

FAPL Board of Trustees
March 16th, 2021

Meeting called to order at 6:36.

Present were Business Manager, Daniel Hoch, President Laura Walizer, Lois Geist, Marsha Anderson, Library Director Carin Mileshevsky, Michelle Hughes, Alexa Cooney, Heidi Luckenbill, Diane Dreibelbis, Mackenzie Weaver and Lee Turner (via Zoom).

Guests: No guests were in attendance.

Approval of Consent Agenda Items: A motion was made by Lois Geist and with a second by Marsha Anderson to approve the February minutes, Treasurer's, and Library Director's reports. Motion carried.

Correspondence: No correspondence.

BCPLS Meeting Report: The meeting was held on February 24th, 2021. The finance committee is going to use data from 2019 to calculate their funding for 2022. In 2023, the funding will be calculated using 2021 data. There is a Trustee seminar on Productive Fundraising on zoom on 3/17/21. There are 4 virtual New Trustee members orientations in April. Michelle Hughes and Heidi Luckenbill are signed up already.

Old Business

- **Fundraising:**
 - Fiore's Chill and Grill was contacted for a fundraiser for an ice cream party to kick-off the summer reading program. The library can set up a table outside and possibly have a DJ. The tentative date will be Thursday, June 10th.
 - The Friends are doing a fundraiser at Fiore's on April 21st, 2021.
 - Grand Central will be contacted by Laura once their new section is opened for a fundraiser.
 - Spirit Wear Fundraiser- Carin developed a flyer for the high school art department to develop a T-shirt idea or design for spirit wear. The due date will be in May.
 - Laura Walizer brought up the idea of having a yard sale fundraiser outside at the park.

- The total estimate for Sign Pros \$1,730: \$1445 for the donor wall (roughly 5ft x 12ft area) and \$285 for the Fleetwood Bank sign. It will cost \$65 each time they come out to add more names to the donor wall which Laura proposed would happen once a year. The Sign Pros company would like a contract signed before designs are developed for our approval. A motion was made by Diane Dreibelbis to approve the contract with Sign Pros and seconded by Michelle Hughes. Motion carried.

New Business

- "Where is Forward" Community Project: Carin reported that Stacy Laucks and herself would be applying for a grant with the Berks County Community Foundation to work on this project for a community resource wall and community involvement. The "Where is Forward" Community Project outlines 3 categories of conversations - 1. Where did we come from? - inviting the community to tell tales of the past and history during the summer programming. 2. Where are we now? - Online survey of the community to assess strengths, weaknesses, and how we can be better at the end of the summer or beginning of the fall. 3. Where are we going? - In-person community conversations with representatives and local government to assess what the community needs are, what the weaknesses are and how we will meet them, and what the goals of the community are moving into the future. A community bulletin board will be created to promote community services and activities.
- There is pressure to open up libraries to the state standard hours of 45 hours minimum with 7 of the hours occurring on a Saturday. The Fleetwood Area Public Library is currently at 34 hours total. Libraries should have a plan in place as to when this will occur. Carin proposed hours to change to meet the 45 hours minimum Monday, Wednesday, Friday: 9-3, Tuesday and Thursday: 9-7, and Saturday: 9-4.
- Stephanie Williams would like to conduct her annual board meeting visit tentatively on June 15th.
- The signature accounts were changed to include Laura Walizer as president on the accounts and removing Lois Geist.

An Executive Session went into place with board members only to discuss personnel.

A motion was made by Heidi Luckenbill to change the Library Director position to full-time status at 36 hours a week without benefits as well as 2 personal days taken within the calendar year, and a second was made by Michelle Hughes. Motion carried.

The executive session ended at 8:02 p.m.

Meeting adjourned at 8:03 p.m. upon a motion by Mackenzie Weaver and a second by Michelle Hughes. Motion carried.

Respectfully submitted, Alexa Cooney



Library Director's Report

Month: March 2021

Circulation

- 5,299 items circulated in February 2021 (21 % increase from 2020 and 10% increase from 2019)
- 1,488 people in the door (Take about 80 off of this to account for staff coming and going throughout the day)

Programs

- 6 Live Zoom programs for kids, 4 recorded read alouds, 6 Teen/Adult Grab and Grow kits, 10 Children Grab and Grow kits, (352 kits went out)

Outreach

- Stacy and Deanne attended the FAHS Virtual Book Club Meeting
- 5 Virtual Tours to FASD elementary school classes
- Carin spoke with Kristen at Keystone Villa and is arranging a possible weekly visit for the independent care residents to come in their van. She will also arrange to have items brought back to the Villa for residents who cannot leave the facility. We are also working on a program to be held at the Villa in conjunction with the Longwood Gardens Book Club project.
- Carin had a conversation with Chris Young regarding a summer program in the park run by the library that the Borough would be willing to partially or fully fund. Stacy and I still need to discuss and will provide an update at the next meeting.

Long Term Goals/Mission Statement Accomplishments

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

- Our conversations with Keystone Villa and also our Virtual Tours with FASD this month is helping us to reach this objective.

Objective: Maintain our Gold Star Status in the PA Forward Initiative.

- Carin worked on our Gold Star Maintenance this month. We have only two more tasks to complete to fulfill our requirements for recertification in our Gold Star Status.

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

- Our “Love Letter to Your Library” Campaign is just about complete and can be delivered to each of the municipalities to start the conversation about increased funding for 2022.

Objective: Create a community resource center where patrons can search for, acquire, and share a variety of information on local organizations and resources.

- Stacy and Carin are working on a project called “Where is Forward” which will hopefully culminate into the completion of this objective.

BCPL Uniform Requirements/Responsibilities

- Annual Report submitted to Stephanie Williams by deadline.
- Fulfilled the first of four requirements for the BCPL Outreach. Our “Love Letter to Your Library” fulfilled the Advocacy program for the Winter/Spring. The second quarter program is the Longwood Gardens partnership. We are working on a program with Keystone Villa as well as a Summer program involving nature/birds.
- Laura attended “Effective Planning in Uncertainty” on February 11 fulfilling half our requirement for 2021 Board Education. There will be Board Orientation workshops in April. Our newest Board members should plan to attend one of those sessions.

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

	Feb 21	Feb 20	\$ Change	% Change
Income				
112 Interest Income	0.28	21.86	-21.58	-98.7%
114 Fund Drives	665.00	6,945.00	-5,280.00	-90.4%
Capital Campaign - Individuals	0.00	48,383.00	-48,383.00	-100.0%
Capital Campaign - Others				
Total 114 Fund Drives	665.00	55,328.00	-54,663.00	-98.8%
116 Donations				
Community	0.00	1,000.00	-1,000.00	-100.0%
Corporate	6.78	106.40	-99.62	-93.6%
Personal	600.00	52.00	548.00	1,053.9%
116 Donations - Other	669.93	155.00	514.93	332.2%
Total 116 Donations	1,276.71	1,313.40	-36.69	-2.8%
119 Fines	35.90	170.55	-134.65	-79.0%
120 Los/damaged Books	20.00	108.73	-88.73	-81.6%
121 Library Use Chg				
Copies	81.45	77.40	4.05	5.2%
Fax	32.00	61.00	-29.00	-47.5%
New Cards	2.00	0.00	2.00	100.0%
Total 121 Library Use Chg	115.45	138.40	-22.95	-16.6%
123 Misc Income	0.00	11.00	-11.00	-100.0%
Fund Raising Activities	0.00	25.00	-25.00	-100.0%
Unrecognized Gain or (Loss)	654.41	-1,347.27	2,001.68	148.6%
Total Income	2,757.75	55,769.67	-53,001.92	-95.0%
Gross Profit	2,757.75	55,769.67	-53,001.92	-95.0%
Expense				
135 Salaries	6,359.37	6,689.59	-320.22	-4.8%
138 Benefits				
139 Unemployment tax	0.00	0.00	0.00	0.0%
Total 138 Benefits	0.00	0.00	0.00	0.0%
150 Collection				
150 Books	421.88	883.77	-461.89	-52.3%
adult	328.51	2,233.41	-1,904.90	-85.3%
juv	38.14	101.04	-62.90	-62.3%
150 Books - Other				
Total 150 Books	788.53	3,218.22	-2,429.69	-75.5%
152 Audio				
books on tape	84.98	76.49	8.49	11.1%
152 Audio - Other	0.00	0.00	0.00	0.0%
Total 152 Audio	84.98	76.49	8.49	11.1%

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

	Feb 21	Feb 20	\$ Change	% Change
152 Videos				
adult	137.94	465.50	-327.56	-70.4%
juv	16.98	27.72	-10.74	-38.7%
Total 152 Videos	154.92	493.22	-338.30	-68.6%
157 supplies	6.04	0.00	6.04	100.0%
Kits	16.99	0.00	16.99	100.0%
Total 150 Collection	1,051.46	3,787.93	-2,736.47	-72.2%
165 Furniture & equipment				
Decor	478.03	0.00	478.03	100.0%
Total 165 Furniture & equipment	478.03	0.00	478.03	100.0%
166 Supplies				
cleaning	0.00	23.19	-23.19	-100.0%
Office	175.38	181.74	-6.36	-3.5%
Total 166 Supplies	175.38	204.93	-29.55	-14.4%
174 Postage/Shipping				
postage	0.00	1,428.07	-1,428.07	-100.0%
shipping -other	63.50	0.00	63.50	100.0%
Total 174 Postage/Shipping	63.50	1,428.07	-1,364.57	-95.6%
175 Printing				
176 Telephone	0.00	95.00	-95.00	-100.0%
178 Program Expense	70.70	96.21	-25.51	-26.5%
179 Contracted Services	156.95	0.00	156.95	100.0%
180 Trg/Travel/Conf	0.19	0.95	-0.80	-80.8%
Total 180 Trg/Travel/Conf	0.00	32.20	-32.20	-100.0%
182 Professional Fees				
Cleaning Services	0.00	105.30	-105.30	-100.0%
Payroll Service	60.88	60.88	0.00	0.0%
Total 182 Professional Fees	60.88	166.18	-105.30	-63.4%
188.1 Rent Expense				
195 Cost of Raising Money	800.00	400.00	400.00	100.0%
Interest Expense	0.00	90.68	-90.68	-100.0%
Reconciliation Discrepancias	271.11	271.11	0.00	100.0%
Total Expense	0.00	-40.12	40.12	100.0%
Total Expense	9,497.57	12,951.66	-3,454.09	-26.7%
Net Income	-6,729.82	42,818.01	-49,547.83	-115.7%

Capital Campaign Income
Capital Campaign Expenses
February Income w/o Capital Campaign

666.00	4131.95	56338.06	-1613.75	-53714.25
-796.95	-6597.97	-10876.24		

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

	Jan - Feb 21	Jan - Feb 20	\$ Change	% Change
Income				
109 Local Govt County	22,696.00	20,828.69	1,867.31	9.0%
Total 109 Local Govt	22,696.00	20,828.69	1,867.31	9.0%
112 Interest Income	0.62	43.00	-42.38	-98.6%
114 Fund Drives	2,085.15	7,945.00	-5,859.85	-73.8%
Capital Campaign - Individuals	50.00	52,672.86	-52,622.86	-99.9%
Capital Campaign - Others				
Total 114 Fund Drives	2,135.15	60,617.86	-58,482.71	-96.5%
116 Donations	0.00	1,117.50	-1,117.50	-100.0%
Community Corporate	97.80	406.40	-308.60	-75.9%
Personal	740.00	152.50	587.50	385.3%
116 Donations - Other	1,017.43	155.00	862.43	556.4%
Total 116 Donations	1,855.23	1,831.40	23.83	1.3%
119 Fines	35.10	460.64	-375.54	-81.5%
120 Lost/damaged Books	-199.42	-107.90	-91.52	-84.8%
121 Library Use Chg				
Copies	91.65	243.70	-152.05	-62.4%
Fax	32.00	91.00	-59.00	-64.8%
New Cards	2.00	0.00	2.00	100.0%
Total 121 Library Use Chg	125.65	334.70	-209.05	-62.5%
123 Misc Income	0.00	16.44	-16.44	-100.0%
Fund Raising Activities	0.00	25.00	-25.00	-100.0%
Unrecoginized Gain or (Loss)	545.43	-1,189.60	1,735.03	145.9%
Total Income	27,243.76	82,860.23	-55,616.47	-67.1%
Gross Profit	27,243.76	82,860.23	-55,616.47	-67.1%
Expense				
135 Salaries	12,891.90	13,092.44	-200.54	-1.5%
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	1,279.91	1,250.58	29.33	2.4%
adult	838.20	2,423.36	-1,585.16	-65.4%
juv	101.50	137.15	-35.65	-26.0%
140 Books - Other				
Total 150 Books	2,219.61	3,811.09	-1,591.48	-41.8%
151 Periodicals	0.00	4.00	-4.00	-100.0%

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

	Jan - Feb 21	Jan - Feb 20	\$ Change	% Change
152 Audio				
books on tape	375.92	139.49	236.43	169.5%
152 Audio - Other	0.00	67.50	-67.50	-100.0%
Total 152 Audio	375.92	206.99	168.93	81.6%
152 Videos				
adult	364.61	692.39	-327.78	-47.3%
juv	16.98	27.72	-10.74	-38.7%
Total 152 Videos	381.59	720.11	-338.52	-47.0%
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%
150 Collection - Other	0.00	0.00	0.00	0.0%
Total 150 Collection	3,112.85	4,742.15	-1,629.34	-34.4%
165 Furniture & equipment				
Decor	478.03	0.00	478.03	100.0%
Total 165 Furniture & equipment	478.03	0.00	478.03	100.0%
166 Supplies				
cleaning	21.98	37.68	-15.70	-41.7%
Computer	0.00	29.98	-29.98	-100.0%
Office	175.38	311.21	-135.83	-43.7%
Total 166 Supplies	197.36	378.87	-181.51	-47.9%
169c Maintain Of Equip	130.67	175.45	-44.78	-25.5%
174 Postage/Shipping				
postage	0.00	1,483.07	-1,483.07	-100.0%
shipping -other	63.50	0.00	63.50	100.0%
Total 174 Postage/Shipping	63.50	1,483.07	-1,419.57	-95.7%
176 Printing	0.00	355.00	-355.00	-100.0%
176 Telephone	211.73	192.12	19.61	10.2%
178 Program Expense	156.95	15.55	141.40	909.3%
179 Contracted Services	3.24	5.06	-1.82	-36.0%
180 Trg/Travel/Conf				
Travel	0.00	32.20	-32.20	-100.0%
Total 180 Trg/Travel/Conf	0.00	32.20	-32.20	-100.0%
182 Professional Fees				
Cleaning Services	0.00	315.90	-315.90	-100.0%
Legal Fees	264.50	67.13	197.37	294.0%
Payroll Service	250.96	489.76	-238.80	-48.8%
Total 182 Professional Fees	515.46	872.76	-357.33	-40.9%
188.1 Rent Expense	800.00	800.00	0.00	0.0%
195 Cost of Raising Money	21.51	90.66	-69.17	-76.3%

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

	Jan - Feb 21	Jan - Feb 20	\$ Change	% Change
Interest Expense	581.11	0.00	581.11	100.0%
Reconciliation Discrepancies	-3.50	-10.56	7.06	66.9%
Total Expense	19,160.81	22,224.86	-3,064.05	-13.8%
Net Income	8,012.95	60,635.37	-52,552.42	-86.7%
Y-T-D Capital Campaign Income	2135.15	60,617.86		
Y-T-D Capital Campaign Expenses	-1128.46	-1873.75		
Y-T-D Income w/o Capital Campaign	7,076.26	1,891.26		

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of February 28, 2021

	Feb 28, 21	Feb 29, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	0.00	73,580.36	-73,580.36	-100.0%
Capital Campaign Money Mkt Acct	14,712.68	10,421.22	4,291.46	41.2%
Checking -FI	-2,821.15	-2,712.16	-108.99	-4.0%
County Co-Op	43,160.38	54,571.02	-11,410.64	-20.9%
Investment Account - Money Mar	0.00	84,431.41	-84,431.41	-100.0%
Regular Money Market Acct. - FI				
Total Checking/Savings	55,051.91	220,291.85	-165,239.94	-75.0%
Other Current Assets				
Investment Account	0.00	248,224.08	-248,224.08	-100.0%
Total Other Current Assets	0.00	248,224.08	-248,224.08	-100.0%
Total Current Assets	55,051.91	468,515.93	-413,464.02	-88.3%
Fixed Assets				
101.5 Construction Work in Prog	664,767.33	13,658.00	651,109.33	4,767.2%
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%
Total Fixed Assets	699,004.90	47,895.57	651,109.33	1,359.4%
TOTAL ASSETS	754,056.81	516,411.50	237,645.31	46.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities	80,000.00	0.00	80,000.00	100.0%
Fleetwood Bank Line Of Credit	-1,397.14	-1,170.52	-226.62	-19.4%
Payroll Liabilities	78,602.86	-1,170.52	79,773.38	€ 815.2%
Total Other Current Liabilities	78,602.86	-1,170.52	79,773.38	€ 815.2%
Total Current Liabilities	78,602.86	-1,170.52	79,773.38	€ 815.2%
Equity				
Retained Earnings	667,371.00	456,946.65	210,424.35	46.1%
Net Income	8,082.95	60,635.37	-52,552.42	-86.7%
Total Equity	675,453.95	517,582.02	157,871.93	30.5%
TOTAL LIABILITIES & EQUITY	754,056.81	516,411.50	237,645.31	46.0%

VANGUARD - VALUES AS OF February 28, 2021

FEDERAL MONEY MARKET ACCOUNT - VMFXX \$ 1.00/share
LIFE STRATEGY GROWTH FUND - VASGX \$ 40.89/share

VMFXX

7859.31 shares @ \$ 1.00/share = \$ 7859.31

VASGX

738.862 shares @ \$40.89 /share = \$ 34,301.07

VALUE AS OF END OF CURRENT MONTH \$ 43,160.38

VALUE AS OF END OF PRIOR MONTH \$ 42,505.97

CHANGE IN VALUE SINCE END OF PRIOR MONTH \$ 654.41

VALUE AS OF END OF CURRENT MONTH \$ 43,160.38

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

CHANGE IN VALUE SINCE JANUARY 1, 2020 \$ 545.43

VALUE AS OF END OF CURRENT MONTH \$ 43,160.38

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

CHANGE IN VALUE SINCE SEPTEMBER 4, 2014 \$ <206,464.22>