

FAPL Board of Trustees
October 19, 2021

Call to Order - Meeting was called to order at 6:32 pm. Lee Turner, Michelle Hughes, Mackenzie Weaver, Heidi Luckenbill, Lois Geist, Daniel Hoch, Diane Dreibelbis, Carin Mileschosky, and Marsha Anderson were in attendance.

Guests - Dave Christman

Approval of Consent Agenda Items - The September Minutes were approved by motion of Lois Geist and a second by Masha Anderson. Motion carried.

Correspondence - None

BCPLS Meeting Report - Lois Geist reported nothing for October, next meeting Nov. 17th on zoom.

Old Business

- SignPros Donor Wall update - Board discussed making sure the key to ensure it wouldn't block any donor names. Carin and Daniel will review the donor list to see how many donors there are at each level.
- Current Draft of Fund Drive Letter - Edited the end of the letter to say "Please completely fill out the information below and return with your 2021 donation".
- Homecoming Concession Stand - Lee Turner reported the concession stand did not do as well as expected, not enough games or activities to hold families in the park. Anticipated 400 hotdogs and 300 pretzels at the September meeting. Actual sales on Friday Oct. 1st were 180 hotdogs and 120 pretzels sold. Leftover hotdogs were sold to the Booster Club. On Saturday Oct. 2nd, 100 pretzels were sold at the book sale at the library. Profit for the two days was \$445.

New Business

- Dave Christman New Board Member - Mackenzie Weaver motioned to approve Dave Christman as new board member, seconded Michelle Hughes. Motion carried.
- Fixed Asset Capitalization Policy - Carin and Daniel created the policy from other libraries' policies. Made a change in policy for machinery, furniture, and equipment costing over \$1,000, change total to \$2,500 at suggestion of accountant. Added

depreciation language to policy. Lois Geist made a motion to adopt the policy, Diane Dreibelbis seconded, motion carried.

- Capital Asset Reserve Policy - Adopted in August.
- Inclement Weather Policy - Last reviewed August 20th, 2019 and must be reviewed every 3 years. Lois Geist made a motion to approve policy, Marsha Anderson seconded, motion carried.
- Reference Policy - Last reviewed August 20th, 2019. Diane Dreibelbis made a motion to approve the policy, Mackenzie Weaver seconded, motion carried.
- Shared FAPL Board of Trustees Google Drive - Carin has created a shared google drive with minutes, policies, laws, directors reports, and budgets. Secretary can post minutes.
- Lois Geist reported from the Friends of the Fleetwood Public Library - The Friends would like to make a contribution to the library. Discussion on where the contribution should go to either the capital campaign or room rental. Annual meeting for Friends of the Fleetwood Public Library is Thursday, Nov. 18th. Friends offered to help with Trunk or Treat on Oct. 28th.
- Trunk or Treat at Willow Creek Elementary - Library is doing Trunk or Treat Thursday Oct. 28th from 6-8 pm, will be giving away books and ear buds.
- Hoe-Down/Square Dance at the Grange - Potential for library to run a hoe-down at the Fleetwood Grange in February. Very popular, potential for 150-200 people to attend. Grange runs it on donation, anywhere from \$5 to \$25. Old Time Days band would play for donation. The other band is the Majestics and would charge between \$600-\$800. Band would provide the caller. Grange would probably donate the use of the hall for free, at worst have to rent the hall. Grange could provide help for food in the kitchen or we could make own food. Easily make \$1000 at night of hoe-down. \$300-\$400 more if we run own food. Kitchen starts at 6, music at 7 and ends at 10. Could also do a 50/50 raffle, need a small games of chance license. Would need at least 8 people to run the hoe-down. Carin suggested forming a hoe-down committee to work out the details to report on by next meeting.
- Additional Fundraisers needed - Suggestion to do another chicken fundraiser. Another suggestion is to hold a middle school dance, need to talk to the borough for the gym in community center. Breakfast Brothers, volunteers to help with breakfast. Night at the races, horse race betting and food. Pool party for summer

Adjourn - Meeting adjourned at 7:54 pm with a motion by Mackenzie Weaver and a second by Heidi Luckenbill. The motion carried.



Library Director's Report

Month: October 2021

Circulation

- September total circulation: 5,027 (Down 12% from 2020. A couple of factors could contribute to this. Preschool visits were cancelled in September. New DVDs are not as available due to the limited number of movies being made and released on DVD.)

Programs

- Kids programs have started up again. We remain in the park to maintain safer social-distancing. The theme for this fall is Community Helpers. We have had wonderful cooperation and partnerships with local police, fire, and borough officials teaching the kids about all they do for our community.
- Where is Forward conversation was postponed due to COVID staffing concerns. New dates are October 23 and November 4th. **See website to register.**

Outreach

- Satellite delivery has resumed for the 2021-2022 school year. New teachers have reached out to participate.

Long Term Goals/Mission Statement Accomplishments

Objective: Campaign for increased municipal funding and local community support to secure sufficient funding for our new library space and future expansions. **Prepared documents for Board members to deliver to Maiden creek and Richmond Township meetings. Follow up is needed. Fund drive letter drafted. Ready to approve to send out to printer.**

BCPL Uniform Requirements/Responsibilities

- Carin attended the PaLA virtual conference on September 27-29. She has now completed all the required hours of professional development for 2021.

Add to Agenda:

- Fund Drive Letter
- Follow up to Maidencreek and Richmond Township visits
- Review and approve Inclement Weather Policy and Reference Policy (no revisions proposed from director)

Fleetwood Area Public Library Profit & Loss Prev Year Comparison September 2021

	Sep 21	Sep 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
109 Local Govt	426.73	16,661.92	-16,235.19	-97.4%
County	20,804.19	0.00	20,804.19	100.0%
Townships				
Total 109 Local Govt	21,230.92	16,661.92	4,569.00	27.4%
112 Interest Income	0.38	1.04	-0.66	-63.5%
114 Fund Drives				
Capital Campaign - Individuals	350.00	750.00	-400.00	-53.3%
Capital Campaign - Others	500.19	61,838.50	-61,338.31	-99.2%
Total 114 Fund Drives	850.19	62,588.50	-61,738.31	-98.6%
116 Donations	660.09	0.20	659.89	329,945.0%
119 Fines	17.24	21.75	-4.51	-20.7%
121 Library Use Chg				
Copies	0.00	52.80	-52.80	-100.0%
Fax	2.00	10.00	-8.00	-80.0%
Total 121 Library Use Chg	2.00	62.80	-60.80	-96.8%
123 Misc Income	0.00	-25.00	25.00	100.0%
Unrecognized Gain or (Loss)	-1,317.50	-700.25	-617.25	-88.2%
Total Income	21,443.32	78,610.96	-57,167.64	-72.7%
Gross Profit	21,443.32	78,610.96	-57,167.64	-72.7%
Expense				
135 Salaries	7,283.86	6,656.86	627.02	9.4%
138 Benefits				
139 Unemployment tax	137.00	142.63	-5.63	-4.0%
140 Soc Sec Tax	1,413.84	1,198.02	215.82	18.0%
141 Medicare Tax	330.86	280.18	50.68	18.0%
Total 138 Benefits	1,981.50	1,820.83	280.67	16.1%
180 Collection				
180 Books				
adult	748.96	868.14	-119.18	-13.7%
juv	477.15	348.98	127.17	36.3%
150 Books - Other	80.00	0.00	80.00	100.0%
Total 180 Books	1,306.11	1,218.12	87.99	7.2%
181 Periodicals	79.00	18.00	61.00	338.9%
182 Audio				
books on tape	0.00	199.95	-199.95	-100.0%
Total 152 Audio	0.00	199.95	-199.95	-100.0%

Fleetwood Area Public Library Profit & Loss Prev Year Comparison September 2021

	Sep 21	Sep 20	\$ Change	% Change
152 Videos adult	132.44	330.13	-197.69	-59.9%
152 Videos juv	0.00	50.72	-50.72	-100.0%
Total 152 Videos	132.44	380.85	-248.41	-65.2%
154 Elec Format	252.19	0.00	252.19	100.0%
150 Collection - Other	0.00	27.22	-27.22	-100.0%
Total 150 Collection	1,769.74	1,844.14	-74.40	-4.0%
166 Furniture & equipment	0.00	592.28	-592.28	-100.0%
166 Supplies cleaning	0.00	189.63	-189.63	-100.0%
166 Supplies Office	426.40	325.88	100.52	30.9%
Total 166 Supplies	426.40	515.51	-89.11	-17.3%
174 Postage/Shipping shipping -other	0.00	89.80	-89.80	-100.0%
Total 174 Postage/Shipping	0.00	89.80	-89.80	-100.0%
176 Telephone	72.24	154.42	-82.18	-53.2%
178 Program Expense	180.94	0.00	180.94	100.0%
179 Contracted Services	0.79	0.76	0.03	4.0%
180 Trg/Travel/Conf	225.00	0.00	225.00	100.0%
181 Dues and Subscriptions	258.89	217.37	41.52	19.1%
182 Professional Fees Accounting	0.00	3,601.00	-3,601.00	-100.0%
182 Professional Fees Legal Fees	0.00	22.15	-22.15	-100.0%
182 Professional Fees Payroll Service	75.20	60.88	14.32	23.5%
Total 182 Professional Fees	75.20	3,684.03	-3,608.83	-98.0%
183 bank charges	0.00	20.00	-20.00	-100.0%
188.1 Rent Expense	0.00	400.00	-400.00	-100.0%
198 Cost of Raising Money	-125.00	18.05	-143.05	-792.5%
Interest Expense	275.56	568.34	-292.78	-51.5%
Total Expense	12,325.14	16,382.39	-4,057.25	-24.8%
Net Ordinary Income	9,118.16	62,228.57	-53,110.39	-85.4%
Net Income	9,118.16	62,228.57	-53,110.39	-85.4%

September Capital Campaign Income
September Capital Campaign Expense
September Income/Loss w/o Capital Campaign

850.19	62,588.50	250.40
-275.56	-618.33	61,978.17
<u>574.63</u>		
<u>8543.85</u>		

2:57 PM
10/13/21
Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through September 2021

	Jan - Sep 21	Jan - Sep 20	\$ Change
Ordinary Income/Expense			
Income			
109 Local Govt	61,251.22	72,780.54	-11,509.32
County	37,983.60	15,407.50	22,576.10
Townships			
Total 109 Local Govt	99,234.82	88,168.04	11,066.78
112 Interest Income	3.16	112.67	-109.51
114 Fund Drives			
Capital Campaign - Individuals	8,420.15	65,912.00	-57,491.85
Capital Campaign - Others	7,138.51	142,181.36	-135,022.85
Total 114 Fund Drives	15,558.66	208,073.36	-192,514.70
116 Donations			
Community	4,688.50	1,512.50	3,176.00
Corporate	352.08	503.80	-151.72
Personal	990.00	929.57	60.43
116 Donations - Other	3,084.89	1,486.24	1,598.65
Total 116 Donations	9,115.47	4,432.11	4,683.36
119 Fines	910.23	957.99	-47.76
120 Lost/Damaged Books	-82.05	29.65	-111.70
121 Library Use Chg			
Copies	415.30	427.70	-12.40
Fax	227.00	185.00	62.00
New Cards	2.00	0.00	2.00
Total 121 Library Use Chg	644.30	592.70	51.60
123 Misc Income	712.70	794.54	-81.84
Divident Income	251.57	214.39	37.18
Fund Raising Activities	3,656.00	25.00	3,631.00
Unrecognized Gain or (Loss)	2,749.23	1,671.68	1,077.55
Total Income	132,764.09	305,072.13	-172,318.04
Gross Profit	132,764.09	305,072.13	-172,318.04
Expense			
135 Salaries	68,175.02	62,087.17	6,087.85
138 Benefits			
139 Unemployment tax	603.10	602.85	0.25
140 Soc Sec Tax	4,226.87	3,849.40	377.47
141 Medicare Tax	988.55	900.26	88.29
Total 138 Benefits	5,818.52	5,352.51	466.01

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through September 2021

	Jan - Sep 21	Jan - Sep 20	\$ Change
150 Collection			
180 Books			
adult	5,501.94	4,356.29	1,145.65
juv	4,521.73	6,246.30	-1,724.57
150 Books - Other	328.45	274.22	54.23
Total 150 Books	10,352.12	10,876.81	-524.69
151 Periodicals	665.54	137.84	527.70
152 Audio			
books on tape	1,010.47	663.43	347.04
152 Audio - Other	0.00	67.50	-67.50
Total 152 Audio	1,010.47	730.93	279.54
152 Videos			
adult	1,419.41	1,603.99	-184.58
juv	29.21	115.41	-86.20
Total 152 Videos	1,448.62	1,719.40	-270.78
154 Elec Format	597.92	248.33	349.59
157 supplies	23.86	1,559.60	-1,535.74
Kits	16.99	0.00	16.99
Processing	295.00	295.00	0.00
160 Collection - Other	98.16	27.22	70.94
Total 160 Collection	14,508.68	15,595.13	-1,086.45
166 Furniture & equipment			
Decor	522.85	0.00	522.85
Equipment	33.99	15,810.02	-15,776.03
Furniture	0.00	154.99	-154.99
165 Furniture & equipment - Other	0.00	827.25	-827.25
Total 166 Furniture & equipment	556.84	16,792.26	-16,235.42
166 Supplies			
cleaning	266.59	275.78	-9.17
Computer	104.59	29.98	74.61
Office	808.03	976.04	-168.01
Total 166 Supplies	1,179.21	1,281.78	-102.57
168c Maintain Of Equip			
171 Insurance	387.80	378.83	10.97
172 Maintain Building	3,563.00	3,790.00	-227.00
174 Postage/Shipping	0.00	96.23	-96.23
postage	165.00	1,610.73	-1,445.73
shipping -other	63.50	89.80	-26.30
Total 174 Postage/Shipping	228.50	1,700.53	-1,472.03

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10/13/21
Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through September 2021

	Jan - Sep 21	Jan - Sep 20	\$ Change
176 Printing	0.00	3,528.00	-3,528.00
176 Telephone	717.31	833.89	-116.58
178 Program Expense	2,695.06	958.25	1,736.81
179 Contracted Services	26.06	24.11	1.95
180 Trg/Travel/Conf Travel	16.24	247.10	-230.86
180 Trg/Travel/Conf -Other	225.00	95.00	130.00
Total 180 Trg/Travel/Conf	241.24	342.10	-100.86
181 Dues and Subscriptions	377.89	384.04	-6.15
182 Professional Fees			
Accounting	7,497.96	3,601.00	3,896.96
Cleaning Services	0.00	421.20	-421.20
Legal Fees	334.50	89.28	245.22
Payroll Service	1,203.06	1,184.90	18.16
Total 182 Professional Fees	9,035.52	5,298.38	3,739.14
183 bank charges	0.00	520.00	-520.00
186 Other Expense office expense	281.30	0.00	281.30
Total 186 Other Expense	281.30	0.00	281.30
188.1 Rent Expense	3,200.00	3,600.00	-400.00
196 Cost of Raising Money	1,990.07	217.82	1,772.25
Interest Expense	2,465.55	1,246.67	1,218.88
Reconciliation Discrepancies	-10.00	-35.56	25.56
Total Expense	115,437.57	123,988.14	-8,550.57
Net Ordinary Income	17,316.52	181,083.99	-163,767.47
Net Income	17,316.52	181,083.99	-163,767.47

Y-T-D Capital Campaign Income
Y-T-D Capital Campaign Expense
Y-T-D Income/Loss w/o Capital Campaign

15,558.66
3,304.00
5,041.86

208,073.36
-34,908.67
-2,080.70

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Campaign Money Mkt Acct	0.00	2,353.90	-2,353.90	-100.0%
Checking - FI	29,940.10	26,000.91	3,939.19	15.2%
County Co-Op	-11,060.19	-8,723.94	-2,336.25	-26.8%
Investment Account - Money Mar	8,859.80	38,870.77	-30,010.97	-77.2%
Regular Money Market Acct. - FI	0.00	1,486.60	-1,486.60	-100.0%
Total Checking/Savings	27,739.71	59,988.24	-32,248.53	-53.8%
Other Current Assets				
Investment Account	36,755.95	0.00	36,755.95	100.0%
Total Other Current Assets	36,755.95	0.00	36,755.95	100.0%
Total Current Assets	64,495.66	59,988.24	4,507.42	7.5%
Fixed Assets				
101.5 Construction Work in Prog	285.00	664,171.84	-663,886.84	-100.0%
Accum Depr - Furn & Equip	-3,856.89	-36,681.21	32,824.32	89.5%
Accum Depr - Leashold Impr	-18,749.37	-36,365.68	17,616.31	48.4%
Furniture & Equipment	4,254.84	37,676.51	-33,421.67	-88.7%
Leashold Improvements	668,578.44	69,807.95	598,770.49	860.5%
Total Fixed Assets	650,512.02	698,409.41	-47,897.39	-6.9%
TOTAL ASSETS	715,007.68	758,397.66	-43,389.97	-5.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Fleetwood Bank Line Of Credit	80,000.00	103,000.00	-23,000.00	-22.3%
Fleetwood Bank SBA PPP Loan	0.00	17,367.00	-17,367.00	-100.0%
Payroll Liabilities	-901.98	0.01	-901.97	-9,019,700.0%
Total Other Current Liabilities	79,098.04	120,367.01	-41,268.97	-34.3%
Total Current Liabilities	79,098.04	120,367.01	-41,268.97	-34.3%
Equity				
Retained Earnings	618,583.12	458,946.65	161,648.47	35.4%
Net Income	17,316.52	181,083.99	-163,767.47	-90.4%
Total Equity	635,909.64	638,030.64	-2,121.00	-0.3%
TOTAL LIABILITIES & EQUITY	715,007.68	758,397.66	-43,389.97	-5.7%

* Balance in Checking Account attributable to Capital Campaign 11,245.62

VALUE AS OF END OF CURRENT MONTH
 VALUE AS OF INCEPTION DATE - SEPTEMBER 4, 2014
 CHANGE IN VALUE SINCE SEPTEMBER 4, 2014

\$ 45,615.75
 \$ 249,624.60
\$ 224,008.85

VALUE AS OF END OF CURRENT MONTH
 VALUE AS OF JANUARY 1, 2021
 CHANGE IN VALUE SINCE JANUARY 1, 2020

\$ 45,615.75
 \$ 42,614.95
\$ 3,000.80

VALUE AS OF END OF CURRENT MONTH
 VALUE AS OF END OF PRIOR MONTH
 CHANGE IN VALUE SINCE END OF PRIOR MONTH

\$ 45,615.75
 \$ 46,933.25
\$ 1,317.50

VASGX
 844.576 shares @ \$435²/share =
 8859.80 shares @ \$ 1.00/share =

\$ 36,755.95
 \$ 8,859.80

FEDERAL MONEY MARKET ACCOUNT - VMFXX
 LIFE STRATEGY GROWTH FUND - VASGX

\$ 1.00/share
 \$ 43.5²/share

VANGUARD - VALUES AS OF September 30, 2021

01/01/2021 To 09/30/2021

Fleetwood Area Public Library
2021 Operating Budget (Full Funding)

	Budget	% of Tot.	Date	Spend	+ Under	- Over
Operating Expenditures	84,750.00	75%	09/30/21	68,175.02	-4,612.52	
135 Salary and Wages	\$ 84,750.00			68,175.02	-4,612.52	
138 Benefit Expenditures	\$ 770.00			603.10	-266.90	
140 Social Security Tax	\$ 5,250.00			4,226.57	-289.37	
141 Medicare Tax	\$ 1,230.00			988.55	-66.05	
Other	\$ 7,250.00			5,818.52	-381.02	
Total	7,250.00			5,818.52	-381.02	
Collection Expenditures	\$ 17,376.00			10,352.12	-7,023.88	
150 Books	\$ 17,376.00			10,352.12	-7,023.88	
151 Periodicals				66.54		
152 Audio				1,510.47		
152 Video				1,498.62		
154 Electronic Format				591.92		
Other Collection (kits, etc.)				115.15		
157 Collection Supplies and Maintenance	\$ 17,376.00			14,508.82	-2,867.18	
165 Furniture and Equipment	\$ -			-		
166 Office Supplies, Cleaning Supplies, (Monthly Service)	\$ 1,000.00			750.00	-250.00	
169c Maintenance of Equipment (S.O.S Fees)	\$ 650.00			457.50	-192.50	
171 Insurance	\$ 3,800.00			2,850.00	-950.00	
174 Postage + Shipping (Demco)	\$ 100.00			75.02	-24.98	
176 Telephone	\$ 900.00			675.00	-225.00	
178 Program License	\$ 1,200.00			900.00	-300.00	
179 Contracted Services (Service Fees)	\$ 40.00			30.40	-9.60	
180 Training, Travel, and Conferences	\$ 700.00			525.00	-175.00	
181 Dues and Memberships	\$ 125.00			93.75	-31.25	
182 Cleaning Services	\$ 1,200.00			900.00	-300.00	
182 Payroll Services	\$ 1,400.00			1,050.00	-350.00	
182 Consulting Services	\$ -			-		
182 Legal Services	\$ 80.00			60.00	-20.00	
182 Accounting Services (Audit or Review)	\$ 5,500.00			4,125.00	-1,375.00	
188 Rent	\$ 28,800.00			21,600.00	-7,200.00	
195 Cost of Raising Money (Mail Company)	\$ 4,300.00			3,250.00	-1,050.00	
Interest Paid on Loans and Mortgages	\$ 3,000.00			2,250.00	-750.00	
Total	52,795.00			39,592.25	-13,202.75	
TOTAL EXPENSE	\$ 162,171.00			121,628.25	-40,542.75	
				115,437.57	-46,125.22	
				6,190.68		

Net Income

\$

17,316.52

01/01/2021 To 09/30/2021

Fleetwood Area Public Library
2021 Operating Budget (Full Funding)

Income		Budget	% Var. To Date	Income	Year To Date	Budget
			75%		01/01/21	09/30/21
Federal Income						
Total	\$	-				
State Income (State and County Distribution)	\$	86,363.00		64,772.25	61,251.22	-35,203
State Aid						
109 Local Government Income	\$	20,000.00		15,000.00	22,576.10	+2526.10
Fleetwood Borough	\$	11,408.00		8,566.00	11,407.50	+2851.50
Malden Creek Township	\$	4,000.00		3,000.00	4,000.00	+1,000.00
Richmond Township	\$	35,408.00		26,596.05	37,983.60	+11,477.60
Income From Other Local Source						
112 Dividend and Interest	\$	400.00		308.00	254.73	-145.27
114 Fund Drive - Capital Campaign	\$	12,500.00		9,375.00	15,558.66	+6,183.66
116 Monetary Gifts and Donations	\$	11,000.00		8,250.00	9,115.47	+865.47
119 Fines	\$	2,100.00		1,575.00	910.23	-1,189.77
120 Lost Book Charges	\$	200.00		150.00	-82.05	-282.05
121 Library Use Charges (Copy/Fax/New Cards)	\$	1,200.00		900.00	644.30	-555.70
123 Board Fundraisers	\$	13,000.00		9,750.00	7,117.93	-2,632.07
Total	\$	40,400.00		30,300.00	33,519.27	+3,219.27
TOTAL INCOME	\$	162,171.00		126,282.25	132,754.09	+11,471.84