**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – Approved**

**June 15, 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. Excused: Mike McKenna

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:19 p.m. **MOTION** by Deirdre to accept the minutes of the May 18, 2022, meeting. **SECONDED** by John. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster

**Operating Income Statement**

Excluding investment activity, May revenues totaled $3,676, and revenues from January-May of 2022 were $93,752. May revenues consisted primarily of contributions of approximately $2,500.

Total expenses for May were $26,176, and expenses through May were $127,496. Unbudgeted May expenses included approximately $1,900 to the consultant assisting the library with the migration to Little Green Light, and approximately $625 to Little Green Light for an annual subscription. In addition, there were book purchases of approximately $1,100 in May, though the amount spent on books in 2022 is less than half the budgeted amount due to delays previously discussed.

Comparisons to the budget are not meaningful because of the number of timing differences. Operating expenses are a bit higher than expected, though the library appears to be generally on budget through May.

**Balance sheet:** Cash on hand of $165,157 at the end of May decreased approximately $22,000 from the previous month and provides expense coverage for approximately 6.6 months. Net worth was $2,362,102 as of May 31, 2022. The net worth calculation does include the value of the investment portfolio.

**Audit:** Comments on the Form 990 have been forwarded to our auditors, who are finalizing the draft. Thanks to everyone for their comments.

**Investments**

The unrestricted endowment balance at the end of May was $1,251,900. The Library’s Vanguard stock and bond funds were flat in May, and the endowment fund still 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 $126,509 at the end of May, having a similar decline since year end 2021 as the unrestricted endowment fund.

The non-endowment general fund balance was $36,237 at the end of May 2022.

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

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

* **Migration to OCLC Wise.** After several months of not being able to take online credit card payments, there is positive news. Initial testing between Wise and Envisionware (the county’s payment system) is promising, and it appears online fine payments should be accepted soon.
* **Migration to Little Green Light** is complete and seems to be working well. Eric is contacting recurring donors to update their account so that their donations can be accepted through Stripe, the new payment system. Invitations to the donor event were successfully sent.
* **Kanopy**. Patrons will be able to access Kanopy video streaming service beginning June 15. The staff has tested the link, and patrons are already asking questions about the new service. Thanks to the Friends of the Library for covering the subscription costs.
* **Donation.** The board recently approved the donation of an unframed stained-glass window original to the building. The donor, Ken Bryant, kindly delivered the window, which was created in the 1950s and hung in the church’s chancel, in June. It depicts Jesus’s baptism. Thanks to Eric and Kris Reilly for carrying the delicate window to a secure spot in the library for storage while Connie researches costs of mounting the window for display.
* **E-rate.** State Representative Wendi Thomas was instrumental in helping Connie cut through red tape to connect with Verizon representative Michele Hyser regarding the library’s e-rate discount. While Ms. Hyser could not assist with the discount the library should have received in 2020, she will approve a credit of about $600 for 2021.
* **Summer Programming.** The library is partnering with the school district on the summer reading program. On June 6, Patricia visited the Lower Elementary School on June 6 to promote the program along with the school librarians and teachers. We are partnering with them. Programming information has gone out through the school list serve, email blasts, the library’s website, and fliers in the library. Everyone is welcome to take part.
* **The Friends of the Library**. In addition to donating $1,500 toward the Kanopy subscription, the FOL has given us an additional $2,500 toward adult programming.

1. **PROPERTY – No report**
2. **DEVELOPMENT** – Julia Klossner

Julia provided the final update on the RSVPs and format for the donor recognition night on June 30. She outlined the logistics for the evening, as well as the various roles that Trustees and staff members will have.

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

* The focus in June is recruiting teams for the Bee. Thus far, nine teams have provided verbal confirmation.
* Board members should have their donation to the raffle baskets by the end of August.
* There will be complementary programming during Buzzathon Week (October 1-7).
* A family Bananagrams night will be held as an additional small fundraiser.

1. **MARKETING** – Liz Jordan

No report this month.

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

Christopher reminded the Board that Mike’s term ends in December, and a new Solebury representative will need to be named.

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

The FOL Book Sale has garnered $2,100 thus far. Carol requested donations of costume jewelry, which is also being sold alongside the books.

1. **OTHER ITEMS** – Doug Brindley

Doug and Deirdre had their quarterly meeting with Tina Rettig from New Hope Borough Council.

**MOTION** by Christopher to adjourn the meeting at 6:15 p.m. **SECONDED** by Joanne. **APPROVED** by ALL.

Next meeting: July 20, 2022

Respectfully submitted,

Liz Jordan, Secretary

**Addendum**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| May 2022 Prior Years Comparison | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Circulation | Circulation | Circulation |  |  | Total |  |
|  | Adult | Child | Young Adult | Online Renewals | E-Circulation\* | Circulation |  |
| 2018 | 2316 | 1150 | 62 | 680 | 762 | 4970 |  |
| 2019 | 2086 | 1231 | 41 | 692 | 1548 | 5598 |  |
| 2020 | 1 | 6 | 0 | 6 | 2575 | 2588 |  |
| 2021 | 1335 | 876 | 48 | 797 | 1533 | 4589 |  |
| 2022 | 1144 | 881 | 23 | 812 |  | 2860 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -191 | 5 | -25 | 15 | -1533 | -1729 |  |
|  | -14.31% | 0.57% | -52.08% | 1.88% | -100.00% | -37.68% |  |
|  |  |  |  |  |  |  |  |
|  | Circulation | Circulation | Circulation | Circulation |  |  |  |
|  | to New Hope | to Solebury | Out of State | Other | E-Resources\*\* | New Users |  |
| 2018 | 862 | 1916 | 108 | 979 | n/a | 26 |  |
| 2019 | 807 | 1980 | 117 | 1112 | 531 | 27 |  |
| 2020 | 0 | 7 | 0 | 0 | 1485 | 0 |  |
| 2021 | 721 | 1526 | 63 | 833 | 2181 | 28 |  |
| 2022 |  |  |  |  |  | 29 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -721 | -1526 | -63 | -833 | -2181 | 1 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | 3.57% |  |
|  |  |  |  |  |  |  |  |
|  | Holds | Holds | Ratio |  | Computer | Computer | Computer |
|  | Outgoing | Incoming | Holds Out/In |  | Uses | Time | Avg Time |
| 2018 | 818 | 937 | 0.873 |  | 254 | 135 | 31.996 |
| 2019 | 790 | 888 | 0.890 |  | 260 | 138 | 31.762 |
| 2020 | 0 | 3 | 0.000 |  | 0 | 0 | 0 |
| 2021 | 659 | 631 | 1.044 |  | 72 | 25 | 20.931 |
| 2022 | 355 | 485 | 0.732 |  | 66 | 34 | 30.576 |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -304 | -146 |  |  | -6 | 9 | 9.65 |
|  | -46.13% | -23.14% |  |  | -8.33% | 36.00% | 46.08% |
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| May 2022 Prior Years Comparison | | |  |  |  |  |  |
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|  | Programs |  |  | Programs |  |  |  |
|  | for Adults | Attendance |  | for Young Adults | Adult Attend | Young Adult Attend | |
| 2018 | 5 | 53 |  | 1 | 1 | 1 |  |
| 2019 | 4 | 46 |  | 4 | 0 | 8 |  |
| 2020 | 11 | 67 |  | 0 | 0 | 0 |  |
| 2021 | 10 | 73 |  | 4 | 0 | 22 |  |
| 2022 | 7 | 52 |  | 1 | 0 | 3 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -3 | -21 |  | -3 | 0 | -19 |  |
|  | -30.00% | -28.77% |  | -75.00% | #DIV/0! | -86.36% |  |
|  |  |  |  |  |  |  |  |
|  | Programs |  |  |  | Wireless |  |  |
|  | for Children | Adult Attend | Child Attend |  | Sessions |  |  |
| 2018 | 12 | 78 | 101 |  | 252 |  |  |
| 2019 | 17 | 79 | 152 |  | 237 |  |  |
| 2020 | 8 | 125 | 333 |  | 11 |  |  |
| 2021 | 16 | 77 | 235 |  | 72 |  |  |
| 2022 | 12 | 68 | 146 |  | 104 |  |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -4 | -9 | -89 |  | 32 |  |  |
|  | -25.00% | -11.69% | -37.87% |  | 44.44% |  |  |
|  |  |  |  |  |  |  |  |
|  | 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 | 18 |  | 3 | 0 | 13 |  |
| 2022 | 1 | 17 |  | 1 | 0 | 3 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | 0 | -1 |  | -2 | 0 | -10 |  |
|  | 0.00% | -5.56% |  | -66.67% | #DIV/0! | -76.92% |  |
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| May 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 | 5 | 13 | 32 | 2 |  |  |  |
| 2020 | 4 | 21 | 20 | 0 |  |  |  |
| 2021 | 2 | 0 | 60 | 0 |  |  |  |
| 2022 | 1 | 5 | 11 | 0 |  |  |  |
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| 21/22 Change | -1 | 5 | -49 | 0 |  |  |  |
|  | -50.00% | #DIV/0! | -81.67% | #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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| May 2022 Prior Years Comparison | | |  | YEAR TO DATE |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Circulation | Circulation | Circulation |  |  | Total |  |
|  | Adult | Child | Young Adult | Online Renewals | E-Circulation\* | Circulation |  |
| 2018 | 11459 | 6396 | 302 | 3545 | 3848 | 25550 |  |
| 2019 | 10496 | 6870 | 220 | 3730 | 5618 | 26934 |  |
| 2020 | 5680 | 3006 | 154 | 1423 | 10016 | 20279 |  |
| 2021 | 6304 | 4021 | 219 | 2965 | 7462 | 20971 |  |
| 2022 | 5782 | 5636 | 87 | 3867 |  | 15372 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -522 | 1615 | -132 | 902 | -7462 | -5599 |  |
|  | -8.28% | 40.16% | -60.27% | 30.42% | -100.00% | -26.70% |  |
|  |  |  |  |  |  |  |  |
|  | Circulation | Circulation | Circulation | Circulation |  |  |  |
|  | to New Hope | to Solebury | Out of State | Other | E-Resources\*\* | New Users |  |
| 2018 | 4414 | 9721 | 599 | 5138 | n/a | 151 |  |
| 2019 | 4685 | 9961 | 649 | 6053 | 916 | 133 |  |
| 2020 | 2269 | 5269 | 235 | 2707 | 5044 | 46 |  |
| 2021 | 3518 | 7301 | 234 | 3524 | 7596 | 73 |  |
| 2022 |  |  |  |  |  | 109 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -3518 | -7301 | -234 | -3524 | -7596 | 36 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | 49.32% |  |
|  |  |  |  |  |  |  |  |
|  | Holds | Holds | Ratio |  | Computer | Computer |  |
|  | Outgoing | Incoming | Holds Out/In |  | Uses | Time |  |
| 2018 | 3963 | 4408 | 0.899 |  | 1151 | 702 |  |
| 2019 | 4184 | 4566 | 0.916 |  | 1336 | 799 |  |
| 2020 | 2091 | 2341 | 0.893 |  | 496 | 240 |  |
| 2021 | 3804 | 3964 | 0.960 |  | 186 | 70 |  |
| 2022 | 2361 | 2607 | 0.906 |  | 366 | 191 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -1443 | -1357 |  |  | 180 | 121 |  |
|  | -37.93% | -34.23% |  |  | 96.77% | 172.86% |  |
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| May 2022 Prior Years Comparison | | |  | YEAR TO DATE |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Programs |  |  | Programs |  |  |  |
|  | for Adults | Attendance |  | for Young Adults | Adult Attend | Young Adult Attend | |
| 2018 | 23 | 245 |  | 8 | 14 | 10 |  |
| 2019 | 23 | 398 |  | 21 | 0 | 31 |  |
| 2020 | 43 | 325 |  | 10 | 0 | 13 |  |
| 2021 | 52 | 948 |  | 17 | 9 | 73 |  |
| 2022 | 56 | 458 |  | 6 | 0 | 21 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | 9 | 623 |  | 7 | 9 | 60 |  |
|  | 20.93% | 191.69% |  | 70.00% | #DIV/0! | 461.54% |  |
|  |  |  |  |  |  |  |  |
|  | Programs |  |  |  | Wireless |  |  |
|  | for Children | Adult Attend | Child Attend |  | Sessions |  |  |
| 2018 | 53 | 374 | 530 |  | 1224 |  |  |
| 2019 | 84 | 450 | 706 |  | 1163 |  |  |
| 2020 | 53 | 443 | 1041 |  | 562 |  |  |
| 2021 | 90 | 1055 | 2176 |  | 165 |  |  |
| 2022 | 63 | 379 | 715 |  | 372 |  |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | -27 | -676 | -1461 |  | 207 |  |  |
|  | -30.00% | -64.08% | -67.14% |  | 125.45% |  |  |
|  |  |  |  |  |  |  |  |
|  | 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 | 4 | 71 |  | 6 | 0 | 24 |  |
| 2022 | 5 | 78 |  | 5 | 0 | 18 |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | 1 | 7 |  | -1 | 0 | -6 |  |
|  | 25.00% | 9.86% |  | -16.67% | #DIV/0! | -25.00% |  |
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| May 2022 Prior Years Comparison | | |  | YEAR TO DATE |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Child STEAM |  |  |  |  |  |  |
|  | Programs | Adult Attend | Child Attend | Young Adult Attend |  |  |  |
| 2018 | n/a | n/a | n/a | n/a |  |  |  |
| 2019 | 23 | 85 | 132 | 4 |  |  |  |
| 2020 | 15 | 64 | 73 | 1 |  |  |  |
| 2021 | 8 | 83 | 271 | 0 |  |  |  |
| 2022 | 10 | 53 | 120 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |
| 21/22 Change | 2 | -30 | -151 | 0 |  |  |  |
|  | 25.00% | -36.14% | -55.72% | #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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