**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

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

**May 18, 2022**

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

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:32 p.m. **MOTION** by Christopher to accept the minutes of the April 20, 2022, meeting. **SECONDED** by Joanne. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster

**Operating Income Statement**

Excluding investment activity, April revenues totaled $40,352, and revenues from January-April of 2022 were $90,075. The primary contributors to April revenues were the receipts of the first installment from Solebury ($14,000 of an expected total of $125,000) and New Hope (approximately $8,500 of an expected total of $34,000), individual contributions of approximately $11,000, and a $5,000 grant from the State. The State grant can be used for operations, including to salaries.

The Augenblick family has agreed to increase the annual draw on the restricted endowment fund to 6% (from 4%) and will permit the library to acquire streaming services, such as the Kanopy service described in Connie’s report. This could provide the library several thousand dollars of additional revenue annually, depending on the returns on the restricted endowment fund.

Total expenses for April were $23,839, and expenses through April were $101,320. April expenses included approximately $1,600 for the Fund drive (total of approximately $5,000 through April), and payments of accounting and legal invoices for services rendered. Operating expenses are slightly higher than last year, in part because the library has been open full time all year. Payroll is approximately $15,000 per month. Book purchases continue to be delayed because of supply chain issues, as well as the migration of the software system, which we understand is affecting all Bucks County libraries.

Because of timing differences, comparisons to budgeted amounts are not meaningful.

**Balance sheet:** Cash on hand of $187,657 at the end of April increased approximately $16,500 from the previous month and provides expense coverage for approximately 8.1 months. Net worth was $2,381,738 as of April 30, 2022. The net worth calculation does include the value of the investment portfolio.

**Audit:** The 2021 audit is complete. Form 990 (which tax-exempt organizations are required to file with the IRS) is being drafted. It includes a conflicts policy, which will need confirmation from Board Members. Each Board member has, or will shortly receive, a copy of the Form to review.

**Investments**

The unrestricted endowment balance at the end of April was $1,250,182. Stock and bond markets struggled again in April, and the endowment fund has a negative 11% return on investment since year end 2021. 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 $126,269 at the end of April, having a similar decline since year end 2021 as the unrestricted endowment fund. The non-endowment general fund balance was $35,942 at the end of April 2022.

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

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

* **Covid-19 update**. Covid cases are on the rise, but Bucks County’s community levels remain low according to the CDC. Masks at this point are still optional for patrons and staff. Programming is either in-person or online, as per the community’s preference. Children’s programs can be held outside in good weather.
* **Migration to OCLC Wise** continues to be problematic.Our statistics are unable to be calibrated due to missing information or the inability of the new system to provide us with the reports we need.
* **Migration to Little Green Light**. The data has been pulled and cleaned up. Eric and Connie met with the consultant, who reviewed the process thus far, and will have a training session soon. They have also attended online presentations. Before the final update on May 28, Eric and Connie will establish donation forms, acknowledgement emails and migrate recurring donations to the new donor management system. Little Green Light has been responsive to questions and concerns.
* **Kanopy** is a new streaming service that will be added to the library’s digital library starting in June. Kanopy is an on-demand streaming video platform for public libraries and universities that offers films, documentaries, and children’s programming. It will be purchased independently and will only be accessible to our cardholders, not county wide. It is a pay per view service, meaning the library will only be charged for movies that are downloaded. Each cardholder can stream up to 10 movies a month. The approximate cost will be about $1,600/year for a library our size. The contract is month to month, so it can be cancelled at any time. Other libraries (Northampton and Warminster) have Kanopy subscriptions and have noted that it is popular.
* **E-rate.** Connie is continuing to work on getting a discount on the library’s internet connectivity bill. She is completing the required forms from both the state and Verizon as their filing window opens. Connie also contacted State Representative Wendi Thomas’s office to see she can shepherd a request for a non-profit discount since Verizon customer service representatives were unable to help.
* **Summer Programming.** Connie met with Upper and Lower Elementary schools about partnering for the Summer Reading Challenge. Some of the district’s VIPs (Dr. Lentz, Jesse Brosious, Jennifer Bloom, and others) will be visit the library as guest readers. The summer programming schedule is now up on the website. The Summer Reading Challenge is open to everyone, so all are encouraged to participate. Connie and Patricia will be presenting the program to the LES and UES on June 6.

1. **PROPERTY –** Mike McKenna (report by Connie)

The landscaper has regraded the back of the building to help with water seepage, but now there is flooding by the front door. The landscaper will check the gutters, as well as consider the installation of some flashing.

1. **DEVELOPMENT** – Julia Klossner

A thank-you event/open house for top donors is scheduled on Thursday, June 30, 2022, from 6–8 p.m. at the library. It will feature light refreshments, entertainment from Music Mountain cast members, brief remarks from Doug and a chance for donors to meet members of the Board and Staff. An invitation will be sent four weeks in advance.

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

Joanne and Christopher offered the Board a modified program for the Spelling Bee, based on the 2020 Buzzathon theme. Instead of a one-night event, the Buzzathon will offer programming and fundraising opportunities throughout the week of September 30-October 7, culminating in a simplified team spelling bee competition on Friday, October 7 at the high school. In addition to programming relating to vocabulary/literacy/bees, the Buzzathon will feature an online 50/50, two raffle baskets displayed at the library, and opportunities for the community to sponsor spelling teams and receive free admission to the bee and more. A Banagrams playoff is also being considered.

1. **MARKETING** – Liz Jordan

* SOFA (Spring Operating Fund Appeal) is almost ready to wrap up with 104 donors and $13,445 raised at last count. The last SOFA reminder went out May 18th.
* On April 28, the Development and Marketing Committees had a joint meeting, discussing social media and the thank-you event for top donors.

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

Shereen and Christopher have met about the gift policy and agree the language is sufficient. Christopher also alerted the Board that Mike’s term ends in December, and a new Solebury representative will need to be named. Shereen added that drafts of the conflict of interest and whistleblower’s policies are ready for review.

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

The FOL Book Sale, held at 36 N. Main Street, launched May 13, and raised $868 in the first weekend. Carol requested donations of costume jewelry, which is also being sold alongside the books.

1. **OTHER ITEMS** – Doug Brindley

There were no additional items on the agenda.

**MOTION** by Christopher to adjourn the meeting at 6:44 p.m. **SECONDED** by John. **APPROVED** by ALL.

Next meeting: June 15, 2022

Respectfully submitted,

Liz Jordan, Secretary

**ADDENDUM:**

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| **April 2022 Prior Years Comparison** | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |
| **2018** | 2188 | 1222 | 69 | 687 | 788 | 4954 |
| **2019** | 2170 | 1360 | 34 | 733 | 1445 | 5742 |
| **2020** | 1 | 0 | 0 | 0 | 2206 | 2207 |
| **2021** | 1343 | 923 | 48 | 703 | 1429 | 4446 |
| **2022** | 652 | 1475 | 17 | 829 |  | 2973 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -691 | 552 | -31 | 126 | -1429 | -1473 |
|  | -51.45% | 59.80% | -64.58% | 17.92% | -100.00% | -33.13% |
|  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |
| **2018** | 903 | 1859 | 96 | 936 | n/a | 56 |
| **2019** | 884 | 2060 | 109 | 1231 | 385 | 26 |
| **2020** | 0 | 1 | 0 | 0 | 1205 | 0 |
| **2021** | 891 | 1557 | 53 | 618 | 2486 | 19 |
| **2022** |  |  |  |  |  | 18 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -891 | -1557 | -53 | -618 | -2486 | -1 |
|  | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -5.26% |
|  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |
| **2018** | 730 | 867 | 0.842 |  | 244 | 142 |
| **2019** | 852 | 914 | 0.932 |  | 261 | 166 |
| **2020** | 0 | 6 | 0.000 |  | 0 | 0 |
| **2021** | 719 | 724 | 0.993 |  | 55 | 22 |
| **2022** | 398 | 461 | 0.863 |  | 85 | 52 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -321 | -263 |  |  | 30 | 30 |
|  | -44.65% | -36.33% |  |  | 54.55% | 136.36% |
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| **April 2022 Prior Years Comparison** | | |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |
| **2018** | 7 | 74 |  | 0 | 0 | 0 |
| **2019** | 6 | 121 |  | 4 | 0 | 8 |
| **2020** | 7 | 43 |  | 1 | 0 | 4 |
| **2021** | 15 | 467 |  | 6 | 0 | 36 |
| **2022** | 12 | 82 |  | 1 | 0 | 3 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -3 | -385 |  | -5 | 0 | -33 |
|  | -20.00% | -82.44% |  | -83.33% | #DIV/0! | -91.67% |
|  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |
| **2018** | 10 | 52 | 138 |  | 268 |  |
| **2019** | 19 | 127 | 190 |  | 224 |  |
| **2020** | 9 | 118 | 293 |  | 8 |  |
| **2021** | 15 | 124 | 221 |  | 33 |  |
| **2022** | 12 | 50 | 147 |  | 89 |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | -3 | -74 | -74 |  | 56 |  |
|  | -20.00% | -59.68% | -33.48% |  | 169.70% |  |
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|  | **Adult STEAM** |  |  | **Young Adult** |  |  |
|  | **Programs** | **Attendance** |  | **STEAM Programs** | **Adult Attend** | **Young Adult Attend** |
| **2018** | n/a | n/a |  | n/a | n/a | n/a |
| **2019** | 0 | 0 |  | 0 | 0 | 0 |
| **2020** | 0 | 0 |  | 0 | 0 | 0 |
| **2021** | 1 | 17 |  | 1 | 0 | 3 |
| **2022** | 1 | 14 |  | 1 | 0 | 3 |
|  |  |  |  |  |  |  |
| **21/22 Change** | 0 | -3 |  | 0 | 0 | 0 |
|  | 0.00% | -17.65% |  | 0.00% | #DIV/0! | 0.00% |
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| **April 2022 Prior Years Comparison** | | |  |  |  |  |
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|  | **Child STEAM** |  |  |  |  |  |
|  | **Programs** | **Adult Attend** | **Child Attend** | **Young Adult Attend** |  |  |
| **2018** | n/a | n/a | n/a | n/a |  |  |
| **2019** | 4 | 24 | 36 | 0 |  |  |
| **2020** | 3 | 16 | 17 | 0 |  |  |
| **2021** | 2 | 28 | 60 | 0 |  |  |
| **2022** | 2 | 8 | 16 | 0 |  |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | 0 | -20 | -44 | 0 |  |  |
|  | 0.00% | -71.43% | -73.33% | #DIV/0! |  |  |
|  |  |  |  |  |  |  |
| **\* 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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| **April 2022 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |
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|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |
| **2018** | 9143 | 5246 | 240 | 2865 | 3086 | 20580 |
| **2019** | 8410 | 5639 | 179 | 3038 | 4070 | 21336 |
| **2020** | 5679 | 3000 | 154 | 1417 | 7441 | 17691 |
| **2021** | 4969 | 3145 | 171 | 2168 | 5929 | 16382 |
| **2022** | 4638 | 4755 | 64 | 3055 |  | 12512 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -331 | 1610 | -107 | 887 | -5929 | -3870 |
|  | -6.66% | 51.19% | -62.57% | 40.91% | -100.00% | -23.62% |
|  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |
| **2018** | 3552 | 7805 | 491 | 4159 | n/a | 125 |
| **2019** | 3878 | 7681 | 532 | 4941 | 385 | 106 |
| **2020** | 2269 | 5262 | 235 | 2707 | 2720 | 46 |
| **2021** | 2797 | 5775 | 171 | 2691 | 5415 | 45 |
| **2022** |  |  |  |  |  | 80 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -2797 | -5775 | -171 | -2691 | -5415 | 35 |
|  | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | 77.78% |
|  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |
| **2018** | 3145 | 3471 | 0.906 |  | 897 | 567 |
| **2019** | 3394 | 3678 | 0.923 |  | 1076 | 661 |
| **2020** | 2091 | 2332 | 0.897 |  | 496 | 240 |
| **2021** | 3145 | 3333 | 0.944 |  | 114 | 45 |
| **2022** | 2006 | 2122 | 0.945 |  |  |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | -1139 | -1211 |  |  | -114 | -45 |
|  | -36.22% | -36.33% |  |  | -100.00% | -100.00% |
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| **April 2022 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |
| **2018** | 18 | 192 |  | 7 | 12 | 9 |
| **2019** | 19 | 352 |  | 17 | 0 | 23 |
| **2020** | 25 | 215 |  | 9 | 0 | 9 |
| **2021** | 42 | 875 |  | 13 | 9 | 51 |
| **2022** | 49 | 406 |  | 5 | 0 | 18 |
|  |  |  |  |  |  |  |
| **21/22 Change** | 17 | 660 |  | 4 | 9 | 42 |
|  | 68.00% | 306.98% |  | 44.44% | #DIV/0! | 466.67% |
|  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |
| **2018** | 41 | 296 | 429 |  | 972 |  |
| **2019** | 67 | 371 | 554 |  | 926 |  |
| **2020** | 45 | 318 | 708 |  | 551 |  |
| **2021** | 74 | 978 | 1941 |  | 93 |  |
| **2022** | 51 | 311 | 569 |  | 268 |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | -23 | -667 | -1372 |  | 175 |  |
|  | -31.08% | -68.20% | -70.69% |  | 188.17% |  |
|  |  |  |  |  |  |  |
|  | **Adult STEAM** |  |  | **Young Adult** |  |  |
|  | **Programs** | **Attendance** |  | **STEAM Programs** | **Adult Attend** | **Young Adult Attend** |
| **2018** | n/a | n/a |  | n/a | n/a | n/a |
| **2019** | 0 | 0 |  | 0 | 0 | 0 |
| **2020** | 0 | 0 |  | 0 | 0 | 0 |
| **2021** | 3 | 53 |  | 3 | 0 | 11 |
| **2022** | 4 | 61 |  | 4 | 0 | 15 |
|  |  |  |  |  |  |  |
| **21/22 Change** | 1 | 8 |  | 1 | 0 | 4 |
|  | 33.33% | 15.09% |  | 33.33% | #DIV/0! | 36.36% |
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| **April 2022 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |
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|  | **Child STEAM** |  |  |  |  |  |
|  | **Programs** | **Adult Attend** | **Child Attend** | **Young Adult Attend** |  |  |
| **2018** | n/a | n/a | n/a | n/a |  |  |
| **2019** | 18 | 72 | 100 | 2 |  |  |
| **2020** | 10 | 43 | 53 | 1 |  |  |
| **2021** | 6 | 83 | 211 | 0 |  |  |
| **2022** | 9 | 48 | 109 | 0 |  |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | 3 | -35 | -102 | 0 |  |  |
|  | 50.00% | -42.17% | -48.34% | #DIV/0! |  |  |
|  |  |  |  |  |  |  |
| **\* 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.** | |  |  |  |  |  |
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