

Lansdowne Public Library Meeting Minutes
September 16, 2025

Attendance: Sarah Berkowitz, Marie Campuzano, Mark Lewis, Ellen Lustgarten, Bill Paterson, Regina Powers, and Jobi Zink were in attendance. Julian Schendelman attended via Zoom. Will Griffin, Borough liaison, did not attend.

The meeting was called to order at 7:02 P.M.

Minutes

There were no corrections or changes to the July meeting minutes. Ellen made the motion to accept the minutes and was seconded by Marie. There were no objections and the minutes were approved

Treasurer's report

Ellen provided the Treasurer's report for July and August (as there was no meeting in August). The account balances for August 31 were as follows:

\$ 28,330.82	Checking Account
\$ 12,075.52	Money Market
\$149,151.18	PA Invest
\$87,295.94	Vanguard

\$277,219.40 Total assets.

August bills totalled \$8,785.88, of which \$4,969.48 (57%) was spent on collections including DVDs, books, and one museum renewal. \$19.82 was collected as a gift. The bills from July totalled \$10,911.76 with \$6,891.82 spent on collections (63%) including books, museum passes, and Hoopla.

September YTD Budget vs. Actual Report

Ellen reported that the Allied Youth Council, a non-profit organization in Lansdowne that supported youth and teen activities in the borough, closed and gave all of its remaining money as a gift to the library. The \$2628.93 is reflected in the budget as a grant. The total revenue through August 31 is \$654,915. Total expenses through the same period were \$628,831, leaving a net of \$26,084. Ellen was pleased with this, as we had projected a small deficit for the year end. 6.63% of the overall budget has been spent on collections.

Total expenses were \$385,924 with \$33,429 towards the collection (8.66%)

The board discussed the Allied Youth Council gift. In the past, the library had written a formal request to the organization to support specific projects and programs for teens and youth such as video games and museum passes for \$500. This larger gift is unrestricted. The board discussed ways that the funds could be applied to a project that met the AYC mission in a way that would still honor the organization. Though it would not cover the entire cost, Bill mentioned that staff was interested in a book bike that could assist in book deliveries to schools. Additional funding sources would need to be identified for the book bike as well as future programs that AYC supported.

Mark made a motion to accept the Treasurer's report. Regina seconded the motion. There were no objections and motion carried.

2026 Budget

Ellen sent an early draft of the 2026 budget that she and Bill are working on. The budget is realistic and starts 2026 exactly as we expect to end 2025 – with a \$700 deficit. Points to note: a part time children's assistant position is included in the budget for the new year; increasing projections for notary service to \$1,000; separating Hoopla (\$6,000) from ebooks (\$3,000); COLA raises for all staff at 3%.

Ellen explained that the borough provides the budget funding for the physical library building, utilities, and staff salaries, including benefits. The library board approves of the budget for books, programs, and supplies for the library; this portion of the budget is not reviewed or approved by the borough.

DCLS Meeting

The next DCLS meeting is Thursday, October 16, 2025 at 6:30. Ellen will attend.

The next Board Training event, "Meetings that Matter" will be held on November 19 at 7 PM via Zoom. Mark and Jobi will attend.

Friends of the Library

The Friends are holding a pop-up Book Sale in the Bany Room on Saturday, October 4 from 10-2. The sale will include stuffies for adoption to encourage children to read to their "friends", a bake sale, and raffling two baskets. Contact Andrea if you can assist at the event or with baking.

Friends are hosting a Halloween party with a haunted house at the Old Library space.

The next Friends of the Library meeting will be on Tuesday, October 7, 2025 7:00 Bany Room.

Strategic Plan

The October community survey meeting will be held from **7 P.M. - 8:30 P.M. Thursday, October 23 in the Bany Room**. In person participation is encouraged but there will be an option to

provide feedback virtually for those who cannot attend. The board will discuss the outcomes of the survey meeting at the November board meeting.

Participants will be reminded that the strategic plan is a to-do list for the board to accomplish in a set period of time (3-5 years); the new building project will not be a focus of this plan or goals. The number of breakout groups and questions will be related to the number of facilitators (board members, staff) who are available to assist. The board reviewed the proposed breakout stations and worked on developing questions to generate ideas and constructive feedback.

Stations include:

1. Resource Hub (how can we share? What other resources can we share to serve the public.
2. Ensuring that the collection serves the community. What is missing from the collection?
3. Community Hosted Programs & Collaborations
4. Space allocation and use (* with a reminder that this pertains to the existing building only and making it more welcoming and accessible.)
5. Library Programs
6. Staff (may not need a facilitator)

After discussions, the board agreed to strike the community hosted programs and collaborations from the stations. If the library cannot control the content and direction of the program then allocating staff time may not be the best use of our limited resources. Questions about a designated quiet space for teleworking will be rolled into the space allocation. Additional questions about how you get or want to receive information about the library programs.

The board will review the revised questions and prompts at the October board meeting and the community event.

Governance

Mark reminded Jobi and Regina that their terms were set to expire in January. Both are eligible for a second 3-year term. Mark encouraged them to inform him and Marie of their plans at their first convenience so that a vacancy announcement could be made if necessary.

Policy Review

Bill sent the suggested changes to the Request for Reconsideration Policy to the Delaware County system and the town solicitor for feedback. The library provided the time frame and they agreed to our limiting requests to Delco members living in our service area.

No books have been challenged recently; this was just a policy review.

Director's Report

The Halloween Fair will be held on October 24. More details will be shared at the October meeting. Bill will discuss the grounds surrounding the library with Marcus DiSciullo, the new borough maintenance person. Bill will also mention the oil smell at the Old Library. There is a request in to the borough to see if it is possible to develop a community garden. Garden plans will be developed if approval is given. Pastor Jonathan at the Lansdowne Presbyterian Church was suggested as a resource for developing a community garden. Bill will be interviewing candidates for a part time circulation position.

Council Report

There was no council report given as Will was not present.

Next Board meeting

The next meeting will be on Tuesday, October 21 at 7 in the Bany Room.

The meeting was adjourned at 8:32 P.M.

JZ

9/23/2025