

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

DATE: April 25, 2018

ATTENDING: Phil Goldsmith, President  
Douglas Degenhardt, Treasurer  
Madeline O’Fria, Secretary  
Monica Boccella  
Jim Brown  
Rachelle Nocito, Director  
Donna Reeves  
Patty Mungan  
Michele Caesar  
Krista Oldham  
Michael Senatore, CPA

ABSENT: Scott Lowe, Vice-President  
Margaret Fox-Tully

The meeting was called to order at 6:01 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES:

**Motion:** To approve February 21, 2018 Board meeting minutes. Proposed by Jim Brown, 2<sup>nd</sup> by Madeline O’Fria. Unanimously approved.

**AUDITOR’S REPORT:** Michael Senatore, CPA, from Rainer & Co reviewed the Haverford Township Free Library 2017 audit. Current assets decreased by \$523,353, which was primarily the result of a \$500,000 contribution to Haverford Township for future construction costs. Current liabilities decreased by \$8,202 and the library does not have any long-term liabilities. The Library’s total net position decreased by \$472,061, which was the result of current year activity. Furniture and equipment and the book collection account for 42% of total net position. Total assets are \$1,572,003, total current liabilities are \$75,586 for a total net position of \$1,496,417. Total revenues for 2017 increased by \$56,045. Township appropriations increased \$12,776, contributions and gifts increased \$10,906, grant revenue increased \$16,753, and fundraising increased \$23,843 compared to 2016. Total expenses for 2017 increased by \$615,787 compared to 2016, again this is largely due to the \$500,000 contribution to the township in 2017. There was also an increase of \$87,347 in salaries and benefits, an increase of \$17,345 in building and equipment maintenance, an increase of \$16,753 in grant expenses, an increase of

\$11,169 in supplies, a decrease of \$24,608 in books and periodicals and audiovisual, and a decrease of \$20,311 in depreciation expense. HTFL is exempt from federal income taxes under section 501© (3) of the Internal Revenue Code and is considered a component unit of Haverford Township. The majority of the Library Board (4), is officially appointed by the Township Board of Commissioners. The Library receives a substantial amount of its support from the Township. During 2017, the contributions from the township totaled \$1,111,308. A significant reduction in the level of this support, if this were to occur, may have an effect on the Library's programs and activities. In addition the township allows the Library free use of the building that houses the Library. The estimated value of the rental expenses and other related expenses amounted to \$300,000 for the year ended December 31, 2017. It was also reported that there was no fraudulent activity and no pending litigation. The auditor is pleased with the Library's controls regarding cash, fines, and fees, and is satisfied with the Library's financial position.

**Motion:** To approve the 2017 Audit Report. Proposed by Jim Brown, 2<sup>nd</sup> by Madeline O'Fria. Unanimously approved.

#### COMMITTEE REPORTS:

**FINANCE COMMITTEE:** Doug Degenhardt went over the Balance Sheet, (Statement of Financial Position) as of March 31, 2018 there was very little change, \$3,036.03 increase, vs. March 31, 2017. Doug reviewed the Profit and Loss Monthly Summary – March 2018 vs. March 2017. Income was \$261,728 for 2018 , which was an increase of 157.8% due to the fact that we received our state aid in March this year, which was \$151,785. Expenses were down 16.9% in 2018 mainly due to a decrease in salaries, maintenance contracts, and professional fees. Doug then reviewed the Profit and Loss Year to Date Summary Budget vs. Actual Comparison: Revenue increased \$19,958 over what was projected for 2018, and year to year increased by \$7,575 or 1.5%. The Year to Year increase is mainly attributed to the township appropriation, fines and fundraising. Expensed decreased by \$19,186 over what was projected for 2018, and Year to Year expenses decreased \$510,525 due to the \$500,000 contribution to the township for construction. The audit review report will be submitted to the township by May 15, 2018.

**Motion:** To approve the transfer of current and future interest from the Franklin Mint Book Fund account into the Franklin Mint Capital Campaign account. Proposed by Doug Degenhardt, 2<sup>nd</sup> by Monica Boccella. Unanimously approved.

**FUNDRAISING COMMITTEE:** Phil Goldsmith, in Margaret's absence, explained the search for a company to help us with fundraising. Several companies were interviewed and the committee feels that we need to get started and they are recommending Dunleavy & Associates.

**Motion:** To approve the engagement of Dunleavy & Associates for Wealth Screening services of 300 individuals previously developed and to identify top prospects for major gifts of \$1000+. This study will consist of a one-month engagement, beginning no sooner than May 1, 2018, at a fixed rate of \$4500 to be paid out of current funds from the Capital Campaign account. Proposed by Jim Brown, 2<sup>nd</sup> by Monica Boccella. Unanimously approved.

PRESIDENT'S REPORT: Phil Goldsmith reported that our annual association meeting is May 16<sup>th</sup> and he will be sending out a letter tomorrow to all members and the community notifying everyone that Scott Lowe's term is ending and there is an opening on the Board of Trustees. Scott has stated that he would like to return, but if anyone else would like to be considered for that position they must submit their intention to run by May 7<sup>th</sup> and the election will be held at the meeting on May 16<sup>th</sup>.

DIRECTOR'S REPORT: Rachelle Nocito reported that 8 Library staffers attended the PLA conference in Philadelphia March 21<sup>st</sup> – March 24<sup>th</sup>. Jenifer Philips presented on behalf of the LGBTQ community, Jen's topic was: "How to Host a Teen LGBTQ Club." The safety committee has met and we are in the process of updating our policies and procedures in particular with regard to "lock down" procedures and fire drill procedures. The Delaware County Library Profession Development was April 12<sup>th</sup>, it was an all day session in Aston with 250 participants from libraries across the county with various topics from Library Safety to "How to Handle difficult Patrons." We are in the process of preparing for our summer children's and teen programs. HTFL was recognized by Delaware County Council during National Library Week, for our programming and our positive role in the teen community and the future renovation. Donna Reeves is providing training to other employees to learn the camera/video turn around system so that we will have 4 employees who know the system. The Library Behavior Policy committee has met and is reviewing and updating its policy. We have developed a focus group for parents of children with autism or other disabilities, there is a proposal to have a monthly networking meeting for the parents. Senator Daylin Leach has asked to have Alex's Lemonade Stand in front of the Library on the corner of Mill and Darby Rds, from 9:30-2:30 on June 7<sup>th</sup>. The Mullarkey family has asked for donations to the Library in memory of their father who was a library patron, to date over \$1400 has been donated. We are working on better placement on our website for Donations "In Memory Of". Johnson's Controls had to replace a valve on the roof for the heating and air conditioning systems, and it was discovered that the heating and air conditioning systems, which should be turning on automatically, is not happening due to the old pneumatic controls, so Michelle Caesar is responsible for going to the mechanical room to check on the compressors and turn the switches on manually for the chiller. There are also switches for the heater that she will use to turn the heater off. Also, we ran out of oil and had to have Superior Oil deliver 2000 gallons last Friday.

NEW BUSINESS: NONE

EXECUTIVE SESSION: 7:05

MOTION TO ADJOURN: Proposed by Jim Brown, 2<sup>nd</sup> by Madeline O’Fria.  
Unanimously approved.

MEETING ADJOURNED: 7:22 PM

