

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION  
Annual Association Meeting Minutes (FINAL)

DATE: MAY 15, 2019

ATTENDING: Phil Goldsmith, President  
Margaret Fox-Tully, Vice-President  
Douglas Degenhardt, Treasurer  
Madeline O’Fria, Secretary  
Jim Brown, BOT  
Debbie Cella, BOT  
Scott Lowe, BOT  
Alyce Callison, Board Candidate  
Sukrit Goswami, Director  
Donna Reeves, Staff  
Patricia Mungan, Staff  
Rachée Fagg, Staff  
Amy Moskovitz, Staff  
Julie Schultz, Staff  
Mary Bear Shannon, Staff

PUBLIC: 55 Community Members in attendance

ABSENT: NONE

The meeting was called to order by Phil Goldsmith, Board President, at 7:12 PM.

PUBLIC COMMENT: NONE

OPENING PRESENTATIONS:

- Amy Moskovitz, Reference Librarian, presented a Pop-Up Poetry Reading titled “Don’t Go Into The Library”
- Rachée Fagg, Youth Services Librarian, presented an example of a children’s story time

APPROVAL OF MINUTES:

**Motion:** To approve the minutes of the May 16, 2018 Annual Association Meeting. Proposed by Jim Brown, 2<sup>nd</sup> by Scott Lowe. Unanimously approved.

TREASURER’S REPORT: Douglas Degenhardt

Douglas Degenhardt presented the following financial documents for year ending Dec. 31, 2018:

The Balance Sheet (aka Statement of Financial Position) was reviewed starting with the overall cash on hand of \$1,004,145.69. It was noted that \$44,779.90 was restricted/committed funds for book purchases and/or restoration. Also, \$480,411.96 was committed for capital campaign/renovation improvements.

The Income Statement (aka Profit & Loss Monthly Summary w/Previous Year Comparison) was reviewed comparing December 2018 performance to December 2017 performance. There was no revenue increase in State Aid for 2018. However, it was noted an increase in revenue was related to an increase in Haverford Township funding. Library

generated revenue (Fines, DVD rentals, Lost Materials, Gifts (Honor, Memory, etc.), and Replacement Cards) increased for December 2018. Also, there was a -32.2% decrease in Fund Raising revenue and a 13.7% increase in Grants revenue. Library collection expenses were higher in 2018, increasing \$15,663, or 87%. Collection expenses were lower in 2017 due mainly from the decision to continue to cut back on the library physical collection purchases so as not to have to move those items when the building is renovated. More digital purchases are planned going forward as has been the case in previous years. Employee benefit costs were up due to staff changes.

The Income Statement (aka Profit & Loss Year to Date Summary Actual vs. Budget Comparison) was reviewed comparing the 2018 actual budget to the 2018 approved budget. In terms of revenues measured in the budget, the library over performed. While the Library generated lower DVD Rentals income in 2018 of \$10,402 (versus \$13,000 in the approved budget), there was income increases in Fines of \$7,073, Printouts/Copies/Fax of \$1,727, and Fundraising of \$13,879. Expenses were higher for salaries and benefits in 2018.

The Statement of Cash Flows was reviewed which reconciles the net increase of \$8,567 to the change of cash of \$29,164.62. The increase in cash was due primarily from collected 2017 receivables and 2018 accrued expenses not paid till 2019.

#### PRESIDENT'S REPORT: Phil Goldsmith

##### Programming

President, Phil Goldsmith, highlighted events in the youth services department as well as adult programming which included author visits, music programs, storytimes, networking events, after school teen activities, and more.

- One author visit in particular, occurred in collaboration with the School District of Haverford which was hosted at the Haverford Middle School auditorium to discuss the authors' titles "Beautiful Boy" and "Tweak" by David Sheff and Nic Sheff, respectively. There were 300 attendees for this event.
- Our summer music series, Sounds of Summer, hosted 3 concerts that had a total of 273 attendees.
- The second annual Pride Day Event featured a panel discussion and drag queen storytime that was attended by more than 200 participants.
- Our annual fall networking event, the Business Breakfast, had 90 participants, and was hosted in the Library Circulation Department prior to Library opening with many members of the Haverford Township Business Community attending.
- The very popular event, Harry Potter Day, transformed the Hub into Godrick's Hollow and all participants were enthused.
- Teen after school gaming continues including video and board games to entertain students, while younger children have been able to enjoy Library storytime whenever they choose with the new Haverflix Virtual Storytime on YouTube.

- Haverford Township Free Library attained the Pennsylvania Library Association's Bronze Star Library designation in the PAForward Program for the Five Literacies including Basic, Information, Civic and Social, Health, and Financial. The Star Library recognition is designated to libraries that integrate the literacies into programming activities to assist all residents in enhancing their overall quality of life.

### Services

The Library has initiated many exciting services this year to better assist the community.

- A remote Book Drop has been well used by the community since its installation at the Haverford Reserve Community Environmental and Recreation Center (CREC) in October 2018 to return borrowed library materials conveniently.
- Another featured service inaugurated this year was the first annual Prom Dress exchange which had many donations and 2 dozen dresses chosen.

### Reference

The Reference Department has assisted with providing tech support for all of our circulating technology including laptops, Kindles, Nooks, Rokus and Hotspots. The Reference Department has also impacted the community through:

- Providing 62 hours at the reference desk each week
- To answer 580 inquiries, as well as
- Delivering materials to 32 homebound patrons.

### Circulation

The Circulation Department has been busy with its major impact on the community through the:

- 40,000 circulated items so far this year, including
- 1.352 museum passes circulated to our
- 24 museums offered, as well as
- 916 circulations of hotspots have circulated and
- 139 titles of Book Club in a Bag offerings have circulated 428 times.

### Youth Services Department

The Youth Services department has unveiled the Sal Grande Book Nook with autism-friendly books as well as 6 take home kits with stories, games and activities all in a handy backpack that is ready to take home.

The impact of the Youth Services Department to the community shows in its plethora of services. The department hosts:

- 13 programs that occur weekly, in addition to
- 9 special event days,
- Additional self-guided literacy activities,
- 9 additional storytimes including bilingual and sign language storytime, as well as

- 11 outreach visits to preschool sites.

### Staff Updates

Many staff updates include:

- Increase in the starting salary, sick time benefits, training and new hires. The increase in starting salary for employees was raised from \$10.71/hr to \$13.50/hr. Sick time for part-time staff over 20 hours/wk is another new benefit for employees.
- Additional training platform to assist in interdepartmental development with cross-training to ensure consistent, quality customer service.
- Hiring of new staff members occurred in many departments. We welcomed two new managers this year in Reference, Amy Moskovitz, and Youth Services, Rachée Fagg, as well as welcoming staff that assist in the Circulation department are Zephorah, Keri and Megan and in the Youth Services department are Elijah and Jules.

Overall, it has been an amazing year of great programs and additional services to impact the lives of members in the community.

**Election of Board of Trustees Position** – Douglas Degenhardt and Alyce Callison each spoke for 3 minutes. Alyce Callison was elected by Association with a vote of 40-23.

Phil Goldsmith thanked Douglas for his service to the library as a Board of Trustee and Treasurer.

**MOTION TO ADJOURN:** Proposed by Jim Brown, 2<sup>nd</sup> by Debbie Cella. Unanimously approved.

**MEETING ADJOURNED:** 7:55 PM