**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – Approved Copy**

**February 16, 2022**

The Board met via Zoom. Attending: Doug Brindley, President; Joanne Reszka, Vice President; Liz Jordan, Secretary; John Schuster, Treasurer; Connie Hillman, Julia Klossner, Mike McKenna, Shereen White, Christopher Whitney. Also attending: Eric Jacobson, Patricia Lynch, Carol Spencer. Excused: Deirdre Alderfer

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:35 p.m. **MOTION** by Christopher to accept the minutes of the January 19, 2022, meeting. **SECONDED** by John. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster

**Operating Income Statement**

* Excluding investment activity, January revenues totaled $7,734, and include fund drive contributions of $5,773 (compared to a budget of $2,500). Total expenses for January were $23,001, for a deficit for the month of $15,267. The deficit is lower than the budgeted amount of $21,490.
* A municipal contribution of $10,000 from Solebury was received in January, and an approximately $564 contribution is expected from New Hope in February. Both contributions relate to fiscal 2021 and will be included in the 2021 financial statements as accounts receivable. Also, approximately $6,000 of expenses relating to library materials purchased from Baker & Taylor in 2021, but not delivered and invoiced until January primarily because of supply chain issues, are being recorded as accounts payable in the 2021 financial statements. The audit is continuing, and the 2021 financial statements are still preliminary.

**Balance sheet:** The current cash position of $181,566 provides expense coverage for approximately 8.3 months. Net worth was $2,504,683 as of January 31, 2022. The net worth calculation does include the value of the investment portfolio.

**Investments**

* The unrestricted endowment balance at the end of January was $1,347,130, reflecting a negative 4% return on investment for January 2022. The Library’s Vanguard portfolio of four stock and bond index funds is designed to produce solid returns over time, rather than react to short-term market movements.
* The restricted endowment balance was $135,923 at the end of January, having a similar decline as the endowment fund. The non-endowment general fund balance was $37,415 at the end of January 2022.

Doug requested approval of the Finance Report. **APPROVED** by all.

1. **DIRECTOR’S REPORT** – Connie Hillman

* Connie noted that there are no new updates to **Covid-19 policies** and that most Bucks County libraries are continuing to follow the county’s mandate of wearing masks indoors.
* **Migration to OCLC WISE** has been slow and is creating a backlog of work for the staff. Some basic functions and reports are still not possible, and there is no estimated timeframe when the staff will be able to work on the collection and item records. Libraries migrating to the system have requested a meeting with the implementation team, which is planned for February 24.
* **The Annual Report** is due to the district on March 18, 2022. Linda Landis has supplied Connie with preliminary financial information to help complete the form.
* Eric is beginning the process of migrating the library’s donor database from e-Tapestry to **Little Green Light**. Little Green Light costs $600 per year, so this will save the library approximately $2,500. The contract with e-Tapestry expires in May and requires a month’s notice. A trial period will start in March to give time to test the new database before switching. It should not impact the spring fund appeal.
* **The new bookshelves**, which create a more traditional library configuration, are getting many positive comments from patrons. Connie thanked the Friends of the Library for this gift.
* Eric and Connie shared duties in representing the library at New Hope-Solebury School District’s **career day** on February 10. The district seemed pleased with the turnout and hopes to make it an annual event.
* Connie was asked to be part of a **Book Reconsideration Committee** to review two books currently being challenged at the high school library.
* The Winter Reading Challenge concluded on January 31 with 22 participants of all ages.

1. **PROPERTY –** Mike McKenna

No report.

1. **DEVELOPMENT** – Julia Klossner

Julie updated the Board on the status of the strategic plan. She and Connie will meet soon to compile data and organize it into a format that can be presented as an overview to the public and as a more detailed report for the Board and the staff to operationalize.

Julia noted that it was time to plan a top donor event, a more casual, in-person event that focuses on recognition.

1. **SPELLING BEE** – Joanne Reszka & Christopher Whitney

Joanne and Christopher have updated new Board members about the event. Discussion followed about how to proceed with planning. Joanne asked Board members to email her in the next week with their available time and talents for organizing and hosting the Bee.

1. **MARKETING** – Liz Jordan

* The thank-you note/call campaign to our top 2021 donors and the new NOFA donors is complete. Thanks, everyone. Generic postcards have been sent to 10 donors who do not have library cards.
* With no discussion, Liz will update the Brand Guide to include the revised elevator speech.
* The SOFA (Spring Operating Fund Appeal) 2022 is almost ready to go to the graphic designer. It will drop in March for a delivery prior to National Library Week (April 3-9) and feature two upcoming programs: Media Literacy and The Human Library. The printer has advised that paper costs are up.
* Liz asked if the Board if anyone knew of a photographer who would be willing to donate time to update the library’s professional photo library.

1. **GOVERNANCE** – Christopher Whitney & Shereen White

Christopher and Shereen plan to meet to review the Bylaws before getting back to the Board.

1. **FRIENDS OF THE LIBRARY (FOL) REPORT –** Carol Spencer

Kris Reilly, FOL President, is currently working on the annual membership drive. The Friends may have a porch on North Main Street to hold a book sale in the warmer weather. A group from the FOL will be walking in the New Hope Celebrates Pride Parade on May 21.

1. **OTHER ITEMS** – Doug Brindley

Doug is engaged in follow-up discussion about the proposed services agreement with Solebury Township.

With the Board’s annual workshop cancelled due to Omicron, Doug is in the process of planning a series of extra Zoom meetings on specific Board topics.

Christopher made the motion to adjourn at 6:38 p.m. **APPROVED** by all.

Next meeting: March 16, 2022

Respectfully submitted,

Liz Jordan, Secretary

**ADDENDUM:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **December 2021 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2017** | 2184 | 929 | 44 | 778 | 648 | 4583 |  |
| **2018** | 1984 | 1238 | 54 | 687 | 889 | 4852 |  |
| **2019** | 1910 | 851 | 53 | 869 | 1600 | 5283 |  |
| **2020** | 1044 | 527 | 37 | 766 | 1331 | 3705 |  |
| **2021** | 1271 | 816 | 23 | 616 | 1333 | 4059 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 227 | 289 | -14 | -150 | 2 | 354 |  |
|  | 21.74% | 54.84% | -37.84% | -19.58% | 0.15% | 9.55% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2017** | 780 | 1647 | 98 | 861 | n/a | 15 |  |
| **2018** | 869 | 1783 | 97 | 1245 | n/a | 16 |  |
| **2019** | 858 | 1744 | 81 | 1093 | 496 | 20 |  |
| **2020** | 691 | 1263 | 34 | 607 | 289 | 3 |  |
| **2021** | 770 | 1384 | 58 | 634 | 3028 | 16 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 79 | 121 | 24 | 27 | 2739 | 13 |  |
|  | 11.43% | 9.58% | 70.59% | 4.45% | 947.75% | 433.33% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **2017** | 637 | 778 | 0.819 |  | 228 | 149 | 39.298 |
| **2018** | 656 | 893 | 0.735 |  | 259 | 141 | 32.764 |
| **2019** | 617 | 849 | 0.727 |  | 207 | 100 | 29.126 |
| **2020** | 707 | 836 | 0.846 |  | 0 | 0 | 0 |
| **2021** | 597 | 621 | 0.961 |  | 50 | 20 | 23.6 |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | -110 | -215 |  |  | 50 | 20 | 23.60 |
|  | -15.56% | -25.72% |  |  | #DIV/0! | #DIV/0! | #DIV/0! |
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| **December 2021 Prior Years Comparison** | | |  |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** | |
| **2017** | 4 | 39 |  | 1 | 1 | 1 |  |
| **2018** | 5 | 58 |  | 4 | 0 | 4 |  |
| **2019** | 8 | 82 |  | 4 | 0 | 4 |  |
| **2020** | 11 | 120 |  | 2 | 0 | 9 |  |
| **2021** | 9 | 55 |  | 1 | 0 | 2 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | -2 | -65 |  | -1 | 0 | -7 |  |
|  | -18.18% | -54.17% |  | -50.00% | #DIV/0! | -77.78% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2017** | 8 | 68 | 70 |  | 205 |  |  |
| **2018** | 10 | 72 | 70 |  | 184 |  |  |
| **2019** | 12 | 64 | 109 |  | 156 |  |  |
| **2020** | 17 | 158 | 292 |  | 27 |  |  |
| **2021** | 19 | 85 | 245 |  | 54 |  |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 2 | -73 | -47 |  | 27 |  |  |
|  | 11.76% | -46.20% | -16.10% |  | 100.00% |  |  |
|  |  |  |  |  |  |  |  |
|  | **Adult STEAM** |  |  | **Young Adult** |  |  |  |
|  | **Programs** | **Attendance** |  | **STEAM Programs** | **Adult Attend** | **Young Adult Attend** | |
| **2017** | n/a | n/a |  | n/a | n/a | n/a |  |
| **2018** | n/a | n/a |  | n/a | n/a | n/a |  |
| **2019** | 1 | 21 |  | 0 | 0 | 0 |  |
| **2020** | 3 | 70 |  | 2 | 0 | 9 |  |
| **2021** | 1 | 18 |  | 1 | 0 | 2 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | -2 | -52 |  | -1 | 0 | -7 |  |
|  | -66.67% | -74.29% |  | -50.00% | #DIV/0! | -77.78% |  |
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| **December 2021 Prior Years Comparison** | | |  |  |  |  |  |
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|  | **Child STEAM** |  |  |  |  |  |  |
|  | **Programs** | **Adult Attend** | **Child Attend** | **Young Adult Attend** |  |  |  |
| **2017** | n/a | n/a | n/a | n/a |  |  |  |
| **2018** | n/a | n/a | n/a | n/a |  |  |  |
| **2019** | 3 | 10 | 16 | 2 |  |  |  |
| **2020** | 2 | 24 | 60 | 0 |  |  |  |
| **2021** | 4 | 23 | 60 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 2 | -1 | 0 | 0 |  |  |  |
|  | 100.00% | -4.17% | 0.00% | #DIV/0! |  |  |  |
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| **\* E-Circulation: Prior to April 2019, this only accounted for Overdrive usage. From April 2019 to August 2020, e-circulation included** | | | | | | | |
| **Overdrive, Hoopla, Cloud Library, Zinio, and OneClickDigital. Beginning September 2020, Flipster is included while Overdrive, Zinio, and** | | | | | | | |
| **OneClickDigital are no longer in use.** | | |  |  |  |  |  |
| **\*\* E-Resources: Online reference including Ancestry.com, Heritage Quest, Morningstar, Brainfuse, Novelist, Novelist Select,** | | | | | | | |
| **LinkedIn Learning, Consumer Reports, Newsbank, JobNow, Niche Academy, The New York Times Online, and The Wall Street Journal.** | | | | | | | |
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| **December 2021 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
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|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2017** | 30214 | 18101 | 886 | 9033 | 8020 | 66254 |  |
| **2018** | 27457 | 17353 | 877 | 9068 | 10071 | 64826 |  |
| **2019** | 25735 | 17265 | 849 | 9167 | 16898 | 69914 |  |
| **2020** | 14661 | 9223 | 537 | 5948 | 21017 | 51386 |  |
| **2021** | 16784 | 12099 | 564 | 7916 | 17053 | 54416 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 2123 | 2876 | 27 | 1968 | -3964 | 3030 |  |
|  | 14.48% | 31.18% | 5.03% | 33.09% | -18.86% | 5.90% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2017** | 11888 | 25676 | 1415 | 13034 | n/a | 382 |  |
| **2018** | 10846 | 24564 | 1429 | 14329 | n/a | 367 |  |
| **2019** | 11335 | 24887 | 1382 | 14755 | 3984 | 368 |  |
| **2020** | 7296 | 14886 | 572 | 7952 | 9012 | 120 |  |
| **2021** | 9368 | 19803 | 622 | 9300 | 26712 | 256 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 2072 | 4917 | 50 | 1348 | 17700 | 136 |  |
|  | 28.40% | 33.03% | 8.74% | 16.95% | 196.40% | 113.33% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |
| **2017** | 9641 | 11461 | 0.841 |  | 3463 | 2163 |  |
| **2018** | 9796 | 11032 | 0.888 |  | 3037 | 1880 |  |
| **2019** | 10421 | 10931 | 0.953 |  | 3268 | 1822 |  |
| **2020** | 7610 | 8633 | 0.882 |  | 941 | 412 |  |
| **2021** | 8798 | 9170 | 0.959 |  | 697 | 320 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 1188 | 537 |  |  | -244 | -92 |  |
|  | 15.61% | 6.22% |  |  | -25.93% | -22.33% |  |
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| **December 2021 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** | |
| **2017** | 66 | 1091 |  | 55 | 119 | 240 |  |
| **2018** | 61 | 801 |  | 45 | 76 | 143 |  |
| **2019** | 73 | 949 |  | 71 | 171 | 248 |  |
| **2020** | 115 | 832 |  | 19 | 56 | 118 |  |
| **2021** | 121 | 1464 |  | 39 | 23 | 102 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 6 | 632 |  | 20 | -33 | -16 |  |
|  | 5.22% | 75.96% |  | 105.26% | -58.93% | -13.56% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2017** | 114 | 862 | 1774 |  | 3536 |  |  |
| **2018** | 144 | 1108 | 2166 |  | 2855 |  |  |
| **2019** | 186 | 1132 | 2311 |  | 2480 |  |  |
| **2020** | 174 | 2499 | 3930 |  | 757 |  |  |
| **2021** | 221 | 1726 | 3660 |  | 675 |  |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 47 | -773 | -270 |  | -82 |  |  |
|  | 27.01% | -30.93% | -6.87% |  | -10.83% |  |  |
|  |  |  |  |  |  |  |  |
|  | **Adult STEAM** |  |  | **Young Adult** |  |  |  |
|  | **Programs** | **Attendance** |  | **STEAM Programs** | **Adult Attend** | **Young Adult Attend** | |
| **2017** | n/a | n/a |  | n/a | n/a | n/a |  |
| **2018** | n/a | n/a |  | n/a | n/a | n/a |  |
| **2019** | 6 | 86 |  | 12 | 6 | 29 |  |
| **2020** | 4 | 83 |  | 5 | 20 | 68 |  |
| **2021** | 12 | 183 |  | 18 | 0 | 47 |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | 8 | 100 |  | 13 | -20 | -21 |  |
|  | 200.00% | 120.48% |  | 260.00% | -100.00% | -30.88% |  |
|  |  |  |  |  |  |  |  |
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| **December 2021 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
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|  | **Child STEAM** |  |  |  |  |  |  |
|  | **Programs** | **Adult Attend** | **Child Attend** | **Young Adult Attend** |  |  |  |
| **2017** | n/a | n/a | n/a | n/a |  |  |  |
| **2018** | n/a | n/a | n/a | n/a |  |  |  |
| **2019** | 55 | 280 | 468 | 44 |  |  |  |
| **2020** | 54 | 563 | 749 | 294 |  |  |  |
| **2021** | 17 | 207 | 518 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |
| **20/21 Change** | -37 | -356 | -231 | -294 |  |  |  |
|  | -68.52% | -63.23% | -30.84% | -100.00% |  |  |  |
|  |  |  |  |  |  |  |  |
| **\* E-Circulation: Prior to April 2019, this only accounted for Overdrive usage. From April 2019 to August 2020, e-circulation included** | | | | | | | |
| **Overdrive, Hoopla, Cloud Library, Zinio, and OneClickDigital. Beginning September 2020, Flipster is included while Overdrive, Zinio, and** | | | | | | | |
| **OneClickDigital are no longer in use.** | | |  |  |  |  |  |
| **\*\* E-Resources: Online reference including Ancestry.com, Heritage Quest, Morningstar, Learning Express (expired 2/21), Brainfuse,** | | | | | | | |
| **Novelist, Novelist Select, LinkedIn Learning, Consumer Reports, Newsbank, JobNow, Niche Academy, The New York Times Online, and** | | | | | | | |
| **The Wall Street Journal.** | |  |  |  |  |  |  |