

# Boyle County Public Library

## 2019 Kentucky Annual Report of Public Libraries

### General Information (A1 - A16)

A1	County	Boyle
A2	Estimated Population	29,958
A3	Library Name	Boyle County Public Library
Street Address		
A4	Street Address	307 West Broadway
A5	City	Danville
A6	Zip Code	40422
Mailing Address		
A8	Mailing Address	307 West Broadway
A9	City	Danville
A10	Zip Code	40422
A12	Phone	(859) 238-7323
Tax Rates (expressed as per \$100; i.e., 20.0 or 3.75)		
A14	Real	7.7
A15	Personal	10.9
A16	Motor Vehicle/Water Craft	3.5

### Operating Revenue (B1 - B15)

DO NOT REPORT CAPITAL REVENUE IN THIS SECTION. They are reported as Item #C40. Examples of revenue to be used for major capital expenditures include funds received for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g. fines) or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

E-rate -- If there is an invoice sent to the library that indicates the amount of the e-rate discount (i.e., supported by documentation), then the library can report this as an expenditure under Other Operating Expenditures (Item C29 or C31). In such a case, the library should also report the e-rate funds that supported the discount in Other Operating Revenue (Item B14)). If no such documentation can be identified, then the amount should not be reported as either revenue or expenditure.

#### Local Government Revenue

B1	Library Tax	\$1,200,000
B2	Other	\$0
B3	<b>Local Government Revenue Total (B1 + B2):</b>	<b>\$1,200,000</b>

#### State Government Revenue

B4	State Aid Grant	\$18,107
B5	Construction Debt-Assistance Grant	\$105,000

B6	Other State Government Revenue	\$3,000
B7	<b>State Government Revenue Total (sum B4 through B6)</b>	\$126,107
Federal Government Revenue		
B12	Federal Government Revenue	\$0
B13	<b>Federal Government Revenue Total</b>	\$0
Other Operating Income		
B14	Other Operating Revenue	\$147,407
B15	<b>Total Operating Revenue (B3 + B7 + B13 + B14):</b>	\$1,473,514

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

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

#### Collection Expenditures

C1	Print Materials	\$84,104
C2	Electronic Materials Expenditures	\$8,799
C3	Audiovisual Materials	\$31,573
C4	Electronic Collections [databases]	\$14,566
C5	Other Library Materials	\$3,424
C6	<b>Collection Expenditures Total (C1 through C5)</b>	\$142,466

#### Salary Expenditures

C7	Library Director	\$64,909
C8	Other Library Personnel	\$693,389
C10	<b>Salary Expenditures Total (C7 + C8)</b>	\$758,298

#### Fringe Benefits

C11	Required Fringe Benefits	\$63,343
C12	Retirement (Employer's Share)	\$46,006
C13	Medical Insurance (Employer's Share)	\$107,073
C14	Other	\$6,882
C15	<b>Fringe Benefits Total (C11 + C12 + C13 + C14):</b>	\$223,304
C16	<b>Total Staff Expenditures (C10 + C15)</b>	\$981,602

#### Other Operations

C17	Building Repair	\$15,266
C18	Building Maintenance	\$18,340
C20	Office Supplies, Program Supplies, Postage	\$21,405

C21	Insurance	\$12,388
C22	Public Relations	\$21,894
C23	Utilities	\$46,688
C24	Professional Fees	\$32,518
C25	Audit Fee	\$5,300
C26	Fiscal Year that Audit Covers	FY 2017-2018
C27	What year was the library's last long range plan adopted?	2017
C28	Repair and Replacement of Furnishings	\$7,346
C29	Other	\$4,808
C30	Specify	miscellaneous
C31	Other	\$2,580
C32	Specify	telephone
C33	<b>Total Other Operating Expenditures (C17 + C18 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29 + C31)</b>	\$188,533
C34	Bookmobile/Extended Services	\$3,721
C35	Continuing Education	\$13,461
C36	Operating Expenditures for Electronic Access	\$59,720
C37	<b>Total Operating Expenditures (C6 + C16 + C33 + C34 + C35 + C36):</b>	\$1,389,503

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	\$17,800
C39	Debt Service	\$345,265

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	\$623,207
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C40b	State - Capital Revenue	\$0
C40c	Federal - Capital Revenue	\$0
C40d	Other - Capital Revenue	\$11,868
C40	<b>Total Capital Revenue (C40a through C40d)</b>	\$635,075
C41	Income from loans, bond issues, or other income not reported elsewhere	\$0
C42	- Did you spend state aid funds on any of the following? (check all that apply)	
	Collection Expenditures	Yes
	Bookmobile/Extended Services	Yes
	Continuing Education	Yes
	None of the Above	No

### **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	C4211
F2	Vehicle Year, Make, and Model	2013 Dodge Grand Caravan SXT
F3	Mileage on Odometer	60,460
F4	Owner of Vehicle	locally
F5	Number of Stops in an Average Week	16

### **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	C6814
G3	Vehicle Year, Make, and Model	2016 Ford Transit 350
G4	Owner of Vehicle	locally
G5	Bookmobile Visits (number of persons entering the bookmobile)	2,809
G6	Number of Registered Users	605

G7	Number of Uses [Sessions] of Public Internet Computers Per Year	0
G8	Reference Transactions	93
G9	Hours on the Road Per Week (but not serving patrons)	2.8
G9a	Sunday - Daily Hours Open to the Public	0
G9b	Monday - Daily Hours Open to the Public	2.2
G9c	Tuesday - Daily Hours Open to the Public	2.2
G9d	Wednesday - Daily Hours Open to the Public	2.2
G9e	Thursday - Daily Hours Open to the Public	2.2
G9f	Friday - Daily Hours Open to the Public	2.2
G9g	Saturday - Daily Hours Open to the Public	0
G9.3	Number of Weeks Bookmobile is Open	49
G9.3a	Total Number of Weeks Bookmobiles are Open (Sum of all G9.3)	49.00
G10	Total Hours for Bookmobiles in an Average Week (G9a + G9b + G9c + G9d + G9e + G9f + G9g)	11.00
G11	Number of Bookmobiles	1

## Main Library (H1 - H19)

This is one type of single outlet library or the library which is the operational center of a multiple outlet library. Usually all processing is centralized here and the principal collections are housed here.

H1	Library Name	Boyle County Public Library
H2	Street Address	307 West Broadway
H3	City	Danville
H4	Zip Code	40422
H6	Phone	(859) 238-7323
H8	Square Footage	43,910
H11	Number of Meetings Held	511
H12	Library Visits	151,343
H13	Number of Registered Users	20,409

H14	Number of Uses [Sessions] of Public Internet Computers Per Year	19,445
H15	Reference Transactions Hours Open to the Public	2,908
H16a	Sunday Opening Time	1:00
H16b	Sunday Closing Time	5:00
H16c	Hours	4.00
H16d	Monday Opening Time	9:00
H16e	Monday Closing Time	8:00
H16f	Hours	11.00
H16g	Tuesday Opening Time	9:00
H16h	Tuesday Closing Time	5:30
H16i	Hours	8.50
H16j	Wednesday Opening Time	9:00
H16k	Wednesday Closing Time	5:30
H16l	Hours	8.50
H16m	Thursday Opening Time	9:00
H16n	Thursday Closing Time	8:00
H16o	Hours	11.00
H16p	Friday Opening Time	9:00
H16q	Friday Closing Time	5:30
H16r	Hours	8.50
H16s	Saturday Opening Time	9:00
H16t	Saturday Closing Time	5:00
H16u	Hours	8.00
H17	Total Hours Open to the Public (H16c + H16f + H16i + H16l + H16o + H16r + H16u)	59.50
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	Main Library (from H8)	43,910
I2	Branch Libraries (sum of E8 branch data)	0
I3	Total (I1 + I2)	43,910

### Number of Meetings Held

I10	Main Library (from H11)	511
I11	Branch Libraries (sum of E11 branch data)	0

I12	Total (I10 + I11)	511
Library Visits		
I13	Main Library (from H12)	151,343
I14	Branch Libraries (sum of E12 branch data)	0
I15	Bookmobiles (sum of G5 branch data)	2,809
I16	Total (I13 + I14 + I15)	154,152
Number of Registered Users		
I17	Main Library (from H13)	20,409
I18	Branch Libraries (sum of E13 branch data)	0
I19	Bookmobiles (sum of G6 branch data)	605
I20	Total (I17 + I18 + I19)	21,014
Number of Uses [Sessions] of Public Internet Computers Per Year		
I21	Main Library (from H14)	19,445
I22	Branch Libraries (sum of E14 branch data)	0
I23	Bookmobiles (sum of G7 branch data)	0
I24	Total (I21 + I22 + I23)	19,445
Reference Transactions		
I25	Main Library (from H15)	2,908
I26	Branch Libraries (sum of E15 branch data)	0
I27	Bookmobiles (sum of G8 branch data)	93
I28	Total (I25 + I26 + I27)	3,001
Public Service Hours per Year		
I29	Main Library (H17 * H18)	3,094.00
I30	Branch Libraries (sum of E17 branch data * E17.3a)	0.00
I31	Bookmobiles (sum of G10 bookmobile data * G9.3a)	539.00
I32	Total ( I29 + I30 + I31)	3,633.00

### 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	7.00
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	2.00
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	4.50
J6	Number of Librarians with Less Than a Bachelor's Degree	5.45
J7	<b>Total Librarians (J1 + J2 + J3 + J4 + J5 + J6):</b>	<b>18.95</b>
J8	All Other Paid Staff	2.00
J9	<b>Total Paid Employees (J7 + J8):</b>	<b>20.95</b>

## Library Collection (K1 -K17)

### Book Collection

K1	Adult Books (over age 18)	84,075
K2	Young Adult Books (ages 12 to 18)	2,209
K3	Children's Books (under age 12)	43,338
K4	<b>Total (K1 + K2 + K3)</b>	<b>129,622</b>

### Digital or Audiovisual Materials

K6	Electronic Books (E-Books)	154,234
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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	9
K7b	State (State Government or State Library) ** Include <b>62 KYVL databases</b> **	62
K7	<b>Total Electronic Collections [databases] (K7a+K7b)</b>	71
K9	Audio - Physical Units	9,684
K10	Audio - Downloadable Units	35,153
K13	Video - Physical Units	8,345
K14	Video - Downloadable Units	1,939
K15	Other Material in Collection	759
K16	Current Print Serial Subscriptions	105
K17	<b>Book/Serial Volumes (K4 + K16)</b>	129,727

### **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	63,855
L2	All Branches	0
L3	Bookmobile/Outreach	10,597
L4	<b>Total (L1 + L2 + L3)</b>	74,452

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

L5	Main Library	4,398
L6	All Branches	0
L7	Bookmobile/Outreach	0
L8	<b>Total (L5 + L6 + L7)</b>	4,398

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

L9	Main Library	57,350
L10	All Branches	0
L11	Bookmobile/Outreach	3,495
L12	<b>Total (L9 + L10 + L11)</b>	60,845

#### Book Circulation Total

L13	<b>Main Library (L1 + L5 + L9)</b>	125,603
L14	<b>All Branches (L2 + L6 + L10)</b>	0
L15	<b>Bookmobile/Outreach (L3 + L7 + L11)</b>	14,092
L16	<b>Total (L4 + L8 + L12)</b>	139,695

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	6,677
L22	All Branches	0
L23	Bookmobile/Outreach	913
L24	<b>Total (L21 + L22 + L23)</b>	7,590

#### Audiovisual Circulation Other Audio

L25	Main Library	1,771
L26	All Branches	0
L27	Bookmobile/Outreach	0
L28	<b>Total (L25 + L26 + L27)</b>	1,771

#### Audiovisual Circulation Videos

L29	Main Library	30,564
L30	All Branches	0
L31	Bookmobile/Outreach	297
L32	<b>Total (L29 + L30 + L31)</b>	30,861

#### Audiovisual Circulation Other

L33	Main Library	0
L34	All Branches	0
L35	Bookmobile/Outreach	0
L36	<b>Total (L33 + L34 + L35)</b>	0
<b>Audiovisual Circulation Total</b>		
L37	<b>Main Library (L21 + L25 + L29 + L33)</b>	39,012
L38	<b>All Branches (L22 + L26 + L30 + L34)</b>	0
L39	<b>Bookmobile/Outreach (L23 + L27 + L31 + L35)</b>	1,210
L40	<b>Total (L24 + L28 + L32 + L36)</b>	40,222

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	2,304
L42	All Branches	0
L43	Bookmobile/Outreach	2,815
L44	<b>Total (L41 + L42 + L43)</b>	5,119

#### Total Circulation

L45	<b>Main Library (L13 + L37 + L41)</b>	166,919
L46	<b>All Branches (L14 + L38 + L42)</b>	0
L47	<b>Bookmobile/Outreach (L15 + L39 + L43)</b>	18,117

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	32,258
L49	<b>Total Circulation (L16 + L40 + L44 + L48)</b>	217,294
L50	Successful Retrieval of Electronic Information	33,645

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	62,846
L52	All Branches	0
L53	Bookmobile/Outreach	3,495
L54	<b>Total (L51 + L52 + L53)</b>	66,341

#### 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	In house
M2	Use Statistics	2561

### Interlibrary Cooperation (N1 - N6)

Loaned To

N1	Print	569
N2	Nonprint	0
N3	<b>Total (N1 + N2):</b>	569

Borrowed From

N4	Print	918
N5	Nonprint	0
N6	<b>Total (N4 + N5):</b>	918

### 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	108
O2	All Branches	0
O3	Bookmobile/Outreach	65
O4	<b>Total (O1 + O2 + O3)</b>	173

Infant/Toddler/Preschool - *number of attendees*

O5	Main Library	4,168
O6	All Branches	0
O7	Bookmobile/Outreach	1,493
O8	<b>Total (O5 + O6 + O7)</b>	5,661

Elementary School - *number of programs*

O17	Main Library	74
O18	All Branches	0
O19	Bookmobile/Outreach	51
O20	<b>Total (O17 + O18 + O19)</b>	125

Elementary School - *number of attendees*

O21	Main Library	2,442
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O22	All Branches	0
O23	Bookmobile/Outreach	271
O24	<b>Total (O21 + O22 + O23)</b>	2,713

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

O25	Main Library	79
O26	All Branches	0
O27	Bookmobile/Outreach	0
O28	<b>Total (O25 + O26 + O27)</b>	79

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

O29	Main Library	832
O30	All Branches	0
O31	Bookmobile/Outreach	0
O32	<b>Total (O29 + O30 + O31)</b>	832

Adult Programs - *number of programs*

O33	Main Library	728
O34	All Branches	0
O35	Bookmobile/Outreach	53
O36	<b>Total (O33 + O34 + O35)</b>	781

Adult Programs - *number of attendees*

O37	Main Library	7,051
O38	All Branches	0
O39	Bookmobile/Outreach	675
O40	<b>Total (O37 + O38 + O39)</b>	7,726

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

O41	Main Library	46
O42	All Branches	0
O43	Bookmobile/Outreach	96
O44	<b>Total (O41 + O42 + O43)</b>	142

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

O45	Main Library	1,975
O46	All Branches	0
O47	Bookmobile/Outreach	4,126
O48	<b>Total (O45 + O46 + O47)</b>	6,101

Total Number Of Programs:

O49	<b>Main Library (O1 + O17 + O25 + O33 + O41)</b>	1,035
O50	<b>All Branches (O2 + O18 + O26 + O34 + O42)</b>	0
O51	<b>Bookmobile/Outreach (O3 + O19 + O27 + O35 + O43)</b>	265
O52	<b>Total (O4 + O20 + O28 + O36 + O44)</b>	1,300

## Total Program Attendance:

O53	Main Library (O5 + O21 + O29 + O37 + O45)	16,468
O54	All Branches (O6 + O22 + O30 + O38 + O46)	0
O55	Bookmobile/Outreach (O7 + O23 + O31 + O39 + O47)	6,565
O56	Total (O8 + O24 + O32 + O40 + O48)	23,033

## Intellectual Freedom (P1 - P6)

P1	Title of Challenged Work
P2	Type of Work
P3	Grounds for Challenge
P4	Initiator of Challenge
P5	Status of Material
P6	Comments

## Technology (Q1 - Q5)

Q1	Number of Internet Computers Used by General Public	58
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	57
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	Yes
Q4	Wireless Sessions - Annually	69,930
Q5	Website Visits	88,395

## 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.	""""""Fiscal Year 2019 was a year of strengthening and consolidation for our internal organization and resources, and a year of expansion for our external partnerships and public activities. As a continuation of our internal staff restructuring begun two years ago, we undertook significant training of our new management team in areas such as communication, team building, conflict resolution, and coaching. This training was useful in identifying each manager's skills, strengths, and areas for improvement. Further work in this will involve more staff members and allow managers to practice these techniques as they supervise their departments. A significant accomplishment was revamping the library's compensation package and pay scale. This revision simplified the pay scale, defined skill sets that are required for each pay grade, and addressed small imbalances in job responsibilities that, over time, became evident in the old compensation structure. The new pay scale emphasizes ongoing training and education, and gives appropriate recognition to the new staff organizational structure. A third component of the library's internal strengthening was in the
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self-assessment and training undertaken by the library board. Five board members achieved state certification as a library trustee, four more board members are enrolled in the certification process, and the board spent considerable time reviewing tasks and responsibilities inherent in the running of a library, whether as a board member or a staff member. Further board training will come from this assessment. Fiscal Year 2019 was an expansive year for the library in community partnerships and events, in public relations and marketing, and in staffing for areas of public service. During the first half of the year, the library hosted a major traveling exhibit, "Science in Play 2 Go," that brought over 10,000 visitors to the library. The SiP2Go exhibit was a tremendous vehicle that linked the library to the local schools more closely than had been true before. The latter half of the year saw the completion of a new library website. This process was lead by the PR and IT managers, involved many staff and board members, and was very successfully completed in just four months. Additionally, the PR department created a Marketing Plan that defines future work in the use of surveys for determining public needs. During 2018 and 2019, the library entered into new partnerships with other local organizations and was able to be the location of many community-wide events. These partnerships emphasize the library's support of and contribution to early childhood literacy (Danville Boyle Early Childhood Alliance), workforce development (Develop Danville's Lunch and Learn program), and cultural history (Soul of Second Street and Great American Dollhouse Museum.) The library also added a full time Young Adult Services librarian (a goal of the long range plan) and filled several positions, both part time and full time, in Programming, Outreach, Youth Services, and Public Services. Future plans for Fiscal Year 2020 include the long-awaited space and needs assessment that has been part of our long range plan. The launch of that assessment is slated for early September 2019 and will involve the full staff, the library board, and input from the public. The remainder of the fiscal year will involve changes in the internal layout of our ten-year-old building, both small and large. The operating budget was approved with renovation expenses in mind and the board is cognizant of the need to earmark funds for larger renovations to the circulation desk area, some of the open spaces on the upper floor, and for some renovation of office spaces. The Outreach and Technology committee of the board is also beginning discussions about different types of outreach in more remote parts of the county that will likely include purchasing equipment. The financial position of the library is strong and sufficient to fund these carefully considered renovations and expansion of services. Library administrators are monitoring ongoing health insurance costs which continue to increase at a somewhat alarming rate. The next insurance renewal will likely have to be carefully considered as a major factor in the library's compensation package. The major focus of Fiscal Year 2020 will be matching interior renovations to identified service needs for the community.

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## 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
		Yes

T6	Open Records Policy	
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?

number of volunteer hours donated to the library by community members

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.

The Annual Report generally gets easier to complete each year. We have finally (I think) started tracking each month all the data points that we need to report yearly.