**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – FINAL**

**March 20th, 2024**

In attendance: Stacy Smith, President; Julia Klossner, Vice President; John Schuster, Treasurer; Joanne Reszka, Secretary; Sam Pharo, Executive Director; Board members: Deirdre Alderfer; Lauren Mauro Mellon, Lisa Menz, Shereen White, Christopher Whitney. Also attending: Pamm Kerr (Friends of the Library)

1. **CALL TO ORDER** – Stacy Smith

The meeting was called to order by Stacy at 5:30 p.m.

1. **MOTION TO ACCEPT MINUTES** – Stacy Smith

**MOTION** to accept the minutes of the meeting by Christopher Whitney. **SECONDED** by Shereen White. **APPROVED** by all.

1. **FRIENDS’ REPORT** – Pamm Kerr

Pamm asked the Board to continue spreading the word about the program, Naturalizing New Hope. The FOL have engaged the support of Ryan Fuller, GMG Insurance, for the next FOL book fundraiser. Plans for the used book sale will go ahead in the late spring to early fall, dependent on Boro permit. Also, New Hope Arts is working on plans for a workshop to make dice for Dungeons and Dragons games.

1. **FINANCE REPORT** – John Schuster

1. **Operations**

**Income Statement:**

Excluding investment activity, February revenues totaled approximately $46,000.   February revenues included the State Aid payment of $37,792, a $5,000 contribution from the Friends of the Library for adult programming, and approximately $2,835 from individual contributions. The donation discussed last month was received in March and has been transferred to the Library unrestricted endowment fund.

February expenses were approximately $22,800.   Payroll expenses for the first two months are lower than budgeted because Sam started in mid-February, and Connie worked on a part-time basis during 2024.  There were no significant unbudgeted expenses in February. We are approximately $5,000 behind budget in payments for books and other materials.

**Balance sheet:**

Cash on hand of approximately $170,600 at the end of February increased approximately $25,000 from the previous month and provides expense coverage for approximately 8 months.   Net worth was approximately $2.5 million as of February 29, 2024.  The net worth calculation does include the value of the investment portfolio.

1. **Investments**

The unrestricted endowment balance at the end of February was $1,439,134.  The Vanguard stock and bond funds have increased 3% since the beginning of 2024.  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 $128,942 at the end of February.  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 February as the unrestricted endowment fund. The non-endowment general fund balance was $37,868 at the end of February 2024.

**Other:** All final financial payments have been made to Connie Hillman. Stacy will add the annual insurance review to the Board to-do annual calendar.

1. **DIRECTOR’S REPORT** – Sam Pharo

* The “dungeon” crawlspace has been cleaned out and basement-appropriate items are being stored there to free up space in the storage room adjacent to Patricia’s workroom. All relevant Library tech devices have been moved to Sam’s office for review and evaluation.
* Sam provided an estimate from Best Buddies for potential landscaping plans regarding a path to the back garden entrance by the Children’s room, specifically to accommodate strollers, and improving the side garden beds. The Board had various questions concerning the path and landscaping plans e.g. required permits for the path, the potential impact of rain on the proposed landscaping; future maintenance of the path; and use of native plants, such as inkberry, instead of the proposed boxwoods in the quote. The Board asked Sam to obtain a second quote for this work. Also, Sam will investigate a quote for work concerning the occasional flooding in the furnace room. Sam also met with Jim DiTulio concerning exterior cleaning of the Library building. A soft wash of the building was recommended, rather than power-washing, due to the age and nature of materials on the building, but this may prove expensive. No estimate has yet been received.
* All boxes have been transferred from the storage locker and the account will be closed out. All records from the locker will be evaluated for retention purposes. Sam proposed using the now available funds to purchase a public water cooler and water delivery. The Board agreed to the purchase of the water cooler.
* Sam met with the NHSD/New Hope Solebury Community Network on Feb. 28th to promote various library initiatives, including programming and teacher liaisons so the library can connect with student groups.
* A free Meeting Owl (value approx. $1000) is available for use through a grant that Patricia gained last year. This is an excellent addition to tech offerings and will be available for use in the meeting room.
* The picnic table donated by the Friends was assembled and placed in the rear garden.
* The Library will be offering small-group ESL classes starting April 1st. Each session, led by a local volunteer, will be held from 6-7pm.
* An application has been made to the MagiKids charity for a donation of Magic cards and related gear.
* The Library will be attending the Earth Day Festival and Electric Car show on April 27th; Sam will host a table and the Friends of the Library have been invited to attend.
* Also on April 27th, in addition to the Sculpture Walk, the Library will be hosting the Nedinah Classical Music trio at 1pm.
* Annual report is ready to go. An electronic door counter has been installed to help more easily count the number of Library users.
* Based on patron requests, Sam proposed moving Friday opening to an earlier time. There was a **MOTION** by Christopher Whitney, **SECONDED** by Lauren Mauro Mellon to change Friday opening hours to 9 a.m. for a temporary period. **APPROVED** by all.
* Sam met with the Lambertville public library director, Jennifer Sirak. The libraries plan to work together to share resources, etc.

1. **PRESIDENT’S REPORT** – Stacy Smith

* The Board’s February workshop was productive. The workshop focused on committee structure and fundraising plans for the year. Committee/liaison structure is as follows:

New Hope representatives – Deirdre and Shereen

Solebury representatives – Joanne and Stacy

Property - Lisa and Stacy

Governance – Shereen and Christopher

Marketing and Development – Julia (SOFA/NOFA) and Lauren (donor relations/events)

Finance – John and Stacy

* Stacy referenced the Director’s evaluation document sent to the Board prior to the meeting. **MOTION:** Shereen White; **SECONDED**: John Schuster - to accept the proposed document to be used for annual evaluation of the FLNHS Executive Director. **APPROVED** by all.
* The Board discussed closing for the 2024 Juneteenth federal holiday. **MOTION:** Lisa Menz; **SECONDED**: Lauren Mauro Mellon – for the FLNHS Library to be closed on Wednesday, June 19th, 2024.Upon further discussion, it was decided that Sam will research State requirements around Library closings for federal holidays, required number of days/hours for opening, and number of staff paid holidays and make a recommendation. The motion was tabled for discussion until the next meeting.

1. **PROPERTY –** Lisa Menz

The following issues were mentioned and discussed: the need for possible caulking around certain pipes where water is coming in; two noticeable holes in the eaves over the children’s garden; checking of gutters; and removal of a wasp nest. Also, there is paint deterioration under the roof to the children’s entrance.

Cintra: Lauren Mauro Mellon and Lisa Menz are working to fill out the appropriate paperwork from the New Hope Boro for a Right to Know concerning Cintra documents.

1. **MARKETING & DEVELOPMENT** – Julia Klossner

All preparations for the virtual SOFA appeal are in progress. A patron email will be sent out during the next week as a preview for the appeal, because of its change to a virtual appeal. The full appeal will be sent out the following week and there is a schedule for follow-up emails.

1. **FUNDRAISING**

Deirdre reported on the Spelling Bee meeting with Adrienne Cornwall; Adrienne has a committee of three volunteers to spearhead the Bee. Due to the school holiday on October 3rd or 4th, the committee will work on a potential date of Friday, October 11th with September 27th as a back-up date.

Board members reported on other fundraising initiatives that are in the works including a possible wine night and a potential movie screening.

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

The bylaws have been red lined with track changes and Shereen will share the document with Board members before the next meeting.

1. **MOTION TO ADJOURN**

**MOTION** by Christopher Whitney to adjourn at 6:49 p.m. **SECONDED** by Shereen White. **APPROVED** by all.

Next meeting: April 17th, 2024, in person and via Zoom.

Respectfully submitted,

Joanne Reszka, Secretary

**CIRCULATION STATISTICS: FEBRUARY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **February 2024 Prior Years Comparison** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2020** | 2055 | 1283 | 41 | 553 | 1582 | 5514 |  |
| **2021** | 976 | 683 | 33 | 381 | 1503 | 3576 |  |
| **2022** | 1214 | 877 | 14 | 699 | 1424 | 4228 |  |
| **2023** | 1092 | 1279 | 22 | 785 | 1428 | 4606 |  |
| **2024** | 1206 | 1158 | 29 | 845 | 1732 | 4970 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 114 | -121 | 7 | 60 | 304 | 364 |  |
|  | 10.44% | -9.46% | 31.82% | 7.64% | 21.29% | 7.90% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2020** | 846 | 1977 | 105 | 1053 | 211 | 22 |  |
| **2021** | 515 | 1269 | 41 | 608 | 1170 | 3 |  |
| **2022** |  |  |  |  | 4069 | 13 |  |
| **2023** |  |  |  |  | 4755 | 50 |  |
| **2024** | 708 | 1198 | 65 | 1267 | 1945 | 30 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 708 | 1198 | 65 | 1267 | -2810 | -20 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -59.10% | -40.00% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** | **Wireless** | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** | **Sessions** | **Uses** | **Time** | **Avg Time** |
| **2020** | 833 | 928 | 0.898 | 214 | 200 | 94 | 28.31 |
| **2021** | 700 | 844 | 0.829 | 14 | 13 | 6 | 28.615 |
| **2022** | 530 | 494 | 1.073 | 45 | 56 | 27 | 28.554 |
| **2023** | 381 | 472 | 0.807 | 270 | 93 | 44 | 28.452 |
| **2024** | 443 | 618 | 0.717 | 73 | 90 | 50 | 33.622 |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 62 | 146 |  | -197 | -3 | 6 | 5.17 |
|  | 16.27% | 30.93% |  | -72.96% | -3.23% | 13.64% | 18.17% |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **February 2024 Prior Years Comparison** | |  |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **2020** | 4406 | 2145 | 95 | 1099 | 3409 | 11154 |  |
| **2021** | 2081 | 1225 | 62 | 830 | 2974 | 7172 |  |
| **2022** | 2746 | 2062 | 28 | 1410 | 2853 | 9099 |  |
| **2023** | 2305 | 2489 | 38 | 1638 | 3042 | 9512 |  |
| **2024** | 2547 | 2283 | 54 | 1888 | 3524 | 10296 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 242 | -206 | 16 | 250 | 482 | 784 |  |
|  | 10.50% | -8.28% | 42.11% | 15.26% | 15.84% | 8.24% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2020** | 1757 | 3913 | 191 | 2028 | 638 | 45 |  |
| **2021** | 1100 | 2446 | 77 | 1203 | 1935 | 13 |  |
| **2022** |  |  |  |  | 7680 | 34 |  |
| **2023** |  |  |  |  | 9655 | 123 |  |
| **2024** | 1419 | 2652 | 124 | 2577 | 3770 | 52 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 1419 | 2652 | 124 | 2577 | -5885 | -71 |  |
|  | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -60.95% | -57.72% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** | **Wireless** | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** | **Sessions** | **Uses** | **Time** |  |
| **2020** | 1686 | 1905 | 0.885 | 440 | 414 | 201 |  |
| **2021** | 1526 | 1776 | 0.859 | 34 | 13 | 6 |  |
| **2022** | 1150 | 1150 | 1.000 | 94 | 120 | 48 |  |
| **2023** | 808 | 945 | 0.855 | 540 | 178 | 88 |  |
| **2024** | 977 | 1341 | 0.729 | 153 | 181 | 99 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 169 | 396 |  | -387 | 3 | 11 |  |
|  | 20.92% | 41.90% |  | -71.67% | 1.69% | 12.50% |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **\* E-Circulation: From April 2019 to August 2020, e-circulation included Overdrive, Hoopla, Cloud Library, Zinio,** | | | | | |  |  |
| **and OneClickDigital. Beginning September 2020, Flipster is included, while Zinio, and OneClickDigital** | | | | |  |  |  |
| **are no longer in use. Overdrive was also cancelled. Beginning June 2022, Kanopy is included. Starting June 2023,** | | | | | |  |  |
| **Comics Plus and Newstand are included. Starting February 2024, Libby/Overdrive is once again included.** | | | | |  |  |  |
| **\*\* 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.** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**PROGRAMMING STATISTICS: FEBRUARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2/1/2024 | TEDDY BEAR CLINIC | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 22 |
| 2/6/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 5 |
| 2/6/2024 | PRESCHOOL STORYTIME | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 25 |
| 2/7/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 2/8/2024 | VIRT. ART: WINTER WONDERLAND | Children ages 6 – 11 | Live Virtual (SYNCHRONOUS) | 4 |
| 2/13/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 4 |
| 2/13/2024 | PRESCHOOL STORYTIME | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 25 |
| 2/14/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 2/20/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 4 |
| 2/20/2024 | PRESCHOOL STORYTIME | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 21 |
| 2/21/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 2/22/2024 | S.T.E.A.M. PROG. Build & Light | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 5 |
| 2/27/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 4 |
| 2/27/2024 | PRESCHOOL STORYTIME | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 22 |
| 2/27/2024 | Kids CLUBHOUSE STORYTIME | Children ages 0 – 5 | Off-Site (LIVE SYNCHRONOUS) | 12 |
| 2/27/2024 | Kids CLUBHOUSE STORYTIME | Children ages 0 – 5 | Off-Site (LIVE SYNCHRONOUS) | 12 |
| 2/27/2024 | Kids CLUBHOUSE STORYTIME | Children ages 0 – 5 | Off-Site (LIVE SYNCHRONOUS) | 15 |
| 2/28/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 2/29/2024 | Virtual Art: Cookie Watercolor | General Interest / All Ages | Live Virtual (SYNCHRONOUS) | 16 |
| 2/29/2024 | Virtual Art: Cookie Watercolor | General Interest / All Ages | Pre-Recorded (ASYNCHRONOUS) | 20 |