

FAPL Board of Trustees
June 15, 2021

Meeting called to order at 6:31pm. Present were Library Director Carin Mileshosky, Marsha Anderson, Michelle Hughes, Alexa Cooney, Lois Geist, Diane Dreibelbis, Lee Turner, and Daniel Hoch.

Guests - No guests were in attendance.

Approval of Consent Agenda Items- The May minutes, Library Director's Report, and Financial Reports of both April and May were approved with a motion by Lois Geist and with a second by Marsha Anderson. Motion carried.

Correspondence - No correspondence.

BCPLS Meeting Report- Lois Geist attended on May 19th, 2021. ListServe behavior guidelines were approved. The cataloging and processing policy will be presented for approval at the August 2021 meeting. The Book Bonanza will take place July 8th-11th at the Berkshire Mall at the old Gap store and volunteers are needed. The next BCPLS meeting is in August 2021.

Old Business

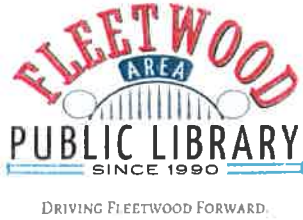
- The concession stand to benefit the Fleetwood Library is on Sunday, June 27th serving from 5pm-8pm.

New Business

- Kauffman's Chicken BBQ Fundraiser will take place on August 5th. The meal will be half a chicken, potato, baked beans, and applesauce for \$11. The fundraiser will take place at the Fleetwood Grange from 3:30-6:30pm.
- Sign Pros - Carin Mileshosky presented a mock-up for the donor wall.

Meeting adjourned at 7:45pm upon a motion by Lois Geist and a second by Diane Dreibelbis. Motion carried.

Respectfully submitted, Alexa Cooney.



Library Director's Report

Month: June 2021

Circulation

- May 2021 Items Circulated: 5,007 (4% increase from May 2019)

Programs

- 4 recorded storytimes, 4 Live Zoom Storytimes
- 1 Adult program with Keystone Villa (42 people in attendance!)
- Plant Swap

Outreach

- 2 In-person visits from UCC Preschool
- 3 Virtual Live visits with Touching the Future (3 classrooms go live at the same time with Ms. Stacy)
- Stacy attended the FAHS Art Event to promote Tigers in the PARK
- Stacy attended the FAHS Book Club via Zoom
- Carin delivered items to Keystone Villa for residents to borrow. In person visits have not taken off yet. They are offering their residents a ride to the library twice a month. So far no one has taken them up on their offer.

Long Term Goals/Mission Statement Accomplishments

- Objective: Expand our MAKERspace services and programs to create more opportunities for the community to use the resources and technology we acquire. 4 teens used the MAKERspace in May and borrowed the podcaster from system headquarters to record a project for their history class. The MAKERspace was also used for a local Cyber School to provide a testing site for their students to take the PSSA's.

- 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. Partnered with both UCC St. Paul's Preschool and Touching the Future to provide early literacy programs to their students. FASD also has allowed us to send out information for our Summer Learning Program to all their students and featured the FAPI on their Summer Resources website.
- Objective: Collaborate with local organizations to present programs within the community. Partnered with Keystone Villa to present Falconry Girl to both their residents and our patrons.
- Objective: Campaign for increased municipal funding and local community support to secure sufficient funding for our new library space and future expansions. Board members attended Maiden Creek Township and Richmond Township monthly meetings to present our 2020 Annual Report.

BCPL Uniform Requirements/Responsibilities

- Up to date on all requirements and responsibilities.

Other Items and Upcoming Events:

- Where is Forward begins Saturday, June 26 at 9:30am. Please consider attending to represent the Board of Trustees. RSVP link:
<https://forms.glc/aWrvAgnfNBmcnRiH7>
- Concession Stand to Benefit the Fleetwood Library: Sunday, June 27
- The Friends of the Fleetwood Library need volunteers for the Carnival. Please consider helping out for a two hour block. Contact Denice Fulmer at kenden@enter.net

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

	May 21	May 20	\$ Change	% Change
Income				
112 Interest Income	0.23	14.13	-13.90	-98.4%
114 Fund Drives	260.00	13,900.00	-13,640.00	-91.1%
Capital Campaign - Individuals	0.00	6,450.00	-6,450.00	-101.0%
Capital Campaign - Others				
Total 114 Fund Drive	260.00	20,350.00	-20,090.00	-98.7%
115 Donations				
Community	0.00	200.00	-200.00	-101.0%
Corporate	0.00	5.26	-5.26	-101.0%
116 Donations - Other	303.00	121.23	181.77	141.9%
Total 116 Donations	303.00	326.49	-23.49	-7.2%
119 Fines	34.84	1.00	34.84	100.0%
121 Library Use Chg				
Copies	78.95	0.00	78.95	101.0%
Fax	16.00	0.00	16.00	101.0%
Total 121 Library Use Chg	94.95	0.00	94.95	100.0%
123 Misc Income	12.00	0.00	12.00	100.0%
Unrecognized Gain or (Loss)	453.08	1,148.79	-696.71	-60.6%
Total Income	1,158.10	21,840.41	-20,682.31	-94.7%
Gross Profit	1,158.10	21,840.41	-20,682.31	-94.7%
Expense				
135 Salaries	7,223.11	9,738.99	-2,515.88	-25.8%
138 Benefits				
139 Unemployment tax	0.00	0.00	0.00	11.0%
Total 138 Benefits	0.00	1.00	0.00	0.0%
140 Collection				
150 Books				
adult	713.86	12.49	701.37	5,615.5%
juv	237.38	0.00	237.38	100.0%
150 Books - Other	50.23	0.00	50.23	100.0%
Total 150 Books	1,001.47	12.49	988.98	7,911.2%
152 Audio				
books on tape	74.98	0.00	74.98	100.0%
Total 152 Audio	74.98	0.00	74.98	101.0%

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

Capital Campaign Income
Capital Campaign Expense
May Income w/o Capital Campaign

	May 21	May 20	\$ Change	% Change
152 Videos adult	53.71	0.00	53.71	100.0%
152 Videos juv	14.99	0.00	14.99	100.0%
Total 152 Videos	68.70	0.00	68.70	100.0%
154 Elec Format	250.85	0.00	250.85	100.0%
Total 150 Collection	1,396.00	12.49	1,383.51	11,076.9%
165 Furniture & equipment Decor	44.82	0.00	44.82	100.0%
Total 165 Furniture & equipment	44.82	0.00	44.82	100.0%
168 Supplies Office	42.45	78.27	-35.82	-41.8%
Total 168 Supplies	42.45	78.27	-35.82	-45.8%
172 Maintain Building	0.00	96.23	-96.23	-100.0%
176 Telephone	71.86	84.88	-13.02	-17.3%
178 Program Expense	379.76	0.00	379.76	100.0%
179 Contracted Services	1.34	0.00	1.34	100.0%
180 Trg/Travel/Conf Travel	0.00	16.68	-16.68	-100.0%
Total 180 Trg/Travel/Conf	0.00	16.68	-16.68	-100.0%
181 Dues and Subscriptions	119.00	0.00	119.00	100.0%
182 Professional Fee: Accounting Payroll Service	122.96	0.00	122.96	100.0%
Total 182 Professional Fees	183.94	91.32	-92.62	-33.5%
188.1 Rent Expense	400.00	400.00	0.00	0.0%
189 Cost of Raising Money Interest Expense	286.67	0.00	286.67	100.0%
Reconciliation Discrepancies	-69.49	30.56	-100.05	-327.4%
Total Expense	10,059.36	10,578.50	-519.14	-4.9%
Net Income	-8,901.26	11,261.91	-20,163.17	-179.0%

260.00	20,350.00
-266.67	-32.08
+ 6.67	-20,377.71
<u>-8,994.57</u>	<u>-9,056.01</u>

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

	Jan - May 21	Jan - May 20	\$ Change	% Change
Income				
109 Local Govt County	41,124.92	37,855.61	3,269.31	8.6%
Total 119 Local Govt	41,124.92	37,855.61	3,269.31	8.6%
112 Interest Income	1.60	83.11	-81.51	-98.1%
114 Fund Drives	5,570.15	50,902.00	-45,331.85	-49.1%
Capital Campaign - Individuals	1,554.32	63,122.86	-61,568.54	-47.5%
114 Fund Drives - Other	50.00	0.00	50.00	100.0%
Total 114 Fund Drives	7,174.47	114,024.86	-106,850.39	-93.7%
116 Donations	75.00	1,417.50	-1,342.50	-44.7%
Community Corporate	257.80	411.66	-153.86	-7.4%
Personal	775.00	154.57	620.43	41.4%
116 Donations - Other	2,249.98	716.23	1,533.75	24.1%
Total 116 Donations	3,357.78	2,699.96	657.82	24.4%
119 Fines	415.10	776.67	-361.57	-46.6%
120 Lost/Damaged Books	136.32	-80.95	-55.37	-68.4%
121 Library Use Chg				
Copies	298.10	332.15	-34.05	-0.3%
Fax	118.00	135.00	-17.00	-2.6%
New Cards	2.00	0.00	2.00	100.0%
Total 121 Library Use Chg	418.10	467.15	-49.05	-10.5%
123 Misc Income	428.70	482.54	-53.84	-11.2%
Fund Raising Activities	0.00	25.00	-25.00	-100.0%
Unrecognized Gain or (Loss)	2,919.66	-723.36	3,643.02	503.6%
Total Income	55,704.01	155,610.59	-99,906.58	-64.2%
Gross Profit	55,704.01	155,610.59	-99,906.58	-64.2%
Expense				
135 Salaries	37,981.67	36,214.15	1,767.52	4.9%
138 Benefits	255.33	259.67	-4.34	-1.7%
139 Unemployment tax	1,226.66	1,247.50	-20.84	-1.7%
140 Soc Sec Tax	286.88	291.75	-4.87	-1.7%
141 Medicare Tax				
Total 138 Benefits	1,768.87	1,798.92	-30.05	-1.7%

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

	Jan - May 21	Jan - May 20	\$ Change	% Change
150 Collection				
150 Books	2,891.45	1,438.08	1,453.37	101.1%
a/tut	1,554.83	4,133.06	-2,578.23	-62.4%
liv	195.52	137.84	57.68	41.9%
150 Books - Other	4,641.80	5,708.98	-1,067.18	-8.7%
Total 150 Books	0.00	4.00	-4.00	-100.0%
151 Periodicals	703.83	139.49	564.34	404.6%
152 Audio	0.00	67.50	-67.50	-100.0%
books on tape				
152 Audio - Other				
Total 152 Audio	703.83	206.99	496.84	20.0%
152 Videos	930.15	927.80	2.35	0.3%
a/tut	27.72	27.72	0.00	0.0%
liv				
Total 152 Videos	957.87	955.52	2.35	0.3%
154 Elec Format	345.73	0.00	345.73	100.0%
157 supplies	23.86	0.00	23.86	100.0%
Kits	16.99	0.00	16.99	100.0%
Processing	295.00	295.00	0.00	0.0%
150 Collection - Other	56.53	0.00	56.53	100.0%
Total 150 Collection	7,041.61	7,170.49	-128.88	-1.8%
165 Furniture & equipment				
Dec yr	522.85	0.00	522.85	100.0%
Equipment	33.99	0.00	33.99	100.0%
Total 165 Furniture & equipment	556.84	0.00	556.84	100.0%
166 Supplies				
cleaning	21.98	76.61	-54.63	-11.3%
Computer	0.00	29.98	-29.98	-100.0%
Office	290.83	391.55	-100.72	-5.7%
Total 166 Supplies	312.81	498.14	-185.33	-37.2%
169c Maintnain Of Equip				
171 Insurance	248.53	175.45	73.08	41.7%
172 Maintain Building	0.00	143.00	-143.00	-100.0%
174 Postage/Shipping	0.00	96.23	-96.23	-100.0%
postage	55.00	1,555.73	-1,500.73	-6.5%
shipping -other	63.50	0.00	63.50	100.0%
Total 174 Postage/Shipping	118.50	1,555.73	-1,437.23	-92.4%
175 Printing	0.00	3,528.00	-3,528.00	-100.0%
176 Telephone	427.71	465.66	-38.95	-8.4%
178 Program Expense	1,008.90	405.55	603.35	148.8%
179 Contracted Services	12.43	5.06	7.37	145.7%

1:19 PM
 06/12/21
 Cash Basis

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

	Jan - May 21	Jan - May 20	\$ Change	% Change
180 Tr /Travel/Conf Travel	16.24	175.22	-158.98	-10.7%
Total 180 Tr/Travel/Conf	16.24	175.22	-158.98	-90.7%
181 Dues and Subscriptions	119.00	0.00	119.00	100.0%
182 Professional Fees				
Accounting	122.96	0.00	122.96	110.0%
Cleaning Services	0.00	421.20	-421.20	-110.0%
Legal Fees	264.50	67.13	197.37	214.0%
Payroll Service	813.56	807.84	5.72	0.7%
Total 182 Professional Fees	1,201.02	1,296.17	-95.15	-7.3%
183 bank charges	0.00	500.00	-500.00	-100.0%
188.1 Rent Expense	2,000.00	2,000.00	0.00	0.0%
196 Cost of Raising Money	146.51	152.76	-6.25	-4.1%
Interest Expense	1,372.22	0.00	1,372.22	100.0%
Reconciliation Discrepancies	47.70	-35.56	83.26	234.1%
Total Expense	54,380.56	56,145.97	-1,765.41	-3.1%
Net Income	1,323.45	99,464.62	-98,141.17	-98.7%
Y-T-D Capital Campaign Income	7,174.47	114,024.86	-106,850.39	-93.7%
Y-T-D Capital Campaign Expense	-1,919.57	-58,134.2	56,214.63	-96.5%
Y-T-D Income w/o Capital Campaign	-3,731.45	-8,746.52	5,015.07	-57.3%

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

	May 31 21	May 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Campaign Money Mkt Acct	0.00	12,885.05	-12,885.05	-100.0%
Checking - FI	8,810.32*	22,017.06	-13,206.74	-60.0%
County Co-Op	-6,204.06	-3,176.55	-3,027.47	-95.3%
Investment Account - Money Mar	45,534.61	54,571.02	-9,036.41	-16.6%
Regular Money Market Acct - FI	0.00	3,445.52	-3,445.52	-100.0%
Total Checking/Savings	48,140.87	89,742.06	-41,601.19	-46.4%
Other Current Assets				
Investment Account	0.00	138,690.32	-138,690.32	-100.0%
Total Other Current Assets	0.00	138,690.32	-138,690.32	-100.0%
Total Current Assets	48,140.87	228,432.38	-180,291.51	-78.9%
Fixed Assets				
101.5 Construction Work in Prog	664,767.33	309,726.00	355,041.33	114.6%
Accum Depr - Furn & Equip	-36,631.21	-36,681.21	0.00	0.0%
Accum Depr - Leashold Impr	-36,365.68	-36,365.68	0.00	0.0%
Furniture & E quipment	37,675.51	37,676.51	0.00	0.0%
Leashold Improvements	69,607.95	69,607.95	0.00	0.0%
Total Fixed Assets	699,004.90	343,963.57	355,041.33	103.2%
TOTAL ASSETS	747,145.77	572,395.95	174,749.82	30.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities	80,000.00	0.00	80,000.00	100.0%
Fleetwood Bank Line Of Credit	0.00	17,367.00	-17,367.00	-100.0%
Fleetwood Bank SBA PPP Loan	-1,548.68	-1,392.32	-166.36	-12.0%
Payroll Liabilities	78,441.32	15,984.66	62,466.64	390.8%
Total Other Current Liabilities	78,441.32	15,984.66	62,466.64	390.8%
Total Current Liabilities	78,441.32	15,984.66	62,466.64	390.8%
Total Liabilities				
Total Liabilities	78,441.32	15,984.66	62,466.64	390.8%
Equity				
Retained Earnings	667,371.00	456,946.66	210,424.35	46.1%
Net Income	1,323.45	99,464.62	-98,141.17	-98.7%
Total Equity	668,694.45	556,411.27	112,283.18	20.2%
TOTAL LIABILITIES & EQUITY	747,145.77	572,395.94	174,749.82	30.5%

* Balance in Checking Account Attributable to Capital Campaign \$4,246.86

VANGUARD - VALUES AS OF May 31, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share
LIFE STRATEGY GROWTH FUND - VASGX \$ 43.72/share

VMFXX

8859.56 shares @ \$ 1.00/share = \$ 8,859.56

VASGX

838.862 shares @ \$43.72/share = \$ 36,675.05

VALUE AS OF END OF CURRENT MONTH \$ 45,534.61

VALUE AS OF END OF PRIOR MONTH \$ 45,081.53

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 453.08

VALUE AS OF END OF CURRENT MONTH \$ 45,534.61

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

CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ 2,919.66

VALUE AS OF END OF CURRENT MONTH \$ 45,534.61

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

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <204,089.99>

