

Lansdowne Public Library Meeting Minutes
December 16 , 2025

Attendance: Sarah Berkowitz, Marie Campuzano, Mark Lewis, Ellen Lustgarten, Bill Paterson, and Jobi Zink were in attendance. Julian Shendelman and Will Griffin, Borough liaison, did not attend. One member of the public attended the meeting.

The meeting was called to order at 7:01 P.M.

Minutes

There were no corrections or changes to the November meeting minutes. Jobi thanked Ellen for taking the minutes in her absence and made the motion to approve them. The motion was seconded by Mark. There were no objections and the minutes were approved

Treasurer's report

Ellen provided the Treasurer's report for November. The account balances for November 30 were as follows:

\$17,133.74	Checking Account
\$ 12,087.75	Money Market
\$151,252.09	PA Invest
\$92,706.90	Vanguard
\$273,180	Total assets.

Bills paid this month totaled \$10,882. 90% of the bills (\$9,756) were for collections. With the closure of Baker & Taylor book distributors, staff is purchasing books from a variety of other sources including Amazon.

November YTD Budget vs. Actual Report

The total budget for the year is \$877,758. \$865,212 has been expended leaving a current surplus of \$12,545. It is possible that we may not incur the projected \$3,700 deficit for the 2025 budget. The budget does not include some additional aid from the county (resulting from Glenolden not completing their audit). It is unclear whether those funds will arrive in December or January.

2026 Budget

Ellen reported a \$3,300 increase in funds from the state for the 2026 budget. The total from the state is now \$50,295. This increase should cover the projected deficit for the year. Ellen noted that the budget line for board gifts was increased to \$1,000 to accurately reflect what is spent. Hoopla will be its own line item in the budget, separate from the collections. Bill will inquire whether our cost of using Hoopla is on par with other libraries of similar size in the county. The 2026 budget has a projected surplus of \$425.

Jobi made the motion to approve the 2026 budget. Sarah seconded the motion. There were no objections and the motion carried.

DCLS Meeting

Ellen will attend the DCLS meeting this Thursday. The next meeting will be held on February 19 via Zoom and Mark will attend.

Friends of the Library

The Friends will hold their next meeting on January 5 at 7 PM in the Bany Room. End of Year solicitation letters will be going out this week. All board members are encouraged to be Friends of the Library.

Strategic Plan

Prior to the meeting, Mark shared an updated version of the Strategic Plan that incorporated a lot of the feedback received at the Community Input Meeting. Mark noted that increasing publicity, access, and building community came up in most of the breakout sessions, regardless of the topic. Mark also asked the board to consider whether 3 years might be a better length for the Strategic Plan.

The Strategic Plan is not meant to tell the staff what they should do, how to do their jobs, or dictate operational procedures, but should include goals that are both strategic and attainable. For example, the SP can recommend proposing partnerships but can not instruct the staff to successfully partner with x organizations on programs as the library cannot control whether partnerships will be accepted.

The board discussed that the term *partnership* should reflect an ongoing, actively collaborative relationship with the organization where both parties are involved in developing the content. For example, if the Red Cross was to offer quarterly CPR training, the library could provide books and resources related to health and safety.

Promoting internal events and cross-promoting the availability of resources across other Lansdowne organizations was a topic discussed at each station during the Community Input Meeting. Identifying the types of library users and how they receive information will allow staff to build a plan to reach target audiences. Success will be measured and reported by library staff and the director.

The Library has an Ad Hoc Building Committee comprising staff, board, and public (Bill, Marie, Kymberly Hernandez) which attends borough council meetings. The board discussed whether to appoint a specific advocacy person or encourage board members to regularly attend council meetings and advocate for the library and its programs in addition to the building project.

Strategic Plans related to the Capital Campaign were discussed. The board agreed that the SP would lay out the roles of the Director, Friends, and Fundraising expert as they pertain to grant writing, individual and corporate gifts towards the Capital Campaign. Though the position will be actively involved in the efforts, the Director won't spearhead the Capital Campaign. The Director will give regular reports on fundraising efforts completed by the Friends.

The Board discussed increasing accessibility to Board Meetings. Adding an announcement about welcoming public comments in the library newsletter and as a regular feature of the agenda will address the concern. Public comments will be limited to 3-5 minutes and must be related to the library. The

public will be expected to share their name and address as they do before speaking at any council meeting.

The goal of creating a welcoming community space for all was discussed. The board agreed that expanding the opening hours must be done strategically. An explanation of the suggestion of “helping patrons who need assistance with food and housing” was described as connecting them to resources to help them find food or housing rather than giving food.

The goal to make the library a place where patrons could use the building to hold open community events was discussed. Language and procedures must be clear to distinguish what is an open, public event available for the community to opt-in and participate and differentiate when the space is used for a private group.

The board discussed how to make the public aware of the physical resources the library has through posters, social media videos, the webpage and more visible outdoor signage. Additional input from the public can help the library add resources that would be valuable and used. Creating a Bingo Card of resources could be fun.

Director’s Report

Bill mentioned two items not included in his written report. People have been parking in the library lot to avoid paying to park in the neighboring SEPTA lot. The board agreed that Library Parking Only signage was an appropriate first step. Bill spoke with a patron in the children’s area who had a concealed weapon. No Weapons or Firearms signage will be posted.

Public Comments

Daniel Jackson introduced himself as a Delco resident since 1996 and a Lansdowne resident since 2006. He is an events photographer for the Free Library of Philadelphia and a fan of libraries. Mr. Jackson expressed that being open and transparent, and delivering to the public were important for the success of the Library Strategic Plan

Next Board meeting

The next meeting will be on Tuesday, January 20 at 7 in the Bany Room. Sarah and Mark will report on the Trustee Training session they attended in November.

The meeting was adjourned at 8:49

JZ

12/29/25