**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

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

**October 25, 2023**

The Board convened for an executive session at 5 p.m., during which the Search Committee informed the Board of the status of, and expected plans for, the search for a Director. The consensus of the Board was to continue the search as outlined by the Committee. The Board then proceeded with the regularly scheduled meeting.

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

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 5:29 p.m.

**MOTION** by Christopher to accept the minutes of the September 20, 2023, meeting. **SECONDED** by Stacy. **APPROVED** by all.

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

**Income Statement:** Excluding investment activity, September revenues totaled approximately $20,400. September revenues included $11,000 from Solebury, $925 from New Hope, approximately $2,800 from individual contributions, and approximately $4,650 from fundraising activities for the Poe event. Total revenues of approximately $237,200 through September includes approximately 99% of budgeted governmental contributions for 2023. Additional revenues for the rest of the year are expected to come primarily from the Fall appeal and any fundraising activities.

September expenses were approximately $23,200. Total expenses through September were approximately $217,400. There were no significant unbudgeted expenses in September. Purchases of library materials are approximately $8,000 behind budget.

**Balance sheet:** Cash on hand of $222,690 at the end of September decreased approximately $3,000 from the previous month and provides expense coverage for approximately 8 months. Net worth was approximately $2.4 million as of September 30, 2023. The net worth calculation does include the value of the investment portfolio.

1. **Investments**

The unrestricted endowment balance at the end of September was $1,278,568. The Vanguard stock and bond funds decreased in September, and the endowment fund has a 7% 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 $121,899 at the end of September. 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 September as the unrestricted endowment fund.

The non-endowment general fund balance was $36,404 at the end of September 2023.

Additionally, John has circulated a draft of the 2024 budget to Board members for review.

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

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

**District News**

A district meeting was held at the Southampton Library on October 18. June Garcia, the consultant who will be leading the search for BCFL’s new director, was there to get input from the CPL directors about what they would like to see in potential candidates.

A new district consultant, Adam Gilbert-Cole, has been hired and started Monday, October 23. His experience is primarily in Montgomery County, most recently as assistant director at the William Jeanes Library. He will be visiting all libraries over the next few weeks.

Following the meeting, the CPL directors discussed the next steps regarding the reinstatement of Libby (Overdrive). A meeting with the Libby sales representative will be scheduled to finalize details to start at the beginning of the year. So far, six libraries are on board.

**E-rate Update**

The librarymonthly bill from Verizon decreased from $284 to $119, a decided improvement. It is Connie’s understanding that the library is due an additional discount from the State which should further lower the bill. However, due to an issue with the district’s e-rate consultant filing an incorrect SPIN, the discount may arrive in one lump sum at the end of the period rather than monthly as hoped. The e-rate consultant is still working to resolve this problem with the State.

**Property Issues** (see Property Report)

The **Ballot Box** is in place and ready to receive ballots through election night.

1. **PROPERTY** – Stacy Smith

Stacy and Connie updated the Board on a several property issues.

**Electrical outlet in the furnace room:** The outlet stopped working, and the library’s electrician came out and offered an estimate for the repair. The work has been completed at a cost of $116.25.

**Roof repair to prevent leaking by front door:** Roofing contractor Charles Parsons came out to examine a leak that developed between the lobby area and main reading room. He estimated $1,000 to fix and promptly repaired the rubber roof over the lobby area.

**Tree removal:** After a complaint from a neighbor, the New Hope Shade Tree Commission visited the library with the request that an arborist be hired to make a recommendation about a black walnut tree dropping nuts over Old Mill Road. Three arborists came out to make estimates. The two black walnut trees behind the library are healthy, but another tree near the library is dying and needs to be removed. A fourth tree needs trimming. Estimates to remove the black walnut trees and dead tree, as well as trim the fourth tree, ranged from $6,322.50 to $2,850. The Board agreed to seek the services of T&T Tree Services but want to keep the black walnut tree if possible. **Next steps:** Ask T&T to provide a recommendation that can be passed on to the Shade Tree Commission.

**Water leakage in children’s room:** After the Board’s last meeting, Stacy had the opportunity to see the water seepage firsthand. Here are her observations and recommendations:

* A downspout (near where the seepage occurs) appears to be the problem, causing the water to back up and/or leak.
* There has also been further explanation of work from Jamison Landscaping and Best Buddies regarding drainage. (1) Best Buddies will flush and repair the downspout when they excavate if needed. They will also replace landscaping with native plants and remove the tipple away from the building. (2) Jamison also indicated that they would flush and repair any drains located in the area they are working. They will not replace landscaping, just put everything back. The Jamison estimate also requires the library to have the AC Unit removed and reinstalled.
* With winter approaching and other property repairs to consider. Stacy recommended hiring Best Buddies as the most cost-effective, less intrusive, and timely option. The Board was in agreement.

1. **MARKETING & DEVELOPMENT** – **Liz Jordan and Julia Klossner**

* The designer is working on the November Operating Fund Appeal (NOFA), and the goal is to have in mailboxes on November 27.
* The Edgar Allan Poe fundraising event held at The Logan Inn on October 19 was very successful, and attendees enjoyed the presentation. To follow up, thank-you letters will be sent to sponsors.
* The Board agreed to combining the Marketing and Development committees into one as a better use of time and talents.

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

Shereen and Christopher updated the Board on the status of the search for new Board members and the slate of 2024 Board officers.

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

The FOL will complete its Book Sale this weekend (October 29-30). Connie also thanked the FOL for a recent $500 gift that will cover some small wish-list items.

1. **OTHER BUSINESS** – Doug Brindley

Doug noted that the Cintra Mansion has been demolished. According to the letter of agreement between the library and developer, the 10-year option to build a new library on the property will commence once new construction begins.

**MOTION** by Christopher to adjourn at 6:30 p.m. **SECONDED** by Shereen. **APPROVED** by all.

Next meeting: November 15, 2023, in person and via Zoom.

Respectfully submitted,

Liz Jordan, Secretary

**Addendum:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **September 2023 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2019** | 1966 | 1287 | 68 | 703 | 1652 | 5676 |  |
| **2020** | 1526 | 1087 | 62 | 803 | 1218 | 4696 |  |
| **2021** | 1361 | 977 | 30 | 636 | 1181 | 4185 |  |
| **2022** | 1227 | 1041 | 22 | 965 | 1174 | 4429 |  |
| **2023** | 1250 | 1310 | 25 | 946 | 1651 | 5182 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 23 | 269 | 3 | -19 | 477 | 753 |  |
|  | 1.87% | 25.84% | 13.64% | -1.97% | 40.63% | 17.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2019** | 859 | 2017 | 116 | 994 | 316 | 21 |  |
| **2020** | 802 | 1602 | 60 | 965 | 636 | 21 |  |
| **2021** | 707 | 1602 | 51 | 844 | 2276 | 17 |  |
| **2022** |  |  |  |  | 3795 | 40 |  |
| **2023** | 775 | 1252 | 63 | 1441 | 6570 | 35 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 775 | 1252 | 63 | 1441 | 2775 | -5 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 73.12% | -12.50% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **2019** | 874 | 842 | 1.038 |  | 271 | 143 | 31.576 |
| **2020** | 883 | 919 | 0.961 |  | 91 | 36 | 23.791 |
| **2021** | 667 | 683 | 0.977 |  | 71 | 35 | 29.549 |
| **2022** | 339 | 472 | 0.718 |  | 97 | 57 | 35.134 |
| **2023** | 465 | 570 | 0.816 |  | 91 | 47 | 30.879 |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 126 | 98 |  |  | -6 | -10 | -4.26 |
|  | 37.17% | 20.76% |  |  | -6.19% | -17.54% | -12.11% |
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| **September 2023 Prior Years Comparison** | | |  |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |  |
| **2019** | 7 | 101 |  | 1 | 0 | 2 |  |
| **2020** | 12 | 75 |  | 1 | 8 | 0 |  |
| **2021** | 12 | 94 |  | 1 | 0 | 3 |  |
| **2022** | 5 | 60 |  | 0 | 0 | 0 |  |
| **2023** | 8 | 109 |  | 4 | 0 | 6 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 3 | 49 |  | 4 | 0 | 6 |  |
|  | 60.00% | 81.67% |  | #DIV/0! | #DIV/0! | #DIV/0! |  |
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|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2019** | 10 | 80 | 114 |  | 231 |  |  |
| **2020** | 15 | 133 | 160 |  | 37 |  |  |
| **2021** | 14 | 63 | 75 |  | 41 |  |  |
| **2022** | 11 | 65 | 154 |  | 88 |  |  |
| **2023** | 6 | 47 | 55 |  | 87 |  |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | -5 | -18 | -99 |  | -1 |  |  |
|  | -45.45% | -27.69% | -64.29% |  | -1.14% |  |  |
|  |  |  |  |  |  |  |  |
| **\* 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. Starting June 2023, Comics Plus and** | | | | | | |  |
| **Newstand are 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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| **September 2023 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2019** | 19695 | 13667 | 676 | 6975 | 12203 | 53216 |  |
| **2020** | 10710 | 6394 | 414 | 3541 | 17094 | 38153 |  |
| **2021** | 12718 | 9322 | 477 | 5932 | 13085 | 41534 |  |
| **2022** | 11316 | 11402 | 299 | 7883 | 12682 | 43582 |  |
| **2023** | 11587 | 11678 | 272 | 8439 | 14469 | 46445 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 271 | 276 | -27 | 556 | 1787 | 2863 |  |
|  | 2.39% | 2.42% | -9.03% | 7.05% | 14.09% | 6.57% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2019** | 8563 | 19285 | 1116 | 11343 | 2318 | 293 |  |
| **2020** | 4978 | 10148 | 424 | 5578 | 7461 | 96 |  |
| **2021** | 7029 | 15173 | 420 | 7339 | 18464 | 191 |  |
| **2022** |  |  |  |  | 39224 | 255 |  |
| **2023** |  |  |  |  | 49230 | 509 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 0 | 0 | 0 | 0 | 10006 | 254 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 25.51% | 99.61% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |
| **2019** | 8079 | 8413 | 0.960 |  | 2570 | 1493 |  |
| **2020** | 5395 | 6050 | 0.892 |  | 741 | 338 |  |
| **2021** | 6896 | 7133 | 0.967 |  | 506 | 234 |  |
| **2022** | 3781 | 4630 | 0.817 |  | 776 | 418 |  |
| **2023** | 3867 | 4866 | 0.795 |  | 899 | 484 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 86 | 236 |  |  | 123 | 66 |  |
|  | 2.27% | 5.10% |  |  | 15.85% | 15.79% |  |
|  |  |  |  |  |  |  |  |
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| **September 2023 Prior Years Comparison** | | |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** | **Adult Attend** | **Young Adult Attend** |  |
| **2019** | 53 | 603 |  | 60 | 164 | 219 |  |
| **2020** | 80 | 561 |  | 15 | 46 | 103 |  |
| **2021** | 97 | 1262 |  | 36 | 23 | 93 |  |
| **2022** | 82 | 657 |  | 12 | 4 | 37 |  |
| **2023** | 88 | 946 |  | 54 | 5 | 117 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 6 | 289 |  | 42 | 1 | 80 |  |
|  | 6.19% | 22.90% |  | 116.67% | 4.35% | 86.02% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2019** | 142 | 803 | 1839 |  | 2121 |  |  |
| **2020** | 115 | 1492 | 2585 |  | 676 |  |  |
| **2021** | 167 | 1492 | 3040 |  | 438 |  |  |
| **2022** | 126 | 754 | 1620 |  | 709 |  |  |
| **2023** | 106 | 743 | 1579 |  | 1313 |  |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | -20 | -11 | -41 |  | 604 |  |  |
|  | -15.87% | -1.46% | -2.53% |  | 85.19% |  |  |
|  |  |  |  |  |  |  |  |
| **\* 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. Starting June 2023, Comics Plus and** | | | | | | |  |
| **Newstand are 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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