

Daviness County Public Library District 2020 Kentucky Annual Report of Public Libraries

General Information (A1 - A16)

| | | |
|--|------------------------------|--|
| A1 | County | Daviess |
| A2 | Estimated Population | 101,511 |
| A3 | Library Name | Daviess 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 | 6.30 |
| A15 | Personal | 7.57 |
| 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 | \$4,707,510 |
| B2 | Other | \$0 |
| B3 | Local Government Revenue Total (B1 + B2): | \$4,707,510 |
| State Government Revenue | | |
| B4 | State Aid Grant | \$42,395 |
| B5 | Construction Debt-Assistance Grant | \$64,000 |
| B6 | Other State Government Revenue | \$250 |
| B7 | State Government Revenue Total (sum B4 through B6) | \$106,645 |
| Federal Government Revenue | | |
| B12 | Federal Government Revenue | \$0 |
| B13 | Federal Government Revenue Total | \$0 |
| Other Operating Income | | |
| B14 | Other Operating Revenue | \$173,391 |
| B15 | Total Operating Revenue (B3 + B7 + B13 + B14): | \$4,987,546 |

Operating Expenditures (C1 - C42)

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

Collection Expenditures

| | | |
|----|--|-----------|
| C1 | Print Materials | \$160,645 |
| C2 | Electronic Materials Expenditures | \$163,082 |
| C3 | Audiovisual Materials | \$81,417 |
| C4 | Electronic Collections [databases] | \$77,890 |
| C5 | Other Library Materials | \$8,782 |
| C6 | Collection Expenditures Total (C1 through C5) | \$491,816 |

Salary Expenditures

| | | |
|-----|--|-------------|
| C7 | Library Director | \$115,137 |
| C8 | Other Library Personnel | \$1,782,494 |
| C10 | Salary Expenditures Total (C7 + C8) | \$1,897,631 |

Fringe Benefits

| | | |
|-----|--------------------------|-----------|
| C11 | Required Fringe Benefits | \$140,552 |
| C12 | | \$405,554 |

| | | |
|-----|---|--|
| | Retirement (Employer's Share) | |
| C13 | Medical Insurance (Employer's Share) | \$247,074 |
| C14 | Other | \$12,638 |
| C15 | Fringe Benefits Total (C11 + C12 + C13 + C14): | \$805,818 |
| C16 | Total Staff Expenditures (C10 + C15) | \$2,703,449 |
| | Other Operations | |
| C17 | Building Repair | \$22,948 |
| C18 | Building Maintenance | \$50,038 |
| C20 | Office Supplies, Program Supplies, Postage | \$117,017 |
| C21 | Insurance | \$50,589 |
| C22 | Public Relations | \$17,869 |
| C23 | Utilities | \$134,115 |
| C24 | Professional Fees | \$63,893 |
| C25 | Audit Fee | \$15,415 |
| C26 | Fiscal Year that Audit Covers | FY 2018-2019 |
| C27 | What year was the library's last long range plan adopted? | 2015 |
| C28 | Repair and Replacement of Furnishings | \$6,604 |
| C29 | Other | \$30,644 |
| C30 | Specify | Memorials/Contributions/Grant Purchases |
| C31 | Other | \$17,531 |
| C32 | Specify | Collecton Fees/Staff Purchases/Sales & Use Tax/State Registration Fee/Telephone/Auto/Misc. |
| C33 | Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31) | \$526,663 |
| C34 | Bookmobile/Extended Services | \$0 |
| C35 | Continuing Education | \$22,223 |
| C36 | Operating Expenditures for Electronic Access | \$202,178 |
| C37 | Total Operating Expenditures (C6 + C16) | \$3,946,329 |

+ C33 + C34 + C35 +
C36):

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

C38 Capital Outlay Expenditures \$43,159

C39 Debt Service \$540,685

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 No

Bookmobile/Extended Services No

Continuing Education No

None of the Above Yes

COVID Related Information (D1 - D16)

- D1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- 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 to the public during the Coronavirus (COVID-19) pandemic? Yes
- D7 Did the library provide 'outside' service for Yes

- circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?
- 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? Yes
- D12 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- D13 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

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

| | | |
|-----|--|---|
| | Total Recordings of Program Content | |
| D15 | Total Views of Recorded Program Content | 4,515 |
| D16 | Describe the Library's Response to the COVID-19 Pandemic | The library was closed to the public from March 16, 2020 through June 8, 2020 in response to the COVID-19 pandemic. We were able to offer a continuation of service during this time by providing access to digital material and creating virtual programs. After opening our building back up to the public, we implemented a curbside delivery program that will be a permanent new service. During this closure, all full time staff was able to work from home and part time employees were placed on furlough until regular hours resumed on July 8, 2020. |

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-661WAE |
| F2 | Vehicle Year, Make, and Model | 2016 Honda Odyssey |
| F3 | Mileage on Odometer | 11,635 |
| F4 | Owner of Vehicle | locally |
| F5 | Number of Stops in an Average Week | 13 |
| F1 | License Number | KY-729152 |
| F2 | Vehicle Year, Make, and Model | 2016 Honda HR-V |
| F3 | Mileage on Odometer | 29,793 |
| F4 | Owner of Vehicle | locally |
| F5 | Number of Stops in an Average Week | 21 |

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 |
| G9.1 | Number of Weeks Bookmobile was Closed Due to COVID-19 | 0 |
| G9.2 | Number of Weeks Bookmobile Had Limited Occupancy Due to COVID-19 | 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 | 543,089 |
| H13 | Number of Registered Users | 77,103 |
| H14 | Number of Uses [Sessions] of Public Internet Computers Per Year | 90,293 |
| H15 | Reference Transactions | 223,254 |
| | 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 | Total Hours Open to the Public (H16c + H16f + H1i + H16l + H16o + H16r + H16u) | 72.00 |
| H17.2 | Number of Weeks Main Library was Closed Due to COVID-19 | 12 |
| H17.3 | Number of Weeks Main Library Had Limited Occupancy Due to COVID-19 | 4 |
| H18 | Number of Weeks Main Library is Open | 36 |
| H19 | Does your library have a Friends group? | |
| | Yes | Yes |
| | No | No |

Facility Info (I1 - I32)

Square Footage

| | | |
|----|---|--------|
| I1 | Main Library (from H8) | 51,000 |
| I2 | Branch Libraries (sum of E8 branch data) | 0 |
| I3 | Total (I1 + I2) | 51,000 |

Number of Meetings Held

| | | |
|-----|--|---|
| I10 | Main Library (from H11) | 0 |
| I11 | Branch Libraries (sum of E11 branch data) | 0 |
| I12 | Total (I10 + I11) | 0 |

Library Visits

| | | |
|-----|--|---------|
| I13 | Main Library (from H12) | 543,089 |
| I14 | Branch Libraries (sum of E12 branch data) | 0 |
| I15 | Bookmobiles (sum of G5 branch data) | 0 |
| I16 | Total (I13 + I14 + I15) | 543,089 |

Number of Registered Users

| | | |
|-----|--------------------------------|--------|
| I17 | Main Library (from H13) | 77,103 |
|-----|--------------------------------|--------|

| | | |
|-----|--|--------|
| I18 | Branch Libraries (sum of 0 E13 branch data) | |
| I19 | Bookmobiles (sum of G6 branch data) | 0 |
| I20 | Total (I17 + I18 + I19) | 77,103 |

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

| | | |
|-----|--|--------|
| I21 | Main Library (from H14) | 90,293 |
| I22 | Branch Libraries (sum of E14 branch data) | 0 |
| I23 | Bookmobiles (sum of G7 branch data) | 0 |
| I24 | Total (I21 + I22 + I23) | 90,293 |

Reference Transactions

| | | |
|-----|--|---------|
| I25 | Main Library (from H15) | 223,254 |
| I26 | Branch Libraries (sum of E15 branch data) | 0 |
| I27 | Bookmobiles (sum of G8 branch data) | 0 |
| I28 | Total (I25 + I26 + I27) | 223,254 |

Public Service Hours per Year

| | | |
|-----|--|----------|
| I29 | Main Library (H17 * H18) | 2,592.00 |
| 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) | 2,592.00 |

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 11.00

| | | |
|----|---|-------|
| | Number of Librarians with an ALA Accredited Master's Degree in Library Science | |
| 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 | .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 | Total Librarians (J1 + J2 + J3 + J4 + J5 + J6): | 28.00 |
| J8 | All Other Paid Staff | 21.50 |
| J9 | Total Paid Employees (J7 + J8): | 49.50 |

Library Collection (K1 -K17)

Book Collection

| | | |
|----|--------------------------------------|---------|
| K1 | Adult Books (over age 18) | 113,118 |
| K2 | Young Adult Books (ages 12 to 18) | 7,683 |
| K3 | Children's Books (under age 12) | 55,092 |
| K4 | Total (K1 + K2 + K3) | 175,893 |

Digital or Audiovisual Materials

| | | |
|----|--------------------------------|---------|
| K6 | Electronic Books (E- Books) | 182,350 |
|----|--------------------------------|---------|

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 62 KYVL databases ** | 62 |
| K7 | Total Electronic Collections [databases] (K7a+K7b) | 87 |
| K9 | Audio - Physical Units | 9,946 |
| K10 | Audio - Downloadable Units | 50,390 |
| K13 | Video - Physical Units | 20,593 |
| K14 | Video - Downloadable Units | 1,966 |
| K15 | Other Material in Collection | 1,092 |
| K16 | Current Print Serial Subscriptions | 167 |
| K17 | Book/Serial Volumes (K4 + K16) | 176,060 |

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 | 107,573 |
| L2 | All Branches | 0 |
| L3 | Bookmobile/Outreach | 13,217 |
| L4 | Total (L1 + L2 + L3) | 120,790 |

Book Circulation, Young Adult (ages 12 to 18)

| | | |
|----|-----------------------------|--------|
| L5 | Main Library | 15,549 |
| L6 | All Branches | 0 |
| L7 | Bookmobile/Outreach | 0 |
| L8 | Total (L5 + L6 + L7) | 15,549 |

Book Circulation, Children's (under age 12)

| | | |
|-----|-------------------------------|---------|
| L9 | Main Library | 105,777 |
| L10 | All Branches | 0 |
| L11 | Bookmobile/Outreach | 12,202 |
| L12 | Total (L9 + L10 + L11) | 117,979 |

Book Circulation Total

| | | |
|-----|--|---------|
| L13 | Main Library (L1 + L5 + L9) | 228,899 |
| L14 | All Branches (L2 + L6 + L10) | 0 |
| L15 | Bookmobile/Outreach (L3 + L7 + L11) | 25,419 |
| L16 | Total (L4 + L8 + L12) | 254,318 |

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 | 12,316 |
| L22 | All Branches | 0 |
| L23 | Bookmobile/Outreach | 0 |
| L24 | Total (L21 + L22 + L23) | 12,316 |

Audiovisual Circulation Other Audio

| | | |
|-----|--------------------------------|--------|
| L25 | Main Library | 13,537 |
| L26 | All Branches | 0 |
| L27 | Bookmobile/Outreach | 0 |
| L28 | Total (L25 + L26 + L27) | 13,537 |

Audiovisual Circulation Videos

| | | |
|-----|--------------------------------|---------|
| L29 | Main Library | 200,936 |
| L30 | All Branches | 0 |
| L31 | Bookmobile/Outreach | 0 |
| L32 | Total (L29 + L30 + L31) | 200,936 |

Audiovisual Circulation Other

| | | |
|-----|--------------------------------|-------|
| L33 | Main Library | 7,622 |
| L34 | All Branches | 0 |
| L35 | Bookmobile/Outreach | 0 |
| L36 | Total (L33 + L34 + L35) | 7,622 |

Audiovisual Circulation Total

| | | |
|-----|--|---------|
| L37 | Main Library (L21 + L25 + L29 + L33) | 234,411 |
| L38 | All Branches (L22 + L26 + L30 + L34) | 0 |
| L39 | Bookmobile/Outreach (L23 + L27 + L31 + L35) | 0 |
| L40 | Total (L24 + L28 + L32 + L36) | 234,411 |

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 | 5,845 |
| L42 | All Branches | 0 |
| L43 | Bookmobile/Outreach | 0 |
| L44 | Total (L41 + L42 + L43) | 5,845 |

Total Circulation

| | | |
|-----|--|---------|
| L45 | Main Library (L13 + L37 + L41) | 469,155 |
| L46 | All Branches (L14 + L38 + L42) | 0 |
| L47 | Bookmobile/Outreach (L15 + L39 + L43) | 25,419 |

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 | 157,513 |
| L49 | Total Circulation (L16 + L40 + L44 + L48) | 652,087 |

L50 Successful Retrieval of Electronic Information 190,592

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 | 150,515 |
| L52 | All Branches | 0 |
| L53 | Bookmobile/Outreach | 12,202 |
| L54 | Total (L51 + L52 + L53) | 162,717 |

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 | 6024 |

Interlibrary Cooperation (N1 - N6)

Loaned To

| | | |
|----|-------------------------|--------------|
| N1 | Print | 2,393 |
| N2 | Nonprint | 1,599 |
| N3 | Total (N1 + N2): | 3,992 |

Borrowed From

| | | |
|----|-------------------------|--------------|
| N4 | Print | 902 |
| N5 | Nonprint | 463 |
| N6 | Total (N4 + N5): | 1,365 |

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 | 186 |
| O2 | All Branches | 0 |
| O3 | Bookmobile/Outreach | 523 |
| O4 | Total (O1 + O2 + O3) | 709 |

Infant/Toddler/Preschool - *number of attendees*

| | | |
|----|-----------------------------|--------|
| O5 | Main Library | 5,327 |
| O6 | All Branches | 0 |
| O7 | Bookmobile/Outreach | 11,160 |
| O8 | Total (O5 + O6 + O7) | 16,487 |

Elementary School - *number of programs*

| | | |
|-----|--------------------------------|-----|
| O17 | Main Library | 6 |
| O18 | All Branches | 0 |
| O19 | Bookmobile/Outreach | 196 |
| O20 | Total (O17 + O18 + O19) | 202 |

Elementary School - *number of attendees*

| | | |
|-----|--------------------------------|-------|
| O21 | Main Library | 191 |
| O22 | All Branches | 0 |
| O23 | Bookmobile/Outreach | 4,455 |
| O24 | Total (O21 + O22 + O23) | 4,646 |

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

| | | |
|-----|--------------------------------|----|
| O25 | Main Library | 91 |
| O26 | All Branches | 0 |
| O27 | Bookmobile/Outreach | 5 |
| O28 | Total (O25 + O26 + O27) | 96 |

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

| | | |
|-----|--------------------------------|-------|
| O29 | Main Library | 1,060 |
| O30 | All Branches | 0 |
| O31 | Bookmobile/Outreach | 79 |
| O32 | Total (O29 + O30 + O31) | 1,139 |

Adult Programs - *number of programs*

| | | |
|-----|--------------------------------|-----|
| O33 | Main Library | 183 |
| O34 | All Branches | 0 |
| O35 | Bookmobile/Outreach | 133 |
| O36 | Total (O33 + O34 + O35) | 316 |

Adult Programs - *number of attendees*

| | | |
|-----|--------------|-------|
| O37 | Main Library | 3,048 |
| O38 | All Branches | 0 |

| | | |
|-----|-------------------------|-------|
| O39 | Bookmobile/Outreach | 2,702 |
| O40 | Total (O37 + O38 + O39) | 5,750 |

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

| | | |
|-----|-------------------------|-----|
| O41 | Main Library | 124 |
| O42 | All Branches | 0 |
| O43 | Bookmobile/Outreach | 3 |
| O44 | Total (O41 + O42 + O43) | 127 |

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

| | | |
|-----|-------------------------|-------|
| O45 | Main Library | 6,345 |
| O46 | All Branches | 0 |
| O47 | Bookmobile/Outreach | 792 |
| O48 | Total (O45 + O46 + O47) | 7,137 |

Total Number Of Programs:

| | | |
|-----|--|-------|
| O49 | Main Library (O1 + O17 + O25 + O33 + O41) | 590 |
| O50 | All Branches (O2 + O18 + O26 + O34 + O42) | 0 |
| O51 | Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43) | 860 |
| O52 | Total (O4 + O20 + O28 + O36 + O44) | 1,450 |

Total Program Attendance:

| | | |
|-----|--|--------|
| O53 | Main Library (O5 + O21 + O29 + O37 + O45) | 15,971 |
| O54 | All Branches (O6 + O22 + O30 + O38 + O46) | 0 |
| O55 | Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47) | 19,188 |
| O56 | Total (O8 + O24 + O32 + O40 + O48) | 35,159 |

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 | 16 |
| Q2 | Number of People Formally Trained by Staff to Use Electronic Resources | 20 |
| Q3 | Does the library provide wireless internet access (Wi-Fi) for patrons? | Yes |
| Q4 | Wireless Sessions - Annually | 68,071 |
| Q5 | Website Visits | 314,429 |

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 | Fiscal year 2019/2020 was a unique year for the library. After becoming the victim of a ransomware attack at the end April, 2019, much of the first part of the year was busy with restoring and reworking our network and servers. A full inventory of the library's material holdings was also necessary in order to reconstruct our catalog. In addition to this incident, the library was closed to the public from March 16, 2020 through June 8, 2020 in response to the COVID-19 pandemic. We were able to offer a continuation of service during this time by providing access to digital material and creating virtual programs. After opening our building back up to the public, we implemented a curbside delivery program that will be a permanent new service. During this closure, all full time staff was able to work from home and part time employees were placed on furlough until regular hours resumed on July 8, 2020. Some other highlights during this year: • Began circulation of passes to the Edge Ice Center. • Hired a new Marketing Coordinator, Tiffani Henry. • Hired a commercial photographer to take library photos to be used for marketing purposes. • Acoustic panels added to children's area. • Received a \$6,000 grant from the Hospital and partnered with the Owensboro Parks Department to install a Story Walk at Moreland Park. • Worked with the Census Committee for their planning meetings and training. • Worked with the Daviess County Circuit Clerk's Office on the new Driver's License rollout by hosting information sessions. • Worked with GRADD on a Transportation Survey. • Hosted a Help-Portrait program. • Became the first Family Place Library in Kentucky. • Won the Chamber of Commerce 2020 Education and Workforce Development |
|----|---|--|

of the Year Award. • Senate Bill 5 - This bill would require that any proposed increase in property taxes rates over compensating rate would need to be approved by the Fiscal Court. • Partnered with Grow with Google and received a Grant to present small business workshops. • Customer Service policy was approved. • State Aid for Libraries was eliminated.

Board Policies (T1 - T10)

Click on the check box if you have you 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 |