

Marple Public Library

Board of Trustees Meeting Minutes

June 22, 2026

Attendees: LaTanya Burno, Mike Ballinger, Jane Staud, Stephanie Latchford, Cynthia Wilson, Richard Rohr, Tamara Kelly, Judy Bagdon

Absent: Mike May

Disposition of Minutes: The board accepted and approved the minutes for May.

Treasurer's Report:

Cash Flow Analysis – Richard

As of the end of May, per our Statement, our revenue exceeds expenses by \$114,000; however, we had \$49,000 in unrealized Gain and received \$61,000 in State Aid for future periods. This gives us a net gain of approximately \$4,500 to date.

Over the year we anticipate a loss, however not as much as budgeted.

The board accepted and approved the treasurer's report for May.

Director's Report

Patron & Program Activity

- Patron activity surging as the library enters peak season; 420 Summer Reading sign-ups.
- Successful Summer Reading Kick-Off at Marple Sports Arena; end-of-summer celebration scheduled for August 1.
- Adult Services delivered a strong May lineup:• Record-breaking Plant Swap
- Fully subscribed beginner drawing classes
- Well-received AI lecture
- Adult Summer Reading theme "Celebrating America's 250th" will include history programs, arts activities, films, and bingo.
- Seed Library remains active with 159 packets circulated in May.

Regional & Statewide Collaboration

- May DCL Directors' Meeting covered:
 - DCIU OPTIONS program
 - Vega catalog launch on June 23

- Circulation training
 - Summer Reading reimbursements
- Attendance at statewide Office of Commonwealth Libraries Gathering provided updates on:
 - Statewide funding
 - Assessment initiatives
 - Bureau of Library Development priorities
 - Met the new deputy secretary and state librarian.

Children's & Teen Services

- Children's programming strong in May; Storytimes consistently at capacity.
- Core programs (Kid Craft, STEM Saturday, Lego Club, Teen Gaming Lounge) maintained steady attendance; several events drew 20+ participants.
- Virtual Storytime reached 500+ viewers.
- Continued partnership with Nemours Children's Hospital (1-2-3 Play With Me).
- May Story Walk drew ~100 visitors at Veterans Memorial Park.
- New self-directed play option Toy Land received positive family feedback.
- Teen volunteers provided essential operational support for crafts, STEM Saturday, and Kid Craft.
- Staff preparing for peak summer activities: Kick-Off, Summer Reading Program, expanded storytimes, summer performers, Lego Club return, and second Story Walk.

Development, Marketing & Social Media

- June marketing promoted key services and programs: VHS Conversion, After-School Gaming Lounge, 1-2-3 Play With Me, StoryWalks, Summer Reading, America-250 adult bingo.
- Strong community response with enthusiastic family feedback and increased engagement.
- Hosted two Marple Care kindergarten groups; several children later attended the Summer Reading Kick-Off.
- Teen Volunteers created a summer window display recognized by the national CSLP community.
- Social media remained robust:• 23 posts reached 1,000+ users
- Top posts: 1-2-3 Play With Me (2,630), Summer Reading Kick-Off (2,501), StoryWalk (2,202)
- Keystone grant application nearing final approval; RFPs expected to proceed.
- Seasonal transition as 12+ graduating Teen Volunteers move on; celebratory post reached 3,000+ viewers; new volunteers onboarding.
- Summer Reading Club sponsors engaged; promotional photography underway; sponsorship continues to support hundreds of children with minimal budget impact.
- New sponsor added for Teeny Tiny Art Contest and Teen Summer Vibes Contest.
- Strong momentum heading into the library's busiest season, supported by high engagement, strong partnerships, and robust programming.

Personnel

The library is experiencing significant personnel transitions.

Both the Head of Circulation and Head of Youth Services have submitted resignations effective June 30 and July 17, respectively.

Recruitment is underway for multiple roles, including Head of Circulation, a part-time Library Assistant, and potentially an internal candidate for Head of Youth Services.

The part-time Public Services Librarian position has been filled by Najah Thomas, who begins June 23.

Stability is a challenge. We posted in Delaware County for a library assistant. We need coverage times for Fridays.

Governance – Policies to review

New Business –

JR Keller Professional Services Contract

There are two parts for this contract.

1.) Design development – specification for RFP – lighting, signage, and architectural design
\$58,968

2.) Serve in an advisory capacity for implementation - \$40,570

We cannot use Keystone grant money for these services.

There was no time identified as to when the grant will start.

We believe that the clock starts ticking when approved. We will pay and then be reimbursed by the grant. Our money used for Keller and David Bellanger can be used part of our match.

We would like to see deliverables and estimated timelines for JR Keller's Professional Services Contract. It will be sent to the board.

Old Business

Physical and Sexual Abuse Policy Review – The team just met about it and collected comments and feedback. They will have one more meeting for comments. The policy will be slightly reorganized to improve clarity.

Whistleblower and Conflict of Interest Policy Review – The team is splitting them into 2 policies, and they added content for both policies. The policies are still under discussion, and we will have an update in the next meeting.

Records Retention Policy Creation– A draft proposed schedule was created and e-mailed to Karen. They will meet to discuss. It is currently 7 pages with statutes specific to non-profits and libraries. The team is looking to make it more streamlined. We will revisit this next month. – Meeting with Karen next week

E-mailed for board review for next meeting.

DCL Meeting

June 18 – Tamara

- 15 minutes for the meeting.
- They discussed summer activities.
- Vega rollout for the new discovery.

August 20 - Stephanie

Oct 15 - Judy

Dec 17 – Jane

Executive Session

Next Board Meeting—July 27 (In-person) Tamara will cover notes for Cynthia