

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

DATE: November 20, 2024

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

EXCUSED: Debbie Cella, Sukrit Goswami

PUBLIC: Kathleen Roe, Regina Colantonio

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 October 16, 2024, Regular Board Meeting. Proposed by Scott Lowe, 2nd by Alyce Callison. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Margaret Fox-Tully

Margaret Fox-Tully presented the Finance Committee report prepared by Debbie Cella.

Margaret reviewed the September Balance Sheet and Income Statement for the year-to-year comparison and the year-to-date vs. projected budget comparison. She reported that the library remains in a good financial position. Revenues decreased for printouts, fines and replacement fees but increased for fundraising and gifts. Revenue is ahead of previous year and budget projection. Expenses increased for collections, programs and staff development but decreased for utilities and maintenance which offset nearly half of the increased expenses.

It was reported that capital campaign is beginning to receive sizable donations.

Building Committee: Scott Lowe

Scott Lowe reported the project remains on schedule and within budget. Committee performed a walk-through at project site earlier this month. In order to avoid any delays in project completion, the contractor proceeded with work inside while waiting for building to be permanently enclosed. Board was concerned they were not notified of the delay in enclosure in a timely manner and noted the contractor is responsible for any weather-related damage.

Township awarded bid for furniture at November Commissioners meeting. Committee met with the Furniture company in November. Committee reported that any items over budget in regards to furniture will be ordered and billed directly to Library.

The moving and storage company contracted by the Library alerted us they will cease operation. This company made arrangements with ASGS to assume the contract for our moving and storage needs to assure continuity for the Library.

Fundraising Committee: Deirdre Cryor

Deirdre Cryor reported Capital Campaign update is detailed in Directors Report. Committee is scheduled to meet this week.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret Fox-Tully shared that a Governance Committee will be developed by the Board. Alyce Callison will chair the committee. One task will consist of reviewing the Library by-laws.

Margaret reported that Trustee training attended by Deb and Deirdre discussed why advocacy is important and needs to be ongoing. Board and staff should have talking points that are consistent to communicate to the community.

DIRECTOR'S REPORT: Margaret Fox-Tully reported on behalf of Sukrit Goswami

- Administration
 - Our 2024-2025 Annual Appeal campaign letter was mailed on Thursday, November 14.
 - The Annual Trustee Training, *Easy Advocacy All Year Long* presented by PaLA Director, Christi Buker, was held Tuesday, November 19, 2024 at 7pm via Zoom. Board of Trustees, Deb Morley and Deirdre Cryor, were in attendance, as well as four Friends Board members.
 - The Library's annual State Aid Library Subsidy Application, and Plan for Use of State Aid were submitted to DCL for review and provided to the Office of Commonwealth Libraries (OCL) prior to the due date.
 - At the Tuesday, November 12, 2024 Township of Haverford Commissioners meeting, the Board considered and approved several contract awards and change orders related to the renovation and expansion.
 - After thorough deliberation, the Library finalized the color selections on the resin end panels for the first floor and Teen Library shelving, and on the paint for the accent wall in the Gaming Area.
 - A keying plan for the newly renovated and expanded library has been created. This information was shared with our construction management team for review and their recommendations to secure any additional areas of the new building.
 - In an effort to continue with potential value engineering we have reviewed and modified our new and upgraded workstation computer plan. This information was submitted to our construction management team for their review and to share with our Wifi network and computer workstation/equipment vendor.
- Capital Campaign Fundraising
 - Our capital campaign fundraising initiative is gaining momentum. The Library has received seven naming opportunities and two additional pledges that will be paid over a period of time.
 - Board Room
 - Children's Circulation Desk
 - Children's Library
 - Children's Reading Steps
 - Circulation Desk
 - Community Room
 - Living Room Fireplace
 - The total amount of pledges we have received to date is \$246,500. With payments of \$60,400 for a remaining balance of \$186,100. One-time gifts given are \$37,190 for a total amount secured to date of \$97,590 since the campaign began in October 2023.
- Outreach
 - The annual Dewey Decimal Dash had a record-breaking 246 participants registered. Thanks to the support of generous businesses and registrants the Library was able to raise a total of \$16,560 after expenses. The tremendous success of this year's event is attributed to our amazing community, over 40 dedicated volunteers and staff.
 - Friends of Haverford Township Library raised approximately \$230 on merchandise and coffee sales at Haverford Township Day and \$500 during The Crossbar fundraiser during National Friends of the Library week.
 - The Library Youth Services department will be in attendance at the Haverford Holiday Fest on Saturday, December 7, 2024 at 1pm for a holiday storytime event.
- Bookmobile
 - In our discussions with Township, we learned that the bookmobile may not be available for use this winter due to a lack of heating in the bus.
 - We have commitments with a senior center and four first grade classes at one of the elementary schools, and we are exploring options with the Township to fulfill these commitments.
- Department Updates
 - We have once again set up the annual Toys for Tots seasonal collection box at the Library's Manoa location. Please plan to drop off any toys before Tuesday, December 10, 2024.
 - Our most popular youth storytime is CircleTime for ages 5 and under with an average number of 35 adults and children attending. On Thursday, October 10, 2024 we had one of our most popular CircleTime storytimes at Manoa with 52 attendees.

- We continue to offer teen programming at the Kelly Center weekly on Wednesday and Thursday. With Dungeons and Dragons being the most popular and regularly attended with at least 10 teens.
- An adult program highlight for October was the History Talk at the CREC on Monday, October 21, 2024 by author and historian, Jennifer Green. The program titled *Ordinary Poisons: Quack Medicine, Fashion Victims and Good Intentions Gone Bad* fit was perfectly timed for a Halloween-themed program and had 36 attendees.
- In October, we observed an increase in public computer usage with 432 patrons using the computers. This equated to over 191 hours with an average use of approximately 48 hours a week.

Library Statistics

	October 2023	October 2024
Annual Appeal (Campaign to date and YTD)	\$36,878 (11/18/22-10/31/23) \$11,253 (1/1/23-10/31/23)	\$43,297 (11/18/23-10/31/24) \$12,923 (1/1/24-10/31/24)
Patron Visits to the Library	12,010	5,357
Number of Patrons Checking Out HA Materials (includes HTFL patrons checked out through DCL)	3,217	2,806
Number of Physical HA Items Checked Out	11,150	8,769
Number of Digital Items Checked Out (RB Digital Magazines and Overdrive/Libby ebooks)	8,208	9,170
Youth Programs Hosted	In-person: 15 Virtual: 0 Passive: 7	In-person: 22 Virtual: 0 Passive: 7
Youth Programs Attendees*	In-person: 582 (Children: 309; Adults: 273) Virtual: 0 Passive: 224	In-person: 477 (Children: 234; Adults: 243) Virtual: 0 Passive: 125
Teen Programs Hosted	In-person: 3 Virtual: 1 Passive: 1	In-person: 8 Virtual: 0 Passive: 0
Teen Programs Attendees (Including in-person and virtual formats on Zoom and YouTube)	In-person: 21 Virtual: 8 Passive: 30	In-person: 57 Virtual: 0 Passive: 0
Adult Programs Hosted	In-person: 13 Virtual: 6	In-person: 11 Virtual: 8
Adult Programs Attendees (Including In-person programs and virtual formats via Zoom and YouTube)	In-person: 218 Zoom: 48	In-person: 135 Virtual: 58
Total Programs	In-person: 31 Virtual: 7 Passive: 8	In-person: 41 Virtual: 8 Passive: 7
Items Added to Collection	Adult Ordered: 0 Adult Processed: 60 YSD Ordered: 6 YSD Processed: 45	Adult Ordered: 360 Adult Processed: 281 YSD Ordered: 7 YSD Processed: 609
Reference Inquiries (includes inquiries in-person, by phone and virtually on the website chat)	In-person: 86 Virtual: 6	In-person: 184 Virtual: 17
Book Drop Pickup	YMCA: 273 Items, 129 Patrons CREC: 124 Items, 71 Patrons	YMCA: 447 Items, 160 Patrons CREC: 131 Items, 63 Patrons
New Library Cards Issued	105	101
Book Mobile	N/A	Patrons: 46 Items: 28

FRIENDS LIAISON REPORT:

Deb Morley reported that three Friends Board Members are up for renewal in January. Friends will attend the YMCA 5K gala on December 6 and a Library program at Kelly Center on December 8 to sell merchandise. The Friends membership goal is to have 100 members by end of the year (currently at 82 members). Event being planned for a behind the scenes tour of the new library for Friends members. Other Fundraisers will be discussed at the next meeting in January.

NEW BUSINESS:

- Draft of 2025 Library Holiday Closures discussed. Propose closing on Saturday, July 5, 2025 since Library is closed on Friday, July 4 and Sunday, July 6.
- Draft of 2025 Board Monthly Meeting Schedule dates approved.

OLD BUSINESS:

- September 18, 2024 BOT Meeting Minutes (Final)

The meeting was adjourned at 7:55 pm.