

# Library Finance Summary

## January 2019

*Note: the discussion below refers to both the library (021) and ALP (023) Funds unless otherwise stated. CCLS has advised that December statements will be interim until their auditors have a chance to review.*

### Revenue

January is always a healthy revenue month with the annual state and quarterly county contributions. Municipal donations totaled \$131K with a small donation from East Marlborough Township and Newlin Township's annual Fair Share value. Along with a nice amount of annual appeal donations and the start of revenue for the H&G tour, revenue ended strong at \$153.4K.

### Expenses

Total *January* library expenses including capital outlay were \$67.9K compared to \$70.1K in December. Specific January expense category commentary follows:

**Personnel Services** expenses, 68% of total expenses at \$46.4K, are 17% lower than budget and 19% lower than 2018. This is not a fair comparison as some invoices due in January were delayed.

**Library Materials**, 9% of expenses, at \$6K in January is 5% below budget and 17% below last year.

**Facilities & maintenance** expenses, 6% of expenses at \$6K, is 5% below budget and 17% below January 2018. The good news is that there were not any major infrastructure outages during the month.

**Fundraising expenses** during January was a minor \$25.

**Programming** costs, 3% of total expenses at \$2.2K in January are 3% below budget. In January 2018, only \$427 was expensed for programming.

**All Other** expenses consisting of Professional fees, TE & Employee related, Marketing & PR, and Miscellaneous was slightly under budget and 12% greater than January 2018. The total of these categories was 3% of total expenses in January.

**Net** - due to the annual State and quarterly County funding, January was \$87.9K significantly better than 2018 at \$57.2K and 3% greater than budget.

| January 2019 Assets                     |                    |                     |                  |                    |                     |
|---|--------------------|---------------------|------------------|--------------------|---------------------|
| Fund Balances                           | Library (020)      | CapRes (021)        | ALP (023)        | Site(236)          | Total               |
| Beg of Year Fund Balance                | \$ 177,925         | \$ (79,956)         | \$ 53,381        | \$ (16,996)        | \$ 134,354          |
| Chg in Cash                             | \$ 93,812          | \$ (18,012)         | \$ (5,917)       | \$ (584)           | \$ 69,884           |
| <b>January 2019 Assets Cash Balance</b> | <b>\$ 271,737</b>  | <b>\$ (97,968)</b>  | <b>\$ 47,464</b> | <b>\$ (17,580)</b> | <b>\$ 203,654</b>   |
| Beg of Year Investment Balance          |                    | \$ 3,197,010        |                  |                    | \$ 3,197,010        |
| Vanguard ST Investment (McMullan)       |                    | 276,373             |                  |                    |                     |
| Vanguard Federal Money Mkt. Fund        |                    | 1,097,788           |                  |                    |                     |
| Vanguard Brokerage - Settlement         |                    | 37,413              |                  |                    |                     |
| Vanguard Mutual Funds                   |                    | 51,532              |                  |                    |                     |
| Vanguard ETF Funds                      |                    | 1,805,376           |                  |                    |                     |
| <b>Current Investment Balance</b>       | <b>\$ -</b>        | <b>\$ 3,268,482</b> | <b>\$ -</b>      | <b>\$ -</b>        | <b>\$ 3,268,482</b> |
| Chg in Investment Balance YTD           | \$ -               | \$ 71,472           | \$ -             | \$ -               | \$ 71,472           |
| <b>Total Fund Balance</b>               | <b>\$271,737</b>   | <b>\$3,170,514</b>  | <b>\$47,464</b>  | <b>(\$17,580)</b>  | <b>\$3,472,135</b>  |
| Property Assets                         | \$850,000          |                     |                  | \$350,000          | \$1,200,000         |
| <b>Total Asset Value</b>                | <b>\$1,121,737</b> | <b>\$3,170,514</b>  | <b>\$47,464</b>  | <b>\$332,420</b>   | <b>\$ 4,672,135</b> |

### Cash Management

The library has a comfortable cash position of \$203.7K as of January. There is still an issue with the individual fund cash balances that needs to be resolved with the help of Exton but I do believe that the overall cash balance is correct.

### Library Investment Portfolio

The vibrant stock market has produced very positive pricing gains in January such that the portfolio now is valued at \$3.3 million.

Detail revenue and expenses charts follow.

# Library Finance Summary

## January 2019

| Funds 020 (Library) & 023 (ALP)                              | 2019<br>Budget    | Year-to-Date Revenue and expenses |                   |               |                   |             |                   |             |
|--|-------------------|-----------------------------------|-------------------|---------------|-------------------|-------------|-------------------|-------------|
|  |                   | 1<br>Cur. Mo.                     | YTD               | %             | YTD Bud.          | % Chg       | LYTD              | % Chg       |
| <b>Revenue</b>   |                   |                                   |                   |               |                   |             |                   |             |
| <b>Governmental Donations</b>                                |                   |                                   |                   |               |                   |             |                   |             |
| State  | \$ 98,763         | \$ 98,763                         | \$ 98,763         | 75%           | \$ 98,763         | 0%          | \$ 99,265         | -1%         |
| County   | 76,454            | 19,289                            | 19,289            | 15%           | 19,114            | 1%          | 19,507            | -1%         |
| Pocopson   | 10,800            | -                                 | -                 | 0%            | -                 | NM          | -                 | NM          |
| East Marlborough   | 124,000           | 1,912                             | 1,912             | 1%            | -                 | NM          | 989               | 93%         |
| Kennett  | 159,000           | -                                 | -                 | 0%            | -                 | NM          | -                 | NM          |
| Kennett Square   | 58,820            | -                                 | -                 | 0%            | -                 | NM          | -                 | NM          |
| New Garden   | 80,500            | -                                 | -                 | 0%            | -                 | NM          | -                 | NM          |
| Newlin   | 11,000            | 11,000                            | 11,000            | 8%            | -                 | NM          | -                 | NM          |
| Pennsbury  | 35,000            | -                                 | -                 | 0%            | -                 | NM          | -                 | NM          |
| West Marlborough   | 2,000             | -                                 | -                 | 0%            | -                 | NM          | -                 | NM          |
| <b>Total Governmental</b>                                    | <b>\$656,337</b>  | <b>\$ 130,965</b>                 | <b>\$ 130,965</b> | <b>84%</b>    | <b>\$ 117,877</b> | <b>11%</b>  | <b>\$ 119,761</b> | <b>9%</b>   |
| <b>Library Revenue</b>                                       |                   |                                   |                   |               |                   |             |                   |             |
| Charges, Fines, Interest, Misc                               | 35,070            | \$ 2,445                          | \$ 2,445          | 10%           | \$ 2,925          | -16%        | \$ 2,385          | 2%          |
| Donations, annual Giving                                     | 123,400           | 18,339                            | 18,339            | 74%           | 39,866            | -54%        | 10,839            | 69%         |
| Grants   | 76,000            | 1,500                             | 1,500             | 6%            | 5,000             | -70%        | -                 | NM          |
| Events   | 85,000            | 2,500                             | 2,500             | 10%           | 0                 | 4999900%    | 4,000             | -38%        |
| <b>Library</b>   | <b>\$319,470</b>  | <b>\$ 24,784</b>                  | <b>\$ 24,784</b>  | <b>16%</b>    | <b>\$ 47,792</b>  | <b>-48%</b> | <b>\$ 17,225</b>  | <b>44%</b>  |
| <b>Total Revenue</b>   | <b>\$975,807</b>  | <b>\$ 155,748</b>                 | <b>\$ 155,748</b> | <b>100%</b>   | <b>\$ 165,668</b> | <b>-6%</b>  | <b>\$ 136,986</b> | <b>14%</b>  |
| <b>Expense</b>   |                   |                                   |                   |               |                   |             |                   |             |
| Personnel services   | \$ 669,231        | \$ 46,379                         | \$ 46,379         | 68%           | \$ 55,769         | -17%        | \$ 51,873         | -11%        |
| Library Materials  | \$ 114,867        | \$ 9,104                          | \$ 9,104          | 13%           | 9,533             | -5%         | \$8,811           | 3%          |
| <i>Library Materials as % of Expenses</i>                    |                   | 13.5%                             | 13.5%             |               | 12.0%             |             | 0.0%              |             |
| Professional fees  | \$ 12,100         | 21                                | 21                | 0%            | 1,008             | -98%        | \$54              | -62%        |
| T&E and Employee Related                                     | \$ 5,050          | 1,533                             | 1,533             | 2%            | 408               | 275%        | \$625             | 145%        |
| Marketing & PR   | \$ 6,120          | 136                               | 136               | 0%            | 510               | -73%        | \$925             | -85%        |
| Programming  | \$ 28,900         | 2,157                             | 2,157             | 3%            | 2,217             | -3%         | \$427             | 405%        |
| Facilities & maintenance                                     | \$ 57,410         | 5,978                             | 6,116             | 9%            | 6,427             | -5%         | \$7,398           | -17%        |
| Fundraising  | \$ 43,000         | 25                                | 25                | 0%            | 1,500             | -98%        | \$7,285           | -100%       |
| <i>Fundraising exp as % of all donations, events, grants</i> |                   | 0.1%                              | 0.1%              |               | 3.3%              |             | 49.1%             |             |
| Supplies   | \$ 18,270         | 1,854                             | 1,854             | 3%            | 1,523             | 22%         | \$2,134           | -13%        |
| Miscellaneous  | \$ 2,932          | 391                               | 391               | 1%            | 236               | 66%         | \$254             | 54%         |
| Capital outlay   | \$ 3,500          | 280                               | 280               | 0%            | 1,750             | -84%        | \$0               | NM          |
| <b>Total Expenses</b>  | <b>\$ 961,380</b> | <b>\$ 67,858</b>                  | <b>\$ 67,996</b>  | <b>100.0%</b> | <b>\$ 80,881</b>  | <b>-16%</b> | <b>\$ 79,786</b>  | <b>-15%</b> |
| <b>Net</b>   | <b>\$ 14,427</b>  | <b>\$ 87,890</b>                  | <b>\$ 87,753</b>  | <b>129%</b>   | <b>\$ 84,787</b>  | <b>3%</b>   | <b>\$ 57,200</b>  | <b>53%</b>  |

Expenses as a percent of revenue

44%

44%

49%

58%

Current Cash Availability

\$ 319,201

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

| Capital Reserve Fund-021<br>(For new library) | Revenue and expenses for Fund 021 |                  |             |             |           |                 |               |
|---|-----------------------------------|------------------|-------------|-------------|-----------|-----------------|---------------|
|   | Cur. Mo.                          | YTD              | %           | YTD Bud.    | % Chg     | LYTD            | % Chg         |
| <b>Revenue</b>                                |                                   |                  |             |             |           |                 |               |
| Donations-capital campaign                    | \$ 600                            | \$ 600           | 100%        | \$ -        | NM        | \$ -            | NM            |
| Miscellaneous revenue                         | -                                 | -                | 0%          | -           | NM        | 2               | -100%         |
| <b>Total Revenue</b>                          | <b>\$ 600</b>                     | <b>\$ 600</b>    | <b>100%</b> | <b>\$ -</b> | <b>NM</b> | <b>\$ 2</b>     | <b>35403%</b> |
| <b>Expense</b>                                |                                   |                  |             |             |           |                 |               |
| Professional Services                         | \$ 10,500                         | \$ 10,500        | 62%         | \$ -        | NM        | \$ 5,872        | 79%           |
| Communications Consultant                     | -                                 | -                | 0%          | -           | NM        | -               | NM            |
| Architectural fees                            | 4,326                             | 4,326            | 26%         | -           | NM        | -               | NM            |
| Legal fees                                    | 2,130                             | 2,130            | 13%         | -           | NM        | 3,931           | -46%          |
| Maintenance-building & grounds                | -                                 | -                | 0%          | -           | NM        | -               | NM            |
| Miscellaneous                                 | -                                 | -                | 0%          | -           | NM        | -               | NM            |
| Miscellaneous taxes                           | -                                 | -                | 0%          | -           | NM        | -               | NM            |
| Capital outlay-CONSTRUCTION/IMPROVEMENT       | 10,000                            | 10,000           | 100%        | -           | NM        | -               | NM            |
| <b>Total Expenses</b>                         | <b>\$ 16,956</b>                  | <b>\$ 16,956</b> | <b>100%</b> | <b>\$ -</b> | <b>NM</b> | <b>\$ 9,802</b> | <b>73%</b>    |

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

End of Report

W.C. McLachlan  
Treasurer