

AGENDA FAPL Board of Trustees - Meeting Minutes
June 21st, 2022

Meeting was called to order at 6:36pm. In attendance were Board President Lee Turner, Heidi Luckenbill, Alexa Cooney, Diane Dreibelbis, Michelle Hughes, Lois Geist, Marsha Anderson, Library Director Carin Mileschosky (via Zoom), and Daniel Hoch.

There were no guests and no correspondence to report.

The May Minutes, Library Director's Report, and Financial Report were approved with a motion by Heidi Luckenbill with a second by Michelle Hughes. The motion carried.

BCPLS Meeting Report - The meeting was held briefly on May 18th. Amy Resh reported that the libraries finished their state reports on time. Leslie Gaines discussed cataloging and recording services, including 2 portable pocket translator kits that are available. There is no Book Bonanza this summer. The next meeting is August 17th, 2022.

Old Business

- Concession Stand at Concert in Park on June 5th review: Good variety, compliments on food. Not much food leftover. \$997.50 profit. The food was a donation from A.P. Merkel.
- The next date for the Hoedown fundraiser will be emailed. (Possibly Friday 11/4)
- August 18th Chicken Fundraiser - Carin will make tickets and flyers, with an order sheet. We can try selling them at the carnival. We will also have a Bake Sale for the Kauffman's chicken fundraiser.
- Other fundraiser ideas: Sausage Sale at Grange, day trip to Hershey (Kutztown Public Library did one and made ~\$1,000)
- Moe's Fundraiser June 28th - link on website, handouts in library
- Board members will look to contact more businesses for the Capital Campaign.
- The Street Fair Fallfest is October 1st, the library will have a stand to sell hot dogs or pretzels (food to be determined). Raffle baskets could be included too.

New Business

- Pumpkin Fest poster & Pet Parade Registration form mock-up - times and costs to be determined
 - Pumpkins have been previously donated from Parks & Rec budget

A motion to adjourn the meeting was made by Heidi Luckenbill at 7:44 pm with a second by Alexa Cooney. The motion carried.



Library Director's Report

Month: June 2022

Circulation

- 5,209 items circulated in May 2022 (4% increase from 2021)
- Computer usage up, 5th highest Wi-Fi usage in county.

Programs

- 18 on-site programs, 6 virtual programs
- 376 people attended our in person programs

May is historically a slow month for us. We put a lot of programs on hold and most of the month is spent in final planning stages for Summer Learning Program.

Coming up:

June 28: Moe's Fundraiser (Link will be posted on Facebook and website)

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06/09/22

Cash Basis

Fleetwood Area Public Library
Profit & Loss Prev Year Comparison
May 2022

	May 22	May 21	\$ Change
Ordinary Income/Expense			
Income			
109 Local Govt			
Townships	660.66	0.00	660.66
Total 109 Local Govt	660.66	0.00	660.66
112 Interest Income	0.23	0.23	0.00
114 Fund Drives			
Capital Campaign - Individuals	500.00	260.00	240.00
Capital Campaign - Others	530.00	0.00	530.00
Total 114 Fund Drives	1,030.00	260.00	770.00
116 Donations			
corporate	23.54	0.00	23.54
personal	32.86	0.00	32.86
116 Donations - Other	170.05	303.00	-132.95
Total 116 Donations	226.45	303.00	-76.55
119 Fines	122.35	34.84	87.51
121 Library Use Chg			
Copies	111.80	78.95	32.85
Fax	18.00	16.00	2.00
Total 121 Library Use Chg	129.80	94.95	34.85
123 Misc Income	0.00	12.00	-12.00
Fund Raising Activities	385.50	0.00	385.50
Unrecognized Gain or (Loss)	112.95	453.08	-340.13
Total Income	2,667.94	1,158.10	1,509.84
Gross Profit	2,667.94	1,158.10	1,509.84
Expense			
135 Salaries	7,908.61	7,223.11	685.50
138 Benefits			
139 Unemployment tax	0.00	0.00	0.00
140 Soc Sec Tax	0.00	0.00	0.00
141 Medicare Tax	0.00	0.00	0.00
Total 138 Benefits	0.00	0.00	0.00
150 Collection			
150 Books			
adult	188.58	713.86	-525.28
juv	226.83	237.38	-10.55
150 Books - Other	33.70	50.23	-16.53
Total 150 Books	449.11	1,001.47	-552.36
151 Periodicals	17.20	0.00	17.20
152 Audio			
books on tape	104.98	74.98	30.00
Total 152 Audio	104.98	74.98	30.00
152 Videos			
adult	-61.50	53.71	-115.21
juv	0.00	14.99	-14.99
Total 152 Videos	-61.50	68.70	-130.20
164 Elec Format	0.00	250.85	-250.85
Kits	12.70	0.00	12.70
150 Collection - Other	8.47	0.00	8.47
Total 150 Collection	530.96	1,396.00	-865.04
165 Furniture & equipment			
Decor	0.00	44.82	-44.82
Furniture	306.93	0.00	306.93
Total 165 Furniture & equipment	306.93	44.82	262.11

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 Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison May 2022

	May 22	May 21	\$ Change
166 Supplies			
cleaning	3.71	0.00	3.71
Office	0.00	42.45	-42.45
Total 166 Supplies	3.71	42.45	-38.74
176 Telephone	70.04	71.86	-1.82
178 Program Expense	769.65	379.76	389.89
179 Contracted Services	2.70	1.34	1.36
181 Dues and Subscriptions	139.00	119.00	20.00
182 Professional Fees			
Accounting	0.00	122.96	-122.96
Payroll Service	76.20	60.88	15.32
Total 182 Professional Fees	76.20	183.84	-107.64
188.1 Rent Expense	0.00	400.00	-400.00
Interest Expense	150.00	266.67	-116.67
Reconciliation Discrepancies	-35.00	-69.49	34.49
Total Expense	9,922.80	10,059.36	-136.56
Net Ordinary Income	-7,254.86	-8,901.26	1,646.40
Net Income	-7,254.86	-8,901.26	1,646.40

May Capital Campaign Income	1,030.00	260.00	
May Capital Campaign Expenses	-150.00	-266.67	+66.67
May Income/Loss w/o Capital Campaign	<u>-8,134.86</u>	<u>-3894.59</u>	

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 Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison May 2022

	% Change
Ordinary Income/Expense	
Income	
109 Local Govt Townships	100.0%
Total 109 Local Govt	100.0%
112 Interest Income	0.0%
114 Fund Drives	
Capital Campaign - Individuals	92.3%
Capital Campaign - Others	100.0%
Total 114 Fund Drives	296.2%
116 Donations	
corporate	100.0%
personal	100.0%
116 Donations - Other	-43.9%
Total 116 Donations	-25.3%
119 Fines	251.2%
121 Library Use Chg	
Copies	41.6%
Fax	12.5%
Total 121 Library Use Chg	36.7%
123 Misc Income	-100.0%
Fund Raising Activities	100.0%
Unrecognized Gain or (Loss)	-75.1%
Total Income	130.4%
Gross Profit	130.4%
Expense	
135 Salaries	9.5%
138 Benefits	
139 Unemployment tax	0.0%
140 Soc Sec Tax	0.0%
141 Medicare Tax	0.0%
Total 138 Benefits	0.0%
150 Collection	
150 Books	
adult	-73.6%
juv	-4.4%
150 Books - Other	-32.9%
Total 150 Books	-55.2%
151 Periodicals	100.0%
152 Audio	
books on tape	40.0%
Total 152 Audio	40.0%
152 Videos	
adult	-214.5%
juv	-100.0%
Total 152 Videos	-189.5%
154 Elec Format	-100.0%
KIts	100.0%
150 Collection - Other	100.0%
Total 150 Collection	-62.0%
165 Furniture & equipment	
Decor	-100.0%
Furniture	100.0%
Total 165 Furniture & equipment	584.8%

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Cash Basis

Fleetwood Area Public Library
Profit & Loss Prev Year Comparison
May 2022

	<u>% Change</u>
166 Supplies	
cleaning	100.0%
Office	-100.0%
Total 166 Supplies	-91.3%
176 Telephone	-2.5%
178 Program Expense	102.7%
179 Contracted Services	101.5%
181 Dues and Subscriptions	16.8%
182 Professional Fees	
Accounting	-100.0%
Payroll Service	25.2%
Total 182 Professional Fees	-58.6%
188.1 Rent Expense	-100.0%
Interest Expense	-43.8%
Reconciliation Discrepancies	49.6%
Total Expense	-1.4%
Net Ordinary Income	18.5%
Net Income	<u>18.5%</u>

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 Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through May 2022

	Jan - May 22	Jan - May 21
Ordinary Income/Expense		
Income		
109 Local Govt		
County	41,073.07	41,124.92
Townships	1,400.66	0.00
Total 109 Local Govt	42,473.73	41,124.92
112 Interest Income	1.14	1.60
114 Fund Drives		
Capital Campaign - Individuals	23,405.00	5,620.15
Capital Campaign - Others	530.00	1,554.32
Total 114 Fund Drives	23,935.00	7,174.47
116 Donations		
Community	2,686.36	537.50
corporate	109.74	257.80
personal	612.86	775.00
116 Donations - Other	2,577.52	1,787.48
Total 116 Donations	5,986.48	3,357.78
119 Fines	691.11	415.10
120 Lost/damaged Books	-63.43	-136.32
121 Library Use Chg		
Copies	573.90	298.10
Fax	100.00	118.00
New Cards	0.00	2.00
Total 121 Library Use Chg	673.90	418.10
123 Misc Income	547.70	428.70
Fund Raising Activities	2,259.02	0.00
Unrecognized Gain or (Loss)	-4,656.65	2,919.66
Total Income	71,848.00	55,704.01
Gross Profit	71,848.00	55,704.01
Expense		
135 Salaries	42,908.54	37,981.67
138 Benefits		
139 Unemployment tax	305.58	255.33
140 Soc Sec Tax	1,466.13	1,226.66
141 Medicare Tax	343.35	266.88
Total 138 Benefits	2,117.06	1,768.87
150 Collection		
150 Books		
adult	3,042.01	2,891.45
juv	3,492.20	1,554.83
150 Books - Other	219.27	195.52
Total 150 Books	6,753.48	4,641.80
151 Periodicals	17.20	0.00
152 Audio		
books on tape	480.27	703.83
Total 152 Audio	480.27	703.83
152 Videos		
adult	857.66	930.15
juv	19.48	27.72
Total 152 Videos	877.14	957.87
154 Elec Format	787.25	345.73

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Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through May 2022

	Jan - May 22	Jan - May 21
157 supplies	33.30	23.86
Kits	241.09	16.99
Processing	325.00	295.00
150 Collection - Other	8.47	56.53
Total 150 Collection	9,523.20	7,041.61
165 Furniture & equipment		
Decor	0.00	522.85
Equipment	1,945.67	33.99
Furniture	306.93	0.00
Total 165 Furniture & equipment	2,252.60	556.84
166 Supplies		
cleaning	73.86	21.98
Office	240.41	290.83
Total 166 Supplies	314.27	312.81
169c Maintain Of Equip	292.38	248.53
174 Postage/Shipping		
postage	0.00	55.00
shipping -other	0.00	47.81
174 Postage/Shipping - Other	0.00	15.69
Total 174 Postage/Shipping	0.00	118.50
176 Telephone	352.43	427.71
178 Program Expense		
board expense	76.32	0.00
178 Program Expense - Other	1,900.29	1,008.90
Total 178 Program Expense	1,976.61	1,008.90
179 Contracted Services	16.13	12.43
180 Trg/Travel/Conf		
Travel	0.00	16.24
Total 180 Trg/Travel/Conf	0.00	16.24
181 Dues and Subscriptions	139.00	119.00
182 Professional Fees		
Accounting	0.00	122.96
Cleaning Services	-156.30	0.00
Legal Fees	0.00	264.50
Payroll Service	787.22	813.56
Total 182 Professional Fees	630.92	1,201.02
188.1 Rent Expense	1,600.00	2,000.00
195 Cost of Raising Money	642.56	146.51
Interest Expense	905.00	1,372.22
Reconciliation Discrepancies	-59.99	47.70
Sales Tax Collected & Payable	25.84	0.00
Total Expense	63,636.55	54,380.56
Net Ordinary Income	8,211.45	1,323.45
Net Income	8,211.45	1,323.45

Y-T-D Capital Campaign Income
 Y-T-D Capital Campaign Expenses
 Y-T-D Profit/Loss w/o Capital Campaign

23,135.00	71,744.97
9,389.30 - 22,976.07	-1,919.57 - 5,254.90
<u>14,784.22</u>	<u>-3,931.45</u>

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 Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through May 2022

	\$ Change	% Change
Ordinary Income/Expense		
Income		
109 Local Govt		
County	-51.85	-0.1%
Townships	1,400.66	100.0%
Total 109 Local Govt	1,348.81	3.3%
112 Interest Income	-0.46	-28.8%
114 Fund Drives		
Capital Campaign - Individuals	17,784.85	316.5%
Capital Campaign - Others	-1,024.32	-65.9%
Total 114 Fund Drives	16,760.53	233.6%
116 Donations		
Community	2,148.86	399.8%
corporate	-148.06	-57.4%
personal	-162.14	-20.9%
116 Donations - Other	790.04	44.2%
Total 116 Donations	2,628.70	78.3%
119 Fines	276.01	66.5%
120 Lost/damaged Books	72.89	53.5%
121 Library Use Chg		
Copies	275.80	92.5%
Fax	-18.00	-15.3%
New Cards	-2.00	-100.0%
Total 121 Library Use Chg	255.80	61.2%
123 Misc Income	119.00	27.8%
Fund Raising Activities	2,259.02	100.0%
Unrecognized Gain or (Loss)	-7,576.31	-259.5%
Total Income	16,143.99	29.0%
Gross Profit	16,143.99	29.0%
Expense		
135 Salaries	4,926.87	13.0%
138 Benefits		
139 Unemployment tax	50.25	19.7%
140 Soc Sec Tax	241.47	19.7%
141 Medicare Tax	56.47	19.7%
Total 138 Benefits	348.19	19.7%
150 Collection		
150 Books		
adult	150.56	5.2%
Juv	1,937.37	124.8%
150 Books - Other	23.75	12.2%
Total 150 Books	2,111.68	45.5%
151 Periodicals	17.20	100.0%
152 Audio		
books on tape	-223.56	-31.8%
Total 152 Audio	-223.56	-31.8%
152 Videos		
adult	-72.49	-7.8%
Juv	-8.24	-29.7%
Total 152 Videos	-80.73	-8.4%
154 Elec Format	441.52	127.7%

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 Cash Basis

Fleetwood Area Public Library Profit & Loss Prev Year Comparison January through May 2022

	\$ Change	% Change
157 supplies	9.44	39.6%
Kits	224.10	1,319.0%
Processing	30.00	10.2%
150 Collection - Other	-48.06	-85.0%
Total 150 Collection	2,481.59	35.2%
165 Furniture & equipment		
Decor	-522.85	-100.0%
Equipment	1,911.68	5,624.2%
Furniture	306.93	100.0%
Total 165 Furniture & equipment	1,695.76	304.5%
166 Supplies		
cleaning	51.88	236.0%
Office	-50.42	-17.3%
Total 166 Supplies	1.46	0.5%
169c Maintan Of Equip	43.85	17.6%
174 Postage/Shipping		
postage	-55.00	-100.0%
shipping -other	-47.81	-100.0%
174 Postage/Shipping - Other	-15.69	-100.0%
Total 174 Postage/Shipping	-118.50	-100.0%
176 Telephone	-75.28	-17.6%
178 Program Expense		
board expense	76.32	100.0%
178 Program Expense - Other	891.39	88.4%
Total 178 Program Expense	967.71	95.9%
179 Contracted Services	3.70	29.8%
180 Trg/Travel/Conf		
Travel	-16.24	-100.0%
Total 180 Trg/Travel/Conf	-16.24	-100.0%
181 Dues and Subscriptions	20.00	16.8%
182 Professional Fees		
Accounting	-122.96	-100.0%
Cleaning Services	-156.30	-100.0%
Legal Fees	-264.50	-100.0%
Payroll Service	-26.34	-3.2%
Total 182 Professional Fees	-570.10	-47.5%
188.1 Rent Expense	-400.00	-20.0%
195 Cost of Raising Money	496.05	338.6%
Interest Expense	-467.22	-34.1%
Reconciliation Discrepancies	-107.69	-225.8%
Sales Tax Collected & Payable	25.84	100.0%
Total Expense	9,255.99	17.0%
Net Ordinary Income	6,888.00	520.5%
Net Income	6,888.00	520.5%

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking -FI	A 7,818.14	B 8,810.32	-992.18	-11.3%
County Co-Op	-5,910.00	-6,204.06	294.06	4.7%
Investment Account - Money Mar	0.00	8,859.56	-8,859.56	-100.0%
Total Checking/Savings	1,908.14	11,465.82	-9,557.68	-83.4%
Other Current Assets				
Investment Account	33,943.63	36,675.05	-2,731.42	-7.5%
Total Other Current Assets	33,943.63	36,675.05	-2,731.42	-7.5%
Total Current Assets	35,851.77	48,140.87	-12,289.10	-25.5%
Fixed Assets				
101.6 Construction Work In Prog	285.00	0.00	285.00	100.0%
Accum Depr - Furn & Equip	-3,856.89	-3,856.89	0.00	0.0%
Accum Depr - Leasehold Impr	-18,749.37	-18,749.37	0.00	0.0%
Furniture & Equipment	4,254.84	4,254.84	0.00	0.0%
Leasehold Improvements	668,578.44	668,578.44	0.00	0.0%
Total Fixed Assets	650,512.02	650,227.02	285.00	0.0%
TOTAL ASSETS	686,363.79	698,367.89	-12,004.10	-1.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Fleetwood Bank Line Of Credit	45,000.00	80,000.00	-35,000.00	-43.8%
Payroll Liabilities	-1,729.78	-1,548.68	-181.10	-11.7%
Total Other Current Liabilities	43,270.22	78,451.32	-35,181.10	-44.8%
Total Current Liabilities	43,270.22	78,451.32	-35,181.10	-44.8%
Total Liabilities	43,270.22	78,451.32	-35,181.10	-44.8%
Equity				
Retained Earnings	634,882.12	618,593.12	16,289.00	2.6%
Net Income	8,211.45	1,323.45	6,888.00	520.5%
Total Equity	643,093.57	619,916.57	23,177.00	3.7%
TOTAL LIABILITIES & EQUITY	686,363.79	698,367.89	-12,004.10	-1.7%

Balance in Ckg. Acct. Attributable to Capital Campaign A 19,061.22 B 4,245.86

VANGUARD - VALUES AS OF May 31, 2022

LIFE STRATEGY GROWTH FUND - VASGX \$ 39.07/share
Fund Number 0122

VASGX

868.790 shares @ \$ 39.07/share = \$ 33,943.63
VALUE AS OF END OF PRIOR MONTH \$ 33,830.68
CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 112.95

VALUE AS OF END OF CURRENT MONTH \$ 33,943.63
VALUE AS OF JANUARY 1, 2022 \$ 38,600.34
CHANGE IN VALUE SINCE JANUARY 1, 2022 \$ <4,656.71>