

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

DATE: October 16, 2024

ATTENDING: Margaret Fox-Tully, President Donna Reeves, Staff
Alyce Callison, Vice President Julie Schultz, Staff
Debbie Cella, Treasurer
Deb Morley, Secretary
Deirdre Cryor, Trustee
Phil Goldsmith, Trustee
Scott Lowe, Trustee

EXCUSED: Sukrit Goswami, Library Director

PUBLIC: Kathleen Roe

The meeting was called to order by Margaret Fox-Tully at 7:02 PM.

PUBLIC COMMENT: NONE

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

COMMITTEE REPORTS:

Finance Committee: Debbie Cella

Debbie Cella reviewed the September 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 financial position.

Debbie Cella reported capital accounts are steadily increasing with library contributions and capital campaign giving.

Building Committee: Scott Lowe

Scott Lowe reported the project is on schedule and within budget. The steel is erected at entrance and construction is progressing well.

Township will consider bids for Library furniture including shelving and A/V at next commissioners meeting. Committee reported that pricing of these bids will cause project to be over budget and discussed how the costs can be reduced. A number of options to reduce costs were discussed such as reusing shelving in staff areas. Committee decided there was no need to reduce the township contingency and recommended Library use their own funds to make up the difference between the budget and the actual furniture bids if furniture, shelving, and A/V come in over township budget.

Motion: To approve the recommendation from the Board, to the extent that the Library's selection of furniture, shelving and A/V results in a reduction of the Township's contingency, I move that the Library allocate \$250,000 to offset the reduction to ensure the Township contingency fund is sufficient for library renovation. Proposed by Scott Lowe, 2nd by Debbie Cella. Unanimously approved.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor thanked Margaret for hosting the capital campaign event. Deirdre stated it was nice to share the story of the library at the event. The momentum of the campaign has been great. In addition to the campaign

naming opportunities, the committee will discuss the possibility of offering other types of donor tributes such as video display.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully shared that the Friends received a proclamation at the Commissioners Meeting on October 15 from Sherry Forste-Grupp in celebration of National Friends of the Library Week.

Margaret proposed that the Board join her next week in supporting the Friends Dine and Donate fundraiser at the Crossbar for National Friends of the Library Week.

DIRECTOR'S REPORT: Sukrit Goswami

- Administration
 - The Pennsylvania Library Association (PaLA) annual conference held October 3-5 in Harrisburg, PA was attended by four of our staff members. Mary Bear Shannon presented at a poster session at PaLA on the topic of *Mind Matters: Promoting Mental Health & Well-Being at the Library*.
 - The Township Commissioners issued a Proclamation to the Friends of Haverford Township Free Library volunteer group on October 15, 2024 in honor of National Friends of Library week. The Township recognized the Friends tireless work to support the library in a myriad of ways and celebrated their contributions to our community and Library.
 - The Annual Trustee Training on the topic of *Easy Advocacy* with Christi Buker, Executive Director of PaLA will be held on Tuesday, November 19 at 7pm via Zoom. We have 3 board members attending this training. It is highly recommended that every trustee attend this training. When registration becomes available, it will be emailed to the Board. Friends of the Library are also invited to attend.
 - The Library's annual Plan for Use of State Aid will be submitted for DCL review by October 23, 2024. This year's State Aid appropriation will remain flat at \$196,165.
- Outreach
 - The annual Business Breakfast at the CREC was a very successful event with 76 attendees including many public officials and local businesses in attendance.
 - At Haverford Township Day on October 5, 2024 we had 441 visitors to the Library and Friends tables. Staff were able to hand out over 200 scholastic book giveaways - thanks to a donation given by the Friends.
 - The Library will be at the Haverford Area YMCA on October 25, 2024 from 4-6pm to participate in their Trunk-or-Treat event. Our staff will provide scholastic book giveaways as a treat - once again courtesy of the Friends.
 - Our annual Dewey Decimal Dash Run and Walk currently has 60 participants registered for the November 2 event. We are advertising through our website, social media and a big push on lawn signs.
- Bookmobile
 - We had 133 patrons to the bookmobile that checked out 58 items in September.
 - This month, the bookmobile will be parked at the Quadrangle on October 17 from 1-3pm. It will be at Paddock Park the following week on October 21 and October 24 from 4-6pm for patrons to browse through and check out items.
- Department Updates
 - Youth Services held their last outdoor storytime of the season at the Grange with the Brookline Fire Company to celebrate Fire Prevention Week on October 10. They had 53 participants there to listen to a story and take turns spraying the Firetruck hose.
 - The most popular Teen programming events will continue to be held at the Kelly Center. We will host Dungeons and Dragons on Wednesdays and Out at the Library on Thursdays each week.
 - Adult Programming will begin using meeting room space at the Haverford Area YMCA beginning this month. The two programs to be hosted at the YMCA will be The Writer's Group held on the first Monday of each month at 7pm, and The Nonfiction Book Club meeting monthly on the 4th

Wednesday at 7pm. The next Nonfiction Book group will meet on October 23 to discuss *The Friday Afternoon Club* by Griffin Dunne.

- In September, we had an increase of patrons using the public computers with 269 patrons using the pubs for over 102 hours with approximately 23 mins. average use.

Library Statistics

	September 2023	September 2024
Annual Appeal (Campaign to date and YTD)	\$36,164 (11/18/22-9/30/23) \$10,539 (1/1/23-9/30/23)	\$42,757 (11/18/23-9/30/24) \$12,383 (1/1/24-9/30/24)
Patron Visits to the Library	9,214	4,751
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,357	2,673
Number of Physical HA Items Checked Out	12,146	8,761
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	7,629	9,123
Youth Programs Hosted	In-person: 8 Virtual: 0 Passive: 3	In-person: 19 Virtual: 0 Passive: 3
Youth Programs Attendees*	In-person: 250 (Children: 134; Adults: 116) Virtual: 0 Passive: 70	In-person: 428 (Children: 211; Adults: 217) Virtual: 0 Passive: 55
Teen Programs Hosted	In-person: 2 Virtual: 1 Passive: 1	In-person: 18 Virtual: 0 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube)	In-person: 11 Virtual: 4 Passive: 98	In-person: 64 Virtual: 0 Passive: 0
Adult Programs Hosted	In-person: 10 Virtual: 7	In-person: 14 Virtual: 5
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom and YouTube)	In-person: 106 Zoom: 106	In-person: 221 Virtual: 48
Total Programs	In-person: 20 Virtual: 8 Passive: 4	In-person: 51 Virtual: 5 Passive: 3
Items Added to Collection	Adult Ordered: 8 Adult Processed: 76 YSD Ordered: 22 YSD Processed: 41	Adult Ordered: 118 Adult Processed: 285 YSD Ordered: 632 YSD Processed: 352
Reference Inquiries (includes inquiries in-person, by phone and virtually on the website chat)	In-person: 119 Virtual: 9	In-person: 123 Virtual: 18
Book Drop Pickup	YMCA: 243 Items, 149 Patrons CREC: 106 Items, 62 Patrons	YMCA: 359 Items, 159 Patrons CREC: 128 Items, 77 Patrons
New Library Cards Issued	134	157
Book Mobile	N/A	Patrons: 133 Items: 58

FRIENDS LIAISON REPORT:

Deb Morley reported that Friends spent funds on purchasing branded merchandise and special blend coffee. The Friends attended Haverford Township Day on October 5 with the Library staff. The Friends sold swag and coffee at the event. The membership drive is continuing and has been successful.

NEW BUSINESS: NONE

OLD BUSINESS:

- a. July 17, 2024 BOT Meeting Minutes (Final)

The meeting was adjourned at 7:42 pm.