



Berks County Public Libraries Board Meeting

November 15, 2023 7:00 PM

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

Call to Order

Pledge of Allegiance

Public Comment

Review of the August 16, 2023 minutes

Treasurer's Report

Correspondence

Administrator's Report

Committee Reports

- Advocacy- no report
- Finance- no report
- Nominating- report from October 16 virtual meeting

Old Business

- Automation Agreement – FINAL
- Patron Privacy Policy- FINAL
- Robesonia Library Membership Agreement Noncompliance- Update

New Business

- Conflict of Interest Policy- DRAFT
- 2024 Advisory Board Meeting Schedule

District Consultant Report

Announcements

- Nominations for the 2023 Annual Awards are being accepted until November 30 at 12PM. The Awards will be held on March 6, 2024 at 6:30PM. Full details here: <https://sites.google.com/view/bcpl-hq/awards>

Next Advisory Board Meeting:

February 21, 2024 at 7PM in-person and virtually via Microsoft Teams



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
August 16, 2023 7:00PM
Hybrid Meeting
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held using a hybrid format, in person and via the Microsoft Teams platform, on Wednesday, August 16, 2023.

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

Board Members Absent: Xiomara Toledo

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

District staff present: Becky Wanamaker, District Consultant

Advisory Committee members present in person:

Mike Najarian, Bethel-Tulpehocken Public Library
Linda Roebuck, Muhlenberg Community Library
Laura Yazemboski, Robesonia Community Library

Advisory Committee members present online via Teams:

Jason E. Wenrich, Bernville Area Community Library	Stephanie Schreiber, Schuylkill Valley Community Library
Noemie Eardley, Boone Area Library	Lisa Hoopes, Spring Township
Christine Mittura, Boone Area Library	Laurel Quigley, Spring Township/West Lawn-Wyomissing Hills Library
Nicole Sapna, Boone Area Library	Ben Robitzer, Sinking Spring Library
Rob Kistler, Boyertown Community Library	Ann Bohara, Village Library
Karen Winegardner, Brandywine Community Library	Maria Gerasklis-Long, Wernersville Public Library
D Michael Bennethum, Exeter Community Library	Deborah Scull, Wernersville Public Library
Chelsea Williams, Hamburg Public Library	Sarah Sechrist, Womelsdorf Community Library
Geraldine Hynes, Kutztown Community Library	
Jennie Rodriguez-Priest, 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:

In-person: Laura Yazemboski read Robeson Community Library's letter in response to the library being out of compliance in 2022 due to lack of a certified library director. The letter referenced the efforts the library made to meet the compliance requirements. Laura noted a new Director has now been hired, and on Monday she began her role as Robeson Community Library Director. Laura requested the \$500 fine for non-compliance be revoked based on the efforts made to fill the position, including the offer to multiple candidates, and the hiring of two who then were removed or resigned. That request will be considered by BCPL administration. Ginny Hand asked about the director's certification and Laura said she needs to take some classes. Stephanie Williams noted the library should submit a plan to the Advisory Board as soon as possible and connect with Becky Wanamaker, District Consultant about the state's certification process.

Online: One comment came from Karen Winegardner, Brandywine Community Library. Karen was unable to find a document included in the packet. The issue was rectified by BCPL administration prior to the meeting.

Approval of Minutes: Debbie Noel made a motion to accept the minutes of May 17, 2023. Helen Flynn seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel reported that the library system County Budget, County Coordination Aid, and State Aid have had no major unexpected costs and continue to be spent down at a normal rate.

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

Correspondence: One letter of correspondence arrived from Chrissy Mittura, Board Chair of Boone Area Library, related to the library being out of compliance in 2022 due to the Director, Ashley Cole, not having her Director Certification. This issue has now been corrected.

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

- System HQ experienced water damage on two occasions in July due to localized heavy rainfall. The Administrative Assistant's floor was damaged and her operations had to be moved into the small conference room for several weeks. No equipment or collections were damaged and we all are grateful for that!
- The agreement for the System's ILS migration from Polaris to Spark/Evergreen was signed in June. Leslie Gaines will be leading the ILS migration until the "go live" date of February 8, 2024.
- We revealed our new Storywalk at Berks Nature on August 1, featuring *The Last Tree*, by Maria Quintana Silva and illustrated by Silvia Alverrez. This project is made possible by Library Services and Technology Act (LSTA) funds from the U.S. Institute of Museum and Library Services administered by the Pennsylvania Department of Education, Office of Commonwealth Libraries.

Board Comments on the report:

Ginny Hand thanked Mary Ellen Wells for her attendance at the Storywalk Ribbon Cutting at the Berks Nature.

Jason Brudereck commented that the Storywalk Programs in Berks are amazing. There are many benefits for the children that visit. Jason Brudereck also commented on the recent Berks First magazine. The article on the Berks County Public Library System was informative and well done.

Committee Reports:

Advocacy Committee: No report this month.

Finance Committee: Debbie Noel reported that the Finance Committee held meetings at the Systems Headquarters on Monday, June 5, 2023, at 11 AM and June 21, 2023 at 12:00 PM to review the 2024 allocation of funds and the instruction sheet that our member libraries received. The committee also proposed changes to the 2026 funding formula as written below:

- Increase funding for distance support allocation from 3% of non-municipal support areas of the County funds allocation to 5%. The funds to increase the distance support allocation will be subtracted from the circulation funds. The circulation funds will decrease to be 60% of the non-municipal support areas of the County funds allocation.
- Increase funding for municipal support > \$2.50 per capita from \$75,000 to \$100,000. The funds to increase this will be subtracted from the non-municipal support areas of the County funds allocation.

Two motions relative to funding were made:

Debbie Noel moved to approve the distribution of funds for the 2024 year, based on the funding formula instructions that were previously approved. Mary Ellen Wells seconded the motion. The motion was unanimously approved.

Debbie Noel then moved to accept the funding formula changes for 2026 as proposed by the Finance Committee. Mary Ellen Wells seconded the motion. The motion was unanimously approved.

Nominating Committee: No report this month.

Old Business: The final Uniform Requirements and Responsibilities for System Member Evaluation was presented for approval. Jason Brudereck moved to accept the final draft of the proposed document. Mary Ellen Wells seconded. The motion was unanimously approved.

The Membership Agreement Amendment was presented for approval. Mary Ellen Wells moved that the amendment be accepted as written. Jason Brudereck seconded. The motion was unanimously approved.

New Business: Two documents were presented, in draft form, for members of the BCPL Board to review. These included: the Automation Agreement and the Patron Privacy Policy. Votes for acceptance of these policies will be held in November.

Stephanie Williams asked that all members review the documents and contact her with questions or concerns at stephanie.williams@berks.lib.pa.us.

District Consultant Reports:

Becky Wanamaker, District Consultant read the following report:

Thank you for the opportunity to share about activities of the district, and for your continued partnership and support in them. The past couple of months, and current days, have been filled with summer reading support and a few summer initiatives for Marissa Guidara, Youth Services Consultant. Things to highlight that have been filling my schedule include...

- A plethora of library director transitions and openings once again. I've been supporting directors with decisions about other opportunities (many within the district), offering resources and involvement for libraries going through a new director search, and am currently putting plans in place for a new round of the New Director Cohort and Mentorship program, designed to encourage and support brand new library directors, which will be starting again in September.

- Providing guidance for the SALSA (State Aid Library Subsidy Application). This is a whole new form and process and requirement from the Office of Commonwealth Libraries - State Aid Office. It is being used to verify compliance with state codes and municipal service areas, and to determine eligibility for state aid funding. Despite frustration over a new and additional application process, libraries are getting these completed effectively, and the final due date for all of our district libraries is Friday September 1.

Announcements: Linda Roebuck, Muhlenberg Community Library, shared that their library just received a \$200,000 grant through Representative Mark Rozzi's office. The grant was from the Department of Education. About half of the funds will be used for much needed facility upgrades and safety/security needs.

Adjournment: Helen Flynn moved for adjournment. Debbie Noel seconded. The meeting was adjourned at 7:33 PM.

Respectfully submitted,
Debbie Noel, Secretary, BCPL Board

Upcoming Meeting Date:

November 15, 2023 7:00 PM at System Headquarters: 1040 Berks Road, Leesport PA 19533

**BERKS COUNTY PUBLIC LIBRARIES
NOVEMBER 2023 BUDGET REPORT**

COUNTY					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>	
REVENUE					
COUNTY FUNDING	\$ 3,714,542.00	\$ 3,714,542.00	\$ -		
GIFTS AND MEMORIALS / FINES AND CHARGES	\$ -	\$ -	\$ -		
MUNICIPAL CONTRIBUTIONS	\$ 300.00	\$ 350.00	\$ 50.00		
TOTALS	\$ 3,714,842.00	\$ 3,714,892.00	\$ 50.00		
EXPENDITURES					
SERVICES TO MEMBER LIBRARIES					
CIRCULATION SERVICES	\$ 2,800.00	\$ 2,647.50	\$ 152.50		95%
CONTINUING EDUCATION	\$ 1,500.00	\$ 1,200.00	\$ 300.00		80%
COLLECTION DEVELOPMENT	\$ 3,500.00	\$ 3,500.00	\$ -		100%
INTERLIBRARY LOAN	\$ 8,000.00	\$ 8,000.00	\$ -		100%
MATERIALS PROCESSING	\$ 21,700.00	\$ 21,700.00	\$ -		100%
PROMOTION	\$ 250.00	\$ 250.00	\$ -		100%
SPECIALIZED RESOURCES	\$ 1,000.00	\$ 1,000.00	\$ -		100%
DIRECT PATRON SERVICES					
AUTOMATED NETWORK	\$ 62,534.00	\$ 62,534.00	\$ -		100%
COMMUNITY PROGRAMMING	\$ 6,500.00	\$ 6,500.00	\$ -		100%
GASOLINE	\$ 14,196.00	\$ 7,258.02	\$ 6,937.98		51%
IDS/SKYRIVER	\$ 20,399.00	\$ 20,399.00	\$ -		100%
SOFTWARE (Renewal)	\$ 1,600.00	\$ 1,595.00	\$ 5.00		100%
SOFTWARE MAINTENANCE	\$ 34,599.00	\$ 34,323.20	\$ 275.80		99%
TECHNOLOGY EQUIPMENT	\$ 24,000.00	\$ 24,000.00	\$ -		100%
VEHICLE GPS MONITORING	\$ 864.00	\$ 864.00	\$ -		100%
VEHICLE MAINTENANCE	\$ 4,150.00	\$ 4,150.00	\$ -		100%
VEHICLE SUPPLIES	\$ 150.00	\$ 150.00	\$ -		100%
GENERAL EXPENSES					
ADVERTISING	\$ 300.00	\$ 45.78	\$ 254.22		15%
ASSOCIATION DUES	\$ 3,188.00	\$ 2,648.00	\$ 540.00		83%
CONFERENCE & TRAINING	\$ 4,000.00	\$ 1,630.53	\$ 2,369.47		41%
CONTRACTS (Pest Control, Copier Maint., Trash, Recycling Removal)	\$ 4,890.00	\$ 4,890.00	\$ -		100%
INDIRECT COSTS / BUILDING USAGE	\$ 382,537.00	\$ 323,158.30	\$ 59,378.70		84%
OFFICE SUPPLIES	\$ 4,600.00	\$ 4,600.00	\$ -		100%
POSTAGE	\$ 444.00	\$ 429.13	\$ 14.87		97%
TELEPHONE	\$ 3,516.00	\$ 2,747.01	\$ 768.99		78%
TRAVEL	\$ 3,500.00	\$ 1,211.99	\$ 2,288.01		35%
UTILITIES	\$ 25,255.00	\$ 9,511.29	\$ 15,743.71		38%
FUNDING DISTRIBUTION					
COUNTY/CITY PUBLIC LIBRARY	\$ 900,000.00	\$ 900,000.00	\$ -		100%
COUNTY LIBRARY AID	\$ 1,260,981.00	\$ 1,150,027.39	\$ 110,953.61		91%
WAGES / BENEFITS	\$ 913,889.00	\$ 664,959.33	\$ 248,929.67		73%
TOTALS	\$ 3,714,842.00	\$ 3,265,929.47	\$ 448,912.53		88%

COUNTY COORDINATION AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<u>REVENUE</u>				
COUNTY COORDINATION AID	\$ 342,957.00	\$ 342,957.00	\$ -	
TOTALS	\$ 342,957.00	\$ 342,957.00	\$ -	
<u>EXPENDITURES</u>				
ADAPTIVE COLLECTION	\$ 5,000.00	\$ 5,000.00	\$ -	100%
BESTSELLERS RESERVE POOL	\$ 6,000.00	\$ 5,623.00	\$ 377.00	94%
BOOKPAGE	\$ 2,970.00	\$ 2,970.00	\$ -	100%
CONTINUING EDUCATION	\$ 10,000.00	\$ 10,000.00	\$ -	100%
EARLY LITERACY OUTREACH BOOKS	\$ 500.00	\$ 500.00	\$ -	100%
EARLY LITERACY OUTREACH CRAFTS	\$ 1,000.00	\$ 1,000.00	\$ -	100%
EBOOK (OVERDRIVE)	\$ 19,730.00	\$ 15,214.00	\$ 4,516.00	77%
MARKETING	\$ 25,620.00	\$ 25,619.00	\$ 1.00	100%
MOVIE LICENSING	\$ 6,500.00	\$ 6,500.00	\$ -	100%
POLARIS CONTRACT	\$ 108,267.00	\$ 108,267.00	\$ -	100%
DISTRIBUTION TO LIBRARIES	\$ 25,000.00	\$ 25,000.00	\$ -	100%
SUMMER QUEST MARKETING	\$ 4,800.00	\$ 4,800.00	\$ -	100%
WAGES / BENEFITS	\$ 64,913.00	\$ 50,832.48	\$ 14,080.52	78%
WEBSITE SUPPORT / SUBSCRIPTIONS	\$ 49,259.00	\$ 49,259.00	\$ -	100%
TOTALS	\$ 329,559.00	\$ 310,584.48	\$ 18,974.52	94%

STATE AID

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



ADMINISTRATOR REPORT

September 2023 – November 2023

Personnel

The Deputy Administrator- Outreach Services Coordinator role became vacant due to Stephanie Williams' promotion to the System Administrator role at the end of August. The hiring process for the Deputy Administrator role opened in early September. Leslie Gaines assisted Williams with completing phone and in-person interviews. Karin Rezendes will begin her new role as Deputy Administrator on November 15, 2023. Our entire team is excited to welcome her to Berks County Public Libraries!

Administrative and Support Services

Stephanie Williams provided New Director Orientation sessions for Exeter, Muhlenberg, and Robesonia Libraries' Directors. Williams provided an Interim Director Orientation session to Village Library. Williams completed 15 of 19 member library visits in October. She met with library directors to become more familiar with specific library services, member library concerns, and assess potential needs.

Millie Padilla-Santos and Williams submitted the Library department's final requests for the 2024 County budget. Padilla-Santos submitted the 2023 County Coordination Aid Reimbursements to all libraries in early October. Padilla-Santos also submitted 4th quarter aid payments to all System member libraries in mid-October.

Looking ahead, Williams will submit the Plans for State Aid and County Coordination Aid to the Office of Commonwealth Libraries by the December 1 deadline. All member libraries' Uniform Requirements & Responsibilities Checklist documents are due by December 31, 2023. Williams will begin reviewing items for compliance in January 2024. Williams will also be working closely with the new Deputy Administrator to orient her to her role.

Bibliographic Services

Leslie Gaines continued working with Stephanie Williams and the Spark/Berks migration team in the planning of the System's ILS migration from Polaris to Spark/Evergreen. We have discussed library settings, data mapping, and potential training dates. An internal migration team comprised of Gaines, Williams, Emily Orschak, and Christine Reichart has also started planning promotional items for patrons and staff to be informed about the upcoming migration. The migration "go live" date is set for February 8, 2024.

Gaines continued overseeing delivery in the interim while the Deputy Administrator/Outreach Services Coordinator position is vacant. She and Williams continued supporting each other to make sure there were no interruptions in delivery service.

Looking ahead, Gaines will continue working on the migration and original cataloging. She will also work on gathering information for the creation of some new collections for the System office. There is interest in visual literacy and possibly partnering with the Veteran's Affairs department for materials and resources that could benefit those individuals.

Outreach Services:

We launched the Story Trail at Berks Heim on October 13. It features historical photographs and images in lieu of a picture book. The Story Trail is designed as a trivia challenge, to engage participants in conversations about local history as they navigate the 18 stops on the Trail. This was a truly collaborative effort and Stephanie Williams is grateful to these System staff especially for their work on this project: Abby Brunner, Chris Reichart, Emily Orischak, Leslie Gaines, and Madison Kochel.

Cheryl Williams resumed visits to Head Start classrooms for the fall semester. She also represented the Library System at these community events: Berks County Fair Fall Fest, Berks County Parks & Recreation Fall Fest, and the BeWise Conference. Cheryl Williams and Roy Fulkersin represented the Library System at the Berks Connections Pretrial Services Career Fair. The duo provided information for job seekers and laptops for job seekers to complete online applications and receive assistance with printing documents.

Chris Reichart and Emily Orischak represented the Library System at Berks Encore's Senior Expo on October 4. The pair promoted digital services, the Accessibility Collection and Library of Things Collections to approximately 500 attendees. Attendees could also spin the prize wheel to receive a promotional item.

Looking ahead, Cheryl Williams will be planning Head Start visits for the winter 2024 semester, maintaining Berks Book Boxes, and completing new Story Walk layouts at Berks Nature and Reading Public Museum.

Community Relations

Over the last few months, Orischak has been working with the production company, Next Day Animations, to script and create animated promotional content for Summer Quest. This decision followed the Summer Quest marketing review, as noted in the 2023-2025 Strategic Plan, which Orischak compiled with data from past campaigns and library staff input. The project's scope included a 30-second animation with two additional reformatted versions, shorter GIF clips, and social media stills. The project was completed this year in preparation for the 2024 marketing campaign.

Additionally, Orischak assisted Stephanie Williams with the content creation for the Berks Heim Story Trail. Due to the variance in the target audience, the Story Trail material focused primarily on local history by utilizing images from the Pennsylvania POWER Library archives and details from a variety of local sources. Orischak worked with members of the bibliographic services department to curate the information for the first display and later designed the content pages for installation at Berks Heim.

Orischak also continued working on the System's publicity efforts including sending six media releases over the last quarter and two articles for the fall edition of *Berks 1st* magazine.

Looking forward, Orschak will participate in the SPARK migration efforts including working with ILS and website developers to institute crossover hyperlinks, and she will begin work on the BCPL annual report booklet.

Technology

Jeff Smilko has completed the deployment of Princh, the mobile printing service to all System member libraries and Wyomissing Library. He has also trained library directors and staff on how to use the service from laptops and phones. Smilko has configured and deployed new Gigabit switches at four more System member libraries.

Roy Fulkersin finished upgrading all of Exeter Library's ABCmouse PCs with SSDs. He has also configured and deployed a new laptop to Sinking Spring Public Library. He has also setup and deployed a double monitor setup for Robesonia Library.

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

Looking ahead Fulkersin will deploy four new PCs at Mifflin Library. Smilko will continue with the deployment of the new Gigabit switches.

Member Library Month Statistical Report Form 2023

Library Name- - Berks County

*(#)= Location on State Report

Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 YTD

SERVICES

Number of Reference Questions	0	0	0	1899	0	0	0	0	0	1585	0	0	90584
Website Session Counts	43224	40299	43188	38209	40844	46495	44616	44085	39813	40669	0	0	421442

People Count	67,884	67,089	79,407	71,246	75,596	91,806	89,706	78,481	67,184	70,612	0	0	759,011
Adult Library Card Reg.	511	478	429	392	422	614	587	528	501	1268	0	0	5730
Juvenile Library Card Reg.	224	235	206	202	342	545	290	226	288	216	14	0	2788

SERVICES - CIRCULATION

Circulation of Physical Items (F-2)	122966	121061	137564	120220	124568	155544	158396	142040	125979	126807	0	0	1335145
Circulation of Other Physical Items (F-3)	1349	1028	1147	1062	1102	1549	1558	1385	1180	1288	0	0	12648
Circulation of Electronic Materials (F-4)	16812	15611	17756	16601	20768	18306	19562	18650	17372	17444	0	0	178882
Total Circulation of Physical & Electronic Materials (F-5)	141127	137700	156467	137883	146438	175399	179516	162075	144531	145539	0	0	1526675
Circulation of Children's Materials (F-6)	60042	61614	68398	58998	59160	83000	85466	70758	63296	63424	0	0	674156

OTHER ELECTRONIC INFORMATION

Time (hr:min) Usage of Patron PCs	5218	5030	5590	4978	5175	5013	5255	5719	4667	5159	0	0	51803.13
Conversion to minutes	313070	301809	335376	298657	310480	300797	315288	343161	279998	309552	0	0	3108188
PC Sessions =Time/30	10436	10060	11179	9955	10349	10027	10510	11438	9333	10318	0	0	103605
Wireless Count	4393	4276	5063	4364	4601	4528	4616	4897	4019	4362	0	0	45119
AWE Earl Lit Sta Sessions	1264	1007	1276	1136	864	1923	1591	1028	678	1169	0	0	11936
Total Computer Usage	16093	15283	17518	15455	15814	16478	16717	17363	14030	15849	0	0	160660

**M
A
S
T
E
R**

SYSTEM HEADQUARTERS PERFORMANCE STATISTICS 2023

Member Services:	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date 2023	Year to Date 2022
Co-op Number of Titles Ordered	2,227	2,429	2,291	1,539	2,451	1,728	1,869	1,953	1,882	2,312			20,681	23,915
Items Cataloged (Copy Cataloging)	3,731	3,275	4,153	3,330	4,083	3,853	3,360	3,547	2,984	3,473			35,789	40,735
Items Cataloged (Original Cataloging)	72	92	126	58	71	89	45	48	29	29			659	617
Library Sent Items	633	734	798	688	679	708	807	874	820	753			7,494	-
Library Sent- Discs Cleaned	2	50	46	32	49	16	57	112	53	4			421	-
Crates Delivered	3,266	3,011	3,585	2,859	3,379	3,419	3,249	3,641	3,097	3,330			32,836	31,638
Technology Field Visits and Help Desk	84	67	71	47	77	68	73	86	114	86			773	812
Publicity Requests - Pass through to Print Shop	2	5	5	3	15	12	4	3	9	6			64	49
Publicity Requests - Original Design	6	4	6	5	3	10	2	4	1	0			41	64
Community Engagement Specialist Programs - Held	0	0	2	2	2	0	0	0	3	6			15	0
Community Engagement Specialist STEM Programs - Held	0	0	0	0	0	0	0	0	0	0			0	0
Community Engagement Specialist Programs - Attendance	0	0	27	27	30	0	0	0	54	216			354	0
Community Engagement Specialist STEM Programs - Attendance	0	0	0	0	0	0	0	0	0	0			0	0
Outreach Services and Events:														
Circulation - Specialized Resources, Puppets, and Kits	111	90	100	83	62	74	58	67	72	68			785	78
Circulation - Floating Collection	448	426	607	548	579	607	631	578	562	508			5,494	414
Community Events	0	0	0	1	0	2	2	2	0	2			9	3
Community Event Attendance	0	0	0	86	0	174	314	66	0	202			842	276
Outreach Events	0	1	1	4	2	3	1	2	2	4	1		21	9
Outreach Event Attendance	0	50	8	310	13	80	8	8	17	737	4		1,235	897
Professional and Community Partnership Meetings	1	2	1	0	0	1	2	0	1	2			10	6



BERKS COUNTY LIBRARY SYSTEM AUTOMATION AGREEMENT

Berks County Public Libraries ("BCPL" or the "System") seeks to continue support of integrated automation in its member libraries in order to share library resources in the manner most effective for the benefit of all Berks County residents.

Toward that end, _____ Library, hereafter called *Member Library*, enters into an agreement for the provision of automated library services delivered through the Pennsylvania Integrated Library System ("PA Polaris"), provided by the System. Member Library will be governed by the terms of this agreement.

Berks County Public Libraries Commitment: The System agrees to provide automation services and support including, but not limited to:

- Assume the primary financial and contractual responsibility for the operation of an Integrated Library System (ILS) and related electronic library services.
- Provide an online catalog, circulation, acquisitions, cataloging, and other functionalities necessary to support library services.
- Enter cataloging records to the database for new acquisitions on behalf of the BCPL member libraries.
- Support of member library automation needs during library hours and emergency support as needed.
- Support of member library computers, including troubleshooting problems.
- Maintain appropriate files, reports, and other software applications responsive to Member Library needs.
- Establish and maintain user accounts on the ILS.
- Coordinate purchase of supplies such as barcodes, labels, library cards and other associated items.
- Provide training and consultation to member libraries on the operations of the ILS.
- Maintain reference website containing important (non-sensitive) resources and support documentation about the automation system and services.
- Provide hardware support for member library computer equipment including barcode scanners and receipt printers.
- Provide hardware support for library local area networks.
- Maintain and support connections from Member Library to the ILS.
- Pay PALLS annual membership fee for all Member Library locations.

In addition, costs of software maintenance and acquisition of MARC records will be paid for by the System.

All catalog entries for the Member Library holdings will be made by BCPL Bibliographic Services following procedures established by the System and based in established library best practices.

Member Library Commitment

- Member Library is responsible for the cost of computer hardware at their respective site(s) and network services for connecting to the ILS and related electronic library services.
- Develop and enforce a confidentiality policy that protects the privacy of all library users.
- Follow system standards for the entry of patron information into the shared database.
- Notify BCPL staff of problems with network performance or connectivity as soon as possible after the problem is experienced.
- Notify District Consultant and BCPL System Administrator of staff changes as soon as possible.

Implementation of automation on the ILS requires total compliance by Member Library with all elements of BCPL circulation policies. This includes loan periods, fine schedules, issuance of notices, registration requirements, and the confidentiality of registration data.

Member Library agrees to comply with all PAILS protocols and operating procedures. Training in these procedures will be conducted by the System for all paid Member Library staff; attendance at these training sessions is mandatory. The Library also agrees to observe all cataloging, processing, and classification requirements and practices established by BCPL.

Mutual Agreement/Termination

All libraries utilizing the ILS will share a common borrower database and a common library card; preserve the integrity of registration data; and generally work together to provide quality service and convenient access to resources to all library users. This agreement shall be reviewed annually by both parties; it may be amended as necessary by the System Advisory Board.

Should Member Library elect to withdraw from membership in the Berks County Public Libraries System, all equipment purchased by the System in fulfillment of this agreement shall become the property of the County of Berks. In addition, Member Library must assume the cost associated with deleting its holdings from the ILS database.

If Member Library breaks this agreement, the System will give it 60 days to correct any deficiencies or errors. If the Member Library does not, the System may elect to remove the Member Library from all automated library services. Member Library must assume the cost associated with deleting its holdings from the ILS database.



Berks County Public Libraries

System User Privacy Policy

Policy Statement

The Berks County Public Library System ("System") is committed to protecting the privacy of its users. Accordingly, the System does not share Circulation Records with outside parties, except: (1) with written authorization of the System user, (2) by court order in a criminal court proceeding, or (3) as otherwise required by law.

The System may collect the minimum personal information necessary for the efficient operation of the System, and may use this information for its operational purposes.

Examples of operational purposes may include, without limitation: using mailing or e-mail addresses or telephone numbers to respond to correspondence received from a user, to notify users of overdue materials, and to inform users of library events, programs, and fundraising.

Purpose Statement

The System recognizes its obligation to protect users' privacy and confidentiality regarding their personal information and the materials borrowed on their library card accounts. This policy explains the System's information practices, what information the System collects, and how the System uses that information.

Scope Statement

This Policy applies to Circulation Records stored on servers owned or leased by the System, whether collected in person, on the website (berkslibraries.org), or on the online card catalog. This Policy does not apply to records stored or received by member libraries, which are not stored on System resources; however, such data may be subject to the individual member library's privacy policies.

Definitions

Circulation Records are defined as: any information collected by the System which relates to the circulation of library materials, and which contains the names or other personally identifying information of a user of the materials.

Circulation Records may include:

- Name
- Address
- Email address
- Phone number
- Library card number
- Drivers' license number or other identification number
- Date/year of birth
- Materials currently checked out or requested

- Item circulation transaction history (stored for up to three years)
- Last user to check out an item
- Item checkout history
- Transaction details on paid fines and fees

Actions/Procedures

1. System employees shall maintain confidentiality of Circulation Records and other personal user data, in accordance with this Policy and other applicable County Policies and Procedures.
2. All requests, court orders, or other legal process seeking access to Circulation Records or other user data stored by the System shall be referred to the System Administrator who shall consult with the Berks County Solicitor's Office prior to responding to such request, court order, or legal process. Requests seeking access to data that is retained solely by a member library should be directed to that member library.
3. Library users may select an option in their library account which allows them to maintain their reading history. If selected, the user will see a history of items borrowed, but this information is accessible only with the user's library card number and PIN. This is an optional feature available in the Integrated Library System's online catalog.
4. All users should be provided with a copy of this Policy when the user registers for a library card, for online catalog access, or any time a new user otherwise provides data which constitutes Circulation Records to the System.



BERKS COUNTY PUBLIC LIBRARIES SYSTEM ADVISORY BOARD CONFLICT OF INTEREST POLICY

POLICY STATEMENT

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

PURPOSE STATEMENT

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

SCOPE STATEMENT

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

DEFINITIONS

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

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

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

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

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

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

“System” or “Library System” refers to the Berks County Public Libraries System.

ACTIONS/PROCEDURES

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

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

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

**BOARD MEMBER ACKNOWLEDGMENT
AND DISCLOSURE**

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

Initial one option below:

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

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

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

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

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

Board Member Signature

_____ Date _____



2024 System Advisory Board Meetings:

Meetings will be held at 7:00 PM virtually on Teams **and** at the Berks County Public Libraries System Headquarters at 1040 Berks Road, Leesport, PA 19533:

Wednesday, February 21, 2024

Wednesday, May 15, 2024

Wednesday, August 21, 2024

Wednesday, November 20, 2024

The System Awards Presentation will take place at the Berks County Agriculture Center auditorium on Wednesday, March 6, 2024 at 6:30 PM. The snow date is Thursday, March 7, 2024 at 6:30 PM.