

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
Board of Trustees Meeting Minutes (Draft)

DATE: April 17, 2024

ATTENDING: Margaret Fox-Tully, President
Alyce Callison, Vice President
Debbie Cella, Treasurer
Deb Morley, Secretary
Deirdre Cryor, Trustee
Scott Lowe, Trustee

Sukrit Goswami, Director
Donna Reeves, Staff
Gina Lee, Staff
Julie Schultz, Staff

ABSENT: Phil Goldsmith, Trustee

PUBLIC: Kathleen Roe, Friends Liaison and Sheryl Forste-Grupp, Commissioner

The meeting was called to order by Margaret Fox-Tully at 7:03 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the March 20, 2024, Board Meeting. Proposed by Debbie Cella, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed both the March Balance Sheet and Income Statement for the year-to-year comparison and the year-to-date vs. projected budget comparison. Debbie reported that the library remains in a good cash position.

Building Committee: Scott Lowe

Scott Lowe reported that the renovation and expansion work is going well. Contractor is concerned that the project schedule may be delayed a few weeks as they are waiting on delivery of the steel. The underpinning work is proceeding. The excavation along the back of the building is complete and waterproofing will be installed on the backwall. Switchboxes and outlets have been roughed in. Scott reported that now that construction has moved out from the foundation of the library building, there are more decisions that need input from the library.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported that the Capital Campaign Committee is being formed and that several members of the community have been identified to ask to join the committee. Copies of the Case Statement for the Campaign were shared. Deirdre and Gina Lee met with Commissioner Cavender and will be meeting with other Commissioners to discuss the campaign.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully reported that the ReThinking Libraries (RTL) report and assessment on data collected from DCLS was quite the undertaking. RTL was tasked with evaluating the current model for the provision of library services and the information and library needs of Delaware County residents, as well as developing comprehensive recommendations for delivering those services

equitably and economically in the future. She noted that nearly all of the recommendations for the Haverford Township Free Library are already in-process or are goals for the library, as an example, creating a culture of fundraising.

DIRECTOR’S REPORT: Sukrit Goswami

Library News

- Administration
 - The Library’s Fine Amnesty Week which occurred during National Library Week was a success. Our patrons expressed their appreciation for the opportunity to bring back their overdue materials without having to pay the late fees. Over 100 patrons returned more than 300 items.
 - Delaware County Council appointed Anny Laepple as the Director of Library Services. Ms. Laepple has served in the role of Assistant Director of Library Services at DCL since 2020. We wish her success in her new role at the County.
 - The 2023 annual financial audit is in progress, and is on track to be submitted to the Township by the May 15 deadline.
 - DCL will discuss the ReThinking Libraries report and assessment after the DCL Board Meeting tomorrow evening.
- Renovation Updates
 - Mill Road will be closed daily from 7:30 a.m. to 2:00 p.m. until the exterior demolition of the front entrance and other exterior construction on Mill is completed.
 - Township approved three change orders related to the library's renovation and expansion. These change orders represent unexpected costs in mechanical, plumbing and electrical related to the demolition and rough-in work of the old library. These costs are still within the contingency budget of the project.
 - Photos and videos of the renovation and expansion will be available to view on the Renovation link on the website beginning next week.
- Bookmobile
 - The additional adjustments to the bookmobile which are necessary for its use are still being done by the township. We look forward to placing this bookmobile in service to our community this summer.
- Department Updates
 - Library staff have worked together to create the book displays for this month which include: National Poetry Month, Arab American Heritage Month, Earth Day, Passover, National Autism Awareness Month, Spring Reads, and National Humor Month.
 - Reference and Adult Programs had a very successful program on Street Diplomacy by Eliot Drago in partnership with the Quadrangle and the Historical Society. There were 68 attendees at the event.
 - The Sounds of Summer concert series will kick off on June 14.
 - Youth Services Department is gearing up for Summer Reading programs, *Adventure Begins at Your Library*, with the kickoff event being planned for Thursday, June 13.

Library Statistics

	Mar 2023	Mar 2024
Annual Appeal (Campaign to date and YTD)	\$33,283 (11/18/22-3/31/23) \$7,658 (1/1/23-3/31/23)	\$33,938 (11/18/23-3/31/24) \$3,564 (1/1/24-3/31/24)
Patron Visits to the Library	11,040	5,211
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	4,119	2,521
Number of Physical HA Items Checked Out	14,758	8,173

Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,962	9,667
Youth Programs Hosted	In-person: 34 Passive: 5	In-person: 17 Passive: 3
Youth Programs Attendees	In-person: 619 (Children: 340; Adults: 279) Passive total: 73	In-person: 500 (Children: 262 ; Adults: 238) Passive: 78
Teen Programs Hosted	In-person: 9 Virtual: 1 Passive: 23	In-person: 11
Teen Programs Attendees	In-person: 53 Virtual: 6 Passive: 121	In-person: 31 Virtual: 1
Adult Programs Hosted	In-person: 14 Virtual: 7	In-person: 13 Virtual: 7
Adult Programs Attendees (Including In-person programs, Virtual formats via Zoom, and Passive DIY programs)	In-person: 146 Virtual: 99	In-person: 162 Virtual: 102
Total Programs	In-person: 57 Virtual: 8 Passive: 28	In-person: 41 Virtual: 7 Passive: 3
Items Added to Collection	Adult Ordered: 202 Adult Processed: 356 YSD Ordered: 0 YSD Processed: 32	Adult Ordered: 122 Adult Processed: 762 YSD Ordered: 87 YSD Processed: 667
Reference Inquiries (includes inquiries in-person and phone, and website chat)	In-Person: 267 Website Chat: 6	In-person: 109 Website Chat: 8
Book Drop Pickup	YMCA: Items 372; Patrons 162 CREC: Items 197; Patrons 110	YMCA: Items: 359; Patrons: 159 CREC: Items: 176; Patrons: 74
New Library Cards Issued	152	113

FRIENDS LIAISON REPORT:

Deb Morley reported that May 8th is the Friends Annual Meeting and open to the public at large. The Sam’s Brick Oven Pizza fundraiser that was held on April 9th was a success and Friends are awaiting results. The Friends Board voted to approve the new logo for the Friends organization and the designer will deliver the art files. The Friends presented a “thank you” card to the library staff at the Manoa location in recognition of National Library Week.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting was adjourned at 8:32pm.