**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

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

**January 18, 2023**

**(Shereen on behalf of Liz)**

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

Absent/Excused: Liz Jordan, Secretary; Deirdre Alderfer

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:33p.m. **MOTION** by Christopher to accept the minutes of the December 21, 2022, meeting. **SECONDED** by Julia. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster

**1. Operations**

**Income Statement:** Excluding investment activity, December revenues

totaled approximately $32,100. December revenues consisted primarily of

$21,500 from individual contributions including from NOFA, $9,000 from Solebury

Township, and approximately $1,200 from New Hope Borough. No additional

funds are expected from governmental entities relating to 2022. Revenues for

the full year 2022 were approximately $298,700, compared with budgeted

revenues of approximately $269,500.

Total expenses for December were approximately $30,500. There were no

significant unbudgeted expenses in December. Expenses for the full year 2022

were approximately $312,000, compared with budgeted expenses of

approximately $301,000.

While the reported results for the year are still preliminary, the Library

incurred a deficit of approximately $13,500 for the full year 2022, which is

reduced to approximately $6,500 giving effect to a distribution from the restricted

endowment of $7,000. This is compared to a projected budget deficit of

approximately $32,000. The anticipated deficit was reduced primarily from

increased amounts from fundraising (both the Spelling Bee and the Library’s

fundraising campaigns), donations from the FOL, and a PA state grant of $5,000.

**Balance sheet:** Cash on hand of $180,738 at the end of December

increased approximately $9,500 from the previous month, and provides expense

coverage for approximately 6 months. Net worth was $2,324,327 as of December

30, 2022. The net worth calculation does include the value of the investment

portfolio.

**2. Investments**

The unrestricted endowment balance at the end of December was

$1,192,805. The Library’s Vanguard stock and bond funds fell in December, and

the endowment fund had a negative 15% return on investment for the year. 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 $113,703 at the end of December.

The restricted endowment fund is invested in the same Vanguard stock and bond

funds as the unrestricted endowment fund, so it had a similar decline during 2022

as the unrestricted endowment fund.

The non-endowment general fund balance was $35,699 at the end of December 2022.

**Other Items**

With no objection, the Board approved and accepted the Finance Report for December. The Board then discussed the revised budget that had been distributed to Board members prior to the meeting. Following the discussion, The Board voted to approved the budget for 2023. **MOTION** by Julia to approve the Budget. **SECONDED** by Christopher. **APPROVED** by all.

1. **DIRECTOR’S REPORT** – Connie Hillman
2. **Story Walk Grant opportunity**. Connie will apply for a mini story walk grant from the State. This will provide reimbursement of up to $500 for signs to be placed in Solebury Township parks. Connie has contacted Dudley Rice and the Parks and Recreation committee via email, and they seem favorable to the idea. Connie will ask to attend the committee’s next meeting on January 26 to answer potential questions.
3. Staff evaluations have been completed and will be delivered over the next two weeks.
4. **Programming**:

a. Winter Reading Challenge is underway. All ages are invited to challenge themselves to read an hour a day and keep track of the number of minutes they read. Everyone who

participates will be entered into a raffle for a Kindle Fire.

b. The Doan Gang – Part II. Thirty people signed up, and 30 showed up! This was positive news since the library hasn’t had 100% attendance for adult programming since March 2020.

c. Upcoming programs for adults include musician Mary Roth (February 4) and historical interpreter Alisa Dupuy as Christine De Pisan (March 2). These programs are paid for by the Friends of the Library. Connie asked the Board to share the registration link to help encourage a good turnout.

1. The Friends of the Library have given us a check for $5,000 toward programming. Thanks to the Friends for this wonderful contribution.
2. Covid-19: staying the course.

**Other Items**

Connie provided list of paid Holidays for various local libraries, some of which have between 12 and 15 paid holidays. Proposal to add the Day After Thanksgiving to our paid holiday calendar, which Doylestown also has. **MOTION** by Christopher to add this to our holiday schedule. **SECONDED** by Stacy. **APPROVED** by all. Per Connie, this may need an update a policy listing the holidays.

1. **PROPERTY** – Connie Hillman

No report

1. **DEVELOPMENT** – Julia Klossner

No report.

1. **MARKETING** – Liz Jordan

No report.

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

* Succession Planning w/ New Hope – currently no definitive written agreement
  + We have two New Hope Residents on the Board already
* Two Officers w/ terms up at the end of this year – Liz & Doug
* Committees – Property – Mike is gone but Connie is also on the Property Committee; Stacy will work with Connie on the Property Committee moving forward
* Term Sheet – Shereen & Christopher to review and submit a proposed document to Board in advance of next meeting
* Connie’s Evaluation – need to get underway this month

1. **OTHER ITEMS** – Doug Brindley

* Workshop Takeaway – Plan Calendar of Events for 2023
  + Defer Spelling Bee
  + June (tentatively Thursday, June 22) – Solebury/New Hope Event (not a fundraiser); perhaps do another donor thank you event next year
  + Lunches with top donors (Julia to spearhead)
  + Haunted Library Event – cannot have more than 87 people in the library at a time
    - Per Connie, $20 to $46 Edgar Allan Poe Events at other libraries and the $46 included a sit-down dinner
  + Per Shereen, consider Spelling Bee Event with a strong Committee instead of 4 or 5 smaller events that may not raise nearly the amount as the Bee
  + Lawrence Schiller – silent auction for relics and signed replicas; could use the June 22nd evening for this event
* Reminder to do Thank You Notes as assigned at Workshop
* Cintra Property – report concludes the structure is beyond any hope and needs to be condemned. Council will discuss at their next meeting; Library has a 10-year option to build on the land (timeline commences maybe once construction begins)

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

* Small Fundraiser March 23rd – Cathy Begg from Cathy Begg Gallery will talk about art in the library
* April 29th – Fundraiser with former poet laureate – Poetry on the River
* Potentially another writer’s salon in the works – perhaps a panel of self-published writers
* Waiting to hear about the book sale
* Looking to do another Farm Tour – possibly in September
* Will be marching in the parades and hoping Board members join – the Pride Parade is May 20th

Christopher made the motion to adjourn at 6:55. Next meeting: February 15, 2023.

Respectfully submitted,

Shereen A. White on behalf of Liz Jordan, Secretary

**ADDENDUM:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **December 2022 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2018** | 1984 | 1238 | 54 | 687 | 889 | 4852 |  |
| **2019** | 1910 | 851 | 53 | 869 | 1600 | 5283 |  |
| **2020** | 1044 | 527 | 37 | 766 | 1331 | 3705 |  |
| **2021** | 1271 | 816 | 23 | 616 | 1333 | 4059 |  |
| **2022** | 1084 | 927 | 25 | 804 | 1386 | 4226 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -187 | 111 | 2 | 188 | 53 | 167 |  |
|  | -14.71% | 13.60% | 8.70% | 30.52% | 3.98% | 4.11% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2018** | 869 | 1783 | 97 | 1245 | n/a | 16 |  |
| **2019** | 858 | 1744 | 81 | 1093 | 496 | 20 |  |
| **2020** | 691 | 1263 | 34 | 607 | 289 | 3 |  |
| **2021** | 770 | 1384 | 58 | 634 | 3028 | 16 |  |
| **2022** |  |  |  |  | 4003 | 27 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -770 | -1384 | -58 | -634 | 975 | 11 |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | 32.20% | 68.75% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **2018** | 656 | 893 | 0.735 |  | 259 | 141 | 32.764 |
| **2019** | 617 | 849 | 0.727 |  | 207 | 100 | 29.126 |
| **2020** | 707 | 836 | 0.846 |  | 0 | 0 | 0 |
| **2021** | 597 | 621 | 0.961 |  | 50 | 20 | 23.6 |
| **2022** | 349 | 474 | 0.736 |  | 92 | 47 | 30.641 |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -248 | -147 |  |  | 42 | 27 | 7.04 |
|  | -41.54% | -23.67% |  |  | 84.00% | 135.00% | 29.83% |
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| **December 2022 Prior Years Comparison** | | |  |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** | |
| **2018** | 5 | 58 |  | 4 | 0 | 4 |  |
| **2019** | 8 | 82 |  | 4 | 0 | 4 |  |
| **2020** | 11 | 120 |  | 2 | 0 | 9 |  |
| **2021** | 9 | 55 |  | 1 | 0 | 2 |  |
| **2022** | 6 | 42 |  | 2 | 0 | 16 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -3 | -13 |  | 1 | 0 | 14 |  |
|  | -33.33% | -23.64% |  | 100.00% | #DIV/0! | 700.00% |  |
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|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2018** | 10 | 72 | 70 |  | 184 |  |  |
| **2019** | 12 | 64 | 109 |  | 156 |  |  |
| **2020** | 17 | 158 | 292 |  | 27 |  |  |
| **2021** | 19 | 85 | 245 |  | 54 |  |  |
| **2022** | 11 | 54 | 123 |  | 74 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -8 | -31 | -122 |  | 20 |  |  |
|  | -42.11% | -36.47% | -49.80% |  | 37.04% |  |  |
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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** | 1 | 21 |  | 0 | 0 | 0 |  |
| **2020** | 3 | 70 |  | 2 | 0 | 9 |  |
| **2021** | 1 | 18 |  | 1 | 0 | 2 |  |
| **2022** | 1 | 14 |  | 1 | 0 | 2 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 0 | -4 |  | 0 | 0 | 0 |  |
|  | 0.00% | -22.22% |  | 0.00% | #DIV/0! | 0.00% |  |
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| **December 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** | 3 | 10 | 16 | 2 |  |  |  |
| **2020** | 2 | 24 | 60 | 0 |  |  |  |
| **2021** | 4 | 23 | 60 | 0 |  |  |  |
| **2022** | 2 | 4 | 10 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -2 | -19 | -50 | 0 |  |  |  |
|  | -50.00% | -82.61% | -83.33% | #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. 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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| **December 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** | 27457 | 17353 | 877 | 9068 | 10071 | 64826 |  |
| **2019** | 25735 | 17265 | 849 | 9167 | 16898 | 69914 |  |
| **2020** | 14661 | 9223 | 537 | 5948 | 21017 | 51386 |  |
| **2021** | 16784 | 12099 | 564 | 7916 | 17053 | 54416 |  |
| **2022** | 14789 | 14614 | 367 | 10397 | 16935 | 57102 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -1995 | 2515 | -197 | 2481 | -118 | 2686 |  |
|  | -11.89% | 20.79% | -34.93% | 31.34% | -0.69% | 4.94% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2018** | 10846 | 24564 | 1429 | 14329 | n/a | 367 |  |
| **2019** | 11335 | 24887 | 1382 | 14755 | 3984 | 368 |  |
| **2020** | 7296 | 14886 | 572 | 7952 | 9012 | 120 |  |
| **2021** | 9368 | 19803 | 622 | 9300 | 26712 | 256 |  |
| **2022** |  |  |  |  | 51966 | ‡ |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -9368 | -19803 | -622 | -9300 | 25254 | #VALUE! |  |
|  | -100.00% | -100.00% | -100.00% | -100.00% | 94.54% | #VALUE! |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |
| **2018** | 9796 | 11032 | 0.888 |  | 3037 | 1880 |  |
| **2019** | 10421 | 10931 | 0.953 |  | 3268 | 1822 |  |
| **2020** | 7610 | 8633 | 0.882 |  | 941 | 412 |  |
| **2021** | 8798 | 9170 | 0.959 |  | 697 | 320 |  |
| **2022** | 4788 | 5989 | 0.799 |  | 1075 | 577 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -4010 | -3181 |  |  | 378 | 257 |  |
|  | -45.58% | -34.69% |  |  | 54.23% | 80.31% |  |
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| **December 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** | 61 | 801 |  | 45 | 76 | 143 |  |
| **2019** | 73 | 949 |  | 71 | 171 | 248 |  |
| **2020** | 115 | 832 |  | 19 | 56 | 118 |  |
| **2021** | 121 | 1464 |  | 39 | 23 | 102 |  |
| **2022** | 116 | 967 |  | 23 | 8 | 92 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -5 | -497 |  | -16 | -15 | -10 |  |
|  | -4.35% | -59.74% |  | -84.21% | -26.79% | -8.47% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2018** | 144 | 1108 | 2166 |  | 2855 |  |  |
| **2019** | 186 | 1132 | 2311 |  | 2480 |  |  |
| **2020** | 174 | 2499 | 3930 |  | 757 |  |  |
| **2021** | 221 | 1726 | 3660 |  | 675 |  |  |
| **2022** | 169 | 951 | 2238 |  | 1014 |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | -52 | -775 | -1422 |  | 339 |  |  |
|  | -23.53% | -44.90% | -38.85% |  | 50.22% |  |  |
|  |  |  |  |  |  |  |  |
|  | **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** | 6 | 86 |  | 12 | 6 | 29 |  |
| **2020** | 4 | 83 |  | 5 | 20 | 68 |  |
| **2021** | 12 | 183 |  | 18 | 0 | 47 |  |
| **2022** | 15 | 204 |  | 19 | 4 | 56 |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 3 | 21 |  | 1 | 4 | 9 |  |
|  | 25.00% | 11.48% |  | 5.56% | #DIV/0! | 19.15% |  |
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| **December 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** | 55 | 280 | 468 | 44 |  |  |  |
| **2020** | 54 | 563 | 749 | 294 |  |  |  |
| **2021** | 17 | 207 | 518 | 0 |  |  |  |
| **2022** | 32 | 143 | 348 | 11 |  |  |  |
|  |  |  |  |  |  |  |  |
| **21/22 Change** | 15 | -64 | -170 | 11 |  |  |  |
|  | 88.24% | -30.92% | -32.82% | #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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