**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – Approved**

**November 16, 2022**

The Board met in person at the library. Attending: Doug Brindley, President; John Schuster, Treasurer; Liz Jordan, Secretary; Deirdre Alderfer, Connie Hillman, Julia Klossner, Christopher Whitney. Attending via Zoom: Joanne Reszka, Vice President. Also attending: Pamm Kerr (representing the Friends of the Library). Excused: Mike McKenna, Shereen White

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug 5:32 p.m. **MOTION** by Christopher to accept the minutes of the October 19, 2022, meeting. **SECONDED** by John. **APPROVED** by all.

Doug introduced potential new Board member Stacy Smith, who then shared a little bit of her experience with the Board.

1. **FINANCE REPORT** – John Schuster

**Operating Income Statement**

**Income Statement:** Excluding investment activity, October revenues totaled approximately $16,400. October revenues consisted primarily of contributions from the Spelling Bee of approximately $8,400 (for total Spelling Bee revenues of approximately $18,000, including amounts recorded in 2022), from individuals of approximately $3,700, and from the Friends of the Library of $3,500 for the security system upgrade. Revenues for the period January-October of 2022 were approximately $252,000.

The library has received substantially all its expected 2022 contributions from Solebury Township, the State of Pennsylvania and New Hope Borough. Approximately $17,000 in additional governmental contributions are expected relating to 2022; these funds will likely arrive in 2023. In addition, revenues this year are expected from the fall fund drive, and our annual distribution from the restricted endowment fund. The library’s budgeted total revenue for the year is approximately $270,000.

Total expenses for October were approximately $30,100, and expenses for the period January-October of 2022 were approximately $252,000. There were no significant unbudgeted expenses in October, although the emergency roof repair ($7,800) and the security system upgrade ($3,500) will be recorded before the end of the year. In addition, book purchases so far this year are approximately $9,000 under budget due to delays previously discussed. Expenses are budgeted at approximately $300,000 for the year.

**Balance sheet:**Cash on hand of $199,232 at the end of October decreased approximately $13,600 from the previous month and provides expense coverage for approximately 8 months. Net worth was $2,310,865 as of October 30, 2022. The net worth calculation does include the value of the investment portfolio.

**Investments**

The unrestricted endowment balance at the end of October was $1,176,122. The library’s Vanguard stock and bond funds rose in October, 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 $118,904 at the end of October. 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 $35,942 at the end of October 2022.

Doug requested the Board accept the Finance Report. **ACCEPTED** by all.

**Other Items**

After discussion, the Board approved removing line items from the current assets part of the balance sheet that are not required to track funds restricted as to purpose. The Board approved changing the balance sheet line titled “Foundation Grant 4-Board Designation” to “Special Projects 4 Board Designation.”

The Board also discussed the 2023 budget, including slight changes in revenue and expenses.

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

* **Update on building issues:** 
  + Charlie Parsons repaired the slate shingles and rubber roof on November 3-4. He also gently stuffed up the hole the raccoon was using to access the library’s attic space, per the request of the animal control specialist. The following week, the raccoon was trapped and transported to greener pastures, and the hole was plugged up. So far, all is quiet.
  + Holicong Security came out on November 16 to install the new security system. Thanks again to the Friends of the Library for paying for this new system.
  + On of January 1, 2023, the library will begin a service agreement with Best Buddies Landscaping.
* **Gold star status:** Connie has taken the necessary actions to renew the library’s Gold Star library status, which is part of the Pennsylvania Library Association’s PA Forward initiative. The Gold Star indicates our library’s excellence in providing materials and programming that meet civic, social, financial, information and basic literacies. The renewal is good through December 2023.
* **Volunteer students**: Students from the high school’s BRIDGE program will start helping on Wednesday mornings beginning in November. They will be tasked with shelving and cleaning the audiobook and DVD collection.
* The **Ballot Box** was again very much appreciated by members of the community.
* **State Aid**: After submitting the mandatory Plans for Use of State Aid form, Connie received notice that the amount expected from the State of PA was incorrect. It will be $37,415. She will only need to make a minor adjustment to accommodate the extra $74. The funds will be used for the library’s collection budget.
* **Collection maintenance:** Thanks to the additional shelving from the Friends of the Library, the library can prolong the collection’s shelf life and reduce the schedule of weeding out books. Currently, the audiobook, DVD and young adult sections have been edited, and more of the collection will occur over the next two months.

1. **PROPERTY** – See Director’s Report
2. **DEVELOPMENT** – Julia Klossner

No report.

1. **MARKETING** – Liz Jordan

The November Operating Fund Appeal (NOFA) is currently in the mail. Follow-up communications will begin the week of Thanksgiving.

Liz requested a co-chair for the Marketing Committee.

1. **GOVERNANCE** – Christopher Whitney

No report.

1. **FRIENDS OF THE LIBRARY (FOL)** – Pamm Kerr

No report.

1. **OTHER ITEMS** – Doug Brindley

Doug will provide the Board with a revised Solebury Township Services Agreement for review.

The Board agreed to holding its annual retreat/workshop on Saturday, January 7 from 9 a.m.–noon.

The meeting was adjourned at 6:44 p.m., and the Board went into an Executive Session. Next meeting: December 21, 2022.

Respectfully submitted,

Liz Jordan, Secretary

**ADDENDUM:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **October 2022 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2018** | 2108 | 1608 | 55 | 736 | 841 | 5348 |  |
| **2019** | 2119 | 1349 | 56 | 690 | 1515 | 5729 |  |
| **2020** | 1547 | 1150 | 37 | 865 | 1269 | 4868 |  |
| **2021** | 1426 | 952 | 30 | 741 | 1329 | 4478 |  |
| **2022** | 1211 | 1218 | 17 | 839 | 1503 | 4788 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -215 | 266 | -13 | 98 | 174 | 310 |  |
|  | -15.08% | 27.94% | -43.33% | 13.23% | 13.09% | 6.92% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2018** | 1002 | 2082 | 142 | 1324 | n/a | 25 |  |
| **2019** | 839 | 2068 | 87 | 1176 | 896 | 30 |  |
| **2020** | 852 | 1775 | 60 | 885 | 645 | 15 |  |
| **2021** | 826 | 1670 | 77 | 594 | 2743 | 26 |  |
| **2022** |  |  |  |  | 4172 | 40 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -826 | -1670 | -77 | -594 | 1429 | 14 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | 52.10% | 53.85% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **2018** | 804 | 942 | 0.854 |  | 268 | 184 | 41.302 |
| **2019** | 938 | 807 | 1.162 |  | 279 | 138 | 29.677 |
| **2020** | 817 | 887 | 0.921 |  | 112 | 39 | 21.071 |
| **2021** | 653 | 756 | 0.864 |  | 63 | 31 | 29.413 |
| **2022** | 322 | 425 | 0.758 |  | 128 | 77 | 36.305 |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -331 | -331 |  |  | 65 | 46 | 6.89 |
|  | -50.69% | -43.78% |  |  | 103.17% | 148.39% | 23.43% |
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|  |  |  |  |  |  |  |  |
| **October 2022 Prior Years Comparison** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |  |
| **2018** | 5 | 139 |  | 4 | 0 | 4 |  |
| **2019** | 9 | 113 |  | 3 | 7 | 21 |  |
| **2020** | 11 | 73 |  | 1 | 10 | 3 |  |
| **2021** | 4 | 73 |  | 1 | 0 | 3 |  |
| **2022** | 13 | 157 |  | 5 | 4 | 30 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 9 | 84 |  | 4 | 4 | 27 |  |
|  | 225.00% | 115.07% |  | 400.00% | #DIV/0! | 900.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2018** | 15 | 131 | 178 |  | 249 |  |  |
| **2019** | 15 | 141 | 155 |  | 87 |  |  |
| **2020** | 24 | 613 | 681 |  | 28 |  |  |
| **2021** | 15 | 72 | 180 |  | 116 |  |  |
| **2022** | 18 | 76 | 208 |  | 116 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 3 | 4 | 28 |  | 0 |  |  |
|  | 20.00% | 5.56% | 15.56% |  | 0.00% |  |  |
|  |  |  |  |  |  |  |  |
|  | **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** | 1 | 14 |  | 1 | 0 | 6 |  |
| **2020** | 0 | 0 |  | 1 | 10 | 3 |  |
| **2021** | 1 | 14 |  | 1 | 0 | 3 |  |
| **2022** | 2 | 47 |  | 4 | 4 | 16 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 1 | 33 |  | 3 | 4 | 13 |  |
|  | 100.00% | 235.71% |  | 300.00% | #DIV/0! | 433.33% |  |
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| **October 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** | 2 | 6 | 7 | 0 |  |  |  |
| **2020** | 2 | 45 | 79 | 0 |  |  |  |
| **2021** | 1 | 2 | 2 | 0 |  |  |  |
| **2022** | 2 | 4 | 14 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 1 | 2 | 12 | 0 |  |  |  |
|  | 100.00% | 100.00% | 600.00% | #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, ABC Mouse, Morningstar, Brainfuse, Novelist,** | | | | | |  |  |
| **Novelist Select, LinkedIn Learning, Learning Express (expired 2/21), Consumer Reports, Value Line, Newsbank, JobNow,** | | | | | |  |  |
| **Niche Academy, The New York Times Online, and The Wall Street Journal.** | | | |  |  |  |  |
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| **October 2022 Prior Years Comparison** | |  |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2018** | 23414 | 14778 | 764 | 7740 | 8248 | 54944 |  |
| **2019** | 21814 | 15016 | 732 | 7665 | 13718 | 58945 |  |
| **2020** | 12257 | 7544 | 451 | 4406 | 18363 | 43021 |  |
| **2021** | 14144 | 10274 | 507 | 6673 | 14414 | 46012 |  |
| **2022** | 12527 | 12620 | 316 | 8722 | 14071 | 48256 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -1617 | 2346 | -191 | 2049 | -343 | 2244 |  |
|  | -11.43% | 22.83% | -37.67% | 30.71% | -2.38% | 4.88% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2018** | 9138 | 20790 | 1237 | 11754 | n/a | 336 |  |
| **2019** | 9402 | 21353 | 1203 | 12519 | 3214 | 323 |  |
| **2020** | 5830 | 11923 | 484 | 6463 | 8106 | 111 |  |
| **2021** | 7855 | 16843 | 497 | 7933 | 21207 | 217 |  |
| **2022** |  |  |  |  | 43396 | 295 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -7855 | -16843 | -497 | -7933 | 22189 | 78 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | 104.63% | 35.94% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |
| **2018** | 8374 | 9329 | 0.898 |  | 2523 | 1575 |  |
| **2019** | 9017 | 9220 | 0.978 |  | 2849 | 1631 |  |
| **2020** | 6212 | 6937 | 0.895 |  | 853 | 377 |  |
| **2021** | 7549 | 7889 | 0.957 |  | 569 | 265 |  |
| **2022** | 4103 | 5055 | 0.812 |  | 904 | 495 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -3446 | -2834 |  |  | 335 | 230 |  |
|  | -45.65% | -35.92% |  |  | 58.88% | 86.79% |  |
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| **October 2022 Prior Years Comparison** | |  |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |  |
| **2018** | 51 | 641 |  | 37 | 76 | 135 |  |
| **2019** | 53 | 764 |  | 63 | 171 | 240 |  |
| **2020** | 91 | 634 |  | 16 | 56 | 106 |  |
| **2021** | 101 | 1335 |  | 37 | 23 | 96 |  |
| **2022** | 95 | 814 |  | 17 | 8 | 67 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -6 | -521 |  | -20 | -15 | -29 |  |
|  | -6.59% | -82.18% |  | -125.00% | -26.79% | -27.36% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2018** | 124 | 968 | 1987 |  | 2450 |  |  |
| **2019** | 157 | 944 | 1994 |  | 2208 |  |  |
| **2020** | 139 | 2105 | 3266 |  | 704 |  |  |
| **2021** | 182 | 1564 | 3220 |  | 554 |  |  |
| **2022** | 144 | 830 | 1828 |  | 825 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -38 | -734 | -1392 |  | 271 |  |  |
|  | -20.88% | -46.93% | -43.23% |  | 48.92% |  |  |
|  |  |  |  |  |  |  |  |
|  | **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** | 5 | 65 |  | 12 | 6 | 29 |  |
| **2020** | 0 | 0 |  | 2 | 20 | 56 |  |
| **2021** | 10 | 149 |  | 16 | 0 | 41 |  |
| **2022** | 10 | 158 |  | 14 | 4 | 45 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 0 | 9 |  | -2 | 4 | 4 |  |
|  | 0.00% | 6.04% |  | -12.50% | #DIV/0! | 9.76% |  |
|  |  |  |  |  |  |  |  |
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| **October 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** | 49 | 263 | 431 | 40 |  |  |  |
| **2020** | 51 | 518 | 668 | 295 |  |  |  |
| **2021** | 10 | 177 | 444 | 0 |  |  |  |
| **2022** | 28 | 136 | 315 | 11 |  |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 18 | -41 | -129 | 11 |  |  |  |
|  | 180.00% | -23.16% | -29.05% | #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-circulation for 1/22 through 7/22 is** | | | | | | |  |
| **estimated based on 8/22 numbers.** | |  |  |  |  |  |  |
| **\*\* E-Resources: Online reference including Ancestry.com, Heritage Quest, Morningstar, Learning Express (expired 2/21),** | | | | | |  |  |
| **Brainfuse, Novelist, ABC Mouse, Novelist Select, LinkedIn Learning, Consumer Reports, Newsbank, JobNow, Value Line,** | | | | | |  |  |
| **Niche Academy, The New York Times Online, and The Wall Street Journal. ### e-resource statistics for 1/22 through 7/22 are** | | | | | | |  |
| **estimated based on 8/22 numbers.** | |  |  |  |  |  |  |
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