

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

DATE: September 18, 2024

ATTENDING: Margaret Fox-Tully, President Sukrit Goswami, Director
Alyce Callison, Vice President Donna Reeves, Staff
Debbie Cella, Treasurer
Deirdre Cryor, Trustee
Scott Lowe, Trustee

EXCUSED: Deb Morley, Trustee, Phil Goldsmith, Trustee, Julie Schultz, Staff

PUBLIC: Kathleen Roe, Sheryl Forste-Grupp

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 July 17, 2024, Regular Board Meeting. Proposed by Alyce Callison, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed both the July and August Balance Sheets and Income Statements for the year-to-year comparison and the year-to-date vs. projected budget comparison. Debbie reported that the library remains in a good financial position.

Debbie Cella presented a review of the Finance Committee's recommendation for the Library's 2025 preliminary operating budget. After discussion, the Board unanimously endorsed sending the preliminary budget to the Township.

Debbie Cella shared an overview of the renovation and expansion project budget. This information is supported from an updated cost summary provided by C.B. Development Services, Inc.

Building Committee: Scott Lowe

Scott Lowe reported that the work on the renovation and expansion project is proceeding accordingly and within industry norms; while maintaining no changes in the project completion date.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported the column signing event held at the Library's construction site on Tuesday, August 6, 2024 was a tremendous success. It was noted the event was attended by many esteemed leaders, including Congresswoman Mary Gay Scanlon, State Senator Amanda Cappelletti, State Representative Greg Vitali, District Attorney Jack Stollsteimer, and our Township Commissioners—Kevin McClocksey, Judy Trombetta, Laura Cavender, Sheryl Forste-Grupp, and Gerry Hart. The attendance of our School Superintendent, Maureen Reusche, YMCA Executive Director Katie Koch, as well as our business sponsors and partners, and community neighbors.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully shared the Friends report on behalf of Deb Morley. The Friends' Board of Directors (BOD) met on September 12th at Nolan Painting. The Board voted Micaela Harrison Malloy into membership. The BOD now has 11 members. The Friends were successfully represented at the Haverford Music Festival. They

are recruiting volunteers to represent the Friends at the Business Breakfast and Haverford Township Day. House Cup has developed a custom coffee blend for the Friends! It will be available on-site and online, and the Friends will have an inventory available to sell at events. The Friends gets 10% of what is sold. The Friends will especially push the blend during National Friends of the Library Week (October 20-26).

Margaret Fox-Tully thanked Sukrit for being available while he was away on vacation and for his dedication to the Library.

DIRECTOR'S REPORT: Sukrit Goswami

Administration

- DCL updated the policy for print and copy charges that will take effect automatically through the County on October 1. Printing and copying fees will increase 5 cents. Black & White will increase to 20 cents and Color will increase to 30 cents.
- Library Staff from various departments visited the construction site this month. All of them were pleased with the progress we are making with the new and expanded building.
- Delaware County Library Board will convene an Evaluation Task Force to create a collaborative process to prioritize recommendations made in the Re-Thinking Libraries report. Sukrit and Mary will serve as stakeholders on that committee.
- We hired four new Library Assistants, one of whom was notable to continue as she found an opportunity that is better suited for her family needs. These new library staff members are assigned tasks in both Circulation and Youth Services departments.
- Our Teen Services librarian, Jennifer Appell has submitted her resignation with a two weeks' notice. Jen has accepted a position closer to her family home in NJ.
- We have received an email from a senior center resident, who has asked us to consider keeping Manoa Library open even after we move to our renovated & expanded building. This resident has mentioned that she has also written a letter to congresswoman Scanlon about it. We regularly receive verbal inquiries from patrons who would like us to continue providing services from the Manoa site in addition to the Darby site after renovation.

Grants

- I am pleased to report that we have received The McLean Contributionship Grant for \$25,000. This grant was submitted on July 29 for capital items needed to furnish a Makerspace within our newly developed Innovation Zone.

Renovation Update

- The Column Signing ceremony on August 6 was a huge success. We had over 350 community leaders and neighbors in attendance for this event. Most notably, our congresswoman Mary Gay Scanlon was in attendance; she also spoke a few words on the importance of the libraries in the community.

Outreach

- Library staff attended Haverford College's "Celebrate Community" event where we issued 35 new library cards to college students.
- Our Library was represented at Haverford Music Fest from 12-5pm. Our Friends of the Library assisted our Library staff during this event.
- The Library's annual Business Breakfast will be held at the CREC on Thursday, September 26 at 7:30 am.
- Library staff will have a table at the Haverford Township Day event on October 5 from 10 am-4pm.
- Planning for Dewey Decimal Run, scheduled for November 2, is underway with sign-ups available on our website. Business sponsorship requests have been mailed.

Bookmobile

- In July and August, we had 236 patrons to the bookmobile that checked out 83 items.
- Over 100 Haverford Music Fest attendees visited the Bookmobile and the Library's table on September 7. We checked out quite a few items during this time.
- The Bookmobile will be at the Quadrangle for the convenience of their senior residents on Thursday, September 19 from 1-3 pm.
- Bookmobile will be at the CREC on September 26 from 8:30-10:30 am during the Business Breakfast.

Department Updates

- Adult Summer Reading had 105 participants who submitted hundreds of book reviews. The participants were also entered in weekly drawings for gift cards to local businesses. In addition, Book Bingo was played by patrons, and they were entered in the grand prize drawing for a Longwood Gardens membership.
- Adult Programs that are taking place at the Quadrangle will be held at the YMCA beginning in the fall due to the construction at the Quadrangle.
- Teen Summer Reading had 24 participants who read 79 books over the summer months.
- We have planned Teen Services to begin programming on Fridays at the YMCA in October. Monday through Thursday programming is planned for teens at Kelly Center.
- Children’s Summer Reading program had 330 participants who read 161,492 minutes.
- Youth Services will offer a new program on Wednesday evenings at the Library called Storytime Craft with a book and craft related theme.
- The Summer Reading program Innovation Train Steam event had 52 attendees. Most popular summer programs were Storytime: Under the Trees with approximately 30 families attending the outdoor storytimes.
- Circulation staff have been welcoming patrons to the Library, creating exciting displays, training the new staff, and organizing the collections.
- In July, the Library had 284 patrons use public computers for over 100 hours with approximately 22 minutes per use. In August, there were 260 patrons who used the public computers for approximately 88 hours with 20 minutes average use.

Library Statistics

	July 2023	July 2024	August 2023	August 2024
Annual Appeal (Campaign to date and YTD)	\$35,549 (11/18/22-7/31/23) \$9,925 (1/1/23-7/31/23)	\$40,977 (11/18/23-7/31/24) \$10,603 (1/1/24-7/31/24)	\$36,063 (11/18/22-8/31/23) \$10,439 (1/1/23-8/31/23)	\$42,237 (11/18/23-8/31/24) \$11,863 (1/1/24-8/31/24)
Patron Visits to the Library	9,165	6,974	8,623	5,676
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	4,424	3,485	4,194	3,242
Number of Physical HA Items Checked Out	16,052	11,639	15,024	10,654
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	7,795	10,364	8,401	10,010
Youth Programs Hosted	In-person: 22 Virtual: 0 Passive: 5	In-person: 18 Passive: 10	In-person: 14 Virtual: 0 Passive: 3	In-person: 11 Passive: 4
Youth Programs Attendees*	In-person Total: 760 (Children: 444; Adults: 316) Passive: 274	In-person Total: 784 (Children: 424; Adults: 360) Passive: 1,019	In-person: 594 (children: 328; adults: 266) Virtual: 0 Passive: 374	In-person Total: 568 (children: 308; adults: 260) Passive: 381
Teen Programs Hosted	In-person: 5 Virtual: 1 Passive: 4	In-person: 6 Virtual: 0	In-person: 1 Virtual: 1 Passive: 2	In-person: 11 Virtual: 0

Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube)	In-person: 12 Virtual: 9 Passive: 39	In-person: 16 Virtual: 0	In-person: 1 Virtual: 11 Passive: 41	In-person: 39 Virtual: 0
Adult Programs Hosted	In-person: 8 Virtual: 2	In-person: 13 Virtual: 7	In-person: 16 Virtual: 2	In-person: 9 Virtual: 5
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom and YouTube)	In-person: 74 Virtual: 13	In-person: 163 Virtual: 37	In-person: 242 Zoom: 13	In-person: 76 Virtual: 25
Total Programs	In-person: 35 Virtual: 3 Passive: 9	In-person: 35 Virtual: 7 Passive: 9	In-person: Virtual: Passive:	In-person: 31 Virtual: 5 Passive: 4
Items Added to Collection	Adult Ordered: 7 Adult Processed: 70 YSD Ordered: 15 YSD Processed: 54	Adult Ordered: 343 Adult Processed: 369 YSD Ordered: 166 YSD Processed: 360	Adult Ordered: 12 Adult Processed: 69 YSD Ordered: 30 YSD Processed: 67	Adult Ordered: 198 Adult Processed: 291 YSD Ordered: 438 YSD Processed: 366
Reference Inquiries (includes inquiries in-person, by phone and on the website chat)	In-Person: 179 Virtual: 10	In-Person: 144 Virtual: 21	In-person: 182 Virtual: 8	In-person: Virtual:
Book Drop Pickup	YMCA Items: 232; Patrons: 87 CREC Items:120; Patrons: 64	YMCA Items: 408; Patrons: 142 CREC Items:168; Patrons:73	YMCA: Items 368 ; Patrons: 137 CREC: Items 97; Patrons:68	YMCA: Items 429, Patrons: 163 CREC: Items 166, Patrons: 69
New Library Cards Issued	165	170	161	157
Bookmobile	n/a	People: 198 Items: 53	n/a	People: 38 Items: 30

FRIENDS LIAISON REPORT:

Margaret Fox-Tully reported on behalf of Deb Morley.

NEW BUSINESS: NONE

OLD BUSINESS:

- a. June 18, 2024 BOT Meeting Minutes (Final)
- b. Form 990 YE December 31, 2023

Regular Board Meeting was adjourned at 8:09 pm when the Trustees entered into Executive Session.

Next Meeting: Wednesday, October 16, 2024