

FAPL Board of Trustees Minutes
February 16th, 2021

Meeting Called to Order at 6:36 pm.

Present were Business Manager, Daniel Hoch, Lee Turner, Laura Walizer, Lois Geist, Marsha Anderson, Library Director Carin Mileshovsky, Michelle Hughes, Alexa Schaeffer, Mackenzie Weaver.

Guests: No guests were in attendance.

Approval of Consent Agenda Items: A correction to the January 2021 minutes will be made to change the date from January 20th to January 19th, 2021 when the meeting was held. A motion was made by Lee Turner, with a second by Lois Geist to approve the January minutes, Treasurer's, and Library Director's reports. Motion carried.

Correspondence: A meeting with Sign Pros was held on Wednesday, Feb 10th, 2021. Kristin from the Fleetwood Bank was in attendance as well as board members Lee Turner, Diane Dreibelbis, President Laura Walizer, and Library Director Carin Mileshovsky. Estimates for a vinyl print on the wall inside of the library for the donor wall were received, as well as an estimate for a sign above the Library door for Fleetwood Bank, saying "Special thanks to Fleetwood Bank investing in our future."

BCPLS Meeting Report: The next meeting is on Wednesday 2/24 at 7 pm, most likely on Zoom.

Old Business:

1. President Laura Walizer led the discussion of additional vinyl signs included vinyl window covers along windows to block the sun and showcase the library, a Fleetwood Library Sign at the top window when coming inside, a sign listing board members and vendors that helped with the construction of the library, and additional signs for the teen room and children's rooms in the future.
2. Attending Borough Meetings to update them on the library and make them aware of our needs to be considered in their budgets was discussed by President Laura Walizer. A sign-up sheet to attend the meetings in the fall of 2021 was sent around.
3. President Laura Walizer presented multiple fundraising ideas. One including selling spirit wear using Geist Sporting Goods to raise money for the library as a fundraising idea. Another was holding a scavenger hunt fundraiser to find items in the community with Literacy clues, Fleetwood History sites, etc., Fleetwood artwork to sell at the carnival, "Wine Down" fundraiser, Grand Central Taproom fundraiser, "Moms and Mimosas" fundraiser, game of chance night, an Icecream Party kickoff to the summer reading program, and using the Pick-A-Pop at the Carnival.
4. A motion to purchase a game of chance for the price of \$75 for the year was made by Mackenzie Weaver and a second by Lee Turner was approved. Motion carried.

New Business:

1. Carin Mileshevsky presented the Personnel Policy for the board's review and revise the statement regarding Saturday holidays and the 1 hour of holiday pay to include the Library Director. Additionally, the work from home policy added telecommuting for closed days due to inclement weather. A motion was made by Michelle Huges to approve the revisions with Marsha Anderson as a second. The motion carried.
2. Carin Mileshevsky presented information regarding Governor Wolf's proposal of increasing the minimum wage to \$12.00 an hour by July 1st, 2021, with an additional .50 increase each year until \$15/hour is met. Information regarding the staff members it would affect and the budgetary considerations were presented to the board.

The meeting was adjourned for an executive session at 7:56 pm to discuss personnel issues.
The board returned to a regular meeting at 8:19 pm.

A motion to approve a 3% increase for all employees retroactive from January 2021 was made by Lois Geist with a second by Michelle. Motion carried.

Meeting adjourned at 8:20 p.m. upon a motion by Mackenzie Weaver and a second by Lee Turner. Motion carried.

Respectfully submitted, Alexa Schaeffer



Library Director's Report

Month: February 2021

Circulation

- January 2021: 5,616 items circulated
- 16% increase from January 2020
- Computer usage and Wi-Fi usage is going up a little. Hoping to see that Wi-Fi number start to go up. We are putting signs all over the building advertising that there is Free Wi-fi extended through most of the building and parking lot.

Programs

- 8 Zoom Programs for kids
- 4 Read Alouds recorded and shared for families to watch
- 4 UCC St. Paul's Preschool visits
- 24 different Grab and Grow kits available (400 distributed)
- 2 patrons reserved room 111 for private usage. (One student and one adult)

Outreach

- FAHS Book Club attended via Zoom by Stacy and Deanne. We also set up a system where we will help provide copies of their book and deliver them to the high school.
- Carin will help the UCC St. Paul's Book Club obtain copies of their books needed each month.
- Stacy did a Virtual Field Trip with a 2nd Grade class. She showed them around the library and answered questions to the students.

Long Term Goals/Mission Statement Accomplishments

- Updated Room 111 “Study Room” availability to allow patrons to use for school, work, or personal.
- Began the process of maintaining our Gold Star Status.
- Launched an advocacy campaign for our patrons to be actively involved in thanking our municipalities as we prepare to ask them for additional funding.
- Spoke with the Borough about installing a bulletin board and resource center in the hallway. Need someone to paint and install the old bulletin board from upstairs.

BCPL Uniform Requirements/Responsibilities

- BCPL System Wide Initiative- completed 1 of 4 required programs: Funding Thank You (“Love Letter to Your Library”)
- Completed Library Director’s portion of the annual report. Daniel and Carin will work on the financial part of the annual report and have it completed by March 12 deadline.

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

	Jan 21	Jan 20	\$ Change	% Change
Income				
109 Local Govt County	22,696.00	20,828.69	1,867.31	9.0%
Total 109 Local Govt	22,696.00	20,828.69	1,867.31	9.0%
112 Interest Income	0.34	21.14	-20.80	-98.4%
114 Fund Drives	1,420.15	1,000.00	420.15	42.0%
Capital Campaign - Individuals	50.00	4,289.86	-4,239.86	-98.8%
Capital Campaign - Others				
Total 114 Fund Drives	1,470.15	5,289.86	-3,819.71	-72.2%
116 Donations				
Community	0.00	117.50	-117.50	-100.0%
corporate	91.02	300.00	-208.98	-69.7%
personal	140.00	100.50	39.50	39.3%
116 Donations - Other	347.50	0.00	347.50	100.0%
Total 116 Donations	578.52	518.00	60.52	11.7%
119 Fines	49.20	290.09	-240.89	-83.0%
120 Lost/damaged Books	-219.42	-216.63	-2.79	-1.3%
121 Library Use Chg				
Copies	10.20	166.30	-156.10	-83.9%
Fax	0.00	30.00	-30.00	-100.0%
Total 121 Library Use Chg	10.20	196.30	-186.10	-94.8%
123 Misc Income	0.00	5.44	-5.44	-100.0%
Unrecognized Gain or (Loss)	-108.98	157.67	-266.65	-169.1%
Total Income	24,476.01	27,090.56	-2,614.55	-9.7%
Gross Profit	24,476.01	27,090.56	-2,614.55	-9.7%
Expense				
136 Salaries	6,522.53	6,402.85	119.68	1.9%
138 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%
150 Collection				
150 Books				
adult	858.03	366.81	491.22	133.9%
juv	509.69	189.95	319.74	168.3%
150 Books - Other	63.36	36.11	27.25	75.5%
Total 150 Books	1,431.08	592.87	838.21	141.4%
151 Periodicals	0.00	4.00	-4.00	-100.0%

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

	Jan 21	Jan 20	\$ Change	% Change
152 Audio				
books on tape	290.94	63.00	227.94	361.8%
152 Audio - Other	0.00	67.50	-67.50	-100.0%
Total 152 Audio	290.94	130.50	160.44	122.9%
152 Videos				
adult	226.67	226.89	-0.22	-0.1%
Total 152 Videos	226.67	226.89	-0.22	-0.1%
154 Elec Format	94.88	0.00	94.88	100.0%
157 supplies	17.82	0.00	17.82	100.0%
150 Collection - Other	0.00	0.00	0.00	0.0%
Total 150 Collection	2,061.39	954.26	1,107.13	116.0%
166 Supplies				
cleaning	21.98	14.49	7.49	51.7%
Computer	0.00	29.98	-29.98	-100.0%
Office	0.00	129.47	-129.47	-100.0%
Total 166 Supplies	21.98	173.94	-151.96	-87.4%
169c Maintain Of Equip	130.67	175.45	-44.78	-25.5%
174 Postage/Shipping				
postage	0.00	55.00	-55.00	-100.0%
Total 174 Postage/Shipping	0.00	55.00	-55.00	-100.0%
175 Printing	0.00	260.00	-260.00	-100.0%
178 Telephone	141.03	95.91	45.12	47.0%
178 Program Expense	0.00	15.55	-15.55	-100.0%
178 Contracted Services	3.05	4.07	-1.02	-25.1%
182 Professional Fees				
Cleaning Services	0.00	210.60	-210.60	-100.0%
Legal Fees	264.50	67.13	197.37	294.0%
Payroll Service	190.06	428.88	-238.80	-55.7%
Total 182 Professional Fees	454.58	708.61	-252.03	-35.7%
188.1 Rent Expense	0.00	400.00	-400.00	-100.0%
195 Cost of Raising Money	21.51	0.00	21.51	100.0%
Interest Expense	310.00	0.00	310.00	100.0%
Reconciliation Discrepancies	-3.50	28.56	-33.06	-111.8%
Total Expense	9,663.24	9,273.20	390.04	4.2%
Net Income	14,812.77	17,817.36	-3,004.59	-16.9%

Capital Campaign Income 1470.15
 Capital Campaign Expenses - 331.51
 January 2021 Income w/o Capital Campaign 13,674.13
 52,898.86
 - 16,000.00
 - 5,029.86
 12,787.50

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

	Jan 31, 21	Jan 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Campaign Money Mkt Acct	0.00	26,623.99	-26,623.99	-100.0%
Checking - FI	20,685.97	18,630.99	2,054.98	11.0%
County Co-Op	-840.74	-658.61	-182.13	-27.7%
Investment Account - Money Mar	42,505.97	54,571.02	-12,065.05	-22.1%
Regular Money Market Acct. - FI	0.00	84,415.26	-84,415.26	-100.0%
Total Checking/Savings	62,351.20	183,582.65	-121,231.45	-66.0%
Other Current Assets				
Investment Account	0.00	249,571.35	-249,571.35	-100.0%
Total Other Current Assets	0.00	249,571.35	-249,571.35	-100.0%
Total Current Assets	62,351.20	433,154.00	-370,802.80	-85.6%
Fixed Assets				
101.5 Construction Work in Prog	664,767.33	6,800.00	657,967.33	9,676.0%
Accum Depr - Furn & Equip	-36,681.21	-36,681.21	0.00	0.0%
Accum Depr - Leasehold Impr	-36,365.68	-36,365.68	0.00	0.0%
Furniture & Equipment	37,676.51	37,676.51	0.00	0.0%
Leasehold Improvements	69,607.95	69,607.95	0.00	0.0%
Total Fixed Assets	699,004.90	41,037.57	657,967.33	1,603.3%
TOTAL ASSETS	761,356.10	474,191.57	287,164.53	60.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities	80,000.00	0.00	80,000.00	100.0%
Fleetwood Bank Line Of Credit	-827.67	-572.44	-255.23	-44.6%
Payroll Liabilities	79,172.33	-572.44	79,744.77	13,930.7%
Total Other Current Liabilities	79,172.33	-572.44	79,744.77	13,930.7%
Total Current Liabilities	79,172.33	-572.44	79,744.77	13,930.7%
Total Liabilities	79,172.33	-572.44	79,744.77	13,930.7%
Equity				
Retained Earnings	667,371.00	456,946.65	210,424.35	46.1%
Net Income	14,812.77	17,817.36	-3,004.59	-16.9%
Total Equity	682,183.77	474,764.01	207,419.76	43.7%
TOTAL LIABILITIES & EQUITY	761,356.10	474,191.57	287,164.53	60.6%

VANGUARD - VALUES AS OF

JANUARY 31, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share
LIFE STATEGY GROWTH FUND - VASGX \$ 40.11 /share

VMFXX

8859.22 shares @ \$ 1.00/share = \$ 8859.22

VASGX

838.862 shares @ \$ 40.11/share = \$ 33,646.75

VALUE AS OF END OF CURRENT MONTH \$ 42,505.97

VALUE AS OF END OF PRIOR MONTH \$ 42,614.95

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ <108.98>

VALUE AS OF END OF CURRENT MONTH \$ 42,505.97

VALUE AS OF JANUARY 1, 2021 \$ 42,614.95

CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ <108.98>

VALUE AS OF END OF CURRENT MONTH \$ 42,505.97

VALUE AS OF INCEPTION DATE - SEPTEMBER 4, 2014 \$ 249,624.60

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <207,118.63>