

FAPL Board of Trustees

May 18, 2021

Meeting called to order at 6:50pm. Present were Carin Mileskosky, Marsha Anderson, Alexa Cooney, Mackenzie Weaver, Lois Geist(on Zoom), Diane Dreibelbis (on Zoom), and Heidi Luckenbill (on Zoom).

Guests - No guests were in attendance.

Approval of Consent Agenda Items - The April minutes were approved with a motion by Mackenzie Weaver and a second by Lois Geist with the change of “Motion Carried” added to the minutes. Motion carried. The financial report will be tabled until the June meeting due to the financial report and Library Director’s Report not being completed at the time of the meeting.

Correspondence - No correspondence.

BCPLS Meeting Report- The meeting is 5/19/21 via Zoom. Lois Geist will attend.

Old Business

- Sign Pros are coming within the week to install the Fleetwood Bank sign. They are working on the Donor Wall currently. Once the Fleetwood Bank sign is installed, a photo will be taken with members of the Fleetwood Bank and members of the Library board.
- The Capital Campaign Committee should return to active status and talk to some companies we were unable to talk to prior to the Covid-19 pandemic.
- The grant for \$4,000.00 for the Where is Forward Project starting this summer and the resource wall at the library was approved.
- Fiore’s Chill and Grill Summer Reading kick-off is on Thursday, June 10th. 15% of proceeds will go to the library.

New Business

- Review Covid-19 Mask Policy - Wearing masks is a current policy that will be kept in place until the state of Pennsylvania lifts the mask policy for everyone.
- Paper shredding for the library’s old documents will occur on 5/22/21.
- Program/Event Policy - A motion was made by Alexa Cooney to approve the Program/Event Policy with no revision. Mackenzie Weaver made a second. Motion carried.
- Use of Room 111 - A motion was made to revise the Policy for Use of Room 111 for the following items: Revise vacuuming of the room to sweeping due to no longer having carpet. The maximum capacity was revised to 49 people instead of 50 people. A revision will be made that a staff member will do a walk-through during operating hours after the program concludes, unless otherwise specified with a staff member. The motion was made to accept these changes by Marsha Anderson, and Heidi Luckenbill seconded. Motion carried.

Meeting adjourned at 7:14 upon a motion by Diane Dreibelbis and a second by Mackenzie Weaver. Motion carried.

Respectfully submitted, Alexa Cooney.



Library Director's Report

Month: May 2021

Circulation

- April 2021 Circulation: 5,001 Items (8% increase from April 2019)
- Computer usage is still rising. Almost at 2019 levels!

Programs

- 4 recorded family storytimes, 8 live virtual storytimes
- 3 Teen/Adult Grab and Grow (56 taken), 15 Kid Grab and Grow (235 taken)

Outreach

- 3 In person visits from UCC St. Paul's Preschool
- 3 Virtual Programs for Touching the Future (68 kids watch Ms. Stacy LIVE every week!)
- Stacy attended FAHS Book Club. Discussed partnership for summer book club and 2021-2022 school year
- Keystone Villa now will be stopping by on the 1st and 3rd Monday

Long Term Goals/Mission Statement 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. **Continuing our partnership with UCC St. Paul's and now Touching with the Future to present early literacy programs both in person and virtually.**
- Objective: Expand our MAKERspace services and programs to create more opportunities for the community to use the resources and technology we acquire. **Room 111 was used four times in April by a caseworker and her client, a**

homeschooler and her two kids, an adult needing a quiet place to study with wi-fi access, and an adult and a teen needed a place with wi-fi access to zoom.

BCPL Uniform Requirements/Responsibilities

- Member Libraries must send no less than 2 board members from each library to a state (OCL) or System sponsored continuing education event annually. **Marsha and Laura attended “Fundraising for Trustees”**
- Any newly seated board members are expected to attend within their first year of serving, a Trustee Leadership Workshop/Orientation hosted by BCPL **Michelle and Heidi both attended Trustee Orientation.**

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

	Apr 21	Apr 20	\$ Change	% Change
Income				
112 Interest Income				
114 Fund Drives	0.39	2.94	-2.55	-86.7%
Capital Campaign - Individuals				
Capital Campaign - Others	1,725.00	16,640.00	-14,915.00	-89.6%
Total 114 Fund Drives	504.32	1,700.00	-1,195.68	-70.3%
116 Donations	2,229.32	18,340.00	-16,110.68	-87.8%
119 Fines	712.00	400.00	312.00	78.0%
120 Lost/damaged Books	96.07	0.00	96.07	100.0%
121 Library Use Chg	58.10	0.00	58.10	100.0%
Copies				
Fax	71.00	0.00	71.00	100.0%
Total 121 Library Use Chg	38.00	0.00	38.00	100.0%
123 Misc Income	109.00	0.00	109.00	100.0%
Unrecognized Gain or (Loss)	416.70	419.10	-2.40	-0.6%
Total Income	1,216.44	2,333.85	-1,117.41	-47.9%
	4,838.02	21,495.89	-16,657.87	-77.5%
Gross Profit	4,838.02	21,495.89	-16,657.87	-77.5%
Expense				
138 Salaries	10,973.97	6,359.16	4,614.81	72.6%
138 Benefits				
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				
adult	194.73	0.00	194.73	100.0%
juv	212.52	0.00	212.52	100.0%
Total 160 Books	407.25	0.00	407.25	100.0%
162 Audio				
books on tape	142.96	0.00	142.96	100.0%
Total 162 Audio	142.96	0.00	142.96	100.0%
162 Videos				
adult	357.91	0.00	357.91	100.0%
juv	-2.50	0.00	-2.50	-100.0%
Total 162 Videos	355.41	0.00	355.41	100.0%

4:46 PM
05/13/21
Cash Basis

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

	Apr 21	Apr 20	\$ Change	% Change
Processing	295.00	295.00	0.00	0.0%
150 Collection - Other	56.53	0.00	56.53	100.0%
Total 150 Collection	1,257.15	295.00	962.15	326.2%
169c Maintain Of Equip	117.86	0.00	117.86	100.0%
176 Telephone	71.95	90.96	-19.01	-20.9%
178 Program Expense	340.00	0.00	340.00	100.0%
179 Contracted Services	3.16	0.00	3.16	100.0%
180 Trg/Travel/Conf Travel	16.24	0.00	16.24	100.0%
Total 180 Trg/Travel/Conf	16.24	0.00	16.24	100.0%
182 Professional Fees Payroll Service	196.32	165.88	30.44	18.4%
Total 182 Professional Fees	196.32	165.88	30.44	18.4%
188.1 Rent Expense	800.00	400.00	400.00	100.0%
Interest Expense	275.55	0.00	275.55	100.0%
Reconciliation Discrepancies	-11.50	-30.56	19.06	62.4%
Total Expense	14,040.70	7,280.44	6,760.26	92.9%
Net Income	-8,202.68	14,216.46	-23,418.13	-164.7%

2229.31
 - 275.55 = 1953.77
 - 11.50 = 1942.27
 19,340.00
 - 0 = 19,340.00
 - 18,380.00 = 960.00
 - 4,124.55 = 535.45

Capital Campaign Income
 Capital Campaign Expense
 April Income w/o Capital Campaign

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

	Jan - Apr 21	Jan - Apr 20	\$ Change	% Change
Income				
109 Local Govt County	41,124.92	37,855.61	3,269.31	8.6%
Total 109 Local Govt	41,124.92	37,855.61	3,269.31	8.6%
112 Interest Income	1.37	68.98	-67.61	-98.0%
114 Fund Drives Capital Campaign - Individuals	5,310.15	37,002.00	-31,691.85	-85.7%
Capital Campaign - Others	1,554.32	56,672.86	-55,118.54	-97.3%
114 Fund Drives - Other	50.00	0.00	50.00	100.0%
Total 114 Fund Drives	6,914.47	93,674.86	-86,760.39	-92.6%
116 Donations Community corporate	75.00	1,217.50	-1,142.50	-93.8%
personal	257.80	406.40	-148.60	-36.6%
116 Donations - Other	775.00	154.57	620.43	401.4%
1,946.98	595.00	1,351.98	595.00	227.2%
Total 116 Donations	3,054.78	2,373.47	681.31	28.7%
119 Fines	380.26	776.67	-396.41	-51.0%
120 Lost/damaged Books	-136.32	-80.95	-55.37	-68.4%
121 Library Use Chg Copies	219.15	332.15	-113.00	-34.0%
Fax	102.00	135.00	-33.00	-24.4%
New Cards	2.00	0.00	2.00	100.0%
Total 121 Library Use Chg	323.15	467.15	-144.00	-30.8%
123 Misc Income	416.70	482.54	-65.84	-13.6%
Fund Raising Activities	0.00	25.00	-25.00	-100.0%
Unrecognized Gain or (Loss)	2,466.58	-1,873.15	4,339.73	231.7%
Total Income	54,545.91	133,770.18	-79,224.27	-59.2%
Gross Profit	54,545.91	133,770.18	-79,224.27	-59.2%
Expense				
135 Salaries	30,758.56	26,480.16	4,278.40	16.2%
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	1,768.87	1,798.92	-30.05	-1.7%
Total 138 Benefits	1,768.87	1,798.92	-30.05	-1.7%

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05/13/21

Cash Basis

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

	Jan - Apr 21	Jan - Apr 20	\$ Change	% Change
150 Collection				
150 Books				
adult	2,177.59	1,425.59	752.00	52.8%
juv	1,317.45	4,133.06	-2,815.61	-68.1%
Total 150 Books - Other	145.29	137.84	7.45	5.4%
Total 150 Books	3,640.33	5,696.49	-2,056.16	-36.1%
151 Periodicals	0.00	4.00	-4.00	-100.0%
152 Audio				
books on tape	628.85	139.49	489.36	350.8%
152 Audio - Other	0.00	67.50	-67.50	-100.0%
Total 152 Audio	628.85	206.99	421.86	203.8%
152 Videos				
adult	876.44	927.80	-51.36	-5.5%
juv	12.73	27.72	-14.99	-54.1%
Total 152 Videos	889.17	955.52	-66.35	-6.9%
154 Elec Format	94.88	0.00	94.88	100.0%
157 supplies	23.86	0.00	23.86	100.0%
Kits	16.99	0.00	16.99	100.0%
Processing	295.00	0.00	295.00	100.0%
150 Collection - Other	156.53	0.00	156.53	100.0%
Total 150 Collection	5,645.61	7,158.00	-1,512.39	-21.1%
155 Furniture & equipment				
Decor	478.03	0.00	478.03	100.0%
Equipment	33.99	0.00	33.99	100.0%
Total 155 Furniture & equipment	512.02	0.00	512.02	100.0%
166 Supplies				
cleaning	21.98	76.61	-54.63	-71.3%
Computer	0.00	29.98	-29.98	-100.0%
Office	248.38	313.28	-64.90	-20.7%
Total 166 Supplies	270.36	419.87	-149.51	-35.8%
169c Maintain Of Equip	248.53	175.45	73.08	41.7%
171 Insurance	0.00	143.00	-143.00	-100.0%
174 Postage/Shipping				
postage	55.00	1,555.73	-1,500.73	-96.5%
shipping -other	63.50	0.00	63.50	100.0%
Total 174 Postage/Shipping	118.50	1,555.73	-1,437.23	-82.4%
175 Printing	0.00	3,528.00	-3,528.00	-100.0%
176 Telephone	355.85	379.78	-23.93	-6.3%
178 Program Expense	629.14	405.55	223.59	55.1%
179 Contracted Services	11.09	5.06	6.03	119.2%

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05/13/21
Cash Basis

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

	Jan - Apr 21	Jan - Apr 20	\$ Change	% Change
180 Trg/Travel/Conf Travel	16.24	158.54	-142.30	-89.8%
Total 180 Trg/Travel/Conf	16.24	158.54	-142.30	-89.8%
182 Professional Fees				
Cleaning Services	0.00	421.20	-421.20	-100.0%
Legal Fees	264.50	67.13	197.37	294.0%
Payroll Service	508.16	716.52	-208.36	-29.1%
Total 182 Professional Fees	772.66	1,204.85	-432.19	-35.9%
183 bank charges	0.00	500.00	-500.00	-100.0%
188.1 Rent Expense	1,600.00	1,600.00	0.00	0.0%
195 Cost of Raising Money	146.51	120.68	25.83	21.4%
Interest Expense	1,105.55	0.00	1,105.55	100.0%
Reconciliation Discrepancies	117.19	-66.12	183.31	277.2%
Total Expense	44,076.68	45,567.47	-1,490.79	-3.3%
Net Income	10,469.23	88,202.71	-77,733.48	-88.1%
Y-T-D Capital Campaign Income	6,914.47	93,674.86	-86,760.39	-92.6%
Y-T-D Capital Campaign Expense	1,658.90	5,546.75	-3,887.85	-73.7%
Y-T-D Income w/o Capital Campaign		5,207.66	-5,207.66	-100.0%

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Campaign Money Mkt Acct	16,334.14	16,334.14	-16,334.14	-100.0%
Checking - FI	17,624.96 *	6,379.17	11,245.79	176.3%
County Co-Op	-5,058.91	-3,176.59	-1,882.32	-59.3%
Investment Account - Money Mar	45,081.53	54,571.02	-9,489.49	-17.4%
Regular Money Market Acct. - FI	0.00	3,445.25	-3,445.25	-100.0%
Total Checking/Savings	57,647.58	77,552.99	-19,905.41	-25.7%
Other Current Assets				
Investment Account	0.00	247,540.53	-247,540.53	-100.0%
Total Other Current Assets	0.00	247,540.53	-247,540.53	-100.0%
Total Current Assets	57,647.58	325,093.52	-267,445.94	-82.3%
Fixed Assets				
101.5 Construction Work in Prog	664,767.33	184,471.00	480,296.33	260.4%
Accum Depr - Furn & Equip	-36,681.21	-36,681.21	0.00	0.0%
Accum Depr - Leashold 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	218,708.57	480,296.33	219.6%
TOTAL ASSETS	756,652.48	643,802.09	212,850.39	39.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities	80,000.00	0.00	80,000.00	100.0%
Fleetwood Bank Line Of Credit	-1,187.75	-1,347.27	159.52	11.8%
Payroll Liabilities	78,812.25	-1,347.27	80,159.52	5,849.8%
Total Other Current Liabilities	78,812.25	-1,347.27	80,159.52	5,949.8%
Total Current Liabilities	78,812.25	-1,347.27	80,159.52	5,949.8%
Equity				
Retained Earnings	667,371.00	456,946.65	210,424.35	46.1%
Net Income	10,469.23	88,202.71	-77,733.48	-88.1%
Total Equity	677,840.23	545,149.36	132,690.87	24.3%
TOTAL LIABILITIES & EQUITY	756,652.48	643,802.09	212,850.39	39.1%

* Balance in Checking Account attributable to Capital Campaign \$4,253,253

VANGUARD - VALUES AS OF April 30, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share
LIFE STRATEGY GROWTH FUND - VASGX \$ 43.18 /share

VMFXX

8869.47 shares @ \$ 1.00/share = \$ 8,859.47

VASGX

838.862 shares @ \$ 43.18 /share = \$ 36,222.06

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

VALUE AS OF END OF PRIOR MONTH \$ 43,865.09

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 1,216.44

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

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

CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ 2,466.58

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

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

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <204,543.07>