

1.8	Library Telephone	(304) 267-8933	<i>(304) 267-8933</i>
1.9	FAX number - Library	(304) 267-9720	<i>(304) 267-9720</i>
1.10	Library Director's Name	Gretchen Fry	<i>Gretchen Fry</i>
1.11	Director's Email	gretchen.fry@mbcpl.org	<i>gretchen.fry@mbcpl.org</i>
1.12	Name of Person Completing Survey	Keith Hammersla	<i>Keith Hammersla</i>
1.13	Phone Number of Person Completing Survey	(304) 267-8933	<i>(304) 267-8933</i>
1.14	Email of Person Completing Survey	keith.hammersla@mbcpl.org	<i>keith.hammersla@mbcpl.org</i>
General			
1.15	Library System Service Population	122,076	<i>104,169</i>
1.16	Square Footage of Main Library	24,188	<i>24,188</i>
1.17	Registered User - SYSTEM	41,689	<i>38,425</i>
1.18	Number of Branches	3	<i>3</i>
1.19	Number of Bookmobiles	0	<i>0</i>
1.20	Interlibrary Relationship Code	HQ	<i>HQ</i>
1.21	Legal Basis Code	CI	<i>CI</i>

1.22	Administrative Structure Code	MO	<i>MO</i>
1.23	PLSC Public Library Definition	Yes	<i>Yes</i>
1.24	Geographic Code	CO2	<i>CO1</i>
Outlet Information			
1.25	FSCSKEY & FSCS_SEQ	WV0053-003	<i>WV0053-003</i>
1.26	LIBID	052A	<i>052A</i>
1.27	Outlet Name	MUSSELMAN-SOUTH BERKELEY COMMUNITY LIBRARY	<i>MUSSELMAN-SOUTH BERKELEY COMMUNITY LIBRARY</i>
1.28	Outlet Street Address	126 Excellence Way	<i>126 Excellence Way</i>
1.29	Outlet Mailing Address	126 Excellence Way	<i>126 Excellence Way</i>
1.30	City	INWOOD	<i>INWOOD</i>
1.31	State	WV	<i>WV</i>
1.32	5 Digit Zip Code	25428	<i>25428</i>
1.33	County	BERKELEY	<i>BERKELEY</i>
1.34	Librarian	David Porterfield	<i>David Porterfield</i>
1.35	Phone Number	(304) 229-2220	<i>(304) 229-2220</i>
1.36	Fax Number	(304) 267-9720	<i>(304) 267-9720</i>
1.37	Email Address	david.porterfield@mbcpl.org	<i>david.porterfield@mbcpl.org</i>
1.38	Square Footage of Outlet	4,500	<i>4,500</i>

1.39	Outlet Type Code	BR	<i>BR</i>
1.40	Number of Bookmobiles	0	<i>0</i>
1.25	FSCSKEY & FSCS_SEQ	WV0053-005	<i>WV0053-005</i>
1.26	LIBID	052C	<i>052C</i>
1.27	Outlet Name	Hedgesville Public Library	<i>Hedgesville Public Library</i>
1.28	Outlet Street Address	207 North Mary Street	<i>207 North Mary Street</i>
1.29	Outlet Mailing Address	PO BOX 265	<i>PO BOX 265</i>
1.30	City	HEDGESVILLE	<i>HEDGESVILLE</i>
1.31	State	WV	<i>WV</i>
1.32	5 Digit Zip Code	25427	<i>25427</i>
1.33	County	BERKELEY	<i>BERKELEY</i>
1.34	Librarian	Dana Phelps	<i>Dana Phelps</i>
1.35	Phone Number	(304) 754-3949	<i>(304) 754-3949</i>
1.36	Fax Number	(304) 267-9720	<i>(304) 267-9720</i>
1.37	Email Address	dana.phelps@mbcpl.org	<i>dana.phelps@mbcpl.org</i>
1.38	Square Footage of Outlet	9,200	<i>9,200</i>
1.39	Outlet Type Code	BR	<i>BR</i>
1.40	Number of Bookmobiles	0	<i>0</i>

1.25	FSCSKEY & FSCS_SEQ	WV0053-004	<i>WV0053-004</i>
1.26	LIBID	052B	<i>052B</i>
1.27	Outlet Name	North Berkeley	<i>North Berkeley</i>
1.28	Outlet Street Address	1255 T. J. Jackson Drive	<i>1255 T. J. Jackson Drive</i>
1.29	Outlet Mailing Address	1255 T. J. Jackson Drive	<i>1255 T. J. Jackson Drive</i>
1.30	City	Falling Waters	<i>Falling Waters</i>
1.31	State	WV	<i>WV</i>
1.32	5 Digit Zip Code	25419	<i>25419</i>
1.33	County	BERKELEY	<i>BERKELEY</i>
1.34	Librarian	Dana Phelps	<i>Dana Phelps</i>
1.35	Phone Number	(304) 274-3443	<i>(304) 274-3443</i>
1.36	Fax Number	(304) 267-9720	<i>(304) 267-9720</i>
1.37	Email Address	dana.phelps@mbcpl.org	<i>dana.phelps@mbcpl.org</i>
1.38	Square Footage of Outlet	1,650	<i>1,650</i>
1.39	Outlet Type Code	BR	<i>BR</i>
1.40	Number of Bookmobiles	0	<i>0</i>
1.25	FSCSKEY & FSCS_SEQ	WV0053-002	<i>WV0053-002</i>
1.26	LIBID	52	<i>52</i>

1.27	Outlet Name	MARTINSBURG-BERKELEY CO. PUBLIC LIBRARY	<i>MARTINSBURG-BERKELEY CO. PUBLIC LIBRARY</i>
1.28	Outlet Street Address	101 WEST KING STREET	<i>101 WEST KING STREET</i>
1.29	Outlet Mailing Address	101 West King Street	<i>101 West King Street</i>
1.30	City	MARTINSBURG	<i>MARTINSBURG</i>
1.31	State	WV	<i>WV</i>
1.32	5 Digit Zip Code	25401	<i>25401</i>
1.33	County	BERKELEY	<i>BERKELEY</i>
1.34	Librarian	Gretchen Fry	<i>Gretchen Fry</i>
1.35	Phone Number	(304) 267-8933	<i>(304) 267-8933</i>
1.36	Fax Number	(304) 267-9720	<i>(304) 267-9720</i>
1.37	Email Address	gretchen.fry@mbcpl.org	<i>gretchen.fry@mbcpl.org</i>
1.38	Square Footage of Outlet	241,888	<i>241,888</i>

Federal: Pre-entered square footage is incorrect. The correct figure is 24,188 square feet.

1.39	Outlet Type Code	CE	<i>CE</i>
1.40	Number of Bookmobiles	0	<i>0</i>

Electronic Services #2.1-2.5

Electronic Services

2.1	Number of Internet Computers for Use by General Public	41	<i>32</i>
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2.2	Number of Uses (sessions) of Public Internet Computers Per Year	9,120	8,938
2.2a	Reporting Method for Number of Uses (Sessions) of Public Internet Computers Per Year Select one of the following CT - Annual Count ES - Annual Estimate Based on Typical Week(s)	CT - Annual Count	<i>ES - Annual Estimate Based on Typical Week(s)</i>

2.3	Wireless Sessions - Annually Enter "N/A" if you are unable to obtain this information and include a Federal Note explaining why. Enter "NP" if you do not provide this service.	N/A	N/A
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Federal: The library's wireless service is administered under the supervision of the Berkeley County Information Technology Department. Their manager has stated that they are not able to retrieve this figure.

2.3a	Reporting Method for Wireless Sessions Select one of the following CT - Annual Count ES - Annual Estimate Based on Typical Week(s) NA - Information not available NP - Service not provided	NA - Information not available	<i>ES - Annual Estimate Based on Typical Week(s)</i>
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2.4 Website Visits - Annually
 Enter "N/A" if you are unable to obtain this information and include a Federal Note explaining why. Enter "NP" if you do not provide this service.

	124,944	75,176
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2.5 Who is your primary internet provider?
 For purposes of this survey, if you have a provider in addition to the West Virginia Library Commission, the WVLC will be the primary.
 Select one of the following:
 LC - West Virginia Library Commission
 OE - Other
 Include source in a State Note)
 NP - Service not provided

	OE - Other	OE - Other
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Federal: The library's primary internet provider is Comcast.
State: The library's primary internet provider is Comcast.

2.5a Who is your secondary internet provider?
 Select one of the following:
 OE - Other
 (Include source in a State Note)
 NA - Not applicable
 NP - Service not provided

	NA - not applicable	OE - Other
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Material Collections #3.1-3.25

Materials Collections - Main Library

Physical Materials

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures. Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

3.1	Print Materials	98,734	<i>96,171</i>
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3.1a	Other Circulating Physical Items	183	<i>164</i>
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3.2	Audios - physical units	4,595	<i>4,951</i>
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3.3	Videos - physical units	7,175	<i>6,362</i>
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Electronic Materials

3.4	Audios - downloadable units	9,345	<i>8,556</i>
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3.5	Videos - downloadable units	51,515	<i>51,526</i>
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3.6	Electronic Books - Not audio books	16,900	<i>16,105</i>
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3.7	Databases - Statewide	17	<i>17</i>
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3.8	Databases - Local/Other cooperative agreements	8	<i>8</i>
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NOTE: Please list databases in State Note.

Federal: The local/other cooperative agreement databases are: (1) Ancestry World Explorer, (2) A to Z Databases, (3) Artist Works, (4) Heritage Quest Online, (5) Infobase History & Science Databases, (6) Transparent Language, (7) TumbleBooks, and (8) Universal Class.

State: The local/other cooperative agreement databases are: (1) Ancestry World Explorer, (2) A to Z Databases, (3) Artist Works, (4) Heritage Quest Online, (5) Infobase History & Science Databases, (6) Transparent Language, (7) TumbleBooks, and (8) Universal Class.

Materials Collections - Branches

Physical Materials

3.9	Name of Branch	MUSSELMAN-SOUTH BERKELEY COMMUNITY LIBRARY	<i>MUSSELMAN-SOUTH BERKELEY COMMUNITY LIBRARY</i>
3.10	Print Materials	25,988	25,960
3.10a	Other Circulating Physical Items	80	80
3.11	Audios - Physical Units	429	385
3.12	Videos - Physical Items	758	498
3.9	Name of Branch	NORTH BERKELEY	<i>NORTH BERKELEY</i>
3.10	Print Materials	12,926	12,765
3.10a	Other Circulating Physical Items	9	9
3.11	Audios - Physical Units	459	457
3.12	Videos - Physical Items	729	694
3.9	Name of Branch	Hedgesville	<i>Hedgesville</i>
3.10	Print Materials	13,825	13,759
3.10a	Other Circulating Physical Items	5	5

3.11	Audios - Physical Units	420	580
3.12	Videos - Physical Items	1,809	1,951

Materials Collections - TOTALS
Physical Materials - Totals

3.13	Print Materials Total (3.1 + 3.10)	151,473	148,655
3.14	Other Circulating Physical Items Total (3.1a + 3.10a)	277	258
3.15	Audios - Physical units Total (3.2 + 3.11)	5,903	6,373
3.16	Videos - Physical units Total (3.3 + 3.12)	10,471	9,505

Electronic Materials - Totals

3.17	Audios - Downloadable units Total (3.4)	9,345	8,556
3.18	Videos - Downloadable units (3.5)	51,515	51,526
3.19	TOTAL - Databases (3.7 + 3.8)	25	25

Collections - Totals

3.20	Total Physical Items in Collection (3.13 + 3.14 + 3.15 + 3.16)	168,124	164,791
3.21	Total Audios (3.15 + 3.17)	15,248	14,929

3.22	Total Videos (3.16- 3.18)	61,986		61,031
3.23	Total Materials Collection (3.13 + 3.14 + 3.21 + 3.22)	228,984		224,873
3.24	Total Materials Added July 1, 2022 - June 30, 2023	12,167		12,493
3.25	Total Materials Deleted July 1, 2022 - June 30, 2023	8,426		11,930

Services #4.1-4.60

Services - Main Library

4.1	Annual Attendance	148,470		137,745
4.1a	Annual Attendance Reporting Method Select one of the following:			
	• CT - Annual Count	CT - Annual Count		CT - Annual Count
	• ES - Annual Estimate Based on Typical Week(s)			
4.2	Annual Reference Transactions (Please read the definition)	7,723		9,341

4.2a Annual Reference Transactions Reporting Method:
Select one of the following:

- CT - Annual Count CT - Annual Count
- ES - Annual Estimate Based on Typical Week(s)

ES - Annual Estimate Based on Typical Week(s)

4.3	Physical Item Circulation	105,801	102,330
4.3a	Other Physical Items Circulation	82	25
4.3b	Total Children's Materials Circulation	94,542	86,833

4.4 Use of Electronic Materials

NOTE: If you reported downloadable audios (3.4), downloadable videos (3.5), and/or electronic books (3.6), you would report the usage of those materials here. Zero should only be entered if you provide access to electronic materials and have had no usage. Enter "NA" if you are unable to obtain the usage for any reason. Enter "NP" if you do not provide access to electronic materials. Please include a State Note with a breakdown of usage by material.

67,546

46,770

State: A breakdown of use of electronic materials is as follows: downloadable audios- 35,195; downloadable videos- 66; electronic books-28,472; electronic magazines- 3813.

4.5 Successful Retrieval of Electronic Information
 NOTE: If you reported local/other cooperative agreement databases in Q 3.8 Databases - Local/Other cooperative agreements, you would report the retrievals from those database(s) here. Zero should only be entered if you have local/other cooperative agreement databases and have had no retrievals. Enter "NA" if you are unable to obtain the retrievals for any reason. Enter "NP" if you do not provide access to local or other databases. Please include a State Note with a breakdown of retrievals by database.

	70,532	47,227
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State: Retrievals through the databases included the following numbers: Ancestry World Explorer- 4380; A to Z Databases-8042; Artist Works- 26; HeritageQuestOnline- 3167; Infobase History & Science Databases- 454; Transparent Language- 322; TumbleBooks- 53,961; and Universal Class- 405.

4.6	Hours Open Per Week	48	48
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4.7	Number of Weeks Library is Open Per Year	52	52
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4.8	Number of Public Service Hours Per Year (4.6 x 4.7)	2,496.00	2,496.00
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Services - Branches and Bookmobiles

4.9	Name of Branch	MUSSELMAN-SOUTH BERKELEY COMMUNITY LIBRARY	MUSSELMAN-SOUTH BERKELEY COMMUNITY LIBRARY
4.10	Annual Attendance	14,134	14,612
4.10a	Annual Attendance Reporting Method Select one of the following:		
	<ul style="list-style-type: none"> • CT - Annual Count • ES - Annual Estimate Based on Typical Week(s) 	CT - Annual Count	<i>ES - Annual Estimate Based on Typical Week(s)</i>
4.11	Annual Reference Transactions	1,228	1,248
4.11a	Annual Reference Transactions Reporting Method Select one of the following:		
	<ul style="list-style-type: none"> • CT - Annual Count • ES - Annual Estimate Based on Typical Week(s) 	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
4.12	Physical item Circulation	23,600	21,190
4.12a	Other Physical Items Circulation	2	6

4.13 Use of Electronic Materials

NOTE: If you cannot report this number, please enter "N/A" and provide a reason in the appropriate Note. Zero should only be entered if you have had no usage. N/A should be entered if you do not provide access to electronic materials or if you cannot obtain the usage for any reason. Please clarify in the State Note which instance you are reporting.

7,133

4,866

4.14	Successful Retrieval of Electronic Information NOTE: If you reported local/other cooperative agreement databases in Q 3.9 Databases - Local/Other cooperative agreements, you would report the usage of database(s) here. Zero should only be entered if you have local/other cooperative agreement databases and had no usage. N/A should be entered if you do not have local/other cooperative agreement databases or if you cannot obtain the usage for any reason. Please clarify in the State Note which instance you are reporting.	N/A	N/A
4.15	Hours Open per Week	28	28
4.16	Number of Weeks Branch is Open Per Year	52	52
4.17	Number of Public Service Hours Per Year (4.15 x 4.16)	1,456	1,456
4.9	Name of Branch	NORTH BERKELEY	NORTH BERKELEY

4.10	Annual Attendance	11,540		10,308
4.10a	Annual Attendance Reporting Method Select one of the following:			
	<ul style="list-style-type: none"> • CT - Annual Count • ES - Annual Estimate Based on Typical Week(s) 	CT - Annual Count		<i>CT - Annual Count</i>
4.11	Annual Reference Transactions	1,066		884
4.11a	Annual Reference Transactions Reporting Method Select one of the following:			
	<ul style="list-style-type: none"> • CT - Annual Count • ES - Annual Estimate Based on Typical Week(s) 	ES - Annual Estimate Based on Typical Week(s)		<i>ES - Annual Estimate Based on Typical Week(s)</i>
4.12	Physical item Circulation	29,413		28,581
4.12a	Other Physical Items Circulation	0		0

4.13 Use of Electronic Materials

NOTE: If you cannot report this number, please enter "N/A" and provide a reason in the appropriate Note. Zero should only be entered if you have had no usage. N/A should be entered if you do not provide access to electronic materials or if you cannot obtain the usage for any reason. Please clarify in the State Note which instance you are reporting.

6,273

3,894

4.14	Successful Retrieval of Electronic Information NOTE: If you reported local/other cooperative agreement databases in Q 3.9 Databases - Local/Other cooperative agreements, you would report the usage of database(s) here. Zero should only be entered if you have local/other cooperative agreement databases and had no usage. N/A should be entered if you do not have local/other cooperative agreement databases or if you cannot obtain the usage for any reason. Please clarify in the State Note which instance you are reporting.	N/A	N/A
4.15	Hours Open per Week	28	28
4.16	Number of Weeks Branch is Open Per Year	52	52
4.17	Number of Public Service Hours Per Year (4.15 x 4.16)	1,456	1,456
4.9	Name of Branch	HEDGESVILLE	HEDGESVILLE

4.10	Annual Attendance	19,044		16,904
4.10a	Annual Attendance Reporting Method Select one of the following:			
	• CT - Annual Count	CT - Annual Count		<i>CT - Annual Count</i>
	• ES - Annual Estimate Based on Typical Week(s)			
4.11	Annual Reference Transactions	1,092		1,300
4.11a	Annual Reference Transactions Reporting Method Select one of the following:			
	• CT - Annual Count	ES - Annual Estimate Based on Typical Week(s)		<i>ES - Annual Estimate Based on Typical Week(s)</i>
	• ES - Annual Estimate Based on Typical Week(s)			
4.12	Physical item Circulation	33,316		33,583
4.12a	Other Physical Items Circulation	13		6

4.13 Use of Electronic Materials

NOTE: If you cannot report this number, please enter "N/A" and provide a reason in the appropriate Note. Zero should only be entered if you have had no usage. N/A should be entered if you do not provide access to electronic materials or if you cannot obtain the usage for any reason. Please clarify in the State Note which instance you are reporting.

7,085

4,551

4.14	<p>Successful Retrieval of Electronic Information</p> <p>NOTE: If you reported local/other cooperative agreement databases in Q 3.9 Databases - Local/Other cooperative agreements, you would report the usage of database(s) here. Zero should only be entered if you have local/other cooperative agreement databases and had no usage. N/A should be entered if you do not have local/other cooperative agreement databases or if you cannot obtain the usage for any reason. Please clarify in the State Note which instance you are reporting.</p>	N/A	N/A
4.15	Hours Open per Week	28	28
4.16	Number of Weeks Branch is Open Per Year	52	52
4.17	Number of Public Service Hours Per Year (4.15 x 4.16)	1,456	1,456

4.18	Annual Bookmobile Attendance	N/A	N/A
4.19	Annual Bookmobile Circulation	N/A	N/A
4.20	Hours Per Week Bookmobile Open to Public	N/A	N/A
4.21	Number of Weeks Bookmobile is Open Per Year	N/A	N/A
4.22	Number of Public Service Hours Per Year (4.20 x 4.21)	0.00	0.00
Services - TOTALS			
4.23	Annual Attendance (4.1 + 4.10 + 4.18)	193,188	179,569
4.24	Annual Reference Transactions (4.2 + 4.11)	11,109	12,773
4.25	Total Physical Item Circulation (4.3 + 4.12 + 4.19)	192,130	185,684
4.25a	Other Physical Item Circulation (4.3 + 4.12a)	97	37
4.26	Total Use of Electronic Materials (4.4 + 4.13)	88,037	60,081

4.27	Successful Retrieval of Electronic Information (4.5 + 4.14)	70,532	47,227
4.28	Electronic Content Use (4.26 + 4.27)	158,569	107,308
4.29	Total Collection Use (4.25 + 4.26 + 4.27)	350,699	292,992
4.30	Total Circulation of Materials (4.25 + 4.26)	280,167	245,765
4.31	Hours Open Per Week (4.6 + 4.15 + 4.20)	132.00	132.00
4.32	Number of Public Service Hours Per Year (4.8 + 4.17 + 4.22)	6,864	6,864

Program Sessions and Program Presentations - System

Enter data collected on the Program Session Tracking Sheet provided for your convenience or from your own records. See definitions for more detailed information. Refer to "Program Session Guidance" in the Introduction or Instructions sections for guidance.

Synchronous (Live In-person or Virtual) Program Sessions by Target Audience

4.33	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (Please read the definition)	289	201
4.34	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	223	176

4.35	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (Please read the definition)	155	157
4.36	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	313	134
4.37	Number of Synchronous General Interest Program Sessions	12	1
4.38	Total Number of Synchronous Program Sessions (4.33 + 4.34 + 4.35 + 4.36 + 4.37) This total should equal the total in 4.42 Total Number of Program Sessions Held.	992	669

Synchronous (Live In-person or Virtual) Program Sessions by Format

4.39	Number of Synchronous In-Person Onsite Program Sessions	992	664
4.40	Number of Synchronous In-Person Offsite Program Sessions	0	0
4.41	Number of Synchronous Virtual Program Sessions	0	5

4.42	Total Number of Program Sessions Held (4.39 + 4.40 + 4.41) This total should equal the total in 4.38 Total Number of Synchronous Program Sessions.	992	669
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Attendance at Synchronous (Live In-person or Virtual) Program Sessions by Target Audience

4.43	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (Please read the definition)	5,906	2,157
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Federal: There was more publicity and a large increase in attendance for the children's summer music concerts this past year since people were feeling more comfortable to come out in public again after the COVID isolation.

4.44	Attendance at Synchronous Programs Targeted at Children Ages 6-11	4,906	4,866
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4.45	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (Please read the definition)	1,316	2,313
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4.46	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	3,355	1,633
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4.47	Attendance at Synchronous General Interest Programs	85	13
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4.48	Total Attendance at Synchronous Programs (4.43 + 4.44 + 4.45 + 4.46 + 4.47) This total should equal the total in 4.52 Total Attendance at Synchronous Program Sessions Held.	15,568	10,982
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Attendance at Synchronous Programs by Format

4.49	Synchronous In- Person Onsite Program Attendance	15,568	10,982
4.50	Synchronous In- Person Offsite Program Attendance	0	0
4.51	Synchronous Virtual Program Attendance	0	0
4.52	Total Attendance at Synchronous Program Sessions Held (4.49 + 4.50 + 4.51) This total should equal the total in 4.48 Total Number of Synchronous Program Sessions.	15,568	10,982

Asynchronous Program Presentations

4.53	Total Number of Asynchronous Program Presentations	0	2
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4.54	Total Views of Asynchronous Program Presentations within 30 Days	0	464
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Summer Reading Program (SRP)

4.55	Number Registered for 2022 Summer Reading Program (last Summer's registration)	557	647
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Interlibrary Loans - System

4.56	Interlibrary Loans RECEIVED by Your Library Annually	10,542	9,693
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4.57	Interlibrary Loans SENT OUT by Your Library Annually	9,976	8,929
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E-Books - System

4.58	Are you a member of an E-Book Consortium? (Yes/No)	Yes	Yes
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4.59	Select Name of Consortium from drop down menu. If you answered "No" in 4.58, BUT provide electronic materials through a vendor, please select "Independent".	Eastern Panhandle Libraries Consortium	<i>Eastern Panhandle Libraries Consortium</i>
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Overdue Fines

4.60	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? Answer Yes or No	Yes	<i>Yes</i>
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Personnel #5.1-5.8

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. Enter total **HOURS** worked per week by **ALL** employees in each category. Bibliostat will convert to Full Time Equivalentents (FTE).

5.1	ALA-MLS Librarians Enter total HOURS worked per week by ALL ALA-MLS librarians.	260	<i>260</i>
5.2	ALA-MLS Librarians FTE (5.1 40 hours)	6.50	<i>6.50</i>
5.3	Non-MLS librarians Enter total HOURS worked per week by ALL non-MLS librarians.	494	<i>488</i>
5.4	Non-MLS Librarians FTE (5.3 40 hours)	12.35	<i>12.20</i>
5.5	Total Librarians (5.2 5.4)	18.85	<i>18.70</i>
5.6	All Other Paid Staff Enter total HOURS worked per week by ALL other employees.	142	<i>120</i>

5.7	All Other Paid Staff FTE (5.6 / 40 hours)	3.55	3.00
5.8	Total FTE Paid Employees (5.5 + 5.7)	22.40	21.70

Roster of Library Board Trustees #6.1-6.11

Input the current trustees.

Board Trustee A Include trustees as of July 1, 2023.

Each board member's Expiration of Appointment should be a different year; there should be a board member expiring for each of the following years: 2024, 2025, 2026, 2027, 2028.

6.1a	Name of Board President	Karen Greenfield	<i>Vacant-Not yet elected</i>
6.2a	Address	83 View Creek Court	<i>N/A</i>
6.3a	City	Martinsburg	<i>N/A</i>
6.4a	State	WV	<i>N/A</i>
6.5a	Zip	25405	<i>N/A</i>
6.6a	Email address	kgreenfield@mbcpl.org	<i>N/A</i>
6.7a	Telephone	(304) 886-8890	<i>N/A</i>
6.8a	Date of Current Appointment	07/19	<i>08/22</i>
6.9a	Expiration of Appointment - June 30 (Select year)	2024	<i>2027</i>
6.10a	Appointing Authority	Board of Education	<i>County Commission</i>
6.11a	Is this the Trustee's First Appointment?	Yes	<i>Yes</i>

Board Trustee B Include trustees as of July 1, 2023.

6.1b	Name of Board Secretary	Billie Grey	<i>Billie J. Grey</i>
6.2b	Address	216 Pink Dogwood Lane	<i>216 Pink Dogwood Lane</i>
6.3b	City	Hedgesville	<i>Hedgesville</i>
6.4b	State	WV	<i>WV</i>
6.5b	Zip	25427	<i>25427</i>
6.6b	Telephone	(571) 334-9302	<i>(571) 334-9302</i>
6.7b	Email address	bgrey@mbcpl.org	<i>bgrey@mbcpl.org</i>
6.8b	Date of Current Appointment	7/18	<i>7/18</i>
6.9b	Expiration of Appointment - June 30 (Select year)	2024	<i>2023</i>
6.10b	Appointing Authority	County Commission	<i>County Commission</i>
6.11b	Is this the Trustee's First Appointment?	No	<i>No</i>

Board Trustee C Include trustees as of July 1, 2023.

6.1c	Name of Board Member	Sara Douglass	<i>Karen Greenfield</i>
6.2c	Address	210 North Georgia Ave.	<i>83 View Creek Court</i>
6.3c	City	Martinsburg	<i>Martinsburg</i>
6.4c	State	WV	<i>WV</i>
6.5c	Zip	25401	<i>25405</i>
6.6c	Telephone	(304) 263-9612	<i>(304) 263-2099</i>

6.7c	Email address	sara.douglass@mbcpl.org	kgreenfield@mbcpl.org
6.8c	Date of Current Appointment	7/20	7/19
6.9c	Expiration of Appointment - June 30 (Select year)	2025	2024
6.10c	Appointing Authority	Municipality	Board of Education
6.11c	Is this the Trustee's First Appointment?	No	No

Board Trustee D Include trustees as of July 1, 2023.

6.1d	Name of Board Member	Lakyn Ausherman	Sara E. Douglass
6.2d	Address	1301 West King St.	210 N. Georgia Ave.
6.3d	City	Martinsburg	Martinsburg
6.4d	State	WV	WV
6.5d	Zip	25401	25401
6.6d	Telephone	(301) 991-6912	(304) 267-6912
6.7d	Email address	laushman@mbcpl.org	sara.douglass@mbcpl.org
6.8d	Date of Current Appointment	7/21	7/20
6.9d	Expiration of Appointment - June 30 (Select year)	2026	2025
6.10d	Appointing Authority	Municipality	Municipality

6.11d	Is this the Trustee's First Appointment?	Yes	No
Board Trustee E Include trustees as of July 1, 2023.			
6.1e	Name of Board Member	Ian Gingold	<i>Lakyn Ausherman</i>
6.2e	Address	155 Lackawanna Lane	<i>1301 West King Street</i>
6.3e	City	Falling Waters	<i>Martinsburg</i>
6.4e	State	WV	<i>WV</i>
6.5e	Zip	25419	<i>25401</i>
6.6e	Telephone	(304) 620-7222	<i>(301) 991-6912</i>
6.7e	Email address	igingold@mbcpl.org	<i>lausherman@mbcpl.org</i>
6.8e	Date of Current Appointment	7/22	<i>7/21</i>
6.9e	Expiration of Appointment - June 30 (Select year)	2027	<i>2026</i>
6.10e	Appointing Authority	County Commission	<i>Municipality</i>
6.11e	Is this the Trustee's First Appointment?	Yes	<i>Yes</i>

Status of Funds June 30, 2023 #7.1-7.6

7.1	Balance Checking Account(s)	\$254,144	<i>\$588,537</i>
7.2	Balance Savings Account(s)	\$1,640,374	<i>\$930,840</i>

7.3	Other Accounts and CDs	\$1,779,398	\$1,895,960
7.4	TOTAL CASH BALANCES (7.1 + 7.2 + 7.3)	\$3,673,916	\$3,415,337
7.5	Total of funds restricted by donor. Read the definition.	\$1,779,398	\$1,895,960
7.6	Net Operating Funds Available July 1, 2023 (7.4 minus 7.5)	\$1,894,518	\$1,519,377

Statement of Income #8.1-8.19

Local Operating Income for Fiscal Year Ending June 30, 2023.

All in-kind funding listed below must be pre-approved by WVLC. Contact Donna Calvert for more information. If there is no in-kind funding, enter \$0. A State Note with date of approval letter and breakdown of sources detail MUST be included for each in-kind funding entry.

8.1	City	\$143,961	\$134,668
8.2	City (in-kind)	\$0	\$0
8.3	County Commission	\$886,254	\$807,787
8.4	County Commission (in- kind)	\$0	\$0
8.5	Board of Education	\$112,500	\$112,500
8.6	Board of Education (in- kind)	\$0	\$0
8.7	TOTAL LOCAL GOVERNMENT INCOME (8.1 + 8.2 + 8.3 + 8.4 + 8.5 + 8.6)	\$1,142,715	\$1,054,955

8.8	Other Local Operating Income Funds must be identified in a State Note.	\$329,783	<i>\$118,917</i>
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State: Donations: \$177,667.19 Interest Income: \$51,527.10 Library generated income (fine & fee, passport services, fax, copies, passport photos, notary services): \$100,588.94

8.9	Other Local Operating Income 0 (In-kind)		<i>0</i>
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8.9a	Total Other Local Operating Income (8.8 + 8.9)	\$329,783	<i>\$118,917</i>
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8.10	TOTAL LOCAL OPERATING INCOME (8.7 + 8.8 + 8.9)	\$1,472,498	<i>\$1,173,872</i>
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West Virginia Library Commission funding for Fiscal Year ending June 30, 2023.

NOTE: Pre-fill information is as of June 30, 2023 and may be revised by WVLC. **DO NOT** include End of Year Grants here. Report those under Capital Revenue, 9.2 through 9.4.

8.11	State GIA Funding Data will be entered by WVLC	\$642,435	<i>\$530,660</i>
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8.12	Services to Libraries Grants Data will be entered by WVLC	\$51,935	<i>\$48,099</i>
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8.13	Other State Funding Funds must be identified in a State Note.	\$0	<i>\$0</i>
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8.14	TOTAL STATE FUNDING (8.11 + 8.12 + 8.13)	\$694,370	<i>\$578,759</i>
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8.15 TOTAL OPERATING FUND FOR FISCAL YEAR ENDING June 30, 2023 (8.10 + 8.14 + 8.18) \$2,166,868 \$1,752,631

Federal Funding for Fiscal Year ending June 30, 2023.

8.16 LSTA Grants Data will be entered by WVLC \$0

8.17 Other Federal funding Funds must be identified in a Federal Note. 0 0

8.18 TOTAL FEDERAL FUNDING (8.16 + 8.17) \$0 \$0

Excess Levies Funding for Fiscal Year ending June 30, 2023.

8.19 Is an excess levy the source of any of your local funds? Y/N Yes If Yes, proceed to 8.19a; if No proceed to Section 9 Yes

8.19a Which governing authority calls for the levy? Board of Education Board of Education

8.19b Is it a levy for the library only? Y/N No No

8.19c Is the library mentioned specifically in the levy call? Y/N Yes Yes

8.19d When does the current levy expire? 06/30/2025 06/30/2025

Capital Revenue by Source #9.1-9.11

Include revenue from any source local, state, federal, other (gifts, grants, etc.) to be used for major capital expenditures, excluding routine replacement of equipment or furniture. Include revenue from one-time grants such as continuing education, internet-connected device, ARPA, and similar grants in this category and report the expenditure of these grants as capital expenditures. Exclude carryover from one year to the next. Click on the item number for more details.

Capital Revenue for Fiscal Year Ending June 30, 2023.

NOTE: Pre-fill information is as of June 30, 2023 and may be revised by WVLC.

9.1	Local Tax-Based Capital Revenue Funds must be identified in a State Note.	\$0	\$0
9.2	Other Grants Distributed by WVLC Data will be entered by WVLC	\$0	\$0
9.3	Grants Distributed by Other Agencies Funds must be identified in a State Note.	0	0
9.4a	Other State Capital Revenue distributed by WVLC This figure includes Supplemental GIA Grants. Data will be entered by WVLC	\$0	\$5,752
9.4b	Other State Capital Revenue distributed by other state agencies This figure includes revenue not distributed by WVLC. Funds must be identified in a note.	0	0

9.5	Total State Capital Revenue (9.2 + 9.3 + 9.4a + 9.4b)	\$0	\$5,752
9.6	LSTA Grants Data will be entered by WVLC	\$0	\$160,000
9.7	Other Federal Revenue (8.17)	\$0	\$0
9.8	Total Federal Capital Revenue (9.6 + 9.7)	\$0	\$160,000
9.9	Other Capital Revenue Funds must be identified in a State Note.	\$139,062	\$7,463

State: Eastern WV Community Foundation summer reading grant \$5,000 Berkeley County Council ARPA Grant \$134,062.00

9.10	TOTAL CAPITAL REVENUE (9.1 + 9.5 + 9.8 + 9.9)	\$139,062	\$173,215
9.11	TOTAL INCOME FROM ALL SOURCES (8.15 + 9.10)	\$2,305,930	\$1,925,846

Statement of Expenditures #10.1-10.11

Statement of Expenditures for Fiscal Year Ending June 30, 2023.

Report all LSTA Grants, and Any Other Grant Expenditures under "Capital Expenditures".

Personnel

10.1	Salaries and Wages	\$807,088	\$731,203
10.2	Employee Benefits	\$274,639	\$248,929
10.3	TOTAL PERSONNEL EXPENDITURES (10.1 + 10.2)	\$1,081,727	\$980,132

Federal: The library has now filled all the positions that were open due to the layoff during COVID. Also the library gave a 10% salary increase to all part-time employees. This is a step that will continue until the library can get the salaries up to scale with other jobs in our area.

State: The library has now filled all the positions that were open due to the layoff during COVID. Also the library gave a 10% salary increase to all part-time employees. This is a step that will continue until the library can get the salaries up to scale with other jobs in our area.

Collection

10.4	Print Materials	\$126,656	\$122,241
10.5	Electronic Materials	\$45,008	\$47,619
10.6	Ebook Consortium	\$107,829	\$87,203
10.6a	Total Electronic Materials expenditures (10.5 + 10.6)	\$152,837	\$134,822
10.7	Other Materials	\$39,020	\$26,850
10.8	TOTAL COLLECTION EXPENDITURES (10.4 + 10.6a + 10.7)	\$318,513	\$283,913

Federal: The library increased its electronic materials budget and programming budget.

State: The library increased its electronic materials budget and programming budget.

10.9	Other Operating Expenditures NOTE: Include expenditures equal to in-kind contributions. Include a State Note reflecting date of approval and breakdown of source(s).	\$234,250	\$152,046
10.10	TOTAL OPERATING EXPENDITURES (10.3 + 10.8 + 10.9)	\$1,634,490	\$1,416,091

Federal: This increase is due to increases in electronic materials and payroll budgets.

State: This increase is due to increases in electronic materials and payroll budgets.

10.11	Local Expenditures for 2023 used for Maintenance of Effort calculation (10.10 minus 8.11 minus 8.12)	\$940,120	\$837,332
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Capital Expenditures #11.1-11.5

These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

Capital Expenditures for Fiscal Year Ending June 30, 2023.
Report All LSTA Grants, and Any Other Grant Expenditures Here.

11.1	Collections	\$0	\$160,000
11.2	Furnishing and Equipment	\$0	\$1,794
11.3	Buildings	\$305,434	\$78,309

Federal: Loan on Hedgesville building: \$37,800 Emergency HVAC Repair: \$28,143.55 New HVAC drawing & design for Martinsburg building: \$24,500 New roof on Martinsburg: \$215,000
State: Loan on Hedgesville building: \$37,800 Emergency HVAC Repair: \$28,143.55 New HVAC drawing & design for Martinsburg building: \$24,500 New roof on Martinsburg: \$215,000

11.4	Other NOTE: If you report any expenditure in this category, add a note indicating how the funds were used.	\$72,788	\$7,463
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Federal: Summer reading program: \$5,000.00 Facility needs assessment: \$67,788.46
State: Summer reading program: \$5,000.00 Facility needs assessment: \$67,788.46

11.5	TOTAL CAPITAL EXPENDITURES (11.1 + 11.2 + 11.3 + 11.4)	378,222	247,566
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Federal: We used Fund Balance monies for capital expenditures from our savings account.

Once this report has been completed, click on **SHOW STATUS** to view edit checks and begin the process to submit the report.