

Lansdowne Library Board of Trustees

Minutes from November 21, 2023 meeting

Meeting was called to order at 7:01 by Marie.

Attendance: Marie Campuzano, Kymberly Hernandez, Mark Lewis, Ellen Lustgarten, Bill Paterson, Regina Powell, Jobi Zink in person. Will Griffin, Regina Powell, Kate Schleigh, Jobi Zink via Zoom.

Welcome

Mark Lewis was welcomed to his first meeting of the Lansdowne Library Board of Trustees.

Minutes

The edited minutes to the October meeting were approved. Kimberly made the motion to approve the minutes. The motion was seconded by Ellen. There were no objections and the motion was approved.

Treasurer's Report & Bills

Ellen provided the financial report.

Financials through October 30, 2023:

\$6,668.66 spent in October
\$5,679 for collections (81%)

\$704,373 total revenue

\$684,414 total expenses

\$19,595 NET

8.2% was spent on the collections (12% is the goal for year). As previously stated, the county wants to change the % spent on the collections to a per capita dollar. This change reflects how difficult it can be for the branches to reach 12% of the budget on collection, particularly when there are large building projects.

An abbreviated explanation of the library budgeting process was explained for Mark: the boro provides funding for the brick and mortar building and staff salaries. The county and state provide funding for programs and collections. The county requires that 12% of the budget be

spent on the collections (books, DVDs, etc.). Many other libraries in the county do not receive as much funding from the boro.

\$37,897.15	Checking account
\$11,975.36	Money Market
155,662.19	PA Invest
\$65,048	Vanguard
\$270,948.65	total assets as of October 30, 2023

Kymerly made the motion to approve the financial report. Mark seconded the motion. There were no objections and the motion passed unanimously.

Budget

Ellen provided a budget report. The library fiscal year begins with the start of the calendar year. Ellen, Bill and the library staff have been working on the FY 24 budget of \$741,000. This reflects reduced county aid as a previously funded program was discontinued. The boro will cover any major unexpected surprises impacting the building. The budget includes a 3% salary increase for staff.

The Friends group asked to fund an intern to assist Brad with the summer reading program and a comfortable reading station.

We received a stipend to start building a Global Collection, which includes \$500 in museum passes.

Funds from on-site book sales (carts usually placed in the foyer) are credited to the library. The Friends are credited with the funds from the larger book sale event.

The library is looking to eliminate fines entirely, and can do so if the Friends can supplement this fee. The Friends had expressed interest in eliminating children's fines. This year \$3,200 was collected in fines, even with automatic renewal and a Fine Free December.

Bill talked about moving the allocations from large print collections to increase the number of sensory puzzlers, Junior and YA books on CD, and other kids technology, while keeping close to the original total. Additional plans include adding 6,000 ebooks, possibly adding the Hoopla platform which provides access to more books than Libby; 12 kindles, each pre-loaded with certain books from discrete sections of the collection; kindles for large print; and computers with software and streaming services.

The budget for non-collection items includes outdoor tables, furniture for a senior corner, and chairs for the Bany Room.

As projected, the budget has a very small (\$400) deficit; however, the budget does not include website redesign. Incorporating the website fees would make the deficit about \$10,000.

The board discussed asking Hoopla for a prorated trial period (reducing from \$5k to \$2k); postponing the purchase of the indoor chairs; purchasing the much-used outdoor table in the spring, new chairs and laptops for staff; and using \$8k from interest in our liquid funds to cover the majority of the projected deficit.

Jobi made the motion to approve the budget with the recommended changes. Kymberly seconded the motion. There were no objections and the motion was approved.

Governance

The board has discussed adding the Chair of the Friends as a liaison and ex-officio member of the Library board. Similar to the Boro Liaison position, this would be a non-voting roll.

The Boro determined the number of people comprising the Library Board (7). We will review the by-laws to determine if the Boro needs to make this change.

Website

Jeff took the lead on looking for a new web designer with best quality design for the cost. The favorite designer Seven Design who worked on the Marple site had good quality, good public and library feedback, and the LPL would own the website. ProductAdvance was the second choice. The third choice [add name here] had good design but LPL would not own the site.

The library is interested in a website that is clean and easy to navigate. Marie commented that the Marple site was all scrolling. Kymberly noted that it would be important that LPL could receive support from the web designer in the event of library staff turnover.

125th Committee

The board was charged to come to the January meeting with big ideas to celebrate the 125th anniversary of the Library.

Facilities Update

The Boro is planning to hire an architect to work on both the Library and Police facilities. The library and the community need to be represented on the Ad Hoc Facilities committee.

Parking is now available in the space next door to the library

Friends

350 letters were sent out. Please continue to send the names of additional people to invite to join the Friends group. A trivia night and luncheon for volunteers are scheduled.

Holiday Party

The board agreed to provide lunch and gift cards to the library staff as a thank you on December 13.

Staff Updates

Reference Librarian Christine is moving to part-time status, working on Saturdays. Laura Smith who is currently Head of Circulation will be moving to Reference as of December 2. Processing Assistant Marjorie will become the Head of Circulation. Processing Assistant Jeff, who also works on programming is interested in becoming full time.

Salary rates and pay scales for these positions, as well as the Processing Assistant (hourly) were discussed.

DCLS

Kymerly will attend the DCLS meeting on Thursday December 21 at 6:30

Honoring Andrea

Past board member Andrea Kenyon will be honored at the December 20 Boro Council meeting. All are encouraged to attend.

Next Meeting

The next meeting will be on Tuesday, January 16 in the Bany Room.

Regina made a motion to close the meeting. Kymerly seconded the motion. There were no objections and the motion was carried. The meeting was adjourned at 8:47 p.m.

JZ/1-7-23