

Library Finance Summary

July 2018

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

Revenue

July revenue totaled \$49.8K, down from June's revenue of \$129.4K. Municipal donations were \$33.8 K with donations from the County and Kennett Square. Library revenue consisting of donations, grants, events and charges/fines was \$16.1 K, down from last month at \$35.2 K. Donations, annual giving and grants totaled slightly more than \$13.5K

YTD July 2018 Combined library + ALP					
Revenue	Actual	Budget	% Chg	2017	% Chg
Governmental revenue	\$521,013	\$535,762	-2.8%	\$501,337	3.9%
Library revenue	19,666	20,684	-4.9%	13,961	40.9%
Donations/Grants/Misc	159,096	132,453	20.1%	138,227	15.1%
Total	\$699,776	\$688,899	1.6%	\$653,524	7.1%

As the table to the left shows, YTD revenue was slightly better than budget and a strong 7% above 2017 due to donations and grants.

July ALP revenue was \$10K down from June's total of \$25.1 K.

Part of this month's revenue was \$5250 transferred from the library account to ALP as the ALP share of the June H&G event. YTD revenue of \$55K is 8% behind budget but 18% greater than 2017. The Adult Literacy Program Committee is doing a fine job of exploring new revenue sources for ALP.

One last note concerning revenue is that the library is now in receipt of a **check cashing device**, courtesy of Bryn Mawr Trust. This should be extremely useful and time-saving for Milly and Megan during the three major events of the year – spring/fall fundraising and annual giving – when literally many hundreds of checks need to be deposited

Expenses

June expenses were \$81.8 K, up from June's \$67.7 K. Refer to the chart on the right for year-to-date comparisons:

Personnel Services expenses, representing 68% of library expenses, were slightly greater than budget and 20% 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, 12% of expenses so far this year, were 6% below budget but 29% greater than 2017 where material purchases got off to a slow start.

Facilities & maintenance expenses, 7% of expenses, were surprisingly 8% below budget and 16% below 2017 but this will not last long. In late July, the ejector pump was replaced and because of a slight "flood", there will be significant cleanup expenses forthcoming. Compounding this issue is that the 56-year-old air conditioning system is acting up again where some of the parts are not available anymore, so we will see additional expenses for that as well. Some of these forthcoming expenses will be posted to capital outlay instead of operating expenses. Who said we needed a new library?

Fundraising expenses, 6% of total expenses, are 73% greater than budget and 74% greater than 2017. But no one is complaining as this investment has created much higher donations as explained earlier. **Programming** costs, 3% of overall expenses, are slightly above budget and now 27% greater than last year due to all the marvelous programs that the library staff is creating.

All Other expenses continue under budget by 27% due to lower professional fees, marketing & public relations, and miscellaneous expenses offset slightly by travel & entertainment/employee related costs.

ALP expenses during July were \$8.0 K versus \$10.8K for June. So far this year, personnel services represents 97% of total expenses. YTD expenses of \$75.2K are 4% below budget but 35% greater than 2017.

YTD Net of \$150.7K is 1% greater than budget and 15% greater than 2017 primarily due to the healthy 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: there is \$239.6K of cash in the 3 library accounts. Capital reserve is still showing a negative balance after a \$50,000 cash transfer in June from the restricted portfolio. This will be sufficient to cover library cash needs for the next 3 months.

Library Investment Portfolio

The portfolio at the end of June was \$3.68 million, up \$25.4K from June due to strong pricing and dividends. The "Restricted" portfolio has \$1.5 million and it is this Fund that is financing the new building project expenses. So far, the library has expended \$376K on professional fees and other related expenses.

William C McLachlan, Treasurer

YTD July 2018 Combined library + ALP					
Expense	Actual	Budget	% Chg	LY	% Chg
Personnel	\$373,008	\$359,126	3.9%	\$310,396	20.2%
Materials	63,536	67,300	-5.6%	\$49,300	28.9%
Facilities	36,045	39,021	-7.6%	\$42,949	-16.1%
Fundraising	30,306	17,500	73.2%	\$17,388	74.3%
Programming	17,680	17,483	1.1%	\$13,896	27.2%
Supplies	12,578	10,191	23.4%	\$10,110	24.4%
All other	14,918	20,433	-27.0%	\$22,565	-33.9%
Total	\$ 548,071	\$ 531,054	3.2%	\$ 466,604	17.5%
Capital expenditures	1,039	8,250	-87.4%	9,342	-88.9%
Expenses incl. capital Ex.	\$ 549,110	\$ 539,304	1.8%	\$ 475,946	15.4%
Net	\$150,666	\$149,595	0.7%	\$177,578	-15.2%

July 2018				
Fund Balances	Library (020)	CapRes (021)	ALP (023)	Total
Beg of Year Fund Balance	\$ 98,840	\$ 8,522	\$ 33,795	\$ 141,156
Chg in Cash	\$ 140,832	\$ (22,234)	\$ (20,174)	\$ 98,425
July 2018 Cash Balance	\$ 239,672	\$ (13,712)	\$ 13,622	\$ 239,581
Beg of Year Investment Balance		\$ 3,838,245		\$ 3,838,245
Vanguard ST Investment (McMullan)		271,023		
Vanguard Federal Money Mkt. Fund		1,523,962		
Vanguard Brokerage - Settlement		37,018		
Vanguard Mutual Funds		50,007		
Vanguard ETF Funds		1,812,261		
Current Investment Balance	\$ -	\$ 3,694,270	\$ -	\$ 3,694,270
Chg in Investment Balance YTD	\$ -	\$ (143,976)	\$ -	\$ (143,976)
Total Fund Balance	\$239,672	\$3,680,558	\$13,622	\$3,933,851
Last Month	\$322,524	\$3,634,643	\$11,667	\$3,968,833
Change from last month	(\$82,852)	\$45,915	\$1,955	(\$34,982)

Library Finance Summary

July 2018

2018 Kennett Library Summary Totals

As of July 2017	7 Year-to-Date Revenue and expenses						
Funds 020 (Library) & 023 (ALP)	Cur. Mo.	YTD	%	YTD Bud.	% Chg	LYTD	% Chg
Revenue							
Governmental Donations							
State	\$ -	\$ 99,265	19%	\$ 99,265	0%	\$ 102,440	-3%
County	19,507	58,521	11%	\$ 58,520	0%	\$ 60,196	-3%
Pocopson	-	-	0%	\$ 9,000	-100%	\$ 9,000	-100%
East Marlborough	-	117,842	23%	\$ 117,842	0%	\$ 116,151	1%
Kennett	-	148,000	28%	\$ 154,500	-4%	\$ 150,300	-2%
Kennett Square	14,250	28,500	5%	\$ 28,500	0%	\$ 19,100	49%
New Garden	-	40,135	8%	\$ 40,135	0%	\$ 15,900	152%
Newlin	-	11,000	2%	\$ 10,500	5%	\$ 10,500	5%
Pennsbury	-	17,750	3%	\$ 17,500	1%	\$ 17,750	0%
West Marlborough	-	-	0%	\$ -	-	\$ -	NM
Total Governmental	\$ 33,757	\$ 521,013	74%	\$ 535,762	-3%	\$ 501,337	4%
Library Revenue							
Charges, Fines, Interest, Misc	\$ 2,767	\$ 19,666	11%	\$ 20,684	-5%	\$ 13,678	44%
Donations, annual Giving	\$ 7,274	87,688	49%	\$ 79,537	10%	\$ 45,326	93%
Grants	\$ 5,850	25,778	14%	\$ 12,917	100%	\$ 4,500	473%
Events	\$ 200	45,631	26%	\$ 40,000	14%	\$ 42,215	8%
Library	\$ 16,091	\$ 178,763	26%	\$ 153,137	17%	\$ 105,718	69%
Total Revenue	\$ 49,848	\$ 699,776	100%	\$ 688,899	2%	\$ 607,055	15%
Expense							
Personnel services	\$ 49,818	\$ 373,008	68%	\$ 359,126	4%	\$ 310,396	20%
Library Materials	\$ 10,579	63,536	12%	67,300	-6%	49,300	29%
<i>Library Materials as % of Expenses</i>	<i>-41.0%</i>	<i>11.6%</i>		<i>13.2%</i>		<i>20.3%</i>	
Professional fees	602	6,584	1%	9,950	-34%	4,850	36%
T&E and Employee Related	153	2,576	0%	1,600	61%	5,670	-55%
Marketing & PR	249	3,759	1%	5,903	-36%	8,064	-53%
Programming	3,965	17,680	3%	17,483	1%	13,896	27%
Facilities & maintenance	8,205	36,045	7%	39,021	-8%	42,949	-16%
Fundraising	4,949	30,306	6%	17,500	73%	17,388	74%
<i>Fundraising exp as % of all donations, events, grants</i>	<i>37.1%</i>	<i>19.0%</i>		<i>13.2%</i>		<i>18.9%</i>	
Supplies	2,971	12,578	2%	10,191	23%	10,110	24%
Miscellaneous	240	1,999	0%	2,979	-33%	3,981	-50%
Capital outlay	28	1,039	0%	8,250	-87%	9,342	-89%
Total Expenses	\$ 81,760	\$ 549,110	100.0%	\$ 539,304	2%	\$ 475,946	15%
Net	\$ (31,912)	\$ 150,666	27%	\$ 149,595	1%	\$ 131,109	15%
<i>Expenses as a percent of revenue</i>	<i>164%</i>	<i>78%</i>		<i>78%</i>		<i>78%</i>	
Current Cash Availability	\$ 253,293						

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

As of July 2017	Revenue and expenses for Fund 021						
Capital Reserve Fund-021 (For new library)	Cur. Mo.	YTD	%	YTD Bud.	% Chg	LYTD	% Chg
Revenue							
Donations-capital campaign	\$ -	\$ 1,000	98%	\$ -	NM	\$ -	NM
Miscellaneous revenue	-	16	2%	-	NM	1	1286%
Total Revenue	\$ -	\$ 1,016	100%	\$ -	NM	\$ 1	89005%
Expense							
Feasibility/Capital Campaign Consultant	\$ 12,074	\$ 57,977	28%	\$ -	NM	\$ 21,250	173%
OR/CMAR	-	-	0%	-	NM	-	NM
Communications Consultant	-	-	0%	-	NM	-	NM
Architectural fees	-	133,722	65%	-	NM	5,000	2574%
Legal fees	-	14,158	7%	-	NM	9,303	52%
Maintenance-building & grounds	-	-	0%	-	NM	675	-100%
Miscellaneous	-	-	0%	-	NM	5,032	-100%
Total Expenses	\$ 12,074	\$ 205,857	100%	\$ -	NM	\$ 41,260	399%
Current cash availability	\$ (13,712)						

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

End of Report