



161st Annual Report 2014-2015

Library Director Rebecca Johnson, MLS
Youth Services Librarian Afton Hallauer, MLS

Library board members, June 30, 2015

Term ends

David Johnson, President	2019
Jim Pearson, Vice-President	2018
Lori Vaughan, Treasurer	2018
Gary Henry	2017
Karen Rubey	2020
Margaret Kelly	2019
Michael Porter	2017
Mike Adams, Secretary	2021

Library staff, June 30, 2015



Front row: Claudette, Director Rebecca Johnson, Janice
Second row: Kris, Tarah, Youth Services Librarian Afton Hallauer, Terry, Michael
Back row: Kathy, Ashley, Susan, Christian

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General Fund

	<u>Actual 13-14</u>	<u>Budget 14-15</u>	<u>Actual 14-15</u>
Funds Available to Library			
City General Fund	348,823	314,683	303,609
4432 · Direct State Aide	3,400	2,900	3,440
4433 · Open Access	3,681	3,000	4,486
4434 · Access Plus (Interlibrary Loans out)	789	350	915
4440 · Interlibrary Loan Fees (in)	811	800	977
4465 · Library Services (Jeff County)	66,000	66,000	66,000
4470 · Town Contracts	4,900	5,400	5,425
4501 · Library Concessions		9,500	
Copies	7,425		7,319
Pay phone	127		100
Room maintenance fees	3,829		3,379
4502 · Library Fees	17,332	21,000	17,852
Total Funds Available	<u>\$ 457,118</u>	<u>\$ 423,633</u>	<u>\$ 413,502</u>
Disbursements			
Personnel Services			
6010 · Salaries FT	217,636	200,349	212,040
6020 · Salaries PT	53,430	85,237	65,630
6110 · FICA	20,003	21,847	20,546
6130 · IPERS	21,435		
6150 · Group Insurance	25,293		
6160 · Workers compensation	501		
6220 · Subscriptions	393	375	313
6230 · Training	224	300	-
6240 · Meetings & conferences	1,633	1,500	988
Total Personnel Services	<u>\$ 340,545</u>	<u>\$ 309,608</u>	<u>\$ 299,516</u>
Services & Commodities			
6310 · Building maintenance & repair	37,689	32,000	40,788
6350 · Operations equipment repair	390	1,000	489
6371 · Electric & Gas expense	29,912	36,000	25,132
6373 · Telecommunications	2,820	3,000	2,626
6408 · Insurance expense	-	5,375	-
6414 · Printing & publishing	770	1,150	390
6499 · Other contractual services	20,232	17,500	22,577
6502 · Library materials	15,407	8,000	8,317
6506 · Office supplies	5,341	5,500	9,553
6508 · Postage and shipping	4,011	4,500	4,115
Total Services & Commodities	<u>\$ 116,572</u>	<u>\$ 114,025</u>	<u>\$ 113,986</u>
Total Disbursements	<u>\$ 457,118</u>	<u>\$ 423,633</u>	<u>\$ 413,502</u>

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Memorial Fund

	2013-2014	2014-2015
Balance July 1	\$ 4,950	\$ 4,284
Receipts		
Adopt-an-Author	316	282
Adopt-a-Magazine	102	90
Bindery	58	27
Booksale	1,517	1,575
Clerk of Court	195	250
Desk donations	272	315
Disc cleaning	44	36
Free film popcorn donations	401	291
Gifts & memorials	4,935	4,949
Grant-FairFest library program		200
Grants-Summer Reading Program	2,000	2,500
Interest income from Endowment Fund	3,007	3,976
Notary Service	64	2
Personal Clearing	60	104
Refunds	2,280	1,255
Technology Tuesdays		670
Total to account for	\$ 20,202	\$ 20,804
Disbursements		
Adjusting entry	1,148	
Bindery fees	74	
Digital microfilm reader	2,400	
Replenish credit card account	900	433
Educational programs	2,075	1,865
Library materials	8,477	7,778
Publicity-educational events	842	374
Day-long inventory, lunch		75
Printed deposit tickets-LSB acct		44
Headphones and easels		425
Licensing fees, movie/notary		562
QuickBooks program		840
Refund to Schanfeldt		500
Transfer to Capital Fund		1,256
Less disbursements	\$ 15,917	\$ 14,152
Balance June 30	\$ 4,284	\$ 6,652

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Capital Improvement Fund

	2013-2014	2014-2015
Balance July 1	\$ 331	\$ 66,525
Receipts		
Rental house income		5,000.00
Grants for Early Literacy stations	1,500	4,655
Sale of old firewalls to M.U.M.	1,100	
Insurance settlement-damaged carpet	63,007	
Transfer from rental house account	1,000	
Total to account for	\$ 66,938	\$ 76,180
Disbursements		
Hands-free phone headset	200	
Router for network	113	
Used computer carrels (2) from West Des Moines Public Library	100	
Early Literacy stations		13,655
Library materials		38,844
LS2 PAC e-book integration		1,000
Fireproof 4-drawer file cabinet		1,404
Less disbursements	\$ 413	\$ 54,903
Balance June 30	\$ 66,525	\$ 21,277

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Library Endowment Fund

	<u>2013-2014</u>	<u>2014-2015</u>
Balance July 1	\$ 479,990	\$ 482,659
Receipts		
Guardian gain	2,479	796
Stock gain	190	170
 Total to account for	 <u>\$ 482,659</u>	 <u>\$ 483,625</u>
 Disbursements	 -	 -
 Less disbursements	 <u>-</u>	 <u>-</u>
 Balance June 30	 <u><u>\$ 482,659</u></u>	 <u><u>\$ 483,625</u></u>

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	\$	6,652	Cash Reconciliation		
Capital fund		21,277	ISB checking account	\$	27,368
Endowment fund		483,625	CFCU endowment savings		5
		\$ 511,554	Passport trust		11,065
			Stocks at Edward Jones		1,402
			Guardian fund (endowment)		13,858
			CFCU #1004161122: Matures 8/5/15		31,000
			FNB #41165: Matures 7/19/16		145,000
			ISB #130539: Matures 9/30/15		90,000
			LSB #200279: Matures 2/03/15		90,000
			PGSB #0110000010: Matures 11/3/16		102,000
			Outstanding checks		(145)
Total				\$	511,554

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

Balance July 1	\$	8,365
Rental income		7,800.00
Management fees		(780.00)
Maintenance and expenses		(1,037.80)
New refrigerator		(537.19)
Real estate tax		(2,510.00)
Paid to Capital improvements Fund		(5,000.00)
Balance June 30	\$	6,300

FNB Credit Card Account \$ 1,723.22

Statistical Report - Library Collections

	FY2013-2014	FY2014-2015
Adult Services collections:		
AV equipment available for loan	11	11
Audio cassette	11	11
Biography	1,287	1,287
Blu-ray	641	665
Book on CD	1,626	1,626
Book on tape	774	774
CD-ROM	63	63
DVD	8,725	8,787
Fiction	14,217	14,218
Garden seed packet	254	254
Large type	2,862	2,865
Music CD	3,342	3,342
New reader	233	233
Nonfiction	23,817	23,824
Pamphlet	380	380
Reference	1,407	1,407
VHS	1,076	1,076
Youth Services collections:		
Biography	346	346
Hanging bag kit	14	14
Juvenile book on CD	223	223
Juvenile book on tape	43	43
Juvenile DVD	627	627
Juvenile easy reader	708	708
Juvenile fiction	3,507	3,507
Juvenile music CD	160	160
Juvenile nonfiction	4,483	4,483
Juvenile VHS	155	155
Picture book	4,661	4,664
Young adult book on CD	108	108
Young adult fiction	1,928	1,930
Magazines, databases, newspapers	200	188
TOTAL UNIQUE TITLES	77,889	77,979
Downloadable audiobooks	8,189	8,490
Downloadable e-books	15,552	20,429

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Statistical Report - Library Circulation

BORROWERS			
Fairfield adult	6265	Lockridge adult	67
Fairfield juvenile	1170	Lockridge juvenile	26
Rural county adult	1621	Packwood adult	50
Rural county juvenile	389	Packwood juvenile	9
Campus student	424	Pleasant Plain adult	25
Campus staff	144	Pleasant Plain juvenile	6
Libertyville adult	108	Vedic City adult	106
Libertyville juvenile	40	Vedic City juvenile	3
Open Access (out of service area)	5968		

PROGRAMS			
2014 Programs offered	283	2015 Programs offered	406
2014 Program attendance	9,370	2015 Program attendance	10,310

CIRCULATION	6/30/2014		6/30/2015
Adult Services:			
AV equipment loans	199		163
Biography	815		726
Blu-ray	3,174		2,611
Book on CD	5,423		4,758
Book on tape	669		301
CD-ROM	20		19
DVD	46,012		43,171
Fiction	31,131		29,138
Garden seed packet	139		129
Interlibrary loans (in)	441		471
Large type	2,735		2,570
Music CD	6,600		5,186
New reader	13		5
Nonfiction	23,433		21,577
Pamphlet	10		21
Reference	1,274		883
VHS	2,618		2,111
Youth Services:			
Biography	188		300
Hanging bag kit	17		26
Juvenile book on CD	468		433
Juvenile book on tape	20		10
Juvenile DVD	4,139		4,258
Juvenile easy reader	4,235		4,147
Juvenile fiction	6,928	Up!	7,807
Juvenile music CD	179		284
Juvenile nonfiction	3,745	Up!	4,127
Juvenile VHS	321		189
Picture book	17,304	Up!	19,346
Young adult book on CD	144		168
Young adult book on tape	1		1
Young adult fiction	4,295	Up!	4,581
All ages combined:			
Downloadable audiobooks	3,325	Up!	3,954
Downloadable e-books	3,321	Up!	4,552
Magazines	12,610		10,932
TOTAL CIRCULATION	185,946		178,955
Internet sessions on public computers	24,106		22,203
Educational game sessions on youth computers*		New!	3,849
Interlibrary loans (out)	646		606
Meeting room reservations	312		257
Online database searches/sessions	10,714	Up!	13,081

*Youth computers are not connected to the Internet.

Database Usage

	# Sessions FY2013-2014		# Sessions FY2014-2015	
EBSCO databases:				
EBSCO - EBSCOHost			3137	
EBSCO - Home Improvement Ref Center			122	
EBSCO - Auto Repair Ref Center	7265 total sessions	Up!	276	
EBSCO - Hobbies & Crafts Ref Center			196	
EBSCO - NovelList Plus			6005	
Foundation Directory Online (grants)	322	Up!	748	
Grants to Individuals Online (grants)	65	Up!	356	
Learning Express	N/A		33	
ReferenceUSA	622		616	
Transparent Languages	590		470	
Value Line	1300		1122	
Total sessions	2,899		13,081	