

# Daviness County Public Library District 2019 Kentucky Annual Report of Public Libraries

## General Information (A1 - A16)

A1	County	Daviness
A2	Estimated Population	100,546
A3	Library Name	Daviness County Public Library District
Street Address		
A4	Street Address	2020 Frederica Street
A5	City	Owensboro
A6	Zip Code	42301
Mailing Address		
A8	Mailing Address	2020 Frederica Street
A9	City	Owensboro
A10	Zip Code	42301
A12	Phone	(270) 684-0211
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	6.40
A15	Personal	8.04
A16	Motor Vehicle/Water Craft	4.00

## 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	\$4,557,958
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	<b>\$4,557,958</b>

### State Government Revenue

B4	State Aid Grant	\$42,395
B5	Construction Debt-Assistance Grant	\$64,000

B6	Other State Government Revenue	\$500
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$106,895
Federal Government Revenue		
B12	Federal Government Revenue	\$0
B13	<b>Federal Government Revenue Total</b>	\$0
Other Operating Income		
B14	Other Operating Revenue	\$273,212
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$4,938,065

## **Operating Expenditures (C1 - C42)**

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

### Collection Expenditures

C1	Print Materials	\$165,914
C2	Electronic Materials Expenditures	\$128,863
C3	Audiovisual Materials	\$104,431
C4	Electronic Collections [databases]	\$76,346
C5	Other Library Materials	\$4,004
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$479,558

### Salary Expenditures

C7	Library Director	\$111,352
C8	Other Library Personnel	\$1,755,212
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$1,866,564

### Fringe Benefits

C11	Required Fringe Benefits	\$138,021
C12	Retirement (Employer's Share)	\$341,878
C13	Medical Insurance (Employer's Share)	\$232,244
C14	Other	\$10,270
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$722,413
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$2,588,977

### Other Operations

C17	Building Repair	\$35,323
C18	Building Maintenance	\$58,026
C20	Office Supplies, Program Supplies, Postage	\$125,971
C21	Insurance	\$47,566

C22	Public Relations	\$17,613
C23	Utilities	\$143,749
C24	Professional Fees	\$75,993
C25	Audit Fee	\$14,089
C26	Fiscal Year that Audit Covers	FY 2017-2018
C27	What year was the library's last long range plan adopted?	2015
C28	Repair and Replacement of Furnishings	\$6,655
C29	Other	\$39,537
C30	Specify	Memorials/Contributions/Grant Purchases
C31	Other	\$23,404
C32	Specify	Collection Fees/Staff Purchases/Sales & Use Tax/State Registration Fee/Telephone/Auto/Misc.
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	\$587,926
C34	Bookmobile/Extended Services	\$0
C35	Continuing Education	\$27,198
C36	Operating Expenditures for Electronic Access	\$165,687
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$3,849,346

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

C38	Capital Outlay Expenditures	\$512,659
C39	Debt Service	\$543,237

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

C40a	Local - Capital Revenue	\$0
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C40b	State - Capital Revenue	\$0
C40c	Federal - Capital Revenue	\$0
C40d	Other - Capital Revenue	\$0
C40	<b>Total Capital Revenue (C40a through C40d)</b>	\$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	No
	Bookmobile/Extended Services	No
	Continuing Education	No
	None of the Above	Yes

### 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	KY-729152
F2	Vehicle Year, Make, and Model	2016 Honda HRV
F3	Mileage on Odometer	24,319
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	26
F1	License Number	KY-661WAE
F2	Vehicle Year, Make, and Model	2016 Honda Odyssey
F3	Mileage on Odometer	9,340
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	15

### Bookmobiles (G1 - G11)

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

#### INFORMATION FOR EACH BOOKMOBILE:

Add a new group for each bookmobile in the county.

Bookmobile Hours (G9a-G9g) - Count only the daily hours during which the bookmobile is open to the public. Do not count travel time. Hours on the road per week is reported in item number G9

G1	License Number	0
G3	Vehicle Year, Make, and Model	0

G4	Owner of Vehicle	N/A
G5	Bookmobile Visits (number of persons entering the bookmobile)	0
G6	Number of Registered Users	0
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	0
G9	Hours on the Road Per Week (but not serving patrons)	0
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	0
G9c	Tuesday - Daily Hours Open to the Public	0
G9d	Wednesday - Daily Hours Open to the Public	0
G9e	Thursday - Daily Hours Open to the Public	0
G9f	Friday - Daily Hours Open to the Public	0
G9g	Saturday - Daily Hours Open to the Public	0
G9.3	Number of Weeks Bookmobile is Open	0
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	0.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	0.00
G11	Number of Bookmobiles	0

### **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	Daviess County Public Library District
H2	Street Address	2020 Frederica Street
H3	City	Owensboro
H4	Zip Code	42301
H6	Phone	(270) 684-0211
H8	Square Footage	51,000
H11	Number of Meetings Held	0
H12	Library Visits	630,588

H13	Number of Registered Users	81,931
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	122,248
H15	Reference Transactions	308,022
Hours Open to the Public		
H16a	Sunday Opening Time	1:00 PM
H16b	Sunday Closing Time	5:00 PM
H16c	Hours	4.00
H16d	Monday Opening Time	9:00 AM
H16e	Monday Closing Time	9:00 PM
H16f	Hours	12.00
H16g	Tuesday Opening Time	9:00 AM
H16h	Tuesday Closing Time	9:00 PM
H16i	Hours	12.00
H16j	Wednesday Opening Time	9:00 AM
H16k	Wednesday Closing Time	9:00 PM
H16l	Hours	12.00
H16m	Thursday Opening Time	9:00 AM
H16n	Thursday Closing Time	9:00 PM
H16o	Hours	12.00
H16p	Friday Opening Time	9:00 AM
H16q	Friday Closing Time	8:00 PM
H16r	Hours	11.00
H16s	Saturday Opening Time	9:00 AM
H16t	Saturday Closing Time	6:00 PM
H16u	Hours	9.00
H17	<b>Total Hours Open to the Public (H16c + H16f + H16i + H16l + H16o + H16r + H16u)</b>	72.00
H18	Number of Weeks Main Library is Open	52
H19	Does your library have a Friends group?	
	Yes	Yes
	No	No

## Facility Info (I1 - I32)

### Square Footage

I1	<b>Main Library (from H8)</b>	51,000
I2	<b>Branch Libraries (sum of E8 branch data)</b>	0
I3	<b>Total (I1 + I2)</b>	51,000

### Number of Meetings Held

I10	<b>Main Library (from H11)</b>	0
I11	<b>Branch Libraries (sum of E11 branch data)</b>	0

I12	Total (I10 + I11)	0
Library Visits		
I13	Main Library (from H12)	630,588
I14	Branch Libraries (sum of E12 branch data)	0
I15	Bookmobiles (sum of G5 branch data)	0
I16	Total (I13 + I14 + I15)	630,588

Number of Registered Users

I17	Main Library (from H13)	81,931
I18	Branch Libraries (sum of E13 branch data)	0
I19	Bookmobiles (sum of G6 branch data)	0
I20	Total (I17 + I18 + I19)	81,931

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

I21	Main Library (from H14)	122,248
I22	Branch Libraries (sum of E14 branch data)	0
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	122,248

Reference Transactions

I25	Main Library (from H15)	308,022
I26	Branch Libraries (sum of E15 branch data)	0
I27	Bookmobiles (sum of G8 branch data)	0
I28	Total (I25 + I26 + I27)	308,022

Public Service Hours per Year

I29	Main Library (H17 * H18)	3,744.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	0.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	0.00
I32	Total ( I29 + I30 + I31)	3,744.00

**Library Staff (J1- J09)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether

those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

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

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

J1	Number of Librarians with an ALA Accredited Master's Degree in Library Science	10.00
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	1.00
J4	Number of Librarians with a Bachelor's Degree in Library Science	.0
J5	Number of Librarians with a Bachelor's Degree NOT in Library Science	14.00
J6	Number of Librarians with Less Than a Bachelor's Degree	3.00
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	<b>28.00</b>
J8	All Other Paid Staff	23.00
J9	<b>Total Paid Employees (J7 + J8):</b>	<b>51.00</b>

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	124,739
K2	Young Adult Books (ages 12 to 18)	6,719
K3	Children's Books (under age 12)	55,290
K4	<b>Total (K1 + K2 + K3)</b>	<b>186,748</b>

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	179,504
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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	25
K7b	State (State Government or State Library) ** Include <b>62 KYVL databases</b> **	62
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	87
K9	Audio - Physical Units	11,188
K10	Audio - Downloadable Units	39,042
K13	Video - Physical Units	17,190
K14	Video - Downloadable Units	1,892
K15	Other Material in Collection	1,108
K16	Current Print Serial Subscriptions	189
K17	<b>Book/Serial Volumes (K4 + K16)</b>	186,937

## 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	162,694
L2	All Branches	0
L3	Bookmobile/Outreach	0
L4	<b>Total (L1 + L2 + L3)</b>	162,694

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

L5	Main Library	24,389
L6	All Branches	0
L7	Bookmobile/Outreach	0
L8	<b>Total (L5 + L6 + L7)</b>	24,389

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

L9	Main Library	165,232
L10	All Branches	0
L11	Bookmobile/Outreach	0
L12	<b>Total (L9 + L10 + L11)</b>	165,232

#### Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	352,315
L14	<b>All Branches (L2 + L6 + L10)</b>	0
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	0
L16	<b>Total (L4 + L8 + L12)</b>	352,315

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	14,185
L22	All Branches	0
L23	Bookmobile/Outreach	0
L24	<b>Total (L21 + L22 + L23)</b>	14,185

#### Audiovisual Circulation Other Audio

L25	Main Library	21,838
L26	All Branches	0
L27	Bookmobile/Outreach	0
L28	<b>Total (L25 + L26 + L27)</b>	21,838

#### Audiovisual Circulation Videos

L29	Main Library	289,061
L30	All Branches	0
L31	Bookmobile/Outreach	0
L32	<b>Total (L29 + L30 + L31)</b>	289,061

#### Audiovisual Circulation Other

L33	Main Library	10,510
L34	All Branches	0
L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	10,510

#### Audiovisual Circulation Total

L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	335,594
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	0
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	0
L40	<b>Total (L24 + L28 + L32 + L36)</b>	335,594

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	8,802
L42	All Branches	0
L43	Bookmobile/Outreach	0
L44	<b>Total (L41 + L42 + L43)</b>	8,802

#### Total Circulation

L45	<b>Main Library (L13 + L37 + L41)</b>	696,711
L46	<b>All Branches (L14 + L38 + L42)</b>	0
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	0

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	148,437
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	845,148
L50	Successful Retrieval of Electronic Information	180,031

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	238,566
L52	All Branches	0
L53	Bookmobile/Outreach	0
L54	<b>Total (L51 + L52 + L53)</b>	238,566

#### 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	Seed Library
M2	Use Statistics	7010

### Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	2,641
N2	Nonprint	2,060
N3	<b>Total (N1 + N2):</b>	4,701

Borrowed From

N4	Print	981
N5	Nonprint	456
N6	<b>Total (N4 + N5):</b>	1,437

### 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	210
O2	All Branches	0
O3	Bookmobile/Outreach	660
O4	<b>Total (O1 + O2 + O3)</b>	870

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	6,006
O6	All Branches	0
O7	Bookmobile/Outreach	15,388
O8	<b>Total (O5 + O6 + O7)</b>	21,394

Elementary School - *number of programs*

O17	Main Library	5
O18	All Branches	0
O19	Bookmobile/Outreach	418
O20	<b>Total (O17 + O18 + O19)</b>	423

Elementary School - *number of attendees*

O21	Main Library	382
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O22	All Branches	0
O23	Bookmobile/Outreach	11,186
O24	<b>Total (O21 + O22 + O23)</b>	11,568

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

O25	Main Library	92
O26	All Branches	0
O27	Bookmobile/Outreach	6
O28	<b>Total (O25 + O26 + O27)</b>	98

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

O29	Main Library	1,754
O30	All Branches	0
O31	Bookmobile/Outreach	543
O32	<b>Total (O29 + O30 + O31)</b>	2,297

Adult Programs - *number of programs*

O33	Main Library	203
O34	All Branches	0
O35	Bookmobile/Outreach	144
O36	<b>Total (O33 + O34 + O35)</b>	347

Adult Programs - *number of attendees*

O37	Main Library	2,333
O38	All Branches	0
O39	Bookmobile/Outreach	3,457
O40	<b>Total (O37 + O38 + O39)</b>	5,790

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

O41	Main Library	238
O42	All Branches	0
O43	Bookmobile/Outreach	4
O44	<b>Total (O41 + O42 + O43)</b>	242

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

O45	Main Library	13,193
O46	All Branches	0
O47	Bookmobile/Outreach	616
O48	<b>Total (O45 + O46 + O47)</b>	13,809

Total Number Of Programs:

O49	<b>Main Library (O1 + O17 + O25 + O33 + O41)</b>	748
O50	<b>All Branches (O2 + O18 + O26 + O34 + O42)</b>	0
O51	<b>Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)</b>	1,232
O52	<b>Total (O4 + O20 + O28 + O36 + O44)</b>	1,980

Total Program Attendance:

O53	<b>Main Library (O5 + O21 + O29 + O37 + O45)</b>	23,668
O54	<b>All Branches (O6 + O22 + O30 + O38 + O46)</b>	0

O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	31,190
O56	Total (O8 + O24 + O32 + O40 + O48)	54,858

### Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work	None
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	70
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	0
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	88,737
Q5	Website Visits	368,357

### 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.	<p>The biggest project during fiscal year 2018/19 was the completion of a 2nd Floor remodel. The Library enclosed the children's area, created a teen room out of an office and storage room, and added color, interactive play pieces, and new furnishings. At the end of this fiscal year, the library encountered a ransomware attack on its staff server. On April 28th it was discovered that a significant portion of our staff server had been encrypted and was being held ransom by an unknown source. DCPL did not pay the ransom. The server had to be reset and data needed to be restored. The Library was unable to restore the most current back-ups and the data that could be restored was one year old. Staff worked diligently to reenter any lost data. Also, during this reporting period the Library engaged in a number of noteworthy activities: The Daviess County Library Friends of the Library group became a 501C3 non-profit organization. This will enable them to partner with the Library for grant opportunities and to better fundraise. The Library became a Harvest Owensboro educational gardening site by providing garden space on an empty lot adjacent to the facility. This was organized by Leadership Owensboro Class of 2017. After the completion of the 2nd floor remodel, the Library celebrated with a Grand Opening event that was open to the public. Hosted the Western Region Director's Retreat and provided 2 workshops: one on writing a productive employee manual and one on using social media effectively. Contracted with Bill Waltrip from Leadership Strategies to provide a series of leadership training for the Library's management team. Received a donation of outdoor musical</p>
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instruments (placed in the Library's reading garden) from the Owensboro Kiwanis Club. Worked on a couple of changes to our classification of material. Reclassified television series on DVD and Music on CD to make them easier to shelve and to find. Created new patron codes to accommodate the changing needs of our patrons and streamline the procedures for staff. The Library's longtime Kentucky Room Manager became the new Daviess County Clerk and was replaced with longtime staff member, Savannah Warren. The Library was nominated for the Owensboro Chamber of Commerce Education and Workforce Development Award. Awarded a grant from the Public Life Foundation for \$20,000 to fund the library to become a Family Place Library. The money will be used to train staff. Director participated in Estes Elementary Career Day by visiting with students and educating them on the job of librarian. Began a series of fitness classes geared toward all ages in partnership with local trainers. Began a program called Tech Training by Appointment One on One Genealogy in partnership with the Church of Jesus Christ and Latter Day Saints.

## 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?

No

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.

None