**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – APPROVED**

**December 20, 2023**

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

1. **CALL TO ORDER** – Doug Brindley

The meeting was called to order by Doug at 4:41 p.m. **MOTION** by Christopher to accept the minutes of the November 15, 2023, meeting. **SECONDED** by Joanne. **APPROVED** by all.

1. **UPDATE** – Search Committee

The Committee will meet virtually with the consultant on Friday to initially screen candidates. An independent BCFL library director and the District Consultant from Bucks County will also participate in the process as non-voting members of the Committee.  They will help develop questions for the initial interviews, which will be held in January.

1. **FINANCE REPORT** – John Schuster

**Operations**

**Income Statement:** Excluding investment activity, November revenues totaled approximately $7,250. November revenues included approximately $5,850 from the fund drive, and approximately $750 from New Hope. Total revenues through November were approximately $270,000, compared with a budget for the year of approximately $297,000. Additional revenues for the rest of the year are expected to come primarily from the fall appeal. We will also take a distribution from the restricted endowment fund.

November expenses were approximately $36,000. Unbudgeted expenses for November included payments for the Search Committee consultant ($4,000) and the drainage repair in the basement (approximately $2,700). November expenses also included an insurance payment of approximately $4,500. Total expenses through November were approximately $287,300, compared with a budget for the year of approximately $316,500. Purchases of library materials are approximately $4,000 behind budget.

**Balance sheet:** Cash on hand of $165,164 at the end of November decreased approximately $28,000 from the previous month and provides expense coverage for approximately 7 months. Net worth was approximately $2.4 million as of November 30, 2023. The net worth calculation does include the value of the investment portfolio.

**Investments**

The unrestricted endowment balance at the end of November was $1,485,792. The Vanguard stock and bond funds decreased in October, and the endowment fund has a 12% 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 $127,584 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 had a similar experience during November as the unrestricted endowment fund.

The non-endowment general fund balance was $37,227 at the end of November 2023.

John opened the discussion of the draft 2024 budget by suggesting a 3-4% cost-of-living increase to staff salaries. The Board agreed to a 4% increase. The budget will be voted on in January.

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

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

**District Information:**

* The State budget passed, so the library should receive its State aid check soon.
* Plans for the use of State aid have been submitted.
* Work on the library’s annual report will be in February.
* Several library policies will need to be updated and approved by the Board in January, including the policy for Library Computer and Internet Use Guidelines. These will be forwarded to the Board once the content has been updated.

**Building Issues**

* While the water seepage in children’s room seems to be resolved, a heavy rain over the past weekend caused flooding in the furnace room. This has happened before, and the consensus was to wait until spring to see if it happens again.
* Tree removal and pruning are complete.

**Libby/Overdrive**: The launch of Libby/Overdrive will most likely be the second week of January. Libraries participating in the consortium are working on the technical side of setting up their accounts (each library does this individually). A Libby librarian will curate the initial offering of best sellers and popular fiction titles. While patrons of the six libraries in the consortium can borrow from each other, NH-S patrons will have precedence on our collection. Connie noted that the response from community has been very positive about the return of this e-library service.

This is officially Connie’s last board meeting. She thanked the Board for giving her the opportunity to serve this community, and she wished everyone the best for the future.

1. **PROPERTY** – Stacy Smith

See Director’s Report.

1. **MARKETING & DEVELOPMENT** – **Liz Jordan and Julia Klossner**
* The November appeal dropped the week of 11/27. As of week three, 88 donors have given $12,482. This includes 12 new donors. Follow-up reminders will continue through the end of the year, with an overall “thank you” message going out in early January.
* The Board discussed adding PayPal and Apple Pay as options for donations. Connie will follow up with Eric on this action.
* Julia will coordinate writing thank-you notes to top, matching and new donors. Each Board member can review the list of names before being assigned.
1. **GOVERNANCE** – Shereen White and Christopher Whitney

Christopher introduced Lauren Mellon to the Board. Lauren shared her background, experience and interest in joining the Board.

A proposed slate of officers for 2024 was presented: Stacy Smith, President; Julia Klossner, Vice President; John Schuster, Treasurer; Joanne Reszka, Secretary. **MOTION** by John to accept the new slate for one-year terms. **SECONDED** by Joanne Reszka. **APPROVED** by all.

1. **OTHER BUSINESS**

The Board agreed to postpone the 2024 Board retreat/workshop until a new library director is hired. Stacy suggested February 24, 2024, as placeholder date.

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

The Christmas Parade was cancelled due to weather. Plans for the Book Sale are being discussed. Other fundraisers in 2024 include a tour of Paxson Farm. The FOL will also be developing another book about our “vibrant community” to published in 2024.

**MOTION** by Christopher to adjourn at 6:04 p.m. **SECONDED** by Stacy. **APPROVED** by all.

The Board went to into Executive Session. **MOTION** by Christopher to appoint Lauren Mellon to the Board for a three-year term starting January 1, 2024. **SECONDED** by Julia. **APPROVED** by all.

Next meeting: January 17, 2023, in person and via Zoom.

Respectfully submitted,

Liz Jordan, Secretary

**Addendum:**

|  |  |  |  |  |  |
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| **November 2023 Prior Years Comparison** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult**  | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **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 |  |
| **2023** | 1192 | 1261 | 18 | 935 | 1624 | 5030 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 14 | 194 | -8 | 64 | 146 | 410 |  |
|  | 1.19% | 18.18% | -30.77% | 7.35% | 9.88% | 8.87% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other**  | **E-Resources\*\*** | **New Users** |  |
| **2019** | 1075 | 1790 | 98 | 1143 | 274 | 25 |  |
| **2020** | 775 | 1700 | 54 | 882 | 617 | 6 |  |
| **2021** | 743 | 1576 | 67 | 733 | 2477 | 23 |  |
| **2022** |  |  |  |  | 4567 | 36 |  |
| **2023** | 799 | 1224 | 46 | 1337 | 6891 | 53 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 799 | 1224 | 46 | 1337 | 2324 | 17 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 50.89% | 47.22% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds**  | **Holds** | **Ratio** |  | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** | **Avg Time** |
| **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 |
| **2023** | 339 | 627 | 0.541 |  | 73 | 32 | 26.055 |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 3 | 167 |  |  | -6 | -3 | -0.79 |
|  | 0.89% | 36.30% |  |  | -7.59% | -8.57% | -2.95% |
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| **November 2023 Prior Years Comparison** |  |  |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** |  **Adult Attend** | **Young Adult Attend** |  |
| **2019** | 12 | 103 |  | 4 | 0 | 4 |  |
| **2020** | 13 | 78 |  | 1 | 0 | 3 |  |
| **2021** | 11 | 74 |  | 1 | 0 | 4 |  |
| **2022** | 15 | 111 |  | 4 | 0 | 9 |  |
| **2023** | 12 | 134 |  | 4 | 0 | 6 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | -3 | 23 |  | 0 | 0 | -3 |  |
|  | -20.00% | 20.72% |  | 0.00% | #DIV/0! | -33.33% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2019** | 17 | 124 | 208 |  | 116 |  |  |
| **2020** | 18 | 236 | 372 |  | 26 |  |  |
| **2021** | 20 | 77 | 195 |  | 67 |  |  |
| **2022** | 14 | 67 | 287 |  | 115 |  |  |
| **2023** | 6 | 62 | 53 |  | 71 |  |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | -8 | -5 | -234 |  | -44 |  |  |
|  | -57.14% | -7.46% | -81.53% |  | -38.26% |  |  |
|  |  |  |  |  |  |  |  |
| **\* 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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| **November 2023 Prior Years Comparison** |  | **YEAR TO DATE** |  |  |  |
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|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult**  | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **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 |  |
| **2023** | 13904 | 14149 | 311 | 10282 | 17621 | 56267 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 199 | 462 | -31 | 689 | 2072 | 3391 |  |
|  | 1.45% | 3.38% | -9.06% | 7.18% | 13.33% | 6.41% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other**  | **E-Resources\*\*** | **New Users** |  |
| **2019** | 10477 | 23143 | 1301 | 13662 | 3488 | 348 |  |
| **2020** | 6605 | 13623 | 538 | 7345 | 8723 | 117 |  |
| **2021** | 8598 | 18419 | 564 | 8666 | 23684 | 240 |  |
| **2022** |  |  |  |  | 47963 | 331 |  |
| **2023** |  |  |  |  | 62377 | 595 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 0 | 0 | 0 | 0 | 14414 | 264 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 30.05% | 79.76% |  |
|  |  |  |  |   |  |  |  |
|  | **Holds**  | **Holds** | **Ratio** |  | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** |  | **Uses** | **Time** |  |
| **2019** | 9804 | 10082 | 0.972 |  | 3061 | 1722 |  |
| **2020** | 6903 | 7797 | 0.885 |  | 941 | 412 |  |
| **2021** | 8201 | 8549 | 0.959 |  | 647 | 300 |  |
| **2022** | 4439 | 5515 | 0.805 |  | 983 | 530 |   |
| **2023** | 4577 | 6061 | 0.755 |  | 1068 | 560 |   |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 138 | 546 |  |  | 85 | 30 |  |
|  | 3.11% | 9.90% |  |  | 8.65% | 5.66% |   |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| **November 2023 Prior Years Comparison** |  | **YEAR TO DATE** |  |  |  |
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|  | **Programs** |  |  | **Programs** |  |  |  |
|  | **for Adults** | **Attendance** |  | **for Young Adults** |  **Adult Attend** |  **Young Adult Attend** |  |
| **2019** | 65 | 867 |  | 67 | 171 | 244 |  |
| **2020** | 104 | 712 |  | 17 | 56 | 109 |  |
| **2021** | 112 | 1409 |  | 38 | 23 | 100 |  |
| **2022** | 110 | 925 |  | 21 | 8 | 76 |  |
| **2023** | 113 | 1210 |  | 63 | 5 | 130 |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | 3 | 285 |  | 42 | -3 | 54 |  |
|  | 2.68% | 20.23% |  | 110.53% | -13.04% | 54.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Programs** |  |  |  | **Wireless** |  |  |
|  | **for Children** | **Adult Attend** | **Child Attend** |  | **Sessions** |  |  |
| **2019** | 174 | 1068 | 2202 |  | 2324 |  |  |
| **2020** | 157 | 2341 | 3638 |  | 730 |  |  |
| **2021** | 202 | 1641 | 3415 |  | 621 |  |  |
| **2022** | 158 | 897 | 2115 |  | 940 |  |  |
| **2023** | 127 | 897 | 1758 |  | 1468 |  |  |
|  |  |  |  |  |  |  |  |
| **22/23 Change** | -31 | 0 | -357 |  | 528 |  |  |
|  | -19.62% | 0.00% | -16.88% |  | 56.17% |  |  |
|  |  |  |  |  |  |  |  |
| **\* 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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