

**Board Minutes**  
**FAPL Board of Trustees**  
**August 17, 2021**

**Meeting** called to order at 6:37. Heidi Luckenbill, Marsha Anderson, Stephanie Williams, Mackenzie Weaver, Lois Geist, Daniel Hoch, Carin Milesosky, Alexa Cooney, Michelle Hughes were in attendance. Lois Geist is the acting president at this meeting due to Lee Turner not being able to attend.

**Guests** - Stephanie Williams was in attendance and provided the following information: The Governor's advisory council grants authority for system membership agreements and funding formula. The liaison is Stacey Mulligan. The State has given waivers in the past but a state waiver does not equal a county system waiver. Fleetwood has met the State Standards.

Board members can be advocates by maintaining strong relationships in the community as it continues the capital campaign, use advocacy resources, provide positive messaging at ALL times, and use a common language to build respectful relationships within the community and the library board has one voice.

Glenn Miller has retired as the state librarian, and the search for a replacement hasn't started yet. Sue Banks has been in his position in the meantime. Waivers have been built into the legislative language but no instructions on how to apply for them yet. The library audit has been completed and submitted to the State.

Email is the best way to reach Stephanie Williams.

**Approval of Consent Agenda Items** - The June minutes, Library Director's Report, and Financial Reports were approved with a motion by Heidi Luckenbill, and with a second by Mackenzie Weaver. Motion carried.

**Correspondence**

- Letter of Preliminary Findings from Long & Barrel Company

**BCPLS Meeting Report** will be held on 8/18 on Zoom.

**Old Business**

- Berks County Public Libraries Membership Agreement and Automation Agreement - a final draft was sent via certified mail to be approved and signed to be sent back by September 30th. A motion to approve the agreements was made by Alexa Cooney with a second by Michelle Hughes. Motion carried.
- Kauffman's Chicken BBQ Fundraiser - Sold 295 chickens, pre-sold 275 - net profit \$1442.53; A motion to give a donation to the Grange of \$50 was made by Heidi Luckenbill, with a second by Marsha Anderson. Motion carried.

- Donor Wall - A new drawing was sent. There is a key - colors are for each level of patron, with a different font at the top. Carin will contact SignPros and come up with next steps and timeline.

### **New Business**

- 2020 Audit Results has provided directives to add some formal written policies.
- Payroll timesheets were discussed with changing the timesheet format to keep track of the allocating expenses under each category - Program Services, Management & Administrative, and Fundraising
- Credit Card Policy will be drafted for credit cards only to be used for library items and by those specified for the credit cards. A draft will be emailed out before the September board meeting.
- Fixed Asset Capitalization Policy will be drafted for minor purchases - less than \$2500. The FAPL draft of a policy will be emailed out prior to the September board meeting.
- There was a discussion of allocating expense items between 'Program Services', 'Management & Administrative', and 'Fundraising' categories. Reporting expenses to the state in each category requires a better system of allocating the expenses.
- The Board discussed drafting a formal policy regarding liquidity and availability of funds, and keeping \$40,000 in the bank for emergency funds. The accounting policy will be revised to include information regarding the Credit Card policy and fund availability.
- A motion to move the \$8859.67 in the Vanguard Federal Money Market account to the Fleetwood Bank Checking Account was made by Mackenzie Weaver, with a second by Heidi Luckenbill. Motion carried.
- Quote for cleaning services DBS Building Solutions who also clean Womelsdorf Library, and other libraries outside of Berks was presented. The quote was for \$315 per month for once-a-week cleaning services. A motion to approve DBS Building Solutions cleaning service on a weekly basis was made by Michelle Hughes and a second by Alexa Cooney. Motion carried.
- Carin interviewed two applicants for an opening and would like to hire them for Tuesday, Thursday, and Saturday. A motion to hire Cameron Reed at 8 hours a week and Nikolai Kochel for 14 hours a month with the possibility of more hours depending on staffing for library clerk positions at \$10/hr was made by Heidi Luckenbill and a second by Michelle Hughes. Motion carried.
- The FAPL Board members will try to attend municipal meetings in September with Maiden creek's meeting is September 9th, Richmond's meeting is September 13th.

A motion to adjourn at 8:13 was made by Heidi Luckenbill, with a second Michelle Hughes.



# Library Director's Report

Month: August 2021

---

## Circulation

June 2021: 5,751 (2019: 4,760)

July 2021: 6,418 (2019: 6,094)

We have been open in our new location for one full year! In one year in our new space we have checked out approximately 67,112 items!

## Programs

A full summer report on programming will be presented at our September meeting. It was a very successful summer and we had lots of great feedback from families on Tigers in the PARK.

## Outreach

- Ran a successful program with the Borough of Fleetwood in local parks and several locations throughout our service area.
- Worked with Keystone Villa to provide two programs in July to residents in partnership with the Fleetwood Historical Society and Boyertown Museum of Historic Vehicles.

## Long Term Goals/Mission Statement Accomplishments

Objective: Collaborate with local organizations to present programs within the community. Partnered with Keystone Villa, Fleetwood Historical Society, and Boyertown Museum of Historic Vehicles on two programs.

Where is Forward held in June/July partnering with 21 organizations in the community to discuss the history of the Fleetwood Area.



2021 Summer Learning Program partnered with many local organizations in our Tigers in the PARK. A full listing of those will be presented at the September Board Meeting.

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 Touching the Future to provide virtual storytimes once a week.

### **BCPL Uniform Requirements/Responsibilities**

- 2020 Audit completed

### **Other items to mention:**

- One interview was held on Wednesday, August 11th for the Part-Time Library Clerk position.
- In-person programming to return for all programs this Fall pending any future government guidelines or shutdowns.
- “Where is Forward” Phase 2 will be in the form of a survey that will be available via email and on the website. All Board Members should look for it and complete it.
- “Where is Forward” Phase 3 will be held September and October to discuss “Where are we going?”



## Fleetwood Area Public Library Profit & Loss Prev Year Comparison June 2021

	Jun 21	Jun 20	\$ Change	% Change
<b>Income</b>				
109 Local Govt				
County	18,428.92	16,661.92	1,767.00	10.6%
Townships	4,626.45	4,000.00	626.45	15.7%
<b>Total 109 Local Govt</b>	<b>23,055.37</b>	<b>20,661.92</b>	<b>2,393.45</b>	<b>11.6%</b>
112 Interest Income	0.31	8.11	-7.80	-96.2%
114 Fund Drives				
Capital Campaign - Individuals	260.00	3,445.00	-3,195.00	-92.7%
Capital Campaign - Others	84.00	0.00	84.00	100.0%
<b>Total 114 Fund Drives</b>	<b>334.00</b>	<b>3,445.00</b>	<b>-3,111.00</b>	<b>-90.3%</b>
116 Donations				
Community	4,151.00	0.00	4,151.00	100.0%
116 Donations - Other	196.19	125.00	71.19	57.0%
<b>Total 116 Donations</b>	<b>4,347.19</b>	<b>125.00</b>	<b>4,222.19</b>	<b>3,377.8%</b>
119 Fines	281.05	73.59	207.46	281.9%
121 Library Use Chg				
Copies	35.60	36.15	-0.55	-1.5%
Fax	42.00	20.00	22.00	110.0%
<b>Total 121 Library Use Chg</b>	<b>77.60</b>	<b>56.15</b>	<b>21.45</b>	<b>38.2%</b>
123 Misc Income	84.00	156.00	-72.00	-46.2%
Divident Income	251.57	214.39	37.18	17.3%
Fund Raising Activities	750.00	0.00	750.00	100.0%
Unrecognized Gain or (Loss)	184.08	522.94	-338.86	-64.8%
<b>Total Income</b>	<b>29,365.17</b>	<b>25,263.10</b>	<b>4,102.07</b>	<b>16.2%</b>
<b>Gross Profit</b>	<b>29,365.17</b>	<b>25,263.10</b>	<b>4,102.07</b>	<b>16.2%</b>
<b>Expense</b>				
136 Salaries				
136 Benefits	7,389.48	6,550.12	839.36	12.8%
139 Unemployment tax	0.00	200.55	-200.55	-100.0%
140 Soc Sec Tax	0.00	1,403.88	-1,403.88	-100.0%
141 Medicare Tax	0.00	328.33	-328.33	-100.0%
<b>Total 138 Benefits</b>	<b>0.00</b>	<b>1,932.76</b>	<b>-1,932.76</b>	<b>-100.0%</b>
160 Collection				
160 Books				
adult				
juv	501.62	724.37	-222.75	-30.8%
160 Books - Other	865.35	849.86	15.49	1.8%
151 Periodicals	0.00	36.78	-36.78	-100.0%
<b>Total 150 Books</b>	<b>1,366.97</b>	<b>1,611.01</b>	<b>-244.04</b>	<b>-15.2%</b>
<b>Total Expense</b>	<b>0.00</b>	<b>115.84</b>	<b>-115.84</b>	<b>-100.0%</b>

## Fleetwood Area Public Library Profit & Loss Prev Year Comparison June 2021

	Jun 21	Jun 20	\$ Change	% Change
152 Audio				
books on tape	84.98	220.49	-135.51	-61.5%
Total 152 Audio	84.98	220.49	-135.51	-61.5%
152 Videos				
adult	16.47	-88.50	104.97	118.6%
juv	3.24	0.00	3.24	100.0%
Total 152 Videos	19.71	-88.50	108.21	122.3%
157 supplies	0.00	1,559.60	-1,559.60	-100.0%
150 Collection - Other	13.65	0.00	13.65	100.0%
Total 150 Collection	1,485.31	3,418.44	-1,933.13	-56.6%
166 Supplies				
cleaning	237.72	9.52	228.20	2,397.1%
computer	14.83	0.00	14.83	100.0%
office	40.62	117.83	-77.21	-65.5%
Total 166 Supplies	293.17	127.35	165.82	130.2%
171 Insurance	720.00	689.00	31.00	4.5%
178 Telephone	72.43	96.86	-24.43	-25.2%
178 Program Expenses	695.12	477.70	217.42	45.5%
179 Contracted Services	7.75	7.06	0.69	9.8%
181 Dues and Subscriptions	0.00	150.78	-150.78	-100.0%
182 Professional Fees				
Payroll Service	64.40	69.06	-4.66	-6.8%
Total 182 Professional Fees	64.40	69.06	-4.66	-6.8%
188.1 Rent Expense	400.00	400.00	0.00	0.0%
195 Cost of Raising Money	406.10	1.91	404.19	21,161.8%
Interest Expense	275.55	0.00	275.55	100.0%
Reconciliation Discrepancies	-57.70	0.00	-57.70	-100.0%
Total Expense	11,751.61	13,921.04	-2,169.43	-15.6%
Net Income	17,613.86	11,342.06	6,271.80	55.3%

June Capital Campaign Income  
June Capital Campaign Expense

334.00	3445.00		
- 281.65	- 52.35	- 1561.51	- 1223.49
	<u>17,501.21</u>		<u>9458.57</u>



## Fleetwood Area Public Library Profit & Loss Year Comparison January through June 2021

	Jan - Jun 21	Jan - Jun 20	\$ Change	% Change
<b>Income</b>				
109 Local Govt	59,553.84	54,517.53	5,036.31	9.2%
County	4,626.45	4,000.00	626.45	15.7%
Townships				
<b>Total 109 Local Govt</b>	<b>64,180.29</b>	<b>58,517.53</b>	<b>5,662.76</b>	<b>9.7%</b>
112 Interest Income	1.91	91.22	-89.31	-97.9%
114 Fund Drives				
Capital Campaign - Individuals	5,820.15	54,347.00	-48,526.85	-89.3%
Capital Campaign - Others	1,638.32	63,122.86	-61,484.54	-97.4%
114 Fund Drives - Other	50.00	0.00	50.00	100.0%
<b>Total 114 Fund Drives</b>	<b>7,508.47</b>	<b>117,469.86</b>	<b>-109,961.39</b>	<b>-93.6%</b>
116 Donations				
Community	4,226.00	1,417.50	2,808.50	198.1%
Corporate	257.80	411.66	-153.86	-37.4%
Personal	775.00	154.57	620.43	401.4%
116 Donations - Other	2,446.17	841.23	1,604.94	190.8%
<b>Total 116 Donations</b>	<b>7,704.97</b>	<b>2,824.96</b>	<b>4,880.01</b>	<b>172.8%</b>
119 Fines	696.15	850.26	-154.11	-18.1%
120 Lost/Damaged Books	-136.32	-80.95	-55.37	-68.4%
121 Library Use Chg				
Copies	333.70	368.30	-34.60	-9.4%
Fax	160.00	155.00	5.00	3.2%
New Cards	2.00	0.00	2.00	100.0%
<b>Total 121 Library Use Chg</b>	<b>495.70</b>	<b>523.30</b>	<b>-27.60</b>	<b>-5.3%</b>
123 Misc Income	512.70	638.54	-125.84	-19.7%
Divident Income	251.57	214.39	37.18	17.3%
Fund Raising Activities	750.00	25.00	725.00	2,900.0%
Unrecognized Gain or (Loss)	3,103.74	-200.42	3,304.16	1,648.6%
<b>Total Income</b>	<b>85,069.18</b>	<b>180,873.69</b>	<b>-95,804.51</b>	<b>-53.0%</b>
<b>Gross Profit</b>	<b>85,069.18</b>	<b>180,873.69</b>	<b>-95,804.51</b>	<b>-53.0%</b>
<b>Expense</b>				
135 Salaries	45,371.15	42,764.27	2,606.88	6.1%
138 Benefits	265.33	460.22	-204.89	-44.5%
139 Unemployment tax	1,226.66	2,651.38	-1,424.72	-53.7%
140 Soc Sec Tax	286.88	620.08	-333.20	-53.7%
141 Medicare Tax				
<b>Total 138 Benefits</b>	<b>1,768.87</b>	<b>3,731.68</b>	<b>-1,962.81</b>	<b>-52.6%</b>

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

	Jan - Jun 21	Jan - Jun 20	\$ Change	% Change
150 Collection				
150 Books				
adult	3,393.07	2,162.45	1,230.62	56.9%
juv	2,420.18	4,982.92	-2,562.74	-51.4%
150 Books - Other	195.52	174.62	20.90	12.0%
Total 150 Books	6,008.77	7,319.99	-1,311.22	-17.9%
151 Periodicals	0.00	119.84	-119.84	-100.0%
152 Audio				
books on tape	788.81	359.98	428.83	119.1%
152 Audio - Other	0.00	67.50	-67.50	-100.0%
Total 152 Audio	788.81	427.48	361.33	84.5%
152 Videos				
adult	946.62	839.30	107.32	12.8%
juv	30.96	27.72	3.24	11.7%
Total 152 Videos	977.58	867.02	110.56	12.8%
154 Elec Format	345.73	0.00	345.73	100.0%
157 supplies	23.86	1,559.60	-1,535.74	-98.5%
Kits	16.99	0.00	16.99	100.0%
Processing	295.00	295.00	0.00	0.0%
160 Collection - Other	70.18	0.00	70.18	100.0%
Total 160 Collection	8,526.92	10,588.93	-2,062.01	-19.5%
165 Furniture & equipment				
Decor	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	259.70	86.13	173.57	201.5%
Computer	14.83	28.88	-15.15	-50.5%
Office	331.45	508.38	-177.93	-34.9%
Total 166 Supplies	605.98	625.49	-19.51	-3.1%
169c Maintain Of Equip				
171 Insurance	248.53	175.45	73.08	41.7%
172 Maintain Building	720.00	832.00	-112.00	-13.5%
174 Postage/Shipping	0.00	96.23	-96.23	-100.0%
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	-92.4%
175 Printing	0.00	3,528.00	-3,528.00	-100.0%
176 Telephone	500.14	563.52	-63.38	-11.3%
178 Program Expense	1,704.02	883.25	820.77	92.9%
179 Contracted Services	20.18	12.12	8.06	66.5%

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

	Jan - Jun 21	Jan - Jun 20	\$ Change	% Change
180 Trg/Travel/Conf Travel	16.24	175.22	-158.98	-90.7%
Total 180 Trg/Travel/Conf	16.24	175.22	-158.98	-90.7%
181 Dues and Subscriptions	119.00	150.78	-31.78	-21.1%
182 Professional Fees				
Accounting	122.96	0.00	122.96	100.0%
Cleaning Services	0.00	421.20	-421.20	-100.0%
Legal Fees	264.50	67.13	197.37	294.0%
Payroll Service	877.96	876.90	1.06	0.1%
Total 182 Professional Fees	1,265.42	1,365.23	-99.81	-7.3%
183 bank charges	0.00	500.00	-500.00	-100.0%
188.1 Rent Expense	2,400.00	2,400.00	0.00	0.0%
195 Cost of Raising Money	552.61	154.67	397.94	257.3%
Interest Expense	1,647.77	0.00	1,647.77	100.0%
Reconciliation Discrepancies	-10.00	-35.56	25.56	71.9%
Total Expense	66,132.17	70,067.01	-3,934.84	-5.6%
Net Income	18,937.04	110,808.88	-91,869.67	-82.9%
Y-T-D Capital Comparison Income	7508.47	117,469.86		
Y-T-D Capital Comparison Expense	2,201.22	73,749.93		
Y-T-D Income w/o Capital Comparison	<u>-13629.76</u>	<u>-110,094.93</u>		
		<u>711.76</u>		

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

	Jun 30, 21	Jun 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Campaign Money Mkt Acct	0.00	156,234.70	-156,234.70	-100.0%
Checking FI	26,097.03	28,387.78	-2,290.75	-8.1%
County Co-Op	-6,932.33	-4,218.20	-2,714.13	-64.3%
Investment Account - Money Mar	45,970.26	54,571.02	-8,600.76	-15.8%
Regular Money Market Acct. - FI	0.00	3,445.82	-3,445.82	-100.0%
<b>Total Checking/Savings</b>	65,134.96	238,421.12	-173,286.16	-72.7%
<b>Other Current Assets</b>				
Investment Account	0.00	-2,572.35	2,572.35	100.0%
<b>Total Other Current Assets</b>	0.00	-2,572.35	2,572.35	100.0%
<b>Total Current Assets</b>	65,134.96	235,848.77	-170,713.81	-72.4%
<b>Fixed Assets</b>				
101.5 Construction Work in Prog	664,767.33	315,034.00	349,733.33	111.0%
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%
Leashold Improvements	69,607.95	69,607.95	0.00	0.0%
<b>Total Fixed Assets</b>	699,004.90	349,271.57	349,733.33	100.1%
<b>TOTAL ASSETS</b>	<b>764,139.86</b>	<b>585,120.34</b>	<b>179,019.52</b>	<b>30.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
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	-2,168.15	0.01	-2,168.16	-21,681,600.0%
<b>Total Other Current Liabilities</b>	77,831.85	17,367.01	60,464.84	348.2%
<b>Total Current Liabilities</b>	77,831.85	17,367.01	60,464.84	348.2%
<b>Total Liabilities</b>	77,831.85	17,367.01	60,464.84	348.2%
<b>Equity</b>				
Retained Earnings	667,371.00	456,946.65	210,424.35	46.1%
Net Income	18,937.01	110,806.68	-91,869.67	-82.9%
<b>Total Equity</b>	686,308.01	567,753.33	118,554.68	20.9%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>764,139.86</b>	<b>585,120.34</b>	<b>179,019.52</b>	<b>30.6%</b>

\* Balance in Checking Account Attributable To Capital Campaign 4298.21

VANGUARD - VALUES AS OF JUNE 30, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share  
 LIFE STRATEGY GROWTH FUND - VASGX \$ 43.94/share

VMFXX

8859.59 shares @ \$ 1.00/share = \$ 8859.59

VASGX

844.576 shares @ \$ 43.94/share = \$ 37,110.67

VALUE AS OF END OF CURRENT MONTH \$ 45,970.26

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

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 435.65

VALUE AS OF END OF CURRENT MONTH \$ 45,970.26

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

CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ 3355.31

VALUE AS OF END OF CURRENT MONTH \$ 45,970.26

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

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <203,654.34>



11:20 AM  
 08/13/21  
 Cash Basis

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

	Jul 21	Jul 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
109 Local Govt				
County	0.00	1,581.09	-1,581.09	-100.0%
Townships	11,407.50	0.00	11,407.50	100.0%
109 Local Govt - Other	1,145.46	0.00	1,145.46	100.0%
<b>Total 109 Local Govt</b>	<b>12,552.96</b>	<b>1,581.09</b>	<b>10,971.87</b>	<b>693.8%</b>
112 Interest Income	0.42	18.82	-18.40	-97.8%
114 Fund Drives				
Capital Campaign - Individuals	50.00	8,690.00	-8,640.00	-99.4%
Capital Campaign - Others	0.00	15,000.00	-15,000.00	-100.0%
<b>Total 114 Fund Drives</b>	<b>50.00</b>	<b>23,690.00</b>	<b>-23,640.00</b>	<b>-99.6%</b>
116 Donations				
Community	0.00	95.00	-95.00	-100.0%
corporate	85.80	92.14	-6.34	-6.9%
personal	80.00	500.00	-420.00	-84.0%
116 Donations - Other	92.13	19.31	72.82	377.1%
<b>Total 116 Donations</b>	<b>257.93</b>	<b>706.45</b>	<b>-448.52</b>	<b>-63.5%</b>
119 Fines	106.00	0.00	106.00	100.0%
120 Lost/damaged Books	34.28	110.60	-76.32	-89.0%
121 Library Use Chg				
Copies	32.05	0.00	32.05	100.0%
Fax	29.00	0.00	29.00	100.0%
<b>Total 121 Library Use Chg</b>	<b>61.05</b>	<b>0.00</b>	<b>61.05</b>	<b>100.0%</b>
123 Misc Income	255.00	157.00	98.00	62.4%
Fund Raising Activities	125.00	0.00	125.00	100.0%
Unrecognized Gain or (Loss)	253.45	1,208.84	-955.39	-79.0%
<b>Total Income</b>	<b>13,896.09</b>	<b>27,472.80</b>	<b>-13,776.71</b>	<b>-50.2%</b>
<b>Gross Profit</b>	<b>13,896.09</b>	<b>27,472.80</b>	<b>-13,776.71</b>	<b>-50.2%</b>
<b>Expense</b>				
135 Salaries	7,565.31	6,327.29	1,238.02	19.6%
138 Benefits				
138 Unemployment tax	0.00	0.00	0.00	0.0%
<b>Total 138 Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
150 Collection				
160 Books				
adult	590.75	375.37	215.38	57.4%
Juv	1,102.07	374.66	727.41	194.2%
150 Books - Other	52.21	26.11	26.10	85.7%
<b>Total 160 Books</b>	<b>1,745.03</b>	<b>776.14</b>	<b>968.89</b>	<b>124.3%</b>

11:20 AM  
08/13/21  
Cash Basis

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

	Jul 21	Jul 20	\$ Change	% Change
152 Audio				
books on tape	256.66	67.50	189.16	280.2%
152 Audio - Other	0.00	0.00	0.00	0.0%
<b>Total 152 Audio</b>	<b>256.66</b>	<b>67.50</b>	<b>189.16</b>	<b>280.2%</b>
182 Videos				
adult	-15.50	234.90	-250.40	-106.6%
Juv	-1.75	0.00	-1.75	-100.0%
<b>Total 182 Videos</b>	<b>-17.25</b>	<b>234.90</b>	<b>-252.15</b>	<b>-107.3%</b>
160 Collection - Other	27.98	0.00	27.98	100.0%
<b>Total 160 Collection</b>	<b>2,012.42</b>	<b>1,080.54</b>	<b>931.88</b>	<b>86.2%</b>
165 Furniture & equipment				
Equipment	0.00	15,345.28	-15,345.28	-100.0%
<b>Total 165 Furniture &amp; equipment</b>	<b>0.00</b>	<b>15,345.28</b>	<b>-15,345.28</b>	<b>-100.0%</b>
166 Supplies				
Computer	37.55	0.00	37.55	100.0%
Office	44.61	0.00	44.61	100.0%
<b>Total 166 Supplies</b>	<b>82.16</b>	<b>0.00</b>	<b>82.16</b>	<b>100.0%</b>
167 Computer Equip Software				
Equipment	52.21	0.00	52.21	100.0%
<b>Total 167 Computer Equip Software</b>	<b>52.21</b>	<b>0.00</b>	<b>52.21</b>	<b>100.0%</b>
168c Maintain Of Equip	139.27	201.38	-62.11	-30.8%
176 Telephone	72.33	109.38	-37.05	-33.9%
178 Program Expense	371.52	0.00	371.52	100.0%
179 Contracted Services	3.24	7.81	-4.57	-58.5%
180 Trp/Travel/Conf				
Travel	0.00	13.80	-13.80	-100.0%
<b>Total 180 Trp/Travel/Conf</b>	<b>0.00</b>	<b>13.80</b>	<b>-13.80</b>	<b>-100.0%</b>
182 Professional Fees				
Accounting	3,200.00	0.00	3,200.00	100.0%
Legal Fees	70.00	0.00	70.00	100.0%
Payroll Service	186.10	186.24	1.86	1.0%
<b>Total 182 Professional Fees</b>	<b>3,456.10</b>	<b>186.24</b>	<b>3,271.86</b>	<b>1,758.8%</b>
185 Other Expense				
office expense	281.30	0.00	281.30	100.0%
<b>Total 185 Other Expense</b>	<b>281.30</b>	<b>0.00</b>	<b>281.30</b>	<b>100.0%</b>
188.1 Rent Expense	400.00	400.00	0.00	0.0%
195 Cost of Raising Money	174.96	0.00	174.96	100.0%



11:20 AM  
 08/13/21  
 Cash Basis

**Fleetwood Area Public Library  
 Profit & Loss Prev Year Comparison  
 July 2021**

	Jul 21	Jul 20	\$ Change	% Change
Interest Expense	266.67	0.00	266.67	100.0%
Total Expense	14,899.49	23,671.72	-8,772.23	-37.1%
Net Ordinary Income	-1,203.40	3,801.08	-5,004.48	-131.7%
Net Income	-1,203.40	3,801.08	-5,004.48	-131.7%
July Capital Campaign Income	50.00	23,690.00		
July Capital Campaign Expense	-2,667	-15,345.28	9,344.72	
July Income (Loss) w/o Capital Campaign	<u>-986.73</u>	<u>-4,543.64</u>		

11:19 AM  
06/13/21  
Cash Basis

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

	Jan - Jul 21	Jan - Jul 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
109 Local Govt			
County	59,553.84	56,098.62	3,455.22
Townships	16,033.95	4,000.00	12,033.95
109 Local Govt - Other	1,145.46	0.00	1,145.46
<b>Total 109 Local Govt</b>	<b>76,733.25</b>	<b>60,098.62</b>	<b>16,634.63</b>
112 Interest Income	2.33	110.04	-107.71
114 Fund Drives			
Capital Campaign - Individuals	5,070.15	63,037.00	-57,166.85
Capital Campaign - Others	1,638.32	78,122.86	-76,484.54
114 Fund Drives - Other	50.00	0.00	50.00
<b>Total 114 Fund Drives</b>	<b>7,558.47</b>	<b>141,159.86</b>	<b>-133,601.39</b>
116 Donations			
Community	4,226.00	1,512.50	2,713.50
corporate	343.80	503.80	-160.20
personal	855.00	654.57	200.43
116 Donations - Other	2,538.30	880.54	1,677.76
<b>Total 116 Donations</b>	<b>7,962.90</b>	<b>3,531.41</b>	<b>4,431.49</b>
119 Fines	802.15	850.26	-48.11
120 Lost/damaged Books	-102.04	29.85	-131.89
121 Library Use Chg			
Copies	365.75	368.30	-2.55
Fax	189.00	155.00	34.00
New Cards	2.00	0.00	2.00
<b>Total 121 Library Use Chg</b>	<b>556.75</b>	<b>523.30</b>	<b>33.45</b>
123 Misc Income	767.70	795.54	-27.84
Divident Income	251.57	214.39	37.18
Fund Raising Activities	875.00	28.00	890.00
Unrecognized Gain or (Loss)	3,367.10	1,008.42	2,348.77
<b>Total Income</b>	<b>98,765.27</b>	<b>208,346.49</b>	<b>-109,581.22</b>
<b>Gross Profit</b>	<b>98,765.27</b>	<b>208,346.49</b>	<b>-109,581.22</b>
<b>Expense</b>			
135 Salaries	52,856.46	49,081.56	3,864.90
138 Benefits			
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
<b>Total 138 Benefits</b>	<b>3,937.02</b>	<b>3,731.68</b>	<b>205.34</b>

11:19 AM  
08/13/21  
Cash Basis

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

	Jan - Jul 21	Jan - Jul 20	\$ Change
<b>150 Collection</b>			
<b>150 Books</b>			
adult	3,983.62	2,537.82	1,446.00
juv	3,522.25	5,357.58	-1,835.33
150 Books - Other	247.73	202.73	45.00
<b>Total 150 Books</b>	7,753.80	8,098.13	-344.33
<b>151 Periodicals</b>	0.00	119.84	-119.84
<b>152 Audio</b>			
books on tape	1,045.47	427.48	617.99
152 Audio - Other	0.00	67.50	-67.50
<b>Total 152 Audio</b>	1,045.47	494.98	550.49
<b>152 Videos</b>			
adult	931.12	1,074.20	-143.08
juv	29.21	27.72	1.49
<b>Total 152 Videos</b>	960.33	1,101.92	-141.59
<b>154 Elec Format</b>	345.73	0.00	345.73
<b>157 supplies</b>	23.86	1,559.60	-1,535.74
<b>Kits</b>	16.99	0.00	16.99
<b>Processing</b>	295.00	295.00	0.00
<b>150 Collection - Other</b>	98.16	0.00	98.16
<b>Total 150 Collection</b>	10,539.34	11,669.47	-1,130.13
<b>165 Furniture &amp; equipment</b>			
<b>Decor</b>	522.85	0.00	522.85
<b>Equipment</b>	33.99	15,345.28	-15,311.29
<b>Total 165 Furniture &amp; equipment</b>	556.84	15,345.28	-14,788.44
<b>166 Supplies</b>			
cleaning	259.70	86.13	173.57
Computer	52.38	29.88	22.40
Office	376.06	509.38	-133.32
<b>Total 166 Supplies</b>	688.14	625.49	62.65
<b>167 Computer Equip Software</b>			
<b>Equipment</b>	52.21	0.00	52.21
<b>Total 167 Computer Equip Software</b>	52.21	0.00	52.21
<b>169c Maintain Of Equip</b>			
<b>171 Insurance</b>	387.80	376.63	10.97
<b>172 Maintain Building</b>	720.00	832.00	-112.00
<b>174 Postage/Shipping</b>	0.00	96.23	-96.23
postage	55.00	1,555.73	-1,500.73
shipping -other	63.50	0.00	63.50
<b>Total 174 Postage/Shipping</b>	118.50	1,555.73	-1,437.23

11:19 AM  
08/13/21  
Cash Basis

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

	Jan - Jul 21	Jan - Jul 20	\$ Change
176 Printing	0.00	3,528.00	-3,528.00
176 Telephone	572.47	672.90	-100.43
176 Program Expense	2,075.54	883.25	1,192.29
179 Contracted Services	23.42	19.93	3.49
180 Trg/Travel/Conf Travel	16.24	188.02	-172.78
<b>Total 180 Trg/Travel/Conf</b>	<b>16.24</b>	<b>188.02</b>	<b>-172.78</b>
181 Dues and Subscriptions	119.00	189.02	-172.78
182 Professional Fees		150.78	-31.78
Accounting	3,322.86	0.00	3,322.86
Cleaning Services	0.00	421.20	-421.20
Legal Fees	334.50	67.13	267.37
Payroll Service	1,066.06	1,063.14	2.92
<b>Total 182 Professional Fees</b>	<b>4,723.52</b>	<b>1,551.47</b>	<b>3,172.05</b>
183 bank charges	0.00	500.00	-500.00
186 Other Expense office expense	281.30	0.00	281.30
<b>Total 186 Other Expense</b>	<b>281.30</b>	<b>0.00</b>	<b>281.30</b>
188.1 Rent Expense	2,800.00	2,800.00	0.00
188 Cost of Relating Money	727.57	154.87	572.90
Interest Expense	1,914.44	0.00	1,914.44
Reconciliation Discrepancies	-10.00	-35.56	25.56
<b>Total Expense</b>	<b>83,199.81</b>	<b>93,738.73</b>	<b>-10,538.92</b>
<b>Net Ordinary Income</b>	<b>15,565.46</b>	<b>114,607.76</b>	<b>-99,042.30</b>
<b>Net Income</b>	<b>16,865.46</b>	<b>114,607.76</b>	<b>-99,042.30</b>

Y-T-O Capital Campaign Income 7,559.47  
 Y-T-O Capital Campaign Expense -2,467.89  
 Y-T-O Income (Loss) w/o Capital Campaign 10,474.58

140,159.86  
 -22,720.21 = 118,439.65  
 -28,981.89 = 89,457.76

11:21 AM  
08/13/21  
Cash Basis

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

	Jul 31, 21	Jul 31, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Capital Campaign Money Mkt Acct	0.00	5,047.65	-5,047.65	-100.0%
Checking - FI	25,151.11	21,036.03	4,115.08	19.6%
County Co-Op	-8,080.67	-5,175.31	-2,905.36	-56.1%
Investment Account - Money Mar	12,467.80	54,571.02	-42,103.12	-77.2%
Regular Money Market Acct. - FI	0.00	3,446.11	-3,446.11	-100.0%
<b>Total Checking/Savings</b>	29,538.34	78,925.50	-49,387.16	-62.6%
<b>Other Current Assets</b>				
Investment Account	33,755.81	-1,363.51	35,119.32	2,575.7%
<b>Total Other Current Assets</b>	33,755.81	-1,363.51	35,119.32	2,575.7%
<b>Total Current Assets</b>	63,294.15	77,561.99	-14,267.84	-18.4%
<b>Fixed Assets</b>				
101.5 Construction Work in Prog	0.00	641,590.74	-641,590.74	-100.0%
Accum Depr - Furn & Equip	-3,856.89	-36,681.21	32,824.32	89.5%
Accum Depr - Leasehold 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	880.5%
<b>Total Fixed Assets</b>	650,227.02	675,828.31	-25,601.29	-3.8%
<b>TOTAL ASSETS</b>	<u>713,521.17</u>	<u>753,390.30</u>	<u>-39,869.13</u>	<u>-5.3%</u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
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	-637.41	-531.11	-106.30	-20.0%
<b>Total Other Current Liabilities</b>	79,362.59	181,835.89	-102,473.30	-56.4%
<b>Total Current Liabilities</b>	79,362.59	181,835.89	-102,473.30	-56.4%
<b>Total Liabilities</b>	79,362.59	181,835.89	-102,473.30	-56.4%
<b>Equity</b>				
Retained Earnings	618,593.12	458,946.65	161,646.47	35.4%
Net Income	15,565.46	114,607.76	-99,042.30	-86.4%
<b>Total Equity</b>	634,158.58	571,554.41	62,604.17	11.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>713,521.17</u>	<u>753,390.30</u>	<u>-39,869.13</u>	<u>-5.3%</u>

\* Balance in Checking Account Attributable to Capital Campaign

4,081.54

VANGUARD - VALUES AS OF July 31, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share  
 LIFE STRATEGY GROWTH FUND - VASGX \$ 44.24/share

VMFXX

8859.67 shares @ \$ 1.00/share = \$ 8859.67

VASGX

844.576 shares @ \$ 44.24 /share = \$ 37,364.04

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

VALUE AS OF END OF PRIOR MONTH \$ 46,970.26

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 282.45

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

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

CHANGE IN VALUE SINCE JANUARY 1, 2021 \$ 3,608.76

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

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

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <203,400.89>