

**Berks County Public Libraries Advisory Board Meeting**  
**February 18, 2026 at 7:00 PM**

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

1. Call to Order
2. Introductions of the Advisory Board & Get-to-Know-You Question
3. How to Record Virtual Attendance in Zoom Chat
4. Pledge of Allegiance
5. **2026 BCPL Board Officers – Jason Brudereck – Nominating Committee**
  - President- Dr. Deborah Noel
  - Vice President- Helen Flynn
  - Secretary- Arleny Pimentel
  - Treasurer- Mary Ellen Wells
6. Public Comment
  - a. Response to public comment from November 19, 2025 Advisory Board Meeting
7. Executive Session- if needed
8. Review of the November 19, 2025 minutes
9. Treasurer's Report
10. Correspondence
11. Administrator's Report
12. **Committee Reorganization- President Dr. Deborah Noel**
13. Old Business
  - Fleetwood Area Public Library- Compliance Update
  - Robesonia Community Library- Compliance Update
  - Womelsdorf Community Library- Compliance Update
14. New Business
  - Borrowing Policy- **VOTE**
  - By-laws- DRAFT
  - 2026 Funding Formula- Updated distributions due to increase in State Aid
15. District Consultant Report
16. Announcements:
  - **Awards Ceremony** on Wednesday, March 4, 2026 at 6:30PM at System HQ.
  - **2026 Commissioners Town Hall Meetings at 6:30PM:**
    - Tuesday, 3/10/26 at Robesonia Community Library
    - Wednesday, 4/8/26 at Exeter Community Library
    - Tuesday, 5/12/26 at Boyertown Community Library
  - **Next Finance Committee Meeting:** May 13, 2026 at 12PM hybrid style
  - **Next Advisory Board Meeting:** May 20, 2026 at 7PM hybrid style
17. Adjournment

# Berks County Public Libraries Board of Directors Hybrid Meeting Minutes

**Date:** November 19, 2025

**Time:** 7:00PM

**Location:** Large Conference Room and virtual (Zoom). System Headquarters.

## Attendees

### **Board Members Present:**

Dr. Debbie Noel - President; Arleny Pimentel – Secretary; Mary Ellen Wells – Treasurer; Jason Brudereck; Ryan Breisch

### **Board Members Present Online:**

Helen Flynn - Vice President; Robb Walters

### **Board Members Absent:**

### **System Staff Present:**

Stephanie Williams, Library System Administrator; Christie Brown, Deputy Administrator/Out-reach Services Coordinator; Jeff Smilko, Technology Coordinator

### **District Staff Present:**

Becky Wanamaker, District Consultant

### **Advisory Committee Members Present In Person:**

- Ruth Perkins, Friends of BCPL
- Kristine Bonfitto, Mifflin Community Library
- Leslie Pirl-Roth, Robesonia Community Library
- Laurel Miller, Womelsdorf Community Library
- Julian Marshall, Womelsdorf Community Library
- Wendy Marshall, Womelsdorf Community Library

### **Advisory Committee Members Present Online Via Zoom:**

- Jason E. Wenrich, Bernville Community Library

- Mike Najarian, Bethel-Tulpehocken Library
- Ashley Hoffman, Boone Area Library
- Nicole Sapna, Boone Area Library
- Rachel Stewart, Boone Area Library
- Tina Brown, Boyertown Community Library
- Robert Kistler, Boyertown Community Library
- Melissa Hartman, Brandywine Community Library
- Louise DeMatteo, Brandywine Community Library
- Mariel Jordan, Exeter Community Library
- Chelsea Williams, Hamburg Public Library
- Kathi Shaffer, Hamburg Public Library
- Janet Yost, Kutztown Community Library
- Jennifer Lau, Kutztown Community Library
- Julia Becker, Reading Public Library
- Chris Thomas, Schuylkill Valley Community Library
- Ben Robitzer, Sinking Spring Public Library
- Tanner Cosgrave, Village Library of Morgantown

## Call to Order

Dr. Deborah Noel called the meeting to order at 7:02 PM. The Board members introduced themselves.

## Pledge of Allegiance

Dr. Noel led the Pledge of Allegiance.

## Public Comment

In-person comments: Mitch Baker, Sinking Spring Borough resident, commented on the BCPL Advisory Board By-laws allowing for electronic voting. He also shared concerns about the Wernersville Public Library and its board of trustees.

Virtual comments: none

## Approval of Minutes

Jason Brudereck, moved that the Board approve the minutes from August 20, 2025. Mary Ellen Wells seconded. Minutes were unanimously approved.

## Treasurer's Report

Mary Ellen Wells noted the following in her report: We are on track to fully expend our County Coordination Aid budget this year and will not carryover funds into 2026. We continue to spend down our department's County budget as expected. We received a significant amount of state aid and the changes to the budget will be highlighted at the February meeting.

Jason Brudereck moved to accept the Treasurer's report. Ryan Breisch seconded. The report was approved by unanimous vote.

## Correspondence

We received the following correspondence: We received *Notes on the 2026 Funding Formula -- Womelsdorf Community Library Analysis*, on August 20, 2025 from Julian Marshall, Womelsdorf Community Library Board Chair. We received correspondence on October 27, 2025 from Mike Reilly, State Aid Administrator of the Office of Commonwealth Libraries, that the System's 2025 Plan for State Aid was approved.

## Administrator's Report

Stephanie Williams, Library System Administrator, highlighted the following items from the administrator's report:

- She and Christie Brown attended the unveiling of the book vending machine recently installed in the lobby at the Berks County Jail. Children visiting their incarcerated parent will receive a token for a free book at each visit. Warden Jeffrey Smith noted that "The book vending machine gives children a chance to choose a story of their own, turning what can be a stressful experience into an opportunity for learning, imagination, and joy. It's an investment not only in their visits here, but in their futures as readers and learners."
- Earlier this year, BCPL launched its countywide *Community Survey* aimed at targeting library users and non-users to gauge interest in service offerings and evaluate public input on funding sources. The survey closed on October 31 with over 500 responses and Emily Montagna will be providing libraries with individual reports later this month.
- Stephanie thanked Jeff Smilko and Roy Fulkersin for all their work upgrading all member libraries' PCs and laptops to Windows 11, along with purchasing MS Office 2024 licenses for all member libraries.

## Committee Reports

### **Nominating Committee Report**

Commissioner Rivera appointed Mr. Robb Walters to the BCPL Advisory Board for a three-year term beginning January 1, 2026 and ending December 31, 2028. Mr. Walters is currently filling an unexpired term through December 31, 2025.

### Old Business:

*Fleetwood Area Public Library- Compliance Plan:* The library did not submit an update and Stephanie Williams will reach out to the library director for an update.

*Robesonia Community Library- Compliance Plan:*

Leslie Piri-Roth, President of the Robesonia Community Library Board, reported that the compliance plan is going well. The new director is currently taking the classes needed and is likely to graduate in December 2026.

*Womelsdorf Community Library- Compliance Plan:*

Julian Marshall, President of Womelsdorf Community Library's Board, reported that their new director started the second of three classes needed to satisfy the compliance plan.

### New Business:

The BCPL 2026-2028 Strategic Plan was provided in the meeting packet and there were no questions. Mary Ellen Wells moved to adopt the BCPL 2026-2028 Strategic Plan. Arleny Pimentel seconded. The plan was approved by unanimous vote.

The 2026 Advisory Board Meeting & Finance Committee Schedules was provided in the meeting packet. Jason Brudereck moved to approve the 2026 Advisory Board Meeting & Finance Committee Schedules and submit them for the County's Public Meeting Notice. Mary Ellen Wells seconded. The schedules were approved by unanimous vote.

### District Consultant's Report:

Becky Wanamaker, District Consultant gave the following report:

- Compensation Survey 2025. Through the support and participation of all of our libraries, I was able to complete a new and comprehensive Compensation & Salary survey for 2025, detailing all of the compensation levels for all of our Reading district libraries. The results report went out last week, and we hope this will be a helpful tool for libraries in many ways as they assess their staffing and set budgets or increases.

- State Budget Increase. We join in celebrating the Pa state budget completion - finally, and the increase to the library subsidy funding. Our delayed district library center funding is now expected to be received very soon, and we the district are very relieved to now be able to move forward with payments, plans, and initiatives without difficulties.

Thank you for the opportunity to highlight some activities and focuses happening at the district level, we appreciate your partnership and care.

## Announcements:

- 2026 Commissioners Town Hall Meetings at 6:30PM:
  - o Tuesday, 1/13/2026 at Boone Area Library
  - o Wednesday, 2/11/2026 at Bethel-Tulpehocken Public Library
- Next Advisory Board Meeting: February 18, 2026 at 7PM in-person at System HQ and virtually via Zoom
- Save the Date: Awards Ceremony on Wednesday, March 4, 2026 at 6:30PM at System HQ.

## Trivia

Jason Brudereck presented this meeting's trivia question: "There are 19 libraries in the System. How many member library locations are there? The correct answer is 23. 3 branches of Reading Public Library and 1 branch of Spring Township Library. Helen Flynn answered 23.

## Adjournment

Mary Ellen Wells moved for adjournment. Jason Brudereck seconded. The meeting was adjourned at 7:41pm.

Respectfully submitted,  
Arleny Pimentel  
Secretary, BCPL Board

***Upcoming Meeting Dates:  
February 18, 2026; 7:00 PM  
System Headquarters: 1040 Berks Road, Leesport PA 19533***

**BERKS COUNTY PUBLIC LIBRARIES  
2025 YEAR END BUDGET REPORT 2.4.26**

<b>COUNTY</b>					
	<b>BUDGETED</b>	<b>YEAR TO DATE</b>	<b>REMAINING</b>	<b>SPENT</b>	
<b>REVENUE</b>					
County Funding	\$ 4,096,155.00	\$ 4,096,155.00	\$ -		
Gifts/Memorials	\$ -	\$ -	\$ -		
Municipal Contributions	\$ 300.00	\$ -	\$ 300.00		
<b>TOTALS</b>	<b>\$ 4,096,455.00</b>	<b>\$ 4,096,155.00</b>	<b>\$ 300.00</b>		
<b>EXPENDITURES</b>					
Wages - Management	\$ 240,300.00	\$ 240,160.99	\$ 139.01		100%
Wages - AFSCME	\$ 379,997.00	\$ 372,598.37	\$ 7,398.63		98%
Wages - Part Time W/O Benefits	\$ 122,606.00	\$ 105,755.12	\$ 16,850.88		86%
FICA	\$ 55,718.00	\$ 53,085.37	\$ 2,632.63		95%
Fringe Benefits	\$ 239,682.00	\$ 217,349.43	\$ 22,332.57		91%
Association Dues	\$ 3,323.00	\$ 5,230.00	\$ (1,907.00)		157%
Payments To Institutions	\$ 1,389,242.00	\$ 1,387,471.42	\$ 1,770.58		100%
Continuing Education	\$ 1,750.00	\$ 495.00	\$ 1,255.00		28%
Recycling Costs	\$ 2,064.00	\$ 1,583.00	\$ 481.00		77%
Advertising	\$ 400.00	\$ 386.16	\$ 13.84		97%
Trash Removal	\$ 1,696.00	\$ 1,781.23	\$ (85.23)		105%
Pest Control	\$ 426.00	\$ 420.00	\$ 6.00		99%
Maintenance Contracts	\$ -	\$ -	\$ -		0%
Software Maintenance Contracts	\$ 7,345.00	\$ 7,349.43	\$ (4.43)		100%
Hardware Maintenance Contracts	\$ 1,560.00	\$ 1,315.98	\$ 244.02		84%
Printing Expense	\$ 3,670.00	\$ 2,756.90	\$ 913.10		75%
Car Washes	\$ 300.00	\$ -	\$ 300.00		0%
Travel	\$ 5,616.00	\$ 2,697.69	\$ 2,918.31		48%
Conference/Training	\$ 3,000.00	\$ 2,450.14	\$ 549.86		82%
Telephone Local/Long Distance	\$ 1,368.00	\$ 1,505.05	\$ (137.05)		110%
Electricity	\$ 13,908.00	\$ 17,009.27	\$ (3,101.27)		122%
Water	\$ 228.00	\$ 430.43	\$ (202.43)		189%
Waste Water	\$ 648.00	\$ 561.41	\$ 86.59		87%
Natural Gas	\$ 4,452.00	\$ 4,734.26	\$ (282.26)		106%
Cell Phone Service	\$ 2,940.00	\$ 2,388.88	\$ 551.12		81%
Gasoline	\$ 9,324.00	\$ 8,833.01	\$ 490.99		95%
Not for Profit (Pass-through to RPL)	\$900,000.00	\$ 900,000.00	\$ -		100%
Office Equipment ( < \$5k )	\$ 25,338.00	\$ 19,020.00	\$ 6,318.00		75%
Furniture/Fixtures ( < \$5k )	\$ -	\$ -	\$ -		0%
Fire Extinguisher Recharge	\$ 27.00	\$ -	\$ 27.00		
Postage	\$ 509.00	\$ 576.27	\$ (67.27)		113%
Janitorial & Laundry Supplies	\$ 100.00	\$ 100.00	\$ -		100%
Maintenance Supplies	\$ 1,000.00	\$ 444.14	\$ 555.86		44%
Copier Maintenance Costs	\$ 842.00	\$ 795.26	\$ 46.74		94%
Office Supplies	\$ 11,193.00	\$ 7,490.85	\$ 3,702.15		67%
Books & Subscriptions	\$ 21,807.00	\$ 29,889.47	\$ (8,082.47)		137%
Food	\$ 1,019.00	\$ 617.31	\$ 401.69		61%
Kitchen Supplies	\$ 200.00	\$ 189.45	\$ 10.55		95%
Fleet Maintenance - Vehicles	\$ 6,700.00	\$ 8,440.79	\$ (1,740.79)		126%
Fleet Maintenance - Equipment	\$ 150.00	\$ -	\$ 150.00		0%
Therapeutic Games/Crafts	\$ 9,343.00	\$ 7,472.63	\$ 1,870.37		80%
Materials Processing - Library & Archival	\$ 24,400.00	\$ 25,051.90	\$ (651.90)		103%
Software	\$ 1,500.00	\$ 1,558.92	\$ (58.92)		104%
Indirect Bldg/Equip Use Charge	\$ 101,671.00	\$ 101,671.00	\$ -		100%
Indirect Costs - Others	\$ 429,914.00	\$ 429,914.00	\$ -		100%
Vehicles	\$ 68,879.00	\$ 64,301.94	\$ 4,577.06		93%
Window Cleaning	\$ -	\$ 646.69	\$ (646.69)		
<b>TOTALS</b>	<b>\$ 4,096,155.00</b>	<b>\$ 4,036,529.16</b>	<b>\$ 59,625.84</b>		

**COUNTY COORDINATION AID**

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<b><u>REVENUE</u></b>				
County Coordination Aid	\$ 346,416.00	\$ 391,072.47	\$ (44,656.47)	
<b>TOTALS</b>	<b>\$ 346,416.00</b>	<b>\$ 391,072.47</b>	<b>\$ (44,656.47)</b>	
<b><u>EXPENDITURES</u></b>				
Wages and Benefits	\$ 77,798.00	\$ 76,053.02	\$ 1,744.98	98%
Payments to Institutions	\$ 7,424.00	\$ 7,424.00	\$ -	100%
Contracted Services	\$ 73,386.20	\$ 73,386.20	\$ -	100%
Professional Fees	\$ -	\$ 4,402.21	\$ (4,402.21)	0%
Program Services	\$ 25,000.00	\$ 24,376.24	\$ 623.76	98%
Advertising	\$ 13,300.00	\$ 13,495.34	\$ (195.34)	101%
Software & Maintenance Contracts	\$ 86,392.00	\$ 89,393.76	\$ (3,001.76)	103%
Office Equipment		\$ 1,028.00	\$ (1,028.00)	0%
Printing Expenses		\$ 291.06	\$ (291.06)	0%
Maintenance Supplies		\$ 133.07	\$ (133.07)	0%
Office Supplies		\$ 2,413.22	\$ (2,413.22)	0%
Books & Subscriptions	\$ 22,355.00	\$ 25,649.00	\$ (3,294.00)	115%
Food	\$ 12,810.00	\$ 3,765.39	\$ 9,044.61	29%
Clothing	\$ 250.00	\$ 165.01	\$ 84.99	66%
Therapeutic Games & Crafts		\$ 2,573.52	\$ (2,573.52)	0%
Vehicle Replacement	\$ 68,879.00	\$ 64,301.94	\$ 4,577.06	93%
<b>TOTALS</b>	<b>\$ 387,594.20</b>	<b>\$ 388,850.98</b>	<b>\$ (1,256.78)</b>	

**STATE AID**

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<b><u>REVENUE</u></b>				
State Aid	\$ 1,411,452.00	\$ 1,411,452.00	\$ -	
<b>TOTALS</b>		<b>\$ 1,411,452.00</b>	<b>\$ -</b>	
<b><u>EXPENDITURES</u></b>				
State Aid Distribution to Member Libraries	\$ 1,411,452.00	\$ 1,411,452.00	\$ -	100%
<b>TOTALS</b>	<b>\$ 1,411,452.00</b>	<b>\$ 1,411,452.00</b>	<b>\$ -</b>	

**BERKS COUNTY PUBLIC LIBRARIES  
FEBRUARY 2026 BUDGET REPORT 2.11.26**

<b>COUNTY</b>				
	<b>BUDGETED</b>	<b>YEAR TO DATE</b>	<b>REMAINING</b>	<b>SPENT</b>
<b>REVENUE</b>				
County Funding	\$ 3,917,698.00	\$ 3,917,698.00	\$ -	
Gifts/Memorials	\$ -	\$ -	\$ -	
Municipal Contributions	\$ 300.00	\$ 300.00		
<b>TOTALS</b>	<b>\$ 3,917,998.00</b>	<b>\$ 3,917,998.00</b>	<b>\$ -</b>	
<b>EXPENDITURES</b>				
Wages - Management	\$ 249,256.00	\$ 19,151.58	\$ 230,104.42	8%
Wages - AFSCME	\$ 400,608.00	\$ 31,307.03	\$ 369,300.97	8%
Wages - Part Time W/O Benefits	\$ 116,218.00	\$ 6,994.39	\$ 109,223.61	6%
FICA	\$ 57,456.00	\$ 4,223.11	\$ 53,232.89	7%
Fringe Benefits	\$ 251,479.00	\$ -	\$ 251,479.00	0%
Association Dues	\$ 4,105.00	\$ 215.00	\$ 3,890.00	5%
Payments To Institutions	\$ 1,344,878.00	\$ 712,816.57	\$ 632,061.43	53%
Recycling Costs	\$ 1,990.00	\$ -	\$ 1,990.00	0%
Trash Removal	\$ 1,664.00	\$ -	\$ 1,664.00	0%
Pest Control	\$ 426.00	\$ 35.00	\$ 391.00	8%
Window Cleaning	\$ 647.00	\$ -	\$ 647.00	0%
Maintenance Contracts	\$ 1,070.00	\$ 1,070.00	\$ -	0%
Software Maintenance Contracts	\$ 7,671.00	\$ 6,640.36	\$ 1,030.64	87%
Hardware Maintenance Contracts	\$ 1,880.00	\$ -	\$ 1,880.00	0%
Fire Extinguisher	\$ 27.00	\$ -	\$ 27.00	0%
Travel	\$ 2,500.00	\$ -	\$ 2,500.00	0%
Conference/Training	\$ 2,250.00	\$ 70.00	\$ 2,180.00	3%
Telephone Local/Long Distance	\$ 1,200.00	\$ 58.80	\$ 1,141.20	5%
Electricity	\$ 18,432.00	\$ -	\$ 18,432.00	0%
Water	\$ 732.00	\$ -	\$ 732.00	0%
Waste Water	\$ 636.00	\$ -	\$ 636.00	0%
Natural Gas	\$ 5,016.00	\$ -	\$ 5,016.00	0%
Cell Phone Service	\$ 2,400.00	\$ 207.49	\$ 2,192.51	9%
Gasoline	\$ 9,228.00	\$ -	\$ 9,228.00	0%
Not for Profit (Pass-through to RPL)	\$900,000.00	\$ 225,000.00	\$675,000.00	25%
Postage	\$ 671.00	\$ -	\$ 671.00	0%
Janitorial & Laundry Supplies	\$ 75.00	\$ -	\$ 75.00	0%
Maintenance Supplies	\$ 250.00	\$ -	\$ 250.00	0%
Copier Maintenance Costs	\$ 788.00	\$ -	\$ 788.00	0%
Office Supplies	\$ 5,250.00	\$ 125.17	\$ 5,124.83	2%
Books & Subscriptions	\$ 1,465.00	\$ -	\$ 1,465.00	0%
Food	\$ 830.00	\$ -	\$ 830.00	0%
Kitchen Supplies	\$ 100.00	\$ 9.64	\$ 90.36	10%
Fleet Maintenance - Vehicles	\$ 10,465.00		\$ 10,465.00	0%
Fleet Maintenance - Equipment	\$ 150.00		\$ 150.00	0%
Materials Processing - Library & Archival	\$ 24,000.00	\$ 917.82	\$ 23,082.18	4%
Software	\$ 1,500.00		\$ 1,500.00	0%
Indirect Bldg./Equip Use Charge	\$ 77,002.00	\$ 12,833.66	\$ 64,168.34	17%
Indirect Costs - Others	\$ 413,683.00	\$ 68,947.16	\$ 344,735.84	17%
<b>TOTALS</b>	<b>\$ 3,917,998.00</b>	<b>\$ 1,090,622.78</b>	<b>\$ 2,827,375.22</b>	

**COUNTY COORDINATION AID**

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<b>REVENUE</b>				
County Coordination Aid	\$ 370,994.00	\$ 371,462.00	\$ 468.00	
<b>TOTALS</b>	<b>\$ 370,994.00</b>	<b>\$ 371,462.00</b>	<b>\$ 468.00</b>	
<b>EXPENDITURES</b>				
Wages and Benefits	\$ 83,053.00	\$ 4,681.61	\$ 78,371.39	6%
Payments to Institutions	\$ 14,745.00	\$ 709.44	\$ 14,035.56	5%
Contracted Services	\$ 61,815.00	\$ 550.00	\$ 61,265.00	1%
Professional Fees	\$ 4,392.00	\$ -		0%
Advertising	\$ 17,800.00	\$ 600.00	\$ 17,200.00	3%
Software & Maintenance Contracts	\$ 83,379.00	\$ -	\$ 83,379.00	0%
Printing Supplies	\$ 4,512.00	\$ -	\$ 4,512.00	0%
Office Equipment	\$ 35,209.00	\$ 517.00	\$ 34,692.00	1%
Office Supplies	\$ 4,000.00	\$ 132.92	\$ 3,867.08	3%
Books & Subscriptions	\$ 43,200.00	\$ 14,780.00	\$ 28,420.00	34%
Food	\$ 4,246.00	\$ 264.95	\$ 3,981.05	6%
Therapeutic Games & Crafts	\$ 15,111.00	\$ 6,685.60	\$ 8,425.40	44%
<b>TOTALS</b>	<b>\$ 371,462.00</b>	<b>\$ 28,921.52</b>	<b>\$ 342,540.48</b>	

**STATE AID**

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<b>REVENUE</b>				
State Aid	\$ 1,511,597.00	\$ 1,511,597.00	\$ -	
<b>TOTALS</b>		<b>\$ 1,511,597.00</b>	<b>\$ -</b>	
<b>EXPENDITURES</b>				
State Aid Distribution to Member Libraries	\$ 1,511,597.00	\$ -	\$ 1,511,597.00	0%
<b>TOTALS</b>	<b>\$ 1,511,597.00</b>	<b>\$ -</b>	<b>\$ 1,511,597.00</b>	



**ADMINISTRATOR REPORT**

**November 2025-February 2026**

**Friends of BCPL Update:**

Collections for the Berks Book Bonanza will resume in the spring. More information is available at <https://www.berksbookbonanza.org/>

March 9 — June 13  
Mondays/Tuesdays — 9:00am-12:00pm  
Wednesdays — 5:00pm-7:00pm  
NO MONDAY HOLIDAYS

\*\*\*\*\*

Saturday, March 14 — 9:00am-12:00pm  
Saturday, April 11 — 9:00am-12:00pm  
Saturday, May 9 — 9:00am-12:00pm  
Saturday, June 13 — 9:00am-12:00pm

**Administrative and Support Services:**

Click this [link](#) to view our 2025 Year in Review that summarizes data captured from all our member libraries.

Our department experienced water damage in early December as a result of a burst valve on the 4<sup>th</sup> floor of our building. Water flowed down through the ceiling and into our department's entryway, technology closet and the Administrator's office. Thankfully, all of our technology and collections were spared! Ceiling tiles have already been replaced, the cheerio desk in our entryway has been demolished, and electrical wiring has been relocated. Flooring will be replaced in our entryway and the Administrator's office within the next few weeks.

First quarter checks for 2026 were sent to member libraries in early January. 2025 Cooperative Purchasing Refund checks and 2025 Ingram Processing Refund checks were sent to member libraries in late January. Due to increased processing costs associated with Ingram's Standing Order Plan account, Bibliographic Services discontinued use of the account in August 2025. As a result, member libraries received an Ingram Processing Refund check reflecting the cost savings from no longer utilizing this account with this vendor. Member library directors will receive their 2025 Uniform Requirements & Responsibilities (URR) compliance letters this month.

Williams applied for and was invited to participate in the Pennsylvania Library Association's (PaLA) 2026 mentorship program. She has been paired with Kimberley Hrivnak, Chief Operating Officer of the Allegheny County Library Association, and the pair will focus on strategic scenario planning. Williams began her third year serving as a Director-at-Large on the PaLA Board of Directors. She will continue her participation in the Office of Commonwealth Libraries' (OCL) Policy & Procedure Steering Team.

Looking ahead, Williams will begin membership agreement compliance reviews in late March. Williams will once again collaborate with Becky Wanamaker, District Consultant, to provide Trustee Orientation sessions at System HQ throughout April. More details can be found on the [Trustee Resources](#) page and registrations will be accepted **until April 3, 2026**.

**Bibliographic Services:**

Christine Reichart developed a new digital Cooperative Purchasing Allocation Form for library directors and their treasurers to complete for the 2026 budget year. The new form streamlines the

allocation process and improves overall efficiency. Reichart also completed the year-end acquisitions rollover and close-out in Evergreen. Budget year 2025 encumbrances were transferred and newly allocated funds were entered for libraries to continue ordering materials via Cooperative Purchasing.

The Bibliographic Services department continued cataloging newly purchased items and library sent items to finish out the 2025 purchasing year. Leslie Gaines and Reichart provided acquisitions orientations/refreshers to three System libraries, preparing them for the 2026 purchasing year. Gaines and Reichart also worked through some challenges with our main print material vendor, addressing payment receipt issues and shipping delays. As 2026 progresses, Gaines will continue to investigate Amazon Business for Libraries as a viable print vendor option for the member libraries and Cooperative Purchasing.

Looking ahead, Gaines will continue working through the original cataloging backlog. She is also working with Reichart to finalize acquisitions instructions related to monthly reports, general ordering, and the distribution of monthly standing order plan spreadsheets.

### **Outreach Services:**

The StoryWalk® for Berks Nature (*The Snow Thief*) was installed in January. The next Reading Public Museum StoryWalk® (*We Are Grateful*) and the next Story Trail at Berks Heim should be ready in February. The Story Trail will focus on Underground Railroad locations in Berks County.

In partnership with the America250PA Berks committee, Christie Brown coordinated a contest for Berks County youth in grades 6-12. The theme is "What the Declaration of Independence means to me." Categories for submission include written work, artwork, and video reels. Students will be divided into two groups: 6-8<sup>th</sup> grade and 9-12<sup>th</sup> grade. Gift cards valued at \$100 will be sponsored by the Berks County Commissioners and awarded to a winner in each category, for each age group. Submissions will be accepted online at [america250paberks.com/events](http://america250paberks.com/events) through March 30.

Brown has been working with a committee of leaders from our libraries to plan the annual Staff Development Day to be held in May at RACC. Registration will begin in early February. Commissioners' Town Hall Meetings began again in January at the Boone Area Library, after a brief break in December. The next Town Hall will be held at the Bethel-Tulpehocken Public Library on February 11.

Cheryl Williams resumed visits to the Head Start classrooms at the Highlands and Blue Marsh locations and Brown resumed monthly book clubs at the Berks County Jail in January after a break for planning in December. C. Williams and Brown will attend an outreach event at a Reading Royals game on February 3.

### **Community Relations:**

As the *Title II* web accessibility deadline approaches, Emily Montagna has been working on bringing the [berkslibraries.org](http://berkslibraries.org) website into compliance using the Acquia Optimize software to identify critical areas of concern along with a manual webpage review. She continues work in modifying/remediating System documents while also providing libraries with instruction on Web Content Accessibility Guidelines (WCAG). Montagna prepared and delivered a two-hour presentation for library staff earlier this month that covered some of the key areas of compliance.

Additionally, Montagna is continuing to work with other System staff to hold the BCPL Awards Ceremony here at the System HQ on March 4. Looking forward, Montagna will be tackling several projects ahead of her scheduled leave of absence anticipated to begin in May. These include:

- Finalizing the System's annual report booklet

- Scheduling and designing Summer Quest advertising assets
- Implementing the BCPL 40<sup>th</sup> Anniversary Library Card Design Contest
- Preparing materials for Book Bonanza
- Assisting with Staff Development Day preparations

**Technology:**

Smilko and Fulkersin have begun deploying Microsoft Office 2024 to all member libraries' staff, circulation and patron PCs. The pair are reconfiguring how Outlook is configured on staff and circulation PCs in order to remove the duplicate boxes in Outlook. They have also supported the Spark upgrade to version 3.15 by taking help desk calls related to clearing the cache in staff and circulation desk PC browsers, reregistering PC names and reloading print templates.

Smilko has upgraded all System HQ PCs from 8GB of memory to 16GB of memory to help with the upgrade to Windows 11. Two new PCs have been sourced and purchased for the Boone Area Library. Fulkersin has configured, deployed and transferred all data to the new PCs.

Smilko and Fulkersin have continued their daily work answering help desk calls for the libraries, moving, reconfiguring, setting up PCs, printers, copiers, scanners, people counters and more at the libraries while maintaining all required servers.

# SYSTEM HEADQUARTERS

Member Services:	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date 2025	Year to Date 2024
Administrator- Specialized Support Requested by Director or Board	6	2	3	3	3	3	4	2	2	4	2	2	36	N / A
Circulation - Floating Collection	688	685	748	736	744	750	851	843	745	667	527	489	8,473	7,057
Co-op Number of Titles Ordered	4604	2498	4195	4374	4398	3996	3544	3054	2559	4610	3169	468	41,469	30,485
Items Cataloged (Copy Cataloging)	4221	3523	4400	3766	3917	3643	3897	3417	3616	4713	2773	3155	45,041	36,236
Items Cataloged (Original Cataloging)	157	107	126	87	125	124	162	86	84	117	116	144	1,435	827
Library Cards Sent	675	675	750	825	1150	1375	925	1100	875	600	275	475	9,700	N/A
Library Sent Items	746	975	1095	1253	1011	924	1196	1274	1103	1290	896	1027	12,790	12,000
Library Sent- Discs Cleaned	68	55	55	16	73	36	65	38	73	75	38	117	709	598
Crates Delivered	3,187	2,894	3,109	3,132	2,944	2,918	3,400	3,110	3,239	3,301	2,567	2,844	36,645	36,506
Technology Remote/Call Support	83	66	76	81	66	62	59	75	67	75	50	59	819	758
Technology Site Visits	16	28	20	15	6	6	10	6	15	11	7	9	149	201
Publicity Requests - Pass through to Print Shop	5	8	10	16	6	15	7	6	6	3	12	8	102	90
Publicity Requests - Original Design	2	2	3	6	9	1	1	1	3	5	12	0	45	16

Outreach Services and Events:	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date 2025	Year to Date 2024
Community Engagement Specialist Programs - Held	4	6	6	2	6	0	0	1	3	3	3	0	34	29
Community Engagement Specialist Programs - Attendance	80	112	114	42	116	0	0	1	100	55	50	0	670	494
Community Events	0	0	1	2	1	1	4	2	2	4	1	0	18	7
Community Event Attendance	0	0	133	282	86	69	198	559	755	568	82	0	2732	1723
Outreach Events	0	2	2	4	2	1	1	3	3	2	3	0	23	19
Outreach Event Attendance	0	19	21	343	14	5	7	50	85	15	124	0	683	764





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# Berks County Public Library System Borrowing Policies

## Contents

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## **Definitions**

### Adult 1 year and Juvenile/YA 1 year card

This card type is issued to any new library user who lives outside of Berks County including out-of-state residents, and allows the cardholder to borrow physical materials within any BCPL location only. If you attend school or work in Berks County, you will have access to digital resources with this card and may request out-of-System Interlibrary Loan (ILL) materials available from libraries outside of the Berks County Public Libraries System.

### Adult 3 year and Juvenile/YA 3 year card

This card type is issued to new library users who live in Berks County. Cardholders can access and borrow physical materials including but not limited to books, DVDs, CDs, audiobooks, museum passes, etc. In addition, cardholders 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.

### Extended card

This card type is issued to institutions, when the Director or other authorized person of the agency signs the library card application. By virtue of signing the application, the institution accepts responsibility for all fines, fees, or charges incurred through library transactions.

### Outreach card

This card type is issued to homeschooling educators when they present 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. Because Pennsylvania Law does not require homeschooling educators working with children younger than 8 to have an affidavit, those educators may receive an Outreach card at the discretion of the Library Director.

### Limited 6 months

This card type is issued to new library users at the discretion of member libraries. A cardholder with this card type may have up to 5 physical items on hold and 5 checked out at the same time. Borrowing privileges are suspended after \$5.00 in fines or fees are accrued.

## **Library Card Registration**

The Berks County Public Library System (BCPL) provides services to all residents of the County of Berks in fulfillment of its mission to develop services, resources and collections to meet the cultural, informational, educational and recreational needs of its diverse community. BCPL member libraries issue library cards to establish a patron account and facilitate loan of materials. Library cards are valid for use at all BCPL member libraries and Reading Area Community College. All library transaction records are confidential under Article IV, Section 428 of the Public Library Code (24 PA C.S.).

### **Obtaining a Library Card**

Individuals ages 18 years old and older must register for a library card by completing and signing a library card application. The applicant must provide full legal name, address and date of birth. Applicants must provide proof of residency and identity before receiving a physical library card. Applicants are able to complete a registration form online. By virtue of registering for a card, the applicant agrees to accept responsibility for all fines, fees, or charges incurred

through library transactions.

A parent or legal guardian must complete and sign a library card application in order for their child(ren), under the age of 18, to receive a library card. At the discretion of the member library and under certain circumstances, another adult may register as the responsible adult on behalf of a minor child.

The adult applying for a juvenile library card on behalf of a child must be in good standing (no fines/fees over \$10). A juvenile library card can 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 or update their current card and thereby assume financial responsibility for the new account. BCPL member libraries and staff do not act *in loco parentis*.

### Library Card Types

Card Type	Residency	Access Level	Expiration	Max # of Items	Max # of Holds
Adult 1 Year	Pennsylvania Resident and Out-of-State	Physical Materials Only For digital access – confirmed Academic/Employment status	1 Year	50 items	20
Juvenile/YA 1 Year	Pennsylvania Resident and Out-of-State	Physical Materials Only For digital access – confirmed Academic/Employment status	1 Year	50 items	20
Adult 3 Year	Berks County Residents	Physical Materials, Digital Access, ILL Services	3 Year	50 items	20
Juvenile/YA 3 Year	Berks County Residents	Physical Materials, Digital Access, ILL Services,	3 Year	50 items	20
Extended	Berks County Institutions	Physical Materials	1 Year	200 items	50
Outreach	Berks County Homeschooling	Physical Materials	1 Year	150 items	50
Limited 6 Months	Berks County Residents	Physical Materials, Digital Access, ILL Services	180 Days	5	5 of 20

### Using a Library Card

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. Library cards are not transferable. Adult cardholders can designate others to pick up holds, check out items, or place holds for them by completing the “Allow others to use my account” section of their registration. This authorization is specifically noted in the cardholder’s account. Designated persons may be asked to provide photo identification to verify they are authorized to use the cardholder’s account.

Cardholders must report address, telephone and/or email changes to the library. Lost or stolen library cards must be reported to the library 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**

The cardholder accepts responsibility for all fines, fees, or charges incurred through library transactions. A cardholder’s account is considered delinquent when items are overdue or money is owed.

Cardholders will not be able to borrow materials or place holds when:

- There are accumulated charges of more than \$10.00.
- The count of overdue items on the cardholder’s account exceeds 10.
- The total count of items checked out on the cardholder’s account exceeds 50.

### **Expiration of Library Cards**

Library cards may be renewed annually or every three years, depending on the patron permission group assigned at the time of registration. Patron accounts will be automatically deleted if five or more years have passed since the account’s expiration date. However, accounts will not be deleted if any of the following conditions are met:

- There has been activity on the account within the past year (e.g., logging into the OPAC, accessing an eResource authenticated through Evergreen via SIP, or any item circulation).
- The account has outstanding bills of any kind.

### **Material Loan Periods and Terms of Loan**

<b>Item Format</b>	<b>Length of Loan</b>	<b>Renewals</b>	<b>Fines/Fees</b>	<b>Item Limits</b>
Admission (Museum) Passes	7 Days	0	\$1 per day; Replacement fee varies	1 at a time
Audiobook on Cd, Playaway	21 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time
Books	21 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time
DVD, Blu-Ray	7 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time

<b>Item Format</b>	<b>Length of Loan</b>	<b>Renewals</b>	<b>Fines/Fees</b>	<b>Item Limits</b>
DVD TV Series, Blu-Ray TV Series	21 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time
Hotspot	21 Days	0	\$1 per day; Replacement fees vary	1 at a time
Interlibrary Loan (ILL)	Determined by lending library	Determined by lending library	Determined by check-out library	5 at a time
Kits	21 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time
Laptops/Equipment	7 Days	0	No Fine; Replacement fees vary	1 at a time
Laptops/Equipment Library-Use	In-Library Use Only	0	No Fine; Replacement fees vary	1 at a time
Library of Things	7 Days	2 (if no holds)	\$1 per day; Replacement Fee – cost of item;	1 at a time
Magazines	21 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time
Music CD	21 Days	2 (if no holds)	No Fine; Replacement Fee – cost of item	50 at a time
Video Games	21 Days	0	No Fine; Replacement Fee- cost of item	2 at a time

### **Placing a Hold (or Request/Reserve)**

If an item is not available at the time and place that it is desired, 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 for pick-up.

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.

### **Renewing Items**

Most materials, unless on hold 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 may be granted by the

owning library. Items may be renewed at any member library, online, or by phone. The cardholder's barcode number is required for telephone renewals.

Nonrenewable items may include Museum and other Admission Passes, HotSpots, Library of Things and out-of-System Interlibrary Loans (ILL). For more information, contact your local library.

## **Returning Items**

Most items belonging to any BCPL member library location may be returned at another member library location. Book drops are available at each library for the return of materials when the library is closed. These items must be returned inside the lending library at the circulation desk: museum passes, hotspots, Library of Things, and out-of-System Interlibrary Loans (ILL).

## **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.

## **Fines**

There are no overdue fines on standard library materials such as Books, Audiobooks, DVDs, CDs, or Magazines. Cardholders are responsible for returning library materials on time. 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.

## **Overdue & Billing Notices**

Cardholders are notified when items checked out become overdue. Patrons receive 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 if the items have not been returned.

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

Please note: RACC's Yocum Library has their own Circulation Policy. Please check [www.RACC.edu](http://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*

*Revised 5/15/2024*

*Revised 11/20/2024*

*Revised XX/XX/XXXX*

## BERKS COUNTY PUBLIC LIBRARIES BY-LAWS

### ARTICLE I

Section 1.01 Name. This organization shall be called Berks County Public Libraries, which may be abbreviated as "BCPL"; the organization is a federated library system (hereinafter referred to as the *System*) existing by virtue of *The Public Library Code*, Commonwealth of Pennsylvania, (24 Pa.C.S §§ 9301-9376; and Title 22, Pennsylvania Code, Sections 141.24). The organization shall exercise the powers and authority and shall assume the responsibilities designated to it under said Statute.

Section 1.02 Statement of Purposes. The System's primary purposes are:

- a. To develop and maintain a system of autonomous member libraries in Berks County, Pennsylvania, that promotes, develops, and improves library and information services for all residents in accordance with the "Commonwealth of Pennsylvania Code Title 22 - Education – Public Library Code";
- b. To be responsible for the receipt and distribution of state and county aid to Member Libraries in accordance with the funding formula as approved by the Advisory Board;
- c. To encourage maximum local use and support of libraries;
- d. To encourage and promote cooperation between and among public libraries in Berks County.

Section 1.03 Duties of the Headquarters.

- a. Receive and disburse all county and state funds for member libraries in accordance with the funding formula as approved by the Advisory Board and generally oversee the financial administration of the System;
- b. Provide advisory only consultation services via the System Administrator to member libraries as requested in such areas as:
  - a. Long-range planning, budgets, library law, policy development, questions about general library best practices. Ultimate decision making shall rest with the member libraries and all recommendations made by the System Administrator shall be construed as advisory only.
- c. Serve as the central processing center for cataloging and the IntraLibrary Loan service in Berks County.
- d. Provide general Outreach Services in early literacy, services to special populations and community based partnerships to unserved municipalities.
- e. Provide general Technology Support services related to computers, networking, systems and data management.
- f. Provide a System-wide help desk and first point of contact for member libraries.
- ~~f. Provide marketing services as the main communicator between the Library System and the public by promoting the services offered by its member libraries and the value of the Library System in the County.~~
- g.

### ARTICLE II

#### A. THE ADVISORY BOARD

Section 2.01 The Advisory Board of the System (the "Board") shall consist of seven members, appointed by the Berks County Board of Commissioners.

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Section 2.02 The term of office of all Board members shall be for three years. Terms shall be staggered in a 3 year sequence, with 2 terms expiring in the 2<sup>nd</sup> year and 3 terms expiring in the 3<sup>rd</sup> year of the sequence. A member who has served for 3 consecutive 3 year terms may be re-appointed to the Board after a hiatus of one year.

Section 2.03 All Board members shall maintain residency in Berks County.

Section 2.04 When the office of a Board member becomes vacant for any cause, the County Commissioners will be notified to promptly fill the unexpired term.

Section 2.05. Each Board member shall attend a Trustee orientation provided by the Berks County Public Library System once during the first year of his/her initial three year term of office. Each Board member shall actively participate in continuing education opportunities as required by the Berks County Public Library System's Uniform Requirements and Responsibilities, and by the Office of Commonwealth Libraries.

#### **B. SYSTEM MEMBER REPRESENTATIVES**

Section 2.06 System Member Representatives shall consist of one or more board members from each Member Library, to be chosen by Member Library boards; and an at-large member from the Friends of Berks County Public Libraries, to be appointed by the Friends. One alternate should also be chosen by each Member Library board and all appointees shall be communicated to the System by January 31 each year.

Section 2.07 Appointed System Member Representatives shall attend Board meetings and participate in discussions where appropriate, but do not have Board voting rights. System Member Representatives can serve on standing and ad hoc committees of the Board as appointed by the Berks County Public Library System- Board president.

#### **C. OFFICERS**

Section 2.08 The Officers of the Board of the System shall be a president, vice president, and secretary/treasurer as well as such other officers and agents as the Board may deem necessary from time to time. The Board may decide to separate the position of ~~s~~ecretary and ~~t~~reasurer into two positions for any and all calendar years.

Officers shall be elected from among the appointed members of the Board at the scheduled annual reorganization meeting of the Board.

Section 2.09 Officers shall serve a term of one (1) year from the date of the annual reorganization meeting at which they are elected or until their successors are duly elected and qualified, provided they remain members of the Board.

Section 2.10 The president shall preside at all meetings of the Board, authorize the call for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as a member of all committees with the exception of the nominating committee, and perform all duties generally associated with that office.

Section 2.11 The vice-president shall exercise those duties mandated to the president in his/her absence and shall perform such duties as determined by the Board from time to time. The Vice-President serves as Parliamentarian for the Board ~~unless otherwise specified at an annual reorganization.~~

Section 2.12 The secretary/treasurer shall serve a dual role unless the position is separated in which case, the appropriate officer shall fulfill the following duties of the matching role.

a. As secretary, shall oversee the keeping of a true and accurate record of all meetings of the Board, shall issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

b. As treasurer, ~~shall be the disbursing officer of the Board and~~ shall perform such duties as are generally existent with said office. In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

### ARTICLE III MEETINGS

Section 3.01 Regular meetings of the Board shall be held no less than four times each year at such time and at such place as agreed upon by the members of the Board.

Section 3.02 The annual reorganization meeting, which shall be for the purpose of the election of officers and appointment to committees, shall be held during the first meeting of each year, at such time and place as designated to the Board.

Section 3.03 Special meetings of the Board may be called by the secretary at the direction of the president or at the request of three members for the transaction of business as stated in the call for the meeting.

Section 3.04 A quorum for the transaction of all business at any meeting shall consist of a majority of duly appointed members of the Board. A majority of the 7 member Board is 4 members.

Section 3.05 If a Board Member is absent from two meetings in a year, the Board shall review his/her performance as a Board Member and consider recommending to the Berks County Board of Commissioners that he or she be replaced. Virtual attendance at a Board meeting qualifies as attendance.

Section 3.06 Any business may be transacted at any regular Board meeting by a vote of the majority of duly appointed Board members. To pass a motion requires an affirmative vote by 4 members of the Board. ~~Proxy voting shall not be allowed.~~

Section 3.07 A Board member vote by phone or virtual attendance shall be acceptable via ~~conference~~ telephone call or video call; in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.

~~Section 3.08 A Board member vote by e-mail shall be acceptable; to conduct an e-mail vote, a ballot is sent to the voting membership stating exactly what is to be voted on and containing at the beginning a clearly designated place for the member to mark a vote. The subject line (or equivalent) should contain the term "ballot."~~

~~If a vote is to be counted, the ballot should clearly designate the choices. Here are an example:~~

~~— I vote \_\_\_\_\_ (fill in "yes," "no," or leave blank)~~

Section 3.08<sup>9</sup> The president may vote upon and may move or second proposals before the Board.

[Section 3.09 All meetings of the Board are to be conducted in accordance with the Pennsylvania Sunshine Act \(65 Pa. CS § 701 et seq\).](#)

#### **ARTICLE IV SYSTEM ADMINISTRATOR AND STAFF**

Section 4.01 The Board shall be assisted in the performance of its duties by the System Administrator (the "Administrator"). The Administrator, a County department head, shall be hired by the Berks County Board of Commissioners at the recommendation of the Board.

Section 4.02 The Administrator shall be the executive officer of the System on behalf of the Board and shall function within the policies, procedures, and budgeted appropriations established by the County. The Administrator shall advise the Board on matters related to policy-making, planning, and compliance with library system standards established in *The Public Library Code* and Title 22, Section 141.24 of the *Pennsylvania Code*.

Section 4.03. The Administrator shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of System property, and for the System headquarters financial operation within the limitations of the budgeted appropriations ~~and disbursement of funds.~~

Section 4.04 The Administrator shall annually review each member library for compliance with the System Membership Agreement and report any deficiencies to the Board. The Board will follow the procedures outlined in the System Membership Agreement to determine if a funding appropriation should be withheld for any identified deficiency. The Administrator shall annually review each member library for compliance with the Uniform Requirements and Responsibilities and inform each member library of its compliance status.

#### **ARTICLE V COMMITTEES**

Section 5.01 Standing Committees. The president shall annually appoint two or more members of the Board and any additional System Member Representatives as deemed appropriate to the following standing committees:

- a. *Finance Committee* The Finance Committee shall review and make recommendations to the full Board concerning funding distribution, service area assignments, and municipal support. In addition, this committee shall monitor data trends in relation to the Funding Formula's categories.
- b. *Advocacy Committee:* The Advocacy Committee will plan and develop strategies to help inform elected officials about library priorities. The Committee will provide resources to assist member libraries in advocacy efforts on the local municipal level.
- c. *Nominating Committee:* The Nominating Committee will include 3 members of the BCPL Board. This committee will annually develop a slate of officers for the annual reorganizational meeting and will continually identify and recruit potential members of the community for recommendation for appointment to the Commissioners for any Board vacancy as needed.

Section 5.02 Ad Hoc Committees. The president shall appoint one or more members of the Board and any additional System Member Representatives as deemed appropriate for such specific purposes as the business of the Board may require from time to time. Such *ad hoc* committees shall be considered to be discharged upon the completion of the purpose for which they were appointed and after the final report is made to the Board.

Section 5.03 All committees shall make progress reports to the Board at each of its meetings.

~~Section 5.04 No committee will have the authority to make changes unless, by public action of the Board, it grants specific power to act.~~

#### **ARTICLE VI REPORTS**

Section 6.01 The ~~Board Administrator~~ works with the ~~Administrator Board as needed~~ to create report, upon request, to the Berks County Board of Commissioners, to the Office of Commonwealth Libraries, and to the member libraries of the System.

#### **ARTICLE VII STANDING RULES**

Section 7.01 Standing Rules as used in these By-laws relate to the details of the administration of the System rather than to parliamentary procedure.

~~Section 7.02 Standing Rules may be adopted or changed upon the same conditions as any ordinary act of the System by majority vote at any meeting of the Board of Directors without previous notice.~~

Section 7.03 Standing Rules shall be adopted individually if and when the need arises and printed under a separate heading and attached to the By-laws of the System.

Section 7.04 Standing Rules that deal with parliamentary procedure shall rely on the provisions of the Parliamentary Authority defined below.

#### **ARTICLE VIII PARLIAMENTARY AUTHORITY**

Section 8.01 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall serve as the Parliamentary Authority and govern the System in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules the System may adopt.

#### **ARTICLE IX AMENDMENT OF BY-LAWS**

Section 9.01 These By-laws may be amended from time to time by an affirmative vote of at least five members of the Board, provided such amendment is proposed at one regular meeting and voted on at the next regular meeting and provided that written notice of the proposed amendment shall have been distributed to all members of the Board and System Member Representatives at least 20 days prior to the meeting at which the vote is taken.

As revised June 17, 2009  
As revised May 21, 2014  
As revised November 16, 2016  
Amended August 21, 2019  
Amended November 16, 2022  
Amended May 21, 2025  
Amended XX/XX/2026