

Hellertown Area Library
Board of Trustees Meeting
July 22nd, 2014

Present: Janie Hecker, Julie Mackey, Herbert J. Payung, Jeanne Reilly, Robin Rotherham, Robert Sterling & Hannah Tatu

Herbert J. Payung took the oath of office.

President Reilly opened the July 2014 meeting with the Pledge of Allegiance to the Flag.

Minutes of June 2014 meeting: Approved as amended by Janie Hecker and 2nd by Julie Mackey.
Herbert J. Payung sustained from voting

Library Reports:

Development – Spirit parade is October 19th. We need to think about whether or not we want to march. We need a theme and need to decide by August if we want to participate. We could also have a hot dog stand.

Book sale is 8/14-16, please remember to sign up for a time slot if you haven't done so

Pending approval of our application, September 28th is the date of our Bookin' 5K

We are going to plan a basket raffle for sometime in the fall.

Treasurer's Report

Balance Sheet – Attached

Profit & Loss, April – Attached

Budget Vs. Actual Jan-June 2014 - Attached

Motion to accept reports by Janie Hecker and 2nd by Herbert J. Payung. Unanimously approved.

Library Director – see attached report.

Technology – No report.

Community Outreach Coordinator - No report

Teen Trustee – No report

Building & Grounds – Window project is in full swing. Walters Excavating offered to repair and make a new drainage line for the library as well as fix the window well. Once this is done the last step is to seal the windows.

Robert Sterling is putting together a list of names of people to help should problems arise so staff is not always responsible for Building & Grounds issues.

Operations & Procedures – No report

Personnel – Robin Rotherman’s review is due August.

Grant Writing – No report

Old Business – Timothy Keck has been released and has come to the library, presumably to say sorry, but Robin did not feel comfortable letting him at this time. We need to discuss banning him from the library and Robin will research what we can do.

New Business – The Women’s Club has a theme this year to “Make Library’s Rock” and would like to set up a capital campaign in conjunction with Hellertown Library for the renovation project.

The meeting was adjourned at 7:45. Motioned accepted by Herbert J. Payung and 2nd by Julie Mackey

**Hellertown Area Library
Director's Report –August, 2014**

I. Funding

- The “Community Challenge Grant” yielded \$2, 470 in matches as of August 19.
- Signed the Library up for an Amazon Smile account. Put flyers in Library and we will include the information in the next newsletter.

II. Technology

- The network printer was misbehaving last week and Integra spent 2 hours here Friday reinstalling it on the patron workstations and laptops.

III. Personnel / Volunteers

- Library volunteers needed at circulation desk especially Monday morning, Tuesday, Thursday and Friday afternoon.

IV. Purchases / Budget

- Purchased 10 new folding tables before the book sale.

V. Programs/ Meetings

- Library staff met and created a full calendar of children’s and teen events through November! It looks great!

VI. Building and Grounds

- Drainage works!!! I have a draft letter to Mark Walters thanking him for the work his company accomplished. Does the board want to offer him a gift card or something beyond a thank you?
- Information for mold removal in your packets. This becomes part of the Keystone Grant application.

******Needs Board action.**

**Hellertown Area Library
2014 Summer Reading Statistics**

Summer Reading Event participation

Story times – 38

Family Events – 98

Children's Events – 73

Teen Events – 0

**Does not include the Kira Willey concert with 200 people attending.*

Summer Reading Age Group participation

Infant / Toddler – 10 enrolled
8 completed

Pre School – 22 enrolled
15 completed

K – 2 – 49 enrolled
32 completed

3 – 5 – 46 enrolled
24 completed

Teens – 30 enrolled
15 completed

Adults – 13 enrolled

Reading totals –

Pre School – 2 – 2,056 Books

3rd grade through teen – 116,681 pages

Adults – 45 Books

Report to Board
8/26/2014

Erin Clavier
Community Outreach Coordinator
eclavier@hellertownlibrary.org

Grant applications:

7/21 PPL grant denied

8/6 Target grant denied

10/6 Keystone Recreation, Park and Conservation Fund

1. Requested new estimate from Boyle for additional work; ADA exterior door, HVAC and lighting upgrades
2. Obtained proposal from TCI Environmental Services for mold testing

Programs/events:

8/4 9:30 AM Mondays in August; Walking Club continues

8/17 Dimmickfest was great fun for kids, families, all ages! Thank you to Kira Willey and the Hellertown Lunch Box

9/22 Sign-up for Hawk Mountain by today; \$30 per person

9/28 Get Bookin' 5K

11/3 Hawk Mountain fully guided hike/program

5/23/2015 Plant your own succulent container; Linden Hill Gardens, Ottsville

Fundraising:

9/11 10 AM Fundraising committee meeting; Snow blower raffle??

*(Later every
other month)*

LIBRARY BOARD OF TRUSTEES -- TERMS OF OFFICE

1999	2000	2001	2002	2003	2004
Harry Boos (2/3)	Harry Boos (3/3)	Rev. Clifton Bishop (1/3)	Rev. Clifton Bishop (2/3)	Cora Kerner (1/3)	Vacancy ?
Joann Casciano (3/3)(1yr)	Joann Casciano (1/3)	Joann Casciano (2/3)	Joann Casciano (3/3)	Joann Casciano (1/3)	Joann Casciano (2/3)
Lamar Handwerk (2/3)	Lamar Handwerk (3/3)	Rev. Lamar Handwerk (1/3)	Rev. Lamar Handwerk (2/3)	Rev. Lamar Handwerk (3/3)	Vacancy
Cora Kerner (1/3)	Cora Kerner (2/3)	Cora Kerner (3/3)	Michael Evangelista	Michael Evangelista	Michael Evangelista
Frances Parker (3/3)	Frances Parker (1/3)	Frances Parker (2/3)	Frances Parker (3/3)	Lillian Weddigen (1/3)	Lillian Weddigen (2/3)
Bruce Rosenberger (1/3)	Bruce Rosenberger (2/3)	Bruce Rosenberger (3/3)	Leigh Kobus (1/3)	Edward Braxmeier (2/3)	Edward Braxmeier (3/3)
Alice Sikorski (3/3)	Phyllis Fetzer (1/3)	Phyllis Fetzer (2/3)	Phyllis Fetzer (3/3)	Phyllis Fetzer (1/3)	Phyllis Fetzer (2/3)

2006	2007	2008	2009	2010	2011
Ed Braxmeier (2/3)	Frances Parker (3/3) 1st	Mike Evangelista (1/3)	Mike Evangelista (2/3)	Mike Evangelista (3/3) 1st	Mike Evangelista (1/3) 2nd
Frances Parker (2/3)	Daisy Handwerk (1/3)	Frances Parker (1/3)	Frances Parker (2/3)	Frances Parker (3/3) 2nd	Jeanne Riley (1/3)
Daisy Handwerk (3/3)	Kristen Pazzaglia (2/3)	Daisy Handwerk (2/3)	Ali Finkbeiner (1/3)	Ali Finkbeiner (2/3)	Ali Finkbeiner(3/3)
Lillian Weddigen (2/3)	Lillian Weddigen (3/3) 2nd	Kristen Pazzaglia (3/3) 1st	Kristen Pazzaglia (1/3)	Kristen Pazzaglia (2/3)	Kristen Pazzaglia (3/3) 2nd
Bruce Rosenberger (1/3)	Phyllis Fetzer (1/3)	Phyllis Fetzer (2/3)	Phyllis Fetzer (3/3) 1st	Phyllis Fetzer (1/3)	Phyllis Fetzer (2/3) 2nd
Mike Evangelista (3/3)	Loretta Ulincy (1/3)	Bob Pasternak (1/3)	Bob Pasternak (2/3)	Bob Pasternak (3/3) 1st	Daisy Handwerk (1/3)
Kristen Pazzaglia (1/3)		Loretta Ulincy (2/3)	Jessica Goedtel (1/3)	Jessica Goedtel (2/3)	Jessica Goedtel (3/3)

2012	2013	2014
Mike Evangelista 2/3 2nd	Mike Evangelista 3 /3 2nd	Herb Payung 1/3 1st
Jeanne Reilly 2/3 1st	Hannah Tatu 2/3 2nd	Tom Maxfield 1/3 1st
Ali Finkbeiner 1/3 2nd	Ali Finkbeiner 2/3 2nd	Robert Sterling 1/3 1st
S. Mindler 1/3 1st	S. Mindler 2/3 1st	Janie Hecker 1/3 1st
Phyllis Fetzer 3/3 2nd	Jeanne Reilly 3/3 1st	Hannah Tatu 3/3 2nd
Jessica Goedtel 1/3 2nd	Julie Mackey 1/3 1st	S. Mindler 3/3 1st
Daisy Handwerk 2/3 1st	Daisy Handwerk 3/3 1st	Jeanne Reilly 1/3 2nd
		Julie Mackey 2/3 1st
		Daisey Handwerk 1/3 2nd

**Hannah Tatu is filling Jessica Goedtel term

Hellertown Area Library
Profit & Loss
August 2014

	Aug 14
Ordinary Income/Expense	
Income	
210 Interest Income	
212 Money Market/CD Interest	5.42
Total 210 Interest Income	5.42
220 Contribution Income	
223 Designated	1,032.55
229 Miscellaneous	3.04
Total 220 Contribution Income	1,035.59
230 Daily Income	
231 Fines	714.53
233 Phone/Fax	62.75
234 Photocopies, Print Pages	101.75
235 Lost Books	36.00
236 Lost Cards	15.00
237 Non-Resident Fees	20.00
Total 230 Daily Income	950.03
250 Fund Raisers	
253 Book Sale	1,827.95
254 General	17.00
255 Special Events	880.50
257 Gift Cards	2,465.00
258 Raffles	73.00
Total 250 Fund Raisers	5,263.45
280 Foundations/Organizations	
281 Matching Gifts	207.63
Total 280 Foundations/Organizations	207.63
290 Other Income	
291HT Local Municipal Income	4,112.50
291LS Local Municipality Income	7,429.93
294 Program Fees	50.00
296 Volunteer Book Purchases	10.34
Total 290 Other Income	11,602.77
Total Income	19,064.89
Expense	
300 Collection Expenses	
310 Library Supplies/Cataloging	690.00
320 Music Collection	
322 Juvenile Music	20.00
Total 320 Music Collection	20.00
330 Books	
331 Adult Ficton	
331R Des. Adult Fiction	38.16
Total 331 Adult Ficton	38.16
332 Adult Non-Fiction	252.69
334 Juvenile Fiction	185.71
335 Juvenile Non-Fiction	31.83
337 Young Adult Fiction	23.65
338 Young Adult Non-Fiction	40.95
Total 330 Books	572.99
340 Audio Books	
341 Adult	614.86
Total 340 Audio Books	614.86

Hellertown Area Library
Profit & Loss
 August 2014

	Aug 14
350 Videos	
351 Adult	153.57
352 Juvenile	80.76
	234.33
370 Periodicals	43.94
380 PC Software/CDrom	36.99
	2,213.11
Total 300 Collection Expenses	2,213.11
400 Purchased Services	
409 Patron Credit/Debit	-13.94
410 Bank Service Charges	37.75
419 Office/Computer Supplies	151.97
440 Building & Grounds Maint.	145.98
445 Equip. Maint. Contracts	255.79
455 Furniture/Equipment - New	
455R Des. Furn/Equip	109.21
455 Furniture/Equipment - New - Other	302.92
	412.13
465 Janitorial Supplies	34.99
467 Internet Service	59.95
472 Postage and Delivery	181.16
473 Printing and Reproduction	3.57
474 Professional Cleaning	630.00
476 Property/Equipment Lease	142.42
	2,041.77
Total 400 Purchased Services	2,041.77
550 Program Expense	
510 Adult	295.00
520 Children	5.81
550 Program Expense - Other	1,000.00
	1,300.81
Total 550 Program Expense	1,300.81
600 Utilities	
601 Electric	324.00
603 Gas	61.00
604 Telephone	59.58
	444.58
Total 600 Utilities	444.58
650 Fund Raising Expenses	
652 Gift Cards	2,090.00
653 Special Events	325.00
657 Raffles	
657R Des. Raffle Exp.	7.36
	7.36
Total 657 Raffles	7.36
Total 650 Fund Raising Expenses	2,422.36
900 Payroll Expenses	
910 Wages	8,308.88
940 FICA OASDI/Employer	120.49
945 FICA HI/Employer	515.16
970 OA Unemployment Employer	86.64
900 Payroll Expenses - Other	0.00
	9,031.17
Total 900 Payroll Expenses	9,031.17
Total Expense	17,453.80
Net Ordinary Income	1,611.09
Net Income	1,611.09

Hellertown Area Library
Balance Sheet
 As of August 31, 2014

	Aug 31, 14
ASSETS	
Current Assets	
Checking/Savings	
000 Bank Accounts	
010 Checking - Operations	5,632.76
021 Checking - Payroll	2,200.94
060 Vanguard Money Mrkt - Gen	5,236.48
070 Checking - Development	4,358.01
080 Capital Fund MMrkt	44,390.51
Total 000 Bank Accounts	61,818.70
Total Checking/Savings	61,818.70
Other Current Assets	
100 Undeposited Funds	
101 Petty Cash	68.42
Total 100 Undeposited Funds	68.42
Total Other Current Assets	68.42
Total Current Assets	61,887.12
Other Assets	
150 Other Assets	
170 Merrill Edge	
171 Air Products&Chemicals	43,959.30
Total 170 Merrill Edge	43,959.30
Total 150 Other Assets	43,959.30
Total Other Assets	43,959.30
TOTAL ASSETS	105,846.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
180 Payroll Tax Liabilities	
181 Company Portion	1,360.38
182 Employee Portion	1,664.79
180 Payroll Tax Liabilities - Other	4.48
Total 180 Payroll Tax Liabilities	3,029.65
Total Other Current Liabilities	3,029.65
Total Current Liabilities	3,029.65
Total Liabilities	3,029.65
Equity	
190 Equity	
191 Opening Bal Equity	16,048.61
192 Board Designated Funds	146,312.08
193 Elevator Fund	
193FE Fundraising Expenses	-8,853.00
193FI Fundraising Income	23,836.45
193GR Project Grants	50,000.00
193INT Earned Interest	1,379.53
193RE Project Expense	-155,338.56
193RI Campaign Donations	19,703.00
193 Elevator Fund - Other	24,185.67
Total 193 Elevator Fund	-45,086.91

7:56 PM
09/15/14
Accrual Basis

Hellertown Area Library
Balance Sheet
As of August 31, 2014

	<u>Aug 31, 14</u>
194 Expansion Fund	
194CE Construction Expenses	-5,985.00
194CGI Challenge Grant Income	3,020.00
194DES Designated Funds	5,000.00
194INT Earned Interest	25.59
194LSF LowerSaucon Funds	81,973.51
194SE Services Expenses	-39,792.75
194 Expansion Fund - Other	145.00
Total 194 Expansion Fund	<u>44,386.35</u>
Total 190 Equity	161,660.13
195 Retained Earnings	-62,080.64
Net Income	3,237.28
Total Equity	<u>102,816.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>105,846.42</u></u>