



Delaware County Libraries Board of Directors

MINUTES
October 16, 2025
6:30pm

1. Call Meeting to Order – 6:30pm by McGrane

Present: Jody Allen, Jessica Brangiel, Helen McGrane, Jenny Shulbank, Anny Laepple

Absent: Karen Standen

2. Public Comment on Agenda Items – No Comments

3. Minutes

- a. Motion to approve minutes of the August 21, 2025, meeting of the DCLB made and seconded by Shulbank, Allen; unanimous approval

4. Communications & Announcements

a. DCLB Member Transitions (McGrane)

McGrane thanked and acknowledged the board service of Inder Baines and Virginia Maroun. Announced that vacancies will be filled by County Council in the near future.

b. New Agenda and Minutes Management System: Civic Plus (Laepple)

Earlier this month, Delaware County began using a new agenda and minutes management system called Civic Plus. This platform will manage County Council meetings and all boards and commissions including DCLB. This will primarily be a behind the scenes change, not changing how DCLB members or member libraries receive the meeting packets and information, but our agendas and minutes will be more easily accessible to the general public via a public portal.

c. **Library Card Sign Up Month (Laepple)**

Laepple thanked member libraries for participating in Library Card Sign Up Month and report that more than 1,800 new library cards were created and hundreds updated. Laepple also shared that DCL had a successful social media campaign, “Delco: We’re Basically the Library Capital of the America.” DCL also rolled out an update to the DelcoReads app making it easier to navigate with fewer clicks.

d. **Trustee Training, November 19, 2025 (Laepple)**

The 2025 Trustee Training will be *Meetings That Matter: Driving Results, Not Just Discussion*, with Maryam Phillips, the Executive Director of Hosting Solutions & Library Consulting. It will be Thursday, November 19, at 7pm, on Zoom and will last approximately an hour. A requirement to qualify for 2026 County Aid funding is to have 2 trustees attend this training, though more are welcome. Friends of the Library boards are also invited.

e. **NEW ITEM - Public Library Board Trustee Manual (Laepple)**

The Office of Commonwealth Libraries released its new Public Library Board Trustee Manual, a refreshed version of the 2011 *Getting on Board* resource. It’s a comprehensive resource for trustees, library directors, administrators, and district consultants that includes an overview of PA public libraries, the role of the OCL as well as library laws, regulations, and policies, an onboarding guide, clear definitions of board governance and trustee responsibilities, and a collection of resources and best practices to support effective leadership. Link: <https://pa.gov.libguides.com/public-library-operations-board-governance/public-library-trustee-manual>

5. Financial Report

- a. Motion to approve Financial Report, September 30, 2025 made and seconded by Allen, Brangiel; unanimous approval

6. Administrator’s Report (Laepple)

a. **State Aid information**

Member Library Audits/Financial Reviews

Reminder that prior to State Aid being released in 2026, each library must submit an audit or financial review of its 2024 financials.

Plan for Use of State Aid, due October 29, 2025

The Annual Plan for Use of State Aid is due no later than October 29, 2025. OCL has advised libraries to use their 2025 allocation amount in the plan for 2026.

Plan for County Coordination Aid

As a county library system that receives funding from the county government, DCL receives County Coordination Aid (one category of State Aid). Funds must be expended on services and resources that improve or extend services and have county-wide benefits. The plan outlines that the funds will support the Libby collection, network and email service, the ILS and app contract, and youth programming and outreach. The CCA plan was shared with library directors and member libraries are asked to review and raise any questions or concerns, but there is no action required.

Discussion and Allocation of Remaining 2025 State Aid funds

Laepple provided an update on the Folcroft and Glenolden Libraries.

In relation to the Folcroft Public Library, Laepple requested that the Board extend the deadline to receive a 2023 audit to December 5, 2025 and to authorize the release of State and County Aid when the audit is received. Additionally, Laepple requested that should the audit not be received, she be authorized to reallocate the funds evenly among the remaining eligible member libraries.

Motion made and seconded by McGrane, Allen; unanimous approval.

Laepple requested that the Board authorize the distribution of State Aid funds allocated to the Glenolden Library evenly among the remaining eligible member libraries after December 5, 2025.

Motion made and seconded by McGrane, Shulbank, unanimous approval.

b. Strategic Plan and System Evaluation Task Force Update (Anny)

As mentioned at the last meeting, in furtherance of strategic goal 2 – Enhance Advocacy to increase funds – and to support the priorities of the System Evaluation Task Force, DCL will host a Legislative Breakfast on March 6, 2026. The planning subcommittees are working diligently on the advocacy message, publicizing the events, and the Awards Committee

began accepting nominations for the 3 awards we plan to present at the event – Public Official, Citizen (which may include a civic group), and Library Worker. Nominations may be made by DCL member library staff and trustees. If you would like information on how to nominate someone, please reach out to me or your library director.

Strategic Goal 3 – Support the use and promotion of resources – includes an action item around ensuring that the ILS and related systems meet the needs of all users including staff and patrons. To this end, we will be rolling out the use of PINs for online access to your library account in later this fall. This is a security best practice that will help keep patron data safer and allow us to work with vendors that require the use of pins.

I'm also pleased to share that on December 5, we will offer a day of continuing education for all member library staff addressing our professional development goals, strategic goal #5. Registration for this event will be available to member libraries very soon and I look forward to sharing a wrap up at our next meeting.

7. Committee Reports (McGrane) – No Committee Reports

8. New Business

a. Approval of the Proposed 2026 DCLB Meeting Schedule (Laepple)

Laepple requested approval of the proposed meeting schedule for the DCLB in 2026 – continuing with the 3rd Thursday of even months at 6:30pm:

Thursday, February 19, 2026
Thursday, April 16, 2026
Thursday, June 18, 2026
Thursday, August 20, 2026
Thursday, October 15, 2026
Thursday, December 17, 2026

Motion made and seconded by Shulbank, Allen; unanimous approval

9. Old Business (McGrane) – No Old Business

10. Public Comment

Pat Scanlon, Media Upper Providence Free Library invites everyone to the Country Line Dancing Night fundraising on November 21 from 7-9pm.

Information and tickets available on their website. The public is also invited to the MUPFL Book Sale on October 18 beginning at 9:30am.

Anna Harris, Sharon Hill Library invites the public to a book launch and signing with Broadway's Melba Moore on November 3 from 11am-1pm.

Helen McGrane shared that the Radnor Memorial Library also has a book sale the weekend of October 18-19.

11. Adjourn (McGrane)

Motion to adjourn made and seconded by Brangiel, Allen; unanimous approval
Meeting adjourned at 7:04pm

12. Next Meeting: December 18, 2025