

FAPL Board of Trustees Minutes January 20th, 2021

Meeting called to order at 6:32pm. Present were Lois Geist, Marsha Anderson, Diane Dreibelbis, Alexa Schaeffer, Michelle Hughes, Mackenzie Weaver, Laura Walizer, Lee Turner, Heidi Luckenbill - via Zoom, Library Director Carin Milesosky, and Business Manager Daniel Hoch.

Guests: Heidi Luckenbill was present as a perspective member. Heidi has attended multiple meetings and was asked if she would be interested in becoming a member to which Heidi replied yes. Upon a motion made by Laura Walizer and a second by Michelle Hughes, Heidi Luckenbill was appointed to the Fleetwood Area Public Library Board of Trustees. Motion carried.

Nominations for President: Lee Turner inquired if Laura Walizer would be interested in the position of President of the Fleetwood Area Public Library Board of Trustees. Laura accepted the nomination. A motion was made by Marsha Anderson and a second by Lee Turner to accept Laura Walizer as the President of the Board of Trustees. The motion carried.

Approval of Consent Agenda Items: A motion was made by Michelle Hughes with a second by Lee Turner to approve the November minutes, Treasurer's and Library Director's reports. Motion carried.

BCPLS Meeting Report: Lois Geist said the Membership Agreement and Automation Agreement were approved. New officers will be elected in February for two trustees whose terms were up. Lois Geist will attend the February 24th meeting at 7pm via Zoom.

Old Business The Donor Wall Committee was formed to contact companies and acquire quotes for the upcoming donor wall that will display 150-200 names. The committee will be chaired by Diane Dreibelbis, with Laura Walizer and Lee Turner also participating.

New Business

1. Blue Marsh Insurance Referral Fundraiser was discussed and determined that the Library would not promote the Referral Fundraiser from Blue Marsh Insurance on the Library's Facebook page.
2. BCPL Membership Agreement and Compliance Checklist was reviewed at the meeting with the RPL Board Letter and proposed changes.
3. The Library must have one, qualified staff member or full time equivalent for each 3,500 persons in its direct service area. The library's FTE is currently 4.75 according to the service area and could go up to 5 depending on the 2020 census.
4. Carin Milesosky presented the CARES grant funding of \$1,270 is available to request for reimbursement for cleaning supplies and other necessities due to Covid-19.
5. 2021 Fundraising Scheduling was discussed with some smaller fundraisers like Grand Central Taproom, Ritas, Moes, and Klingers spaced out over the year. Mackenzie Weaver suggested a

SpiritWear fundraiser. Lee Turner suggested partnering with a small local winery for a fundraiser as well.

6. Carin Mileschosky presented the Mission Statement for review. A motion was made by Lee Turner and a second by Laura Walizer. Motion carried.
7. Long Term Goals were presented by Carin Mileschosky for revision. County funding has increased for 2021. Carin showed an infographic made about the Fleetwood Area Public Library and a letter of gratitude to send out to the townships for their support. A motion was made by Mackenzie Weaver to approve the Long Term Goals and a second was made by Michelle Hughes. Motion carried. A motion was made to accept the revisions.
8. Carin Mileschosky presented the By-Laws for review. A motion was made by Alexa Schaeffer and a second by Laura Walizer. Motion carried.
9. Accounting Policy was presented by Carin Mileschosky. The Bank Reconciliation Report will be signed by the Board Treasurer monthly. Two people will verify the cash donation box. The Purchasing policy for quotes and bids was revised to \$500 from \$5,000. Michelle Huges made a motion and Mackenzie Weaver made a second. Motion carried.
10. Carin Mileschosky informed the board that most of the furniture from the old library had been sold. The new leasee indicated they could get rid of leftover furniture. Responsible Recycling could be used to get rid of larger furniture.
11. Daniel Hoch indicated that \$10,000 was paid down on the loan, with \$80,000 still owed. Reminder notices are planned to be sent out to pledges in March.

Meeting adjourned at 8:30pm upon a motion by Lee Turner and a second by Alexa Schaeffer. Motion carried.

Next meeting is February 16th, 2021.

Respectfully submitted, Alexa Schaeffer.



Library Director's Report

Month: January 2021

Circulation

- December 2020: 5,426 items circulated
- 48 % increase from December 2019
- eBooks saw a 60% increase overall in 2020
- Due to COVID it is hard to say what our overall circulation would have been for 2020. In my opinion I think I can safely say we would have seen an increase just looking at the past five months circulation numbers compared to 2019.

Programs

- 6 Kid Zoom Programs/4 Family Read Aloud Youtube Links/2 Google Classroom Art Projects
- Grab and Grow Kits Distributed:
 - 406 Children
 - 39 Teen
 - 81 Adult

Outreach

- 2 visits with UCC Preschool in December
- Weekly deliveries to UCC Lutheran & Fleetwood School District
 - 106 library materials provided so far this school year.
 - 624 library materials provided to local schools in the 2019/2020 school year.
- Stacy attended FAHS Book Club Zoom Meeting in December

Long Term Goals/Mission Statement Accomplishments

Objective: Broaden our commitment to providing resources to the Fleetwood Area School District.

- A \$100 gift card was donated to the library. We used that to purchase 12 copies of "They Cage the Animals at Night" to assist the 6th Grade teachers at FAMS in providing copies for their students to use. This book is used each year and the FAMS was running low on copies. Parents are often asked to provide their own copies. These 12 copies purchased will be loaned out to the 6th Grade teachers for use during their lesson and then the remainder of the year will be available to all patrons to check out as a "Book Club Kit."

Objective: Campaign for increased municipal funding and local community support to secure sufficient funding for our new library space and future expansions.

- Two packets were dropped off at Maiden Creek Township and Richmond Township in December asking for an increase in 2021 Contributions.

BCPL Uniform Requirements/Responsibilities

- 2020 URR Checklist was sent to Amy Resh at BCPL HQ for review and approval.
- Action Items to be completed by Board of Trustees at January Meeting:
 - ByLaws Review
 - Mission Statement Review
 - Long Range Goals Revise
- A letter was received from Amy Resh stating that the FAPL has met or exceeded the standards for library members of a system for reporting year 2019.

Other Updates/Things to Note

- Klinger's Fundraiser held on December 15th. They donated \$100
- Leftover furniture from the old library is being offered to the community in exchange for donations. We have received almost \$300.
- Mostly everything is out from the upstairs space. Daniel and I need to go through old documents and files to destroy or store away according to our Document Retention Policy.

Fleetwood Area Public Library Profit & Loss Prev Year Comparison December 2020

	Dec 20	Dec 19	\$ Change	% Change
Income				
103 State Aid	0.00	48,007.72	-48,007.72	-100.0%
109 Local Govt				
County	7,586.75	-37,757.72	45,344.47	120.1%
Townships	20,000.00	24,354.89	-4,354.89	-17.9%
109 Local Govt - Other	0.00	-20,000.00	20,000.00	100.0%
Total 109 Local Govt	27,586.75	-33,402.83	60,989.58	182.6%
112 Interest Income	0.99	21.16	-20.17	-95.3%
114 Fund Drives				
Capital Campaign - Individuals	3,395.00	0.00	3,395.00	100.0%
Capital Campaign - Others	562.00	0.00	562.00	100.0%
Mail Campaign	0.00	665.00	-665.00	-100.0%
Total 114 Fund Drives	3,957.00	665.00	3,292.00	495.0%
118 Donations				
Community Corporate	122.00	558.00	-436.00	-78.1%
118 Donations - Other	0.00	150.00	-150.00	-100.0%
	205.00	110.00	95.00	86.4%
Total 118 Donations	327.00	818.00	-491.00	-60.0%
119 Fines	71.42	277.10	-205.68	-74.2%
121 Library Use Chg				
Copies	102.10	101.35	0.75	0.7%
Fax	34.00	42.00	-8.00	-19.1%
New Cards	0.00	2.00	-2.00	-100.0%
Total 121 Library Use Chg	136.10	145.35	-9.25	-6.4%
123 Misc Income				
Donated Services	0.00	1,708.80	-1,708.80	-100.0%
123 Misc Income - Other	100.00	-750.70	850.70	113.3%
Total 123 Misc Income	100.00	958.10	-858.10	-89.6%
Divident Income	945.28	6,151.83	-5,206.54	-84.8%
Fund Raising Activities	285.00	0.00	285.00	100.0%
Unrecognized Gain or (Loss)	368.68	-5,021.88	5,390.56	107.3%
Total Income	33,776.23	18,619.55	15,158.68	81.4%
Gross Profit	33,776.23	18,619.55	15,158.68	81.4%
Expense				
135 Salaries	6,684.90	6,531.68	153.22	2.4%
138 Benefits				
139 Unemployment tax	144.34	281.87	-137.53	-48.8%
140 Soc Sec Tax	1,451.29	1,425.00	26.29	1.8%
141 Medicare Tax	339.43	333.26	6.17	1.9%
Total 138 Benefits	1,935.06	2,040.13	-105.07	-5.2%

Fleetwood Area Public Library Profit & Loss Prev Year Comparison December 2020

	Dec 20	Dec 19	\$ Change	% Change
150 Collection				
150 Books	0.00	-76.57	76.57	100.0%
adult	0.00	-17.68	17.68	100.0%
juv				
Total 150 Books	0.00	-94.25	94.25	100.0%
151 Periodicals	228.68	0.00	228.68	100.0%
152 Videos				
adult	0.00	134.20	-134.20	-100.0%
Total 152 Videos	0.00	134.20	-134.20	-100.0%
Total 150 Collection	228.68	39.95	188.73	472.4%
165 Furniture & equipment				
Equipment	24.26	0.00	24.26	100.0%
Total 165 Furniture & equipment	24.26	0.00	24.26	100.0%
166 Supplies				
cleaning	87.25	0.00	87.25	100.0%
Office	60.71	961.62	-900.91	-93.7%
Total 166 Supplies	147.96	961.62	-813.66	-84.6%
171 Insurance	0.00	-281.00	281.00	100.0%
176 Telephone	0.00	96.62	-96.62	-100.0%
178 Program Expense	18.36	9.47	8.89	93.9%
179 Contracted Services	1.40	1.55	-0.15	-9.7%
182 Professional Fees				
Accounting	0.00	1,708.80	-1,708.80	-100.0%
Cleaning Services	0.00	105.30	-105.30	-100.0%
Legal Fees	215.89	0.00	215.89	100.0%
Payroll Service	60.88	60.88	0.00	0.0%
Total 182 Professional Fees	276.77	1,974.98	-1,598.21	-85.2%
183 bank charges	0.00	10.00	-10.00	-100.0%
187 Depreciation	0.00	2,388.54	-2,388.54	-100.0%
188 Contributed				
Professional fees	0.00	-6,800.00	6,800.00	100.0%
rent	0.00	-28,400.00	28,400.00	100.0%
utilities	0.00	4,354.89	-4,354.89	-100.0%
Total 188 Contributed	0.00	-30,845.11	30,845.11	100.0%
188.1 Rent Expense	24,400.00	28,800.00	-4,400.00	-15.3%
Interest Expense	289.89	0.00	289.89	100.0%
Reconciliation Discrepancies	0.00	-1,265.73	1,265.73	100.0%
Total Expense	34,007.28	10,362.70	23,644.58	228.2%
Net Income	-229.05	8,256.85	-8,485.90	-102.8%

Capital Campaign Income \$ 3,957.00
 Capital Campaign Expenses - 3,141.15
 December 2020 Income w/o Capital Campaigns - 3,871.90

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
Income				
103 State Aid	17,367.00	0.00	17,367.00	100.0%
grant	365.00	48,484.85	-48,119.85	-99.3%
103 State Aid - Other				
Total 103 State Aid	17,732.00	48,484.85	-30,752.85	-63.4%
109 Local Govt				
County	79,982.29	34,938.42	45,043.87	128.9%
Townships	35,407.50	39,762.39	-4,354.89	-11.0%
109 Local Govt - Other	0.00	0.00	0.00	0.0%
Total 109 Local Govt	115,389.79	74,700.81	40,688.98	54.5%
112 Interest Income	115.37	287.06	-171.69	-59.8%
114 Fund Drives				
Capital Campaign - Individuals	81,427.00	0.00	81,427.00	100.0%
Capital Campaign - Others	153,423.36	0.00	153,423.36	100.0%
Mail Campaign	0.00	3,305.00	-3,305.00	-100.0%
Total 114 Fund Drives	234,850.36	3,305.00	231,545.36	7,005.9%
116 Donations				
Community	1,892.74	2,220.34	-327.60	-14.8%
Corporate	503.80	866.20	-462.40	-47.9%
Personal	1,029.57	48.00	981.57	2,044.9%
116 Donations - Other	2,891.24	4,528.61	-1,637.37	-36.2%
Total 116 Donations	6,317.35	7,763.15	-1,445.80	-18.6%
119 Fines	1,161.46	2,860.29	-1,698.83	-59.4%
120 Lost/damaged Books	50.15	248.28	-198.13	-79.8%
121 Library Use Chg				
Copies	666.00	1,265.00	-599.00	-47.4%
Fax	247.00	530.00	-283.00	-53.4%
New Cards	0.00	75.50	-75.50	-100.0%
Total 121 Library Use Chg	913.00	1,870.50	-957.50	-51.2%
123 Misc Income				
Donated Services	0.00	1,708.80	-1,708.80	-100.0%
123 Misc Income - Other	906.54	503.21	403.33	80.2%
Total 123 Misc Income	906.54	2,212.01	-1,305.47	-59.0%
Divident Income	1,159.68	6,433.20	-5,273.52	-82.0%
Fund Raising Activities	310.00	419.68	-109.68	-26.1%
Unrecognized Gain or (Loss)	4,470.57	4,819.32	-348.75	-7.2%
Total Income	383,376.27	153,404.15	229,972.12	149.9%
Gross Profit	383,376.27	153,404.15	229,972.12	149.9%
Expense				
135 Salaries	85,495.89	84,166.87	1,329.02	1.6%

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
138 Benefits				
139 Unemployment tax	747.19	1,400.14	-652.95	-46.6%
140 Soc Sec Tax	5,300.69	5,218.36	82.33	1.6%
141 Medicare Tax	1,239.69	1,220.40	19.29	1.6%
Total 138 Benefits	7,287.57	7,838.90	-551.33	-7.0%
150 Collection				
150 Books	5,608.26	5,918.63	-310.37	-5.2%
adult	7,277.28	7,661.98	-384.70	-5.0%
juv	507.24	262.36	244.88	93.3%
Total 150 Books - Other	13,392.78	13,842.97	-450.19	-3.3%
151 Periodicals	1,000.00	1,006.56	-6.56	-0.7%
152 Audio				
books on tape	808.40	595.27	213.13	35.8%
Juv bk	0.00	422.18	-422.18	-100.0%
Music	0.00	0.35	-0.35	-100.0%
music: juv	0.00	52.80	-52.80	-100.0%
152 Audio - Other	67.50	224.97	-157.47	-70.0%
Total 152 Audio	875.90	1,295.57	-419.67	-32.4%
152 Videos				
adult	1,943.33	1,788.40	54.93	3.1%
juv	161.11	385.23	-224.12	-58.2%
Total 152 Videos	2,004.44	2,173.63	-169.19	-7.8%
154 Elec Format	497.44	589.96	-92.52	-15.7%
157 supplies	1,573.93	404.95	1,168.98	288.7%
Processing	295.00	295.00	0.00	0.0%
150 Collection - Other	27.22	165.85	-138.63	-83.6%
Total 150 Collection	19,666.71	19,774.49	-107.78	-0.6%
155 Furniture & equipment				
Equipment	15,834.28	0.00	15,834.28	100.0%
Furniture	154.99	0.00	154.99	100.0%
155 Furniture & equipment - Other	827.25	0.00	827.25	100.0%
Total 155 Furniture & equipment	16,916.52	0.00	16,916.52	100.0%
156 Supplies				
cleaning	386.47	51.65	334.82	648.3%
Computer	29.98	0.00	29.98	100.0%
Office	1,069.38	2,220.59	-1,151.21	-51.8%
Total 156 Supplies	1,485.83	2,272.24	-786.41	-34.6%
169c Maintain OY Equip	468.87	678.33	-209.46	-30.9%
171 Insurance	3,790.00	3,184.00	606.00	19.0%
172 Maintain Building	96.23	0.00	96.23	100.0%

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
174 Postage/Shipping	1,665.73	105.00	1,560.73	1,486.4%
shipping -other	89.80	0.00	89.80	100.0%
Total 174 Postage/Shipping	1,755.53	105.00	1,650.53	1,571.9%
175 Printing	3,528.00	0.00	3,528.00	100.0%
176 Telephone	974.73	1,164.42	-189.69	-16.3%
178 Program Expense	976.61	3,173.29	-2,196.68	-69.2%
179 Contracted Services	28.38	21.81	6.57	30.1%
180 Trg/Travel/Conf				
Travel	247.10	234.44	12.66	5.4%
180 Trg/Travel/Conf - Other	353.24	35.00	318.24	909.3%
Total 180 Trg/Travel/Conf	600.34	269.44	330.90	122.8%
181 Dues and Subscriptions	384.04	283.00	101.04	35.7%
182 Professional Fees				
Accounting	3,601.00	5,402.30	-1,801.30	-33.3%
Cleaning Services	421.20	1,158.30	-737.10	-63.6%
Consulting	0.00	6,800.00	-6,800.00	-100.0%
Legal Fees	524.08	79.18	444.90	561.9%
Payroll Service	1,502.98	1,220.94	282.04	23.1%
Total 182 Professional Fees	6,049.26	14,660.72	-8,611.46	-58.7%
183 bank charges	520.00	10.00	510.00	5,100.0%
186 Other Expense	0.00	9.00	-9.00	-100.0%
187 Depreciation	0.00	2,388.54	-2,388.54	-100.0%
188 Contributed				
Professional fees	0.00	-6,800.00	6,800.00	100.0%
rent	0.00	0.00	0.00	0.0%
utilities	0.00	4,354.89	-4,354.89	-100.0%
Total 188 Contributed	0.00	-2,445.11	2,445.11	100.0%
188.1 Rent Expense	28,800.00	28,800.00	0.00	0.0%
195 Cost of Raising Money				
Mail Campaign	4,379.22	0.00	4,379.22	100.0%
195 Cost of Raising Money - Other	217.82	122.93	94.89	77.2%
Total 195 Cost of Raising Money	4,597.04	122.93	4,474.11	3,639.6%
Interest Expense	2,247.56	0.00	2,247.56	100.0%
Reconciliation Discrepancies	-35.56	0.00	-35.56	-100.0%
Total Expense	185,533.55	166,477.87	19,055.68	11.5%
Net Income	197,842.72	-13,073.72	210,916.44	1,613.3%

Y-T-D Capital Campaign Income \$ 234,850.36
 Y-T-D Capital Campaign Expenses -31,242.28
 2020 Net Income w/o Capital Campaign 57,608.08

Fleetwood Area Public Library
Balance Sheet Prev Year Comparison
As of December 31, 2020

	Dec 31, 20	Dec 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Campaign Money Mkt Acct	0.00	21,331.41	-21,331.41	-100.0%
Checking - FI	14,799.17	6,076.28	8,722.89	143.6%
County Co-Op	-11,629.65	119.30	-11,748.95	-9,848.2%
Investment Account - Money Mar	42,614.95	54,571.02	-11,956.07	-21.9%
Regular Money Market Acct. - FI	0.00	84,397.39	-84,397.39	-100.0%
Total Checking/Savings	45,784.47	166,495.40	-120,710.93	-72.5%
Other Current Assets				
Investment Account	0.00	249,413.68	-249,413.68	-100.0%
Total Other Current Assets	0.00	249,413.68	-249,413.68	-100.0%
Total Current Assets	45,784.47	415,909.08	-370,124.61	-89.0%
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	69,507.95	69,607.95	-100.00	0.0%
Total Fixed Assets	699,004.90	41,037.57	657,967.33	1,603.3%
TOTAL ASSETS	744,789.37	456,946.65	287,842.72	63.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Fleetwood Bank Line Of Credit	90,000.00	0.00	90,000.00	100.0%
Total Other Current Liabilities	90,000.00	0.00	90,000.00	100.0%
Total Current Liabilities	90,000.00	0.00	90,000.00	100.0%
Equity				
Retained Earnings	456,946.65	470,020.37	-13,073.72	-2.8%
Net Income	197,842.72	210,916.44	-13,073.72	-6.2%
Total Equity	654,789.37	456,946.65	197,842.72	43.3%
TOTAL LIABILITIES & EQUITY	744,789.37	456,946.65	287,842.72	63.0%