

Berks County Public Libraries Board Meeting  
April 18, 2018 7:00 pm  
System Headquarters

Board Packet Contained:

- Minutes from January 17, 2018
- Interim Administrator’s Report
- 2017 Year End Budget
- March 2018 Budget to Date
- Packet outlining the proposed Funding Formula for 2019

Meeting called to order at 7:02 pm.

Board members present:

President: Charles Jones, Treasurer: Mary Edwards, Peter Schuchman, Jr., Andrea Vernon, Chris Daubert, and Deborah Noel

Library representatives present and signed in:

Bethel Tulpehocken, Mike Najarian  
Boone Area, Cheryl Martinozzi  
Brandywine CL, Marie Ballantine  
Exeter, Denise Darrah  
Fleetwood, Dan Stafford  
Hamburg, Pat Adams  
Kutztown, Lucy Muth  
Mifflin, Rebecca Worley

Muhlenberg, Judy Schwambach  
Reading, Paul Hoh  
Schuylkill Valley, Erica Burch  
Sinking Spring, John Nelka  
Sinking Spring, Lisa Domeshek  
Spring Township, John Emerick  
Village Morgantown, Lisa Betz  
Wernersville, Jeannine Campbell  
Womelsdorf, Tim Kreider

Additional attendees: Jennifer Smilko, Library Office Support and Camille Romig, Interim Library Administrator

**Public comment** - none

**Minutes** from January 17, 2018 were read and approved

Motion made to approve by Peter Schuchman, seconded by Chris Daubert  
Approved unanimously

**Treasurer’s Report** - Mary Edwards

- Reviewed 2017 budget information and made comments
  - Wages put us over budget - county will cover that overage
  - County coordination aid was over budget for the year - Jennifer Smilko will discuss with county to cover
- YTD budget for 2018 reviewed

Motion was made by Peter Schuchman to approve, seconded by Andrea Vernon  
Report was unanimously approved by Board

**Correspondence - none**

**Administrator's Report - Camille Romig**

- The report was provided in written form and includes:
  - Schedule for administrative duties
  - Outreach Services
  - Technology
  - Outreach Relations
- The full document is included as an attachment to these minutes

**Committee reports**

**Finance - Mary Edwards**

- Any member that would like copies of the formula spreadsheet, or answers to any additional questions should email [libadmin@berks.lib.pa.us](mailto:libadmin@berks.lib.pa.us)
- Mary provided an overview of the proposed funding formula for 2019
- The old formula combined state & county funding
- The new formula separates the two
  - State
    - Is divided in to 2 sections: base funding and per capita funding
  - County
    - Divided in to 7 sections
      - Municipal support for \$1 for \$1
      - Municipal support greater than \$2.5 per capita
      - Circulation & computer use
      - Tax equalization board adjustment
      - Distance support allocation
      - Temporary funding
- Each of the above sections is explained in greater detail in the packet provided to meeting attendees, and is available by emailing the contact above
- A number of questions were posed by meeting attendees. An attempt was made below to provide a general overview of thoughts and questions shared:
  - Mike Najarian - Q: Wondered what 'market value' means and what is the purpose for including it in the funding formula
  - Mary - A: We used the Tax Equalization Board Adjustment data for the value of real estate within each municipalities. Allegheny County included this data in their funding formula to assist with areas that had the lowest 10%. We tried to use the school lunch data but this data did not work.
  - Mike - Q: Wouldn't median income make more sense?

Mary - A: We did not look at that data. If you can find that data, we will look at it.

John Nelka - Q : Trying to understand how per capita works. His library is way over in per capita support at \$8+. He feels his library is being penalized. Wonders what the incentive is to garner greater per capita support.

Mary - A: In establishing this formula we tried to move the formula closer to the Ivy report expectations. (More information regarding the formula used can be found in the packet provided). So, incentive is given for dollar to dollar and >2.50 based on the Ivy report recommendations.

Jeannine Campbell - Q: Asked about formula changes that will occur in future

Mary - A: We intend to announce changes to the formula two years in advance so libraries can plan for these changes. We are proposing two changes for 2021: eliminating the base funding for library branches unless the branch is in the lowest 10% of the tax equalization board adjustment data or the library is one of the libraries that receive the distance allocation. Updated data for all categories (census, circulation, computer use, municipal support) will change the formula each year, as will the county and state distributions.

Michele Kissinger - Q: What is tax equalization? Where would the \$39,000 go if we didn't have that?

Mary - A: We are using the Tax Equalization Board Adjustment data to assist municipalities that are in the lowest 10%. Allegheny County used this data in their funding formula. If we did not include this component, the \$33,913.58 would be dispersed in the other components.

Tim Kreider - Q: Was hoping there would be per capita/usage formula included. Tim's library is smaller, yet is used more by per capita. Tim shared a quick calculation he computed dividing per capita by usage. He would like to see a reward for greater use.

Mary - A: We did look at that. We could not figure out a way to include this in the new formula.

Tim Kreider - Q: Wanted to comment that a loss of \$5000 for a smaller library has a huge impact on the budget.

Mike Najarian - Q: Wanted to comment the importance of maintaining good library practices, and warned libraries should not 'chase the funding formula' to garner more funds at the expense of good service.

Pat Adams - Q: Mentioned her library provides services to a number of non-residents that come off the Appalachian Trail.

Mary - A: Servicing non-residents is common to many libraries in our system, especially those on our border communities. Access PA was funding provided by the State of PA to assist with libraries that provide services to non-county residents. This funding was eliminated a number of years ago.

Erica Burch - Q: Why are Boone and Boyertown bolded on the spreadsheet?

Mary - A: Since Boone and Boyertown lost municipal funding in 2017, when we compared the 2017 allocation to the proposed 2019 level we reduced the 2017 base allocation for comparative purposes.

Lucy Muth - Q: What would it take to claim an unclaimed area?

Camille - A: Sent an email to the state asking this question, and is waiting for a response.

Multiple - A: It is believed one would need to get a municipality to compose and approve a resolution to become part of the library territory and that municipality would need to commit to provide funding. The township the library resides in would have to also create a resolution to accept the membership of the new municipality.

- Charlie Jones commended the good discussion held, and the work completed by Mary. She devoted hours to the development of a new funding formula. He again reminded all attendees to forward any questions or requests for information to the email provided at the onset of the conversation. The Board encourages comments to the draft formula be submitted to [libadmin@berks.lib.pa.us](mailto:libadmin@berks.lib.pa.us) by May 31. The board will review and consider these comments. A vote to approve a new formula will take place at the August Board meeting.
- The Board will have a final vote on the formula at the August Board meeting

#### **Advocacy Committee Report - Chris Daubert**

No report

#### **Old Business - none**

**New Business - no additional new business**

#### **District Center Update - Paul Hoh**

- The recent Cocktails and Classics Event was very successful
  - Over \$100,000 was received
  - Expenditures are not yet completed
- Reading Library is still 1/2 million dollars short in their budget

#### **Announcements**

- Schuylkill Valley - Erica Burch
  - A local bridge is out
    - Really restricting patronage at the library
    - Will be out until March 2019
    - The library has set up a table at the Leesport Farmer's Market to provide support for patrons to drop off and pick up reading material
    - The market owner has been supportive and is providing free space
    - Library is using LEAP

- Brandywine Community Library - Marie Ballantine
  - Wine and Stein event was recently held
    - Was well attended - approximately 130 people
    - Everyone had a good time
  
- Muhlenberg Community Library - Judy Schwambach
  - Spring Book sale started today
    - Get your favorite hard back books for \$1
    - On Saturday fill a bag for \$5
  - The library received a \$50,000 grant from the state
    - Mark Rozzi was instrumental in helping the library get this grant
    - Intend to update the community room and improve handicap access

### **Adjournment**

Chris Daubert moved to adjourn, Andrea seconded the motion  
Meeting adjourned at 7:50 PM

**Next meeting: August 15, 2018 @ 7:00 PM**

Respectfully submitted,  
Debbie Noel