

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Board of Trustees Meeting (FINAL)

DATE: April 17, 2019

ATTENDING: Phil Goldsmith, President
Margaret Fox-Tully, Vice-President
Douglas Degenhardt, Treasurer
Madeline O’Fria, Secretary
Debbie Cella
Scott Lowe
Sukrit Goswami, Director
Donna Reeves
Julia Walls, Staff
Emily Zacharczyk, Staff
Alex Reed, Friends

ABSENT: Jim Brown

The meeting was called to order at 7:00 PM.

PUBLIC COMMENT: NONE

Phil Goldsmith and Sukrit Goswami introduced 2 new employees: Emily Zacharczyk, Youth Services, and Julia Walls, Children’s Dept. They are excited and happy to be working here at the library and love working with kids.

Joyce Miller Associates – Auditor Presentation

The presentation was given by Robin Holland, Director of Audit Services and Joyce Miller. The audit went very well and smoothly. Robin went over a high level review of the audit which started with a planning meeting on Feb. 14th, and the audit the following week. We were given a clean opinion and an unmodified opinion which means that the financial statements as presented, fairly represent the organization. They audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Haverford Township Free Library, (a component unit of Haverford Township), for the year ending December 31, 2018. Everyone has a draft of the audit in front of them. The government-wide financial statements, (the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the library. Robin went through required communications: they met with the finance committee, no new accounting policies were adopted, there were no difficulties with management, no significant findings identified, and no control

issues. They will have a draft of the Form 990 in a few weeks. Board members should tally their number of volunteer hours for the 990.

APPROVAL OF MINUTES:

Motion: To approve March 27, 2019 BOT Regular Board Meeting minutes as amended. Proposed by Margaret Fox-Tully, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee – Deborah A. Cella

1. 2018 Audit Process & Procedures - Deborah A. Cella

A. M. Robin Holland, CPA, Senior Audit Manager, was at the 02/14/2019 Finance Committee Meeting to describe the 2018 Audit Process & Procedures.

1. Fieldwork dates: 02/27-02/28/2019.
2. Issue draft report by 04/01/2019.
3. Present audit results: 04/11/2019 Finance Committee Meeting.
4. Issue final report by 05/01/2019.

B. M. Robin Holland and staff were at HTFL on 02/27/2019-03/01/2019 for fieldwork.

C. Recommend changing the presentation of audit results from the 04/11/2019 Finance Committee Meeting to the 04/17/2019 Board of Trustees Meeting, as was the protocol with HTFL's previous auditor.

D. 2018 HTFL Audit Report due to Township of Haverford on 05/15/2019.

2. Invoice Review and Approval

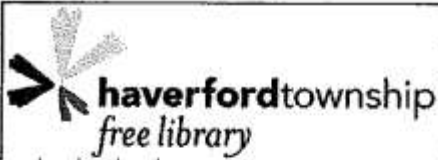
- A. None.
-

Treasurer's Report – Douglas W. Degenhardt

1. Monthly Financial Statement Review (March 2019)

- A. Balance Sheet (Statement of Financial Position)
- B. Income Statement (Profit & Loss Monthly Summary with Previous Year Comparison)
- C. Income Statement (Profit & Loss Year to Date Summary Budget vs. Actual Comparison)
- D. Statement of Cash Flows

Haverford Township Free Library					
Statement of Cash Flows					
January through March 2019					
		Jan - Mar 19			
OPERATING ACTIVITIES					
Net Income		255,464.11	2019 YTD Income less Expense		
Adjustments to reconcile Net Income to net cash provided by operations:					
Marketable Securities: Investments Available for Sale		542.06			
Other Receivables		1,695.00			
Prepaid Expenses		2,428.08			
Accrued Expenses		-28,167.98			
Accrued Wages		-41,028.32			
Deferred Revenue		-17,283.27			
Medical Employee Contribution		3,190.36			
PA Sales Tax		-204.91			
Pension		-343.63			
Suplmt Life Ins. Employee Contr		91.20			
Net cash provided by Operating Activities		166,382.72			
Net cash increase for period		166,382.72			
Cash at beginning of period		1,004,145.69	2018 Total of Bank Accounts		
Cash at end of period		1,190,528.41	Total of Bank Accounts as of January 2019		



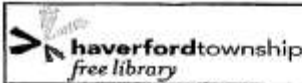
Balance Sheet a.k.a. Statement of Financial Position

As of March 2019

	Mar 31, 19	Mar 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Beneficial OP Non Int Ckg 0024	166,087.45	148,971.74	17,115.71	11.49%
Beneficial_Credit Card_OP_6536	2,367.34	3,453.31	-1,085.97	-31.45%
Beneficial_OP Interest Ckg_6510	467,475.52	528,822.63	-61,347.11	-11.6%
Cash Register	348.65	348.65	0.00	0.0%
Franklin MFCU_Book Fund_770_230	45,029.75	44,312.56	717.19	1.62%
Franklin Mint FCU_Cap Camp_150	481,592.11	421,000.52	60,591.59	14.39%
Franklin Mint FCU_Improvemnt_151	27,297.37	27,026.61	270.76	1.0%
Petty Cash Box	330.22	457.06	-126.84	-27.75%
Total Checking/Savings	1,190,528.41	1,174,393.08	16,135.33	1.37%
Total Current Assets	1,190,528.41	1,174,393.08	16,135.33	1.37%
TOTAL ASSETS	1,190,528.41	1,174,393.08	16,135.33	1.37%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Medical Employee Contribution	3,190.36	2,554.90	635.46	24.87%
Pension	875.59	687.72	187.87	27.32%
Suplmt Life Ins. Employee Contr	91.20	57.00	34.20	60.0%
Total Other Current Liabilities	4,157.15	3,299.62	857.53	25.99%
Total Current Liabilities	4,157.15	3,299.62	857.53	25.99%
Total Liabilities	4,157.15	3,299.62	857.53	25.99%
Equity				
Retained Earnings	920,907.15	919,522.28	1,384.87	0.15%
Net Income	265,464.11	251,571.18	13,892.93	5.52%
Total Equity	1,186,371.26	1,171,093.46	15,277.80	1.31%
TOTAL LIABILITIES & EQUITY	1,190,528.41	1,174,393.08	16,135.33	1.37%



Income Statement a.k.a. Profit & Loss Monthly Summary w/ Previous Year Comparison		March 2019	March 2018	Prior Year Difference \$	Prior Year Difference %
Income					
State Aid		\$ -	\$ 151,785	\$ (151,785)	0.0%
Township Appropriation		\$ 93,109	\$ 90,179	\$ 2,930	3.2%
Township MMO Appropriation		\$ 3,947	\$ 3,631	\$ 316	8.7%
County Aid		\$ -	\$ -	\$ -	0.0%
Reciprocal Borrowing		\$ -	\$ -	\$ -	0.0%
Fines		\$ 3,585	\$ 4,418	\$ (833)	-18.9%
DVD Rentals		\$ 1,173	\$ 1,593	\$ (420)	-26.4%
Lost Materials		\$ 672	\$ 237	\$ 435	183.5%
Gifts (Honor, Memory, etc)		\$ 735	\$ 180	\$ 555	308.3%
Replacement Cards		\$ 66	\$ 116	\$ (50)	-43.1%
Printouts/Copies/Fax		\$ 902	\$ 889	\$ 13	1.5%
Fund Raising		\$ 2,860	\$ 6,599	\$ (3,739)	-56.7%
Item Donations		\$ 4	\$ 235	\$ (231)	-98.3%
Miscellaneous		\$ -	\$ -	\$ -	0.0%
Interest		\$ 745	\$ 733	\$ 12	1.6%
Sub-Total		\$ 107,798	\$ 260,595	\$ (152,797)	-58.6%
Friends		\$ -	\$ -	\$ -	0.0%
Grants		\$ -	\$ 1,500	\$ (1,500)	-100.0%
Program		\$ -	\$ (367)	\$ 367	100.0%
Capital Campaign		\$ -	\$ -	\$ -	0.0%
Total		\$ 107,798	\$ 261,728	\$ (153,930)	-58.8%
Other Income - Marketable Securities		\$ -	\$ -		
Revenue Difference: Mainly attributed to State Aid (this year rec'd in Feb); Fundraising line item due to Annual Appeal (\$2,107 in 2019 compared to \$5,607 in 2018); Grants (HA Civic Council)					
Expense					
Salaries		\$ 62,741	\$ 62,921	\$ (180)	-0.3%
FICA		\$ 3,818	\$ 3,838	\$ (20)	-0.5%
Unemployment		\$ -	\$ -	\$ -	0.0%
Worker's Comp		\$ 1,387	\$ 1,330	\$ 57	4.3%
Medicare		\$ 893	\$ 897	\$ (4)	-0.4%
Township MMO Payment/Pension		\$ -	\$ -	\$ -	0.0%
Solvency Fee		\$ -	\$ -	\$ -	0.0%
Benefits		\$ -	\$ -	\$ -	0.0%
Library Collection		\$ 10,028	\$ 9,416	\$ 612	6.5%
Supplies		\$ 1,818	\$ 2,870	\$ (1,052)	-36.7%
Maintenance/Contracts/WiFi		\$ 7,706	\$ 3,693	\$ 4,013	108.7%
Utilities		\$ 4,665	\$ 705	\$ 3,960	561.7%
Programs (includes outreach)		\$ 555	\$ 1,389	\$ (834)	-60.0%
Comp Equip/Website Develop & Maint		\$ 170	\$ 501	\$ (331)	-66.1%
Conference/Travel/Meetings		\$ 820	\$ 257	\$ 563	219.1%
Staff Development		\$ -	\$ -	\$ -	0.0%
Professional/Association Fees		\$ 373	\$ 2,744	\$ (2,371)	-86.4%
PR/Fundraising/Printing		\$ 388	\$ 206	\$ 182	88.4%
Insurance		\$ -	\$ -	\$ -	0.0%
Misc		\$ -	\$ -	\$ -	0.0%
Sub-Total		\$ 95,362	\$ 90,767	\$ 4,595	5.1%
Background		\$ -	\$ -	\$ -	0.0%
Gifts Exp		\$ 549	\$ 71	\$ 478	673.2%
Friends		\$ 36	\$ 502	\$ (466)	-92.8%
Grants		\$ 129	\$ 921	\$ (792)	-86.0%
Capital Campaign-Renovation		\$ -	\$ -	\$ -	0.0%
Total		\$ 96,076	\$ 92,281	\$ 3,815	4.1%
Other Income - Marketable Securities G/L/F&C		\$ -	\$ -	\$ -	0.0%
Net Loss/Gain		\$ 11,722	\$ 169,467	\$ (157,745)	-93.1%
Expense Difference: Mainly attributed to Maintenance/Contracts/WiFi (First Floor Restrooms \$2,060 in 2019 vs \$885 in 2018, Alarm System Annual Contract \$2,081 in 2019 vs paid in Feb 2018, Bldg Equip. \$636 in 2019 vs \$0 in 2018); Professional Fees: Consulting \$0 in 2019 vs \$1,792 in 2018; Utilities (Timing of billpayment/Electric \$3,888 in 2019 vs \$0 in March was paid 4/2/2018, Timing of billpayment/home \$1,339 in 2019 vs \$705 in 2018)					



Income Statement a.k.a. Profit & Loss Year to Date Summary							
Budget vs Actual Comparison				2019			
March 31, 2019		2019		2019		2018	
Approved Budget	YTD Actual	Jan - Mar YTD Projected Budget	Jan - Mar Actual vs Projected Budget Difference	Jan - Mar YTD Actual	Prior Year Difference	Prior Year Difference	Prior Year Difference
					\$	%	%
Income							
State Aid	\$ 151,785	\$ 151,785	\$ 151,785	\$ -	\$ 151,785	\$ -	0.0%
Township Appropriation	\$ 1,117,314	\$ 279,328	\$ 279,328	\$ -	\$ 270,536	\$ 8,792	3.3%
Township MMO Appropriation	\$ 47,368	\$ 11,841	\$ 11,841	\$ -	\$ 10,893	\$ 948	8.7%
County Aid	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Reciprocal Borrowing	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Fines	\$ 37,300	\$ 8,388	\$ 9,325	\$ (937)	\$ 10,644	\$ (2,266)	-21.2%
DVD Rentals	\$ 8,000	\$ 3,003	\$ 2,000	\$ 1,003	\$ 3,344	\$ (341)	-10.2%
Lost Materials	\$ 5,100	\$ 1,180	\$ 1,275	\$ (95)	\$ 1,032	\$ 148	14.3%
Gifts (Honor, Memory, etc)	\$ 5,000	\$ 885	\$ 1,250	\$ (365)	\$ 200	\$ 685	342.5%
Replacement Cards	\$ 1,200	\$ 156	\$ 300	\$ (144)	\$ 251	\$ (95)	-37.8%
Printouts/Copies/Fax	\$ 6,200	\$ 2,153	\$ 1,550	\$ 603	\$ 1,155	\$ 998	86.4%
Fundraising	\$ 100,241	\$ 6,891	\$ 25,059	\$ (18,168)	\$ 11,249	\$ (4,358)	-38.7%
Item Donations	\$ 500	\$ 35	\$ 125	\$ (90)	\$ 423	\$ (388)	-91.7%
Miscellaneous	\$ 100	\$ -	\$ 25	\$ (25)	\$ -	\$ -	0.0%
Interest	\$ 6,000	\$ 2,089	\$ 2,000	\$ 89	\$ 1,669	\$ 220	11.8%
	\$ 1,498,696	\$ 467,734	\$ 485,863	\$ (18,129)	\$ 463,381	\$ 4,353	0.9%
Friends	\$ -	\$ -	\$ -	\$ -	\$ 19,010	\$ (19,010)	
Grants	\$ -	\$ 17,792	\$ -	\$ 17,792	\$ 22,313	\$ (4,521)	-20.3%
Program	\$ -	\$ -	\$ -	\$ -	\$ (207)	\$ 207	100.0%
Capital Campaign	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ (100)	-100.0%
	\$ 1,498,696	\$ 485,526	\$ 485,863	\$ (337)	\$ 604,697	\$ (19,071)	-3.8%
Revenue from Reserve	\$ 38,281						
	\$ 1,537,887						
Overall Actual vs Projected Budget Revenue decrease of (\$337) and a Year to Year Revenue decrease of \$(\$19,071) or (3.8%)							
Year to Year Revenue difference mainly attributed decrease in Fines, Annual Appeal, Friends Gifts, and Grants							
Expense							
Salaries	\$ 902,388	\$ 147,610	\$ 208,243	\$ (60,633)	\$ 167,750	\$ (10,140)	-6.4%
FICA	\$ 55,948	\$ 8,985	\$ 12,911	\$ (3,926)	\$ 9,622	\$ (637)	-6.6%
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Worker's Comp	\$ 6,500	\$ 1,387	\$ 1,625	\$ (238)	\$ 2,783	\$ (1,396)	-50.2%
Medicare	\$ 13,085	\$ 2,101	\$ 3,020	\$ (919)	\$ 2,261	\$ (150)	-6.7%
Township MMO Payment/Pension	\$ 47,368	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Solvency Fee	\$ 2,100	\$ 1,487	\$ 2,100	\$ (613)	\$ 1,806	\$ (319)	-17.7%
Benefits	\$ 124,700	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Library Collection	\$ 155,700	\$ 28,111	\$ 38,825	\$ (13,814)	\$ 25,370	\$ (269)	-1.0%
Supplies	\$ 27,000	\$ 2,731	\$ 6,750	\$ (4,019)	\$ 5,666	\$ (2,935)	-51.8%
Maintenance/Contracts/WIFI	\$ 65,000	\$ 16,051	\$ 16,250	\$ (199)	\$ 15,538	\$ 513	3.3%
Utilities	\$ 67,000	\$ 6,273	\$ 16,780	\$ (10,477)	\$ 11,404	\$ (5,131)	-45.0%
Programs (includes outreach)	\$ 15,000	\$ 1,946	\$ 3,750	\$ (1,804)	\$ 4,298	\$ (2,352)	-54.7%
Comp Equip/Website Develop & Maint	\$ 8,000	\$ 250	\$ 2,000	\$ (1,750)	\$ 2,158	\$ (1,908)	-88.4%
Conference/Travel/Meetings/Staff Dev	\$ 10,000	\$ 2,755	\$ 2,500	\$ 255	\$ 2,894	\$ (139)	-4.8%
Professional/Association Fees	\$ 24,000	\$ 1,462	\$ 6,000	\$ (4,538)	\$ 3,688	\$ (2,226)	-60.4%
PR/Fundraising/Printing	\$ 13,000	\$ 938	\$ 3,280	\$ (2,314)	\$ 1,287	\$ (351)	-27.3%
Insurance	\$ 1,000	\$ -	\$ 250	\$ (250)	\$ -	\$ -	0.0%
Misc	\$ 100	\$ -	\$ 25	\$ (25)	\$ (18)	\$ 18	100.0%
	\$ 1,537,887	\$ 219,085	\$ 324,349	\$ (105,264)	\$ 246,497	\$ (27,412)	-11.1%
Background	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Gifts Exp	\$ -	\$ 615	\$ -	\$ 615	\$ 71	\$ 544	766.2%
Friends	\$ -	\$ 36	\$ -	\$ 36	\$ 5,470	\$ (5,434)	-89.3%
Grants	\$ -	\$ 423	\$ -	\$ 423	\$ 988	\$ (565)	-57.2%
Capital Campaign-Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 1,537,887	\$ 220,159	\$ 324,349	\$ (104,190)	\$ 253,026	\$ (32,867)	-13.0%
Other Income - Marketable Securities G/L/F&G	\$ -	\$ 97	\$ -	\$ -	\$ -	\$ -	
Net Loss/Gain	\$ -	\$ 265,464	\$ -	\$ -	\$ 251,571	\$ 13,893	5.5%
Overall Actual vs Projected Budget Expense decrease of (\$304,180) and a Year to Year Expense decrease of (\$32,867) or (13%)							
Expense Difference: Mainly attributed to overall decrease in expenditures: Professional Fees, Programs, Supplies, Staffing, Utilities							

PRESIDENT'S REPORT: Phil Goldsmith

Phil and Sukrit met with Amy Cuthbertson, the temporary township manager, she mentioned to us that they cannot find any lease between the township and the library. Amy has sent a draft lease for us to review. The bond council would like us to have one. It will be reviewed at the next finance committee meeting. We will review the Agreement for the Provision of District Library Services and next month's meeting.

DIRECTOR'S REPORT: Sukrit Goswami

1. Trustees Workshop on June 8th – 8:30a-1p must have a minimum of 2 Board attendees to meet requirement for DCL funding. Free for Trustees and Friends of Board Members but register as soon as possible since seating is limited to 100 participants. Details on handout for location and registration.
2. Annual Appeal since November 9, 2018 is currently at \$31,175 as of April 16, 2019.
3. Customer Engagement for March 2019:
 - a. 14,865 patrons visited HTFL in the month of March
 - b. 20 Adult programs with 223 participants
 - c. 24 Youth Services programs with 604 participants
 - d. 23,888 Items Circulated with 80.4% of those items traditional books
 - e. CREC Book drop collected 312 items by 81 Patrons and 17 were new users
 - f. 109 Social Media posts on Facebook and Instagram and 35,442 users reached
4. Designer Bag Bingo was a success and raised \$3,095 on March 8th. We thank the Friends for their continued support.
5. HTFL Earned Bronze and first Silver Star in the PA Forward Star Library Program
6. Prom Dress Drive underway for members' of the community that have difficulty with costs of Prom.
7. New VOIP Phone System – phone system installed by Steadfast
8. Meetings with all staff are ongoing
9. Pop-Up Poetry programs will continue on April 30th at 7 pm at McGillicuddy's with Amy and Mary. And we welcome all Board of Trustees to attend.
10. Meeting Room Policy DRAFT
 - a. Mtg. Room Policy – Discussion?
11. Attended Board of Commissioners Meeting with Amy Moskowitz on Mon, Apr 8th
12. Attended Haverford Township Civic Council Annual Meeting on April 16, 2019

Friends Liaison Report: Alex Reed reported that the Friends will be represented at 4 Township events in May and June: Spring Fest, Heritage Festival, Home and Garden Show, and the Irish Fest. On May 18th they will have the Beach Bag Book Sale and on June 7th they will host a Spelling Bee.

NEW BUSINESS: The Annual Association Meeting will be on May 15, 2019. Phil will be sending out a letter to all members announcing the date/time.

OLD BUSINESS: Meeting Room Policy Working Draft. Sukrit outlined the draft of the policy. There was discussion about who can reserve a room, the fee schedule, the length of time someone can reserve the room, how far in advance a room can be reserved, how often a room can be scheduled, equipment charges, set-up and clean-up, etc... Sukrit outlined 3 different options for the Board to consider.

Meeting Adjourned: 8:30 PM