

Lansdowne Public Library Meeting Minutes

July 21, 2026

Attendance: Sarah Berkowitz, Marie Campuzano, John Green, Tanisha Jones, Mark Lewis, Bill Paterson, and Jobi Zink were in attendance. Daniella Fodjoh and Julian Shendleman attended via Zoom.

Lise Detwiler attended as an invited guest.

Marie called the meeting to order at 7:01 P.M.

The Board introduced themselves to Lise. Lise, who lives just across the Lansdowne town line, was a fundraising professional in the health care field. She is now a fundraising consultant. Marie asked Lise for fundraising ideas for the library's 125 anniversary gala (2024). Lise has been working on the framework of roles and responsibilities for the library building project in an unofficial capacity.

New Build: Roles and Responsibilities

Lise shared a document outlining the roles and responsibilities of the three parties/entities that will be actively involved in the library capital campaign building project. The primary role of the Borough Council is the legitimacy, public funding and project oversight. The library board is the project owner, vision-setter, and fiduciary for the library. The Friends of the Library will execute the campaign and handle the day-to-day fundraising operations.

Lise drafted a list of core responsibilities for each of the three groups. The Borough, which owns the building, is responsible for making a financial commitment, applying for government grant funding and stewardship, project oversight pertaining to capital and facilities; public accountability, reporting and transparency; advocacy and visibility. The Board has ownership over the big picture of the campaign; developing the case for support and messaging, major gift leadership, governance and financial oversight; coordination with Friends. The Friends will develop a campaign leadership structure that establishes a campaign chair; lead fundraising efforts toward the campaign goal; process gifts, manage finances, coordinate campaign operations. The friends will also manage donor relations.

Although there will be coordinated messaging and solicitation assignments across the three groups, Lise suggested that there be one "public face" from each group. The board will determine what constitutes a "major gift" for the purposes of the campaign. Grants are not major gifts. The board will develop and oversee the gift acceptance policy. Lise suggested that real estate, insurance, and/or accounting knowledge would be an asset for new board members coming in during the campaign.

The three groups will need to develop a donor strategy, coordinate timelines and phases of the campaign, and share notes. Lise reminded the board that as the 501(c)3, Friends is the conduit for processing the funds. 60-80% of the funds should be raised before the Friends holds smaller community-level fundraising events.

Lise provided a generic breakdown of how the \$8M project could be achieved: \$1M from the borough (already committed), \$2.25M-\$4.75M in grants (including a Keystone grant of \$500k-\$1M which opens in January 2027) and \$4-\$5M in major gifts. Lise advised anticipating 2-4 years for the capital campaign process, ideally reaching the 60-80% mark by 2028. Mark asked what the anticipated average time commitment for board members

would be each month of the campaign. Lise did not have an answer, but recommended breaking down tasks into smaller, manageable units to avoid overwhelming everyone.

The board also reviewed a hypothetical campaign budget. The Friends will need a database, as well as someone to manage it. Hiring a grant writer and a fundraising professional were also included. These expenses would be part of the campaign expenses. Some of the Borough's \$1M can be applied to the \$250k fee needed to redraw building plans.

Lise recommended that John present the Roles & Responsibilities at the next Borough meeting. He should also inform the Borough that the anticipated costs for new renderings will be \$250k.

The next Ad Hoc Building Committee meeting is proposed for 6:30 on September 9. At the previous Ad Hoc meeting, Bill was asked to go back to the plans and ensure that the proposal has everything that is needed. *The original projected budget of \$8M is likely to increase as the size and scope of the building project is being reconsidered.*

The next step is for the board to have a firm and accurate figure for the overall project. Going to government resources will be the top priority, followed by community prospecting and corporate/business sponsorships.

Election of New Treasurer

Mark put forth the motion to elect Daniella Fodjoh as the new Treasurer of the Board. Marie and Sarah seconded the motion. All board members approved the motion. Daniella will begin their role as Treasurer at the September meeting.

Minutes

The minutes from the June meeting were presented. Jobi sent an updated set of minutes earlier in the afternoon, correcting pronoun usage. No other changes were required and the minutes were approved.

Treasurer's report

Bill provided the Treasurer's report for June, but started with the bills from April which were previously unavailable. The total bills paid in April came to \$5,972.16.

The account balances for June 30 were as follows:

\$52,568	Checking Account
\$12,131	Money Market
\$154,570	PA Invest
\$101,929	Vanguard
	There was no change in the Vanguard account amount from the previous month, as the statements are issued quarterly.
\$321,198	Total assets.

JUNE YTD Budget vs. Actual Report

Total revenue for the month was \$557,512.04 Total expenses were \$513,569.46 leaving a net of \$44,042.50. 5.5% of the total expenses were for the collection.

DCLS Meeting

Jobi attended the June DCLS meeting. She reported that the 18 libraries participating in Delco Gives raised \$225,000. Directors will receive monthly financial reports from the DCLS. DCLS submitted the state aid budgets before the June 1 deadline and are awaiting approval. The new Delco Discover website with the catalog of children's books launched on June 23. The summer reading program kicked off on June 18.

The next DCLS meeting is on August 20. Mark will attend the meeting

Friends of the Lansdowne Public Library

The Friends are planning a Quizzo fundraising event in October. They are also working with the staff on the Library Haunted House event.

The Friends are not holding a meeting in August. The next meeting will be September 7, 7:00 in the Bany Room.

Governance

Prior to the meeting, Bill sent statistics about the regular users of the library. From 2023-2026 (YTD), approximately two thirds of the circulations are by residents of other towns. Statistics about who is coming in, using computers, attending programs, or using reference services is not tracked, but could be gathered via survey.

Mark incorporated the statistics about circulation into the letter from the Board to the Borough to the board requesting consideration of expanding the board from 7 to 9 members and sent the final draft to the board.

Mark made a motion to vote on sending the letter, as written, to council. Marie said that she did not think the board should be expanded. The board voted 6:1 in favor of sending the letter to the borough. John is not a voting member of the board but stated that the last batch of applicants for board positions opened his eyes to the interest in the library from the broader community.

John will ask to have the expansion added to the agenda for the August 19 meeting.

Goals & Strategic Plan

Given the time, the board agreed that the board will work on developing goals, roles, and action items in connection with the strategic plan at our September meeting.

Director's report

Bill reported that the county's library's network was out for 2.5 weeks and people were (mistakenly?) sent to the Lansdowne library from other branches. Staff did a great job providing the services they could.

A new cleaning company has been hired and Bill is pleased with their work. Bill was not satisfied with the former company. That company went out of business.

Bill also reported on the Ad Hoc Building Committee's recent findings that the basement of the old building is neither as large as they thought, nor is it a usable space even for storage.

Re-examining the floorplan revealed that it did not include enough storage. A second floor was previously nixed from the plan as being too expensive, but it would be wise to revisit the overall plans again.

The Haverford Library did a space survey prior to their new build. The architects did one with Bill, but Bill would like to do another, this time including the staff citing that the YA and Teen spaces need to be reaccessed.

Existing storage currently contains children's programming supplies, event supplies, electronics, tables, chairs and archival material related to the library.

Bill asked John whether the Halloween Haunted House was approved. John said that he presented it and the Borough loved the idea, but they did not vote on it. The Haunted House is intended to be both affordable and a fundraiser, with \$3 entrance and \$1 baked goods. The Friends are looking for event sponsors.

Bill asked if the Board would sign the letter to the Senators encouraging them to reject the censorship bill [S. 4925]. The Board agreed to signing the letter and having their names listed individually rather than under the collective, anonymous Lansdowne Public Library Board.

Council report

John reported that he presented the Halloween event to Borough council but no vote was held. The Borough discussed whether the (unofficial town) archives could be housed in the expanded building. There is an exhibit at the 2020 House that includes material from Matt Schultz's personal collection, but there was not a sense that Matt was looking to donate his collection to the library.

Our Library, Our Story

Board was encouraged to participate in the *Our Library, Our Story* program.

Public Comments

There were no public comments.

Next Board meeting

The board will not hold a meeting in August. The next meeting will be on Tuesday September 15, 2026 7:00 Bany Room

The meeting adjourned at 8:50 P.M.

JZ

7/31/2026