

Lansdowne Library Board of Trustees
Minutes from the July 17,2024 meeting

Attendance:

Marie Campuzano, Mark Lewis, Ellen Lustgarten, Bill Patterson, Regina Powell, Jobi Zink were in attendance. Kate Schleigh attended via Zoom. Kymberly Hernandez arrived at 7:13 P.M. Will Griffin and Andrea Kenyon were absent.

The meeting was called to order at 7 P.M. by Marie.

Minutes

Two revisions for the minute were made. Ellen made the motion to accept the revised minutes and Mark seconded the motion. There were no objections.

Treasurers Report and Bills

\$34,389	Checking Account
\$12,015	Money Market
\$151,034	PA Invest
\$15,772	Expenses paid
\$8,828	Collections and magazine subscriptions (56%) Other expenses include website and notary supplies
\$414,066	Total revenue (49.7% of annual budget at 6 month mark, right on target)
\$389,891	Expenses (6.4% collections)
\$24,175	Net, do not expect to maintain this.

We also received a \$1,000 grant from the PA Forward grant program and \$700 for a Wildlife Awareness Grant which reimburses the library for expenses already extended.

Ellen confirmed that the Vanguard changes to commercial accounts do not apply to the library.

The board discussed how sales of Library Totes, both the standard (\$10) and the special 125th anniversary version (\$20) sold at the front desk are tracked. Ellen prefers to keep the money for the tote sales in library revenue as merchandise. There are a total of 200 totes for sale.

Friends retains the funds earned through the large Book Sale in the fall, while any remaining books sold from the cart at the front of the library throughout the rest of the year goes directly to the library.

A full audit is conducted every 3 years, with a partial completed in the non-audit years. The last full audit in 2023 did not bring up anything unusual or unexpected. The cost of the partial audit will be \$3,200. This is half the cost of a full audit.

Jobi made a motion to accept the treasurer's report. Regina seconded the motion. There were no objections. The motion carried.

Ad Hoc Building Committee

There is an ad hoc building committee meeting tomorrow, July 17 at 7P.M. The council and Marie, Kymberly and Bill, the library members of this committee will meet with the architect. The meeting is open to the public.

Delaware County Library System

Mark attended the June 20 meeting. The next DCLS meeting will be held on Thursday, August 16 at 6:30 P.M. The meeting will be held in person with the option to join by Zoom. Ellen will attend on our behalf.

Strategic Planning Process

Mark reviewed the strategic plans of all of the Delco library branches that had them to see their scope and organization, as well as their facility needs. Mark suggested that the Board Goals, divided by quarter, and the Director's Goals could live within the strategic plan, as it is a living document. We will also need strategic plans for the physical space.

Kymberly reminded everyone that Board and Library goals should all relate to the strategic plan. This will help the board remain focused on the overall strategy and less on the day to day accomplishments of the staff.

We should expect to start our strategic plan in January 2026.

Facility Plan

We should be done with the bulk of our fundraising and close to ready to begin to build by January 2026. Marie and Bill will develop the budget. If we are still in the discussion phase of the building the library, the facility plan should not be included in the strategic plan. The original building plan submitted a few years ago was XM dollars but did not meet our community needs. Subsequently the architects were asked to come back with "shovel ready" plans that were aligned with our growth goals and library needs. \$1-2M is not realistically enough for our needs, but grants should fund a large portion. There is no plan to pay for the library with taxes.

We need to build support around both our strategic plan and building plan with community buy-in and input. Panning community input through surveys and group activities around specific topics will be part of Q4 24/Q1 25.

Marie will lay out what will be included in the scope of the plan, how our goals interact with the plan, and then we can collectively address each section of the plan. Focusing on the strategy rather than exact dates and timelines will enable the strategic plan to work even is the facility building is going on –or delayed.

125th Gala

Save the Date flyers and invitations are designed and were reviewed. They will be posted in the library newsletter, facebook page and website, borough website, LEDC calendars. Board should also share within their personal networks.

Ellen provided a sample program with ads and sponsorships as a template for what the library could do. The template showed several size advertisements and multiple price points. As the program design price is very reasonable and includes layout, the board agreed that multiple options would be included in the sponsorship flyer. The flyer and/or website will include a list of the library programs that the sponsorship will support. Laura will set the layout and the board can review it.

The flyer is intended for in-person contact with businesses; alternate wording will be added to the website.

The board discussed names for the four sponsorship levels, agreeing that the levels should be book related such as Best Seller, Page Turner, Classic, Deluxe Edition, First Edition, etc.

The board also discussed what sponsors received in return for their sponsorship. All sponsors will have their names in the brochure and on the website (under the appropriate level); upper level sponsors will receive 2 tickets as well.

The board needs to continue working on soliciting items for the silent auction, finding volunteers, and sending postcard invitations. There are art pieces from several artists and a baby quilt.

Director's Report

In an effort to keep the meeting to under an hour and a half, Board was reminded to read Bill's report.

Next Meeting

The next meeting will be August 20 at 7 PM in the Bany Room of the Library.

Jobi made a motion to conclude the meeting. Ellen seconded the motion. The meeting was adjourned at 8:26 P.M.

JZ 8/7/24