



**DELAWARE COUNTY LIBRARIES
BOARD OF DIRECTORS
MINUTES
THURSDAY, October 20, 2022 7:00 p.m.**

1. Call to Order- H. Grommell-McGrane, J. Shulbank, I. Bains, K. Standen, C. Bittle, A. Laepple
2. Public Comments on Agenda Items: no comments
3. Minutes: August 18, 2022 – Motion made and seconded by (J. Shulbank, K. Standen) - unanimous approval
4. Communications & Announcements
 - a. Keystone Community Grant – Solar Equipment - Libraries within the 26th senatorial district received a grant and are the recipients of solar benches or charging poles. The vendor, General Recreation, Inc has conducted all of the site visits. Installation of equipment is expected to be completed in the next 2 months or so. This initiative is the result of a collaboration between Senator Kearney’s office, The Swarthmore Public Library, and Delaware County Libraries Headquarters.
 - b. Keystone Recreation, Park and Conservation Fund - Applications for the Keystone Recreation, Park and Conservation Fund grant cycle closed on October 14. The Keystone grant program provides funds to sponsoring municipalities for up to 50% of eligible project costs, to plan, acquire, construct, or rehabilitate public libraries. The maximum grant is \$750,000 and requires a dollar-for-dollar local match. The Delaware District agreement stipulates that all libraries applying for a Keystone grant must inform the District Consultant and the DCLB. This year 5-member libraries applied:
 - i. RK – Rachel Kohl Community Library’s project would convert office space into a new children’s library and programming space and install automatic entrance doors. The local population has increased 103% between the building of the library and 2020 and library use has significantly increased during that period as well, but is hampered by too small space. The library received a large bequest to be used as matching funds.
 - ii. DA – The Darby Free Library is housed in an 1872 building and is not accessible by any standard. Their proposed project focuses on these issues and includes adding an elevator and ramp and safety

improvements. The library received Community Project Funding with the support Congresswoman Scanlon's that will be used as matching funds.

- iii. RA – The Radnor Memorial Library is applying to replace the portion of the roof that was not replaced during their previous renovation. Over the last year they have experienced large and small leaks. The section of roof in question covers the nonfiction collection, children's room, admin space, program space, and study areas. Large parts of their collection are at risk and popular spaces would be inaccessible if the roof fails.
 - iv. NO -The Norwood Library's project adds accessible entry doors to the library. The library has made strides in ADA-compliance on the building interior but the entrance has been a major barrier.
 - v. YE – The Yeadon Public Library's proposal includes the installation of automatic entry doors and replacement of specific windows in the building. These projects directly relate to the Library's 2020 strategic plan and are the logical continuation of work done in 2018 also funded by a Keystone grant.
- c. Database Training - Beginning in October, weekly database training will be offered for any staff who is interested. The trainings will alternate between MA and RT on either a Monday or Tuesday each week. They will be in a hybrid format.
- Oct 24 – Help Now
 - Oct 31 – Consumer Reports
 - Nov 7 – Newsbank
 - Nov 14 – Newspaper Archive
 - Nov 22 – Weiss Financial Ratings
 - Nov 28 – A to Z Databases
 - Dec 5 – Novelist & Novelist K-8
 - Dec 12 – Pronunciator
 - Dec 20 – Our various eBook databases & PowerLibrary
- The dates through the end of the year are on the Staff Calendar. There are two registration links, one for in-person and one for the Zoom.
- d. Equity, Diversity, and Inclusion Committee - Delaware County Government has hired a Diversity, Equity, & Inclusion Officer, Lauren Footman. Ms. Footman will be a guest speaker at the Delaware County Libraries' November 3 EDI meeting where she will share insights into her newly created role and answer questions. DCL had partnered with Ms. Footman to celebrate Hispanic Heritage month which wrapped up on October 15th. DCL will continue to collaborate with Ms. Footman to support any and all initiatives in order to meet Delaware County's DEI mission and goals.
- e. Pennsylvania Library Association – Delaware County Representatives
Two representatives from Delaware County Libraries have been elected to leadership positions within the Southeast Chapter – District Consultant/Asst. Director Anny Laepple will serve as Treasurer while Tinicum Library Director

Linda West will serve as nominations & Elections Representative. Ms. Laepple has also been selected to serve on the Association's Legislative Committee for 2023. PR and Grants coordinator Theresa Dykes, was appointed as Chair of the PR/marketing committee for the association. Director of Library Services and System administrator Catherine Bittle has been appointed Vice Chair of the Pennsylvania Association Academy of Leadership Studies for a second term.

- f. Library Journal/School Library Journal Conference - Delaware County Libraries' youth services coordinator, Cheri Crow, has been selected by the eBook vendor, Overdrive, to present at the annual Library Journal/School Library Journal conference in November (15 or 22). This year's conference theme is the Power of Partnerships and Cheri was selected due to her efforts to connect schools and public libraries in order to collaborate to maximize their impact on their community. Cheri has worked with multiple school districts in Delaware County to adopt the Public Library CONNECT feature called Sora. Sora empowers students to borrow age-appropriate ebooks and audiobooks from both their school AND local public library digital collections in one convenient place.
- g. PA Executive Order 2022-03 - Governor Tom Wolf has signed Executive Order [2022-03](#) to greatly expand access for eligible Pennsylvanians to obtain voter registration information whenever they do business with commonwealth agencies. Public libraries are now Voter Registration Distribution Agencies (VRDA), and are required to provide voter registration materials and information to their clients. The Office of Commonwealth Libraries has shipped paper forms and signage to all member libraries so that they can meet the voter registration service needs of residents. Election Day in Pennsylvania is November 8th and the deadline to register to vote is October 24th.
- h. Strategic Plan Update - DCL staff had their third quarter check in with strategic planning consultant Sheryl Trent on September 7. Successes were reviewed and priorities were discussed for the final quarter. Also discussed were the implementation of metrics to be able to better provide data on the progress of the plan.

The launch of Strategic Plan Super Star program was discussed and the following member library staff were highlighted:

- Bridgette Crockett, Marple Library, and Jenifer Phillips, Swarthmore Library for their collaboration on a local author showcase
- Laura Kuchmay, Middletown Library, for building a partnership with Penn State Brandywine that will roll out soon
- Rachee Fagg, Upper Darby Libraries, for creating a Library Card Sign Up Month community partnership with Five Points Coffee
- Jean Kosha and Donna Fountain, Upper Darby Municipal Library, for their Teen Art Studio collaboration
- Arlene Caruso, Newtown Public Library, Sandra Samuels, Media-Upper Providence Library, and Katie Wolverton, Ridley Park Library, for sharing their experience with going fine free

5. Financial Report: September 2022 – Motion made and seconded (J. Shulbank, K. Standen)-unanimous approval
6. Administrator's Report
 - a. Electric Delivery Van - At their August 17th meeting, County Council approved the purchase of an electric delivery van to transport materials between libraries. The expected delivery date is sometime in 2023. DCL Headquarters has also taken delivery of an electric car that will be utilized by staff to travel to libraries, meetings, and events.
 - b. County Coordination Aid – Motion made and seconded (J. Shulbank, K. Standen) - unanimous approval
Pursuant to Section 9337 of the Public Library Code (24 C.S. § 9337(e)), a county library or county library system must expend County Coordination Aid funds to implement a countywide cooperative plan to improve and extend library service. The County Coordination Plan establishes annual priorities for the use of County Coordination Aid. The plan must address priorities from the areas of library service and administration, library resources and collections, technology, personnel, and/or services to children, adults and special populations. Delaware County Libraries Headquarters will set aside \$187,652 towards these priorities. A committee made up of representatives from Darby, Marcus Hook, Swarthmore, Middletown, Marple, and Springfield Libraries provided valuable input into the plan. The signature page for the plan was due from libraries on October 7th.
 - c. Plan for the Use of State Aid - Motion made and seconded by (J. Shulbank, K. Standen)- unanimous approval
On September 26, the Office of Commonwealth Libraries opened the Plan for the Use of State Aid for the funding year 2023 on the Counting Opinions.com website. All public libraries that receive state aid in PA are required to complete the plan. The purpose of financial assistance to local public libraries by the Commonwealth is to encourage and enable the improvement of public library service throughout this Commonwealth and thereby to fulfill those educational, informational, and recreational needs of its residents served by public library agencies. In order that State funds shall be applied to this end, section 304 of The Library Code requires that each library applying for State aid shall submit plans for use of the funds leading to the achievement of applicable standards. The Plan must be completed and submitted by November 4th. If libraries did not meet state standards in 2021, waiver requests should be submitted by the same date of November 4th. DCL Headquarters is asking for a motion from the Delaware County Library Board to approve the Delaware System Administrative Office's Plan for State Aid.\$485,541
 - d. Member Library Audits/Reviews - Pursuant to PA CODE § 131.32. (2) "The audit shall be filed every year for libraries which receive annually \$50,000 or more in State income or every third year, with a financial review filed in the years that an audit is not required, for libraries which receive annually less than \$50,000 in State income."
22 of 26 libraries and the County of Delaware provided 2021 audits or financial reviews to meet the October 1 deadline for submission to the

Pennsylvania Department of Education Office of Commonwealth Libraries. One library provided their audit on October 4. There are three outstanding submissions.

- e. 2022 State Aid Disbursement - 2021-2022 State Aid to Libraries funding and the Borough of Folcroft Public Library.

Acting upon the guidance of the PA Department of Education Office of Commonwealth Library, at the February 17, 2022, meeting this board voted unanimously to withhold 2021-2022 Pennsylvania State Aid to Libraries funding until such time as the Borough Folcroft Public Library provided its 2019 and 2020 financial reviews. It was additionally stipulated that if the reviews were not submitted by October 1, 2022, the funds would be forfeited. Delaware County Libraries has made every effort to communicate with and assist Library and Borough stakeholders, but the deadline was not met. Additionally, the Borough of Folcroft Public Library has now missed the deadline for submitting its 2021 audit, which was due no later than October 1, 2022

The Borough of Folcroft Manager submitted a formal request for additional time on October 19, 2022. Based on the requirement for funds to be expended by December 31, 2022, it is recommended and requested that a motion to extend the deadline for the Borough of Folcroft Public Library - to provide the required financial reviews for the years of 2019 and 2020 and a full audit for the year 2021 - to November 21, 2022 at 4:30 pm be made.

The Office of Commonwealth Libraries verified in a September 20, 2022, email that the System is empowered by Code to distribute these funds as they see fit. It is recommended and requested a motion from the board be made authorizing the reallocation of funds should the Borough of Folcroft Public Library not meet the above deadline. Delaware County Libraries would then distribute the \$23,981 of forfeited State Aid to Libraries funds equally to the 25 remaining member libraries with each library received \$959.24.

Motion made and seconded by – (J. Shulbank, K. Standen)- unanimous approval

Additionally, the Folcroft Public Library has not furnished its 2021 audit which was also due on October 1, 2022. Requesting a motion to withhold 2022-2023 State Aid funding until such time as the 2021 audit is submitted. If the report is not submitted by October 1, 2023, the 2022-2023 Pennsylvania State would again be forfeited.

Motion made and seconded by – (J. Shulbank, K. Standen) - unanimous approval.

- 7. Committee Reports- No reports
- 8. New Business

- a. 2023 Meetings – RA requested DCLB meetings return to the first Thursday of the even month. This conflicts other library board meetings. Recommendation to keep the 3rd Thursday of every even month but start the meetings one hour earlier, at 6pm. Will hold off decision until December 2022 meeting after a survey to member library trustees..

9. Old Business

District Negotiated Agreement – Motion made and seconded by (J. Shulbank, K. Standen)- unanimous approval

As reported at the August meeting, The Office of Commonwealth Libraries notified all Districts that there was a \$17.2% increase in District appropriations so the Agreement needed to be revised and signed again. After seeking input from member library directors, The District consultant, Anny Laepple, coordinated with the District Negotiating Committee to determine how the extra funding should be applied to District Services. This required a quick turnaround and the agreement was adopted by a majority of member libraries on September 22, 2022. The annual District Agreement is a statutory requirement as a District Library Center, but also works towards creating greater stakeholder engagement, a Collaborative and Sustainable strategic goal. Requesting a motion to approve the new Agreement.

10. Public Comments- no comments

11. Adjourn – motioned and seconded by (J. Shulbank, K. Standen)- unanimous approval