**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – ApprovedCopy**

**July 20, 2022**

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

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:31 p.m. **MOTION** by John to accept the minutes of the June 15, 2022, meeting. **SECONDED** by Shereen. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster

**Operating Income Statement**

**Income Statement:** Excluding investment activity, June revenues totaled $30,025, and revenues for the period January-June of 2022 were $123,776. June revenues consisted primarily of contributions from New Hope of approximately $23,500, from the Friends of $4,100 ($1,600 towards Kanopy and $2,500 for Adult Programs), and from individuals of approximately $1,500.

The library has received all its expected contribution from the State of Pennsylvania and from New Hope Borough. Approximately $111,000 (of a total of $125,000) is expected from Solebury Township. Individual contributions have been approximately $27,000 in the first half of 2022. During the second half of the year, the library will need to raise approximately $35,000 from non-governmental sources to meet budgeted revenue of approximately $270,000.

Total expenses for June were $19,549, and expenses for the period January-June of 2022 were $147,046. There were no significant unbudgeted expenses in June. The library received a $360 credit from E-rate thanks to Connie’s persistence. Book purchases so far this year are approximately $14,000 under budget due to delays previously discussed. Other than the delayed book purchases and other delayed expenses (i.e., the bookshelf contribution was received in 2021, but paid in 2022), expenses are generally in line with budgeted expenses for the year of approximately $300,000.

**Balance sheet:** Cash on hand of $175,143 at the end of June increased approximately $10,000 from the previous month and provides expense coverage for approximately 7 months. Net worth was $2,291,291 as of June 30, 2022. The net worth calculation does include the value of the investment portfolio.

**Investments**

The Library’s The unrestricted endowment balance at the end of June was $1,179,395. The Library’s Vanguard stock and bond funds declined in June, and the endowment fund has a negative 16% 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 $119,327 at the end of June. The restricted endowment fund is invested in the same Vanguard stock and bond funds as the unrestricted endowment fund, so it is having a similar decline since year end 2021 as the unrestricted endowment fund.

The non-endowment general fund balance was $35,740 at the end of June 2022.

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

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

* The State of Pennsylvania has passed its budget, which includes an $11 million increase for public libraries. Connie anticipates that next year’s contribution from the State will be more in line with what the library received in 2007 before budget cuts.
* **Summer Reading Program** began in mid-June. This has dominated the staff’s time over the past month. Turnout for programs is good thus far, and the celebrity readers from the NHSD have been a hit. This is having a positive impact on circulation.
* **Circulation numbers** have improved. E-circ is not available; however, the physical circulation seems to be on par with 2021. Children’s circ usually does well during the summer, and this year is no exception.
* **Building issues**:
  + Connie contacted Holicong Locksmith and Central Security about adding security to the fire system on June 27. She is waiting for the quote.
  + Thanks go to volunteer Paul Spencer for fixing the light above the stage in the children’s room affordably.
  + Paul Spencer has also repaired a rotting wood table in the backyard. This is a temporary fix, but The Friends of the Library have offered to cover the cost of a new, weatherproof table.
  + Connie expressed concern that there may be squirrels in building’s roof.
* **Keystone Grants**, which match funding for capital projects up to $750,000, are now open. Grants applications are due on October 14, 2022, for projects that will be completed April 1, 2023, through September 30, 2024. The library received one in 2015 for its renovation and is eligible to apply again.
* The County Board of Elections has requested renewing its contract to host a ballot drop box at the library. The Board agreed to renewing the contract.

1. **PROPERTY** – Mike McKenna

See Director’s report for building issues.

1. **DEVELOPMENT** – Julia Klossner

In a brief recap of the donor recognition night on June 30, Julia suggested that this event could be held annually and potentially introduce an ask. She also recommended that the Board add a handwritten note on the end-of-year appeal to those who attended. Doug commented that he thought the event exceeded expectations and was the ideal venue to have good conversations with top donors.

1. **BUZZATHON/SPELLING BEE** – Report submitted in advance

* Report from committee meeting on July 12, 2022: The event is progressing nicely. Connie has scheduled complementary programs. Bee team recruitment is going well and is entering the confirmation and registration phase. All other details are in the works.
* Joanne and Christopher thanked patron Kara Gasiorowski for volunteering to be on the committee. Her energy and enthusiasm are much appreciated.
* Next meeting is Thursday, August 11th at 10:30 a.m. at the library.

1. **MARKETING** – Liz Jordan

Connie presented library “swag” featuring a watercolor of the building that could be sold at the Bee and at the library. The Board agreed to a tryout.

1. **GOVERNANCE** – Shereen White

Shereen shared three priorities for the Governance Committee:

1. Recruit new board member who will also be the Solebury Township representative.
2. Make sure all Board letters of commitment are up to date.
3. Develop, if needed, a conflicts of interest policy, which would require an amendment to the bylaws.
4. **FRIENDS OF THE LIBRARY (FOL)** – Report submitted in advance

* The FOL Book Sale has raised over $4,500 thus far. Donations of children’s books and costume jewelry are needed.
* The FOL is pleased to have four new Board members.
* A plaque will be hung thanking the FOL for the donation of the bookshelves.

1. **OTHER ITEMS** – Doug Brindley

With no other items, Doug adjourned the meeting at 6:15 p.m. Next meeting: August 17, 2022

Respectfully submitted,

Liz Jordan, Secretary

**Addendum**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **June 2022 Prior Years Comparison** | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |
| **2018** | 2441 | 1611 | 137 | 696 | 836 | 5721 |
| **2019** | 2149 | 1726 | 118 | 612 | 1488 | 6093 |
| **2020** | 489 | 202 | 35 | 50 | 2177 | 2953 |
| **2021** | 1733 | 1339 | 67 | 709 | 1455 | 5303 |
| **2022** | 1291 | 1701 | 68 | 749 |  | 3809 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -442 | 362 | 1 | 40 | -1455 | -1494 |
|  | -25.50% | 27.04% | 1.49% | 5.64% | -100.00% | -28.17% |
|  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |
| **2018** | 861 | 2308 | 128 | 1183 | n/a | 38 |
| **2019** | 821 | 2122 | 96 | 1439 | 344 | 42 |
| **2020** | 201 | 360 | 13 | 221 | 839 | 6 |
| **2021** | 872 | 1890 | 41 | 992 | 2887 | 18 |
| **2022** |  |  |  |  |  | 43 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -872 | -1890 | -41 | -992 | -2887 | 25 |
|  | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | 138.89% |
|  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |
| **2018** | 880 | 986 | 0.892 |  | 271 | 155 |
| **2019** | 955 | 1004 | 0.951 |  | 323 | 187 |
| **2020** | 603 | 719 | 0.839 |  | 0 | 0 |
| **2021** | 824 | 917 | 0.899 |  | 68 | 28 |
| **2022** | 337 | 531 | 0.635 |  | 108 | 68 |
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| **21/22 Change** | -487 | -386 |  |  | 40 | 40 |
|  | -59.10% | -42.09% |  |  | 58.82% | 142.86% |
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| **June 2022 Prior Years Comparison** | | |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |
| **2018** | 6 | 48 |  | 4 | 4 | 10 |
| **2019** | 4 | 13 |  | 8 | 3 | 8 |
| **2020** | 7 | 41 |  | 1 | 10 | 53 |
| **2021** | 11 | 75 |  | 9 | 0 | 7 |
| **2022** | 7 | 43 |  | 1 | 0 | 3 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -4 | -32 |  | -8 | 0 | -4 |
|  | -36.36% | -42.67% |  | -88.89% | #DIV/0! | -57.14% |
|  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |
| **2018** | 17 | 57 | 753 |  | 244 |  |
| **2019** | 15 | 75 | 651 |  | 238 |  |
| **2020** | 11 | 395 | 503 |  | 15 |  |
| **2021** | 20 | 123 | 179 |  | 78 |  |
| **2022** | 17 | 117 | 409 |  | 75 |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | -3 | -6 | 230 |  | -3 |  |
|  | -15.00% | -4.88% | 128.49% |  | -3.85% |  |
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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 |  | 1 | 10 | 53 |
| **2021** | 1 | 17 |  | 5 | 0 | 7 |
| **2022** | 1 | 10 |  | 1 | 0 | 3 |
|  |  |  |  |  |  |  |
| **21/22 Change** | 0 | -7 |  | -4 | 0 | -4 |
|  | 0.00% | -41.18% |  | -80.00% | #DIV/0! | -57.14% |
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| **June 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 | 44 | 66 | 4 |  |  |
| **2020** | 2 | 11 | 11 | 0 |  |  |
| **2021** | 4 | 59 | 80 | 0 |  |  |
| **2022** | 3 | 14 | 39 | 1 |  |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | -1 | -45 | -41 | 1 |  |  |
|  | -25.00% | -76.27% | -51.25% | #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. Beginning June 2022, Kanopy is included.** | | | | |  |  |
| **\*\* 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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| **June 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** | 13900 | 8007 | 439 | 4241 | 4684 | 31271 |
| **2019** | 12645 | 8596 | 338 | 4342 | 7106 | 33027 |
| **2020** | 6169 | 3208 | 189 | 1473 | 12193 | 23232 |
| **2021** | 8037 | 5360 | 286 | 3674 | 8917 | 26274 |
| **2022** | 7073 | 7337 | 155 | 4616 |  | 19181 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -964 | 1977 | -131 | 942 | -8917 | -7093 |
|  | -11.99% | 36.88% | -45.80% | 25.64% | -100.00% | -27.00% |
|  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |
| **2018** | 5275 | 12029 | 727 | 6321 | n/a | 189 |
| **2019** | 5506 | 11783 | 745 | 7492 | 1260 | 175 |
| **2020** | 2470 | 5629 | 248 | 2928 | 5044 | 52 |
| **2021** | 4390 | 9191 | 275 | 4516 | 10483 | 91 |
| **2022** |  |  |  |  |  | 152 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -4390 | -9191 | -275 | -4516 | -10483 | 61 |
|  | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | 67.03% |
|  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |
| **2018** | 4843 | 5394 | 0.898 |  | 1422 | 857 |
| **2019** | 5139 | 5570 | 0.923 |  | 1659 | 986 |
| **2020** | 2694 | 3060 | 0.880 |  | 496 | 240 |
| **2021** | 4628 | 4881 | 0.948 |  | 254 | 98 |
| **2022** | 2698 | 3138 | 0.860 |  | 474 | 259 |
|  |  |  |  |  |  |  |
| **21/22 Change** | -1930 | -1743 |  |  | 220 | 161 |
|  | -41.70% | -35.71% |  |  | 86.61% | 164.29% |
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| **June 2022 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |
|  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |
| **2018** | 29 | 293 |  | 12 | 18 | 20 |
| **2019** | 27 | 411 |  | 29 | 3 | 39 |
| **2020** | 50 | 366 |  | 11 | 10 | 66 |
| **2021** | 63 | 1023 |  | 26 | 9 | 80 |
| **2022** | 63 | 501 |  | 7 | 0 | 24 |
|  |  |  |  |  |  |  |
| **21/22 Change** | 13 | 657 |  | 15 | -1 | 14 |
|  | 26.00% | 179.51% |  | 136.36% | -10.00% | 21.21% |
|  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |
| **2018** | 70 | 431 | 1283 |  | 1468 |  |
| **2019** | 99 | 525 | 1357 |  | 1401 |  |
| **2020** | 64 | 838 | 1544 |  | 577 |  |
| **2021** | 110 | 1178 | 2355 |  | 243 |  |
| **2022** | 80 | 496 | 1124 |  | 447 |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | -30 | -682 | -1231 |  | 204 |  |
|  | -27.27% | -57.89% | -52.27% |  | 83.95% |  |
|  |  |  |  |  |  |  |
|  | **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 |  | 1 | 10 | 53 |
| **2021** | 5 | 88 |  | 11 | 0 | 31 |
| **2022** | 6 | 88 |  | 6 | 0 | 21 |
|  |  |  |  |  |  |  |
| **21/22 Change** | 1 | 0 |  | -5 | 0 | -10 |
|  | 20.00% | 0.00% |  | -45.45% | #DIV/0! | -32.26% |
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| **June 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** | 28 | 129 | 198 | 8 |  |  |
| **2020** | 17 | 75 | 84 | 1 |  |  |
| **2021** | 12 | 142 | 351 | 0 |  |  |
| **2022** | 13 | 67 | 159 | 1 |  |  |
|  |  |  |  |  |  |  |
| **21/22 Change** | 1 | -75 | -192 | 1 |  |  |
|  | 8.33% | -52.82% | -54.70% | #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. Beginning June 2022, Kanopy is included.** | | | | |  |  |
| **\*\* 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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