

AGENDA FAPL Board of Trustees
November 16, 2021

Call to Order - Meeting was called to order at 6:33 pm. Lee Turner, Marsha Anderson, Daniel Hoch, Lois Geist, Diane Dreibelbis, Michelle Hughes, Carin Milesosky, Dave Crissman, Heidi Luckenbill, and Mackenzie Weaver were in attendance.

Guests - None

Approval of Consent Agenda Items - The October Minutes were approved by motion of Marsha Anderson and seconded by Lois Geist. Motion carried.

Correspondence - None

BCPLS Meeting Report - The November 17, 2021 BCPL Board meeting will take place at 7 PM in person at System HQ: 1040 Berks Road, Leesport, PA 19533. A virtual meeting option will also be available on Microsoft Teams.

Old Business

- The Fleetwood Area Public Library Board has been notified of the details of the Plan for State Aid and has requested for the following waiver of standards reported in the 2021-2022 Plan for State Aid: Hours waiver and Collection Development waiver for the calendar year 2021.
 - Not open from January to April for state approved hours, close to not spending the 12% spending collection development budget.
 - An email vote was placed and it passed.
- Breakfast Brothers in December - Helping out on Dec. 19th from 7 - 11 am.
- Hoedown Update - Last two weekends in March available on Friday & Saturday evenings, March 18/19 or March 25/26. First choice March 25th with snow date of 26th.

New Business

- 2022 Board Meeting Proposed Dates - Approved by a motion of Mackenzie Weaver and seconded by Diane Dreibelbis. Motion carried.
- 2022 Proposed Holiday Closings - Approved by a motion of Heidi Luckenbill and seconded by Diane Dreibelbis. Motion carried.
- Discuss and approve 2022 Operating Hours - To expand the operating hours will push the staffing budget from \$92,000 to \$100,000. At a break even point this year. Proposed a change to 10-4 on Monday, Wednesday, Friday. Tuesday and Thursday would be 10-8, Saturday 9-4. For an extra hour a week, lowest employees would be \$650 a year, about \$5,000 to open library for an extra night for 4 hours for the year. Approved by a motion of Lois Geist and seconded by Marsha Anderson. Motion carried.

- Official Board President needed for 2022 - By a motion of Lois Geist nominated Lee Turner for president and Heidi Luckenbill as vice president for 3 year term for 2022, seconded by Marsha Anderson. Motion carried.
- Awards - Carin is working on the awards. Director and Friend award, Outstanding Local Business - Fleetwood Bank or Deka - not sure if can nominate two. Carin will do Parks and Recreation for Outstanding Community Organization for Tigers in the Park, and Staff Member Award.
- Discussion on contacting Unique Pretzels about donation, also Georgio about donation.
- **Budget** - Funding formula going forward is taking money away from circulation numbers to per capita, so very important to get to 250 and \$5 per capita from Richmond and Maidencreek. State is saying libraries need to be funded by municipalities instead of the state. So funding is going down slightly and will continue to if can't get municipalities up. Fleetwood Borough is about \$4.90 per resident, but Richmond and Maidencreek is about \$1 per resident. Richmond proposed budget is \$5,000 instead of \$4,000. Borough at \$26,000 because going to continue to do Tigers in the Park with \$6,000 for summer and expand the program. Maidencreek Township \$11,408 and Richmond \$5,000. Total municipal at \$42,408. Dividend and interest at \$504, Fund Drive estimate \$13,500, \$12,400 estimate for monetary gifts and donations, fines income \$1,200 because fine free, Lost Book Charge \$200, Library Use Charge (Copy & Fax) \$2,000, Board Fundraisers \$12,000. Total Income \$174,200.
 - Operation Expenditures - \$97,200 in salary & wages, Taxes total \$7,760, Collection Expenditures \$20,920, Other Operating, \$53,320. Total Expense \$174,200.
 - Dues & Memberships for 2021 had included Amazon Prime, had been buying dvds from Amazon but really a bargain anymore. Potentially not renew Amazon Prime in April, option to have an Amazon Prime Credit Card and would get 5% back. Also going to drop zoom membership.
 - Income from copies & faxes, had not been collecting sales tax on this and Carin concerned the state will crack down on this.
- Motion to approve the new budget by Mackenzie Weaver, seconded by Dave Crissman. Motion carried.
- Motion by Heidi Luckenbill to raise the fees to \$0.25 cents for black and white copies, color copy \$0.50, \$3.00 for fax - with tax included. Seconded by Marsha Anderson . Motion carried.

Adjourn - Meeting adjourned at 8:12 pm with a motion by Lois Geist and a second by Mackenzie Weaver. The motion carried.



Library Director's Report

Month: November 2021

Circulation

- 4,909 items circulated (Down from 2020)

Programs

- Finished our outside programs in October, partnering with local community organizations and businesses. (John's Sanitation, Borough of Fleetwood, Blandon Fire Company, Boyer's Food Market, to name a few.) It was very well received and got some notice on social media as well as a phone call from Richmond Township asking how they can get involved!

Outreach

- Stacy and Carin attended Willow Creek's Trunk of Treat event. We gave out approximately 400 items ranging from free books, candy, earbuds, pens, and screen cloth cleaners.
- Stacy attended the FAHS Book Club and provided them with books.

Long Term Goals/Mission Statement Accomplishments

Long Term Goal Objective: Collaborate with local organizations to present programs within the community. *See programs note above.*

Long Term Goal Objective: Create a community resource center where patrons can search for, acquire, and share a variety of information on local organizations and resources. *Held "Where is Forward" conversation to discuss what the community needs going forward in order to accomplish this goal.*

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

	Oct 21	Oct 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
109 Local Govt	18,428.92	0.00	18,428.92	100.0%
County				
Total 109 Local Govt	18,428.92	0.00	18,428.92	100.0%
112 Interest Income	0.55	1.09	-0.54	-49.5%
114 Fund Drives				
Capital Campaign - Individuals	525.00	100.00	425.00	425.0%
Capital Campaign - Others	16,000.00	0.00	16,000.00	100.0%
Total 114 Fund Drives	16,525.00	100.00	16,425.00	16,425.0%
116 Donations				
Community	0.00	258.24	-258.24	-100.0%
Personal	149.00	0.00	149.00	100.0%
118 Donations - Other	1,749.95	400.00	1,349.95	337.5%
Total 116 Donations	1,898.95	658.24	1,240.71	188.5%
119 Fines				
120 Lost/Damaged Books	172.68	96.00	76.68	79.5%
121 Library Use Chg	0.00	20.50	-20.50	-100.0%
Copies				
Fax	103.80	68.85	34.95	50.9%
Total 121 Library Use Chg	187.60	100.85	86.95	86.4%
123 Misc Income	40.00	12.00	28.00	233.3%
Fund Raising Activities	1,100.00	0.00	1,100.00	100.0%
Unrecognized Gain or (Loss)	1,469.64	-537.77	2,007.41	373.3%
Total Income	39,823.34	450.71	39,372.63	8,735.7%
Gross Profit	39,823.34	450.71	39,372.63	8,735.7%
Expense				
135 Salaries	10,995.16	9,969.57	1,025.61	10.2%
136 Benefits	0.00	0.00	0.00	0.0%
139 Unemployment tax	0.00	0.00	0.00	0.0%
Total 138 Benefits	0.00	0.00	0.00	0.0%
160 Collection				
160 Books	374.39	0.00	374.39	100.0%
adult	157.12	0.00	157.12	100.0%
Juv	33.33	0.00	33.33	100.0%
160 Books - Other	564.84	0.00	564.84	100.0%
Total 160 Books	115.80	633.48	-517.68	-81.7%
161 Periodicals				

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

	Oct 21	Oct 20	\$ Change	% Change
152 Audio				
books on tape	94.98	0.00	94.98	100.0%
Total 152 Audio	94.98	0.00	94.98	100.0%
152 Videos				
adult	345.89	0.00	345.89	100.0%
juv	45.98	0.00	45.98	100.0%
museum passes	450.00	0.00	450.00	100.0%
Total 152 Videos	841.87	0.00	841.87	100.0%
154 Elec Format	0.00	249.11	-249.11	-100.0%
157 supplies	0.00	14.33	-14.33	-100.0%
Total 150 Collection	1,617.49	896.92	720.57	80.3%
166 Supplies				
cleaning	0.00	23.46	-23.46	-100.0%
Office	249.29	32.63	216.66	664.0%
Total 166 Supplies	249.29	56.09	193.20	344.5%
168c Maintn/Or Equip				
174 Postage/Shipping	96.48	92.04	4.44	4.8%
postage	11.40	55.00	-43.60	-79.3%
Total 174 Postage/Shipping	11.40	55.00	-43.60	-79.3%
176 Telephone				
176 Program Expense	71.96	70.41	1.55	2.2%
179 Contracted Services	86.65	0.00	86.65	100.0%
180 Trg/Travel/Conf	1.61	2.00	-0.39	-19.5%
182 Professional Fees	0.00	258.24	-258.24	-100.0%
Cleaning Services	333.90	0.00	333.90	100.0%
Legal Fees	0.00	147.36	-147.36	-100.0%
Payroll Service	209.15	196.32	12.83	6.5%
Total 182 Professional Fees	543.05	343.68	199.37	98.0%
186.1 Rent Expense				
195 Cost of Raising Money	24,800.00	400.00	24,400.00	6,100.0%
Mall Campaign	0.00	1,164.22	-1,164.22	-100.0%
195 Cost of Raising Money - Other	495.71	0.00	495.71	100.0%
Total 195 Cost of Raising Money	495.71	1,164.22	-668.51	-57.4%
Interest Expense				
Total Expense	39,235.46	13,664.39	25,571.09	187.1%
Net Ordinary Income	587.86	-13,213.68	13,801.54	104.5%
Net Income	667.86	-13,213.68	13,801.54	104.5%

Octobers Capital Campaign Income
 Octobers Capital Campaign Expense
 Octobers Income / <Loss> w/o Capital Campaign

16,525.00	-16,258.34	100.00	-266.66	<15,670.48>	<13,467.80>
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Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through October 2021

	Jan - Oct 21	Jan - Oct 20	\$ Change
Ordinary Income/Expense			
Income			
109 Local Govt	79,680.14	72,760.54	6,919.60
County		15,407.50	22,576.10
Townships			
Total 109 Local Govt	117,663.74	88,168.04	29,495.70
112 Interest Income	3.71	113.76	-110.05
114 Fund Drives			
Capital Campaign - Individuals	8,945.15	66,012.00	-57,066.85
Capital Campaign - Others	23,138.51	142,161.36	-119,022.85
Total 114 Fund Drives	32,083.66	208,173.36	-176,089.70
116 Donations			
Community	4,688.50	1,770.74	2,917.76
Corporate	352.08	503.80	-151.72
Personal	1,138.00	929.57	208.43
116 Donations - Other	4,834.84	1,886.24	2,948.60
Total 116 Donations	11,014.42	5,090.35	5,924.07
119 Phas	1,062.91	1,053.89	28.92
120 Lost/Damaged Books	-82.05	90.15	-132.20
121 Library Use Chg			
Copies	518.90	486.35	22.55
Fax	311.00	197.00	114.00
New Cards	2.00	0.00	2.00
Total 121 Library Use Chg	831.90	683.35	138.55
123 Misc Income	752.70	806.54	-53.84
Divident Income	251.57	214.39	37.16
Fund Raising Activities	4,756.00	25.00	4,731.00
Unrecognized Gain or (Loss)	4,216.87	1,133.91	3,084.96
Total Income	172,577.43	305,922.64	-132,945.41
Gross Profit	172,577.43	305,922.64	-132,945.41
Expense			
136 Salaries	79,170.20	72,056.74	7,113.46
136 Benefits			
139 Unemployment tax	603.10	802.85	0.25
140 Soc Sec Tax	4,226.87	3,849.40	377.47
141 Medicare Tax	908.55	900.26	88.29
Total 136 Benefits	5,818.52	5,352.51	466.01

12:50 PM
11/10/21
Cash Basis

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

	Jan - Oct 21	Jan - Oct 20	\$ Change
160 Collection			
160 Books	5,876.33	4,356.29	1,520.04
adult	4,878.85	6,246.30	-1,567.45
juv	361.78	274.22	87.56
160 Books - Other			
Total 160 Books	10,916.96	10,876.81	40.15
161 Periodicals	781.34	771.32	10.02
162 Audio			
books on tape	1,105.45	663.43	442.02
162 Audio - Other	0.00	67.50	-67.50
Total 162 Audio	1,105.45	730.93	374.52
162 Videos			
adult	1,765.30	1,603.99	161.31
juv	75.19	115.41	-40.22
museum passes	450.00	0.00	450.00
Total 162 Videos	2,290.49	1,719.40	571.09
164 Elec Format	597.92	497.44	100.48
167 supplies	23.86	1,573.93	-1,550.07
Kits	16.99	0.00	16.99
Processing	285.00	285.00	0.00
160 Collection - Other	96.16	27.22	70.94
Total 160 Collection	16,126.17	16,492.05	-365.88
165 Furniture & equipment			
Decor	522.85	0.00	522.85
Equipment	33.99	15,910.02	-15,776.03
Furniture	0.00	154.99	-154.99
165 Furniture & equipment - Other	0.00	827.25	-827.25
Total 165 Furniture & equipment	556.84	16,792.26	-16,235.42
166 Supplies			
cleaning	286.59	298.22	-32.63
Computer	104.59	28.98	74.61
Office	1,057.32	1,006.67	48.65
Total 166 Supplies	1,428.50	1,337.87	90.63
166c Maintain Of Equip	484.28	488.87	15.41
171 Insurance	3,563.00	3,790.00	-227.00
172 Maintain Building	0.00	96.23	-96.23
174 Postage/Shipping			
postage	176.40	1,665.73	-1,489.33
shipping -other	63.50	89.80	-26.30
Total 174 Postage/Shipping	239.90	1,755.53	-1,515.63

12:50 PM
11/10/21
Cash Basis

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

	Jan - Oct 21	Jan - Oct 20	\$ Change
176 Printing	0.00	3,528.00	-3,528.00
176 Telephone	789.27	904.30	-115.03
178 Program Expense	2,781.71	958.25	1,823.46
179 Contracted Services	27.67	26.11	1.56
180 Trg/Travel/Conf Travel	16.24	247.10	-230.86
180 Trg/Travel/Conf - Other	225.00	353.24	-128.24
Total 180 Trg/Travel/Conf	241.24	600.34	-359.10
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	333.90	421.20	-87.30
Legal Fees	334.50	236.64	97.86
Payroll Service	1,412.21	1,381.22	30.99
Total 182 Professional Fees	9,578.57	5,640.06	3,938.51
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	26,000.00	4,000.00	24,000.00
188 Cost of Raising Money Mail Campaign	0.00	1,164.22	-1,164.22
186 Cost of Raising Money - Other	2,405.78	217.82	2,267.96
Total 188 Cost of Raising Money	2,405.78	1,382.04	1,103.74
Interest Expense	2,732.21	1,802.89	1,129.32
Reconciliation Discrepancies	-10.00	-35.56	25.56
Total Expense	154,673.05	137,652.53	17,020.52
Net Ordinary Income	17,904.38	187,870.31	-149,965.93
Net Income	17,904.38	167,870.31	-149,965.93
Y-T-D Capital Campaign Income	32,083.61	208,173.36	
Y-T-D Capital Campaign Expense	-3,570.44	-25,264.89	
Y-T-D Income / <Loss> w/o Capital Campaign	<10,608.42>	<15,038.14>	

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of October 31, 2021

	Oct 31, 21	Oct 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	20,113.48*	15,738.77	4,374.71	27.8%
Checking -FI	-12,111.88	-8,723.94	-3,387.94	-38.8%
County Co-Op	8,859.88	38,333.00	-29,473.12	-76.9%
Investment Account - Money Mar				
Total Checking/Savings	16,861.48	45,347.83	-28,486.35	-62.8%
Other Current Assets				
Investment Account	38,225.51	0.00	38,225.51	100.0%
Total Other Current Assets	38,225.51	0.00	38,225.51	100.0%
Total Current Assets	55,086.99	45,347.83	9,739.16	21.5%
Fixed Assets				
101.5 Construction Work in Prog	285.00	684,767.33	-684,482.33	-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	37,576.51	-33,421.67	-88.7%
Leashold Improvements	668,578.44	69,607.95	598,970.49	860.5%
Total Fixed Assets	650,512.02	698,004.90	-48,492.88	-8.9%
TOTAL ASSETS	708,609.01	744,362.73	-36,763.72	-5.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Fleetwood Bank Line Of Credit	70,000.00	103,000.00	-33,000.00	-32.0%
Fleetwood Bank SBA PPP Loan	0.00	17,367.00	-17,367.00	-100.0%
Payroll Liabilities	-888.49	-831.23	-57.26	-8.1%
Total Other Current Liabilities	69,101.51	118,535.77	-50,434.26	-42.2%
Total Current Liabilities	69,101.51	118,535.77	-50,434.26	-42.2%
Equity				
Retained Earnings	618,583.12	456,946.65	161,646.47	35.4%
Net Income	17,804.38	167,870.31	-149,965.93	-89.3%
Total Equity	636,497.50	624,816.96	11,680.54	1.9%
TOTAL LIABILITIES & EQUITY	708,609.01	744,362.73	-36,763.72	-5.2%

* Balance in Checking Account Attributable to Capital Campaign

VANGUARD - VALUES AS OF October 31, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share
 LIFE STRATEGY GROWTH FUND - VASGX \$ 45.26/share

VMFXX
 8859.88 shares @ \$ 1.00/share = \$ 8859.88
VASGX
 844.576 shares @ \$ 45.26/share = \$ 38,225.51

VALUE AS OF END OF CURRENT MONTH \$ 47,085.39
 VALUE AS OF END OF PRIOR MONTH \$ 45,615.75
 CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 1,469.64

VALUE AS OF END OF CURRENT MONTH \$ 47,085.39
 VALUE AS OF JANUARY 1, 2021 \$ 42,614.95
 CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ 4,470.44

VALUE AS OF END OF CURRENT MONTH \$ 47,085.39
 VALUE AS OF INCEPTION DATE - SEPTEMBER 4, 2014 \$ 249,624.60
 CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <202,539.21 >