

FAPL Board of Trustees
September 21, 2021

Meeting was called to order at 6:39pm. Lee Turner, Michelle Hughes, Mackenzie Weaver, Heidi Luckenbill, Lois Geist, Daniel Hoch, Diane Dreibelbis, Carin Mileshevsky, Alexa Cooney, and Marsha Anderson were in attendance.

Guests - No guests in attendance.

Approval of Consent Agenda Items The August minutes, Library Director's Report, and Financial Reports were approved with a motion by Lois Geist and a second by Michelle Hughes. Motion carried.

Correspondence - none

BCPLS Meeting Report - The meeting took place on August 18th, 2021, Lois Geist attended. The funding formula was approved. The cataloging and processing policy was also approved. Stephanie Williams gave her presentation. Educational topics were asked to be presented to the board for their meetings and they can be emailed to Amy Resh. The next meeting is on November 17th at 7 pm.

Old Business

- SignPros Donor Wall update - The board is satisfied with the latest drawings. A final quote for the Donor Wall was not received at the time of the Board meeting.

New Business

- Review of Personnel Policy regarding holiday pay for the Business Manager on Saturdays due to the other scheduled employees getting holiday pay for Saturdays. Scheduled employees are eligible for holiday pay but the Business Manager sets their own schedule, which the policy indicates that the Business Manager would then not be eligible for the holiday pay.
- Homecoming Discussion - Hot Dogs and Pretzels will be served at the concession stand at the park on Friday, October 1st. The parade is at 5 pm. The soft pretzels will be served at the community center on Saturday, October 2nd from 10 am - 2 pm. Food might be sold on Main Street from the Library as well.
- Trunk or Treat at Willow Creek is taking place on October 28th with set up at 5pm. The Library could have a "trunk" and the preschoolers could come volunteer with it as well.

Meeting adjourned at 7:31pm with a motion by Diane Dreibelbis and a second by Mackenzie Weaver. The motion carried.

██████████



Library Director's Report

Month: September 2021

Circulation

- August circulation 5,506 (12% increase from August 2020-We can now compare this year's statistics to last year since we have been in our new library for one year!)

Programs

- College Financial Aid Workshop was a HUGE success. Approximately 70 people attended. Presenter came back the following week and met individually with families for free.

Outreach

- FAPL hosted the FAHS Summer Book Club here at the library. They had been meeting virtually throughout the 2020-2021 school year. We will continue to work with them in the 2021-2022 school year by providing books to students through our FASD Delivery System, as well as, attending book club meetings.

Long Term Goals/Mission Statement Accomplishments

Long Term Goals Objective: Discover what the community needs and work with the Fleetwood Area School District and other organizations to meet those needs.

- Met with Dr. Awadalla to discuss the upcoming school year and how the Fleetwood Library can assist them. This meeting resulted in a meeting with all FASD Librarians on action items we can begin to put in place.

(Mission Statement) Bring library resources out into the community through visits from library staff and satellite library collections.

- Sent out emails to local preschools and FASD to confirm satellite locations for the 2021-2022 school year. Began delivery to FAHS, FAMS, Andrew Maier, YMCA, St. Paul's Lutheran Preschool.

- Attended the FAMS Back to School Night to talk to parents and students about library resources. Handed out free books and items from the BCPL 35th Anniversary (headphones, pens, etc.)

BCPL Uniform Requirements/Responsibilities

- 2021 URR Checklist received. Carin will begin working on completing all required documentation.

12:21 PM
09/18/21
Cash Basis

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

	Aug 21	Aug 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
109 Local Govt				
County	1,270.65	0.00	1,270.65	100.0%
Townships	0.00	11,407.50	-11,407.50	-100.0%
Total 109 Local Govt	1,270.65	11,407.50	-10,136.85	-88.9%
112 Interest Income	0.45	1.59	-1.14	-71.7%
114 Fund Drives				
Capital Campaign - Individuals	2,150.00	25.00	2,125.00	1.2%
Capital Campaign - Others	5,000.00	2,200.00	2,800.00	127.3%
Total 114 Fund Drives	7,150.00	4,325.00	2,825.00	65.3%
116 Donations				
corporate	8.48	0.00	8.48	100.0%
personal	0.00	275.00	-275.00	-100.0%
116 Donations - Other	349.00	625.50	-276.50	-44.2%
Total 116 Donations	357.48	900.50	-543.02	-60.3%
119 Fines	90.84	85.98	4.86	5.7%
120 Lost/damaged Books	19.99	0.00	19.99	100.0%
121 Library Use Chg				
Copies	49.55	6.60	42.95	650.8%
Fax	36.00	0.00	36.00	100.0%
Total 121 Library Use Chg	85.55	6.60	78.95	1,196.2%
123 Misc Income	80.00	24.00	56.00	233.3%
Fund Raising Activities	2,781.00	0.00	2,781.00	100.0%
Unrecognized Gain or (Loss)	709.54	1,363.51	-653.97	-48.0%
Total Income	12,545.50	18,114.68	-5,569.18	-30.7%
Gross Profit	12,545.50	18,114.68	-5,569.18	-30.7%
Expense				
135 Salaries	7,934.68	6,338.75	1,595.93	25.2%
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%
160 Collection				
150 Books				
adult	769.16	950.33	-181.17	-19.1%
juv	522.33	538.74	-16.41	-3.1%
150 Books - Other	0.72	71.49	-70.77	-99.0%
Total 150 Books	1,292.21	1,560.56	-268.35	-17.2%
151 Periodicals	586.54	0.00	586.54	100.0%

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

	Aug 21	Aug 20	\$ Change	% Change
152 Audio				
books on tape				
152 Audio - Other	-35.00	36.00	-71.00	-197.2%
Total 152 Audio	0.00	0.00	0.00	0.0%
152 Videos	-35.00	36.00	-71.00	-197.2%
adult				
juv	355.85	199.66	156.19	78.2%
Total 152 Videos	0.00	36.97	-36.97	-100.0%
154 Elec Format	355.85	236.63	119.22	50.4%
Total 150 Collection	0.00	248.33	-248.33	-100.0%
165 Furniture & equipment	2,199.60	2,081.52	118.08	5.7%
Equipment				
Furniture	0.00	464.74	-464.74	-100.0%
166 Furniture & equipment - Other	0.00	154.99	-154.99	-100.0%
Total 166 Furniture & equipment	0.00	234.97	-234.97	-100.0%
166 Supplies	0.00	854.70	-854.70	-100.0%
cleaning				
Office	6.89	0.00	6.89	100.0%
Planning	5.57	140.78	-135.21	-96.0%
Total 166 Supplies	132.19	0.00	132.19	100.0%
171 Insurance	144.65	140.78	3.87	2.8%
174 Postage/Shipping	2,843.00	2,958.00	-115.00	-3.9%
postage				
Total 174 Postage/Shipping	110.00	55.00	55.00	100.0%
176 Telephone	110.00	55.00	55.00	100.0%
Internet				
178 Telephone - Other	72.60	0.00	72.60	100.0%
Total 178 Telephone	0.00	6.57	-6.57	-100.0%
178 Program Expense	72.60	6.57	66.03	1,005.0%
179 Contracted Services	306.39	75.00	231.39	308.5%
180 Trg/Travel/Conf	1.85	3.42	-1.57	-45.9%
Travel				
180 Trg/Travel/Conf - Other	0.00	58.08	-58.08	-100.0%
Total 180 Trg/Travel/Conf	0.00	95.00	-95.00	-100.0%
181 Dues and Subscriptions	0.00	153.08	-153.08	-100.0%
182 Professional Fees	0.00	15.89	-15.89	-100.0%
Accounting				
Payroll Service	4,175.00	0.00	4,175.00	100.0%
Total 182 Professional Fees	61.80	60.88	0.92	1.5%
	4,236.80	60.88	4,175.92	6,859.3%

12:21 PM
09/18/21
Cash Basis

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

	Aug 21	Aug 20	\$ Change	% Change
188.1 Rent Expense	400.00	400.00	0.00	0.0%
196 Cost of Raising Money	1,387.50	45.10	1,342.40	2,976.5%
Interest Expense	275.55	678.33	-402.78	-59.4%
Total Expense	19,912.62	13,867.02	6,045.60	43.6%
Net Ordinary Income	-7,367.12	4,247.66	-11,614.78	-273.4%
Net Income	-7,367.12	4,247.66	-11,614.78	-273.4%
<i>August Capital Campaign Income</i>	<i>7150.00</i>	<i>4325.00</i>		
<i>August Capital Campaign Expense</i>	<i>-560.55</i>	<i>-1578.13</i>		
<i>August Income/(Loss) w/o Capital Campaign</i>	<i>-63956.97</i>	<i>3746.87</i>		
		<u><i>1500.79</i></u>		

12:20 PM
09/18/21
Cash Basis

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

	Jan - Aug 21	Jan - Aug 20	\$ Change
Ordinary Income/Expense			
Income			
109 Local Govt			
County	60,824.49	56,098.62	4,725.87
Townships	16,033.95	15,407.50	626.45
109 Local Govt - Other	1,145.46	0.00	1,145.46
Total 109 Local Govt	78,003.90	71,506.12	6,497.78
112 Interest Income	2.78	111.63	-108.85
114 Fund Drives			
Capital Campaign - Individuals	8,020.15	65,162.00	-57,141.85
Capital Campaign - Others	6,638.32	80,322.86	-73,684.54
114 Fund Drives - Other	50.00	0.00	50.00
Total 114 Fund Drives	14,708.47	145,484.86	-130,776.39
116 Donations			
Community	4,226.00	1,512.50	2,713.50
corporate	352.08	503.80	-151.72
personal	855.00	929.57	-74.57
116 Donations - Other	2,887.30	1,486.04	1,401.26
Total 116 Donations	8,320.38	4,431.91	3,888.47
119 Fines	892.99	936.24	-43.25
120 Lost/damaged Books	-82.05	29.65	-111.70
121 Library Use Chg			
Copies	415.30	374.90	40.40
Fax	225.00	155.00	70.00
New Cards	2.00	0.00	2.00
Total 121 Library Use Chg	642.30	529.90	112.40
123 Misc Income	847.70	819.54	28.16
Divident Income	251.57	214.39	37.18
Fund Raising Activities	3,656.00	25.00	3,631.00
Unrecognized Gain or (Loss)	4,066.73	2,371.93	1,694.80
Total Income	111,310.77	226,461.17	-115,150.40
Gross Profit	111,310.77	226,461.17	-115,150.40
Expense			
136 Salaries			
138 Benefits	60,891.14	55,430.31	5,460.83
139 Unemployment tax	466.10	460.22	5.88
140 Soc Sec Tax	2,813.03	2,651.38	161.65
141 Medicare Tax	657.89	620.08	37.81
Total 138 Benefits	3,937.02	3,731.68	205.34

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

	Jan - Aug 21	Jan - Aug 20	\$ Change
150 Collection			
150 Books			
adult	4,752.98	3,488.15	1,264.83
juv	4,044.58	5,896.32	-1,851.74
150 Books - Other	248.45	274.22	-25.77
Total 150 Books	9,046.01	9,658.69	-612.68
151 Periodicals	586.54	119.84	466.70
books on tape			
152 Audio - Other	1,010.47	463.48	546.99
Total 152 Audio	0.00	67.50	-67.50
152 Videos	1,010.47	530.98	479.49
adult	1,286.97		
juv	29.21	1,273.86	13.11
Total 152 Videos	1,316.18	64.69	-35.48
154 Elec Format	345.73	1,338.55	-22.37
157 supplies	23.86	248.33	97.40
Kits	16.99	1,559.60	-1,535.74
Processing	295.00	0.00	16.99
150 Collection - Other	98.16	295.00	0.00
Total 150 Collection	12,738.94	0.00	98.16
150 Collection		13,750.99	-1,012.05
165 Furniture & equipment			
Decor	522.85		522.85
Equipment	33.99	0.00	-15,776.03
Furniture	0.00	15,810.02	-154.99
165 Furniture & equipment - Other	0.00	154.99	-234.97
Total 165 Furniture & equipment	556.84	234.97	-15,643.14
166 Supplies		16,199.98	
cleaning	266.59		180.46
Computer	52.38	96.13	22.40
Office	381.63	29.98	-268.53
Planning	132.19	650.16	132.19
Total 166 Supplies	832.79	0.00	66.52
167 Computer Equip Software		766.27	
Equipment	52.21	0.00	52.21
Total 167 Computer Equip Software	52.21	0.00	52.21
169c Maintain Of Equip	387.80	376.83	10.97
171 Insurance	3,563.00	3,790.00	-227.00
172 Maintain Building	0.00	96.23	-96.23

12:20 PM

09/18/21

Cash Basis

Fleetwood Area Public Library

Profit & Loss Prev Year Comparison

January through August 2021

	Jan - Aug 21	Jan - Aug 20	\$ Change
174 Postage/Shipping			
Postage	165.00	1,610.73	-1,445.73
shipping -other	63.50	0.00	63.50
Total 174 Postage/Shipping	228.50	1,610.73	-1,382.23
175 Printing	0.00	3,528.00	-3,528.00
176 Telephone internet	72.60	0.00	72.60
176 Telephone - Other	572.47	679.47	-107.00
Total 176 Telephone	645.07	679.47	-34.40
178 Program Expense	2,381.93	958.25	1,423.68
179 Contracted Services	25.27	23.35	1.92
180 Trg/Travel/Conf			
Travel	16.24	247.10	-230.86
180 Trg/Travel/Conf - Other	0.00	95.00	-95.00
Total 180 Trg/Travel/Conf	16.24	342.10	-325.86
181 Dues and Subscriptions	119.00	166.67	-47.67
182 Professional Fees			
Accounting	7,497.96	0.00	7,497.96
Cleaning Services	0.00	421.20	-421.20
Legal Fees	334.50	67.13	267.37
Payroll Service	1,127.86	1,124.02	3.84
Total 182 Professional Fees	8,960.32	1,612.35	7,347.97
183 bank charges	0.00	500.00	-500.00
186 Other Expense	281.30	0.00	281.30
office expense			
Total 186 Other Expense	281.30	0.00	281.30
188.1 Rent Expense	3,200.00	3,200.00	0.00
196 Cost of Raising Money	2,115.07	198.77	1,915.30
Interest Expense	2,189.99	678.33	1,511.66
Reconciliation Discrepancies	-10.00	-35.56	25.56
Total Expense	103,112.43	107,605.75	-4,493.32
Net Ordinary Income	8,198.34	118,855.42	-110,657.08
Net Income	8,198.34	118,855.42	-110,657.08
<i>Y-T-O Capital Campaign Income</i>	<i>14,708.47</i>	<i>146,484.86</i>	
<i>Y-T-O Capital Campaign Expense</i>	<i>-5,028.44</i>	<i>-24,298.34</i>	<i>191,183.2</i>
<i>Y-T-O Income/(Loss) w/o Capital Campaign</i>	<i>-3,498.69</i>	<i>-</i>	<i>-2,316.10</i>

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

	Aug 31, 21	Aug 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Campaign Money Mkt Acct	0.00	2,266.91	-2,266.91	-100.0%
Checking - FI	17,750.07	3,315.23	14,434.84	435.4%
County Co-Op	-9,693.73	-6,951.30	-2,742.43	-39.5%
Investment Account - Money Mar	8,859.76	54,571.02	-45,711.26	-83.8%
Regular Money Market Acct. - FI	0.00	5,496.47	-5,496.47	-100.0%
Total Checking/Savings	16,916.10	58,698.33	-41,782.23	-71.2%
Other Current Assets				
Investment Account	38,073.49	0.00	38,073.49	100.0%
Total Other Current Assets	38,073.49	0.00	38,073.49	100.0%
Total Current Assets	54,989.59	58,698.33	-3,708.74	-6.3%
Fixed Assets				
101.5 Construction Work in Prog	285.00	664,171.84	-663,886.84	-100.0%
Accum Depr - Furn & Equip	-3,856.89	-36,681.21	32,824.32	89.5%
Accum Depr - Leashold Impr	-18,749.37	-36,365.68	17,616.31	48.4%
Furniture & Equipment	4,254.84	37,676.51	-33,421.67	-88.7%
Leasehold Improvements	668,578.44	69,607.95	598,970.49	860.5%
Total Fixed Assets	650,512.02	698,409.41	-47,897.39	-6.9%
TOTAL ASSETS	705,501.61	757,107.74	-51,606.13	-6.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Fleetwood Bank Line Of Credit	80,000.00	165,000.00	-85,000.00	-51.5%
Fleetwood Bank SBA PPP Loan	0.00	17,367.00	-17,367.00	-100.0%
Payroll Liabilities	-1,289.85	-1,061.33	-228.52	-21.5%
Total Other Current Liabilities	78,710.15	181,305.67	-102,595.52	-56.6%
Total Current Liabilities	78,710.15	181,305.67	-102,595.52	-56.6%
Total Liabilities	78,710.15	181,305.67	-102,595.52	-56.6%
Equity				
Retained Earnings	618,593.12	456,946.65	161,646.47	35.4%
Net Income	8,198.34	118,855.42	-110,657.08	-93.1%
Total Equity	626,791.46	575,802.07	50,989.39	8.9%
TOTAL LIABILITIES & EQUITY	705,501.61	757,107.74	-51,606.13	-6.8%

** Balance in Checking Account Attributable to Capital Campaign*
10,670.99

VANGUARD - VALUES AS OF August 31, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share
LIFE STRATEGY GROWTH FUND - VASGX \$ 46.08/share

VMFXX

7859.76 shares @ \$ 1.00/share = \$ 7,859.76

VASGX

844.576 shares @ \$ 46.08/share = \$ 38,073.49

VALUE AS OF END OF CURRENT MONTH \$ 46,933.25

VALUE AS OF END OF PRIOR MONTH \$ 46,223.71

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 709.54

VALUE AS OF END OF CURRENT MONTH \$ 46,933.25

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

CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ 4,318.30

VALUE AS OF END OF CURRENT MONTH \$ 46,933.25

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

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <202,691.35>