

Popular Annual Financial Report

FOR THE YEAR ENDED **DECEMBER 31, 2020**

THE FINANCE DEPARTMENT is pleased to present this Worthington Libraries Popular Annual Financial Report for the year ended December 31, 2020. The Popular Annual Financial Report is an unaudited report that summarizes the library's general government financial and operating activities and provides a way for them to be easily understood by the reader. The summarized information includes 2020 calendar year resources, expenditures and current projects/building updates.

The Library has also published a Comprehensive Annual Financial Report for the year ending 2020. The Comprehensive Annual Financial Report is an audited report and is prepared on a Generally Accepted Accounting Principles (GAAP) basis, which requires greater disclosure than the Popular Annual Financial Report. Copies of the Popular Annual Financial Report and Comprehensive Annual Financial Report may be requested from the finance department by calling (614) 807-2600 or can be viewed on the library's website: worthingtonlibraries.org.

2020 was definitely not a typical year. The Library faced many challenges and changed many processes to provide the best service to patrons. This included curbside pick-up of materials, relaxing borrowing practices, virtual programming, installing additional pick-up lockers and expanded digital offerings. In the midst of a global pandemic, Worthington Libraries used available resources and staffing to introduce more services to serve the people in our community.

As a result of the economic downturn the Library did see a slight decrease in overall revenue compared to the prior year. Most of this was related to reductions in investment income and fewer fees collected from the postponement of printing and passport processing.

Overall expenditures were significantly under budget but remained relatively consistent with the prior year as we took the time available during the closure to complete many projects such as installing new flooring at two of our locations. Staffing levels decreased significantly by the end of 2020 but it did include a 27th pay period and a higher number of retirements than usual which caused salaries and benefits to appear higher.

The Library has a strong financial base due to support provided by the community. We continue to plan and forecast for the future to be proactive and prepared for what lies around the corner. The financial outlook at the end of 2020 is far better than anticipated and we are hopeful for what the future holds in a post-COVID environment.

- SAM KRALY
Chief Fiscal Officer



worthingtonlibraries.org

**WORTHINGTON
LIBRARIES**

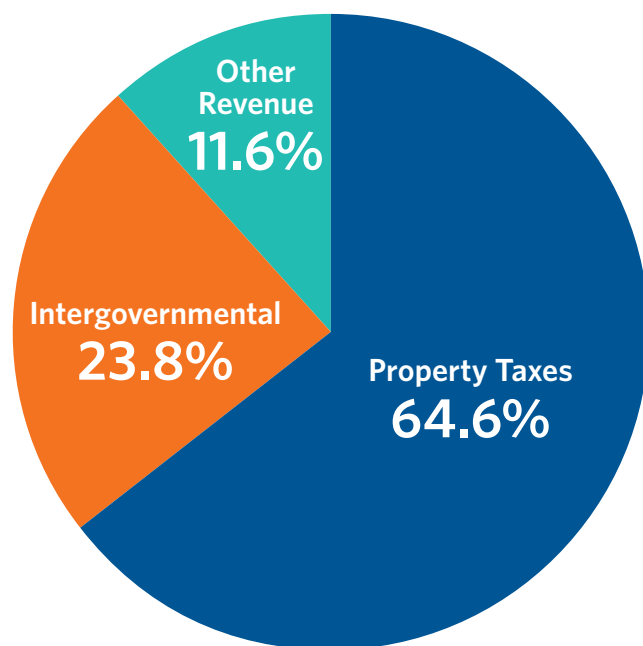
Library Revenues and Resources

Property taxes are the main source of revenue for the Library, making up 64.6% of total revenues. The voters passed a permanent 2.6 mill property tax levy in 2005 and a 2.2 mill permanent replacement levy in 2013. The Library has tried to extend these resources as long as possible through conservative budgeting while providing the best services possible to the patrons.

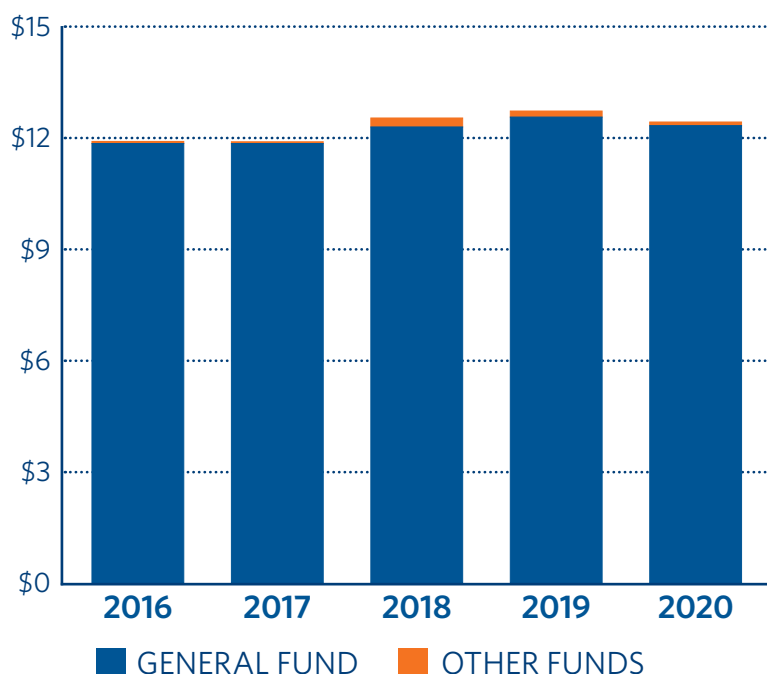
Intergovernmental revenue is primarily composed of Public Library Fund (PLF) revenue and homestead and rollback revenue. PLF revenues are generated based off a legislative approved percentage of the State of Ohio's General Revenue Fund. As per the state's budget for the 2019-2020 biennium budget effective July 2019, the PLF appropriation is currently based on 1.70% of the State's General Revenue Fund. Each county receives a portion of this allocation, which is further allocated to the library systems located in the county. Intergovernmental revenues made up 23.8% of total revenue at Worthington Libraries. In 2020, PLF revenues did decrease slightly compared to the prior year. This was largely a result of the COVID-19 pandemic and its impact on the state economy.

Other sources of library revenue are composed of fines and fees, investment income, services provided to other entities, gifts and donations, and refunds and reimbursements.

TOTAL REVENUES 2020 All Governmental Funds: \$12.4 million



TOTAL GOVERNMENTAL REVENUES 2016-2020 (in millions)



Total revenues for the general fund have remained relatively consistent over the last five years. Property tax revenue which is the largest source of revenue for the Library has risen year after year. The Public Library Fund (PLF) increased until 2020 when we saw a slight decrease related to the COVID pandemic. The overall reduction in revenue for 2020 was largely related to the significant reduction in investment income and fewer fees collected due the temporary postponement of printing services, passport processing and other revenue generating services.

Library Services and Expenditures

LIBRARY SERVICES:

Public Services and Programs

Public service staff including circulation, adult/youth services, library managers as well as termination benefits and Friends of Worthington Libraries expenditures.

Collection Development and Processing

Materials selectors and technical services staff are included in this category as well as the purchase of all books and the processing costs associated with those purchases.

SUPPORT SERVICES:

Facilities Operation and Maintenance

Facilities management staff are included in this category as well as utilities, groundskeeping, property insurance and materials and supplies necessary to maintain the three separate library locations.

Information Services Support

Technology and IT staff are included in this category as well as technology related professional services, rent/leased software and minor technology furniture and equipment.

Business Administration

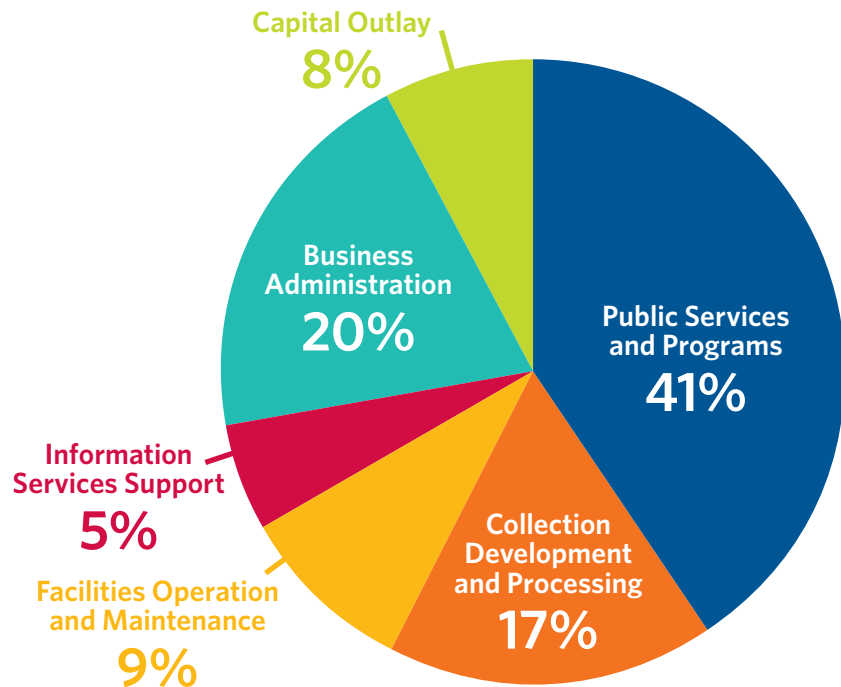
Library administration, finance, board of trustees, and community relations staff are included in this category as well as liability insurance, tax collection fees, and professional services.

Capital Outlay

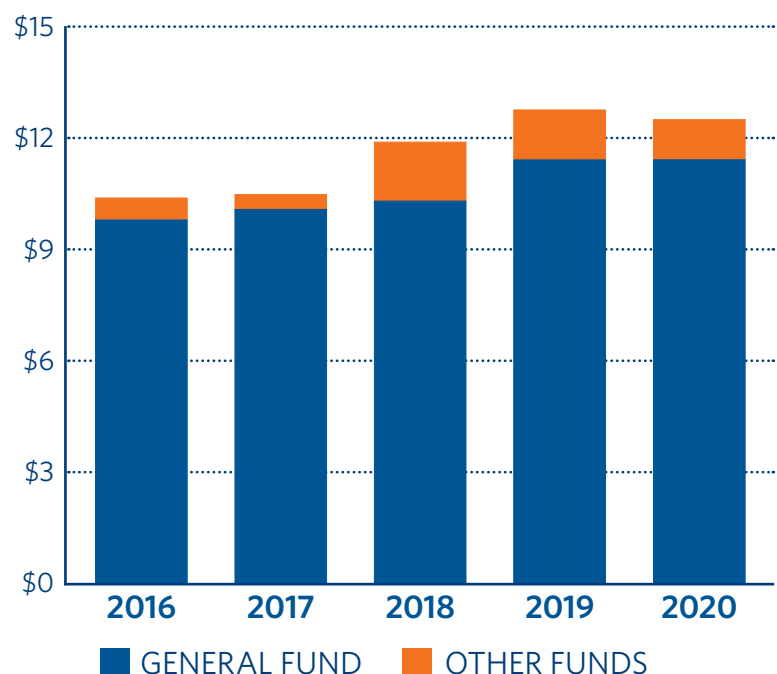
Construction, major repairs, and renovations to library facilities and equipment.

TOTAL EXPENSES 2020

\$12.5 million



TOTAL GOVERNMENTAL EXPENSES 2016-2020 (in millions)



Library Facilities Update



OLD WORTHINGTON LIBRARY

Old Worthington Library is located in the heart of downtown Worthington. This location houses our largest collection of materials and is the largest by square footage. During 2020, we replaced the flooring throughout the entire building. The elevator cab interior was updated along with adding an air purifier. This location was used as a major hub for our expansion of curbside pickup services during the pandemic.



NORTHWEST LIBRARY

Northwest Library is located on Hard Road close to the major intersection of 270 and Sawmill Road. This location serves both Worthington and Columbus Metropolitan Library patrons as it sits on the border between our two library jurisdictions. During 2020, we replaced the flooring throughout the entire building. We also added pickup lockers located outside the library which allows patrons to order books and pick them up contact free. NWL has a drive-up window which was incredibly popular during the pandemic.



WORTHINGTON PARK LIBRARY

Worthington Park Library is located in the Worthington Park Shopping Center, and primarily serves the northeast part of library's service district. This library was newly renovated in 2019. This expansion significantly increased the overall size of this location, increasing the size of the meeting room, children's space, study rooms, and added a fireplace. The library space was increased to meet the large demand from patrons as the population in this part of the city continues to grow. This location was used for our expansion of curbside pickup services during the pandemic.



DIGITAL LIBRARY

We consider our digital presence, worthingtonlibraries.org, to be our fourth location. The need for digital materials and services was at the forefront of the pandemic during 2020. Our digital materials offerings increased by around 12% over the prior year and the circulation of digital materials increased by 21% over 2019. During the initial closure, the catalog, online and telephone reference services as well as e-books and subscription resources were available uninterrupted. We offered many virtual programs during the height of the pandemic to try and stay engaged with the public and provided them with some much needed entertainment and a sense of comfort during difficult times.