

NE Director

From: Ed Jackman <edwardjackman@aol.com>
Sent: Tuesday, March 13, 2018 8:51 PM
To: Kathy Erickson; Howard Walker; Erica Swenson Danowitz
Cc: NE Director
Subject: LIBRARY - TREASURER'S REPORT - FEBRUARY 2028
Attachments: IMG_1296.jpg; ATT00001.txt; IMG_1297.jpg; ATT00002.txt; IMG_1299.PNG; ATT00003.txt; IMG_1300.PNG; ATT00004.txt; IMG_1308.jpg; ATT00005.txt; IMG_1306.jpg; ATT00006.txt

- This month, the Library had net income of approximately \$56 thousand, compared to a net loss of almost \$12 thousand in January.
- The principal favorable variance was the receipts of government funding in February. The Library received \$47,750 from Newtown Township, representing one quarter of the budgeted amount for the year. We also received \$36,807 from the State, which is only slightly less than the \$39 thousand expected for the full year.
- Fundraising was practically nil for the month, but is still up over Budget and last year on a year to date basis due to the carryover effects into January of last year's final solicitation.
- On the Expense side, Collection Expense of \$10,558 was more than one quarter of the budgeted amount for the entire year. Much of this was prepaid expense and will even out over the course of the year.
- We continue to underrun Employee Expense due to an unfilled position.
- At February 28, the checking account balance stood at over \$62 thousand, but it must carry us through a few lean months until the next payment from the Township is received.
- There are no significant surprises in year to date results, but with budgeted expenses averaging nearly \$25 thousand a month and government aid averaging just under \$20 thousand a month, there is a real gap in the budget to be filled primarily by successful fundraising.
- My apologies for the disorganized nature of the attachments, but i have been away, and it is hard to prepare the report using my phone.

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Accrual Basis

Newtown Public Library
Transactions by Category
February 2018

Date	Name	Memo	Account	Amount
Donations				
Fund Drive 2018				
02/07/2018		Deposit	Fund Drive 2018	275.00
02/14/2018		Deposit	Fund Drive 2018	70.00
02/28/2018		Deposit	Fund Drive 2018	447.03
02/28/2018		Transfer of Paypal donations	Fund Drive 2018	50.00
Total Fund Drive 2018				842.03
Total Donations				842.03
Fines				
02/07/2018		Deposit	Fines	277.00
02/14/2018		Deposit	Fines	100.00
02/28/2018		Deposit	Fines	125.00
02/28/2018	Lost Books versus Fines		Fines	-22.95
02/28/2018	Video Fee versus Fines		Fines	-170.00
Total Fines				309.05
GovernmentAid				
Newtown Township				
02/14/2018		1st Q - 2018	Newtown Township	47,750.00
Total Newtown Township				47,750.00
State				
02/28/2018		Deposit	State	36,807.00
Total State				36,807.00
Total GovernmentAid				84,557.00
Interest				
02/28/2018		Interest	Interest	0.40
02/28/2018		Interest	Interest	0.41
02/28/2018		Interest	Interest	10.31
Total Interest				11.12
Lost Books				
02/28/2018	Lost Books versus Fines		Lost Books	22.95
Total Lost Books				22.95
UserFees				
Coffee				
02/07/2018	Sales Tax		Coffee	0.00
Total Coffee				0.00
Copier/Printing Commission				
02/07/2018	Sales Tax		Copier/Printing Com...	-3.86
Total Copier/Printing Commission				-3.86
Video				
02/07/2018	Sales Tax		Video	-68.83
02/28/2018	Video Fee versus Fines		Video	170.00
Total Video				101.17
Total UserFees				97.31
Audit & Insurance				
02/02/2018	Arthur J. Gallagher Risk M...	Workers Comp - Installment 1 of 4 plus Stat...	Audit & Insurance	-430.00
02/26/2018	Arthur J. Gallagher Risk M...	Workers Comp - Installment 2 of 4	Audit & Insurance	-393.00
Total Audit & Insurance				-823.00

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Accrual Basis

Newtown Public Library
Transactions by Category
February 2018

Date	Name	Memo	Account	Amount
Collection				
Adult Collection - Books				
02/06/2018	Baker & Taylor	Acct #L6055843	Adult Collection - Bo...	-827.53
02/14/2018		First Community Foundation Partnership grant	Adult Collection - Bo...	100.00
02/26/2018	Baker & Taylor	Acct #L6055843	Adult Collection - Bo...	-2,352.25
Total Adult Collection - Books				-3,079.78
Audiobooks				
02/06/2018	TEI Landmark Audio	Cust #6727 APP 2018	Audiobooks	-1,500.00
Total Audiobooks				-1,500.00
Children Collection - Books				
02/06/2018	Baker & Taylor	Acct #L6055843	Children Collection -...	-196.05
02/26/2018	Baker & Taylor	Acct #L6055843	Children Collection -...	-1,342.70
02/26/2018	Know Buddy Resources	Inv #ARU0248734	Children Collection -...	-111.75
Total Children Collection - Books				-1,650.50
Periodicals				
02/13/2018	WT Cox		Periodicals	-4,327.54
Total Periodicals				-4,327.54
Total Collection				-10,557.82
Information Technology (IT)				
02/27/2018	Cardmember Service	Acct #4798510060185820	Information Technol...	-22.75
Total Information Technology (IT)				-22.75
Maintenance				
Building				
02/26/2018	Coverall North America Inc		Building	-469.00
Total Building				-469.00
Total Maintenance				-469.00
Miscellaneous				
02/27/2018	Cardmember Service	VOID: Acct #4798510055518183	Miscellaneous	0.00
Total Miscellaneous				0.00
Professional Development				
02/27/2018	Cardmember Service	4798510060185812	Professional Develo...	-280.00
02/27/2018	Arlene Caruso	NSBA Mtg 01/18/2018	Professional Develo...	-12.00
Total Professional Development				-292.00
Programs				
Children				
02/26/2018	Delaware Museum of Natu...	Longwoods Prgm 3/28/18	Children	-100.00
02/27/2018	Cardmember Service	4798510060185812	Children	-1.97
Total Children				-101.97
Total Programs				-101.97
StaffExpense				
Fees				
02/28/2018	Payroll		Fees	-54.23
Total Fees				-54.23
Taxes				
02/28/2018	Payroll		Taxes	-1,073.62
Total Taxes				-1,073.62

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 Accrual Basis

Newtown Public Library
Transactions by Category
 February 2018

Date	Name	Memo	Account	Amount
Wages				
02/28/2018	Payroll		Wages	-14,034.28
Total Wages				-14,034.28
Total StaffExpense				-15,162.13
Supplies				
Building				
02/02/2018	Crystal Springs	Inv #8819431012018	Building	-98.70
02/26/2018	Crystal Springs	Acct #42902898819431	Building	-78.72
02/27/2018	Cardmember Service	Acct #4798510060185820	Building	-41.25
Total Building				-218.67
Total Supplies				-218.67
Utilities				
Internet				
02/02/2018	Comcast	Acct #8499101140070837	Internet	-114.90
02/26/2018	Comcast	Acct #8499101140070837	Internet	-114.90
Total Internet				-229.80
Telephone				
02/02/2018	Comcast	Acct #8499101140070837	Telephone	-42.33
02/02/2018	Comstar Technologies	Inv #904346	Telephone	-237.13
02/26/2018	Comcast	Acct #8499101140070837	Telephone	-42.33
02/26/2018	Comstar Technologies	Inv #928634	Telephone	-211.61
Total Telephone				-533.40
Total Utilities				-763.20
TOTAL				57,428.92

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Accrual Basis

Newtown Public Library
Unreconciled BB&T Bank Transactions
As of February 28, 2018

Date	Num	Name	Memo	Amount
01/10/2018	2108	Dave Fiebert	Puppet show - 03/29/2018	-350.00
02/26/2018	2121	Comcast	Acct #8499101140070837	-157.23
02/26/2018	2122	Delaware Museum of Natural History	Longwoods Prgm 3/28/18	-100.00
02/26/2018	2123	Arthur J. Gallagher Risk Management Svs	Inv #2446260	-393.00
02/26/2018	2124	Comstar Technologies	Inv #928634	-211.61
02/26/2018	2125	Crystal Springs	Acct #42902898819431	-78.72
02/26/2018	2126	Baker & Taylor	Acct #L6055843	-3,694.95
02/26/2018	2127	Coverall North America Inc		-469.00
02/26/2018	2128	Know Buddy Resources	Inv #ARU0248734	-111.75
02/27/2018	2130	Cardmember Service	Acct #4798510060185820	-64.00
02/27/2018	2131	Cardmember Service	4798510060185812	-281.97
02/27/2018	2132	Arlene Caruso	NSBA Mtg 01/18/2018	-12.00
Total				-5,924.23

Newtown Public Library
YTD Income & Expenses
 January through February 2018

	<u>Jan - Feb 18</u>
Income	
Donations	
Fund Drive 2018	8,222.03
Total Donations	8,222.03
Fines	472.26
GovernmentAid	
Newtown Township	47,750.00
State	36,807.00
Total GovernmentAid	84,557.00
Interest	23.44
Lost Books	176.74
UserFees	
Coffee	0.00
Copier/Printing Commission	10.46
Video	289.17
Total UserFees	299.63
Total Income	93,751.10
Expense	
Audit & Insurance	823.00
Collection	
Adult Collection - Books	3,079.78
Audiobooks	1,500.00
Children Collection - Books	1,650.50
DVDs	0.00
Periodicals	4,327.54
Total Collection	10,557.82
Information Technology (IT)	85.42
Maintenance	
Building	469.00
Total Maintenance	469.00
Miscellaneous	
Bank Charge	0.00
Other	0.00
Total Miscellaneous	0.00
Professional Development	352.00
Programs	
Children	1,266.97
Total Programs	1,266.97
StaffExpense	
Fees	184.46
Taxes	2,212.24
Wages	28,918.07
Total StaffExpense	31,314.77
StaffRecognition	0.00
Supplies	
Building	218.67
Library	0.00
Office	0.00
Total Supplies	218.67

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Accrual Basis

Newtown Public Library
YTD Income & Expenses
January through February 2018

	<u>Jan - Feb 18</u>
Utilities	
Internet	229.80
Telephone	<u>533.40</u>
Total Utilities	<u>763.20</u>
Total Expense	<u>45,850.85</u>
Net Income	<u><u>47,900.25</u></u>

Newtown Public Library
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Account	142.00
CElls	11,691.87
Checking	62,230.63
Chidester	4,710.96
MElls	11,773.49
Savings	134,434.93
Total Checking/Savings	<u>224,983.88</u>
Total Current Assets	<u>224,983.88</u>
Other Assets	
Capitalized Equipment	78.38
Total Other Assets	<u>78.38</u>
TOTAL ASSETS	<u><u>225,062.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payables	163.00
Total Other Current Liabilities	<u>163.00</u>
Total Current Liabilities	<u>163.00</u>
Total Liabilities	163.00
Equity	
Opening Balance Equity	1,653.34
Retained Earnings	175,345.67
Net Income	47,900.25
Total Equity	<u>224,899.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>225,062.26</u></u>

Newtown Public Library
Budget YTD 2018 - February 2018

Revenue	Actual	Budget	Variance	2018 Budget
Donations	\$ 8,222	\$ 7,000	\$ 1,222	\$ 42,000
Fines	\$ 472	\$ 833	\$ (361)	\$ 5,000
Government Aid				
Delaware County	\$ -	\$ -	\$ -	\$ 4,000
Edgmont Township	\$ -	\$ -	\$ -	\$ 5,000
Newtown Township	\$ 47,750	\$ 47,750	\$ -	\$ 191,000
Pennsylvania	\$ 36,807	\$ 35,750	\$ 1,057	\$ 39,000
Interest	\$ 23	\$ 13	\$ 10	\$ 150
Lost Books	\$ 177	\$ 167	\$ 10	\$ 1,000
User Fees	\$ 300	\$ 667	\$ (367)	\$ 4,000
Total Revenue	\$ 93,751	\$ 92,180	\$ 1,571	\$ 291,150

Expenditures

Access PA	\$ -	\$ -	\$ -	\$ 295
Audit/Insurance	\$ 823	\$ 1,033	\$ (210)	\$ 6,200
Collection (includes periodicals)	\$ 10,558	\$ 6,333	\$ 4,224	\$ 38,000
Dues	\$ -	\$ 183	\$ (183)	\$ 1,100
Fundraising	\$ -	\$ 1,000	\$ (1,000)	\$ 6,000
IT	\$ 85	\$ 167	\$ (81)	\$ 1,000
Maintenance	\$ 469	\$ 950	\$ (481)	\$ 5,700
Miscellaneous	\$ -	\$ 200	\$ (200)	\$ 1,200
Postage	\$ -	\$ 100	\$ (100)	\$ 600
Professional Development	\$ 352	\$ 500	\$ (148)	\$ 3,000
Programs (Children & Adult)	\$ 1,267	\$ 1,083	\$ 184	\$ 6,500
Staff Expense (Wages, Tax, Fees)	\$ 31,315	\$ 35,500	\$ (4,185)	\$ 213,000
Staff Recognition	\$ -	\$ 125	\$ (125)	\$ 750
Supplies (Building/Library/Office)	\$ 219	\$ 1,333	\$ (1,115)	\$ 8,000
Utilities (Telephone/Internet)	\$ 763	\$ 667	\$ 97	\$ 4,000
Total Expenses	\$ 45,851	\$ 49,175	\$ (3,324)	\$ 295,345

Newtown Public Library - Fund Drive 2017 vs. Fund Drive 2018

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Fund Drive 2017	Amt Donated		Fund Drive 2018	Amt Donated
01/06/17	\$ 460.00		01/02/18	\$ 600.00
01/19/17	\$ 1,000.95		01/09/18	\$ 4,205.00
01/27/17	\$ 85.00		01/18/18	\$ 1,225.00
02/13/17	\$ 25.00		01/19/18	\$ 1,050.00
02/28/17	\$ 240.00	\$ 1,810.95	01/23/18	\$ 300.00
03/18/17	\$ 115.00		02/07/18	\$ 275.00
03/31/17	\$ 100.00		02/14/18	\$ 70.00
04/14/17	\$ 1,380.00		02/28/18	\$ 497.03
05/16/17	\$ 85.00		TOTAL	\$ 8,222.03
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			
12/11/2017	\$ 495.00			
12/19/2017	\$ 385.00			
12/27/17	\$ 4,669.00			
12/27/17	\$ 100.00			
12/29/17	\$ 915.00			
12/29/17	\$ 2,885.00			
OVERALL TOTAL	\$ 38,938.79			

Newtown Public Library
Monthly Income & Expenses
 February 2018

	<u>Feb 18</u>
Income	
Donations	
Fund Drive 2018	842.03
Total Donations	842.03
Fines	309.05
GovernmentAid	
Newtown Township	47,750.00
State	36,807.00
Total GovernmentAid	84,557.00
Interest	11.12
Lost Books	22.95
UserFees	
Coffee	0.00
Copier/Printing Commission	-3.86
Video	101.17
Total UserFees	97.31
Total Income	85,839.46
Expense	
Audit & Insurance	823.00
Collection	
Adult Collection - Books	3,079.78
Audiobooks	1,500.00
Children Collection - Books	1,650.50
DVDs	0.00
Periodicals	4,327.54
Total Collection	10,557.82
Information Technology (IT)	22.75
Maintenance	
Building	469.00
Total Maintenance	469.00
Miscellaneous	
Bank Charge	0.00
Total Miscellaneous	0.00
Professional Development	292.00
Programs	
Children	101.97
Total Programs	101.97
StaffExpense	
Fees	54.23
Taxes	1,073.62
Wages	14,034.28
Total StaffExpense	15,162.13
Supplies	
Building	218.67
Office	0.00
Total Supplies	218.67

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Accrual Basis

Newtown Public Library
Monthly Income & Expenses
February 2018

	<u>Feb 18</u>
Utilities	
Internet	229.80
Telephone	533.40
Total Utilities	<u>763.20</u>
Total Expense	<u>28,410.54</u>
Net Income	<u><u>57,428.92</u></u>

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Accrual Basis

Newtown Public Library
Interest on Endowment Accounts
January through December 2018

<u>Date</u>	<u>Split</u>	<u>Account</u>	<u>Amount</u>
Jan - Dec 18			
01/31/2018	CEllis	Interest	0.45
01/31/2018	MEllis	Interest	0.45
01/31/2018	Savings	Interest	11.42
02/28/2018	CEllis	Interest	0.40
02/28/2018	MEllis	Interest	0.41
02/28/2018	Savings	Interest	10.31
Jan - Dec 18			<u>23.44</u>