

Newtown Public Library – Treasury Summary – November, 2017

- Eleventh month of the budget year.
- 2017 budget shows expenses \$2,783 over revenue with a \$42,000 fund raising goal. Last year fundraising through November, 2016 brought in \$26,391. 2017 fundraising through November is \$29,490. Final mailing of 2017 went out last week.
- Checking account balance is strong at \$28,468.80 but we are not due anymore installments from the township.
- *Overall revenue is off \$9,831 from budget.*
- *Giving is \$9,010 behind target. The overall revenue and giving target gaps have been declining as the year has progressed which is a positive trend.*
- *Still need to re-pay amount borrowed from savings last year (\$15,000). We will develop a plan.*
- Expenses are \$1,535 unfavorable to budget – wages are the main driver.
- We are showing a \$2,352 budget surplus YTD through November. December has \$4,350 in revenue mostly from fines and giving and \$21,713 in expenses mostly in wages and the collection.
- Proposed 2018 budget is attached.

Newtown Public Library
Budget YTD 2017 - November 2017

Revenue	Actual	Budget	Variance	2017 Budget
Donations	\$ 29,490	\$ 38,500	\$ (9,010)	\$ 42,000
Fines	\$ 3,260	\$ 4,583	\$ (1,323)	\$ 5,000
Government Aid				
Delaware County	\$ 3,953	\$ 4,000	\$ (47)	\$ 4,000
Edgmont Township	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Newtown Township	\$ 165,000	\$ 165,000	\$ -	\$ 165,000
Pennsylvania	\$ 38,925	\$ 37,000	\$ 1,925	\$ 37,000
Interest	\$ 133	\$ 183	\$ (50)	\$ 200
Lost Books	\$ 900	\$ 917	\$ (17)	\$ 1,000
User Fees	\$ 2,358	\$ 3,667	\$ (1,308)	\$ 4,000
Total Revenue	\$ 249,020	\$ 258,850	\$ (9,831)	\$ 263,200

Expenditures

Access PA	\$ 295	\$ 295	\$ -	\$ 295
Audit/Insurance	\$ 5,788	\$ 6,000	\$ (212)	\$ 6,000
Collection (includes periodicals)	\$ 35,537	\$ 34,833	\$ 703	\$ 38,000
Dues	\$ 629	\$ 1,192	\$ (562)	\$ 1,300
Fundraising	\$ 2,476	\$ 4,583	\$ (2,108)	\$ 5,000
IT	\$ 824	\$ 458	\$ 366	\$ 500
Maintenance	\$ 5,159	\$ 5,225	\$ (66)	\$ 5,700
Miscellaneous	\$ 931	\$ 1,100	\$ (169)	\$ 1,200
Postage	\$ 434	\$ 550	\$ (116)	\$ 600
Professional Development	\$ 1,482	\$ 1,833	\$ (351)	\$ 2,000
Programs (Children & Adult)	\$ 6,090	\$ 5,958	\$ 131	\$ 6,500
Staff Expense (Wages, Tax, Fees)	\$ 175,248	\$ 171,417	\$ 3,831	\$ 187,000
Staff Recognition	\$ 433	\$ 688	\$ (254)	\$ 750
Supplies (Building/Library/Office)	\$ 7,774	\$ 7,333	\$ 441	\$ 8,000
Utilities (Telephone/Internet)	\$ 3,567	\$ 3,667	\$ (100)	\$ 4,000
Total Expenses	\$ 246,667	\$ 245,133	\$ 1,535	\$ 266,845

Newtown Public Library

Balance Sheet

As of November 30, 2017

	Nov 30, 17
ASSETS	
Current Assets	
Checking/Savings	
Cash/Account	142.00
CEllis	11,690.57
Checking	28,468.80
Chidester	4,710.96
MEllis	11,772.18
Savings	134,401.78
Total Checking/Savings	191,186.29
Total Current Assets	191,186.29
Other Assets	
Capitalized Equipment	78.38
Total Other Assets	78.38
TOTAL ASSETS	191,264.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payables	163.00
Total Other Current Liabilities	163.00
Total Current Liabilities	163.00
Total Liabilities	163.00
Equity	
Opening Balance Equity	1,653.34
Retained Earnings	187,096.68
Net Income	2,351.65
Total Equity	191,101.67
TOTAL LIABILITIES & EQUITY	191,264.67

Newtown Public Library - Fund Drive 2016 vs. Fund Drive 2017

Eff 11/30/2017

Fund Drive 2016	Amt Donated
01/05/16	\$ (990.39)
01/19/16	\$ 615.00
01/29/16	\$ 310.00
02/09/16	\$ 208.36
02/16/16	\$ 25.00
02/26/16	\$ 75.00
03/07/16	\$ 125.00
03/21/16	\$ 40.00
03/31/16	\$ 100.00
04/12/16	\$ 85.00
04/25/16	\$ 82.00
04/29/16	\$ 75.00
05/10/16	\$ 85.00
05/20/16	\$ 955.00
05/26/16	\$ 1,190.00
05/31/16	\$ 500.00
06/03/16	\$ 620.00
06/10/16	\$ 182.00
06/21/16	\$ 270.00
07/05/16	\$ 100.00
07/11/16	\$ 245.00
07/18/16	\$ 215.00
07/27/16	\$ 15.00
08/02/16	\$ 5.00
08/05/16	\$ 25.00
08/11/16	\$ 70.00
08/19/16	\$ 190.00
08/26/16	\$ 85.00
09/03/16	\$ (25.00)
09/12/16	\$ 125.00
10/03/16	\$ 1,930.00
10/08/16	\$ 4,880.00
10/14/16	\$ 5,200.00
10/21/16	\$ 3,720.00
10/28/16	\$ 1,480.00
11/04/16	\$ 735.00
11/22/16	\$ 2,190.00
11/30/16	\$ 655.00
12/09/16	\$ 615.00
12/16/16	\$ 2,170.00
12/23/16	\$ 450.00
12/30/16	\$ 1,905.00
OVERALL TOTAL	\$ 31,531.97

\$ 26,391.97

Fund Drive 2017	Amt Donated
01/06/17	\$ 460.00
01/19/17	\$ 1,000.95
01/27/17	\$ 85.00
02/13/17	\$ 25.00
02/28/17	\$ 240.00
03/18/17	\$ 115.00
03/31/17	\$ 100.00
04/14/17	\$ 1,380.00
05/16/17	\$ 85.00
05/31/17	\$ 1,015.00
06/23/17	\$ 15.00
07/14/17	\$ 35.00
07/28/17	\$ 15.00
08/04/17	\$ 100.00
08/14/17	\$ 55.00
08/22/17	\$ 3,242.00
08/28/17	\$ 5,115.00
08/31/17	\$ 1,245.00
09/07/17	\$ 5,185.00
09/15/17	\$ 1,955.00
09/22/17	\$ 1,130.00
09/29/17	\$ 403.41
10/06/17	\$ 430.00
10/11/17	\$ 35.00
10/19/17	\$ 797.00
10/27/17	\$ 465.00
10/30/17	\$ 2,600.00
10/31/17	\$ 250.00
11/06/17	\$ 380.00
11/17/17	\$ 625.00
11/28/17	\$ 550.00
11/30/17	\$ 356.43
OVERALL TOTAL	\$ 29,489.79

NEWTOWN PUBLIC LIBRARY - 2018 PROPOSED BUDGET

INCOME	2017 BUDGET	2018 PROPOSED	COMMENTS
FINES	\$ 5,000.00	\$ 5,000.00	With credit cards accepted in 2018, fines should increase
GIVING	\$ 42,000.00	\$ 42,000.00	With credit cards accepted in 2018, giving should increase
INTEREST	\$ 200.00	\$ 150.00	Interest is down due to account changes at BB&T
LOST BOOKS	\$ 1,000.00	\$ 1,000.00	With credit cards accepted in 2018, more books paid for
USER FEES	\$ 4,000.00	\$ 4,000.00	With credit cards accepted in 2018, more DVD check-outs.
NEWTOWN TOWNSHIP	\$ 165,000.00	\$ 191,000.00	Increased by \$26,000 over 2017 for new PT YS Aid, raises
EDGMONT TOWNSHIP	\$ 4,000.00	\$ 5,000.00	Increased in 2017 by \$1000
COUNTY	\$ 4,000.00	\$ 4,000.00	
STATE	\$ 37,000.00	\$ 39,000.00	Increase based on received contributions in 2017
TOTAL INCOME	\$ 262,200.00	\$ 291,150.00	
DIFFERENCE			
EXPENSES			
ACCESS PA	\$ 295.00	\$ 295.00	
AUDIT/INSURANCE	\$ 6,000.00	\$ 6,200.00	Includes \$1850 for workers compensation insurance plus \$350 for Treasurer bond, \$4000 for review. Not due for full audit til 2019.
COLLECTION	\$ 38,000.00	\$ 38,000.00	Meets PA library code 12% of budget requirement.
ADULT BOOKS		\$ 18,000.00	
AUDIOBOOKS		\$ 1,600.00	Reduced from \$2000. Paid up front in January/February.
A/V (DVD & CD)		\$ 1,500.00	Reduced from \$2000.
CHILDREN'S BOOKS		\$ 12,000.00	Children's materials are less expensive than adult materials.
PERIODICALS		\$ 4,900.00	Raised from \$4000 based upon 2017 actual costs. Paid up front in February.
DUES	\$ 1,300.00	\$ 1,100.00	Reduced from \$1300.
NON-PROFESSIONAL		\$ 200.00	NSBA (\$90), Amazon Prime (\$105).
PROFESSIONAL		\$ 900.00	PaLA (\$470 for Director, YS Librarian, Institutional membership), ALA/PLA (\$420 for Director & YS Librarian - PLA Conference in Philadelphia in 2018)

NEWTOWN PUBLIC LIBRARY - 2018 PROPOSED BUDGET

FUNDRAISING	\$	5,000.00	\$	4,000.00	Reduced from \$5000. Includes annual USPS bulk mailing fee (\$225), two annual appeal mailings to 6000 Newtown and Edgmont Township households including envelopes and postage (\$2000), updates to address list from DelCo (\$200), other costs associated with purchasing/monthly fee of donor management software.
IT	\$	500.00	\$	1,000.00	Raised from \$500. Includes anticipated 2018 Sonicwall Security Renewal (\$578).
MAINTENANCE	\$	5,700.00	\$	5,700.00	
MISCELLANEOUS	\$	1,200.00	\$	1,200.00	
POSTAGE	\$	600.00	\$	600.00	
PROFESSIONAL DEVELOPMENT	\$	2,000.00	\$	3,000.00	Raised from \$2000. Public Library Association Conference in Philadelphia in 2018. All, if not most, of staff should attend at least one day.
PROGRAMS	\$	6,500.00	\$	6,500.00	
CHILDREN			\$	6,000.00	
ADULT			\$	500.00	
STAFF RECOGNITION	\$	750.00	\$	750.00	
SUPPLIES	\$	8,000.00	\$	8,000.00	
BUILDING			\$	4,000.00	
LIBRARY			\$	1,500.00	
OFFICE			\$	2,500.00	
UTILITIES (TELEPHONE/INTERNET)	\$	4,000.00	\$	4,000.00	
WAGES	\$	174,000.00	\$	197,250.00	Raised from \$174000 for proposed 3% raise for eligible staff. Also includes: approved \$2050 increase to director's health insurance stipend; potential 3% raise for director if recommended by BOT and new PT YS Library Assistant (21 hr/week).
WAGES - FEES	\$	650.00	\$	750.00	Raised from \$650. Payroll Factory Fees slightly raised in 2017 plus neglected to include W-2 fee in 2017 budget (\$75).
WAGES - TAX	\$	12,350.00	\$	15,000.00	Raised from \$12350 due to proposed 3% increase for staff and potential new staff member. Taxes are 7.65% of wages.
TOTAL EXPENSES	\$	266,845.00	\$	293,345.00	
SURPLUS/DEFICIT	\$	(4,645.00)	\$	(2,195.00)	