**THE FREE LIBRARY OF NEW HOPE SOLEBURY**

**Board of Trustees Meeting Minutes – FINAL**

**Wednesday, April 17th, 2024**

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

1. **CALL TO ORDER** – Stacy Smith

The meeting was called to order by Stacy at 5:31 p.m.

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

**MOTION** to accept the minutes of the meeting by Christopher. **SECONDED** by John. **APPROVED** by all.

1. **FRIENDS’ REPORT** – Pamm Kerr

Karl Varnai asked the Boro Council if they could return the $350 permit fee from last year to the FOL for the 2023 Book Sale; (it has been returned). Boro Council member, Dan Dougherty, further asked that the 2024 permit be waived. May 1 is a potential date for book donation drop-off from people who have already been in contact with the FOL; the public will be invited to drop off book donations at a later date. Pamm reminded Board members that they are invited to walk in the Pride Parade on May 18th. She also asked Board members to sign up as volunteers for FOL book sale time slots.

1. **FINANCE REPORT** – John Schuster

**Operations**

**Income Statement:**

Excluding investment activity and the gift previously discussed, March revenues totaled approximately $3,000. March revenues are primarily attributable to approximately $2,600 from individual contributions. The donation discussed last month has been transferred to the Library’s unrestricted endowment fund. 1

March expenses were approximately $27,200. Payroll expenses for the first three months are lower than budgeted because Sam started in mid-March, and Connie worked on a part-time basis during 2024. There were no significant unbudgeted expenses in March. Payments for books and other materials were approximately $5,300 in March, and we are approximately $4,000 behind budget for books and other material.

**Balance sheet:**

Cash on hand of approximately $147,458 at the end of March decreased approximately $24,000 from the previous month and provides expense coverage for approximately 6 months. Net worth was approximately $2.7 million as of March 31, 2024. The net worth calculation does include the value of the investment portfolio.

**Investments**

The unrestricted endowment balance at the end of March was $1,623,862. The Vanguard stock and bond funds have increased 6% 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 $131,898 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 $37,597 at the end of March 2024.

1The gift will be included as revenue for the year but will not be referred to in future Treasurer reports because it was added to the unrestricted endowment and was not intended to be used for current operations.

The Board accepted the Treasurer’s report.

Other: NHSD has asked that the COI for the Spelling Bee provide coverage for a $3M aggregate. The insurance company has confirmed that this will cost $350 for the year; $180 for six months; monthly fee to be determined. The Board approved John to check with Adrienne Cornwell and NHSD concerning the specifics related to insurance coverage and to make a decision about the insurance increase at his discretion.

1. **DIRECTOR’S REPORT** – Sam Pharo

* The first three Mason bee hives have been installed, out of the reach of children.

The beehive installation prompted a question regarding stings and allergic reactions. Sam recommended the library consider acquiring an epi-pen and Narcan doses. After discussion, the Board asked Sam to look more into detailed information concerning epi-pens, Narcan, and an AED, specifically related to costs, grants for such items, staff training and liability. It was also recommended that he check with the Fire Department concerning emergency response times. Sam will also contact Adam at BCFL to see how other libraries handle this.

* There is a pending art donation from Valerie Martz of a painting, “Magnolias” by Betty Chardon, a prominent New Hope artist and former FLNHS trustee. Sam recommended the library accept the donation. There are no contingencies regarding display, payment for the painting, or acknowledgment. The Board approved accepting the donation.
* Sam will continue conversations with the ESL volunteer concerning proposed ESL classes. Although they were scheduled to begin in April, further details have to be worked out. There is a new collaboration with Maria Tzemintimpi, ESL teacher from NHSD, to provide space for meetings with school ESL students.
* Sam continues to work on reorganization of Library spaces.
* The scheduling for Nerd Studio and Magic the Gathering club will be announced soon. Sam is trying to connect with various teachers who might be able to direct teens towards these clubs. Lauren will share a flyer with Buckingham Frends School.
* Sam met with Rory Yerkes, from the UES, to discuss helping with the BRIDGE program. The library looks forward to a number of promising ventures with the program, including a weekly drop-in craft, designing flyers on Canva and helping with story time.
* Canva Pro, the marketing site, is now free due to our nonprofit status.
* Our first 3D printed email order was received and sent out. We are hoping for one of the BRIDGE students to engage with the 3D printer and Canva.
* The Magikids shipment will arrive soon. This will form the core of our Magic program and provide starter kits for interested players.
* Ballot drop-off is going smoothly. The volunteers seem to be exceptionally helpful and service oriented.
* April 27th will offer multiple events including a library table for the NHSD Electric Car event; a New Hope Arts Found Objects family program in the Children’s area, and the Nedinah Classical performance. The Lambertville Library is loaning us their button maker for the event.
* In the spirit of cooperation, the Lambertville Director suggested a “book walk” future event, where the public have a map of literary destinations to visit. FLNHS could participate with the Friends holding a pop-up sale.
* Our new Friday hours have begun and we are seeing patrons arriving before 10am. This allows for a drop-in craft potentially at 9:30.
* Sam spoke to the Zoning Department of New Hope concerning the gravel path. They have requested to see a plan and figures, concerning the actual surface area, before considering a path and factors related to impervious vs pervious surfaces.
* Sam asked the Board to consider a dollar limit above which Board approval would be required for Library purchases. After discussion, it was recommended that questions concerning purchases should be forwarded to Stacy and John and that purchases over $500 would need Board approval.

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

After discussion and information sharing concerning federal and paid holidays, the Board asked Sam to contact BCFL for comparative information from other libraries and propose a list of Library closings/paid holidays to the Board. Sam will take into account the usage of the Library on those days and staff needs.

1. **PROPERTY** – Lisa Menz

Sam is waiting for quotes from a couple of companies concerning the power-washing.He will also ask those companies to provide an estimate for repairing the holes in the eaves. There was no water in the furnace room after the last intense rainstorm.

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

The virtual SOFA campaign is going well. We are receiving a good number of donations and there is a solid email open rate of 45%. This appeal is incurring no printing and mailing costs. We will be able to make a final judgement on the effectiveness of this virtual campaign after a comparison with NOFA results later this year. Follow up emails are being sent out each week.

Sam reminded the Board that the Library is now using Little Green Light for Library emails rather than Mail Chimp. This will allow the Library to exceed the 2000 email limit. We are limited to 5 or 6 emails per month. LGL is probably the most current and correct list of patron emails. Julia suggested that the graphic designer could be used to create a template for follow up or monthly happening emails. There is also a possibility of using Canva to design these.

1. **FUNDRAISING:**

The next Bee meeting will take place on Friday, April 19th. The Bee is scheduled for Friday, September 27th and the tech rehearsal is June 25th. At the next meeting, the team will start identifying Bee event sponsors and potential Bee teams.

Other Fundraising: Deirdre has suggested a fundraiser at OWowCow, Lambertville - they offer fundraising to support organizations. We could pick a date in the summer from 2-4 p.m. and would receive 20% of proceeds. OWowCow has already reached out to the Library, since Deirdre’s suggestion. The Board supported this fundraiser. Another idea raised was bulk buying gift cards at a discounted rate and selling them for face value. This involves an initial outlay. It was also suggested we could do something similar with a local restaurant.

Stockton Wines did not get back to Shereen. She contacted OddBirds; event space rental is $225/hour although they would give a discounted rate. There is access to inside and outside space. People could bring food in but would pay for drinks. The Board discussed, but the profit margin on this event seemed low.

The documentary company have not got back to Lauren. Sam noted that a Swank movie license is $350 per year.

**GOVERNANCE** – Shereen White and Christopher Whitney

Discussion ensued around proposed amendments to the Bylaws. Shereen will update changes to the proposed amendments. The proposed bylaws will be posted on the Library website in advance of the next meeting, as required by the bylaws. The Board of Trustees will be voting on these amendments to the bylaws at the next meeting.

Sam will add details to the website about how the public can attend Board meetings on zoom.

**OLD BUSINESS** – Lauren sent the Board information relating to Cintra from 2010. The information implied that there were plans in existence. She will continue research into the matter.

1. **MOTION TO ADJOURN**

**MOTION** by Christopher to adjourn at 7:01p.m. **SECONDED** by Lauren. **APPROVED** by all.

Next meeting: May 15th, 2024, 5:30 p.m.

Respectfully submitted,

Joanne Reszka, Secretary

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **March 2024 Prior Years Comparison** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **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 |  |
| **2024** | 1191 | 1182 | 18 | 942 | 1882 | 5215 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | -355 | 74 | -16 | 62 | 254 | 19 |  |
|  | -22.96% | 6.68% | -47.06% | 7.05% | 15.60% | 0.37% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2020** | 512 | 1348 | 44 | 679 | 877 | 1 |  |
| **2021** | 806 | 1771 | 41 | 870 | 994 | 13 |  |
| **2022** | n/a | n/a | n/a | n/a | 4242 | 28 |  |
| **2023** | n/a | n/a | n/a | n/a | 5071 | 73 |  |
| **2024** | 614 | 1362 | 52 | 1305 | 2651 | 29 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | #VALUE! | #VALUE! | #VALUE! | #VALUE! | -2420 | -44 |  |
|  | #VALUE! | #VALUE! | #VALUE! | #VALUE! | -47.72% | -60.27% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** | **Wireless** | **Computer** | **Computer** | **Computer** |
|  | **Outgoing** | **Incoming** | **Holds Out/In** | **Sessions** | **Uses** | **Time** | **Avg Time** |
| **2020** | 405 | 427 | 0.948 | 103 | 82 | 39 | 28.793 |
| **2021** | 900 | 833 | 1.080 | 26 | 46 | 17 | 22.196 |
| **2022** | 458 | 511 | 0.896 | 85 | 95 | 57 | 36.274 |
| **2023** | 496 | 586 | 0.846 | 146 | 126 | 81 | 38.571 |
| **2024** | 523 | 651 | 0.803 | 69 | 86 | 48 | 33.453 |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 27 | 65 |  | -77 | -40 | -33 | -5.12 |
|  | 5.44% | 11.09% |  | -52.74% | -31.75% | -40.74% | -13.27% |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **March 2024 Prior Years Comparison** | |  |  | **YEAR TO DATE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** |  |  | **Total** |  |
|  | **Adult** | **Child** | **Young Adult** | **Online Renewals** | **E-Circulation\*** | **Circulation** |  |
| **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 | 4670 | 14708 |  |
| **2024** | 3738 | 3465 | 72 | 2830 | 5406 | 15511 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | -113 | -132 | 0 | 312 | 736 | 803 |  |
|  | -2.93% | -3.67% | 0.00% | 12.39% | 15.76% | 5.46% |  |
|  |  |  |  |  |  |  |  |
|  | **Circulation** | **Circulation** | **Circulation** | **Circulation** |  |  |  |
|  | **to New Hope** | **to Solebury** | **Out of State** | **Other** | **E-Resources\*\*** | **New Users** |  |
| **2020** | 2269 | 5261 | 235 | 2707 | 1515 | 46 |  |
| **2021** | 1906 | 4218 | 118 | 2073 | 2929 | 26 |  |
| **2022** | n/a | n/a | n/a | n/a | 11922 | 62 |  |
| **2023** | n/a | n/a | n/a | n/a | 14726 | 196 |  |
| **2024** | 2033 | 4014 | 176 | 3882 | 6421 | 81 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | #VALUE! | #VALUE! | #VALUE! | #VALUE! | -8305 | -115 |  |
|  | #VALUE! | #VALUE! | #VALUE! | #VALUE! | -56.40% | -58.67% |  |
|  |  |  |  |  |  |  |  |
|  | **Holds** | **Holds** | **Ratio** | **Wireless** | **Computer** | **Computer** |  |
|  | **Outgoing** | **Incoming** | **Holds Out/In** | **Sessions** | **Uses** | **Time** |  |
| **2020** | 2091 | 2332 | 0.897 | 543 | 496 | 240 |  |
| **2021** | 2426 | 2609 | 0.930 | 60 | 59 | 23 |  |
| **2022** | 1608 | 1661 | 0.968 | 179 | 215 | 105 |  |
| **2023** | 1304 | 1531 | 0.852 | 686 | 304 | 169 |  |
| **2024** | 1500 | 1992 | 0.753 | 222 | 267 | 147 |  |
|  |  |  |  |  |  |  |  |
| **23/24 Change** | 196 | 461 |  | -464 | -37 | -22 |  |
|  | 15.03% | 30.11% |  | -67.64% | -12.17% | -13.02% |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **\* 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.** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| 3/5/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 5 |
| 3/5/2024 | Preschool Storytime | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 14 |
| 3/6/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 3/7/2024 | Preschool Block Party | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 11 |
| 3/11/2024 | Leprauchaun Scavenger Hunt | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 40 |
| 3/12/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 4 |
| 3/12/2024 | Preschool Storytime | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 21 |
| 3/13/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 3/14/2024 | Virtual Art: Dog-Basquiat | Children ages 6 – 11 | Live Virtual (SYNCHRONOUS) | 12 |
| 3/19/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 5 |
| 3/19/2024 | Preschool Storytime | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 25 |
| 3/20/2024 | Middle School Game Time | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 6 |
| 3/26/2024 | Weekly Virtual Book Club | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 7 |
| 3/26/2024 | Preschool Storytime | Children ages 0 – 5 | On-Site (LIVE SYNCHRONOUS) | 28 |
| 3/28/2024 | Eggstravaganza Egg Hunt | Children ages 6 – 11 | On-Site (LIVE SYNCHRONOUS) | 55 |
| 3/28/2024 | Virtual Art: Colored Pencil Eagle | Adults ages 19 or older | Live Virtual (SYNCHRONOUS) | 40 |
| 3/28/2024 | Virtual Art: Colored Pencil Eagle | Adults ages 19 or older | Pre-Recorded (ASYNCHRONOUS) | 40 |
|  |  |  |  |  |