



Berks County Public Libraries Board Meeting

August 17, 2022 7:00 PM

Virtually: Microsoft Teams OR

in-person at System Headquarters: 1040 Berks Rd, Leesport, PA

Call to Order

Pledge of Allegiance

Public Comment

Review of the May 18, 2022 minutes

Treasurer's Report

Correspondence

Administrator's Report

Committee Reports

- Advocacy Committee
- Finance Committee- Presentation, recommendations, and vote for 2023 Funding Formula
- Nominating Committee

Old Business

New Business

- Berks County Public Libraries Floating Collection Policy- FINAL
- Berks County Public Libraries Bylaws- DRAFT

Consultants' Report

Announcements

Executive Session

Future Meeting Dates: November 16 at 7 PM



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
May 18, 2022 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, May 18, 2022.

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

Board Members Absent: None

System staff present: Amy Resh, Library System Administrator; Stephanie Williams, Deputy Administrator/Outreach Services Coordinator; Jeff Smilko, Technology Coordinator

District staff present: Marissa Guidara, District Youth Services Consultant, Becky Wanamaker, District Consultant

Advisory Committee members present:

Mike Najarian, Bethel-Tulpehocken Public Library	
Rob Kistler, Boyertown Community Library	Linda Roebuck, Muhlenberg Community Library
Charles Wohl, Boyertown Community Library	Melissa Adams, Reading Public Library
Elaine Stano, Brandywine Community Library	Mindy Cohen, Robesonia Community Library
Karen Winegardner, Brandywine Community Library	Ben Robitzer, Sinking Spring Public Library
Chrissy Mittura, Boone Area Library	Laurel Quigley, Spring Township
D Michael Bennethum, Exeter Community Library	Maria Long, Village Library
Lois Geist, Fleetwood Area Public Library	Sandee Nevitt, Wernersville Public Library
Chelsea Williams, Hamburg Public Library	Sarah Bair, Womelsdorf Community Library
Gerry Hynes, Kutztown Community Library	Sarah Sechrist, Womelsdorf Community Library
Janet Yost, Kutztown Community Library	
Beck Wingenoeth, Mifflin Community 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 February 16, 2022. Helen Flynn seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel reported on the final 2021 Budget Report. She noted the County budget had an unrealized amount of \$186,058.46; this was primarily due to a much less than anticipated expenditure on wages/benefits, as positions were being filled.

A detailed County Coordination Aid and State Aid report was included for May. To date, in 2022, distributions are approximately 42-45% of the year's budget. The bill for Polaris is currently being paid which will bring the expenditures to about 50% which is consistent with expected expenditures.

Debbie Noel moved that the report be accepted as presented. Mary Ellen Wells seconded. The report was unanimously accepted.

Correspondence:

We received two pieces of correspondence February through May 2022.

- A proclamation from the Berks County Board of Commissioners for National Library Week and to celebrate the end of the Library System's 35th anniversary celebration year.
- A proclamation from the Pennsylvania Senate from Senators Judith Schwank, David Argall, Bob Mensch and Katie Muth for National Library Week and to celebrate the end of the System's 35th anniversary celebration year.

Administrator's Report: Amy Resh shared her report with the Board and Advisory Committee members (The full report is attached)

A few items were highlighted:

Amy Resh used the findings from the libraries' State Aid Reports to send each library their System Member Profile for 2021 in keeping with the System's Membership Agreement.

Leslie Gaines created two portable, pocket translator kits and added them to the Accessibility and Supportive Learning Collection. These devices are capable of translating for fifty different languages.

Stephanie Williams and Resh provided Staff Development Day on April 29, 2022 at the Berks County Agricultural Center. The session was well attended with 79 staff members from 21 library locations!

The Library System purchased the first installment of Overdrive titles using ARP-IMLS funds allocated by the Office of Commonwealth Libraries. The second purchase will be made next week with the total allocation to the System of \$100,100.00

The system's 2021 Annual Report is available on the website, and, printed copies will be made available to libraries, their Boards, and other affiliated partners.

And, additionally, Roy Fulkersin and Jeff Smilko have been busy configuring and deploying patron and staff PCs; they have completed 75% of this work at our libraries.

Committee Reports:

Advocacy Committee: Arleny Pimentel reported the Advocacy Committee met on April 12 and May 5 to review goals and objectives for their work. A survey was shared with library directors to learn more about their focus the past few months; program successes and other details. The Committee members also sent letters to Chairman Stan Saylor of the Appropriations Committee for his work as a library champion at the State House of Representatives. The committee is continuing to brainstorm how they can best support member libraries.

Finance Committee: Debbie Noel reported that the Finance Committee met on March 15 and April 6 to review the 2023 funding formula and to discuss changes to the 2025 funding formula. Revisions and discussions continue with another meeting planned before the final 2023 funding formula and instructions are presented at the August 17, 2022 Advisory Board Meeting.

Old Business: The final draft of the Delivery of Library Materials Plan was presented. Debbie Noel moved to accept the policy as written. Mary Ellen Wells seconded. The policy was unanimously approved.

New Business: none.

District Consultant Report:

From Becky Wanamaker, District Consultant

The past weeks have been busy but rewarding ones at the district office. Visits to all of the libraries in the district are in process, and I'm finding it a very valuable way for me as the new District Consultant to connect with each director, to see and experience their libraries, and to gain a better feel for the opportunities of supporting them. Also, the 2022-2023 district negotiated agreement and district budget are nearing finalization for the start of the new district year in July. This is the contract and budget that defines the services and support provided by Reading District Library, and the obligations that libraries agree to as members of the district. We'll be reviewing the documents and signing agreements at next week's upcoming director's meeting. And finally, and as always, we greatly appreciate the support and partnership of BCPL in all district activities and services.

From Marissa Guidara, Youth Services District Consultant, as read by Becky Wanamaker

The district supported several spring projects, including the state-wide event PA One Book, which featured the book "Saturday" by Oge Mora. Marissa worked with the local Early Learning Resource Center and with the Reading Science Center to advertise the project and encourage partnerships with the libraries.

She also coordinated and created activities for national Free Comic Book Day, in partnership with Golden Eagle Comics and Games, and continued to support grab and go learning options in the spring with Craft Packs and Teen Book Drops.

The district also provided a CE opportunity for youth services staff on "Inclusive Practices in Early Learning," to encourage the use of our Sensory Tool Kit materials and make our storytimes more welcoming to children with sensory processing disorders.

Marissa was also chosen to be part of the American Library Association's Libraries Transforming Communities advisory panel for their Accessible Small and Rural Communities project.

Announcements:

Some more attendees have joined virtually; again a reminder to put your name and library in the Q & A box.

Adjournment: Mary Ellen Wells moved for adjournment. Helen Flynn seconded. The meeting was adjourned at 7:22 PM.

Respectfully submitted,

Debbie Noel
Secretary, BCPL Board

***Next Meeting: August 17, 2022 7:00PM
System Headquarters: 1040 Berks Road, Leesport PA 19533***

ADMINISTRATOR REPORT

May 2022 – August 2022

Personnel

The two part-time Preschool Program Specialist positions have transitioned into Community Engagement Specialists. These positions will be responsible for providing library services to a variety of age groups throughout the County. We anticipate beginning the hiring process this month.

Administrative and Support Services

Amy Resh completed the final update to the Floating Collection Policy to include a “Request for Reconsideration of Library Materials” form. Millie Padilla-Santos and Resh submitted the first draft of the 2023 County budget in June. Resh requested input from library directors and drafted the 2023 County Coordination Aid grant. Pending final numbers from State, the grant will be finalized by mid-September.

Looking ahead, Resh will be visiting member libraries in September & October. Resh will also be creating a 2023 funding formula tutorial video once the State releases final state aid amounts. Resh and Stephanie Williams will be attending the Pennsylvania Library Association annual conference in Harrisburg from October 16 – 19.

Bibliographic Services

Leslie Gaines continued entering items into the catalog for the System's Library of Things collection. To date, 154 items have been added. Gaines also started tracking the amount of items sent to the System from individual libraries for cataloging. It was suggested to start tracking this data to make sure bibliographic services is continuing to manage the cataloging backlog effectively.

Gaines ordered new STEM kits, activity labs and building language sets for the Accessibility Collection. Once she is back from leave, she will add these to the catalog and go through the older items currently housed in the collection to make sure they are still functional with all of their parts included.

The bibliographic services staff started switching the Story Rider and Bookasaurus collections to the children's floating collection. These items will now circulate across the county. To date 1,219 items have been changed in Polaris and had new spine labels applied.

Looking ahead, Gaines will continue working on original cataloging and Library of Things additions when she returns from leave. She will also calculate the data collected from June to August regarding the library sent items for cataloging to see how many items have come in, compared to how many items have been cataloged.

Deputy Administrator & Outreach Services

Deputy Administrator: Stephanie Williams purchased the second and final installment of Overdrive titles using ARP-IMLS funds allocated by the Office of Commonwealth Libraries.

All required reporting has been completed and submitted to the Office of Commonwealth Libraries in advance of the August 31 deadline. The \$100,100 grant enabled the System to purchase a total of 2,438 e-books and e-audiobooks for our digital collection. Looking ahead, Williams will be assisting with several System-sponsored virtual continuing education opportunities coming up in the fall. She will also continue assisting Resh with ongoing policy review.

Delivery: Delivery crate counts continue to exceed our 2021 year to date totals, by almost 4,000 crates. During July, delivery was cancelled once in accordance with our *Delivery Policy for Inclement Weather*, when a heat advisory was issued. Library directors were given the option to pick-up their library's crates at System HQ that day. These libraries opted to pick-up their crates in July: Reading Public Library, Wernersville Public Library, and Womelsdorf Public Library. So far in August, delivery was cancelled once when a heat advisory was issued. These libraries opted to pick-up their crates in August: Exeter Community Library and Reading Public Library. There have been several days when the drivers started their routes earlier at 7:30AM, to limit their exposure to the excessive heat. Looking ahead, Williams will continue to adjust delivery as needed, in accordance with the System's policies.

Outreach Services: Williams resumed the Berks Book Box initiative, which had been paused due to the COVID-19 pandemic: <https://www.berkslibraries.org/services/berks-book-boxes>. The goal of this initiative is to provide library services in municipalities that are not part of a local library's service area. Williams revised the Preschool Program Specialist job description to better reflect the current and future needs of the department, along with feedback from member libraries. Williams anticipates the hiring process will begin this month.

Williams represented BCPL at the Core Connections Educator Conference, sponsored by Berks County Intermediate Unit (BCIU) on June 14 & 15. She engaged with 55 attendees during the exhibit hours to promote the Accessibility & Supportive Learning Collection, along with accessibility features in Libby. Williams and Ashley Shafer, Bibliographic Services Clerk, represented BCPL at the Berks County Fair on July 13 & 14. They engaged with 228 fair attendees and highlighted the digital collection, Summer Quest programs in our libraries, and the Accessibility & Supportive Learning Collection. Attendees also had the opportunity to enter to win one of three raffle baskets, featuring gift cards to local businesses, as the culmination of the System's 35th Anniversary celebration. All three baskets were generously sponsored by the Friends of Berks County Public Libraries. Looking ahead, Williams will represent BCPL at these events in the third and fourth quarters:

- Reading Library District's *author event* on September 7 at the Reiffon School
- County of Berks' *Health Fair* at the Services Center on September 13
- County of Berks' *Health Fair* at Berks Heim on September 14
- Berks County Pretrial Services' *Job Fair* at the Doubletree on October 3

- Berks Encore's *Senior Expo* on October 5
- LGBT Center of Reading's *Out in the Park* on October 8

Community Relations

July 2022 marked the official end to the yearlong 35th Anniversary Celebration of the Berks County Public Library System which launched mid-year 2021. While the development of the COVID-19 pandemic altered the original plans for the celebratory year, both System and library staff were able to bring attention to the transformation of modern library services and the important role libraries play in their communities today.

Some notable events over the last year include:

- Becoming the first institution in Pennsylvania to offer EnChroma color blind glasses to the public free for public use (June 2021)
- Opening of a permanent StoryWalk exhibit at the Reading Public Museum (September 2021)
- Proclamation issued by the Berks County Commissioners and a delegation citation sponsored by Pennsylvania Senators Judith Schwank, David Argall, Bob Mensch, and Katie Muth (April 2022)
- Launch of the Library of Things collection (June 2022)

Emily Orischak created additional marketing and publicity efforts for the expenditure of the American Rescue Plan Act funds in OverDrive and prepared the fall advertising campaign to focus on library services and the new Library of Things collection.

Orischak also worked to create several new promotional items including two new tutorial videos on the Library of Things collection and Ancestry.com: Library Edition along with a brochure handout which illustrates the accessible features within the digital library app, Libby.

Looking ahead, Orischak will continue to develop new video engagement methods along with assisting the Outreach Department in achieving its strategic goals.

Technology

Due to a supply logistics issue, Jeff Smilko and Roy Fulkersin's deployment of Windows 10 along with SSD's and memory upgrades was delayed. The issue has been resolved and they have continued their work rolling out these upgrades throughout all System libraries requiring them.

Smilko and Fulkersin have started an inventory project where they are taking inventory of and documenting all PCs, laptops, printers and other technology equipment in each library. This information will be presented to each library upon completion, to allow them to use it for insurance purposes if ever needed, and as a tool to use for the purpose of showing a need for upgrading equipment. It will also be used to better manage licensing and to track all equipment.

Looking ahead Smilko and Fulkersin will continue working on the above mentioned projects. They will continue their day to day responsibilities of managing 19 libraries' and 1 County Office's network and equipment. This includes upgrading, patching all PCs, laptops and servers, and responding to all help desk calls. Smilko and Fulkersin continue to review all NAS server and backup error logs and take action when necessary.

**BERKS COUNTY PUBLIC LIBRARIES
JULY 2022 BUDGET REPORT**

COUNTY					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u> <u>SPEND</u>	<u>UNSPENT</u>	<u>PERCENT</u> <u>OF BUDGET</u> <u>SPENT</u>	
<u>REVENUE</u>					
COUNTY FUNDING	\$ 3,518,684.00	\$ 3,518,580.00	\$ -		
GIFTS AND MEMORIALS / FINES AND CHARGES	\$ -	\$ -	\$ -		
MUNICIPAL CONTRIBUTIONS	\$ 300.00	\$ 50.00	\$ (250.00)		
TOTALS	\$ 3,518,984.00	\$ 3,518,630.00	\$ (354.00)		
<u>EXPENDITURES</u>					
SERVICES TO MEMBER LIBRARIES					
CIRCULATION SERVICES	\$ 2,800.00	\$ 1,555.68	\$ 1,244.32	56%	
CONTINUING EDUCATION	\$ 1,500.00	\$ 1,200.00	\$ 300.00	80%	
COLLECTION DEVELOPMENT	\$ 3,550.00	\$ 1,937.42	\$ 1,612.58	55%	
INTERLIBRARY LOAN	\$ 8,000.00	\$ 8,001.00	\$ (1.00)	100%	
MATERIALS PROCESSING	\$ 13,900.00	\$ 7,594.73	\$ 6,305.27	55%	
PROMOTION	\$ 250.00	\$ 250.00	\$ -	100%	
SPECIALIZED RESOURCES	\$ 898.00	\$ 210.64	\$ 687.36	23%	
DIRECT PATRON SERVICES					
AUTOMATED NETWORK	\$ 62,000.00	\$ 46,500.00	\$ 15,500.00	75%	
COMMUNITY PROGRAMMING	\$ 6,500.00	\$ 63.45	\$ 6,436.55	1%	
GASOLINE	\$ 6,048.00	\$ 6,406.38	\$ (358.38)	106%	
IDS/OCLC	\$ 18,070.00	\$ 13,972.50	\$ 4,097.50	77%	
SOFTWARE (Renewal)	\$ 1,600.00	\$ 299.00	\$ 1,301.00	19%	
SOFTWARE MAINTENANCE	\$ 5,600.00	\$ 5,579.95	\$ 20.05	100%	
TECHNOLOGY EQUIPMENT	\$ 24,000.00	\$ 17,986.19	\$ 6,013.81	75%	
VEHICLE GPS MONITORING	\$ 864.00	\$ 864.00	\$ -	100%	
VEHICLE MAINTENANCE	\$ 5,000.00	\$ 3,322.02	\$ 1,677.98	66%	
VEHICLE SUPPLIES	\$ 150.00	\$ -	\$ 150.00	0%	
GENERAL EXPENSES					
ADVERTISING	\$ 150.00	\$ -	\$ 150.00	0%	
ASSOCIATION DUES	\$ 3,188.00	\$ 1,580.00	\$ 1,608.00	50%	
CONFERENCE & TRAINING	\$ 4,000.00	\$ 755.00	\$ 3,245.00	19%	
CONTRACTS (Pest Control, Copier Maint., Trash, Recycling Removal)	\$ 3,431.00	\$ 2,004.82	\$ 1,426.18	58%	
INDIRECT COSTS / BUILDING USAGE	\$ 326,425.00	\$ 159,861.75	\$ 166,563.25	49%	
OFFICE SUPPLIES	\$ 6,327.00	\$ 2,586.37	\$ 3,740.63	41%	
POSTAGE	\$ 359.00	\$ 358.20	\$ 0.80	100%	
TELEPHONE	\$ 2,579.00	\$ 1,337.85	\$ 1,241.15	52%	
TRAVEL	\$ 5,000.00	\$ 1,368.43	\$ 3,631.57	27%	
UTILITIES	\$ 29,709.00	\$ 8,800.43	\$ 20,908.57	30%	
FUNDING DISTRIBUTION					
COUNTY/CITY PUBLIC LIBRARY	\$ 900,000.00	\$ 675,000.00	\$ 225,000.00	75%	
COUNTY LIBRARY AID	\$ 1,260,981.00	\$ 778,352.94	\$ 482,628.06	62%	
WAGES / BENEFITS	\$ 816,105.00	\$ 415,236.97	\$ 400,868.03	51%	
TOTALS	\$ 3,518,984.00	\$ 2,162,985.72	\$ 1,355,998.28	61%	

COUNTY COORDINATION AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u> <u>SPEND</u>	<u>UNSPENT</u>	<u>PERCENT</u> <u>SPENT</u>
<u>REVENUE</u>				
COUNTY COORDINATION AID	\$ 292,537.00	\$ 292,536.84	\$ (0.16)	
TOTALS	\$ 292,537.00	\$ 292,536.84	\$ (0.16)	
<u>EXPENDITURES</u>				
ADAPTIVE COLLECTION	\$ 5,000.00	\$ 3,079.33	\$ 1,920.67	62%
BESTSELLERS RESERVE POOL	\$ 6,000.00	\$ 4,665.49	\$ 1,334.51	78%
BOOKPAGE/LIBRARY AWARE	\$ 15,160.00	\$ 15,160.00	\$ -	100%
CONTINUING EDUCATION/STAFF DEVELOPMENT DAY	\$ 10,000.00	\$ 2,936.91	\$ 7,063.09	29%
EARLY LITERACY OUTREACH BOOKS	\$ 500.00	\$ 184.95	\$ 315.05	37%
EARLY LITERACY OUTREACH CRAFTS	\$ 1,000.00	\$ 120.14	\$ 879.86	12%
EBOOK (OVERDRIVE)	\$ 20,108.00	\$ 12,321.41	\$ 7,786.59	61%
MARKETING/PROMOTION	\$ 16,845.00	\$ 10,337.36	\$ 6,507.64	61%
MOVIE LICENSING	\$ 6,000.00	\$ 6,000.00	\$ -	100%
POLARIS MAINTENANCE	\$ 104,605.00	\$ 104,605.00	\$ -	100%
SUMMER QUEST/LIBRARY OF THINGS DISTRIBUTION	\$ 24,500.00	\$ 11,467.48	\$ 13,032.52	47%
SUMMER QUEST MARKETING	\$ 4,800.00	\$ 4,800.00	\$ -	100%
WAGES / BENEFITS	\$ 62,389.00	\$ 31,508.84	\$ 30,880.16	51%
WEBSITE SUPPORT / HOSTING	\$ 15,630.00	\$ 750.00	\$ 14,880.00	5%
TOTALS	\$ 292,537.00	\$ 207,936.91	\$ 84,600.09	

STATE AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u> <u>SPEND</u>	<u>UNSPENT</u>	<u>PERCENT</u> <u>SPENT</u>
<u>REVENUE</u>				
STATE AID	\$ 1,191,926.00	\$ 1,191,926.00	\$ -	
TOTALS	\$ 1,198,684.00	\$ 1,191,926.00	\$ -	
<u>EXPENDITURES</u>				
STATE AID DISTRIBUTION	\$ 1,191,926.00	\$ 992,577.62	\$ 199,348.38	83%
TOTALS	\$ 1,191,926.00	\$ 992,577.62	\$ 199,348.38	

SYSTEM HEADQUARTERS PERFORMANCE STATISTICS 2022

Member Services:	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date 2022	Year to Date 2021
Co-op Number of Titles Ordered	2,985	2,427	2,676	2,561	2,108	2,215	2,208						17,180	8,484
Items Cataloged (Copy Cataloging)	3,452	4,381	4,527	3,910	4,505	4,868	3,465						29,108	12,251
Items Cataloged (Original Cataloging)	34	26	61	69	64	175	6						435	93
Library Sent Items						690	738							
Crates Delivered	2,958	2,978	3,594	2,964	3,081	3,436	3,005						22,016	18,690
IDS Returns	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0
Technology Field Visits and Help Desk	84	78	70	74	97	84	71						558	306
Publicity Requests - Pass through to Print Shop	2	2	2	8	9	1	6						30	12
Publicity Requests - Original Design	11	1	6	11	9	6	1						45	19
StoryRider Programs - Held	0	0	0	0	0	0	0						0	0
StoryRider STEM Programs - Held	0	0	0	0	0	0	0						0	0
StoryRider Programs - Attendance	0	0	0	0	0	0	0						0	0
StoryRider STEM Programs - Attendance	0	0	0	0	0	0	0						0	0
Outreach Services and Events:														
Circulation - Specialized Resources, Puppets, and Kits	78	112	129	93	87	104							603	260
Circulation - Floating Collection	414	371	472	442	470	507							2,676	1,155
Community Events	0	0	0	0	0	0	2						2	7
Community Event Attendance	0	0	0	0	0	0	228						228	4
Outreach Events	0	1	0	1	0	2	0						4	7
Outreach Event Attendance	0	20	0	25	0	54	0						99	0
Professional and Community Partnership Meetings	1	1	0	0	1	1	0						4	29



Berks County Public Libraries Floating Collection Policy

Introduction

Berks County Public Libraries is committed to developing and maintaining the highest levels of quality in our materials collection for use by patrons, member libraries, partners and other users. The purpose of this policy is to provide communication with member library management, advisory board, the public, and other stakeholders regarding how and why materials are purchased for the Floating Collection at the Berks County Public Libraries System.

Scope

This policy applies to the Berks County Public Libraries' Bibliographic Services Department. The primary goal of the Floating Collection is to improve countywide access to high-demand materials including, but not limited to, adult fiction and nonfiction, large print, audiobooks, and DVDs. The decision to select any item for the collection is based on demand, the needs of the library system as a whole, and the effort to maintain a balanced collection. Library patrons and staff members are an important part of the selection process. Title requests by staff from a member library are usually honored if the request conforms to the guidelines outlined in this policy.

Policy Statement

The Berks County Public Libraries' Bibliographic Services Department is responsible for acquisitions, processing, cataloging, and weeding of the System's Floating Collection. The Bibliographic Services Manager is responsible for monitoring the needs of individual locations, collection development, and weeding of the Floating Collection. Core guidance documents for Library System catalogers, patrons, and member libraries include this Floating Collection Policy and the Floating Collection Guide.

Responsibility for Selection

The ultimate responsibility for materials selection and the development of the Floating Collection rests with the Bibliographic Services Manager. The actual selection of materials is accomplished by the Bibliographic Services Manager.

Selecting Materials

Floating Collection materials are selected on the basis of informational, educational, cultural, and recreational significance. These materials are selected in compliance with the mission and goals of the Berks County Public Libraries System. The following general criteria are also used in selecting materials for addition to the Floating Collection:

- current appeal and popular demand
- local interest
- importance and enduring value to the collection and library users

Weeding or withdrawing of materials

The withdrawal of materials, also called weeding of the collection, is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, and no longer used may be removed from this collection at any time. The Bibliographic Services Manager will be responsible for the weeding of the Floating Collection.

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

Request for Reconsideration of Floating Collection Materials

Whenever an objection to the presence or the absence of any library material is made the following steps will be taken:

1. Complainant may fill out a Request for Reconsideration of Library Materials (Appendix A)
2. Complainant may make an appointment with the System Administrator, the Bibliographic Services Manager, and a System Advisory Board Member to review the material according to selection policy standards
3. Complainant will be notified in writing by the System Administrator of System's decision and reasoning

The decision of the System Administrator for adding or withdrawing materials is final. The System Administrator reserves the right to disregard duplicate requests. Materials subject to complaint will not be removed from the Floating Collection pending final action.

The Advisory Board of the Berks County Public Libraries System affirms they will adhere to and support the:

- Library Bill of Rights, American Library Association Council as reaffirmed on January 23, 1996. <https://www.ala.org/advocacy/intfreedom/librarybill/>
- The Freedom to Read Statement, American Library Association & Association of American Publishers as revised on January 16, 1991. <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>



Appendix A: Request for Reconsideration of Library Materials

The Advisory Board of the Berks County Public Libraries System has delegated the responsibility for selection and evaluation of library resources to the System Administrator, who has given authority to the Bibliographic Services Manager to oversee the Floating Collection. The final responsibility for withdrawing materials belongs to the System Administrator. Completion of this form is the first step in the process. If you wish to request reconsideration of library resources, please return the completed form to the Berks County Public Libraries System, PO Box 689, Leesport, PA 19533.

1. Material for Reconsideration

Title: _____

Author/Performer: _____

Copyright Date: _____ Publisher: _____

2. Type of item on which you are commenting: (Check one) Book DVD Magazine
 Electronic information Other: _____

3. Grounds for challenge:

What brought this resource to your attention?

Did you read/view/listen to the entire item or a portion of the work? (Check one) All Part

What are your concerns about the item? (Use other side or additional pages if necessary)

What specific pages/sections illustrate your concerns?

4. Contact information

Your Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Organization Represented (if any)? _____ Date: _____

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. The BCPL Headquarters shall receive and disburse all county and state funds for member libraries 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. General Technology Support services related to computers, networking, systems and data management. Provide a System-wide help desk and first point of contact for member libraries.

ARTICLE II

A. THE ADVISORY BOARD

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

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 2nd year and 3 terms expiring in the 3rd 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 be full-time residents of 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 first 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. Alternates should also be chosen by Member Library boards and all appointees shall be communicated to the System at the beginning of each calendar year.

Section 2.07 Appointed System Member Representatives shall attend Board meetings and participate in discussions where appropriate, but without voting rights. System Member Representatives can serve on standing and ad hoc committees as appointed by the Berks County Public Library System Advisory 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 Secretary and Treasurer into two positions.

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.

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.

Section 2.12 The secretary/treasurer shall serve a dual 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.

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.

Section 3.07 A vote by phone shall be acceptable via conference telephone 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 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 is an example:

I vote _____ (fill in "yes," "no," or leave blank)

Section 3.09 The president may vote upon and may move or second proposals before the Board.

ARTICLE IV SYSTEM ADMINISTRATOR AND STAFF

Section 4.01 The Advisory Board shall be assisted in the performance of its duties by the System 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.

ARTICLE V COMMITTEES

Section 5.01 Standing Committees. The president shall annually appoint two or more members of the Advisory 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 Advisory 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 Advisory 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.

Section 5.02 Ad Hoc Committees. The president shall appoint one or more members of the Advisory 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 Advisory Board, it grants specific power to act.

ARTICLE VI REPORTS

Section 6.01 The Advisory Board works with the System Administrator 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.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 8.01 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall 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 Advisory Board and System Member Representatives at least 20 days prior to the meeting at which the vote is taken.

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