



Berks County Public Libraries Board Meeting
February 21, 2024 7:00 PM

In-person at System Headquarters: 1040 Berks Rd, Leesport, PA **and** virtually via Microsoft Teams

Call to Order

Pledge of Allegiance

2024 BCPL Board Officers – Jason Brudereck – Nominating Committee

President- Ginny Hand

Vice President- Helen Flynn

Secretary/Treasurer – Dr. Deborah Noel

Public Comment

Review of the November 15, 2023 minutes

Treasurer's Report

Correspondence

Administrator's Report

- 2023 year in review

Committee Reports

- New Committees Reorganization

Old Business

- Conflict of Interest Policy – FINAL
- Robesonia Community Library- Compliance update

New Business

- 2024 Funding Formula- Updated distributions due to State Aid increase
- Borrowing Policy- FINAL
- Cataloging Policy- FINAL

District Consultant Report

Announcements

- Awards Celebration will be held on March 6, 2024 at 6:30PM at the Berks County Ag Center.
- Finance Committee will meet in-person on May 1, 2024 at 6:30PM at System HQ

Next Advisory Board Meeting:

May 15, 2024 at 7PM in-person at System HQ and virtually via Microsoft Teams



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
November 15, 2023 7:00PM
Hybrid Meeting
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held using a hybrid format, in person and via the Microsoft Teams platform, on Wednesday, November 15, 2023.

Board Members Present: Ginny Hand - President , Helen Flynn - Vice President; Dr. Debbie Noel - Secretary/Treasurer; Mary Ellen Wells, Jason Brudereck, Arleny Pimentel

Board Members Absent: Xiomara Toledo

System staff present: Stephanie Williams, Library System Administrator; Jeff Smilko, Technology Coordinator

District staff present: Marissa Guidara, District Youth Services Consultant

Advisory Committee members present in person:

Linda Roebuck, Muhlenberg Community Library

Advisory Committee members present online via Teams:

Jason E. Wenrich, Bernville Area Community Library

Mike Najarian, Bethel-Tulpehocken Public Library

Christine Mittura, Boone Area Library

Nicole Sapna, Boone Area Library

Rob Kistler, Boyertown Community Library

Karen Winegardner, Brandywine Community Library

D Michael Bennethum, Exeter Community Library

Dave Crissman, Fleetwood Area Public Library

Chelsea Williams, Hamburg Public Library

Geraldine Hynes, Kutztown Community Library

Jennie Priest, Mifflin Community Library

Julia Becker, Reading Public Library

Mindy Cohen, Robesonia Community Library

Laura Yazemboski, Robesonia Community Library

Stephanie Schreiber, Schuylkill Valley Community Library

Laurel Quigley, Spring Township/West Lawn Wyomissing Hills Library

Ben Robitzer, Sinking Spring Library

Greg Mazurek, Wernersville Public Library

Call to Order: Ginny Hand called the meeting to order at 7:00 PM.

Pledge of Allegiance: Ginny Hand led the Pledge of Allegiance.

Public Comment: no public comment.

Approval of Minutes: Mary Ellen Wells made a motion to accept the minutes of August 16, 2023. Jason Brudereck seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel reported that the library system County Budget has spent down 88% of our total, the County Coordination Aid still has funds for the remaining 2023 salaries and some additional funds for the last month, and State Aid has been fully distributed.

Debbie Noel moved that the report be accepted as presented. Jason Brudereck seconded. The report was unanimously accepted.

Correspondence: no correspondence.

Administrator's Report: Stephanie Williams, Library System Administrator, shared her report with the Board and Advisory Committee members. She highlighted the following items:

- Karin Rezendes will begin her new role as Deputy Administrator on November 15, 2023.
- All member libraries are required to submit Uniform Requirements & Responsibilities Checklist documents by December 31, 2023. Any questions should be directed to Stephanie at stephanie.williams@berkslibraries.org, or 610.378.5260, ext. 2501.
- We launched the Story Trail at Berks Heim on October 13, 2023. The Story Trail is designed as a trivia challenge to engage participants in conversations about local history as they navigate the 18 stops on the trail.
- Stephanie gave a special 'thank you' to Leslie Gaines, for her work on the migration from Polaris to Spark/Evergreen and overseeing delivery operations until the new Deputy is in place. The new circulation system is set to 'go live' February 8, 2024.

Committee Reports:

Advocacy Committee: No report this month.

Finance Committee: No report this month.

Nominating Committee: The Nominating Committee met virtually on October 16, 2023. Jason Brudereck shared they reviewed the reappointment status of Arleny Pimentel, Debbie Noel, and Mary Ellen Wells. All three individuals' terms were renewed by the County Commissioners in October and will now expire in 2026. The committee also discussed the slate of officers for 2024 and will have a full slate ready to present during the February 21, 2024 advisory board meeting.

Old Business: The final Automation Agreement outlining commitments toward the use of our Integrated Library System (ILS) was presented for approval. Mary Ellen Wells moved to accept the final draft of the proposed document with a small typographical error corrected. Ginny Hand seconded. The motion was unanimously approved.

The final Patron Privacy Policy was presented for approval. Mary Ellen Wells moved to accept the final draft of the proposed document. Jason Brudereck seconded. The motion was unanimously approved.

An update on the Robesonia Library Membership Agreement Noncompliance was provided. The library continues to work with the newly hired Director to meet compliance requirements. The Robesonia Library Board must provide an update of her progress toward compliance prior to the May 16, 2024 BCPL Advisory Board meeting.

New Business: One document was presented, in draft form, for members of the BCPL Board to review. This document was the Conflict of Interest Policy. Votes for acceptance of this policy will be held in February.

Stephanie Williams asked that all members review the documents and contact her with questions or concerns at stephanie.williams@berkslibraries.org

The BCPL System Advisory Board Meetings schedule for 2024 was also presented at this time. Meetings will be held:

Wednesday, February 21, 2024
Wednesday, May 15, 2024
Wednesday, August 21, 2024
Wednesday, November 20, 2024

Additionally, the System Awards presentation will take place at the Berks County Agriculture Center Auditorium on Wednesday, March 6, 2024 at 6:30 PM. *Snow date - Thursday, March 7 at 6:30.*

District Consultant Reports: *Marissa Guidara, District Youth Services Consultant provided the following:*

Some of the most notable happenings and accomplishments of the past couple of months include:

- Finalizing and reviewing the SALSA (State Aid Library Subsidy Application) forms for a our libraries. And now supporting as libraries complete their Plans for State Aid, the final state report due for the 2023 year.
- Coordinating the districts' provision of hotel rooms for the October PaLA Conference, attended by about 30 Librarians from around our district.
- Initiating the New Director Cohort group and Mentorship program, to foster support and partnership for 4 brand new district directors.

We also just finished up the fall session of our Library Days program, which was a collaboration between our district libraries and the Reading Science Center and Berks Nature. Patrons across the district were able to participate in programs for free. Coordinated a partnership with Berks County Intermediate Unit's early intervention team to co-host programming at 7 of our libraries.

Announcements: Nominations for 2023 awards are being accepted until November 30 at 12 PM.

Adjournment: Mary Ellen Wells moved for adjournment. Ginny Hand seconded. The meeting was adjourned at 7:14 PM.

Respectfully submitted,

Debbie Noel
Secretary, BCPL Board

***Upcoming Meeting Dates:
February 21, 2024 7:00 PM
System Headquarters: 1040 Berks Road, Leesport PA 19533***

**BERKS COUNTY PUBLIC LIBRARIES
2023 YEAR END BUDGET REPORT**

COUNTY					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>	
REVENUE					
COUNTY FUNDING	\$ 3,714,542.00	\$ 3,714,542.00	\$ -		
GIFTS AND MEMORIALS / FINES AND CHARGES	\$ -	\$ -	\$ -		
MUNICIPAL CONTRIBUTIONS	\$ 300.00	\$ 350.00	\$ 50.00		
TOTALS	\$ 3,714,842.00	\$ 3,714,892.00	\$ 50.00		
EXPENDITURES					
SERVICES TO MEMBER LIBRARIES					
CIRCULATION SERVICES	\$ 2,800.00	\$ 2,800.00	\$ -		100%
CONTINUING EDUCATION	\$ 1,500.00	\$ 1,500.00	\$ -		100%
COLLECTION DEVELOPMENT	\$ 3,500.00	\$ 3,500.00	\$ -		100%
INTERLIBRARY LOAN	\$ 8,000.00	\$ 8,000.00	\$ -		100%
MATERIALS PROCESSING	\$ 21,700.00	\$ 21,700.00	\$ -		100%
PROMOTION	\$ 250.00	\$ 250.00	\$ -		100%
SPECIALIZED RESOURCES	\$ 1,000.00	\$ 1,000.00	\$ -		100%
DIRECT PATRON SERVICES					
AUTOMATED NETWORK	\$ 62,534.00	\$ 62,534.00	\$ -		100%
COMMUNITY PROGRAMMING	\$ 6,500.00	\$ 6,500.00	\$ -		100%
GASOLINE	\$ 14,196.00	\$ 9,051.59	\$ 5,144.41		64%
IDS/SKYRIVER	\$ 20,399.00	\$ 20,399.00	\$ -		100%
SOFTWARE (Renewal)	\$ 1,600.00	\$ 1,600.00	\$ -		100%
SOFTWARE MAINTENANCE	\$ 34,599.00	\$ 34,599.00	\$ -		100%
TECHNOLOGY EQUIPMENT	\$ 24,000.00	\$ 24,000.00	\$ -		100%
VEHICLE GPS MONITORING	\$ 864.00	\$ 864.00	\$ -		100%
VEHICLE MAINTENANCE	\$ 4,150.00	\$ 4,150.00	\$ -		100%
VEHICLE SUPPLIES	\$ 150.00	\$ 150.00	\$ -		100%
GENERAL EXPENSES					
ADVERTISING	\$ 300.00	\$ 45.78	\$ 254.22		15%
ASSOCIATION DUES	\$ 3,188.00	\$ 3,188.00	\$ -		100%
CONFERENCE & TRAINING	\$ 4,000.00	\$ 4,000.00	\$ -		100%
CONTRACTS (Pest Control, Copier Maint., Trash, Recycling Removal)	\$ 4,890.00	\$ 4,890.00	\$ -		100%
INDIRECT COSTS / BUILDING USAGE	\$ 382,537.00	\$ 382,537.00	\$ -		100%
OFFICE SUPPLIES	\$ 4,600.00	\$ 4,600.00	\$ -		100%
POSTAGE	\$ 444.00	\$ 429.67	\$ 14.33		97%
TELEPHONE	\$ 3,516.00	\$ 3,491.22	\$ 24.78		99%
TRAVEL	\$ 3,500.00	\$ 1,418.38	\$ 2,081.62		41%
UTILITIES	\$ 25,255.00	\$ 23,602.46	\$ 1,652.54		93%
FUNDING DISTRIBUTION					
COUNTY/CITY PUBLIC LIBRARY	\$ 900,000.00	\$ 900,000.00	\$ -		100%
COUNTY LIBRARY AID	\$ 1,260,981.00	\$ 1,260,981.00	\$ -		100%
WAGES / BENEFITS	\$ 913,889.00	\$ 862,316.88	\$ 51,572.12		94%
TOTALS	\$ 3,714,842.00	\$ 3,654,097.98	\$ 60,744.02		98%

COUNTY COORDINATION AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<u>REVENUE</u>				
COUNTY COORDINATION AID	\$ 342,957.00	\$ 342,957.00	\$ -	
TOTALS	\$ 342,957.00	\$ 342,957.00	\$ -	
<u>EXPENDITURES</u>				
ADAPTIVE COLLECTION	\$ 5,000.00	\$ 5,000.00	\$ -	100%
BESTSELLERS RESERVE POOL	\$ 6,000.00	\$ 6,000.00	\$ -	100%
BOOKPAGE	\$ 2,970.00	\$ 2,970.00	\$ -	100%
CONTINUING EDUCATION	\$ 10,000.00	\$ 10,000.00	\$ -	100%
EARLY LITERACY OUTREACH BOOKS	\$ 500.00	\$ 500.00	\$ -	100%
EARLY LITERACY OUTREACH CRAFTS	\$ 1,000.00	\$ 1,000.00	\$ -	100%
EBOOK (OVERDRIVE)	\$ 19,730.00	\$ 19,730.00	\$ -	100%
MARKETING	\$ 25,620.00	\$ 25,619.58	\$ 0.42	100%
MOVIE LICENSING	\$ 6,500.00	\$ 6,500.00	\$ -	100%
POLARIS CONTRACT	\$ 108,267.00	\$ 108,267.00	\$ -	100%
DISTRIBUTION TO LIBRARIES	\$ 25,000.00	\$ 25,000.00	\$ -	100%
SUMMER QUEST MARKETING	\$ 4,800.00	\$ 4,800.00	\$ -	100%
WAGES / BENEFITS	\$ 66,899.50	\$ 66,899.50	\$ -	100%
WEBSITE SUPPORT / SUBSCRIPTIONS	\$ 49,259.00	\$ 49,259.00	\$ -	100%
TOTALS	\$ 331,545.50	\$ 331,545.08	\$ 0.42	100%

STATE AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>
<u>REVENUE</u>				
STATE AID	\$ 1,397,362.00	\$ 1,397,362.00	\$ -	
TOTALS	\$ 1,397,362.00	\$ 1,397,362.00	\$ -	
<u>EXPENDITURES</u>				
STATE AID DISTRIBUTION	\$ 1,397,362.00	\$ 1,397,362.00	\$ -	100%
TOTALS	\$ 1,397,362.00	\$ 1,397,362.00	\$ -	

**BERKS COUNTY PUBLIC LIBRARIES
FEBRUARY 2024 BUDGET REPORT**

COUNTY					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>	
REVENUE					
COUNTY FUNDING	\$ 3,949,790.00	\$ 3,494,790.00	\$ -		
GIFTS AND MEMORIALS / FINES AND CHARGES	\$ -	\$ -	\$ -		
MUNICIPAL CONTRIBUTIONS	\$ 300.00	\$ 300.00	\$ -		
TOTALS	\$ 3,950,090.00	\$ 3,495,090.00	\$ (455,000.00)		
EXPENDITURES					
SERVICES TO MEMBER LIBRARIES					
CIRCULATION SERVICES	\$ 2,800.00	\$ 62.58	\$ 2,737.42		2%
CONTINUING EDUCATION	\$ 1,500.00	\$ -	\$ 1,500.00		0%
COLLECTION DEVELOPMENT	\$ 3,500.00	\$ 557.00	\$ 2,943.00		16%
INTERLIBRARY LOAN	\$ 8,000.00	\$ -	\$ 8,000.00		0%
MATERIALS PROCESSING	\$ 21,800.00	\$ 1,687.38	\$ 20,112.62		8%
PROMOTION	\$ 250.00	\$ 250.00	\$ -		100%
SPECIALIZED RESOURCES	\$ 1,000.00	\$ -	\$ 1,000.00		0%
DIRECT PATRON SERVICES					
AUTOMATED NETWORK	\$ 67,727.04	\$ 16,931.76	\$ 50,795.28		25%
COMMUNITY PROGRAMMING	\$ 6,500.00	\$ 1,517.65	\$ 4,982.35		23%
GASOLINE	\$ 14,196.00	\$ 671.74	\$ 13,524.26		5%
IDS/OCLC	\$ 20,399.00	\$ 15,072.00	\$ 5,327.00		74%
SOFTWARE (Renewal)	\$ 1,600.00	\$ -	\$ 1,600.00		0%
SOFTWARE MAINTENANCE	\$ 34,599.00	\$ 7,161.55	\$ 27,437.45		21%
TECHNOLOGY EQUIPMENT	\$ 24,000.00	\$ 1,755.82	\$ 22,244.18		7%
VEHICLE GPS MONITORING	\$ 864.00	\$ -	\$ 864.00		0%
VEHICLE MAINTENANCE	\$ 4,150.00	\$ -	\$ 4,150.00		0%
VEHICLE SUPPLIES	\$ 150.00	\$ -	\$ 150.00		0%
GENERAL EXPENSES					
ADVERTISING	\$ 300.00	\$ -	\$ 300.00		0%
ASSOCIATION DUES	\$ 3,275.00	\$ 262.00	\$ 3,013.00		8%
CONFERENCE & TRAINING	\$ 4,000.00	\$ 70.00	\$ 3,930.00		2%
CONTRACTS (Pest Control, Copier Maint., Trash, Recycling Removal)	\$ 4,890.00	\$ 294.82	\$ 4,595.18		6%
INDIRECT COSTS / BUILDING USAGE	\$ 555,563.96	\$ 83,317.66	\$ 472,246.30		15%
OFFICE SUPPLIES	\$ 4,600.00	\$ 385.86	\$ 4,214.14		8%
POSTAGE	\$ 573.00	\$ -	\$ 573.00		0%
TELEPHONE	\$ 3,634.00	\$ 281.12	\$ 3,352.88		8%
TRAVEL	\$ 3,500.00	\$ -	\$ 3,500.00		0%
UTILITIES	\$ 25,255.00	\$ 653.02	\$ 24,601.98		3%
FUNDING DISTRIBUTION					
COUNTY/CITY PUBLIC LIBRARY	\$ 900,000.00	\$ 225,000.00	\$ 675,000.00		25%
COUNTY LIBRARY AID	\$ 1,260,981.00	\$ -	\$ 1,260,981.00		0%
WAGES / BENEFITS	\$ 970,483.00	\$ 5,405.75	\$ 965,077.25		1%
TOTALS	\$ 3,950,090.00	\$ 361,337.71	\$ 3,588,752.29		9%

COUNTY COORDINATION AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<u>REVENUE</u>				
COUNTY COORDINATION AID	\$ 346,415.05	\$ 346,415.05	\$ -	
TOTALS	\$ 346,415.05	\$ 346,415.05	\$ -	
<u>EXPENDITURES</u>				
ADAPTIVE COLLECTION	\$ 5,000.00		\$ 5,000.00	0%
BESTSELLERS RESERVE POOL	\$ 6,458.00	\$ -	\$ 6,458.00	0%
BOOKPAGE	\$ 3,000.00	\$ -	\$ 3,000.00	0%
CONTINUING EDUCATION	\$ 10,000.00	\$ -	\$ 10,000.00	0%
EARLY LITERACY OUTREACH BOOKS	\$ 500.00	\$ -	\$ 500.00	0%
EARLY LITERACY OUTREACH CRAFTS	\$ 1,000.00	\$ -	\$ 1,000.00	0%
EBOOK (OVERDRIVE)	\$ 27,185.00		\$ 27,185.00	0%
MARKETING	\$ 25,620.00	\$ 13,300.67	\$ 12,319.33	52%
MOVIE LICENSING	\$ 6,500.00	\$ -	\$ 6,500.00	0%
POLARIS MAINTENANCE	\$ 108,267.00	\$ -	\$ 108,267.00	0%
SUMMER QUEST DISTRIBUTION	\$ 25,000.00	\$ -	\$ 25,000.00	0%
SUMMER QUEST MARKETING	\$ 4,800.00	\$ -	\$ 4,800.00	0%
WAGES / BENEFITS	\$ 70,359.00	\$ 388.64	\$ 69,970.36	1%
WEBSITE SUPPORT / SUBSCRIPTIONS	\$ 52,726.05	\$ 13,800.00	\$ 38,926.05	26%
TOTALS	\$ 346,415.05	\$ 27,489.31	\$ 318,925.74	

STATE AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>
<u>REVENUE</u>				
STATE AID	\$ 1,757,866.13	\$ 1,757,866.13	\$ -	
TOTALS	\$ 1,757,866.13	\$ 1,757,866.13	\$ -	
<u>EXPENDITURES</u>				
STATE AID DISTRIBUTION	\$ 1,757,866.13	\$ -	\$ 1,757,866.13	0%
TOTALS	\$ 1,757,866.13		\$ 1,757,866.13	

Member Library Month Statistical Report Form 2023

Library Name- - Berks County

*(#)= Location on State Report

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD
SERVICES													
Number of Reference Questions	0	0	0	1899	0	0	0	0	0	1670	47	0	94016
Website Session Counts	43224	40299	43188	38209	40844	46495	44616	44085	39813	40669	36912	34763	493117

People Count	67,884	67,089	79,407	71,246	75,596	91,806	89,706	80,189	68,639	72,185	65,966	59185	888,898
Adult Library Card Reg.	511	478	429	392	422	614	587	547	513	504	348	340	5685
Juvenile Library Card Reg.	224	235	206	202	342	545	290	229	294	218	122	105	3012

SERVICES - CIRCULATION

Circulation of Physical Items (F-2)	122966	121061	137564	120220	124568	155544	158396	145947	129170	130247	124837	117616	1588136
Circulation of Other Physical Items (F-3)	1349	1028	1147	1062	1102	1549	1558	1389	1188	1295	1250	1192	15109
Circulation of Electronic Materials (F-4)	16812	15611	17756	16601	20768	18306	19562	18918	17613	17718	17862	18262	215789
Total Circulation of Physical & Electronic Materials (F-5)	141127	137700	156467	137883	146438	175399	179516	166254	147971	149260	143949	137070	1819034
Circulation of Children's Materials (F-6)	60042	61614	68398	58998	59160	83000	85466	72519	64644	65040	63371	57248	799500

OTHER ELECTRONIC INFORMATION

Time (hr:min) Usage of Patron PCs	5218	5030	5590	4978	5175	5013	5255	5791	4737	5218	4999	4552	61554.82
Conversion to minutes	313070	301809	335376	298657	310480	300797	315288	347442	284248	313074	299919	273129	3693289
PC Sessions =Time/30	10436	10060	11179	9955	10349	10027	10510	11580	9475	10436	9997	9076	123080
Wireless Count	4393	4276	5063	4364	4601	4528	4616	5074	4267	4635	3946	3361	53124
AWE Earl Lit Sta Sessions	1264	1007	1276	1136	864	1923	1591	1028	678	1169	679	483	13098
Total Computer Usage	16093	15283	17518	15455	15814	16478	16717	17682	14420	16240	14622	12920	189302

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ADMINISTRATOR REPORT

December 2023 – February 2024

Administrative and Support Services

Stephanie Williams provided a tour of the library department for our new County Controller, Joe Rudderow in early January. She shared information about the variety of services and support the department provides to our member libraries using county funds.

The 2024 Commissioners' Town Hall Meeting series kicked off at Kutztown Community Library last month. The series will rotate amongst member libraries this year. Town Hall Meetings provide the host libraries with opportunities to demonstrate how their community members use their library as well as an avenue to reach potential new library users.

Williams completed her review of member libraries' 2023 Uniform Requirements & Responsibilities Checklist items in early February and compliance letters were mailed out. Williams continues to work with Leslie Gaines and the Spark migration team as we continue refining processes and procedures in our new Integrated Library System.

The System received the 2023-2024 County Coordination Aid and State Aid pass-through funds for member libraries in early February. An unexpected increase of \$3,458 was received in County Coordination Aid. An unexpected increase of \$14,089.08 was received in State Aid and Williams updated the 2024 Funding Formula accordingly. First quarter checks will be sent to member libraries soon; we appreciate everyone's patience.

Looking ahead, Williams will complete the System Admin Unit's 2023 Annual Report, due to the Office of Commonwealth Libraries by March 15, 2024. Williams will also be coordinating tours of Boyertown Community Library and Hamburg Public Library for newly elected Commissioner, Dante Santoni Jr., and his Executive Assistant, Lynne Burns in March.

Bibliographic Services

Twenty-six braille book titles were added to the Accessibility and Supportive Learning Collection in October. Adult, teen and juvenile titles are included in the collection. Gaines continued entering items into the catalog for the System's Library of Things collection. As of the end of December 2023, 487 items have been added.

The Bibliographic Services staff continued working diligently in maintaining the shared database, providing libraries with their ordered materials, fulfilling processing supply orders and completing lamination and disc cleaning requests.

We successfully migrated to Spark/Evergreen on February 8, 2024 after a three day catalog freeze, impacting both patrons and staff. We continue to refine data mapping settings within our new system and continue to be appreciative of the tremendous support provided by the Pennsylvania Integrated Library System (PAILS).

Outreach Services:

Cheryl Williams, Roy Fulkersin, and Karin Rezendes represented the Library System at the Connections Work Career Fair earlier this month. C. Williams and Rezendes provided information for job seekers about library services. Fulkersin provided laptops for job seekers to complete online applications and receive assistance with printing documents.

C. Williams & Rezendes updated content for the Storywalks at Berks Nature and Reading Public Museum in January. Both locations chose to feature the bilingual poetry picture book, *Talking with Mother Earth*. Rezendes updated the Story Trail at Berks Heim to feature local history photographs and trivia about festivals and industries within Berks County.

Community Relations

Emily Orischak has been working on designing the 2023 annual report booklet. This included receiving and preparing member libraries' year in review reports, detailing interior highlight spreads, and collecting data and statistics which are used throughout the report. Now towards the end of the process, she's working on adding additional numbers and figures while including accessibility descriptions.

Looking forward, Orischak will begin working with our state agency partners to start crafting a campaign for Summer Quest while utilizing new advertising channels along with crafting a presentation on ways to utilize the ROI Calculator and Funding Formula in municipal funding discussions.

Technology

Jeff Smilko & Roy Fulkersin have continued their day to day responsibilities such as patching all PCs, laptops and servers, reviewing NAS server and backup error logs and taking appropriate actions when required. They have also responded to help desk calls troubleshooting over the phone, remoting in or going onsite when required to resolve the libraries' issues.

Fulkersin has started the process of upgrading all PC Reservation/LPT1 servers to SSD drives to help support the increasing demand on these servers and to extend their life span. Smilko has started deploying new 1GB switches to all libraries to increase the libraries' overall bandwidth.

COUNTY OF BERKS, PENNSYLVANIA

Berks County Public Libraries



1040 Berks Road
PO Box 689
Leesport, PA 19533-0689

Phone: 610.378.5260 x2501
stephanie.williams@berkslibraries.org

Christian Y. Leinbach, Commissioner Chair
Michael S. Rivera, Commissioner
Dante Santoni Jr., Commissioner

Stephanie D. Williams, System Administrator

Year in Review
2023

A Message from the System Administrator:

We stepped into 2023 with a prominent, equitable change to countywide library service in the elimination of overdue fines for traditional materials. This change was not taken lightly with years of pilot programs and data reports demonstrating a benefit to resident patrons. The Berks County Commissioners were supportive of our intended plan and offered to use County lost revenue funds to pay off all outstanding fines on patron accounts and allow Berks County residents to return to and fully utilize the resources available at their library.

They year continued with the unveiling of several library StoryWalks® throughout the county including ones at:

- Berks Nature, Reading
- Muhlenberg Rail Trail, Temple
- Reading City Park, Reading
- Berks Heim Story Trail, Bern Township
- Boyertown Park, Boyertown (now a permanent exhibit)

There are plenty of notable library accomplishments made this past year than I have time to list in this report. I encourage everyone to view the System's 2023 Annual Report, scheduled for publication next month, as library directors share their highlights and achievements from 2023. I can confidently say that patron library usage has rebounded from the pandemic. Member libraries saved cardholders nearly **\$32.5 million** in physical and digital checkouts in 2023.

Administration

Personnel

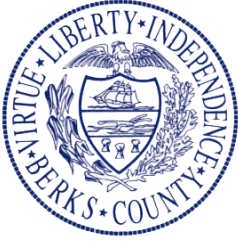
Cheryl Williams began her role as the Community Engagement Specialist in January within the Outreach Services department. Stephanie Williams moved from the Deputy Administrator to the Administrator role after the departure of Amy Resh in the summer. Karin Rezendes began her role as Deputy Administrator in November. Four new delivery drivers joined the team throughout 2023 due to multiple resignations and retirements.

Facilities and Fleet

As part of the County's Fleet Replacement Plan, we received a new Ford Transit Cargo van in November. This unit replaced a 2017 Ford Transit Cargo van that had more than 88,000 miles on it. We maintained a fleet of four vans in 2023 for delivery purposes and

COUNTY OF BERKS, PENNSYLVANIA

Berks County Public Libraries



1040 Berks Road
PO Box 689
Leesport, PA 19533-0689

Phone: 610.378.5260 x2501
stephanie.williams@berkslibraries.org

Christian Y. Leinbach, Commissioner Chair
Michael S. Rivera, Commissioner
Dante Santoni Jr., Commissioner

Stephanie D. Williams, System Administrator

technology support visits to member libraries. Our delivery drivers moved 38,802 crates of library materials among locations in 2023, slightly above the previous year's volume of 37,475 crates.

Finance and Budget

County funding remained level in 2023. The Pennsylvania General Assembly and the Governor increased the Public Library Subsidy in FY22-23. County Coordination Aid increased to \$342,957 and State Aid pass-through funds increased to \$1,397,362 in 2023.

Friends of Berks County Libraries

The Friends continued their support of the Annual System Awards in March at the Berks County Agricultural Center. The Book Bonanza Committee was unable to secure a collection and sorting location, therefore the annual sale was unable to be held in 2023.

Bibliographic Services

Leslie Gaines led the ILS migration from Polaris to Spark/Evergreen. Spark is the statewide, Pennsylvania library consortium and Evergreen is the integrated library system supporting the patron and item catalog. Gaines and other System staff members met with the Spark team earlier in the year to discuss the new system. Staff were able to test the software and also speak with other libraries in the state about their experiences.

A migration team was formed comprising of staff from multiple County libraries to aid in mapping the current data for transfer to the new system. System wide training for the migrations will occur in January of 2024 and the Go Live date is set for February 8, 2024.

Community Relations

In line with the 2023-2025 BCPL Strategic Plan, Emily Orischak used data and library input to revise the System's Summer Quest marketing plan. Orischak analyzed cost-per-impression and reach values from past advertising campaigns as provided from our state procurement agency. Using the data and staff input, Orischak made adjustments in the Summer Quest advertising plan for 2024 including the development of a Summer Quest animation and accompanying graphic series which will be made available to libraries this year.

The System and member libraries made great strides in its collection development and asset creation resulting in an increased publicity effort from Orischak. This included additional media releases covering the two System-provided StoryWalk® exhibits, the addition of braille books to the Accessibility Collection, and the start of Princh mobile printing services at system member libraries.

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Orischak also worked with the county's Public Relations Officer to publish several articles in the newly-launched *Berks 1st* magazine. Topics included Berks County library StoryWalks, the Accessibility & Supportive Learning Collection, and the systemwide transition to fine-free. Beginning in September, Orischak worked with the SPARK migration team to create promotional materials for libraries to distribute to the public. This included giveaways, handouts, flyers, slides, and website content.

Deputy Administrator & Outreach Services

Cheryl Williams, Community Engagement Specialist, held 20 programs at Berks County Head Start facilities with 444 attendees. BCPL staff attended 31 community or outreach events with a total of 2,084 attendees. These events included Prison Book Club, the Returning Citizens Career Fair, Family Fun Day at the Heritage Center, the Berks County Fair, and Berks Encore's Senior Expo to name a few.

A new variation of a StoryWalk® was unveiled at Berks Heim in October. The Story Trail features historical photos and artwork of Berks County landmarks and destinations with a brief description and trivia question. BCPL continued existing partnerships with Berks Nature and the Reading Public Museum to provide StoryWalks® throughout the year.

Our Berks Book Boxes initiative continued with a total of seven locations. System staff visits each box quarterly to restock with new or gently used books for all ages.

System staff worked together to provide the 2023 Staff Development Day in April. Libraries learned about creating more accessible spaces within their locations, how to provide programs and services with an inclusivity lens and networked with each other.

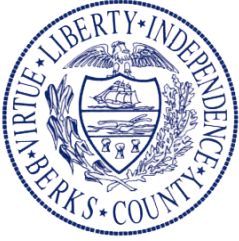
Technology

The technology department continued to support the County libraries' technology needs by responding to all help desk calls, patching all patron PCs and servers, and maintaining network infrastructure such as switches, routers and wireless access points. Both Jeff Smilko and Roy Fulkersin have deployed new PCs and printers at multiple libraries and completed an inventory update of all libraries' equipment.

Fulkersin completed upgrading the System Office's computer lab. All computers now have Windows 10, new larger monitors, upgraded RAM and all new SSD's. He finished upgrading all laptops that were able to be upgraded to Windows 10 throughout all system member libraries.

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Smilko deployed and trained library staff and directors on the use of a new mobile print service "Princh". This allows patrons to print from their mobile phones, laptops and tablets at all system member libraries and Wyomissing Public Library, funded through County Coordination Aid funds from the Office of Commonwealth Libraries.

Member Library News

Boone Area Library, Exeter Community Library, Fleetwood Area Public Library, Muhlenberg Community Library, Robesonia Community Library and Wernersville Public Library welcomed new library directors in 2023. As of the end of 2023, there were vacant director positions at Womelsdorf and Village (Morgantown) Libraries.



BERKS COUNTY PUBLIC LIBRARIES SYSTEM ADVISORY BOARD CONFLICT OF INTEREST POLICY

POLICY STATEMENT

Members of the Berks County Public Libraries System Advisory Board ("Board") are prohibited from restricted activities under the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1101–1113 ("Ethics Act"). In addition, Board members have a duty to disclose to the Board any Conflict of Interest, as defined by the Ethics Act or as set forth in this Policy; to refrain from voting where such Conflict exists; and to seek guidance prior to participating in any official action in which there is a potential Conflict of Interest. Board members who represent, have decision-making capacity for, or receive a financial benefit from a Member Library, are prohibited from participating in the development of the Funding Formula for the Library System.

PURPOSE STATEMENT

The Board provides responsible stewardship for and oversight of publicly funded library aid to Member Libraries. The roles and responsibilities of the Board, and its individual members, must be executed in a manner that demonstrates strong integrity, accountability, and transparency in order to preserve the public trust.

SCOPE STATEMENT

All voting Advisory Board members are subject to this Policy and to the provisions of the Ethics Act.

DEFINITIONS

Any capitalized terms not otherwise specifically defined in this Policy shall have the meanings ascribed to them in the Ethics Act.

"Conflict" or "Conflict of Interest." Use by a Board member of the authority of his or her office or any confidential information received through such office for the private pecuniary benefit of the Board member, a member of the Board member's immediate family, or a business with which the Board member or his or her immediate family member is associated. In addition, a Board member has an actual or potential Conflict of Interest under this Policy if the Board member, or a member of the Board member's immediate family:

1. Is currently employed by, or is a consultant to or under contract with, a Member Library receiving funding in the Funding Formula;
2. Is negotiating or has an arrangement regarding future employment or contracting with a Member Library;
3. Has an ownership interest in, or is an officer or director of, or otherwise has an interest in setting the Funding Formula as to any Member Library; or
4. Represents or acts as an agent for any private interest, either for compensation or not, in any transaction (a) in which the Board has a

direct and substantial interest, or (b) which could be reasonably expected to result in a conflict between the private interest and the Board's interest.

"Funding Formula" may refer to any publicly funded library aid that is distributed by the Library System to a Member Library, including, but not limited to, state aid prescribed under the Public Library Code, 24 Pa.C.S. § 9334, *et seq.*

"Member Library" means a library which, having executed the Berks County Library System Membership Agreement with the County of Berks, effective January 1, 2022, and any subsequent amendments thereto, is a member of the Berks County Library System.

"System" or "Library System" refers to the Berks County Public Libraries System.

ACTIONS/PROCEDURES

1. Prior to taking office, or within thirty (30) days after the effective date of this Policy, if later, each Board member shall:
 - Complete and sign the Acknowledgment Form which is attached to this Policy.
 - Provide to the Board a full disclosure of any employer, organization, and/or entity that the Board member or his or her immediate family is associated with, which would constitute an actual or potential Conflict of Interest as defined by this Policy.
2. For any matter in which a Board member has an actual or potential Conflict, the Board member shall publicly disclose such Conflict in writing, in accordance with the Ethics Act, and shall abstain from voting, participating in deliberations, and other official actions concerning the matter.
3. Board members shall refrain from participating, directly or indirectly, in any transaction or private arrangement for profit (including any third-party transactions) that develops from or is based upon the Board member's official title or authority on the Board.
4. Board members shall refrain from using Board-owned equipment, supplies, or properties for the Board member's own private pecuniary benefit or for any reason other than official designated purposes.
5. In the event of any question as to whether a matter constitutes an actual or potential Conflict, or is otherwise prohibited by this Policy, the Board member shall seek guidance from the Board President and/or System Administrator, who may consult with the Berks County Solicitor's Office prior to rendering a decision on the matter. If such guidance fails to resolve the question, the matter may be taken to the full Board and shall be decided by majority vote of the Board.

6. If an individual believes that a violation of this Policy has occurred, a report shall be made to the System Administrator, who shall conduct an investigation of such report, in consultation with the Berks County Solicitor's Office as needed. If, after an investigation, the System Administrator believes that corrective action is necessary, a report shall be made to the Board, which may recommend formal action including a recommendation to the appointing County Commissioner that the individual who has violated the Policy be removed from the Board.

Adopted February 21, 2024

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**BERKS COUNTY PUBLIC LIBRARIES SYSTEM ADVISORY BOARD
CONFLICT OF INTEREST POLICY**

**BOARD MEMBER ACKNOWLEDGMENT
AND DISCLOSURE**

I, _____ (*print name of Board member*), understand and agree to the terms and conditions set forth in the Berks County Public Libraries System Advisory Board Conflict of Interest Policy.

Initial one option below:

___ (*initial here*) I have no actual or potential Conflict(s) of Interest, as defined in the Policy, to report.

___ (*initial here*) I have the following actual or potential Conflict(s) of Interest, as defined in the Policy, to report:

Self/Family Member Name Relationship Organization/Company Position(s) held

<i>Self/Family Member Name</i>	<i>Relationship</i>	<i>Organization/Company</i>	<i>Position(s) held</i>

*Please add separate sheet for additional declarations or supplemental information about the above disclosure.

Board Member Signature

_____ Date _____

2024 Funding Formula with State Aid Increase 2.12.24

(Numbers subject to change based on final State & County funding commitments)

	State Distribution		State Total	County Total	County Distribution							Total Distribution	2023 Allocation from 2023 FF	Difference	
	Base	Per Capita			Municipal Support \$1 for \$1	Municipal Support > \$2.5	Municipal Support > \$5	Circulation	Computer Use	Tax Equalization Board Adjustment	Distance Support Allocation - over 10 miles	2024 Allocation			
Bernville	56,458.04	1,897.51	58,355.55	20,327.56	4,881.00	-		10,990.56	4,456.00			78,683.10	77,074.01	1,609.10	Bernville
Bethel	56,458.04	2,871.33	59,329.37	53,220.32	7,386.00	1,876.33		33,047.39	6,770.04		4,140.56	112,549.69	115,669.83	(3,120.14)	Bethel
Boone	56,458.04	8,260.62	64,718.66	48,000.92	21,249.00	-		17,738.03	9,013.89			112,719.58	111,321.92	1,397.66	Boone
Boyetown	56,458.04	6,077.77	62,535.81	80,944.33	12,756.00	-		52,300.96	11,746.81		4,140.56	143,480.14	165,838.12	(22,357.98)	Boyetown
Brandywine	56,458.04	5,000.54	61,458.58	39,777.46	12,863.00	3,267.71		19,297.17	4,349.58			101,236.03	94,358.06	6,877.97	Brandywine
Exeter	56,458.04	10,635.91	67,093.95	141,910.63	27,359.00	6,950.26	1,000	80,166.52	26,434.86			209,004.58	179,813.66	29,190.91	Exeter
Fleetwood	56,458.04	6,456.42	62,914.46	51,771.03	16,608.00	4,219.08		21,850.81	9,093.14			114,685.49	109,313.68	5,371.81	Fleetwood
Hamburg	56,458.04	6,310.63	62,768.67	48,603.48	13,682.00	4,123.82		20,411.65	10,386.01			111,372.16	111,388.07	(15.91)	Hamburg
Kutztown	56,458.04	7,329.95	63,787.99	65,914.71	18,855.00	4,789.91		30,636.20	11,633.60			129,702.70	137,924.58	(8,221.89)	Kutztown
Mifflin	56,458.04	10,239.77	66,697.81	84,934.29	26,340.00	6,691.39		36,465.39	15,437.50			151,632.09	161,890.21	(10,258.12)	Mifflin
Muhlenberg	56,458.04	10,609.08	67,067.12	63,295.38	23,539.00	6,932.73		17,107.65	15,716.00			130,362.50	117,262.07	13,100.44	Muhlenberg
Reading - 4 sites	225,832.16	34,242.18	260,074.34	289,975.05	88,082.00	22,376.28		59,594.61	78,516.62	41,405.55		550,049.39	563,348.89	(13,299.49)	Reading
Robesonia	56,458.04	1,943.38	58,401.42	17,347.32	4,999.00	1,269.94		8,882.08	2,196.30			75,748.74	73,354.05	2,394.69	Robesonia
Schuylkill Valley	56,458.04	5,747.33	62,205.37	32,343.23	14,784.00	-		13,345.50	4,213.73			94,548.60	85,756.56	8,792.03	Schuylkill Valley
Sinking Spring	56,458.04	1,558.12	58,016.16	36,331.13	4,008.00	1,018.19	1,000	23,602.83	6,702.11			94,347.30	97,292.91	(2,945.61)	Sinking Spring
Spring Twp - 1.5 sites	84,687.06	10,542.60	95,229.66	84,101.17	27,119.00	6,889.29	1,000	34,191.99	14,900.88			179,330.83	181,535.00	(2,204.17)	Spring Twp
Village	56,458.04	4,390.19	60,848.23	36,099.68	11,272.00	-		16,563.97	4,123.16		4,140.56	96,947.91	92,729.11	4,218.81	Village
Wernersville	56,458.04	5,939.38	62,397.42	41,789.44	15,278.00	3,881.21		16,491.91	6,138.32			104,186.86	103,352.30	834.56	Wernersville
Womelsdorf	56,458.04	1,092.40	57,550.44	24,293.87	2,810.00	713.85	1,000	13,165.27	6,604.75			81,844.31	79,119.58	2,724.73	Womelsdorf
	1,270,305.90	141,145.10	1,411,451.00	1,260,981.00	353,870.00	75,000.00	4,000.00	525,850.49	248,433.30	41,405.55	12,421.67	2,672,432.00			
											State Aid 2023	1,411,451			
	State Formula						County Formula		1,260,981.00		County Aid 2023	1,260,981			
	Base	90.00%					Municipal \$1 for \$1		353,870.00			2,672,432			
	Per Capita	10.00%					Municipal > \$2.5		75,000.00						
		100.00%					Municipal > \$5		4,000.00		Check - State	1,411,451			
									828,111.00		Check - County	1,260,981			
												2,672,432			
							Circulation		525,850.49	63.50%					
							Computer Use		248,433.30	30.00%	Difference	0			
February 14, 2024							Tax Equalization Board Adjust		41,405.55	5.00%					
							Distance Support Allocation		12,421.67	1.50%					
									828,111.00	100.00%					

Library	Per capita	Base	Per Capita Distribution
Bernville	4881	\$56,458.04	\$1,897.51
Bethel	7386	\$56,458.04	\$2,871.33
Boone	21249	\$56,458.04	\$8,260.62
Boyertown	15634	\$56,458.04	\$6,077.77
Brandywine	12863	\$56,458.04	\$5,000.54
Exeter	27359	\$56,458.04	\$10,635.91
Fleetwood	16608	\$56,458.04	\$6,456.42
Hamburg	16233	\$56,458.04	\$6,310.63
Kutztown	18855	\$56,458.04	\$7,329.95
Mifflin	26340	\$56,458.04	\$10,239.77
Muhlenberg	27290	\$56,458.04	\$10,609.08
Reading - 4 sites	88082	\$225,832.16	\$34,242.18
Robesonia	4999	\$56,458.04	\$1,943.38
Schuylkill Valley	14784	\$56,458.04	\$5,747.33
Sinking Spring	4008	\$56,458.04	\$1,558.12
Spring Twp - 1.5 sites	27119	\$84,687.06	\$10,542.60
Village	11293	\$56,458.04	\$4,390.19
Wernersville	15278	\$56,458.04	\$5,939.38
Womelsdorf	2810	\$56,458.04	\$1,092.40
	363,071	\$1,270,305.90	\$141,145.10
State Allocation	\$1,411,451	90%	10%
		\$1,270,305.90	\$141,145.10
Base Locations	22.5		

	Circulation	Circ %						
Bernville	33022	2.09%						
Bethel	99292	6.28%						
Boone	53295	3.37%						
Boyertown	157140	9.95%						
Brandywine	57979	3.67%						
Exeter	240863	15.25%						
Fleetwood	65652	4.16%						
Hamburg	61328	3.88%						
Kutztown	92048	5.83%						
Mifflin	109562	6.93%						
Muhlenberg	51401	3.25%						
Reading - combined	179054	11.33%						
Robesonia	26687	1.69%						
Schuylkill Valley	40097	2.54%						
Sinking Spring	70916	4.49%						
Spring Township - combined	102731	6.50%						
Village	49767	3.15%						
Wernersville	49551	3.14%						
Womelsdorf	39556	2.50%						
	1,579,936	100.00%						

Circulation

	Computer & Wifi Use	Computer & Wifi %
Bernville Area Community Library	1,968	1.79%
Bethel-Tulpehocken Public Library	2,990	2.73%
Boone Area Library	3,981	3.63%
Boyertown Community Library	5,188	4.73%
Brandywine Community Library	1,921	1.75%
Exeter Community Library	11,675	10.64%
Fleetwood Area Community Library	4,016	3.66%
Hamburg Public Library	4,587	4.18%
Kutztown Community Library	5,138	4.68%
Mifflin Community Library	6,818	6.21%
Muhlenberg Community Library	6,941	6.33%
Reading Public Library	34,677	31.60%
Robesonia Community Library	970	0.88%
Schuylkill Valley Community Library	1,861	1.70%
Sinking Spring Public Library	2,960	2.70%
Spring Township Library	6,581	6.00%
Village Library of Morgantown	1,821	1.66%
Wernersville Public Library	2,711	2.47%
Womelsdorf Community Library	2,917	2.66%
Totals	109,721	100.00%

Computer Use numbers are taken from Envisionware and Wifi Server managed by System Office
2022 computer use numbers for 2024 Formula

Municipal Support 2022, Sorted by Library Service Area									
Library that Rec'd Funding	Municipality	Service Area	Population (from 2010 Census)	Monetary Support	Per Capita	\$1 for \$1 Match	Over \$2.5 per capita	% For \$2.5	Over \$5.0 per capita
Bernville	Bernville	Bernville	955	2500	2.62	955			
Bernville	Jefferson	Bernville	1977	5000	2.53	1,977			
Bernville	Penn	Bernville	1949	3000	1.54	1,949			
Bernville			4881	10500	2.15	4,881	-	0.00%	-
Bethel-Tulpehocken	Bethel	Bethel-Tulpehocken	4112	15000	3.65	4,112			
Bethel-Tulpehocken	Tulpehocken	Bethel-Tulpehocken	3274	5000	1.53	3,274			
Bethel-Tulpehocken			7386	20000	2.71	7,386	7,386	2.50%	-
Boone	Amity	Boone	12583	20000	1.59	12,583			
Boone	Birdsboro	Boone	5163	15600	3.02	5,163			
Boone	Union	Boone	3503	16270.77	4.64	3,503			
Boone			21249	51870.77	2.44	21,249	-	0.00%	-
Boyertown	Boyertown	Boyertown	4055	10660	2.63	4,055			
Boyertown	Colebrookdale	Boyertown	5078	2200	0.43	2,200			
Boyertown	Douglass	Boyertown	3306	5505	1.67	3,306			
Boyertown	Earl	Boyertown	3195	6968.25	2.18	3,195			
Boyertown			15634	25333.25	1.62	12,756	-	0.00%	-
Brandywine	District	Brandywine	1337	3450	2.58	1,337			
Brandywine	Longswamp	Brandywine	5679	14000	2.47	5,679			
Brandywine	Rockland	Brandywine	3778	5200	1.38	3,778			
Brandywine	Topton	Brandywine	2069	15000	7.25	2,069			
Brandywine			12863	37650	2.93	12,863	12,863	4.36%	-
Exeter	Exeter	Exeter	25550	225000	8.81	25,550			
Exeter	St. Lawrence	Exeter	1809	9460	5.23	1,809			
Exeter			27359	234460	8.57	27,359	27,359	9.27%	27,359
Fleetwood	Fleetwood	Fleetwood	4085	24999.85	6.12	4,085			
Fleetwood	Maidencreek	Fleetwood	9126	15000	1.64	9,126			
Fleetwood	Richmond	Fleetwood	3397	5000	1.47	3,397			
Fleetwood			16608	44999.85	2.71	16,608	16,608	5.63%	-
Hamburg	Hamburg	Hamburg	4289	28000	6.53	4,289			
Hamburg	Perry	Hamburg	2417	2500	1.03	2,417			
Hamburg	Tilden	Hamburg	3597	3604	1.00	3,597			
Hamburg	Upper Bern	Hamburg	1734	1000	0.58	1,000			
Hamburg	Upper Tulpehocken	Hamburg	1917	100	0.05	100			
Hamburg	Windsor	Hamburg	2279	2400	1.05	2,279			
Hamburg	Hamburg School Dist			5000					
Hamburg			16233	42604	2.62	13,682	16,233	5.50%	-
Kutztown	Greenwich	Kutztown	3725	3725	1.00	3,725			
Kutztown	Kutztown	Kutztown	5012	51951.08	10.37	5,012			
Kutztown	Lyons	Kutztown	478	500	1.05	478			
Kutztown	Maxatawny	Kutztown	7906	7906	1.00	7,906			
Kutztown	Albany	Kutztown	1734	1750	1.01	1,734			
Kutztown			18855	65832.08	3.49	18,855	18,855	6.39%	-
Mifflin	Cumru	Mifflin	15147	39048	2.58	15,147			
Mifflin	Kenhorst	Mifflin	2877	6000	2.09	2,877			
Mifflin	Mohnton	Mifflin	3043	5500	1.81	3,043			
Mifflin	Shillington	Mifflin	5273	20900	3.96	5,273			
Mifflin			26340	71448	2.71	26,340	26,340	8.92%	-
Muhlenberg	Alsace	Muhlenberg	3751	0	0.00	-			
Muhlenberg	Laureldale	Muhlenberg	3911	14250	3.64	3,911			

Muhlenberg	Muhlenberg	Muhlenberg	19628	73947.27	3.77	19,628			
Muhlenberg		Muhlenberg	27290	88197.27	3.23	23,539	27,290	9.24%	-
RPL	Reading City	RPL	88082	402165.18	4.57	88,082			
RPL			88082	402165.18	4.57	88,082	88,082	29.84%	-
Robesonia	Heidelberg	Robesonia	1724	4000	2.32	1,724			
Robesonia	North Heidelberg	Robesonia	1214	1220	1.00	1,214			
Robesonia	Robesonia	Robesonia	2061	13500	6.55	2,061			
Robesonia			4999	18720	3.74	4,999	4,999	1.69%	-
Schuylkill Valley	Bern	Schuylkill Valley	6797	6800	1.00	6,797			
Schuylkill Valley	Centerport	Schuylkill Valley	387	400	1.03	387			
Schuylkill Valley	Centre	Schuylkill Valley	4036	6054	1.50	4,036			
Schuylkill Valley	Leesport	Schuylkill Valley	1918	4795	2.50	1,918			
Schuylkill Valley	Ontelaunee	Schuylkill Valley	1646	7000	4.25	1,646			
Schuylkill Valley			14784	25049	1.69	14,784	-	0.00%	-
Sinking Spring	Sinking Spring	Sinking Spring	4008	50000	12.48	4,008			
Sinking Spring			4008	50000	12.48	4,008	4,008	1.36%	4,008
Spring Township	Spring	Spring Township	27119	200000	7.37	27,119			
Spring Township			27119	200000	7.37	27,119	27,119	9.19%	27,119
Village	Caernarvon	Village	4006	5000	1.25	4,006			
Village	New Morgan	Village	71	50	0.70	50			
Village	Robeson	Village	7216	7500	1.04	7,216			
Village			11293	12550	1.11	11,272	-	0.00%	-
Wernersville	Lower Heidelberg	Wernersville	5513	18690	3.39	5,513			
Wernersville	South Heidelberg	Wernersville	7271	19158	2.63	7,271			
Wernersville	Wernersville	Wernersville	2494	13880	5.57	2,494			
Wernersville			15278	51728	3.39	15,278	15,278	5.17%	-
Womelsdorf	Womelsdorf	Womelsdorf	2810	16200	5.77	2,810			
Womelsdorf			2810	16200	5.77	2,810	2,810	0.95%	2,810
		Total	363,071			353,870	295,230	100.00%	61,296

Data - Census Per Capita

Library	Municipality	Population 2010 Census
Bernville	Bernville	955
Bernville	Jefferson	1977
Bernville	Penn	1949
Bernville		4881
Bethel-Tulpehocken	Bethel	4112
Bethel-Tulpehocken	Tulpehocken	3274
Bethel-Tulpehocken		7386
Boone	Amity	12583
Boone	Birdsboro	5163
Boone	Union	3503
Boone		21249
Boyertown	Boyertown	4055
Boyertown	Colebrookdale	5078
Boyertown	Douglass	3306
Boyertown	Earl	3195
Boyertown		15634
Brandywine	District	1337
Brandywine	Longswamp	5679
Brandywine	Rockland	3778
Brandywine	Topton	2069
Brandywine		12863
Exeter	Exeter	25550
Exeter	St. Lawrence	1809
Exeter		27359
Fleetwood	Fleetwood	4085
Fleetwood	Maidencreek	9126
Fleetwood	Richmond	3397
Fleetwood		16608
Hamburg	Hamburg	4289
Hamburg	Perry	2417
Hamburg	Tilden	3597
Hamburg	Upper Bern	1734

Hamburg	Upper Tulpehocken	1917
Hamburg	Windsor	2279
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Hamburg		16233

Kutztown	Greenwich	3725
Kutztown	Kutztown	5012
Kutztown	Lyons	478
Kutztown	Maxatawny	7906
Kutztown	Albany	1734
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Kutztown		18855

Mifflin	Cumru	15147
Mifflin	Kenhorst	2877
Mifflin	Mohnton	3043
Mifflin	Shillington	5273
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Mifflin		26340

Muhlenberg	Alsace	3751
Muhlenberg	Laureldale	3911
Muhlenberg	Muhlenberg	19628
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Muhlenberg		27290

RPL	Reading City	88082
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RPL		88082

Robeson	Heidelberg	1724
Robeson	North Heidelberg	1214
Robeson	Robeson	2061
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Robeson		4999

Schuylkill Valley	Bern	6797
Schuylkill Valley	Centerport	387
Schuylkill Valley	Centre	4036
Schuylkill Valley	Leesport	1918
Schuylkill Valley	Ontelaunee	1646
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Schuylkill Valley		14784

Sinking Spring	Sinking Spring	4008
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Sinking Spring		4008

Spring Township	Spring	27119
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Spring Township		27119

Village	Caernarvon	4006
Village	New Morgan	71
Village	Robeson	7216
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Village		11293

Wernersville	Lower Heidelberg	5513
Wernersville	South Heidelberg	7271
Wernersville	Wernersville	2494
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Wernersville		15278

Womelsdorf	Womelsdorf	2810
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Womelsdorf		2810

363,071

unclaimed	Bally	1090
unclaimed	Bechtelsville	942
Mifflin	Brecknock	4585
unclaimed	Hereford	2997
unclaimed	Lenhartsville	165
unclaimed	Lower Alsace	4475
unclaimed	Marion	1688
unclaimed	Mount Penn	3106
Oley	Oley	3620
unclaimed	Pike	1723
unclaimed	Ruscombmanor	4112
unclaimed	Shoemakersville	1378
Boyertown	Washington	3810
unclaimed	West Reading	4212
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unclaimed		37903

Library	2024 Total Allocation	2025 Total Allocation	Difference from 24FF to 25FF	2026 Total Allocation	Difference from 25FF to 26FF
Bernville	78,100.59	77,733.51	(367.08)	76,849.64	(883.87)
Bethel	111,957.45	114,982.07	3,024.62	118,170.91	3,188.84
Boone	112,073.54	111,468.10	(605.44)	109,975.39	(1,492.71)
Boyertown	142,855.89	145,062.22	2,206.33	146,375.47	1,313.25
Brandywine	100,622.54	100,002.36	(620.18)	99,666.41	(335.95)
Exeter	208,334.83	208,449.16	114.33	204,540.82	(3,908.34)
Fleetwood	114,057.46	113,325.85	(731.61)	112,966.60	(359.25)
Hamburg	110,745.59	108,981.77	(1,763.82)	109,705.20	723.43
Kutztown	129,065.95	128,048.03	(1,017.92)	127,209.82	(838.21)
Mifflin	150,966.30	149,743.40	(1,222.90)	149,017.89	(725.51)
Muhlenberg	129,693.02	129,059.36	(633.66)	129,675.06	615.70
Reading - 4 sites	547,453.28	544,783.68	(2,669.60)	543,966.06	(817.62)
Robesonia	75,165.76	74,454.09	(711.67)	74,639.19	185.10
Schuylkill Valley	93,927.65	90,093.21	(3,834.44)	92,460.71	2,367.50
Sinking Spring	93,768.17	95,749.98	1,981.81	94,295.75	(1,454.23)
Spring Twp - 1.5 sites	178,380.23	179,980.39	1,600.16	179,489.80	(490.59)
Village	96,340.51	99,837.31	3,496.80	103,629.20	3,791.89
Wernersville	103,563.99	103,016.98	(547.01)	103,004.45	(12.53)
Womelsdorf	81,269.83	83,571.12	2,301.29	82,704.23	(866.89)
TOTAL		2,658,342.59		2,658,342.60	

2020 census data changes are not reflected here



Berks County Public Library System

Borrowing Policies

Library Card Registration

The Berks County Public Library System (BCPL) provides services to all residents of the County of Berks without discrimination in fulfillment of its mission to develop services, resources and collections to meet the cultural, informational, educational and recreational needs of its diverse community.

All library transaction records are confidential under Article IV. Section 428 of the Public Library Code (24 PA C.S.).

BCPL member libraries issue library cards to establish a patron account, facilitate loan of materials and use of online resources, and to enable the member libraries to keep a record of which materials are on loan to patrons. Individuals who live, own property, work, or attend school in Berks County are eligible for a free library card. This card is also referred to as an Adult/Juvenile/YA 3 year library card.

Library cards are valid for use at all BCPL member libraries and Reading Area Community College.

To borrow materials from a BCPL member library, a person must register for a library card. Applicants must present proper proof of residency and identity, and complete and sign a library card application. By virtue of registering for a card, the applicant agrees to accept responsibility for all fines, fees, or charges incurred through library transactions. Applicants are able to obtain a registration form online; but must present proof of residency and identity before receiving a physical library card.

Anyone under the age of 18 may receive a library card after completion of an application by a parent or legal guardian presenting proper proof of residency and/or identity. At their discretion, member libraries may allow those under the age of 18 to assume responsibility and register for their own card. By virtue of registering, the person agrees to be financially responsible for all fines and other charges incurred. At the discretion of the Library Director and under certain circumstances, another adult may register as the responsible adult on behalf of a minor child. By virtue of completing registration for a minor the adult agrees to be financially responsible for the use of the card and all fines and other charges incurred pursuant to the Borrowing Policies. The adult applying for a juvenile card on behalf of a child must be in good standing (no fines/fees over \$10). A juvenile card will be linked to the library card account of the signing adult. Member libraries may require adults registering on behalf of a minor child to apply for a library card if an account is not already opened.

Upon turning 18, a minor who has a library card will need to apply for a new card and thereby assume financial responsibility for the new account.

BCPL member libraries and staff do not act *in loco parentis*.

BCPL member libraries are participants in the ACCESS PA Statewide Library card program and adhere to its rules and regulations for free reciprocal library cards. Pennsylvania residents who hold a valid library card from an out-of-county library or a State library card are eligible for a BCPL library card without fee. This card is also referred to as an Adult/Juvenile/YA 1 year library card. Such non-residents of Berks County are required to register and provide proof of identity.

Non-residents of Pennsylvania may be issued a borrower card upon providing proof of identity in the same manner as county residents. This card can be used only in BCPL member libraries. These cardholders receive an Adult/Juvenile/YA 1 year library card.

Library Card Information

Identity and Residency Requirements

The applicant must provide full legal name, address and date of birth.

Applicants are encouraged to provide valid photo identification that verifies name and current address. At their discretion, member libraries may accept other documentation to verify current address.

Adult 1 year and Juvenile/YA 1 year

This card type allows the cardholder to borrow physical materials at any BCPL location. This card does not include access to any digital/downloadable media type. This card does not give access to the ACCESS PA Statewide Library Card program. This card does not provide the ability to utilize out-of-System Interlibrary Loans (ILL) to request materials from libraries outside of the Berks County Public Libraries System.

Adult 3 year and Juvenile/YA 3 year

This card type is given to individuals who live, work, or learn in Berks County. Cardholders can access and borrow physical materials including but not limited to books, DVDs, CDs, audiobooks, museum passes, etc. In addition, patrons can access countywide digital/downloadable services and any specialty resources provided by the registering library. Cardholders may request out-of-System Interlibrary Loan (ILL) materials available from libraries outside of the Berks County Public Libraries System.

Institutional and Homeschooling Requirements

Institutions may receive an **Extended borrower card**, providing the Director or other authorized person of the agency signs the application and commits to the financial responsibility of all fees and charges incurred pursuant to the Borrowing Policies.

Homeschooling educators may apply for an **Outreach borrower card** upon presentation of an affidavit as defined by the Pennsylvania Department of Education and issued by the local school district. The affidavit covers the school year, and the borrower card registration must be renewed annually. An outreach card enables the cardholder to borrow up to 150 items at one time and place 50 hold requests.

Because Pennsylvania Law does not require homeschooling educators working with children younger than 8 to have an affidavit, those educators working exclusively with students under 8, may receive an Outreach card at the discretion of the Library Director.

Internet Only

Internet only cards enable users to access digital materials only. In order to obtain an internet only card, users are encouraged to provide proof they live, work or attend school in Berks County.

Limited 6 months

Member libraries may issue limited 6 months library cards with specific restrictions or limitations to new library patrons; no more than 5 holds and 5 items checked out a time. These cards lose their good standing after \$5.00 in fines or fees are accrued.

Temporary

This card type is given to users who sign up for cards online using the online registration form. These cards can only be used to place holds. Patrons who place holds will have to verify their information before they can checkout physical or digital materials at a library location. This card is only active for two months.

Cardholder Responsibilities

Cardholders should present a valid library card in order to check out materials and to use library computer resources. If a library card is not available, the cardholder must provide an ID and proof of address that exactly matches the address on the account.

Adult cardholders can designate other adult cardholders to pick up reserved materials for them by completing a "Holds Pickup" form. This authorization is specifically noted in the cardholder's account.

A cardholder is responsible for all materials checked out on their library card and on the cards of minor children for whom they have assumed responsibility on a library card application.

Cardholders are responsible for all charges on their account including payments for any lost or damaged items borrowed on their card.

Cardholders are responsible to report address, telephone and/or email changes.

Lost or stolen library cards must be reported immediately so that the card can be invalidated. The owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen.

Suspension of Cardholder Privileges

A cardholder's account is considered delinquent when items are overdue or money is owed. This status may affect the cardholder's ability to borrow materials, place holds or use electronic/digital resources.

Privileges will be suspended when:

- There are accumulated charges of more than \$10.00.
- There are fines and fees from a previous calendar year. A library may require accounts to be paid in full by the end of each calendar year before items may be borrowed in a new calendar year.

Expiration of Library Cards

All library cards must be renewed every three years. If there has been no activity on the account, and there are no outstanding charges or unreturned materials, the account is considered inactive after three years and deleted after seven years.

Material Loan Periods

Loan periods

- 21 days - audio materials, books, some DVD sets, e-Book Readers, and magazines.
- 7 days - DVDs, VHS tapes, and Museum passes

Non-standard item loan periods, including loans from the Library of Things collection, are set by owning libraries.

Hold Limits

Most card holders can request 20 items of any type. These hold limits cannot be overridden.

Renewals

Most materials, unless on reserve for another patron, will be automatically renewed for up to two additional loan periods. An additional subsequent renewal may be available; please consult your library for more information. Renewals for longer loan periods are granted on an exception basis.

Nonrenewable items may include DVD sets, e-Book Readers and NEW materials. For more information, contact your local library.

Items may be renewed at the library, online through the library website, or by phone. The cardholder's barcode number is required for telephone renewals.

Maximum number of items

The maximum number of physical items that can be borrowed is determined by each library card type. Some limits do vary by library. Please consult your library's local service policies to learn the limits on the number of items that can be borrowed.

- Adult 3 year and Juvenile/YA 3 year - 50 items
- Adult 1 year and Juvenile/YA 1 year - 50 items, no access to digital materials
- Extended – 200 items
- Outreach - 150 items
- Limited 6 months - 5 items
- Internet only - 0 items, access to digital materials only
- Temporary - 0 items, placing holds only

Placing a Hold (or Request/Reserve)

If an item is not available at the time and place that it is sought, cardholders can place a hold (request/reserve) on the item at any member library, by phone, or online. Cardholders will be notified when the item is available.

Items placed on hold (requested/reserved) may be picked up at the BCPL library that was specified at the time the hold was placed. Member libraries may restrict or limit pick-up options for certain items. Held items must be picked up within 7 days of notification. Hold periods for special materials may vary by library.

Fines

Cardholders are responsible for returning library materials on time. There are no overdue fines on standard library materials such as Books, Audiobooks, DVDs, CDs, or Magazines. Member libraries may charge fines on special materials, out-of-System Interlibrary Loans (ILL), and Library of Things. Fines are calculated based on the open dates of each individual library and vary by material type. The current fine table, as amended from time to time is posted at the Circulation Desk and

online.

- Museum Passes - \$1.00/day Overdue Fine
- Special Materials (such as hotspots, tablets, etc. that only a few libraries carry), out-of-System Interlibrary Loans (ILL), and Library of Things. Overdue Fines are determined by the library that circulates the items.

Overdue Notices

Cardholders are notified when items checked out become delinquent. A billing invoice is sent if, after 2 overdue notices, the items have not been returned. Patrons receive overdue notices from the library using the notification preference listed in their library card account.

- 5 days after an item has become due, patrons are sent an overdue notice.
- 15 days after an item has become due, patrons are sent a second overdue notice.
- 30 days after an item has become due, patrons are sent a billing notice.

Section 6708 of Title 18, Pennsylvania Code makes it a summary offense to retain library property after being notified to return it.

Fees may be charged for

- Lost/damaged museum pass and all other lost/damaged items: Replacement value of the item.
- Special materials, including but not limited to Library of Things, related to the maintenance, cleaning or upkeep of the item.

Damaged items

Damaged materials will be immediately discarded if moldy, infested, or in a condition that will jeopardize library staff or other materials. After paying any related fees for a damaged item, a patron may request to keep the item. Please consult your library's local disposal policy for more information.

Credits for lost Items

Credits may be given for lost materials which were previously paid for, if the materials are found and returned in good condition to the library within 60 days. Maximum fines (when applicable) and any fees will be deducted from the credited amount.

Returns and Book Drop Policy

Most items belonging to any Berks County public library may be returned at any Berks County public library. Book drops are available at each library for the return of materials when the library is closed. Exceptions may include museum passes, e-book readers, hotspots, Library of Things, and out-of-System Interlibrary Loans (ILL). **These items must be returned inside the lending library at the circulation desk.**

Please note: RACC's Yocum Library has their own Circulation Policy. Please check www.RACC.edu for the policy.

*Approved 3/30/2010
Revised 1/27/2015
Revised 1/01/2016
Revised 5/31/2016
Revised 11/20/2019
Revised 11/17/2021
Revised 2/15/2023
Revised 2/21/2024*



Berks County Public Library System Cataloging Policy

Introduction

The Berks County Public Libraries System is ~~a member of the Spark/Evergreen consortium, managed by the Pennsylvania Integrated Library System (PALLS). All libraries in Spark share a common bibliographic catalog, committed to developing and maintaining the highest levels of quality in our database of MARC records for use by patrons, member libraries, partners and other users.~~ The purpose of this policy is to provide communication with member library management, boards, the public, and other stakeholders regarding how and why materials are cataloged for the Berks County Public Library System. Consistency and uniformity are provided through the sharing of this policy so that each cataloger or clerk understands and follows the same guidelines and procedures allowing for uncomplicated public access to materials and resources.

Scope

This policy applies to the Berks County Public Libraries' Bibliographic Services Department staff. The System Staff consist of the following roles:

- Bibliographic Services Manager- MLS and certification as a Professional Public Librarian in Pennsylvania. Three years of experience in cataloging services in an automated environment.
- Acquisitions and Cataloging Librarian- Bachelor's degree, MLS preferred, with Provisional Certification as a public librarian in Pennsylvania. Two years of documented work experience as a cataloger in a public library setting.
- Assistant Cataloging Librarian ~~(2)~~ - Bachelor's degree, MLS preferred, with Provisional Certification as a public librarian in Pennsylvania. Work experience as a cataloger in a public library setting.
- Bibliographic Services Clerk ~~(2)~~ - High school diploma or GED with public library experience.

Policy Statement

The Berks County Public Libraries' Bibliographic Services Department is responsible for acquisitions, processing, cataloging, ~~and database maintenance of the System's online catalog,~~ and for ensuring optimal access to the member libraries' collections and resources. For the integrity of the database, System catalogers must comply with Spark consortia standards for full bibliographic records. ~~Staff~~ perform functions only according to one's authorized permission and certification level. Berks County Public Library System will make reasonable efforts to facilitate training opportunities and resources for all members. The Bibliographic Services Manager is responsible for monitoring quality assurance, coordinating regular training, and recommending measures for policy enforcement to the Spark Polaris Users Group (SPUG). Core guidance documents for Library System catalogers include this Cataloging Policy, the Spark Official Cataloging Policies and Procedures, the Local Cataloging Guide and the Processing Manual.

Cataloging Standards

Permanent Record Standards

Berks County Public Libraries System is committed to ~~contributing to maintaining~~ a database of high quality bibliographic records for collective use by member libraries. All bibliographic records added to the System catalog must contain specific mandatory elements and meet a minimum level of completeness, ~~based on the Spark Cataloging Policies.~~

Bibliographic records must:

- Use MARC21 Format for Bibliographic Data
- Contain core level fields as defined by OCLC's Bibliographic Formats and Standards
- Comply with AACR2 and RDA ~~cataloging standards rules~~
- Not be imported unless 1) there is no existing matching record ~~as defined~~ in the Local Cataloging Guide or 2) the existing matched record is being overlaid, e.g., vendor or outdated records.
- Contain only bibliographic-level data, not holding specific information
- Contain at least one ~~subject access point according to established subject cataloging principles and guidelines Library of Congress Subject Heading (LCSH)~~ if item is non-fiction
- Be compared directly with the item in hand

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Functional abilities of Bibliographic Services staff

- Understanding of ~~Spark/Evergreen procedures-Polaris~~ and cataloging practices.
- Fundamental understanding of MARC bibliographic records and familiarity with AACR2-RDA cataloging ~~rules standards~~
- Ability to search ~~Berks County Public Libraries Spark~~ catalog efficiently and accurately
- Import records via Z39.50
- Compliance with established matching criteria for any item types to be attached
- Overlay existing vendor bibliographic records
- Overlay existing bibliographic records
- Add new fields to bibliographic records
- Merge bibliographic records
- Update bibliographic records

Maintenance Standards

Member libraries are expected to:

- Keep holdings current
- Report problems to the Bibliographic Services Manager
- Respond to surveys conducted by the Bibliographic Services Manager or ~~Spark-Polaris~~ Users Group to assist in maintaining the quality of the shared catalog
- Maintain awareness of current BCPL cataloging policy and procedures

Reporting and resolving problems

Inquiries or problems should be reported directly to the ~~Bibliographic Services Manager Spark Support team~~. ~~For an issue that may have broader criteria for a union catalog, the inquiry may be directed to the Polaris Administrator of the Polaris Users Group who will review it and follow up as appropriate.~~

Definitions

1. Acquisitions— the process of selecting and acquiring selected materials for member libraries in physical formats and maintaining the necessary records related to acquisitions. First, the selections of materials are done according to the collection development policy of the individual member library. Then, the selected materials are acquired by ordering them for purchase through the Cataloging Librarian. This is followed by receiving the materials, checking their quality, processing invoices, and making payment to vendors.

Acquisitions is the first function of Bibliographic Services (the other two functions being cataloging and processing). Member libraries are encouraged to order materials through cooperative purchasing/direct acquisitions to receive the most efficient handling of newly purchased materials.

2. Processing— Items purchased by member libraries need to be physically prepared before they can be ~~shelved or~~ circulated. Library materials go through processing so ~~that~~ they can be located, used, and returned to the library from which they originated. ~~Each item~~Items processed in Bibliographic Services receives some form of physical processing before they are sent to the owning library, e.g., packaging removal, insertion of processing work~~sheet~~sheetslips, and barcode application. Most processing is done in-house, but some is purchased through vendors.

3. Cataloging—All items added to the ~~System's Spark/Evergreen~~ integrated library system (the database of books, serials, audio-visual materials, e-resources etc.) are cataloged in MARC format by way of copy cataloging or original cataloging. The main function of the shared catalog is to enable library staff and patrons to find materials based on author, title, subject, or format.

- Copy cataloging— downloading pre-existing cataloging records available through ~~Spark/Evergreen's importing services~~SkyRiver (bibliographic utility), then adding access points and subjects, as needed, through descriptive (~~AACR2~~-RDA) and subject (Dewey Decimal) cataloging standards.
- Original cataloging (performed only by the Bibliographic Services Manager)—if no matching bibliographic record exists in ~~SkyRiver~~the local catalog or its participating bibliographic services, a new record is created using descriptive and subject cataloging standards.

4. Database maintenance—The shared database is used to ~~provide~~ maintain bibliographic information in a well-organized, accessible format. Keeping the database clean and well organized is an ongoing effort ~~by the Spark Cataloging Committee~~ so that it will not lose functionality. The goal is to ~~maintain the quality of the bibliographic database, ensuring that it provides an accurate, easy-to-use interface for patrons and staff, keep the database operating smoothly for users by adding information utilizing international, national, and local standards and consistently removing obsolete item and patron data.~~

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Approved by the Berks County Public Libraries Advisory Board on February 16, 2022

Revised on 2/21/2024

