

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

DATE: July 17, 2024

ATTENDING: Margaret Fox-Tully, President
Alyce Callison, Vice President
Debbie Cella, Treasurer
Deirdre Cryor, Trustee
Phil Goldsmith, Trustee
Sukrit Goswami, Director
Donna Reeves, Staff
Julie Schultz, Staff

ABSENT: Deb Morley, Scott Lowe

PUBLIC: Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:08 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the June 18, 2024, Regular Board Meeting. Proposed by Phil Goldsmith, 2nd by Debbie Cella. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed both the June 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.

Debbie reported the Project Cost Summary which details Renovation and Expansion costs will be completed quarterly.

Building Committee: Phil Goldsmith

Phil reported the steel for expansion arrived the second week in July. The extension over parking lot has been framed with the steel beams. The delayed arrival of the steel will not affect the target completion date.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported that Gina Lee gave her resignation which will be effective on July 31. The Beam Signing event will take place on Tuesday, August 6 with local community leaders and neighbors to be invited. An additional capital campaign event is planned for October.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully expressed her gratitude to Gina Lee for her time and expertise devoted to the capital campaign. The Capital Campaign Coordinator position will be posted to fill this vacancy.

Margaret encouraged all trustees to support the capital campaign with a one-time donation or pledge by September 15.

DIRECTOR'S REPORT: Sukrit Goswami

- Administration
 - Positions for Campaign Coordinator and Library Assistant have been posted. Interviews for Library Assistant positions will begin on July 22.
 - The Library Annual Report for 2023 is in progress and should be available in the fall.
 - The State Aid Library Subsidy Application (SALSA) has been completed and submitted to the County for review. It will be submitted to the Office of Commonwealth Libraries before August 28. SALSA is how public libraries apply for Quality and Incentive for Excellence categories of state aid from the Commonwealth of Pennsylvania.
 - For 2025, Sukrit will be serving as a member on the ALA Advisory Committee and the Freedom to Read Foundation.
 - Delaware County Library Board will convene an Evaluation Task Force to create a collaborative process to prioritize recommendations made in the ReThinking Libraries report. DCL Policy Committee recommends increasing copier fees for patrons by 5 cents for color and black & white.
- Grants:
 - Our Library has been awarded a Library Foundation of Delaware County (LFDC) grant in the amount of \$1,500 to purchase a Spanish Language Wonderbook collection. Through advocacy efforts and fundraising The Library Foundation of Delaware County supports county libraries as they work to expand and improve library services.
- Renovation Update
 - The Column Signing Event will be held on August 6 at 7:30am in front the construction site. It is in the planning phase with the Campaign Committee. This is to celebrate our project's milestone of the final structural beams being raised into place.
- Bookmobile
 - The first bookmobile public hours were held on June 25 from 5-7pm with 69 patrons using the mobile services and checking out 50 books.
 - Due to excessive heat warnings the Bookmobile had to curtail some of the available hours for camps and public use.
 - Reference department is communicating with the Township and Parks and Recreation for additional outreach events that the bookmobile will be in attendance.
- Outreach and Events
 - Bookmobile at Haverford Music Fest scheduled for Saturday, September 7 from 12-5 pm.
 - Business Breakfast scheduled for Thursday, September 26 at 7:30am at CREC. We will reach out to the Haverford YMCA director for event partnership.
 - Dewey Decimal Dash 5K and walk will be held on Saturday, November 2 on Darby and Golf Roads.
- Department Updates
 - In June, we had 293 patrons use the public computers for a total of 104 hours with an average of 21 minutes per patron use.
 - Summer Reading program is well underway with over 80 adult participants registered, 20 teen participants registered, and 315 children and families registered
 - The Sounds of Summer Concerts have averaged 70 attendees in June and July. The final concert of the summer will be held on August 8 at Merwood Park with a Jazz Trio.
 - Teen Summer Volunteers have been very helpful with assistance in circulation and summer reading tasks. The 4 dedicated volunteers were chosen from over 18 applicants. Other teens not chosen as a Teen Summer Volunteer were encouraged to join the Teen Advisory Board where they can still earn volunteer credits through monthly meetings.
 - The Revolutionary Reads 2024 selection of the year was announced on July 4. The title, *1774: The Long Year of Revolution* by Dr. Mary Beth Norton will be added to our collection as well as the Hooked on History book club program in anticipation of the author event that will take place

at Widener University in November. Revolutionary Reads is a collaboration of DCL, Widener University, Radnor Historical Society and America250PADElco, in preparation to celebrate the 250th anniversary of the founding of the United States in 2026.

Library Statistics

	June 2023	June 2024
Annual Appeal (Campaign to date and YTD)	\$35,060 (11/18/22-6/30/23) \$9,435 (1/1/23-6/30/23)	\$40,119 (11/18/23-6/30/24) \$9,745 (1/1/24-6/30/24)
Patron Visits to the Library	10,746	4,971
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	4,263	3,024
Number of Physical HA Items Checked Out	16,307	10,084
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	7,795	9,582
Youth Programs Hosted	In-person: 34 Passive: 5	In-person: 18 Passive: 7
Youth Programs Attendees	In-person Total: 1,298 (Children: 762; Adults: 536) Passive: 93	In-person Total: 781 (Children: 402; Adults: 379) Passive Total: 993 (Children: 788; Adults: 205)
Teen Programs Hosted	In-person: 5 Virtual: 1 Passive: 12	In-person: 6 Virtual: 0 Passive: 1
Teen Programs Attendees	In-person: 30 Virtual: 8 Passive: 202	In-person: 41 Virtual: 0 Passive: 16
Adult Programs Hosted	In-person: 12 Virtual: 3	In-person: 15 Virtual: 8
Adult Programs Attendees (Including In-person programs and Virtual formats via Zoom*)	In-person: 12 Virtual: 3	In-person: 53 Virtual: 231
Total Programs	In-person: 51 Virtual: 4 Passive: 15	In-person: 39 Virtual: 8 Passive: 8
Items Added to Collection	Items Ordered: 3 Items Processed: 424 (Adult 372, Youth 42, Teen 10)	Adult Ordered: 268 Adult Processed: 306 YSD Ordered: 204 YSD Processed: 214
Reference Inquiries (includes inquiries in-person and phone, and website chat)	In-Person: 126 Virtual: 6	In-person: 84 Website Chat: 13
Book Drop Pickup	YMCA: Items 368; Patrons 137 CREC: Items 97; Patrons 68	YMCA: Items 416, Patrons 172 CREC: Items 105, Patrons 63
New Library Cards Issued	215	155

FRIENDS LIAISON REPORT: Kathleen Roe

Kathleen reported that the Friends approved a new logo for the Friends organization. Friends Board members will volunteer at the Bookmobile to promote membership in the Friends. In order to attract new members, the Friends will offer a member-only behind the scenes tour of the library.

NEW BUSINESS: NONE

OLD BUSINESS: NONE

The meeting was adjourned at 7:41 pm.