

Fairfield Public Library  
162nd Annual Report, FY 2015-2016

**General Fund**

	<u>Actual 14-15</u>	<u>Budget 15-16</u>	<u>Actual 15-16</u>
<b>Funds Available to Library</b>			
City General Fund	303,609	321,767	283,456
4432 · Direct State Aide	3,440	3,440	3,429
4433 · Open Access	4,486	4,000	2,984
4434 · Access Plus (Interlibrary Loans out)	915	900	927
4440 · Interlibrary Loan Fees (in)	977	800	952
4465 · Library Services (Jeff County)	66,000	66,000	67,500
4470 · Town Contracts	5,425	5,400	5,425
4501 · Library Concessions		7,400	13,198
Copies	7,319		
Pay phone	100		
Room maintenance fees	3,379		
4502 · Library Fees	17,852	17,000	16,199
<b>Total Funds Available</b>	<b><u>\$ 413,502</u></b>	<b><u>\$ 426,707</u></b>	<b><u>\$ 394,070</u></b>
<b>Disbursements</b>			
<b>Personnel Services</b>			
6010 · Salaries FT	212,040	202,352	188,737
6020 · Salaries PT	65,630	86,089	72,495
6110 · FICA	20,546	22,066	19,489
6130 · IPERS			
6150 · Group Insurance			
6160 · Workers compensation			
6220 · Subscriptions	313	375	313
6230 · Training	-	300	277
6240 · Meetings & conferences	988	1,500	1,401
<b>Total Personnel Services</b>	<b><u>\$ 299,516</u></b>	<b><u>\$ 312,682</u></b>	<b><u>\$ 282,712</u></b>
<b>Services &amp; Commodities</b>			
6310 · Building maintenance & repair	40,788	35,000	37,951
6350 · Operations equipment repair	489	1,000	281
6371 · Electric & Gas expense	25,132	33,500	28,076
6373 · Telecommunications	2,626	3,075	2,979
6408 · Insurance expense	-	-	
6414 · Printings & publishing	390	1,150	335
6499 · Other contractual services	22,577	17,500	17,533
6502 · Library materials	8,317	8,000	10,154
6506 · Office supplies	9,553	10,300	10,024
6508 · Postage and shipping	4,115	4,500	4,024
<b>Total Services &amp; Commodities</b>	<b><u>\$ 113,986</u></b>	<b><u>\$ 114,025</u></b>	<b><u>\$ 111,358</u></b>
<b>Total Disbursements</b>	<b><u>\$ 413,502</u></b>	<b><u>\$ 426,707</u></b>	<b><u>\$ 394,070</u></b>

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**Memorial Fund**

	<b>2014-2015</b>	<b>2015-2016</b>
<b>Balance July 1</b>	<b>\$ 4,284</b>	<b>\$ 6,652</b>
<b>Receipts</b>		
Adopt-an-Author	282	329
Adopt-a-Magazine	90	
Bindery	27	
Booksale	1,575	551
Clerk of Court	250	1,172
Desk donations	315	308
Disc cleaning	36	74
Free film popcorn donations	291	516
Gifts & memorials	4,949	4,251
Grant-FairFest library program	200	
Grant-Summer Reading Program	2,500	300
Interest income from Endowment Fund	3,976	4,821
Interest income from ISB checking		15
Interest income from Passport Account		39
Notary Service	2	
Personal Clearing	104	227
Refunds	1,255	33
Technology Tuesdays	670	80
Voided check #7060 to Bernan		57
<b>Total to account for</b>	<b>\$ 20,804</b>	<b>\$ 19,424</b>
<b>Disbursements</b>		
Replenish credit card account	433	340
Educational programs	2,239	2,637
Library materials	7,778	10,868
Day-long inventory, lunch	75	
Printed deposit tickets-LSB acct	44	
Tech equipment and maintenance	425	669
Licensing fees, movie/notary	562	1,091
Personal clearing		20
QuickBooks program	840	
Refund to Schanfeldt	500	
Safe deposit annual rental fee		29
Transfer to Capital Fund	1,256	
<b>Less disbursements</b>	<b>\$ 14,152</b>	<b>\$ 15,652</b>
<b>Balance June 30</b>	<b>\$ 6,652</b>	<b>\$ 3,771</b>

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**Booksale Fund**

	<b>2014-2015</b>	<b>2015-2016</b>
<b>Balance July 1</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Receipts</b>		
Booksale revenue		10,633
<b>Total to account for</b>		<b>\$ 10,633</b>
<b>Disbursements</b>		
Family Garden Day		236
Mad Scientist Day		158
Summer Reading Program		1,357
TRACES history event		350
<b>Less disbursements</b>		<b>\$ 2,100</b>
<b>Balance June 30</b>	<b>\$ -</b>	<b>\$ 8,532</b>

*This Booksale Fund originated in March 2016 after Friends of the Library dissolved. Trustees approved the use of booksale revenue for expenditures that had been covered by Friends in the past: Library programs and events, minor equipment purchases, etc. not included in the normal operating budget.*

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**Capital Improvement Fund**

	<b>2014-2015</b>	<b>2015-2016</b>
<b>Balance July 1</b>	<b>\$ 66,525</b>	<b>\$ 21,277</b>
<b>Receipts</b>		
Booksale revenue		2,619
Grants for Early Literacy stations	4,655	
Grant from GJCF - Security cameras 50%		3,868
Rental house income	5,000	5,000
<b>Total to account for</b>	<b>\$ 76,180</b>	<b>\$ 32,764</b>
<b>Disbursements</b>		
Book truck		233
Early Literacy stations	13,655	
Fireproof 4-drawer file cabinet	1,404	
Library materials	38,844	27,960
LS2 PAC e-book integration	1,000	
Portable PA, router, printer, lamp, data backup, scanner repair		572
Security cameras 50%		3,868
<b>Less disbursements</b>	<b>\$ 54,903</b>	<b>\$ 32,633</b>
<b>Balance June 30</b>	<b>\$ 21,277</b>	<b>\$ 131</b>

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**Library Endowment Fund**

	<b>2014-2015</b>	<b>2015-2016</b>
<b>Balance July 1</b>	<b>\$ 482,659</b>	<b>\$ 483,625</b>
<b>Receipts</b>		
Stock gain	170	297
Guardian gain	796	(687)
Total to account for	<b>\$ 483,625</b>	<b>\$ 483,234</b>
Disbursements	-	-
<b>Less disbursements</b>	-	-
<b>Balance June 30</b>	<b>\$ 483,625</b>	<b>\$ 483,234</b>

*This Endowment Fund originated in January 1955 with the proviso that donations be invested as a permanent endowment fund, and that income be used for purchasing library materials.*

*The funds are invested in certificates of deposit at local banks. Interest income is regularly deposited into the Memorial Fund and expended for library materials. See the Memorial Fund page of this report: "Interest income from Endowment Fund."*

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**Cash Reconciliation of All Independent Library Funds**

Memorial fund	\$ 3,771	Cash Reconciliation	
Booksale fund	8,532.33	ISB checking account	\$ 12,210
Capital fund	131	CFCU endowment savings	5
Endowment fund	483,234	Passport trust	11,104
	<b>\$ 495,668</b>	Stocks at Edward Jones	1,699
		Guardian fund (endowment)	13,171
		PGSB #11000026: Matures 8/7/17	31,000
		FNB #41165: Matures 7/29/16	145,000
		PGSB #11000037: Matures 2/19/2020	90,000
		PGSB #11000010: Matures 11/03/16	102,000
		ISB #130602: Matures 10/14/18	90,000
		Outstanding checks	(520)
			<hr/>
		Total	<b>\$ 495,668</b>

**Rental House**  
**105 West Jefferson**  
**Managed by Rose Kennedy at Fairfield Farm & Home**

<b>Balance July 1</b>	<b>\$ 6,300</b>
Rental income	8,900
Shaner deposit in	750
Maintenance and expenses	(1,251)
Management fees	(890)
Miller deposit out	(650)
Real estate tax	(2,504)
Replaced the stove	(495)
Transferred to Capital Fund	(5,000)
<b>Balance June 30</b>	<b>\$ 5,160</b>

**FNB Credit Card Account      \$      1,957**

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**Statistical Report - Library Collections**

	<u>FY2014-2015</u>	<u>FY2015-2016</u>
Adult Services collections:		
AV equipment available for loan	20	24
Audio cassette	11	11
Biography	1,287	1,324
Blu-ray	665	716
Book on CD	1,626	1,722
Book on tape	774	764
CD-ROM	63	63
DVD	8,787	9,646
Fiction	14,218	13,950
Garden seed packet	254	254
Large type	2,865	2,581
Music CD	3,342	3,449
New reader	233	233
Nonfiction	23,824	24,651
Pamphlet	380	381
Reference	1,407	1,404
VHS	1,076	314
Youth Services collections:		
Biography	346	326
Hanging bag kit	14	14
Juvenile book on CD	223	237
Juvenile book on tape	43	16
Juvenile DVD	627	738
Juvenile easy reader	708	783
Juvenile fiction	3,507	3,517
Juvenile music CD	160	180
Juvenile nonfiction	4,483	4,592
Juvenile VHS	155	95
Picture book	4,664	4,796
Young adult book on CD	108	118
Young adult fiction	1,930	2,029
Electronic databases		
Magazine subscriptions	188	139
Newspaper subscriptions		6
<b><u>TOTAL UNIQUE TITLES</u></b>	<b><u>77,988</u></b>	<b><u>79,073</u></b>
Downloadable audiobooks	8,490	9,890
Downloadable e-books	20,429	21,370

**Statistical Report - Library Circulation**

<b>BORROWER COUNTS*</b>			
Fairfield adult	6212	Lockridge adult	76
Fairfield juvenile	1158	Lockridge juvenile	25
Rural county adult	1549	Packwood adult	61
Rural county juvenile	362	Packwood juvenile	10
Campus student	402	Pleasant Plain adult	22
Campus staff	143	Pleasant Plain juvenile	6
Libertyville adult	94	Vedic City adult	102
Libertyville juvenile	33	Vedic City juvenile	3
Open Access (out of service area)	7883 circulation		

<b>PROGRAMS</b>			
2015 Programs offered	406	2016 Programs offered	418
2015 Program attendance	10,310	2016 Program attendance	10,893

<b>CIRCULATION COUNTS</b>	<b>6/30/2015</b>		<b>6/30/2106</b>
<b>Adult Services:</b>			
AV equipment loans	163		118
Biography	726	UP	743
Blu-ray	2,611	UP	3,230
Book on CD	4,758	UP	5,099
Book on tape	301		197
CD-ROM	19		13
DVD	43,171		43,012
Fiction	29,138		26,694
Garden seed packet	129		58
Interlibrary loans (in)	471	UP	505
Large type	2,570		2,131
Music CD	5,186		3,820
New reader	5		4
Nonfiction	21,577		21,159
Pamphlet	21		7
Reference	883		711
VHS	2,111		380
<b>Youth Services:</b>			
Biography	300	UP	329
Hanging bag kit	26		11
Juvenile book on CD	433	UP	466
Juvenile book on tape	10		7
Juvenile DVD	4,258	UP	4,274
Juvenile easy reader	4,147		3,964
Juvenile fiction	7,807	UP	8,107
Juvenile music CD	284		166
Juvenile nonfiction	4,127		3,922
Juvenile VHS	189		95
Picture book	19,346		17,462
Young adult book on CD	168		106
Young adult book on tape	1		-
Young adult fiction	4,581		3,860
<b>All ages combined:</b>			
Downloadable audiobooks	3,954	UP	4,385
Downloadable e-books	4,552	UP	5,120
Magazines	10,932		10,642
<b>TOTAL CIRCULATION</b>	<b>178,955</b>		<b>170,797</b>
Internet sessions on public computers	22,203		22,074
Educational game sessions on youth computers**	3,849	UP	4,507
Interlibrary loans (out)	606		514
Meeting room reservations	257	UP	283
Online database searches/sessions	13,081		11,243

\*Estimates; patron accounts expire and renew continuously thru the year.

\*\*Youth computers are not connected to the Internet.