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DELAWARE COUNTY LIBRARIES

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Catherine Bittle, Director

February 1, 2021

MEETING NOTICE

The monthly meeting of the Delaware County Library Board of Library Directors will take place on Thursday, February 4, 2021 at 7:00 PM at the following location:

<http://www.delcolibraries.org/livestreams> or Facebook Live @delawarecountylibraries

DELAWARE COUNTY BOARD OF LIBRARY DIRECTORS
AGENDA
THURSDAY, February 4, 2021 7:00 p.m.

Facebook Live @delawarecountylibraries
www.delcolibraries.org

****Public Comments Email Name, Address, and Question to delcolibraries@gmail.com or Phone (610) 891-8622**

1. Call to Order
2. Minutes: December 2020
3. Communications & Announcements
 - a. All Items Quarantined For 72-96 Hours
 - b. Limited Entry In Libraries
 - c. Computer Use By Appointment Only in Libraries With Limited Entry
 - d. Black History Month
4. Financial Report – December 2020
5. Administrator's Report
 - a. Public Notification of Meetings
 - b. Pennsylvania State Aid
 - c. Pennsylvania State Annual Report Due March 12, 2021
6. Committee Report
 - a. DCL Committees
7. New Business
 - a. Election of Officers
8. Old Business
 - a. CARES Update
9. Public Comments
 - a. Email Name, Address, and Question to delcolibraries@gmail.com or
 - b. Phone (610) 891-8622
10. Adjourn

Future Dates:

- April 1st 2021 –
- June 3rd 2021 –
- August 5th 2021
- October 7th 2021 –
- December 2nd 2021

DELAWARE COUNTY BOARD OF LIBRARY DIRECTORS
MEETING MINUTES
THURSDAY, December 3, 2020 7:00 p.m.

Facebook Live @delawarecountylibraries

FACEBOOK LIVE

1. Call to Order: M. Bullen, K. Standen, I. Bains, H. Grommell-McGrane, S. Keller, J. Shulbank, C. Bittle, A. Laepple
2. Minutes: October 2020 Motion made and seconded (Grommell-McGrane, Bains) with correction of spelling of Susan Keller name Unanimous approval
3. Communications & Announcements
 - a. All Items Quarantined For 96 Hours-
Libraries will set aside returned items for 4 days before allowing them to be borrowed by the public. No fines will accrue during the 4 day period.
 - b. Limited Entry In Libraries-
As each library varies in size, please check with the individual library for access to the building. As mandated by the governor, masks must be worn in all libraries. If a patron cannot wear a mask, libraries will make accommodations by offering curbside service. Please visit <http://www.delcolibraries.org/> to check hours and services provided
 - c. Computer Use by Appointment Only in Libraries With Limited Entry-
Patrons are able to schedule a 40-minute appointment for computer use each day. Please contact the library directly to make the appointment.
4. Financial Report – October 2020 Motion and seconded (Grommell-McGrane, Bains) Unanimous approval
5. Administrator’s Report C. Bittle
 - a. Pennsylvania State Aid-
On May 29, 2020, the Governor signed an interim five-month budget and the Public Library Subsidy was funded at 5/12’s of last year’s level. In November, the General Assembly met to consider budget proposals for the remaining seven months of the fiscal year. The legislature voted to flat fund the public libraries at the 2019-2020 amounts. Remaining 7/12s district payment will be distributed as soon as it arrives. The full state aid appropriations will be disbursed as soon as the remaining funds arrive. It is expected in January 2021. . Thank you to all who reached out to their legislators
 - b. 2019 Library Audits/Reviews –
A. Laepple- Still have a few libraries that have extensions for their audit due to the pandemic- almost there
6. Committee Report- A. Laepple

a. DCL Committees

i. Policy Committee -

The Policy Committee met on November 6 and discussed issues brought by member libraries and DCL staff. A proposed update to the DCL Collection Development policy was discussed and will be presented this evening under new business. After a question from a member library regarding program policies, the committee affirmed DCL does not have a role in program policies at individual libraries. Finally, the committee discussed questions regarding uniformity in fines and loan rules for materials like museum passes and electronics. A task force will be formed to explore these issues and make recommendations.

ii. Equity, Diversity, and Inclusion (EDI) Committee -

The EDI Committee met on October 16 and earlier today. The Committee discussed the need to clarify its role and decided to survey member library staff for feedback. The survey will be distributed widely beginning next week. The next EDI staff book club was scheduled for January 19 to coincide with the National Day of Racial Healing. *Me and White Supremacy: Combat Racism, Change and World, and Become a Good Ancestor* by Layla F. Saad was selected for discussion.

iii. Training Committee -

The Training Committee met on September 16. The committee reviewed the staff survey that was completed over the summer and agreed that the committee would continue to generally offer and promote asynchronous training options. The committee host a live webinar with the National Library of Medicine called Are You Ready? Essential Health and Disaster Information Resources on December 10.

7. New Business C. Bittle

a. DCL Collection Development Policy (Motion Required) -

The current DCL Collection Development Policy was approved in 1984. It primarily covers how DCL supports member libraries as it was drafted at a time when DCL itself was not collecting materials. Over the years, DCL has begun collecting various materials and now needs a policy to help guide our budget priorities and protect the organization should there be a materials challenge. This policy is in line with the collection development policies that our member libraries have in place as well as other large systems in the Commonwealth. It includes the ALA Library Bill of Rights and Freedom to Read statement. It also includes a process for reconsideration requests.

Motion and seconded (Grommell-McGrane, Bains) unanimous approval

8. Old Business

a. Delaware County EBook/Audio Books \$100,000 CARES Request

Anny and Cheri are working to expand the Overdrive collection to meet the increased demand that is a direct result of the pandemic. Purchases are being made in 3 general areas – new titles, extra copies of high demand titles, and support for

schools/curriculums.

b. Overdrive Public Library Connection Sora

After the board's approval of the Public Library Connection Sora Release Form at the October meeting, it was provided to a number of local schools. At this time, SE Delco Radnor, Ridley Haverford, Garnet Valley and Rose Tree Media have all returned their release. DCL is awaiting Overdrive's launch of all of these connections, but has learned that they are backlogged at this time.

c. Delaware County Public Library Support \$500,000 CARES Request

On September 16, County Council approved \$500,000 in CARES funding for Library Services. DCL staff is working diligently to procure the materials and services approved in this request. These items include:

- i. Fine reimbursement to member libraries for juvenile fees over \$20
Checks were mailed on November 13 from the County
- ii. Hoopla
A contract for \$150,000 was executed on October 26. DCL staff worked with Hoopla to launch the service system-wide on December 1.
- iii. WiFi extenders for member libraries
To allow all libraries to provide wifi outside their buildings, wifi extender equipment is being provided to 16 libraries that did not already have this ability. Procurement is in process. DCL staff members install
- iv. Outdoor seating for member libraries
16 libraries requested a total of 39 sets of outdoor seating. The seats were delivered on November 5 and 12.
- v. 100 hotspots for circulation
Hotspots have been ordered from TechSoup and are processed. They are now available for check out.
- vi. #delcostrong library cards
New #delcostrong branded library cards were designed and ordered in October to address the increased demand for cards. These cards are now available to new applicants.
- vii. PPE
Additional PPE, including hand sanitizer stands, masks, gloves, wipes, and spray, were ordered through Central Purchasing. They are due to arrive any day.
- viii. Marketing campaign
DCL staff created a comprehensive marketing plan to promote the added services – particularly hoopla, extended wifi, and circulating hotspots. The campaign includes social media ads, bookmarks, banners for member libraries, 2 billboards, and 8 bus shelter advertisement.

9. Public Comments

Bob Fyfe from Middletown Library emailed a picture of patrons utilizing outdoor seating

Jen Stock at UD - The Upper Darby Township & Sellers Memorial Free Public Library would like to recognize retiring staffers Jane McDevitt and Elaine Irwin. Jane retired in November after 21 years as a Children's Librarian at the Sellers Memorial Branch. Elaine is retiring this month after 45 years of service. She has been the libraries' cataloger, Head of Technical Services, and Assistant Director. We thank Jane and Elaine for their dedication to the Upper Darby community and Delaware County Libraries, and wish them long and restful retirements.

C. Bittle recognized Donna Della Franco who will be retiring December 4, 2020 after 6 years of services to DCL

10. Adjourn motioned and seconded by (Grommell-McGrane, Bains)

Future Dates & Locations:

- February 4th 2021 – Virtual (delcolibraries.org, Facebook Live, YouTube)
- April 1st 2021 –
- June 3rd 2021 –
- August 5th 2021
- October 7th 2021 –
- December 2nd 2021

Delaware County Library System Financial Overview
December-20

Income

	<u>Budget Period</u>	<u>Budgeted Income</u>	<u>Received To Date</u>	<u>Difference</u>
Delaware County Funds	Calendar Year	\$1,311,000.00	\$1,311,000.00	\$0.00
District State Aid Funds	Fiscal Year June - July	\$449,773.00	\$187,405.00	(\$262,368.00)
System State Aid/Misc. Income	Calendar Year	\$2,135,978.00	\$ 2,115,337.02	\$20,640.98
GRAND TOTAL		\$3,896,751.00	\$3,613,742.02	(\$283,008.98)

Expenses

	<u>Budget Period</u>	<u>Budgeted Expenses</u>	<u>Expended Y-T-D</u>	<u>Balance Remaining</u>
Delaware County Funds	Calendar Year	\$1,311,000.00	\$1,063,780.00	\$247,220.00
District State Aid Funds	Fiscal Year	\$449,773.00	\$380,538.00	\$69,235.00
System State Aid Funds	Calendar Year	\$2,135,978.00	\$2,062,336.00	\$73,642.00
GRAND TOTAL		\$3,896,751.00	\$3,506,654.00	\$390,097.00

Income	(\$283,008.98)
Expenses	\$390,097.00
Remainder to Spend	\$107,088.02

2020 Budget Delaware County Library System Budget

December-20

County Funds:		Budget		Expend YTD		Balance
Salaries	\$	442,000.00	\$	328,388.00	\$	113,612.00
Employee Mileage	\$	6,500.00	\$	635.00	\$	5,865.00
Office Supplies	\$	13,000.00	\$	4,338.00	\$	8,662.00
Postage	\$	9,000.00	\$	3,708.00	\$	5,292.00
Dues and Membership	\$	6,780.00	\$	4,685.00	\$	2,095.00
Duplicating and Printing	\$	22,000.00	\$	4,001.00	\$	17,999.00
contracted Services	\$	21,797.00	\$	15,441.00	\$	6,356.00
Telecommunications (network	\$	113,000.00	\$	112,292.00	\$	708.00
Equipment Rental	\$	5,220.00	\$	5,220.00	\$	-
Library Materials - ebooks	\$	77,000.00	\$	72,626.00	\$	4,374.00
Miscellaneous	\$	3,000.00	\$	1,377.00	\$	1,623.00
OCLC Services	\$	41,900.00	\$	29,523.00	\$	12,377.00
Library Materials - Law Library	\$	160,000.00	\$	116,736.00	\$	43,264.00
Library Materials - Databases	\$	254,303.00	\$	242,582.00	\$	11,721.00
Network Monitoring	\$	12,000.00	\$	11,731.00	\$	269.00
Occupancy Costs	\$	5,500.00	\$	3,368.00	\$	2,132.00
Vehicle Operations	\$	18,000.00	\$	7,128.00	\$	10,872.00
Paid to Libraries - County Aid	\$	100,000.00	\$	100,001.00	\$	(1.00)
Total	\$	1,311,000.00	\$	1,063,780.00	\$	247,220.00

District State Aid: Expenditure

Salaries	\$	179,480.00	\$	176,241.00	\$	3,239.00
Contracted Service	\$	75,605.00	\$	49,375.00	\$	26,230.00
Postage	\$	16,288.00	\$	13,307.00	\$	2,981.00
Workshop & Training	\$	2,000.00	\$	75.00	\$	1,925.00
OCLC Services	\$	22,539.00	\$	22,053.00	\$	486.00
Collection Development Grant	\$	44,977.00	\$	18,740.00	\$	26,237.00
Minor Equipment	\$	-	\$	-	\$	-
FICA	\$	15,000.00	\$	13,309.00	\$	1,691.00
Library Materials - Databases	\$	9,000.00	\$	9,048.00	\$	(48.00)
Library Materials	\$	8,500.00	\$	12,592.00	\$	(4,092.00)
Library Materials - Periodicals	\$	11,500.00	\$	10,827.00	\$	673.00
Library Materials- Audio Book	\$	10,000.00	\$	9,928.00	\$	72.00
Miscellaneous	\$	3,000.00	\$	-	\$	3,000.00
Misc. Admin. Fees	\$	9,884.00	\$	7,207.00	\$	2,677.00
Network Support	\$	42,000.00	\$	37,836.00	\$	4,164.00
Total	\$	449,773.00	\$	380,538.00	\$	69,235.00

System State Aid/Miscellaneous: Expenditure

Salaries	\$	289,409.00	\$	242,913.00	\$	46,496.00
Travel	\$	3,000.00	\$	-	\$	3,000.00
Training/Workshops	\$	10,000.00	\$	7,920.00	\$	2,080.00
Programs - SRC	\$	5,600.00	\$	4,475.00	\$	1,125.00
OCLC Services	\$	25,194.00	\$	30,021.00	\$	(4,827.00)
Pay to Libraries - State Aid	\$	1,515,553.00	\$	1,515,552.00	\$	1.00
Pay to Libraries - Copier	\$	-	\$	-	\$	-
Network Support	\$	24,500.00	\$	25,092.00	\$	(592.00)
Calalog Maintenance	\$	87,500.00	\$	77,846.00	\$	9,654.00
Equipment & Repairs	\$	1,500.00	\$	232.00	\$	1,268.00
Equipments Purchase	\$	15,000.00	\$	10,679.00	\$	4,321.00
FICA	\$	22,500.00	\$	18,506.00	\$	3,994.00
Library Materials	\$	95,000.00	\$	94,612.00	\$	388.00
Library Materials - Audio Book	\$	25,000.00	\$	24,972.00	\$	28.00
Juvenile Materials - Infant Storytimes	\$	2,000.00	\$	1,904.00	\$	96.00
Juvenile Materials-Pre-school Out.	\$	5,000.00	\$	4,528.00	\$	472.00
Miscellaneous	\$	9,222.00	\$	3,084.00	\$	6,138.00
Total	\$	2,135,978.00	\$	2,062,336.00	\$	73,642.00
Grand Total	\$	3,896,751.00	\$	3,506,654.00	\$	390,097.00

Summary	Budget	Expend YTD	Balance
Salaries	\$ 932,686.00	\$ 762,983.00	\$169,703.00
Travel	\$ 9,500.00	\$ 635.00	\$8,865.00
Training/Workshops	\$ 12,000.00	\$ 7,995.00	\$4,005.00
Programs	\$ 5,600.00	\$ 4,475.00	\$1,125.00
Office Supplies	\$ 13,000.00	\$ 4,338.00	\$8,662.00
Postage	\$ 25,288.00	\$ 17,015.00	\$8,273.00
OCLC Services	\$ 89,633.00	\$ 81,597.00	\$8,036.00
Association Dues	\$ 6,780.00	\$ 4,685.00	\$2,095.00
Pay to Libraries	\$ 1,660,530.00	\$ 1,634,293.00	\$26,237.00
Printing & Duplicating	\$ 22,000.00	\$ 4,001.00	\$17,999.00
Telecommunications	\$ 113,000.00	\$ 112,292.00	\$708.00
Network Support	\$ 78,500.00	\$ 74,659.00	\$3,841.00
Catalog Maintenance	\$ 87,500.00	\$ 77,846.00	\$9,654.00
Equipment Purchase & Repair	\$ 21,720.00	\$ 16,131.00	\$5,589.00
Vehicle Operations	\$ 93,605.00	\$ 56,503.00	\$ 37,102.00
FICA	\$ 37,500.00	\$ 31,815.00	\$5,685.00
Library Materials	\$ 352,000.00	\$ 307,393.00	\$44,607.00
Library Materials-Audio Books	\$ 35,000.00	\$ 34,900.00	\$100.00
Library Materials-Databases	\$ 263,303.00	\$ 251,630.00	\$ 11,673.00
Library Materials-Juvenile	\$ 7,000.00	\$ 6,432.00	\$568.00
Admin. Fees	\$ 15,384.00	\$ 10,575.00	\$4,809.00
Miscellaneous	\$ 3,000.00	\$ -	\$3,000.00
Miscellaneous	\$ 12,222.00	\$ 4,461.00	\$7,761.00
Total	\$ 3,896,751.00	\$ 3,506,654.00	\$ 390,097.00

Income	Rec. To Date	Difference
County Income	\$ 1,311,000.00	\$-00
System State Aid/Miscellaneous: Revenue		
System State Aid	\$ 2,089,315.00	\$-00
Miscellaneous Income	\$ 4,112.00	\$(287.43)
Interest on Investments	\$ 14,000.00	\$(9,566.11)
Grants	\$ 18,551.00	\$(17,567.00)
Fines & Fees	\$ 10,000.00	\$6,779.56
Subtotal	\$ 2,135,978.00	\$ (20,640.98)
District State Aid	\$ 449,773.00	\$ (262,368.00)
Total	\$ 3,896,751.00	\$ (283,008.98)

Delaware Co. Daily & Sunday Times

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Notice Publish Date:

Wednesday, January 20, 2021

Notice Content

PUBLIC NOTICE The Delaware County Libraries Board of Directors meets the first Thursday of each even month in 2021 at 7:00 p.m. at various library locations or via virtually at www.delcolibraries.org. For more information call: 610-891-8622. DCT, January 20, a-1

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