**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

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

**December 21, 2022**

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

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug 5:31p.m. **MOTION** by Christopher to accept the minutes of the November 16, 2022, meeting. **SECONDED** by John. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster

**Operating Income Statement**

**Income Statement:** Excluding investment activity, November revenues totaled approximately $14,500. November revenues consisted primarily of contributions from Solebury Township of $7,000 and approximately $6,750 from individuals in response to NOFA. Revenues for the period January-November of 2022 were approximately $266,000.

The library has received substantially all expected 2022 governmental contributions. Approximately $10,000 in additional governmental contributions are expected relating to 2022; these funds will likely arrive in 2023. In addition, the library will receive a $7,000 distribution from the restricted endowment fund. Also, revenues this year are expected from the fall fund drive. The library’s budgeted total revenue for the year is approximately $270,000.

Total expenses for November were approximately $29,800, and expenses for the period January-November of 2022 were approximately $281,600. November expenses include approximately $6,000 of printing and mailing expenses relating to NOFA. Unbudgeted expenses in November include approximately $2,000 toward the security system upgrade and the pest removal. The cost of the roof repair ($7,800) was paid in November but is not included in expenses as it was treated as a capital improvement. Expenses are budgeted at approximately $300,000 for the year.

**Balance sheet:** Cash on hand of $171,040 at the end of November decreased approximately $28,000 from the previous month and provides expense coverage for approximately 6 months. Net worth was $2,361,904 as of November 30, 2022. The net worth calculation does include the value of the investment portfolio.

**Investments**

The unrestricted endowment balance at the end of November was $1,235,863. The Library’s Vanguard stock and bond funds rose in November, and the endowment fund has a negative 12% 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 $125,795 at the end of November. The restricted endowment fund is invested in the same Vanguard stock and bond funds as the unrestricted endowment fund, so it has had a similar decline since year end 2021 as the unrestricted endowment fund.

The non-endowment general fund balance was $35,689 at the end of November 2022.

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

**Other Items**

After discussion, the Board agreed to a tentative approval of the 2023 budget. Final approval at the January meeting.

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

**Equipment**

* While computers out of warranty are usually replaced in August, due to supply issues, they have just been replaced in December. Part of the cost is covered by leftover funds from a county-wide Covid state grant, so overall cost is a bit less than expected.
* The library’s new 3D printer, a Flash Forge Finder 3, has arrived and is up and running. Connie will publicize it in the monthly e-newsletter as well as on social media.

**District Information**

* Connie attended the DLC meeting on December 8 in Doylestown. Directors discussed the delays in receiving new materials and invoices from the vendor Baker and Taylor. B&T’s system experienced yet another crash, closing all ordering, shipping and catalog linking down for yet another week. This is the third major crash since July. Since most libraries order through Baker and Taylor, this has impacted many libraries across the state. The District’s contract with B&T is up for renewal this year, and collection management is exploring other options. Additionally, because District libraries must meet the state standard of spending 12% of budget on materials, the B&T delays have added an additional budgetary concern. Budget numbers for collection spending are aggregated for members of the Bucks County Library System, so the library, as a member will meet the collection requirement.
* OCL Wise was upgraded on December 5; however, there are still bugs being worked out, and new ones are discovered every day.
* Mandatory staff and volunteer criminal/children’s clearances are due for renewal.
* District libraries (including The Free Library) have noticed a significant increase in internet connectivity costs, even with e-rate. Last spring the library was charged $129/month from Verizon. November’s bill was $169. Connie will be talking to a Verizon representative about this increase.

Additionally, per John’s suggestion, many monthly bills will be automatic payments or billed to the library’s credit card to help avoid late fees.

1. **PROPERTY** – Mike McKenna

No report

1. **DEVELOPMENT** – Julia Klossner

No report.

1. **MARKETING** – Liz Jordan

Five of 8 follow-up email/social posts for the November Operating Fund Appeal (NOFA) went out today. As of week four, there were 116 donors giving $13,823.66.

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

Annual letters of commitment for Board Trustees will be distributed at the workshop. Shereen also mentioned that Committee structure will be discussed. Additionally, there were three motions:

1. **MOTION** by Deirdre to elect Stacy Smith to a three-year term. In addition to serving on the Board, she will be the Solebury representative. **SECONDED** by Christopher. **APPROVED** by all.
2. **MOTION** by Shereen to extend Liz Jordan’s tenure as secretary for an additional year. **SECONDED** by Julia. **APPROVED** by all.
3. **MOTION** by Shereen to extend Joanne Reszka’s tenure as Vice President for an additional year. **SECONDED** by Christopher. **APPROVED** by all.
4. **FRIENDS OF THE LIBRARY (FOL)** – Pamm Kerr

* Several FOL events (provisional) are coming up: wood sculptures with local artist Cathy Begg; and a poetry event with Mary Jo LoBello Jerome, former Bucks County poet laureate.
* The Friends passed out children’s books at the annual New Hope Christmas Parade.

1. **OTHER ITEMS** – Doug Brindley

Doug thanked Mike McKenna for his service to the Board.

The Board discussed the agenda for annual retreat/workshop, which will be held on Saturday, January 7 from 9 a.m.–noon at Trinity Episcopal Church. Doug asked the Board to convene around 8:30 for refreshments.

Mike made the motion to adjourn at 6:48. Next meeting: January 18, 2023.

Respectfully submitted,

Liz Jordan, Secretary

**ADDENDUM:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **November 2022 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2018** | 2059 | 1337 | 59 | 641 | 934 | 5030 |  |
| **2019** | 2011 | 1398 | 64 | 633 | 1580 | 5686 |  |
| **2020** | 1360 | 1152 | 49 | 776 | 1323 | 4660 |  |
| **2021** | 1369 | 1009 | 34 | 627 | 1306 | 4345 |  |
| **2022** | 1178 | 1067 | 26 | 871 | 1478 | 4620 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -191 | 58 | -8 | 244 | 172 | 275 |  |
|  | -13.95% | 5.75% | -23.53% | 38.92% | 13.17% | 6.33% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2018** | 839 | 1991 | 95 | 1330 | n/a | 15 |  |
| **2019** | 1075 | 1790 | 98 | 1143 | 274 | 25 |  |
| **2020** | 775 | 1700 | 54 | 882 | 617 | 6 |  |
| **2021** | 743 | 1576 | 67 | 733 | 2477 | 23 |  |
| **2022** |  |  |  |  | 4567 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -743 | -1576 | -67 | -733 | 2090 | -23 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | 84.38% | -100.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **2018** | 766 | 810 | 0.946 |  | 255 | 164 | 38.69 |
| **2019** | 787 | 862 | 0.913 |  | 212 | 91 | 25.858 |
| **2020** | 691 | 860 | 0.803 |  | 88 | 35 | 24 |
| **2021** | 652 | 660 | 0.988 |  | 78 | 35 | 26.795 |
| **2022** | 336 | 460 | 0.730 |  | 79 | 35 | 26.848 |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -316 | -200 |  |  | 1 | 0 | 0.05 |
|  | -48.47% | -30.30% |  |  | 1.28% | 0.00% | 0.20% |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **November 2022 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** | |
| **2018** | 5 | 80 |  | 4 | 0 | 4 |  |
| **2019** | 12 | 103 |  | 4 | 0 | 4 |  |
| **2020** | 13 | 78 |  | 1 | 0 | 3 |  |
| **2021** | 11 | 74 |  | 1 | 0 | 4 |  |
| **2022** | 15 | 111 |  | 4 | 0 | 9 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 4 | 37 |  | 3 | 0 | 5 |  |
|  | 36.36% | 50.00% |  | 300.00% | #DIV/0! | 125.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2018** | 10 | 68 | 109 |  | 221 |  |  |
| **2019** | 17 | 124 | 208 |  | 116 |  |  |
| **2020** | 18 | 236 | 372 |  | 26 |  |  |
| **2021** | 20 | 77 | 195 |  | 67 |  |  |
| **2022** | 14 | 67 | 287 |  | 115 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -6 | -10 | 92 |  | 48 |  |  |
|  | -30.00% | -12.99% | 47.18% |  | 71.64% |  |  |
|  |  |  |  |  |  |  |  |
|  | **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** | 1 | 13 |  | 1 | 0 | 3 |  |
| **2021** | 1 | 16 |  | 1 | 0 | 4 |  |
| **2022** | 4 | 32 |  | 4 | 0 | 9 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 3 | 16 |  | 3 | 0 | 5 |  |
|  | 300.00% | 100.00% |  | 300.00% | #DIV/0! | 125.00% |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **November 2022 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Child STEAM** |  |  |  |  |  |  |
|  | **Programs** | **Adult Attend** | **Child Attend** | **Young Adult Attend** |  |  |  |
| **2018** | n/a | n/a | n/a | n/a |  |  |  |
| **2019** | 3 | 7 | 21 | 2 |  |  |  |
| **2020** | 1 | 21 | 21 | 0 |  |  |  |
| **2021** | 3 | 7 | 14 | 0 |  |  |  |
| **2022** | 2 | 3 | 23 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -1 | -4 | 9 | 0 |  |  |  |
|  | -33.33% | -57.14% | 64.29% | #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.** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **November 2022 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2018** | 25473 | 16115 | 823 | 8381 | 9182 | 59974 |  |
| **2019** | 23825 | 16414 | 796 | 8298 | 15298 | 64631 |  |
| **2020** | 13617 | 8696 | 500 | 5182 | 19686 | 47681 |  |
| **2021** | 15513 | 11283 | 541 | 7300 | 15720 | 50357 |  |
| **2022** | 13705 | 13687 | 342 | 9593 | 15549 | 52876 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -1808 | 2404 | -199 | 2293 | -171 | 2519 |  |
|  | -11.65% | 21.31% | -36.78% | 31.41% | -1.09% | 5.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2018** | 9977 | 22781 | 1332 | 13084 | n/a | 351 |  |
| **2019** | 10477 | 23143 | 1301 | 13662 | 3488 | 348 |  |
| **2020** | 6605 | 13623 | 538 | 7345 | 8723 | 117 |  |
| **2021** | 8598 | 18419 | 564 | 8666 | 23684 | 240 |  |
| **2022** |  |  |  |  | 47963 |  |  |
|  |  |  |  |  | Materials for DEC meeting | |  |
| **21/22 Change** | -8598 | -18419 | -564 | -8666 | 24279 | -240 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | 102.51% | -100.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |
| **2018** | 9140 | 10139 | 0.901 |  | 2778 | 1739 |  |
| **2019** | 9804 | 10082 | 0.972 |  | 3061 | 1722 |  |
| **2020** | 6903 | 7797 | 0.885 |  | 941 | 412 |  |
| **2021** | 8201 | 8549 | 0.959 |  | 647 | 300 |  |
| **2022** |  |  | #DIV/0! |  | 983 | 530 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -8201 | -8549 |  |  | 336 | 230 |  |
|  | -100.00% | -100.00% |  |  | 51.93% | 76.67% |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **November 2022 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** | |
| **2018** | 56 | 721 |  | 41 | 76 | 139 |  |
| **2019** | 65 | 867 |  | 67 | 171 | 244 |  |
| **2020** | 104 | 712 |  | 17 | 56 | 109 |  |
| **2021** | 112 | 1409 |  | 38 | 23 | 100 |  |
| **2022** | 110 | 925 |  | 21 | 8 | 76 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -2 | -484 |  | -17 | -15 | -24 |  |
|  | -1.92% | -67.98% |  | -100.00% | -26.79% | -22.02% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2018** | 134 | 1036 | 2096 |  | 2671 |  |  |
| **2019** | 174 | 1068 | 2202 |  | 2324 |  |  |
| **2020** | 157 | 2341 | 3638 |  | 730 |  |  |
| **2021** | 202 | 1641 | 3415 |  | 621 |  |  |
| **2022** | 158 | 897 | 2115 |  | 940 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -44 | -744 | -1300 |  | 319 |  |  |
|  | -21.78% | -45.34% | -38.07% |  | 51.37% |  |  |
|  |  |  |  |  |  |  |  |
|  | **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** | 1 | 13 |  | 3 | 20 | 59 |  |
| **2021** | 11 | 165 |  | 17 | 0 | 45 |  |
| **2022** | 14 | 190 |  | 18 | 4 | 54 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 3 | 25 |  | 1 | 4 | 9 |  |
|  | 27.27% | 15.15% |  | 5.88% | #DIV/0! | 20.00% |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **November 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** | 52 | 270 | 452 | 42 |  |  |  |
| **2020** | 52 | 539 | 689 | 294 |  |  |  |
| **2021** | 13 | 184 | 458 | 0 |  |  |  |
| **2022** | 30 | 139 | 338 | 11 |  |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 17 | -45 | -120 | 11 |  |  |  |
|  | 130.77% | -24.46% | -26.20% | #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.** | | |  |  |  |  |  |