**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

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

**April 19, 2023**

In attendance: Doug Brindley, President; Joanne Reszka, Vice President; John Schuster, Treasurer; Liz Jordan, Secretary; Connie Hillman, Deirdre Alderfer, Julia Klossner, Shereen White, Christopher Whitney. Excused: Stacy Smith. Also attending: Pamm Kerr (representing the Friends of the Library).

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:34 p.m. **MOTION** by Christopher to accept the minutes of the March 15, 2023, meeting. **SECONDED** by John. **APPROVED** by all.

1. **FINANCE REPORT** – John Schuster
2. **Operations**

**Income Statement:** Excluding investment activity, March revenues totaled approximately $2,100. March revenues included approximately $1,500 from individual contributions. No revenues were expected from governmental entities, and revenues for the first quarter of 2023 are consistent with budgeted amounts.

Total expenses for March were approximately $27,000. There were no significant unbudgeted expenses in March. Purchases of library materials picked up in March but are still approximately $6,500 behind budget. Due primarily to this and other timing differences, expenses are approximately $16,500 less than our budgeted amount through the first quarter of 2023.

**Balance sheet:** Cash on hand of $167,721 at the end of March decreased approximately $25,000 from the previous month and provides expense coverage for approximately 6 months. Net worth was $2,366,756 as of March 31, 2023. The net worth calculation does include the value of the investment portfolio.

**Other:** The draft of the 2022 financial statements is ready and will be distributed to the Board soon.

1. **Investments**

The unrestricted endowment balance at the end of March was $1,254,264. The Library’s Vanguard stock and bond funds increased a bit in March, and the endowment fund had a 5% return on investment since the beginning of 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 $119,533 at the end of March. The restricted endowment fund is invested in the same Vanguard stock and bond funds as the unrestricted endowment fund, so it had a similar experience during March as the unrestricted endowment fund.

The non-endowment general fund balance was $36,314 at the end of March 2023.

Doug asked the Board to accept the financial report. **ACCEPTED** by all.

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

**District News:**

Connie received clarification to questions the Board had on the new IT and ILS service agreements with BCFL (Bucks County Free Library). Here is a recap:

* Timing of payment for IT services. The library will pay a bill for the previous year service. The bill will be determined once all state funding and computer cost per unit is finalized. For instance, the library will get the 2024 bill in December 2023 to be paid in March 2025.
* After running the adjusted numbers of PC costs per unit, per library, The Free Library of New Hope & Solebury’s bill will be $3,684.46. That is the projected cost for January 1, 2024, and not due until March of 2025.
* The library currently has 10 computers and will reduce the number to 8.
* BCFL would like the System Agreement finalized and signed by July 1, 2023. The ILS and ITS Agreements are to be signed by September 15, 2023.

**Trail Tale Project:**

The Solebury township attorney approved the books to be used in the trail tale at Laurel Park. All the materials to create the trail are in, and Connie is in the process of assembling them. She has been in contact with Zak Zubris, the township permit administrator and zoning officer, to see what the next steps will be toward installation. She will request a waiver for the zoning fee and the 45-day limit of signage. Anticipated installation is early Mary.

**Property:**

* The library’s cleaning service has been sold to one of its employees, Brian Strouse. No change is expected in service.
* On April 6, the library’s front door would not latch. Connie was able to improvise to lock up and called a locksmith for the following day. The bill for locksmith services is expected to be around $250.

**Upcoming Fundraising Event:**

Afternoon with Royal-Tea: Alisa Dupuy, a historical reenactor, has offered to do a program on Queen Elizabeth II at a discount. She is available to come Sunday, June 25 from 1-3pm and her presentation will be followed by tea and light refreshments. Cost is $25 per ticket. While Connie will be using Giant gift cards for the tea components, she is looking for food donations, as well as the loan of coffee carafes.

1. **PROPERTY** – Stacy Smith (See Director’s Report)
2. **DEVELOPMENT** – Julia Klossner (See Other Items)
3. **MARKETING** – Liz Jordan
* The Spring Operating Fund Appeal (SOFA) was delivered on or around April 1, and donations are coming in.
* Liz suggested that an additional thank-you be sent to 2022 donors who had matched gifts from their employers (that came in 2023). The Board agreed, and John will sign the thank-you letters.
* A joint Marketing and Development Committee meeting is scheduled for April 20, 2023, at 11 a.m.
* Liz will give Stacy instructions on the guidelines for managing appeals.
1. **GOVERNANCE** – Shereen White and Christopher Whitney

* Shereen and Doug conducted Connie’s annual review. In response to a Board request, she will start compiling and tracking historical files and information about the library for future Boards.
* Shereen and Christopher are reviewing the bylaws and will suggest updates before the next Board meeting. Four Board members are needed to amend and update the bylaws.
* Updated terms of service will be distributed to the Board soon.
1. **OTHER ITEMS** – Doug Brindley

The Board discussed various upcoming Board events:

* An Open House/Thank You event for New Hope Council is scheduled for the evening of Tuesday, May 23. Deirdre passed out a sign-up sheet to the Board.
* The Lawrence Schiller event will be scheduled after July 9 when he is available. The event structure is still being discussed but could feature a lecture and a silent auction for relics and signed replicas. Mr. Schiller is the author of *Marilyn and Me*.
* An evening with Edgar Allan Poe is scheduled for Thursday, October 19, from 6-8 p.m. at The Logan Inn. The Logan has graciously offered their theater space and snacks for the fundraising event.
1. **FRIENDS OF THE LIBRARY (FOL)** – Pamm Kerr

Pamm distributed membership cards to the Board and asked for participation in the Pride Parade. The FOL will display a sign in the library that clarifies its purpose and mission.

Doug made the motion to adjourn at 6:42. Christopher seconded. **APPROVED by all.**

Next meeting: May 17, 2023.

Respectfully submitted,

Liz Jordan, Secretary

**Addendum:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **March 2023 Prior Years Comparison** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |  |  |
|  | **Adult**  | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |  |  |
| **2019** | 2008 | 1473 | 40 | 717 | 847 | 5085 |  |  |  |
| **2020** | 1272 | 855 | 59 | 318 | 1826 | 4330 |  |  |  |
| **2021** | 1545 | 997 | 61 | 635 | 1526 | 4764 |  |  |  |
| **2022** | 1240 | 1218 | 19 | 816 | 1406 | 4699 |  |  |  |
| **2023** | 1546 | 1108 | 34 | 880 | 1628 | 5196 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | 306 | -110 | 15 | 64 | 222 | 497 |  |  |  |
|  | 24.68% | -9.03% | 78.95% | 7.84% | 15.79% | 10.58% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other**  | **E-Resources\*\*** | **New Users** |  |  |  |
| **2019** | 1012 | 1916 | 134 | 1245 | n/a | 21 |  |  |  |
| **2020** | 512 | 1348 | 44 | 679 | 877 | 1 |  |  |  |
| **2021** | 806 | 1771 | 41 | 870 | 994 | 13 |  |  |  |
| **2022** |  |  |  |  | 4242 | 28 |  |  |  |
| **2023** |  |  |  |  | 5071 | 73 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | 0 | 0 | 0 | 0 | 829 | 45 |  |  |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 19.54% | 160.71% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Holds**  | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |  |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |  |  |
| **2019** | 836 | 937 | 0.892 |  | 285 | 199 | 41.842 |  |  |
| **2020** | 405 | 427 | 0.948 |  | 82 | 39 | 28.793 |  |  |
| **2021** | 900 | 833 | 1.080 |  | 46 | 17 | 22.196 |  |  |
| **2022** | 458 | 511 | 0.896 |  | 95 | 57 | 36.274 |  |  |
| **2023** | 496 | 586 | 0.846 |  | 126 | 81 | 38.571 |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | 38 | 75 |  |  | 31 | 24 | 2.30 |  |  |
|  | 8.30% | 14.68% |  |  | 32.63% | 42.11% | 6.33% |  |  |
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| **March 2023 Prior Years Comparison** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** |  **Adult Attend** | **Young Adult Attend** |  |  |  |
| **2019** | 5 | 87 |  | 4 | 0 | 4 |  |  |  |
| **2020** | 5 | 38 |  | 3 | 0 | 3 |  |  |  |
| **2021** | 12 | 161 |  | 1 | 0 | 3 |  |  |  |
| **2022** | 14 | 164 |  | 1 | 0 | 3 |  |  |  |
| **2023** | 12 | 130 |  | 0 | 0 | 0 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | -2 | -34 |  | -1 | 0 | -3 |  |  |  |
|  | -14.29% | -20.73% |  | -100.00% | #DIV/0! | -100.00% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |  |  |
| **2019** | 14 | 78 | 108 |  | 261 |  |  |  |  |
| **2020** | 10 | 60 | 99 |  | 103 |  |  |  |  |
| **2021** | 18 | 149 | 313 |  | 26 |  |  |  |  |
| **2022** | 13 | 68 | 131 |  | 85 |  |  |  |  |
| **2023** | 9 | 62 | 166 |  | 146 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | -4 | -6 | 35 |  | 61 |  |  |  |  |
|  | -30.77% | -8.82% | 26.72% |  | 71.76% |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **\* 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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| **March 2023 Prior Years Comparison** |  |  | **YEAR TO DATE** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |  |  |
|  | **Adult**  | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |  |  |
| **2019** | 6240 | 4279 | 145 | 2305 | 2625 | 15594 |  |  |  |
| **2020** | 5678 | 3000 | 154 | 1417 | 5235 | 15484 |  |  |  |
| **2021** | 3626 | 2222 | 123 | 1465 | 4500 | 11936 |  |  |  |
| **2022** | 3986 | 3280 | 47 | 2226 | 4259 | 13798 |  |  |  |
| **2023** | 3851 | 3597 | 72 | 2518 |  | 10038 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | -135 | 317 | 25 | 292 | -4259 | -3760 |  |  |  |
|  | -3.39% | 9.66% | 53.19% | 13.12% | -100.00% | -27.25% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other**  | **E-Resources\*\*** | **New Users** |  |  |  |
| **2019** | 2994 | 5621 | 423 | 3710 | n/a | 80 |  |  |  |
| **2020** | 2269 | 5261 | 235 | 2707 | 1515 | 46 |  |  |  |
| **2021** | 1906 | 4218 | 118 | 2073 | 2929 | 26 |  |  |  |
| **2022** |  |  |  |  | 11922 | 62 |  |  |  |
| **2023** |  |  |  |  | 14726 | 196 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | 0 | 0 | 0 | 0 | 2804 | 134 |  |  |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 23.52% | 216.13% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Holds**  | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |  |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |  |  |
| **2019** | 2542 | 2764 | 0.920 |  | 815 | 495 |  |  |  |
| **2020** | 2091 | 2332 | 0.897 |  | 496 | 240 |  |  |  |
| **2021** | 2426 | 2609 | 0.930 |  | 59 | 23 |  |  |  |
| **2022** | 1608 | 1661 | 0.968 |  | 215 | 105 |   |  |  |
| **2023** | 1304 | 1531 | 0.852 |  | 304 | 169 |   |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | -304 | -130 |  |  | 89 | 64 |  |  |  |
|  | -18.91% | -7.83% |  |  | 41.40% | 60.95% |   |  |  |
|  |  |  |  |  |  |  |  |  |  |
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| **March 2023 Prior Years Comparison** |  |  | **YEAR TO DATE** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** |  **Adult Attend** |  **Young Adult Attend** |  |  |  |
| **2019** | 13 | 231 |  | 13 | 0 | 15 |  |  |  |
| **2020** | 25 | 215 |  | 9 | 0 | 9 |  |  |  |
| **2021** | 27 | 408 |  | 7 | 9 | 15 |  |  |  |
| **2022** | 37 | 324 |  | 4 | 0 | 15 |  |  |  |
| **2023** | 37 | 399 |  | 10 | 0 | 35 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | 0 | 75 |  | 6 | 0 | 20 |  |  |  |
|  | 0.00% | 18.38% |  | 85.71% | 0.00% | 133.33% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |  |  |
| **2019** | 48 | 244 | 364 |  | 702 |  |  |  |  |
| **2020** | 36 | 200 | 415 |  | 543 |  |  |  |  |
| **2021** | 59 | 854 | 1720 |  | 60 |  |  |  |  |
| **2022** | 39 | 261 | 422 |  | 179 |  |  |  |  |
| **2023** | 30 | 190 | 481 |  | 686 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **22/23 Change** | -9 | -71 | 59 |  | 507 |  |  |  |  |
|  | -23.08% | -27.20% | 13.98% |  | 283.24% |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **\* 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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