



ADMINISTRATOR REPORT

February 2026-May 2026

Friends of BCPL Update:

Collections for the Berks Book Bonanza are underway through Saturday, June 13, 2026:

- Mondays/Tuesdays — 9:00am-12:00pm
- Wednesdays — 5:00pm-7:00pm
- Closed Memorial Day Monday
- Saturday, June 13 — 9:00am-12:00pm

The Book Bonanza Sale will be held on:

- Wednesday, July 8 (\$20 Early Admission) from 10am - 5pm
- Thursday, July 9 from 10am - 7pm
- Friday, July 10 from 10am - 7pm
- Saturday, July 11 from 10am - 7pm
- Sunday, July 12 (\$5 Bag of Books Sale) from 11:00am - 5pm

Administrative and Support Services:

The System Admin Unit's 2025 Annual Report was submitted to the Office of Commonwealth Libraries in early March and some clarifications were requested in mid-April. I attended the virtual *SALSA Changes for Federated Systems* presentation provided by Office of Commonwealth Libraries (OCL) in March. OCL is implementing the change to better align actual practices with language in the statute. **At this time, OCL anticipates a two-year transition period. This information is taken directly from OCL's presentation:**

- **Most of the documentation will shift to the System's SALSA application.**
- **In the first year, member libraries that are not meeting standards will fill out a waiver.**
- **The System will also fill out a waiver for the entire system.**
- **If member libraries do not meet standards, the System is expected to take responsibility for those members.**

Second quarter 2026 distribution checks were sent to member libraries in early April. Millie Padilla-Santos supported libraries with enrolling in ACH payments from the County of Berks. We anticipate most libraries who submitted documentation in April should be setup to receive their third quarter payment in July as a direct deposit to their bank account.

Nine member libraries were found to be out of compliance with the 2025 Uniform Requirements & Responsibilities (URR) due to trustees missing one of the four required BCPL Advisory Board meetings. One member library was out of compliance due to approved board meeting minutes not being posted on the library's website within two months of approval. All library directors received compliance or out of compliance letters in March.

Membership agreement compliance reviews were also completed for reporting year 2025. Five libraries were found to be out of compliance with the director certification requirement, which is a state standard. Three of the five libraries are expected to be back in compliance later this year. The remaining two libraries must submit compliance plans to the Advisory Board noting an anticipated timeframe for them to be back in compliance.

State Librarian & Deputy Secretary Sue Banks, along with the Director of the Bureau of Library Development, Heather Sharpe, visited several of our member libraries in April. The pair also visited Berks Heim to learn about the Story Trail and visited Berks County Jail to see the book vending

machine. Becky Wanamaker and I provided four Trustee Orientation sessions throughout April to approximately 25 trustees representing multiple member libraries.

Looking ahead, Padilla-Santos and I will submit our department's first draft of our 2027 budget request to the County's Budget Office by the end of this month. I will begin my annual 1:1 visits with member library directors in June. Co-County Wellness will launch the Community Connectors partnership in June at Bernville and Hamburg Libraries. This [partnership](#) will provide social services in rural libraries; Boyertown and Village Libraries will join later this year.

Bibliographic Services:

Christine Reichart finalized detailed acquisitions procedures covering monthly reporting, general ordering, and distribution of standing order plan spreadsheets ahead of a planned absence in February and March. During this period, Leslie Gaines and Madison Kochel successfully implemented these procedures, ensuring continuity of the acquisitions workflow with minimal disruption.

Gaines worked with Emily Montagna to ensure the Bibliographic Services department remained fully prepared with supplies and marketing materials to support member libraries during her leave. In addition, Montagna provided training to Gaines on maintaining the monthly NextReads subscription list for patrons, ensuring continuity of service without disruption.

Looking ahead, Gaines will continue working through the original cataloging backlog.

Outreach Services:

The current Story Trail at Berks Heim focuses on Underground Railroad locations in Berks County, as part of the ongoing America250PA Berks celebration. *A Little Bit Brave* was delivered to Berks Nature in April, and *The Patchwork Path: A Quilt Map to Freedom* is next for the Reading Public Museum. The youth contest held in partnership with the America250PA Berks committee is in the final stages of judging. Winners will be selected in May. Commissioners' Town Hall meetings continued on a monthly basis and ended on Tuesday, May 12, at the Boyertown Community Library before taking a break for the summer.

Christie Brown continues to work through final details for the upcoming Staff Development Day at RACC. This event is open to all library staff members in Berks County at no charge to them. Sessions will include:

- A panel of representatives from the following county departments: Children and Youth, Mental Health and Developmental Disabilities, Veterans' Affairs, and the Area Agency on Aging. They will each briefly explain what they do and how it might be relevant to our work, followed by Q&A.
- Spark Tips and Tricks
- POWER Library resources overview
- Using Canva to create accessible flyers
- Practical Customer Service
- Panel presentation by our 2025 BCPL Award winners, showcasing their successful programs, fundraisers, and partnerships.

Cheryl Williams will continue visits to the Head Start classrooms at the Highlands and Blue Marsh locations through May. Brown continues to hold monthly book clubs at the Berks County Jail. C. Williams, Brown, and Roy Fulkersin attended the Connections Work Job Fair in March. Williams and Brown registered new patrons, distributed job resource booklets, and answered questions, while Fulkersin assisted attendees in printing resumes and cover letters.

In April, C. Williams and Brown shared library resources with other county employees at the Health Fairs at the Services Center and Berks Heim. They also attended a Health Fair at RACC, Healthy Kids Day at the Heritage Center, and a BCIU event for families. At each event, staff engaged families and community members through games and activities while highlighting the library's resources and services.

Community Relations:

Emily Montagna worked to finalize several projects prior to her leave of absence that began on May 1, 2026:

1. The BCPL Annual Report booklet. This was sent out for professional printing and supplied to member libraries, the Advisory Board, and County of Berks leadership. A digital version was posted on the Systemwide Policies webpage.
2. Finalized all artwork assets for the Summer Quest advertising campaign. Promotional areas included Berks County Living magazine, Palo Magazine, Lamar (billboards), and Google responsive ads.
3. Implemented the Q2 Systemwide Initiative—Library Card Design Contest. 11 submissions were received from library staff, trustees, Friends, and volunteers. The public had an approximately two-week period to vote for their favorite design. Montagna created the graphics and flyers that libraries used in the initiative promotion along with finalizing the winning card design in the library card template for vendor production.

Once Montagna returns from her leave of absence, she will begin working on the fall advertising campaign in conjunction with promotion of the System's 40th anniversary.

Technology:

Smilko and Fulkersin setup Hamburg Public Library's public computers in the new addition of the library. This included terminating ethernet jacks, mapping out ethernet lines and terminating the ethernet ends into the patch panel to bring the computers back online. The duo moved the wireless AP and reconfigured the network switch for the appropriate VLANs.

Fulkersin continues to deploy Microsoft Office 2024 throughout the member libraries. This includes removing the older version of Microsoft Office 2016 and helping staff with the transition from the discontinued Microsoft Publisher to alternatives such as Libre Draw and Canva.

Smilko worked with the AARP organization's Tax-Aide volunteers to enable the created VLAN at Exeter, Muhlenberg and Schuylkill Valley Libraries. This allowed the volunteers to use their own laptops and printers, segregated from the other networks. He tested and confirmed equipment was working properly and troubleshooted any issues that arose. Smilko tested and deployed the library system's first Evergreen/Spark self-checkout station at the Boyertown Community Library.