

# Library Finance Summary

## May 2018

Note: the discussion below refers to both the library (021) and ALP (023) Funds unless otherwise stated.

### Revenue

May revenue totaled \$126.2K. Municipal donations totaled \$103.2K with one donation from East Marlborough Township. Total library revenue of \$23.2K included \$18K revenue from the very successful home and garden tour. A final report of revenue & expenses for the event will be forthcoming shortly.

YTD May 2018		Combined library + ALP			
Revenue	Actual	Budget	% Chg	2017	% Chg
Governmental revenue	\$393,033	\$241,904	62.5%	\$258,700	51.9%
Library revenue	\$13,410	\$16,237	-17.4%	\$8,830	51.9%
Donations/Grants/Misc	\$114,090	\$102,377	11.4%	\$100,924	13.0%
<b>Total</b>	<b>\$520,533</b>	<b>\$360,517</b>	<b>44.4%</b>	<b>\$368,454</b>	<b>41.3%</b>

On a year-to-date basis, total library revenue is 44% ahead of budget and 41% ahead of 2017 due to significant increases in governmental and donations/event revenues. This is producing a significant surplus of cash at this point – I'm not complaining!

The only revenue recorded for ALP in May was \$323 from the sale of books. As such, ALP's YTD revenue of \$20 K is behind budget and last year, but the program just received a \$9000 grant from Dollar General on May 10 (will be booked in June). June will also show the final UWSCC grant payment for the 2017/18 program here of \$10,800 which will help the cash situation as well. We have just transferred \$15,000 from the library account to ALP to fortify their cash position.

### Expenses

May expenses were \$75.5 K resulting in a positive net of \$50.7 K for the month.

On a YTD basis, **Personnel Services** expenses, representing 68% of library expenses, are 6% greater than budget and 19% greater than 2017 (a result of increasing hours for the ALP staff to full-time, the 3% overall cost-of-living adjustment effective January 1, and a significant bump in benefit costs for 2018).

**Library Materials**, 11% of expenses so far this year, are 8% below budget but 36% greater than 2017 (where material purchases got off to a slow start).

**Programming** costs, 3% of overall expenses, have managed to catch up to budget in May and now are equal to budget and 25% greater than 2017.

**Facilities** expenses, 7% of expenses, are 3% below budget and 15% below 2017. But the good news ends there. The "ejector" sanitary pump has failed, and repair will be \$10,500 with work commencing toward the end of June. In the **All Other** expenses category, fundraising expenses account for 65% which includes the annual appeal and 2018 H&G expenses. So far in 2018 we have spent \$24.5 K on fundraising but look at what this has produced in terms of donations and event revenue.

ALP expenses during May were \$10.2 which were all related to personnel services. Year to date, ALP expenses are \$56.4K, which are 1.5% below budget and 21.5% above 2017.

### Net

May "Net" (excess of revenue over expenses) for the library & ALP was \$50.7K. Year to date, Net is \$119.6K, much higher than budget and 2017, due to the great start with municipal donations and revenue from the annual appeal, grants, donations and the spring H&G tour.

### Cash Management

Refer to the table on the right, which shows the cash balances of the major library funds at the end of May. Cash is currently negative in capital reserve and ALP.

We are transferring \$15,000 from the library account to ALP and \$50,000 from the investment portfolio to the capital reserve account to cover June anticipated expenses. However, the cash currently in the library account will certainly hold the library for the next 3 months or so. It may be in time to consider another donation of surplus cash to the investment portfolio but that decision will wait until at least mid July.

YTD May 2018		Combined library + ALP			
Expense	Actual	Budget	% Chg	LY	% Chg
Personnel	\$271,852	\$257,357	5.6%	\$228,127	19.2%
Materials	43,848	47,455	-7.6%	\$32,181	36.3%
Facilities	26,526	27,432	-3.3%	\$31,284	-15.2%
Programming	12,467	12,517	-0.4%	\$8,405	48.3%
Supplies	7,573	6,550	15.6%	\$7,582	-0.1%
All other	37,640	33,388	12.7%	\$28,489	32.1%
<b>Total</b>	<b>\$ 399,905</b>	<b>\$ 384,698</b>	<b>4.0%</b>	<b>\$ 336,068</b>	<b>19.0%</b>
Capital expenditures	1,011	2,125	-52.4%	9,342	-89.2%
<b>Expenses incl. capital Ex.</b>	<b>\$ 400,916</b>	<b>\$ 386,823</b>	<b>3.6%</b>	<b>\$ 345,410</b>	<b>16.1%</b>
<b>Net</b>	<b>\$119,616</b>	<b>(\$26,306)</b>	<b>NM</b>	<b>\$23,044</b>	<b>419.1%</b>

May 2018				
Fund Balances	Library (020)	CapRes (021)	ALP (023)	Total
<b>Beg of Year Fund Balance</b>	\$ 98,840	\$ 8,522	\$ 33,795	\$ 141,156
Chg in Cash	\$ 126,114	\$ (36,123)	\$ (36,505)	\$ 53,486
<b>May 2018 Cash Balance</b>	<b>\$ 224,953</b>	<b>\$ (27,601)</b>	<b>\$ (2,710)</b>	<b>\$ 194,642</b>
<b>Beg of Year Investment Balance</b>		<b>\$ 2,870,272</b>		\$2,870,272
Vanguard ST Investment (McMullan)		270,546		
Vanguard Federal Money Mkt. Fund		1,569,285		
Vanguard Brokerage - Settlement		36,906		
Vanguard Mutual Funds		49,895		
Vanguard ETF Funds		1,791,234		
<b>Current Investment Balance</b>	<b>\$ -</b>	<b>\$ 3,717,866</b>	<b>\$ -</b>	<b>\$3,717,866</b>
Chg in Investment Balance YTD	\$ -	\$ 847,594	\$ -	\$ 847,594
<b>Total Fund Balance</b>	<b>\$224,953</b>	<b>\$3,690,265</b>	<b>(\$2,710)</b>	<b>\$3,912,508</b>
<i>Last Month</i>	<i>\$164,389</i>	<i>\$3,676,556</i>	<i>\$7,154</i>	<i>\$3,848,099</i>
<i>Change from last month</i>	<i>\$60,564</i>	<i>\$13,709</i>	<i>(\$9,864)</i>	<i>\$64,409</i>

### Library Investment Portfolio

The portfolio at the end of May was \$3.17 million, up \$45K from April due to the transfer of \$30K from library cash to the portfolio and somewhat better fund pricing resulting in a positive \$10K. There were no portfolio additions or transfers out during the month.

William C McLachlan, Treasurer

# Library Finance Summary

# May 2018

## 2018 Kennett Library Summary Totals

As of May 2017		Year-to-Date Revenue and expenses					
Funds 020 (Library) & 023 (ALP)		5					
	Cur. Mo.	YTD	%	YTD Bud.	% Chg	LYTD	% Chg
<b>Revenue</b>							
<b>Governmental Donations</b>							
State	\$ -	\$ 99,265	25%	\$ 99,265	0%	\$ 102,440	-3%
County	-	39,014	10%	\$ 39,014	0%	\$ 40,131	-3%
Pocopson	-	-	0%	-	NM	-	NM
East Marlborough	103,189	105,493	27%	-	NM	\$ 21,304	395%
Kennett	-	75,000	19%	\$ 50,000	50%	\$ 50,000	50%
Kennett Square	-	14,250	4%	\$ 14,250	0%	\$ 9,550	49%
New Garden	-	40,135	10%	\$ 20,125	99%	\$ 15,900	152%
Newlin	-	11,000	3%	\$ 10,500	5%	\$ 10,500	5%
Pennsbury	-	8,875	2%	\$ 8,750	1%	\$ 8,875	0%
West Marlborough	-	-	0%	-	NM	-	NM
<b>Total Governmental</b>	<b>\$ 103,189</b>	<b>\$ 393,033</b>	<b>76%</b>	<b>\$ 241,904</b>	<b>62%</b>	<b>\$ 258,700</b>	<b>52%</b>
<b>Library Revenue</b>							
Charges, Fines, Interest, Misc	\$ 2,179	\$ 13,410	11%	\$ 16,237	-17%	\$ 8,614	56%
Donations, annual Giving	\$ 2,665	67,510	53%	\$ 60,793	11%	\$ 43,177	56%
Grants	-	6,428	5%	\$ 12,083	-47%	-	NM
Events	\$ 18,206	40,152	31%	\$ 29,500	36%	\$ 34,010	18%
<b>Library</b>	<b>\$ 23,050</b>	<b>\$ 127,500</b>	<b>24%</b>	<b>\$ 118,614</b>	<b>7%</b>	<b>\$ 85,802</b>	<b>49%</b>
<b>Total Revenue</b>	<b>\$ 126,239</b>	<b>\$ 520,533</b>	<b>100%</b>	<b>\$ 360,517</b>	<b>44%</b>	<b>\$ 344,502</b>	<b>51%</b>
<b>Expense</b>							
Personnel services	\$ 44,231	\$ 271,852	68%	\$ 257,357	6%	\$ 228,127	19%
Library Materials	\$ 11,159	43,848	11%	47,455	-8%	32,181	36%
<i>Library Materials as % of Expenses</i>	15.8%	20.5%		94.4%		33.0%	
Professional fees	1,229	5,963	1%	8,000	-25%	2,610	128%
T&E and Employee Related	110	2,423	1%	1,650	47%	4,981	-51%
Marketing & PR	460	3,386	1%	4,217	-20%	6,134	-45%
Programming	5,157	12,467	3%	12,517	0%	9,955	25%
Facilities & maintenance	6,195	26,526	7%	27,432	-3%	31,284	-15%
Fundraising	5,602	24,463	6%	17,500	40%	12,347	98%
<i>Fundraising exp as % of all donations, events, grants</i>	26.8%	21.4%		17.1%		16.0%	
Supplies	936	7,573	2%	6,550	16%	7,582	0%
Miscellaneous	452	1,405	0%	2,021	-30%	3,722	-62%
Capital outlay	-	1,011	0%	2,125	-52%	9,342	-89%
<b>Total Expenses</b>	<b>\$ 75,530</b>	<b>\$ 400,916</b>	<b>100.0%</b>	<b>\$ 386,823</b>	<b>4%</b>	<b>\$ 348,265</b>	<b>15%</b>
<b>Net</b>	<b>\$ 50,708</b>	<b>\$ 119,616</b>	<b>30%</b>	<b>\$ (26,306)</b>	<b>NM</b>	<b>\$ (3,764)</b>	<b>NM</b>
		<i>Expenses as a percent of revenue</i>					
		60%	77%	107%	101%		
		Current Cash Availability <b>\$ 222,243</b>					

Note: The above chart contains combined revenue and expenses of the library and ALP Funds.

As of May 2017		Revenue and expenses for Fund 021						
Capital Reserve Fund-021								
(For new library)		Cur. Mo.	YTD	%	YTD Bud.	% Chg	LYTD	% Chg
<b>Revenue</b>								
Donations-capital campaign	\$ 1,000	\$ 1,000	98%	-	NM	-	NM	
Miscellaneous revenue	-	16	2%	-	NM	1	1286%	
<b>Total Revenue</b>	<b>\$ 1,000</b>	<b>\$ 1,016</b>	<b>100%</b>	<b>\$ -</b>	<b>NM</b>	<b>\$ 1</b>	<b>89005%</b>	
<b>Expense</b>								
Feasibility/Capital Campaign Consultant	\$ 27,516	\$ 37,153	20%	-	NM	\$ 12,500	197%	
OR/CMAR	-	-	0%	-	NM	-	NM	
Communications Consultant	-	-	0%	-	NM	-	NM	
Architectural fees	725	133,722	73%	-	NM	5,000	2574%	
Legal fees	360	12,438	7%	-	NM	5,598	122%	
Maintenance-building & grounds	-	-	0%	-	NM	225	-100%	
Miscellaneous	-	-	0%	-	NM	5,032	-100%	
<b>Total Expenses</b>	<b>\$ 28,601</b>	<b>\$ 183,313</b>	<b>100%</b>	<b>\$ -</b>	<b>NM</b>	<b>\$ 28,355</b>	<b>547%</b>	
		Current cash availability <b>\$ (27,601)</b>						

Note: The above chart shows the current Capital Reserve fund.