

FAPL Board of Trustees Board Minutes
May 17th, 2022

The meeting was called to order at 6:33pm.

In attendance were President Lee Turner, Marsha Anderson, Lois Geist, Michelle Hughes, Diane Dreibelbis, Heidi Luckenbill, Alexa Cooney, Library Director Carin Mileschosky, Mackenzie Weaver, and Dave Christman.

No guests were in attendance.

Approval of Consent Agenda Items - The April Board Meeting Minutes, Library Director's Report & Financial Report were approved with a motion by Lois Geist and a second by Heidi Luckenbill. Motion carried.

BCPLS Meeting Report - The meeting is May 18th, 2022, taking place in-person or virtual.

Old Business

- Concession Stand at Concert in Park on June 5th - Alexa, Diane, Lois, Heidi (Tentative); baked goods are needed
- Kauffman's BBQ Fundraising Sale will be August 18th - Includes half a chicken, potato, roll, & applesauce for \$11
- Update on November Night at the Races - Dave Christman is in contact with Chuck at the Fire Company but hasn't received a call back yet.
- Second Hoedown - perhaps will occur in late September depending on band/caller availability
- October Pumpkinfest/Dog Parade to occur October 22nd - work on flyer and kids' events
- Fallfest - hot dogs sold by library board
- Possible Bingo Fundraiser - needs manpower, 20 regular games, special games; Game of Chance license, raffle drawings, purchase purses, sponsor purses
- Art Event - expand menu for next year and charge more for food

New Business

- The November 2021 FAPL Board of Trustees minutes are amended to read: "Official Board President needed for 2022 - By a motion of Lois Geist, nominated Lee Turner for president and Heidi Luckenbill as vice president for 3 year term for 2022 *starting January 1, 2022*, seconded by Marsha Anderson. Motion carried. *As President, Lee Turner will have signature authority for the checking account at Fleetwood Bank and have signature authority for the Vanguard investment account. Mackenzie Weaver will continue to hold the position of Board Treasurer and also have signature authority for*

both the checking account at Fleetwood Bank and the Vanguard investment account. As Business Manager and an employee of the Fleetwood Area Public Library, Daniel G. Hoch will also continue to have signature authority for both the checking account at Fleetwood Bank and the Vanguard investment account."

- Temporary Hire of Christie Brown to replace Deanne Boyer during her leave of absence - Motion was made by Heidi Luckenbill, with a second by Lois Geist. Motion carried.
- The Library will plan to attend Maiden creek's meeting on June 9th to give the annual report.
- Discussed job descriptions for library positions and will discuss them at the June meeting.
- Completion of summer reading program - earn a book at the return of school.

Meeting adjourned at 7:54pm with a motion by Heidi Luckenbill and a second by Mackenzie Weaver.



Library Director's Report

Month: May 2022

Circulation

- 6,050 items circulated in April 2022 (21 % increase from April 2021)
- Computer use and wi-fi use both up from April 2021

Programs

- 19 On-Site Programs, 4 Off-Site, 3 Virtual
- 354 people attended our in-person programs

Outreach

- Stacy attended the FASD "Wild About Literacy Night" on April 20 (Approximately 100 children attended the event)
- Stacy attended FAHS Book Club and supplied books for students.

Long Term Goals Accomplishments

- Objective: Collaborate with local organizations to present programs within the community. **Partnered with the Boyertown Museum of Historic Vehicles to present a program on the History of Bookmobiles.**
- 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. **Stacy attended the FASD Literacy Night to educate parents on library resources.**
- Objective: Communicate with the Outreach Services Coordinator provided by the Berks County Public Libraries to locate new program partners and participate in county wide initiatives. **Completed our Q.2 System Wide Initiative as required by the Uniform Requirements and Responsibilities. An Earth**

Day/Arbor Day presentation was held at Andrew Maier ES as part of the Longwood Gardens Community Read initiative.

Which parts of our Mission Statement did we “live” this month?

- Partner with the Fleetwood Area School District and other local organizations on successful ways to share resources to provide better access to all within our community.
- Actively interface with the Fleetwood Area by participating in community events, visits from library staff, and delivery of satellite library collections.
- Provide an engaging space for all community members to inspire creativity, embrace diversity, and deepen our perspectives.
- Provide the opportunity for peer-to-peer learning so that our community can collaborate, encourage, and grow together.
- Provide programs that support early learning literacies and participate in state and county-wide initiatives like 1,000 Books before Kindergarten, One Book, etc.
- Cultivate a strong relationship with the Fleetwood Area School District (FASD), correlating our goals with the school’s curriculum and Profile of a Graduate.

4:33 PM
 05/11/22
 Cash Basis

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

	Apr 22	Apr 21	\$ Change
Ordinary Income/Expense			
Income			
109 Local Govt County	18,163.64	0.00	18,163.64
Total 109 Local Govt	18,163.64	0.00	18,163.64
112 Interest Income	0.10	0.39	-0.29
114 Fund Drives			
Capital Campaign - Individuals	350.00	1,725.00	-1,375.00
Capital Campaign - Others	0.00	504.32	-504.32
Total 114 Fund Drives	350.00	2,229.32	-1,879.32
116 Donations			
Community	75.00	250.00	-175.00
116 Donations - Other	1,463.58	462.00	1,001.58
Total 116 Donations	1,538.58	712.00	826.58
119 Fines	219.94	96.07	123.87
120 Lost/damaged Books	0.00	58.10	-58.10
121 Library Use Chg			
Copies	134.95	71.00	63.95
Fax	24.00	38.00	-14.00
Total 121 Library Use Chg	158.95	109.00	49.95
123 Misc Income	437.70	416.70	21.00
Unrecognized Gain or (Loss)	-2,562.93	1,216.44	-3,779.37
Total Income	18,305.98	4,838.02	13,467.96
Gross Profit	18,305.98	4,838.02	13,467.96
Expense			
135 Salaries	11,306.37	10,973.97	332.40
138 Benefits			
139 Unemployment tax	0.00	0.00	0.00
Total 138 Benefits	0.00	0.00	0.00
150 Collection			
150 Books			
adult	911.76	194.73	717.03
juv	458.53	212.52	246.01
150 Books - Other	43.68	0.00	43.68
Total 150 Books	1,413.95	407.25	1,006.70
152 Audio			
books on tape	80.37	142.96	-62.59
Total 152 Audio	80.37	142.96	-62.59
152 Videos			
adult	266.42	357.91	-91.49
juv	0.00	-2.50	2.50
Total 152 Videos	266.42	355.41	-88.99
154 Elec Format	299.00	0.00	299.00
167 supplies	33.30	0.00	33.30
Kits	177.95	0.00	177.95
Processing	325.00	295.00	30.00
150 Collection - Other	0.00	56.53	-56.53
Total 150 Collection	2,595.99	1,257.15	1,338.84
165 Furniture & equipment			
Equipment	349.98	0.00	349.98
Total 165 Furniture & equipment	349.98	0.00	349.98
169c Maintain Of Equip	175.98	117.86	58.12
176 Telephone	69.90	71.95	-2.05

4:33 PM
 05/11/22
 Cash Basis

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

	Apr 22	Apr 21	\$ Change
178 Program Expense			
board expense	76.32	0.00	76.32
178 Program Expense - Other	640.00	340.00	300.00
Total 178 Program Expense	716.32	340.00	376.32
179 Contracted Services	5.66	3.16	2.50
180 Trg/Travel/Conf			
Travel	0.00	16.24	-16.24
Total 180 Trg/Travel/Conf	0.00	16.24	-16.24
182 Professional Fees			
Payroll Service	106.80	196.32	-89.52
Total 182 Professional Fees	106.80	196.32	-89.52
188.1 Rent Expense	400.00	800.00	-400.00
198 Cost of Raising Money	559.88	0.00	559.88
Interest Expense	155.00	275.55	-120.55
Reconciliation Discrepancies	-16.50	-11.50	-5.00
Sales Tax Collected & Payable	25.84	0.00	25.84
Total Expense	16,451.22	14,040.70	2,410.52
Net Ordinary Income	1,854.76	-9,202.68	11,057.44
Net Income	1,854.76	-9,202.68	11,057.44
<i>April Capital Campaign Income</i>	<i>350.00</i>	<i>2229.32</i>	
<i>April Capital Campaign Expense</i>	<i>-155.00</i>	<i>-195.00</i>	<i>-275.55</i>
<i>April Income/Loss w/o Capital Campaign</i>	<i><u>1659.76</u></i>	<i><u>-11.156.45</u></i>	

4:33 PM
 05/11/22
 Cash Basis

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

	% Change
Ordinary Income/Expense	
Income	
109 Local Govt County	100.0%
Total 109 Local Govt	100.0%
112 Interest Income	-74.4%
114 Fund Drives	
Capital Campaign - Individuals	-79.7%
Capital Campaign - Others	-100.0%
Total 114 Fund Drives	-84.3%
116 Donations	
Community	-70.0%
116 Donations - Other	216.8%
Total 116 Donations	116.1%
119 Fines	128.9%
120 Lost/damaged Books	-100.0%
121 Library Use Chg	
Copies	90.1%
Fax	-36.8%
Total 121 Library Use Chg	45.8%
123 Misc Income	5.0%
Unrecognized Gain or (Loss)	-310.7%
Total Income	278.4%
Gross Profit	278.4%
Expense	
135 Salaries	3.0%
138 Benefits	
139 Unemployment tax	0.0%
Total 138 Benefits	0.0%
160 Collection	
150 Books	
adult	368.2%
juv	115.8%
150 Books - Other	100.0%
Total 150 Books	247.2%
162 Audio	
books on tape	-43.8%
Total 162 Audio	-43.8%
162 Videos	
adult	-25.6%
juv	100.0%
Total 162 Videos	-25.0%
154 Elec Format	100.0%
167 supplies	100.0%
Kits	100.0%
Processing	10.2%
160 Collection - Other	-100.0%
Total 160 Collection	106.5%
166 Furniture & equipment	
Equipment	100.0%
Total 166 Furniture & equipment	100.0%
169c Maintain Of Equip	49.3%
176 Telephone	-2.9%

4:33 PM
06/11/22
Cash Basis

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

	% Change
178 Program Expense	
board expense	100.0%
178 Program Expense - Other	88.2%
Total 178 Program Expense	110.7%
179 Contracted Services	79.1%
180 Trg/Travel/Conf	
Travel	-100.0%
Total 180 Trg/Travel/Conf	-100.0%
182 Professional Fees	
Payroll Service	-45.6%
Total 182 Professional Fees	-45.6%
188.1 Rent Expense	-50.0%
195 Cost of Raising Money	100.0%
Interest Expense	-43.8%
Reconciliation Discrepancies	-43.5%
Sales Tax Collected & Payable	100.0%
Total Expense	17.2%
Net Ordinary Income	120.2%
Net Income	120.2%

4:32 PM
 06/11/22
 Cash Basis

Fleetwood Area Public Library

Profit & Loss Prev Year Comparison

January through April 2022

	Jan - Apr 22	Jan - Apr 21
Ordinary Income/Expense		
Income		
109 Local Govt		
County	41,073.07	41,124.92
Townships	740.00	0.00
Total 109 Local Govt	41,813.07	41,124.92
112 Interest Income	0.91	1.37
114 Fund Drives		
Capital Campaign - Individuals	22,905.00	5,360.15
Capital Campaign - Others	0.00	1,554.32
Total 114 Fund Drives	22,905.00	6,914.47
116 Donations		
Community	2,686.36	537.50
corporate	86.20	257.80
personal	580.00	775.00
116 Donations - Other	2,407.47	1,484.48
Total 116 Donations	5,760.03	3,054.78
119 Fines	568.76	380.26
120 Lost/damaged Books	-63.43	-136.32
121 Library Use Chg		
Copies	462.10	219.15
Fax	82.00	102.00
New Cards	0.00	2.00
Total 121 Library Use Chg	544.10	323.15
123 Misc Income	547.70	416.70
Fund Raising Activities	1,873.52	0.00
Unrecognized Gain or (Loss)	-4,769.60	2,466.58
Total Income	69,180.06	54,545.91
Gross Profit	69,180.06	54,545.91
Expense		
136 Salaries	34,999.93	30,758.56
138 Benefits		
139 Unemployment tax	305.58	255.33
140 Soc Sec Tax	1,468.13	1,226.66
141 Medicare Tax	343.35	286.88
Total 138 Benefits	2,117.06	1,768.87
150 Collection		
150 Books		
adult	2,853.43	2,177.59
juv	3,265.37	1,317.45
150 Books - Other	185.57	145.29
Total 150 Books	6,304.37	3,640.33
152 Audio		
books on tape	375.29	628.85
Total 152 Audio	375.29	628.85
152 Videos		
adult	919.16	876.44
juv	19.48	12.73
Total 152 Videos	938.64	889.17
154 Elec Format	767.25	94.88
157 supplies	33.30	23.86
Kits	228.39	16.99
Processing	325.00	295.00
150 Collection - Other	0.00	56.53
Total 150 Collection	8,992.24	5,645.61

4:32 PM
06/11/22
Cash Basis

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

	Jan - Apr 22	Jan - Apr 21
165 Furniture & equipment		
Decor	0.00	478.03
Equipment	1,945.67	33.99
Total 165 Furniture & equipment	1,945.67	512.02
166 Supplies		
cleaning	70.15	21.98
Office	240.41	248.38
Total 166 Supplies	310.56	270.36
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	282.39	355.85
178 Program Expense		
board expense	76.32	0.00
178 Program Expense - Other	1,130.64	629.14
Total 178 Program Expense	1,206.96	629.14
179 Contracted Services	13.43	11.09
180 Trg/Travel/Conf		
Travel	0.00	16.24
Total 180 Trg/Travel/Conf	0.00	16.24
182 Professional Fees		
Cleaning Services	-156.30	0.00
Legal Fees	0.00	264.50
Payroll Service	711.02	752.68
Total 182 Professional Fees	554.72	1,017.18
188.1 Rent Expense	1,600.00	1,600.00
195 Cost of Raising Money	642.56	146.51
Interest Expense	755.00	1,105.55
Reconciliation Discrepancies	-24.99	117.19
Sales Tax Collected & Payable	25.84	0.00
Total Expense	53,713.75	44,321.20
Net Ordinary Income	15,466.31	10,224.71
Net Income	15,466.31	10,224.71
<i>Y-T-D Capital Campaign Income</i>	<i>22,905.00</i>	<i>6,914.47</i>
<i>Y-T-D Capital Campaign Expense</i>	<i>- 788.93</i>	<i>- 1,652.90</i>
	<i>- 22,116.97</i>	<i>5,261.57</i>
	<i>- 6,649.76</i>	<i>4,963.14</i>

4:32 PM
 05/11/22
 Cash Basis

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

	\$ Change	% Change
Ordinary Income/Expense		
Income		
109 Local Govt		
County	-51.85	-0.1%
Townships	740.00	100.0%
Total 109 Local Govt	688.15	1.7%
112 Interest Income	-0.46	-33.6%
114 Fund Drives		
Capital Campaign - Individuals	17,544.85	327.3%
Capital Campaign - Others	-1,554.32	-100.0%
Total 114 Fund Drives	15,990.53	231.3%
116 Donations		
Community	2,148.86	399.8%
corporate	-171.60	-66.6%
personal	-195.00	-25.2%
116 Donations - Other	922.99	62.2%
Total 116 Donations	2,705.25	88.6%
119 Fines	188.50	49.6%
120 Lost/damaged Books	72.89	53.5%
121 Library Use Chg		
Copies	242.95	110.9%
Fax	-20.00	-19.6%
New Cards	-2.00	-100.0%
Total 121 Library Use Chg	220.95	68.4%
123 Misc Income	131.00	31.4%
Fund Raising Activities	1,873.52	100.0%
Unrecognized Gain or (Loss)	-7,236.18	-293.4%
Total Income	14,634.15	26.8%
Gross Profit	14,634.15	26.8%
Expense		
135 Salaries	4,241.37	13.8%
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	675.84	31.0%
juv	1,947.92	147.9%
150 Books - Other	40.28	27.7%
Total 150 Books	2,664.04	73.2%
152 Audio		
books on tape	-253.56	-40.3%
Total 152 Audio	-253.56	-40.3%
152 Videos		
adult	42.72	4.9%
juv	6.75	53.0%
Total 152 Videos	49.47	5.6%
164 Elec Format	692.37	729.7%
167 supplies	9.44	39.6%
Kits	211.40	1,244.3%
Processing	30.00	10.2%
150 Collection - Other	-56.53	-100.0%
Total 150 Collection	3,346.63	59.3%

4:32 PM
 05/11/22
 Cash Basis

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

	\$ Change	% Change
165 Furniture & equipment		
Decor	-478.03	-100.0%
Equipment	1,911.68	5,624.2%
Total 165 Furniture & equipment	1,433.65	280.0%
166 Supplies		
cleaning	48.17	219.2%
Office	-7.97	-3.2%
Total 166 Supplies	40.20	14.9%
169c Maintain 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	-73.46	-20.6%
178 Program Expense		
board expense	76.32	100.0%
178 Program Expense - Other	501.50	79.7%
Total 178 Program Expense	577.82	91.8%
179 Contracted Services	2.34	21.1%
180 Trg/Travel/Conf		
Travel	-16.24	-100.0%
Total 180 Trg/Travel/Conf	-16.24	-100.0%
182 Professional Fees		
Cleaning Services	-156.30	-100.0%
Legal Fees	-264.50	-100.0%
Payroll Service	-41.66	-5.5%
Total 182 Professional Fees	-462.46	-45.5%
188,1 Rent Expense	0.00	0.0%
195 Cost of Raising Money	496.05	338.6%
Interest Expense	-350.55	-31.7%
Reconciliation Discrepancies	-142.18	-121.3%
Sales Tax Collected & Payable	25.84	100.0%
Total Expense	9,392.55	21.2%
Net Ordinary Income	5,241.60	51.3%
Net Income	5,241.60	51.3%

Fleetwood Area Public Library Balance Sheet Prev Year Comparison As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking -FI	15,358.82 ^A	17,624.96 ^B	-2,266.14	-12.9%
County Co-Op	-5,417.41	-5,058.91	-358.50	-7.1%
Investment Account - Money Mar	0.00	8,859.47	-8,859.47	-100.0%
Total Checking/Savings	9,941.41	21,425.52	-11,484.11	-53.6%
Other Current Assets				
Investment Account	33,830.68	36,222.06	-2,391.38	-6.6%
Total Other Current Assets	33,830.68	36,222.06	-2,391.38	-6.6%
Total Current Assets	43,772.09	57,647.58	-13,875.49	-24.1%
Fixed Assets				
101.5 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	<u>694,284.11</u>	<u>707,874.60</u>	<u>-13,590.49</u>	<u>-1.9%</u>
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	-1,064.32	-943.23	-121.09	-12.8%
Total Other Current Liabilities	43,935.68	79,056.77	-35,121.09	-44.4%
Total Current Liabilities	43,935.68	79,056.77	-35,121.09	-44.4%
Total Liabilities	43,935.68	79,056.77	-35,121.09	-44.4%
Equity				
Retained Earnings	634,882.12	618,593.12	16,289.00	2.6%
Net Income	15,466.31	10,224.71	5,241.60	51.3%
Total Equity	650,348.43	628,817.83	21,530.60	3.4%
TOTAL LIABILITIES & EQUITY	<u>694,284.11</u>	<u>707,874.60</u>	<u>-13,590.49</u>	<u>-1.9%</u>

Balance in Checking Acct. Attributable to Capital Campaign

(18,181.22)^A 4,252.53^B

VANGUARD - VALUES AS OF April 30, 2022

LIFE STRATEGY GROWTH FUND - VASGX \$ 38.94/share
Fund Number 0122

VASGX

868.790 shares @ \$ 38.94 /share =	\$ 33,830.68
VALUE AS OF END OF PRIOR MONTH	\$ <u>36,393.61</u>
CHANGE IN VALUE SINCE END OF PRIOR MONTH	\$ <u><2562.93></u>
VALUE AS OF END OF CURRENT MONTH	\$ 33,830.68
VALUE AS OF JANUARY 1, 2022	\$ <u>38,600.34</u>
CHANGE IN VALUE SINCE JANUARY 1, 2022	\$ <u><4769.66></u>