

Fairfield Public Library  
167th Annual Report, FY2019-2020

**General Fund**

	<u>Actual 18-19</u>	<u>Budget 19-20</u>	<u>Actual 19-20</u>
<b>Funds Available to Library</b>			
City General Fund	327,396	329,840	466,093
4432 · Direct State Aide	3,873	3,500	3,883
4433 · Open Access	3,672	3,300	3,432
4434 · Access Plus (Interlibrary Loans out)	813	700	624
4440 · Interlibrary Loan Fees (in)	710	800	700
4465 · Library Services (Jeff County)	67,500	67,500	67,500
4470 · Town Contracts	4,900	5,425	5,950
4501 · Library Concessions	10,311	13,000	11,249
4502 · Library Fees (Fines, lost & damaged)	11,708	12,500	8,718
<b>Total Funds Available</b>	<b>\$ 430,883</b>	<b>\$ 436,565</b>	<b>\$ 568,149</b>
<b>Disbursements</b>			
<b>Personnel Services</b>			
6010 · Salaries FT	183,473	188,521	183,139
6020 · Salaries PT	77,034	88,386	72,071
6110 · FICA	19,326	21,183	18,934
6130 · IPERS			
6150 · Group Insurance			
6160 · Workers compensation			
6220 · Subscriptions	335	375	454
6230 · Training	49	400	280
6240 · Meetings & conferences	638	1,500	2,091
<b>Total Personnel Services</b>	<b>\$ 280,855</b>	<b>\$ 300,365</b>	<b>\$ 276,970</b>
<b>Services &amp; Commodities</b>			
6310 · Building maintenance & repair	59,827	45,000	204,353
6350 · Operations equipment repair	917	1,000	155
6371 · Electric & Gas expense	35,238	32,000	27,966
6373 · Telecommunications	3,002	3,000	3,128
6408 · Insurance expense	-	-	-
6414 · Printing & publishing	240	1,000	623
6499 · Other contractual services	32,966	35,000	38,050
6502 · Library materials	7,572	6,000	6,913
6506 · Office supplies	6,792	9,000	7,051
6508 · Postage and shipping	3,475	4,200	2,939
<b>Total Services &amp; Commodities</b>	<b>\$ 150,028</b>	<b>\$ 136,200</b>	<b>\$ 291,179</b>
<b>Total Disbursements</b>	<b>\$ 430,883</b>	<b>\$ 436,565</b>	<b>\$ 568,149</b>

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**Memorial Fund**

	<u>2018-2019</u>	<u>2019-2020</u>
<b>Balance July 1</b>	<b>\$ (191)</b>	<b>\$ 448</b>
<b>Receipts</b>		
Adopt-an-Author	438	522
Adopt-a-Magazine	-	169
Amazon Smile	111	151
Clerk of Court	89	-
Desk donations	611	267
Disc cleaning	67	16
Free film popcorn donations	351	469
Gifts & memorials	2,941	3,806
Grants - FPL Foundation for library materials	33,167	31,750
Grants - FPL Foundation for Lynda.com		2,500
Grants - Paul Praither for library materials		3,000
Interest income from Endowment Fund	8,323	9,361
Interest income from ISB checking	13	10
Interest income from Passport Account	361	164
Personal Clearing	55	66
Refunds	51	40
<b>Total to account for</b>	<b>\$ 46,388</b>	<b>\$ 52,738</b>
<b>Disbursements</b>		
Library materials	45,017	45,437
Replenish credit card account	661	770
Safe deposit box	29	-
Movie licensing fees	232	116
Adjusting entry	0.86	-
<b>Less disbursements</b>	<b>\$ 45,940</b>	<b>\$ 46,322</b>
<b>Balance June 30</b>	<b>\$ 448</b>	<b>\$ 6,416</b>

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**Booksale Fund\***

	<b>2018-2019</b>	<b>2019-2020</b>
<b>Balance July 1</b>	<b>\$ 12,702</b>	<b>\$ 11,154</b>
<b>Receipts</b>		
Booksale revenue	11,842	6,173
SRP t-shirt sales		95
Grant - Walmart for SRP		1,000
Grant - Dollar General for SRP	1,500	
Grant - Alliant Energy for SRP	1,500	
<b>Total to account for</b>	<b>\$ 27,544</b>	<b>\$ 18,422</b>
<b>Disbursements</b>		
Programs & events for Adults	2,382	3,345
Programs & events for Youth	3,039	3,248
Programs & events for All Ages	2,119	362
Refurbished ECO Master disc repair machine	8,850	1,880
Staff Wellness Program		2,751
<b>Less disbursements</b>	<b>\$ 16,390</b>	<b>\$ 11,587</b>
<b>Balance June 30</b>	<b>\$ 11,154</b>	<b>\$ 6,835</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, and some equipment.

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**Capital Fund**

	<b>2018-2019</b>	<b>2019-2020</b>
<b>Balance July 1</b>	<b>\$ 0.84</b>	<b>\$ 0.84</b>
<b>Receipts</b>		
Grant from FPL Foundation - Capital items		
Rental house income		
Grant from FNB Jeans Friday		
Transfer from Mem Fund - Sensory play		
<b>Total to account for</b>	<b>\$ 0.84</b>	<b>\$ 0.84</b>
<b>Disbursements</b>		
Sensory play equipment		
Equipto shelves for basement storage		
Lifetime folding tables		
Safeco steel mobile file		
Book truck		
Transfer to Memorial Fund - Library materials		
Portable PA, router, printer, lamp, data backup, scanner repair		
Security cameras 50%		
<b>Less disbursements</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Balance June 30</b>	<b>\$ 0.84</b>	<b>\$ 0.84</b>

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**Library Endowment Fund**

	<b>2018-2019</b>	<b>2019-2020</b>
<b>Balance July 1</b>	<b>\$ 489,338</b>	<b>\$ 490,644</b>
<b>Receipts</b>		
Stock gain	(254)	(937)
Guardian gain	1,560	3,541
Total to account for	<b>\$ 490,644</b>	<b>\$ 493,248</b>
<b>Disbursements</b>	-	-
<b>Less disbursements</b>	-	-
<b>Balance June 30</b>	<b>\$ 490,644</b>	<b>\$ 493,248</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	\$	6,415	Cash Reconciliation		
Booksale Fund		6,824	ISB checking account	\$	12,438
Capital Fund		1	Passport trust		11,796
Endowment Fund		493,248	Stocks at Edward Jones		1,098
	<b>\$</b>	<b>506,487</b>	Guardian fund (endowment)		23,785
			FNB #42113: Matures 8/08/22		72,500
			FNB #42112: Matures 8/08/23		72,500
			LSB #206082: Matures 7/21/2024		90,000
			LSB #206083: Matures 7/21/2024		102,000
			PGSB #11000089: Matures 9/28/20		31,000
			ISB #130602: Matures 10/14/21		90,000
			Outstanding checks		(630)
					<hr/>
			Total	<b>\$</b>	<b>506,487</b>

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

<b>Balance July 1</b>	<b>\$</b>	<b>10,198</b>
Rental income		6,750
Management fees		(750)
Real estate tax		(2,692)
Maintenance		(3,991)
Rental deposit		750
<b>Balance June 30</b>	<b>\$</b>	<b>10,265</b>

**FNB Credit Card Account**      **\$**      **1,615**

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**Library Collections**

	<u>FY2018-2019</u>	<u>FY2019-2020</u>	Print Mtls
Adult Services collections:			
AV equipment available for loan	25	25	43,733
Audio cassette	8	8	
Biography	1,368	1,351	
Blu-ray	791	832	
Book on CD	1,991	2,032	
CD-ROM	2	12	
DVD	11,054	11,747	
Energy meters	4	5	
Fiction	12,947	12,446	
Garden seed packet	239	240	
Large type	2,193	2,220	
Music CD	3,042	3,133	
New reader	231	231	
Nonfiction	25,952	26,105	
Puzzles	20	68	
Reference	1,408	1,380	
Youth Services collections:			
Biography	356	369	16,541
Hanging bag kit	8	1	
Juvenile book on CD	280	289	
Juvenile DVD	1,103	1,228	
Juvenile easy reader	982	1,021	
Juvenile fiction	3,976	3,558	
Juvenile music CD	219	219	
Juvenile nonfiction	4,074	4,182	
Juvenile VHS	-	1	
Picture book	5,081	5,308	
Young adult book on CD	144	152	
Young adult fiction	2,421	2,103	
Electronic resources (databases)	50	50	
Downloadable audiobooks	22,519	27,368	
Downloadable e-books	49,444	59,781	
Magazine subscriptions	140	145	
Newspaper subscriptions	7	6	
<b>TOTAL UNIQUE TITLES</b>	<b>152,079</b>	<b>167,616</b>	<b>60,274</b>

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**Library Usage - Circulation**

<b>BORROWER COUNTS*</b>			
Fairfield adult	5,158	Lockridge adult	70
Fairfield juvenile	947	Lockridge juvenile	23
Rural county adult	1,149	Packwood adult	52
Rural county juvenile	271	Packwood juvenile	9
Campus student	338	Pleasant Plain adult	18
Campus staff	95	Pleasant Plain juvenile	6
Libertyville adult	81	Vedic City adult	73
Libertyville juvenile	30	Vedic City juvenile	1
		Temporary cards	32
<b>PROGRAMS &amp; TRAFFIC</b>			
2019 Programs offered	950	2020 Programs offered	822
2019 Program attendance	15,929	2020 Program attendance	16,189
2019 Traffic in the building	118,851	2020 Traffic in the building	89,002
			75%
<b>CIRCULATION COUNTS</b>		6/30/2019	6/30/2020
<b>Adult Services:</b>			
AV equipment loans		117	45
Biography		545	510
Blu-ray		2,870	2,868
Book on CD		4,202	2,733
Book on tape		2	2
CD-ROM		7	5
DVD		39,881	29,322
Fiction		22,350	18,776
Garden seed packets		57	76
Interlibrary loans (in)		374	374
Large type		1,769	1,454
Music CD		2,771	2,101
New reader		-	12
Nonfiction		17,347	14,479
Pamphlet		4	3
Reference		387	184
<b>Youth Services:</b>			
Biography		243	196
Hanging bag kit		6	3
Juvenile book on CD		327	269
Juvenile DVD		4,598	4,008
Juvenile easy reader		4,009	2,744
Juvenile fiction		8,383	7,039
Juvenile music CD		314	295
Juvenile nonfiction		3,762	2,877
Juvenile VHS		1	-
Picture book		17,475	13,589
Young adult book on CD		116	72
Young adult fiction		2,803	2,093
<b>All ages combined:</b>			
Magazines		7,233	5,473
Downloadable audiobooks		6,542	7,673
Downloadable e-books		6,817	7,879
Bridges electronic serials/video		223	663
Database usage		13,715	14,777
Open Access circulation		10,148	9,336
<b>TOTAL CIRCULATION</b>		<b>179,398</b>	<b>151,930</b>
			84%
<b>Other library usage:</b>			
Interlibrary loans (out)		521	467
Internet sessions; wireless stats included in FY2018		20,518	16,944
Educational game sessions on youth computers**		3,735	2,230
Room reservations: Meeting, conference, study		2,090	1,589
			76%

\*These figures are estimates, as patron accounts expire and renew continuously throughout the year.

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