

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

DATE: December 18, 2024

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

EXCUSED: Deb Morley (joined meeting in Executive Session)

PUBLIC: Maggie Esteves

The meeting was called to order by Margaret Fox-Tully at 7:01 PM.

PUBLIC COMMENT: NONE

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the November 20, 2024, Regular Board Meeting. Proposed by Margaret Fox-Tully, 2nd by Scott Lowe. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb 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 reported that the Township appropriation was approved with a 5% increase toward our 2025 Budget.

Building Committee: Scott Lowe

Scott Lowe reported that Framing of Front entrance and windows in teen area is complete. PECO infrastructure has also been completed. Library is working on the time capsules to be placed in the granite vault in January. Windows will arrive in January to complete sealing of building. Decisions on furniture, A/V, and IT packages and other finishes are continuing. Shelving will arrive and be erected in March.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported a candidate was interviewed for the Capital Campaign Coordinator position. Deirdre reported the capital campaign donations are steadily increasing.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully had no report this month.

DIRECTOR'S REPORT: Sukrit Goswami

Library News

● **Administration**

- Staff is working on a strategic plan for the logistics of moving back to the Library as well as the use of the many new spaces such as the Living Room, Innovation Zone and Teen Gaming area. They will also meet with DCL District Consultant, Kit Arthur, to further develop the preliminary plan for what they envision community engagement to look like in the new building.

- Interim Reference Manager, Mary Bear Shannon, Youth Services Manager, Katrin Maier and Teen Services Librarian, Celia Adams attended the PALA Annual Business Meeting and Workshop at Upper Dublin Library on December 6, 2024.
- Staff Annual Evaluations are being completed and will be provided to Administration before the end of year.
- The Renovation and Expansion Updates link on the Library website is being updated and will be live with new photos and content this week.
- Library Staff have completed over 140 continuing education credits total for the year
- DelcoGives Day next year will be held on May 8-9, 2025. The potential for fundraising is extraordinary as some area libraries have raised over \$10,000 at the 2024 inaugural event.
- **Outreach**
 - Katrin hosted a storytime for all the 1st grade classes at Chatham Elementary on December 3. She also is visiting the Children's Ark at St. George's Church to read to the preschool class the week of December 16.
 - The Youth Services Department outreach will continue on Tuesdays in the new year at local preschools.
 - The Patrick Kerssen Trio event on December 8 hosted approximately 35 attendees for this great holiday kick-off event at Kelly Center.
 - Adult Programs hosted Book Share at the Quadrangle to review the librarians' and residents' recommended reading list. The popular Staff Recommendation bookmarks will be provided to residents at the event and are available at the Library.
- **Bookmobile**
 - The bookmobile will not be available for use this winter due to lack of heating.
 - The bookmobile collection will need to be removed from the bus so the items are not damaged by the elements. Staff will move the collection to short-term storage at the Administration building beginning on January 7, 2025.
- **Department Updates**
 - The Circulation Department has displayed Friends merchandise in bundles for the holidays for sale. The bundle includes a tote bag, Friends coffee mug, and pound of Friends blend House Cup coffee for \$32. Patrons will pay directly to Friends through Venmo only.
 - Circulation Department also has received new features on their Sierra software courtesy of DCL. The new features will reduce time in adding patron records.
 - Staff have created many library displays to celebrate this month in Adult and Children's areas for Wintertime, Holidays and National Grief Awareness Week. They created a winter wonderland by displaying paper snowflakes in the front window at the Manoa location.
 - Youth Services Department has a loyal following for Lego Club on Monday afternoons and Storytime Craft on Wednesday evenings. The most popular program continues to be Circle Time storytime.
 - Katelyn, Youth Services Library Assistant, will continue to assist with Babies and Books, Storytime Craft and other youth programs.
 - Celia as the new Teen Services Librarian will continue to host and grow Teen Programs at Kelly Center on Wednesday and Thursday afternoons.
 - Reference Department worked together for a Book Bites Podcast that will be available on Thursday, December 19 for listening. It will highlight the best reads of 2024 and what is anticipated for 2025.
 - In November, we had 252 patrons using the public computers. This equated to over 96 hours with an average use of approximately 23 minutes per patron use.

Library Statistics

	Nov 2022	Nov 2023 - Move for Renovation, Closed 11/4-12/4	Nov 2024
Annual Appeal (Campaign to date and YTD)	\$950 (11/18/22-11/30/22) \$14,202 (1/1/22-11/30/22)	\$3,912 (11/18/23-11/30/23) \$15,320 (1/1/23-11/30/23)	\$9,081 (11/18/24-11/30/24) \$22,289 (1/1/24-11/30/24)
Patron Visits to the Library	9,646	1,429	5,295
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,359	2,122	2,617
Number of Physical HA Items Checked Out	12,748	0	8,959
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	6,017	8,210	9,087
Youth Programs Hosted	In-person: 18 Virtual: 2 Passive: 0	In-person: 0 Virtual: 0 Passive: 0	In-person: 19 Virtual: 0 Passive: 6
Youth Programs Attendees	In-person: 253 Virtual: 8 Passive: 0	In-person: 0 Virtual: 0 Passive: 0	In-person: 534 (Children 270; Adult 264) Virtual: 0 Passive: 58
Teen Programs Hosted	In-person: 22 Virtual: 1	In-person: 0 Virtual: 0	In-person: 6 Virtual: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube)	In-person: 120 Virtual: 4	In-person: 0 Virtual: 0	In-person: 47 Virtual: 0
Adult Programs Hosted	In-person: 9 Virtual: 6	In-person: 1 Virtual: 1	In-person: 9 Virtual: 4
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 67 Zoom: 65	In-person: Zoom:	In-person: 112 Virtual: 25
Total Programs	In-person: 49 Virtual: 9	In-person: 1 Virtual: 1 Passive: 0	In-person: 34 Virtual: 4 Passive: 6
Items Added to Collection	Adult Ordered: 156 Adult Processed: 321 YSD Ordered: 448 YSD Processed: 0	Adult Ordered: 0 Adult Processed: 0 YSD Ordered: 0 YSD Processed: 0	Adult Ordered: 394 Adult Processed: 194 YSD Ordered: 201 YSD Processed: 183
Reference Inquiries (includes inquiries in-person, by phone and virtually on the website chat)	In-Person: 201 Virtual: 4	In-person: 0 Virtual: 0	In-person: 142 Virtual: 11
Book Drop Pickup	YMCA: Items 296; Patrons 91 CREC: Items 114; Patrons 59	YMCA: Items 32; Patrons 13 CREC: Items 3; Patrons 2	YMCA: Items 412; Patrons 173 CREC: Items 173; Patrons 55
New Library Cards Issued	116	13	95

FRIENDS LIAISON REPORT: Deb Morley

Deb Morley reported there is no Friends Board Meeting in December. The Friends membership goal is to have 100 members by end of the year. Currently membership is at 95 members.

NEW BUSINESS:

- Board of Trustees annual signature forms are due back by end of January.

OLD BUSINESS:

- Library Holiday Closures approved by the Board.

The meeting entered Executive Session at 7:18 pm.

Executive Session was adjourned at 8:11 pm.