

THE HAVERFORD TOWNSHIP FREE LIBRARY ASSOCIATION
1601 Darby Rd, Havertown, PA 19083
Board of Trustees Meeting Minutes (Final)

DATE: March 26, 2026

ATTENDING: Margaret Fox-Tully, President Maryanne Olson, Director
Alyce Callison, Vice President Donna Reeves, Staff
Debbie Cella, Treasurer Maggie Esteves, Staff
Deb Morley, Secretary Julie Schultz, Staff
Regina Colantonio, Trustee
Scott Lowe, Trustee
Eric Schnittke, Trustee

ABSENT: NONE

PUBLIC: Sherry Forste-Grupp, Commissioner; Julie Wilson, Kathleen Roe, Todd & Cooper Hall

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

PUBLIC COMMENT: Cooper Hall spoke about considerations for Holiday book collection. Julie Wilson commented on bird safety window treatments.

APPROVAL OF MINUTES: **Motion:** To approve the minutes of the February 18, 2026, Board Meeting. Proposed by Scott Lowe, 2nd by Regina Colantonio. Unanimously approved.

COMMITTEE REPORTS:

Finance Committee: Deb Cella

Debbie Cella reviewed both the February 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. She stated that PECO is currently billing for the back-dated service period from 2024 to the current period since a new PECO billing system was not working during that time period. Other increases in expenses compared to last year occurred in Programs, Collections and Salaries. She reported expenses are below budget. Increases compared to last year revenues occurred in Annual Appeal, State Aid, EV operations, and meeting room fees which are all in line with projected budget. Committee is also working diligently on Audit.

Building Committee: Scott Lowe

Scott Lowe reported the end of warranty period with contractor of May 2026 is approaching. Any outstanding issues will be addressed by contractor as the warranty period only affects new issues. Outstanding issues include the new hearth material that was chosen to replace the granite around the fireplace. In addition, clock in the living room has a programming issue. Receiving Room had a design error with temperature controls not being placed in the room so thermostat will need to be moved. Township electricians will work with installer to update the control panel. The Board Room 3 leak in ceiling from outside paneling has been fixed and caulked. Committee continues to discuss mag locks electrical wiring around doors to decide on price for only correcting the public facing doors. Tech Services workspace will need additional shelving which will require some parts and labor to complete.

Fundraising Committee: Maggie Esteves in lieu of Board Chair

Maggie reported the fundraising budget for the year is increased from previous years. Some events to promote the Library and raise funds will be the DelcoGives event on May 6-May 7 in which we can create some momentum in giving through social media and promote the MakerSpace through video created for the event. The first annual Trivia Night will also be a great community event held in May at the Library.

Governance Committee: Alyce Callison

Alyce reported the committee is nearing the end of the updates to Constitution and Bylaws to increase number of Trustees from 7 to 9 as well as allow for 2 consecutive 2-yr. terms. They also redefined the standing committees and what are trustee responsibilities. The committees detailed work in conjunction with the Library Commissioner Liaison, Sherry Forste-Grupp, will be sent to Township Manager to approve changes. The Final Draft will be shared again with Library Board in April for additional feedback and voted on by Library Association in May.

PRESIDENT'S REPORT: Margaret Fox-Tully

Margaret thanked the speakers for their public comments. She was happy to announce the Phillies won their season opener today. Margaret confirmed the Library will perform their due diligence by submitting RFPs for auditors before the end of this year.

DIRECTOR'S REPORT: Maryanne Olson

Maryanne reported a new Teen Librarian, Josh Palange, was hired on March 9. She stated that he is acclimating quickly and already feels like he has been here for several months. Josh is a new resident of Delco with a background in film editing, teaching English as well as Percussion instruction for high school level, so he brings a solid understanding of how to work with teens. He has spent the first few weeks of his time here getting to know the teens who are regularly coming into the library, assessing the collection, and working with the Youth Services Manager and other staff to brainstorm program ideas. Maryanne reported that an additional job opportunity has been posted internally for a full-time Library Associate to work in the Administrative Office supporting all facets of the department and Library.

Maryanne stated the Annual State Report was successfully submitted in early March to the Office of Commonwealth Libraries. She also reported on the new collection, Library of Things, that launched on March 19 and already has had 7 checkouts with more bookings for future checkouts. The Youth Services Department also introduced Yoto Boxes and cards that have been a huge hit – with the cards in particular nearly always 85% checked out. Yoto boxes are a screen-free, interactive audio player for children age 3-12 yrs to listen to stories and music via themed cards. She also thanked The Friends for the generous contribution to purchase book giveaways for use during summer reading and other tabling events at festivals that the Library will participate.

Maryanne announced that Remote printing is being installed and will launch on April 8 as an added benefit for patrons. In addition, she stated the new website is on track to launch in mid-April. Maryanne highlighted upcoming programs including the Democracy Out Loud program in conjunction with our traveling exhibit from the Gilder Lehrman Institute on Voting Rights which is being planned for April 12. The Democracy Out Loud program committee is being co-chaired by Mary Bear Shannon and Maggie Esteves who will plan the event and select the material to be read at the event. The committee are looking for volunteer readers and Trustees are encouraged to participate. The committee has also reached out to local civic leaders, patrons, and government officials to participate and to date, Commissioner Gerry Hart and Rep. Greg Vitale are both committed to read at the event.

A featured upcoming event in May is a traveling exhibit hosted by The Pennsylvania Breast Cancer Coalition with support from State Rep Gina Curry who will speak at the opening reception on May 12. The exhibit will be on display at the Library from May 12-19. Maryanne announced she will be in attendance from March 31-April 3 at ALA's Public Library Association Conference.

Library Statistics

	Feb 2025	Feb 2026
Annual Appeal (Campaign to date and YTD)	\$33,773 (11/18/24-2/28/25) \$3,399 (1/1/25-2/28/25)	\$35,245 (11/18/25-2/28/26) \$7,940 (1/1/26-2/28/26)
Patron Visits to the Library	4,930*	13,842*
Number of Patrons Checking Out HA Materials (includes HA patrons checked out through DCL)	2,634	5,946
Number of Physical HA Items Checked Out	9,046	18,773
Number of Digital Items Checked Out (Overdrive/Libby and Hoopla digital items)	8,969	10,017
Youth Programs Hosted	In-person: 20 Passive: 8	In-person: 53 Passive: 7
Youth Program Attendees	In-person: 511 Children: 258; Adults: 253 Passive: 67	In-person: 1,036 (Children: 551; Adults: 485) Passive: 308
Teen Programs Hosted	In-person: 11 Passive: 0	In-person: 11 Passive: 4
Teen Program Attendees	In-person: 56 Passive: 0	In-person: 58 Passive: 231
Adult Programs Hosted (Including in-person and virtual formats via Zoom)	In-person: 11 Virtual: 6	In-person: 54 Virtual: 5 Passive: 3
Adult Program Attendees (Including In-person programs and virtual formats via Zoom)	In-person: 106 Zoom: 70	In-person: 558 Virtual: 74 Passive: 251
MakerSpace Programs Hosted	n/a	Youth: 12 Teen: 11 Adult: 19 Passive: 12
MakerSpace Program Attendees	n/a	Youth: 99 Teen: 29 Adult: 163 Passive: 1,526
Total Programs	In-person: 42 Virtual: 6 Passive: 8	In-person: 160 Virtual: 5 Passive: 26
Outreach for Youth and Adult Services Departments	n/a	Youth Services Events: 0; Participants: 0 Adult Services Events: 2; Participants: 42
HOMExpress	n/a	Patrons: 3 Items: 7
Items Added to Collection	Adult Ordered: 225 Adult Processed: 228 YSD Ordered: 350 YSD Processed: 340	Adult Ordered: 424 Adult Processed: 320 YSD Ordered: 16 YSD Processed: 425
Reference Inquiries (in-person includes phone inquiries; virtual includes website/online chat)	In-person: 67 Website Chat: 34	In-person: 587 Virtual: 44
Book Drop Pickup	YMCA: 319 Items; 135 Patrons CREC: 153 Items; 71 Patrons	YMCA Items: 512 CREC Items: 153

New Library Cards Issued	166	149
Study Room Use	n/a	Youth Services: 145 Adult Services: 319

FRIENDS LIAISON REPORT: Regina Colantonio

Regina reported that the Friends have 88 members currently. The Friends received 1 ticket for Sip & Savor Soiree event hosted by Discover Haverford and will purchase a companion ticket to raffle to all Friends members. Friends Board is looking for nominations for new Board Member with financial experience. The Board Position would begin in May. Koffmeyer's will again donate ice cream for use as Summer Reading Club participant prizes. Friends will create the certificates for these prizes. Friends Spring Sidewalk Book Sale is coming up on May 16. They are still in need are donated books for the event.

NEW BUSINESS:

Maryanne Olson announced that the Township Commissioners will be making a proclamation at their April meeting in honor of National Library Week celebrated this month.

OLD BUSINESS: NONE

The meeting moved to Executive Session at 8:05 pm.

Executive Session Adjourned at 8:35 pm.