

FAPL Board of Trustees Meeting Minutes
March 15th, 2022

The meeting was called to order at 6:43pm - Present were Lois Geist, Marsha Anderson, Diane Dreibelbis, Alexa Cooney, Mackenzie Weaver, Lee Turner, Heidi Luckenbill, Dave Christman, Library Director Carin Milesosky, and Business Manager Daniel Hoch.
There were no guests in attendance.

Correspondence:

Anne Constine thanked the Library Board for the flowers sent.

Melissa Deutsch Bonifacio provided information regarding the Pet Parade fundraising idea that the Northvale Public Library put on in the fall.

The Consent Agenda Items, including the February minutes, Library Director's Report, and Financial report were approved by a motion from Marsha Anderson, with a second from Lois Geist. The motion carried.

BCPLS Meeting Report - The last meeting was held virtually on 2/16/22. New board member - Jason Brudereck former Reading Eagle reporter. They approved 3 policies - Floating Collection, Cataloging policy and inclement weather delivery - winter weather or heat advisory/tornado. Annual reports are due March 18th. There was a presentation on the 2022 funding formula. The next meeting is May 18th.

Old Business

- Choosing fundraising ideas:
 - Kauffman's Chicken BBQ - check on minimum number sold, tentative date of Thursday, August 18th
 - Shoe Drive - ~\$500 that FAMA made, a lot of manual labor, the board decided to hold off until next year for this idea.
 - Concession Stand in the Park for Sunday Night concerts - Chris Young will be asked about the bands & dates available
 - Art Event Concession Stand - Saturday May 7th 12 - 4pm in Cafeteria of Community Center
 - Elvis - get price from Joel Schaeffer
 - Putt Putt on Legion Lawn - Lee will talk to Berks Fire & Water
 - Horse Racing - Night at the Races, early November date
 - Wine Bingo Night - talk to Concern about their Thirty-One Bingo
 - Line Dancing - Diane will check with Jean Davis
 - Pet Parade to be combined with the Pumpkin event, Lee will send a letter to Susanne Touch, President of Borough Council for an October date.
- Hoedown Fundraiser next Friday, 3/25 @ 6:00pm

- Thursday, 3/24 Set-up @ 6:00pm: store food in the refrigerator, set up tables, table covers, etc.
- Bring desserts
- Food beforehand, 2 intermissions
- Clarification on Vacation (Paid Time Off) usage:
 - The policy is to use the vacation hours or lose them as time off.
 - The board will draft a description for the Business Manager job description for vacation hours.

New Business

- New Trustee Workshop on 3/30 - David Christman signed up to attend.

The meeting adjourned at 8:19pm with a motion by Mackenzie Weaver and a second by Diane Dreibelbis. The motion carried.



Library Director's Report

Month: March 2022

Circulation

- February circulation: 5,865 (12% increase from 2021)
- 9,340 minutes of computer time
- 208 Wi-Fi logins (5th highest in the county for February, behind Reading, Exeter, Muhlenberg, and Boyertown)

Programs

- Both of the new adult clubs started in February and are doing well. A third club was started in February focusing on Art.
- Tigers in the PARK for 2022 is in full planning stages. We are interviewing candidates to run our Art and STEAM camps. All presenters and performers are booked.

Outreach

- Stacy attended FASD "Teach me to read at home" in February to educate parents about our 1,000 books before Kindergarten program and also to present all the resources available at the library for early literacy. A short presentation on how to order books online and get them delivered to Fleetwood Library was also shown.
- Stacy attended FAHS Book Club and supplied books for students.

Long Term Goal Accomplishments

Objective: Partner with the Fleetwood Area School District and local Preschools to educate parents on early literacy initiatives and incorporate these concepts into our programs and activities in the library. **Stacy's visit to FASD "Teach Me to Read at Home"**

Objective: Create a community resource center where patrons can search for, acquire, and share a variety of information on local organizations and resources. **With the help of Fleetwood Borough, Carin installed a new Community Resource Wall outside Room 111. Work on this project will be ongoing as we determine how information should be posted and how we can inform the community of its whereabouts.**

Which parts of our Mission Statement did we "live" this month?

- Partner with the Fleetwood Area School District and other local organizations on successful ways to share resources to provide better access to all within our community.
- Actively interface with the Fleetwood Area by participating in community events, visits from library staff, and delivery of satellite library collections.
- Provide programs that support early learning literacies and participate in state and county-wide initiatives like 1,000 Books before Kindergarten, One Book, etc.
- Cultivate a strong relationship with the Fleetwood Area School District (FASD), correlating our goals with the school's curriculum and Profile of a Graduate.
- Collaborate with local organizations and PA Forward partners to create a community calendar, resource center, and cooperative programming opportunities.

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03/07/22

Cash Basis

Fleetwood Area Public Library
Profit & Loss Prev Year Comparison
February 2022

	Feb 22	Feb 21
Ordinary Income/Expense		
Income		
109 Local Govt County	412.46	0.00
Total 109 Local Govt	412.46	0.00
112 Interest Income	0.39	0.28
114 Fund Drives Capital Campaign - Individuals	16,765.00	665.00
Total 114 Fund Drives	16,765.00	665.00
116 Donations Community	2,261.36	0.00
corporate	0.00	6.78
personal	30.00	600.00
116 Donations - Other	60.00	669.93
Total 116 Donations	2,351.36	1,276.71
119 Fines	30.75	35.90
120 Lost/damaged Books	0.00	20.00
121 Library Use Chg Copies	116.45	81.45
Fax	14.00	32.00
New Cards	0.00	2.00
Total 121 Library Use Chg	130.45	115.45
123 Misc Income	20.00	0.00
Unrecognized Gain or (Loss)	-886.16	654.41
Total Income	18,824.25	2,767.75
Gross Profit	18,824.25	2,767.75
Expense		
135 Salaries	7,982.39	6,369.37
138 Benefits 139 Unemployment tax	0.00	0.00
Total 138 Benefits	0.00	0.00
150 Collection 150 Books adult	342.48	421.88
juv	113.27	328.51
150 Books - Other	13.51	38.14
Total 150 Books	469.26	788.53
152 Audio books on tape	69.98	84.98
Total 152 Audio	69.98	84.98
152 Videos adult	163.18	137.94
juv	25.98	16.98
Total 152 Videos	189.16	154.92
157 supplies Klts	0.00	6.04
	0.00	16.99
Total 150 Collection	728.40	1,051.46
165 Furniture & equipment Decor	0.00	478.03
Equipment	1,058.11	0.00
Total 165 Furniture & equipment	1,058.11	478.03

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Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison February 2022

Feb 22

Feb 21

166 Supplies			
Office	21.17		175.38
Total 166 Supplies	21.17		175.38
174 Postage/Shipping			
shipping -other	0.00		47.81
174 Postage/Shipping - Other	0.00		15.69
Total 174 Postage/Shipping	0.00		63.50
176 Telephone	71.19		70.70
178 Program Expense	540.00		156.95
179 Contracted Services	0.32		0.19
182 Professional Fees			
Cleaning Services	-156.30		0.00
Payroll Service	67.80		60.88
Total 182 Professional Fees	-88.50		60.88
188.1 Rent Expense	0.00		800.00
195 Cost of Raising Money	33.93		0.00
Interest Expense	241.11		271.11
Total Expense	10,588.12		9,497.57
Net Ordinary Income	8,236.13		-6,729.82
Net Income	8,236.13		-6,729.82

February Capital Campaign Income			
	16,765.00		665.00
February Capital Campaign Expenses	-275.09	-16,489.96	-796.95 + 131.95
February Income/Loss w/o Capital Campaign	<u>-8,253.83</u>		<u>-6,597.87</u>

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Cash Basis

Fleetwood Area Public Library
Profit & Loss Prev Year Comparison
January through February 2022

	Jan - Feb 22	Jan - Feb 21
Ordinary Income/Expense		
Income		
109 Local Govt County	22,909.43	22,696.00
Total 109 Local Govt	22,909.43	22,696.00
112 Interest Income	0.60	0.62
114 Fund Drives		
Capital Campaign - Individuals	21,395.00	2,085.15
Capital Campaign - Others	0.00	50.00
Total 114 Fund Drives	21,395.00	2,135.15
116 Donations		
Community	2,261.36	212.50
corporate	66.97	97.80
personal	30.00	775.00
116 Donations - Other	877.89	769.93
Total 116 Donations	3,236.22	1,855.23
119 Fines	147.48	85.10
120 Lost/damaged Books	-63.43	-199.42
121 Library Use Chg		
Copies	169.65	91.65
Fax	31.00	32.00
New Cards	0.00	2.00
Total 121 Library Use Chg	200.65	125.65
123 Misc Income	110.00	0.00
Unrecognized Gain or (Loss)	-2,519.43	545.43
Total Income	45,416.52	27,243.76
Gross Profit	45,416.52	27,243.76
Expense		
135 Salaries	16,154.83	12,891.90
138 Benefits		
139 Unemployment tax	0.00	0.00
Total 138 Benefits	0.00	0.00
150 Collection		
150 Books		
adult	1,376.79	1,279.91
juv	1,688.73	838.20
150 Books - Other	66.59	101.50
Total 150 Books	3,132.11	2,219.61
152 Audio		
books on tape	224.94	375.92
Total 152 Audio	224.94	375.92
152 Videos		
adult	472.58	364.61
juv	25.98	16.98
Total 152 Videos	498.56	381.59
154 Elec Format	0.00	94.88
157 supplies	0.00	23.86
Kits	50.44	16.99
150 Collection - Other	0.00	0.00
Total 150 Collection	3,906.05	3,112.85
165 Furniture & equipment		
Decor	0.00	478.03
Equipment	1,058.11	0.00
Total 165 Furniture & equipment	1,058.11	478.03

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 Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through February 2022

	Jan - Feb 22	Jan - Feb 21
166 Supplies		
cleaning	7.68	21.98
Office	169.34	175.38
Total 166 Supplies	177.02	197.36
169c Maintain Of Equip	116.40	130.67
174 Postage/Shipping		
shipping -other	0.00	47.81
174 Postage/Shipping - Other	0.00	15.69
Total 174 Postage/Shipping	0.00	63.50
176 Telephone	142.21	211.73
178 Program Expense	545.64	156.95
179 Contracted Services	3.02	3.24
182 Professional Fees		
Cleaning Services	-156.30	0.00
Legal Fees	0.00	264.50
Payroll Service	279.00	495.48
Total 182 Professional Fees	122.70	759.98
188.1 Rent Expense	400.00	800.00
195 Cost of Raising Money	33.93	21.51
Interest Expense	482.22	581.11
Reconciliation Discrepancies	12.00	-3.50
Total Expense	23,154.13	19,405.33
Net Ordinary Income	22,262.39	7,838.43
Net Income	22,262.39	7,838.43
Y-T-D Capital Campaign Income	21,395.00	2,135.15
Y-T-D Capital Campaign Expense	- 516.15 -20,878.85	- 1,128.46 -1,006.67
Y-T-D Income/Loss w/o Capital Campaign	<u>1383.54</u>	<u>6831.74</u>

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 03/07/22
 Cash Basis

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of February 28, 2022

	<u>Feb 28, 22</u>	<u>Feb 28, 21</u>
ASSETS		
Current Assets		
Checking/Savings		
Checking -FI	16,343.73 ^A	14,712.68 ^B
County Co-Op	-2,475.18	-2,821.15
Investment Account - Money Mar	0.00	8,859.31
Total Checking/Savings	<u>13,868.55</u>	<u>20,750.84</u>
Other Current Assets		
Investment Account	36,080.85	34,301.07
Total Other Current Assets	<u>36,080.85</u>	<u>34,301.07</u>
Total Current Assets	<u>49,949.40</u>	<u>55,051.91</u>
Fixed Assets		
101.5 Construction Work in Prog	285.00	0.00
Accum Depr - Furn & Equip	-3,856.89	-3,856.89
Accum Depr - Leasehold Impr	-18,749.37	-18,749.37
Furniture & Equipment	4,254.84	4,254.84
Leasehold Improvements	668,578.44	668,578.44
Total Fixed Assets	<u>650,512.02</u>	<u>650,227.02</u>
TOTAL ASSETS	<u>700,461.42</u>	<u>705,278.93</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Fleetwood Bank Line Of Credit	45,000.00	80,000.00
Payroll Liabilities	-1,683.09	-1,152.62
Total Other Current Liabilities	<u>43,316.91</u>	<u>78,847.38</u>
Total Current Liabilities	<u>43,316.91</u>	<u>78,847.38</u>
Total Liabilities	<u>43,316.91</u>	<u>78,847.38</u>
Equity		
Retained Earnings	634,882.12	618,593.12
Net Income	22,262.39	7,838.43
Total Equity	<u>657,144.51</u>	<u>626,431.55</u>
TOTAL LIABILITIES & EQUITY	<u>700,461.42</u>	<u>705,278.93</u>

Balance in Checking Acct. Attributable to Capital Campaign \$16,944.00^A \$ <235>^B

VANGUARD - VALUES AS OF February 28, 2022

LIFE STRATEGY GROWTH FUND - VASGX \$ 41.53/share

VASGX

868.790 shares @ \$ 41.53/share = \$ 36,080.85

VALUE AS OF END OF PRIOR MONTH \$ 36,967.01

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ < 886.16 >

VALUE AS OF END OF CURRENT MONTH \$ 36,080.85

VALUE AS OF JANUARY 1, 2022 \$ 38,600.34

CHANGE IN VALUE SINCE JANUARY 1, 2022 \$ < 2,519.49 >