



Berks County Public Libraries Board Meeting

May 15, 2024 7:00 PM

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

Call to Order & Reminder of How to Record Meeting Attendance on MS Teams

Pledge of Allegiance

Public Comment

Executive Session- if needed

Review of the February 21, 2024 minutes

Treasurer's Report

Correspondence

Administrator's Report

Committee Reports

- Advocacy Committee- report from April 4 meeting
- Finance Committee- report from May 1 meeting
- Nominating Committee- report from April 30 meeting

Old Business

- Robesonia Community Library- Compliance Update

New Business

- Borrowing Policy- FINAL
- Facilities Review Policy- DRAFT
- Public Comment Policy- DRAFT
- Bernville Area Community Library- Compliance Update
- Village Library of Morgantown- Compliance Action Plan
- Womelsdorf Community Library- Compliance Action Plan

District Consultant Report

Announcements

- Finance Committee will meet **Wednesday, June 5 at 12PM**

Next Advisory Board Meeting:

August 21, 2024 at 7PM in-person at System HQ and virtually via Microsoft Teams



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
February 21, 2024 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, February 21, 2024.

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

Board Members Absent: none

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

District staff present: Becky Wanamaker, District Consultant

Advisory Committee members present in person:

Charles Brown, Robesonia Community Library
Don Stripling, Robesonia Community Library

Advisory Committee members present online via Teams:

Jason Wenrich, Bernville Area Community Library	Gerry Hynes, Kutztown Community Library
Mike Najarian, Bethel-Tulpehocken Public Library	Veronica Martin, Mifflin Community Library
Nicole Sapna, Boone Area Library	Linda Roebuck, Muhlenberg Community Library
Rob Kistler, Boyertown Community Library	Julia Becker, Reading Public Library
D. Mike Bennethum, Exeter Community Library	Chris Thomas, Schuylkill Valley Community Library
Dave Crissman, Fleetwood Area Public Library	Lisa Hoopes, Spring Township/West Lawn Wyomissing Hills Library
Chelsea Williams, Hamburg Public Library	Ben Robitzer, Sinking Spring Library
Dorothy Brobst, Hamburg Public Library	Ann Bohara, Village Library
	Wendy Marshall, Womelsdorf Community Library

Members of the public present in person: Roger Broome, Susan Broome, Jeffrey Carson

Members of the public present online via Teams: Julian Marshall

Call to Order: Ginny Hand called the meeting to order at 7:00 PM.

Pledge of Allegiance: Ginny Hand led the Pledge of Allegiance.

Appointment of Officers: Jason Brudereck reported the Nominating Committee reached out to Board members to establish the officers for 2024. Jason then made a motion for these officers:

Ginny Hand- President Helen Sheimo Flynn- Vice President Debbie Noel- Secretary/Treasurer

And Mary Ellen Wells seconded the motion. The assignments were unanimously approved.

Public Comment: We had two in-person comments:

Roger Broome, of Exeter, commented on HR issues at the Exeter Library. His concern was related specifically to his daughter and two additional employees that were fired after expressing, in what they thought was confidence, concerns about a hostile workplace environment. He requested an investigation by the Board.

Jeffrey Carson, of Exeter, also spoke on the same situation. His wife was one of the three employees fired from Exeter Library. He feels the response to the three employees was retaliation for expressing concerns about the work environment.

One person, Nancy Russo of Exeter Community Library, submitted a request to make a public comment online. However, she did not ultimately make a submission.

Approval of Minutes: Mary Ellen Wells made a motion to accept the minutes of November 15, 2023. Jason Brudereck seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel brought to everyone's attention the 2023 End of Year Budget Report related to the County budget. The chart indicates 98% of the 2023 budget was spent, but also shows an unrealized spending of \$60,744.02. To be clear, the 98% is accurate. There was a reporting error from the county office and the County Controller is working on a resolution to the 2023 reporting. Additionally, we have begun working off our 2024 budget, and will be discussing, later in this meeting, updates to the 2024 funding formula to clarify the distribution to member libraries.

Debbie Noel moved that the report be accepted as presented. Helen Flynn seconded. The report was unanimously accepted.

Correspondence: The Library System administration received two pieces of correspondence:

- Susan Banks, Deputy Secretary & State Librarian, announced on December 21, 2023 the budget language was authorized to enable the distribution of the Public Library Subsidy funds for FY 2023-2024. She noted districts would receive payments around mid-January. Other categories of state aid would be processed in late January to early February. The System received state aid and county coordination aid funds earlier this month, and this will be discussed in new business later in this meeting.

- The Advisory Board was contacted last week by a concerned individual about Exeter Community Library's compliance with the Uniform Requirements & Responsibilities. Stephanie Williams

communicated with the Exeter Community Library Director, Lizabeth Stavenski-Bell, and the issues have been resolved except for one item that needs to be approved by the Exeter Community Library Board of Trustees. The library needs to approve its 2024 budget.

Administrator's Report: Stephanie Williams, Library System Administrator, shared both her 2023 end of year report and her February 2024 report with the Advisory Board and Advisory Committee members. She highlighted the following items:

- We stepped into 2023 with a prominent, equitable change to countywide library service in the elimination of overdue fines for traditional materials
- We deployed a new mobile print service called “Princh” in 2023. This allows patrons to print from their mobile phones, laptops and tablets at all system member libraries.
- Several new StoryWalks® were unveiled throughout the County during the previous year.
- She thanked these individuals for their work on the Spark migration team:
 - Sami Jo Trout, Assistant Director at Boyertown Community Library
 - Jess Royer, Technical Services Supervisor at Reading Public Library
 - Troy Bowers, Circulation Supervisor at Reading Public Library
 - Dave Pennypacker, Librarian at Reading Area Community Library
 - Jeff Smilko, Technology Coordinator at System HQ
 - Leslie Gaines, Bibliographic Services Manager at System HQ
 - Christine Reichert, Cataloging & Acquisitions Librarian at System HQ
 - Emily Orischak, Community Relations Coordinator at System HQ

Committee Reports:

New Committees Reorganization:

Jason Brudereck reported the Nominating Committee reached out to Board members to establish committee assignments for 2024. Jason then made a motion for these committees and

Chairs to be accepted:

Nominating Committee

Jason Brudereck, Chair
Helen Flynn, member
Mary Ellen Wells, member

Advocacy Committee

Arleny Pimentel, Chair
Ginny Hand, member
Xiomara Toledo, member

Finance Committee

Debbie Noel, Chair
Ginny Hand, member
Mary Ellen Wells, member

Mary Ellen Wells seconded the motion. The assignments were unanimously approved.

Old Business:

The final draft of the Conflict of Interest Policy was presented for approval. Mary Ellen Wells moved to accept the final draft of the proposed document. Jason Brudereck seconded. The motion was unanimously approved.

Charles Brown, Robeson Library Board Chair, provided an update on the Robeson Community Library compliance's with director certification. He reported the new Library Director, Madison Mayhew, has been working hard to complete her mandatory training to meet the requirements required for her position. She completed her first course and is currently enrolled in her second course. Her third, and final course, will be completed by August 2024. The Robeson Board of Trustees is pleased with her job performance.

New Business:

2024 Funding formula updates on distribution due to state aid increase:

There was an unexpected increase in State Aid provided to the Library System. As a result, the base allocation and per capita allocations for member libraries were updated to reflect the additional funds. These funds will be distributed to member libraries.

Two documents were presented for members of the BCPL Board to approve:

The Berks County Public Library System Borrowing Policy was approved by library directors in January. Stephanie Williams reviewed the changes that were made. Helen Flynn moved to accept the updated Berks County Library System Borrowing Policy. Arleny Pimentel seconded the motion. The motion was unanimously approved.

Changes were made in the language in the Berks County Public Library System Cataloging Policy because we have moved to a new circulation system, Spark/Evergreen. Mary Ellen Wells moved to accept the updated policy. Ginny Hand seconded the motion. The motion was unanimously approved.

District Consultant Reports: *Becky Wanamaker, District Consultant provided the following report:*

Highlights:

- Updates to Libby/Overdrive. Marissa, the District Youth Services Consultant, and Becky are now the managers for the District's shared collection of e-resources. They're working through a number of changes to structure, ordering processes, and promotion of the service; and are looking forward to sharing and implementing them in the coming months.

- Annual State Reports. The final push is on for completing the reports by the March 15 deadline, and we've been providing lots of support and instructions from the District. Library directors are especially working hard at accomplishing this, and all patience and understanding is appreciated!

One reminder:

- Trustee Orientation. The District and System are partnering to offer orientation sessions for all new trustees. Participation is required for new board members as part of the BCPL Uniform Requirements & Responsibilities, and Continuing Education credit is offered to all who attend. Dates are available in late March and early April, and registration closes March 15. Check the Trustee Talk newsletter, or connect with your library director, to access the signup form.

Announcements:

The BCPL Awards Celebration will take place at the Berks County Agriculture Center Auditorium on Wednesday, March 6, 2024 at 6:30 PM. *Snow date - Thursday, March 7 at 6:30.*

The Finance Committee will meet in-person on May 1, 2024 at 6:30 PM at System Headquarters.

Stephanie Williams congratulated the Hamburg Public Library for receiving a Keystone Grant to renovate and expand the library's building.

Adjournment: Helen Flynn moved for adjournment. Mary Ellen Wells seconded. The meeting was adjourned at 7:42 PM.

Respectfully submitted,
Debbie Noel
Secretary, BCPL Board

***Upcoming Meeting Dates:
May 15, 2024 7:00 PM
System Headquarters: 1040 Berks Road, Leesport PA 19533***

DRAFT

**BERKS COUNTY PUBLIC LIBRARIES
MAY 2024 BUDGET REPORT**

COUNTY					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>	
REVENUE					
COUNTY FUNDING	\$ 3,950,424.00	\$ 3,950,424.00	\$ -		
GIFTS AND MEMORIALS / FINES AND CHARGES	\$ -	\$ -	\$ -		
MUNICIPAL CONTRIBUTIONS	\$ 300.00	\$ 300.00	\$ -		
TOTALS	\$ 3,950,724.00	\$ 3,950,724.00	\$ -		
EXPENDITURES					
SERVICES TO MEMBER LIBRARIES					
CIRCULATION SERVICES	\$ 2,800.00	\$ 824.50	\$ 1,975.50		29%
CONTINUING EDUCATION	\$ 1,500.00	\$ 816.93	\$ 683.07		54%
COLLECTION DEVELOPMENT	\$ 3,500.00	\$ 1,762.11	\$ 1,737.89		50%
INTERLIBRARY LOAN	\$ 8,000.00	\$ -	\$ 8,000.00		0%
MATERIALS PROCESSING	\$ 21,800.00	\$ 5,632.74	\$ 16,167.26		26%
PROMOTION	\$ 250.00	\$ 250.00	\$ -		100%
SPECIALIZED RESOURCES	\$ 1,000.00	\$ 358.00	\$ 642.00		36%
DIRECT PATRON SERVICES					
AUTOMATED NETWORK	\$ 67,727.04	\$ 33,863.52	\$ 33,863.52		50%
COMMUNITY PROGRAMMING	\$ 6,500.00	\$ 4,849.41	\$ 1,650.59		75%
GASOLINE	\$ 14,196.00	\$ 2,457.14	\$ 11,738.86		17%
IDS/OCLC	\$ 20,399.00	\$ 15,072.00	\$ 5,327.00		74%
SOFTWARE (Renewal)	\$ 1,600.00	\$ 176.30	\$ 1,423.70		11%
SOFTWARE MAINTENANCE	\$ 34,599.00	\$ 22,428.66	\$ 12,170.34		65%
TECHNOLOGY EQUIPMENT	\$ 24,000.00	\$ 11,038.85	\$ 12,961.15		46%
VEHICLE GPS MONITORING	\$ 884.00	\$ 71.80	\$ 812.20		8%
VEHICLE MAINTENANCE	\$ 4,150.00	\$ 185.60	\$ 3,964.40		4%
VEHICLE SUPPLIES	\$ 150.00	\$ -	\$ 150.00		0%
GENERAL EXPENSES					
ADVERTISING	\$ 300.00	\$ 250.00	\$ 50.00		83%
ASSOCIATION DUES	\$ 3,275.00	\$ 262.00	\$ 3,013.00		8%
CONFERENCE & TRAINING	\$ 4,000.00	\$ 816.93	\$ 3,183.07		20%
CONTRACTS (Pest Control, Copier Maint., Trash, Recycling Removal)	\$ 4,890.00	\$ 1,337.65	\$ 3,552.35		27%
INDIRECT COSTS / BUILDING USAGE	\$ 556,177.96	\$ 166,635.32	\$ 389,542.64		30%
OFFICE SUPPLIES	\$ 4,600.00	\$ 1,052.71	\$ 3,547.29		23%
POSTAGE	\$ 573.00	\$ 387.89	\$ 185.11		68%
TELEPHONE	\$ 3,634.00	\$ 840.69	\$ 2,793.31		23%
TRAVEL	\$ 3,500.00	\$ 572.96	\$ 2,927.04		16%
UTILITIES	\$ 25,255.00	\$ 3,702.53	\$ 21,552.47		15%
FUNDING DISTRIBUTION					
COUNTY/CITY PUBLIC LIBRARY	\$ 900,000.00	\$ 450,000.00	\$ 450,000.00		50%
COUNTY LIBRARY AID	\$ 1,260,981.00	\$ 737,768.68	\$ 523,212.32		59%
WAGES / BENEFITS	\$ 970,483.00	\$ 224,347.01	\$ 746,135.99		23%
TOTALS	\$ 3,950,724.00	\$ 1,687,761.93	\$ 2,262,962.07		43%

COUNTY COORDINATION AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>
<u>REVENUE</u>				
COUNTY COORDINATION AID	\$ 346,415.00	\$ 346,415.00	\$ -	
TOTALS	\$ 346,415.00	\$ 346,415.00	\$ -	
<u>EXPENDITURES</u>				
BESTSELLERS RESERVE POOL	\$ 6,458.00	\$ -	\$ 6,458.00	0%
BOOKPAGE	\$ 3,000.00	\$ -	\$ 3,000.00	0%
EARLY LITERACY OUTREACH CRAFTS	\$ 500.00	\$ -	\$ 500.00	0%
EARLY LITERACY OUTREACH SUPPLIES	\$ 500.00	\$ -	\$ 500.00	0%
EBOOK (OVERDRIVE)	\$ 3,459.00	\$ 1,290.81	\$ 2,168.19	37%
LIBRARY AWARE	\$ 14,200.00	\$ -	\$ 14,200.00	0%
MARKETING & OUTREACH	\$ 20,205.00	\$ 11,704.14	\$ 8,500.86	58%
MOVIE LICENSING	\$ -	\$ -	\$ -	0%
SPARK	\$ 69,000.00	\$ -	\$ 69,000.00	0%
SUMMER QUEST LIBRARIES DISTRIBUTION	\$ 25,000.00	\$ 1,996.74	\$ 23,003.26	8%
SUMMER QUEST MARKETING	\$ 4,800.00	\$ -	\$ 4,800.00	0%
DELIVERY VAN REPLACEMENT	\$ 63,356.00	\$ 63,356.00	\$ -	100%
WAGES / BENEFITS	\$ 70,359.00	\$ 16,139.71	\$ 54,219.29	23%
WEBSITE SUPPORT / SUBSCRIPTIONS	\$ 65,578.00	\$ 41,288.10	\$ 24,289.90	63%
TOTALS	\$ 346,415.00	\$ 135,775.50	\$ 210,639.50	39.19%

STATE AID

	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>
<u>REVENUE</u>				
STATE AID	\$ 1,411,451.00	\$ 1,411,451.00	\$ -	
TOTALS	\$ 1,411,451.00	\$ 1,411,451.00	\$ -	
<u>EXPENDITURES</u>				
STATE AID DISTRIBUTION	\$ 1,411,451.00	\$ 525,350.68	\$ 886,100.32	37%
TOTALS	\$ 1,411,451.00	\$ 525,350.68	\$ 886,100.32	37.22%

SYSTEM HEADQUARTERS PERFORMANCE STATISTICS 2024

Member Services:	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date 2024	Year to Date 2023
Co-op Number of Titles Ordered	56	2	7,085	2,780									9,923	8,486
Items Cataloged (Copy Cataloging)	2,228	142	574	3,278									6,222	14,489
Items Cataloged (Original Cataloging)	17	10	13	63									103	348
Library Sent Items	229	984	1,055	1,029									3,297	2,853
Library Sent- Discs Cleaned	45	41	40	60									186	130
Crates Delivered	3,222	2,802	2,885	3,225									12,134	12,721
Technology Remote/Call Support	71	60	59	55									245	
Technology Site Visits	11	13	17	18									59	
Publicity Requests - Pass through to Print Shop	8	5	2	7									8	15
Publicity Requests - Original Design	3	2	0	2									3	21
Community Engagement Specialist Programs - Held	3	3	6	3									15	4
Community Engagement Specialist Programs - Attendance	42	66	112	62									282	54
Outreach Services and Events:														
Circulation - Floating Collection	540	470	539	483									2,032	2,029
Community Events	0	1	0	1									2	1
Community Event Attendance	0	92	0	125									217	86
Outreach Events	1	0	3	4									8	6
Outreach Event Attendance	21	0	22	402									445	368



ADMINISTRATOR REPORT

February 2024 – May 2024

Administrative and Support Services

More than 75 attendees celebrated member libraries' achievements during the Twenty-First Annual Berks County Public Libraries Awards Celebration on March 6. Special thanks to these System HQ team members for their support of the event: Karin Rezendes, Leslie Gaines, Millie Padilla-Santos, Emily Orischak, and Jeff Smilko. Thank you also to the Friends of Berks County Public Libraries for sponsoring several awards and the BCPL Advisory Board members for their support with selecting winners and presenting awards during the event.

Stephanie Williams completed the System Admin Unit's 2023 Annual Report and submitted it to the Office of Commonwealth Libraries in early March. Williams and Millie Padilla-Santos submitted the Library System's final updates to the 2024 County budget. Updates were needed due to unexpected increases in County Coordination Aid & State Aid, and a delivery van replacement expense that came in under budget.

Williams worked with Becky Wanamaker, District Consultant, to provide New Trustee Orientations throughout March and April to more than 30 trustees from several member libraries.

Williams completed her compliance reviews for the System Membership Agreement for reporting year 2023. Four libraries did not meet standards in reporting year 2023 and received letters highlighting the deficiencies.

Second quarter checks for 2024 were sent to member libraries in April. The County's 2025 budget process opened in late April and Williams and Padilla-Santos are actively preparing our department's budget request.

Looking ahead, Williams will begin drafting the 2025 County Coordination Aid budget. She will also work with the County's Procurement team on a Request for Proposals (RFP) for an updated Ivy Group report, to examine the financial sustainability of our existing federated library system setup within the County.

Bibliographic Services

The Bibliographic Services staff worked determinedly to continue providing services to member libraries following the Spark/Evergreen migration in February. Leslie Gaines and Christine Reichart presented documentation and data mapping to our print and audio/visual materials vendors to restart the process of ordering new materials for libraries. Although there were some unforeseen complications and delays, Gaines, Reichart, and the PALLS/Equinox support team were able to successfully complete the process. Electronic ordering resumed in early March. Other bibliographic services staff have also joined various interest groups related to the new ILS to converse with other Evergreen libraries in the state, as well as, stay updated on new developments and training opportunities.

Gaines continues to lead the monthly ILS users' group meetings. They are now referred to as the Spark Users Group. Gaines also attended the Public Library Association conference in early April and the virtual Evergreen International conference in late April. Looking ahead, Gaines will investigate new purchase opportunities for the System's Floating Collections, as well as, the Accessibility and Supportive Learning Collection. She is also looking to work with Emily Orischak in creating a new library card design to coincide with National Library Card Sign-up Month.

Outreach Services:

Karin Rezendes and Cheryl Williams represented the Library System at the Health Fair for County of Berks employees in April. They provided giveaways and information on library services to about 375 attendees. They also attended Healthy Kids Day at the Berks County Heritage Center on April 27th.

Prison Book Club has resumed. Each group (one for men and one for women) meets once a month. C. Williams continues to visit three Head Start classrooms every other week to provide story times and extension activities to the students.

The StoryWalks for Berks Nature and the Reading Public Museum have been updated for the spring. Berks Nature features *Rosa Explores the Water Cycle* and the Reading Public Museum features *Dragons Love Tacos*. The Berks Heim Story Trail will be updated this month with profiles of notable Berks County residents of the past and present.

The 2024 Commissioners' Town Hall Meetings continued at Reading Public Library (March), Exeter Community Library (April), and Bethel-Tulpehocken Public Library (May). The Commissioners' Town Hall Meetings will pause during the summer months and resume in September at Fleetwood Area Public Library.

Community Relations

Following the Spark system migration in early February, Emily Orischak worked with Leslie Gaines to create and clean up website compatibility issues including creating "buckets" and "record lists" of System collections. She updated the manual collection lists of the Library of Things and Accessibility Collection while working with Gaines to establish the auto-populating lists. Additionally, Orischak and Gaines compiled an extensive guidebook of the new ILS system for library staff to refer to for common actions.

With the help of other System staff, Orischak prepared materials for the BCPL Awards Ceremony, which was held March 6 at the Agricultural Center. During the event, Orischak photographed award winners and other attendees and provided a press release to media contacts the following day. Noah Lenstra, Associate Professor of Library and Information Science for University of North Carolina Greensboro, later interviewed Orischak where she discussed the current process of the awards in addition to its successes and areas for improvement. [The article is posted on the Webjunction website.](#)

On June 4 at 6-8PM and June 6 at 1-3PM, Orischak will be holding two workshops at System HQ for libraries and boards on utilizing the Return-on-Investment (ROI) calculator.

Other tools will be shared, along with how to use these values when crafting targeted messaging strategies. Orischak has prepared her presentation along with library examples for her workshop sessions. Registration: <https://forms.gle/Lnr9Vwn77FBpBpHw8>

Looking forward, Orischak will be preparing for the System's fall marketing campaign to coincide with National Library Card Sign-up Month.

Technology

Smilko and Fulkersin have continued to respond to and resolve all help desk calls. They have continued their work patching all servers and PCs and reviewing all backup and NAS server errors and taking appropriate action.

Fulkersin deployed new audio/video equipment at Kutztown, including a new speaker receiver system, projector and DVD player. Fulkersin also ran the proper cabling for hookup to presenter's equipment and trained library staff on its use. Fulkersin also deployed six new patron PCs at Wernersville and two new mobile circulation desk laptops at Sinking Spring.

Smilko researched and purchased technology equipment for Sinking Spring, Wernersville, Boyertown and Kutztown. He has deployed a new circulation desk PC at Bethel and rebuilt their PC Reservation server from scratch after its failure. Smilko deployed three new access points in Bethel's new library, configuring the VLAN for the patron wireless and running the cat6 drops for the AP's.

Berks County Public Library System

Borrowing Policies

Library Card Registration

The Berks County Public Library System (BCPL) provides services to all residents of the County of Berks without discrimination in fulfillment of its mission to develop services, resources and collections to meet the cultural, informational, educational and recreational needs of its diverse community.

All library transaction records are confidential under Article IV, Section 428 of the Public Library Code (24 PA C.S.).

BCPL member libraries issue library cards to establish a patron account, facilitate loan of materials and use of online resources, and to enable the member libraries to keep a record of which materials are on loan to patrons. Individuals who live, own property, work, or attend school in Berks County are eligible for a free library card. This card is also referred to as an Adult/Juvenile/YA 3 year library card.

Library cards are valid for use at all BCPL member libraries and Reading Area Community College.

To borrow materials from a BCPL member library, a person must register for a library card. Applicants must present proper proof of residency and identity, and complete and sign a library card application. By virtue of registering for a card, the applicant agrees to accept responsibility for all fines, fees, or charges incurred through library transactions. Applicants are able to obtain a registration form online; but must present proof of residency and identity before receiving a physical library card.

Anyone under the age of 18 may receive a library card after completion of an application by a parent or legal guardian presenting proper proof of residency and/or identity. At their discretion, member libraries may allow those under the age of 18 to assume responsibility and register for their own card. By virtue of registering, the person agrees to be financially responsible for all fines and other charges incurred. At the discretion of the Library Director and under certain circumstances, another adult may register as the responsible adult on behalf of a minor child. By virtue of completing registration for a minor the adult agrees to be financially responsible for the use of the card and all fines and other charges incurred pursuant to the Borrowing Policies. The adult applying for a juvenile card on behalf of a child must be in good standing (no fines/fees over \$10). A juvenile card will 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 account.

BCPL member libraries and staff do not act *in loco parentis*.

BCPL member libraries are participants in the ACCESS PA Statewide Library card program and adhere to its rules and regulations for free reciprocal library cards. Pennsylvania residents who hold a valid library card from an out-of-county library or a State library card are eligible for a BCPL library card without fee. This card is also referred to as an Adult/Juvenile/YA 1 year library card. Such non-residents of Berks County are required to register and provide proof of identity.

Non-residents of Pennsylvania may be issued a borrower card upon providing proof of identity in the same manner as county residents. This card can be used only in BCPL member libraries. These cardholders receive an Adult/Juvenile/YA 1 year library card.

Library Card Information

Identity and Residency Requirements

The applicant must provide full legal name, address and date of birth.

Applicants are encouraged to provide valid photo identification that verifies name and current address. At their discretion, member libraries may accept other documentation to verify current address.

Adult 1 year and Juvenile/YA 1 year

This card type allows the cardholder to borrow physical materials at any BCPL location. This card does not include access to any digital/downloadable media type. This card does not give access to the ACCESS PA Statewide Library Card program. This card does not provide the ability to utilize out-of-System Interlibrary Loans (ILL) to request materials from libraries outside of the Berks County Public Libraries System.

Adult 3 year and Juvenile/YA 3 year

This card type is given to individuals who live, work, or learn in Berks County. Cardholders can access and borrow physical materials including but not limited to books, DVDs, CDs, audiobooks, museum passes, etc. In addition, patrons 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.

Institutional and Homeschooling Requirements

Institutions may receive an Extended borrower card, providing the Director or other authorized person of the agency signs the application and commits to the financial responsibility of all fees and charges incurred pursuant to the Borrowing Policies.

Homeschooling educators may apply for an Outreach borrower card upon presentation of 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. An outreach card enables the cardholder to borrow up to 150 items at one time and place 50 hold requests.

Because Pennsylvania Law does not require homeschooling educators working with children younger than 8 to have an affidavit, those educators working exclusively with students under 8, may receive an Outreach card at the discretion of the Library Director.

Internet Only

Internet only cards enable users to access digital materials only. In order to obtain an internet only card, users are encouraged to provide proof they live, work or attend school in Berks County.

Limited 6 months

Member libraries may issue limited 6 months library cards with specific restrictions or limitations to new library patrons; no more than 5 holds and 5 items checked out a time. These cards lose their good standing after \$5.00 in fines or fees are accrued.

Cardholder Responsibilities

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.

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.

A cardholder is responsible for all materials checked out on their library card and on the cards of minor children for whom they have assumed responsibility on a library card application.

Cardholders are responsible for all charges on their account including payments for any lost or damaged items borrowed on their card.

Cardholders are responsible to report address, telephone and/or email changes.

Lost or stolen library cards must be reported 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

A cardholder's account is considered delinquent when items are overdue or money is owed. This status may affect the cardholder's ability to borrow materials, place holds or use electronic/digital resources.

Privileges will be suspended when:

- There are accumulated charges of more than \$10.00.
- There are fines and fees from a previous calendar year. A library may require accounts to be paid in full by the end of each calendar year before items may be borrowed in a new calendar year.

Expiration of Library Cards

All library cards must be renewed every three years. If there has been no activity on the account, and there are no outstanding charges or unreturned materials, the account is considered inactive after three years and deleted after seven years.

Material Loan Periods

Loan periods

- 21 days - audio materials, books, DVD series, and magazines.
- 7 days - DVDs, and Museum and other Admission Passes.

Non-standard item loan periods, including loans from the Library of Things collection, are set by owning libraries.

Hold Limits

Most card holders can request 20 items of any type. These hold limits cannot be overridden.

Renewals

Most materials, unless on reserve 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 are granted on an exception basis.

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

Items may be renewed at the library, online through the library website, or by phone. The cardholder's barcode number is required for telephone renewals.

Maximum number of items

The maximum number of physical items that can be borrowed is determined by each library card type. Some limits do vary by library. Please consult your library's local service policies to learn the limits on the number of items that can be borrowed.

- Adult 3 year and Juvenile/YA 3 year - 50 items
- Adult 1 year and Juvenile/YA 1 year - 50 items, no access to digital materials
- Extended – 200 items
- Outreach - 150 items
- Limited 6 months - 5 items
- Internet only - 0 items, access to digital materials only

Placing a Hold (or Request/Reserve)

If an item is not available at the time and place that it is sought, 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.

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.

Fines

Cardholders are responsible for returning library materials on time. There are no overdue fines on standard library materials such as Books, Audiobooks, DVDs, CDs, or Magazines. 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. The current fine table, as amended from time to time is posted at the Circulation Desk and online.

- Museum and other Admission Passes - \$1.00/day Overdue Fine
- Special Materials (such as hotspots, tablets, etc. that only a few libraries carry), out-of-System Interlibrary Loans (ILL), and Library of Things. Overdue Fines are determined by the library that circulates the items.

Overdue Notices

Cardholders are notified when items checked out become delinquent. A billing invoice is sent if, after 2 overdue notices, the items have not been returned. Patrons receive overdue 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.

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

Fees may be charged for

- Lost/damaged museum pass and all other lost/damaged items: Replacement value of the item.
- Special materials, including but not limited to Library of Things, related to the maintenance, cleaning or upkeep of the item.

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.

Returns and Book Drop Policy

Most items belonging to any Berks County public library may be returned at any Berks County public library. Book drops are available at each library for the return of materials when the library is closed. Exceptions may include museum passes, e-book readers, hotspots, Library of Things, and out-of-System Interlibrary Loans (ILL). These items must be returned inside the lending library at the circulation desk.

Please note: RACC's Yocum Library has their own Circulation Policy. Please check 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

BERKS COUNTY PUBLIC LIBRARIES SYSTEM MEMBER FACILITIES POLICY

POLICY STATEMENT

In accordance with the requirements of Pennsylvania Code¹ and the Berks County Library System Membership Agreement, as may be amended from time to time, and as authorized by Berks County Resolution No. _____-2024, any construction, remodeling, or enlargement of a Member Library's facilities shall be reviewed and approved by the System Advisory Board ("Board") to confirm that the planned improvements will fulfill the needs of the area served.

PURPOSE STATEMENT

This Policy is intended to ensure quality library service system-wide and to promote library buildings and facilities that are designed with flexibility to adequately meet the current and future physical requirements of such services.

SCOPE STATEMENT

The Board's review and approval will focus on whether the plan, as currently presented, fulfills the needs of the area served. The Board is not responsible for ensuring Member Libraries' compliance with state or municipal construction codes, zoning, or land development regulations. Approval by the Board does not imply endorsement of the consultants utilized in developing this project, nor does this approval make or imply any financial guarantees, support for, or liability concerning the project from the System.

DEFINITIONS

"Agreement" shall refer to the Berks County Library System Membership Agreement as most recently adopted or amended by the System and Member Library.

"Board" or "System Advisory Board" shall refer to the Berks County Library System Advisory Board.

"Application" shall include the Application Form provided by the System, signed by authorized representative of the Member Library; a sketch plan;

"Area Served" shall mean the Member Library's service area as defined by the Pennsylvania Code.

"Project Review Committee" or "Committee" is an *ad hoc* committee appointed by the System Advisory Board according to such procedures as the Board may designate.

ACTIONS/PROCEDURES

1. The Member Library shall submit an Application to the System Administrator as follows: Four hard (paper) copies of the Application shall be submitted via mail to: PO Box 689, Leesport, PA 19533-0689. In addition, a digital (PDF) copy shall be submitted via email to: libadmin@berkslibraries.org. Applications may be submitted in-person at System Headquarters, 1040 Berks Road, Leesport PA 19533,

¹ 22 Pa. Code § 141.24

to the System Administrator during normal business hours of Monday through Friday 8AM-4PM.

2. The System Administrator shall, upon receipt of an Application, review the plan for completeness and:
 - a. Issue a letter to the Member Library noting additional requirements for complete submission; or
 - b. Notify the Board that an application has been completed and request appointment of a Project Review Committee.
3. Upon receipt of a complete Application from a Member Library, the Board shall appoint a Project Review Committee to review the Application and shall schedule a presentation date before the full Board.
4. The Project Review Committee shall hold such meetings as are necessary to review the proposal and make a recommendation to the full Board upon receipt of the Application.
5. The Project Review Committee may consider the following in completing its review:
 - a. Sketch plan and other application materials
 - b. Library System's strategic plan
 - c. Member Library's strategic plan
 - d. Member Library's financial plan
 - e. Prior studies (e.g., Ivy Group report)
 - f. Needs assessments
 - g. Testimony/recommendation from experts
 - h. Location
 - i. Applicable law
6. Where feasible, the Board will review and render a decision on a completed Application within 90 days of receipt of such application. If additional time is needed, the Board shall state the reasons therefor on the record at a public meeting.

ENFORCEMENT

This Policy is incorporated into the Berks County Library System Membership Agreement. Accordingly, the enforcement of this Policy shall be conducted as set forth in the Agreement, including without limitation the provisions of Article 3, Failure to Meet Membership Agreement and/or Standards.

**BERKS COUNTY PUBLIC LIBRARIES SYSTEM
MEMBER FACILITIES POLICY
APPLICATION FORM**

Date of Submission:

Library Name:

Library Address:

Library Mailing Address (if applicable):

Contact Person & Title:

Email Address:

Phone Number:

This application is for (check all that apply):

- New construction
- Renovation
- Expansion of existing structure

Narrative Section:

1. List all municipalities within the library's mandated service area:
2. What need exists for this project within the community?
3. How will the project improve direct service to library users?

These documents must also be submitted with this application form:

4. Sketch plan including location
5. Member Library's Strategic Plan
6. Needs assessment
7. Proposed Project Timeline
8. Proposed Project Budget

BERKS COUNTY PUBLIC LIBRARIES SYSTEM PUBLIC COMMENT POLICY

POLICY STATEMENT

In accordance with the requirements of the "Sunshine Act," Act of July 3, 1986, P.L. 388, No. 84 65 P.S. 271 et seq., as amended, the Berks County Library System Advisory Board will provide a reasonable opportunity at each public meeting for citizens to comment on matters of library business.

PURPOSE STATEMENT

This policy is intended to provide for public participation in BCPL Advisory Board meetings and establish public comment procedures whether the meeting is held in person, virtual, or in a hybrid format.

DEFINITIONS

"Board" shall refer to the Berks County Library System Advisory Board

"System Office" shall refer to the Berks County Library System Headquarters located at 1040 Berks Road, Leesport, PA 19533.

ACTIONS/PROCEDURES

1. There will be provided at the beginning of the agenda for each public meeting an opportunity for speakers to comment one time on printed agenda items which are before the Board, or comment on matters germane to Library business. Germane comments are comments which subject matter relate to items or issues which are currently before the Board for consideration or which may come before the Board at a future date. Such time on the agenda shall be titled "Public Comment". The following guidelines are established for this portion of an in person public meeting:
 - a. Speakers who wish to address the Board must sign the meeting sign-in sheet, located in the lobby area of the System Office prior to the start of the meeting. Sign-ins must include name, and library name (if acting as a library representative) or municipality name.
 - b. Comment shall be received only after the speaker is recognized by the Chair conducting the meeting.
 - c. The speaker shall proceed to the front of the conference room and announce his or her name and library name prior to addressing the Board.
 - d. In-person comments are limited to three minutes per comment.
 - e. The Chair may rule out-of-order profane, scandalous, impertinent, irrelevant and redundant comments, or comments the discernible purpose or effect of which is to disrupt or needlessly protract the proceedings of the meeting.
 - f. The Chair may call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
 - g. The Chair may allocate available time among speakers wishing to comment.
 - h. The meeting comment period is limited to a total of 30 minutes including both in person and virtual comments.
2. For meetings conducted by virtual means the following guidelines are established for public comment:

- a. Speakers wishing to comment virtually shall email the comments@berkslibraries.org email address, which will accept virtual public comments until the public comment period is closed.
 - b. Comments must include first name, last name, and library name or municipality name.
 - c. Any comments without name and library name or municipality name will not be considered.
 - d. The Chair may rule out of order and decline to read any public comment which is profane, scandalous, impertinent, irrelevant, redundant, or comments which the discernible purpose or effect of is to disrupt or needlessly protract the proceedings of the meeting.
3. Meetings conducted in a hybrid format that gives speakers the option to comment in person and via a virtual format shall follow the above listed guidelines. Comments from speakers attending in person shall be accepted first and limited to three minutes per comment. Once all in person comments are received, comments received by a virtual format shall be read aloud by the Board.
 4. The Board is not required to respond to public comments during the meeting but may choose to do so at their discretion. The public is reminded that this a public comment opportunity and not an interactive dialog with the Board.
 5. Time allocated for the all public comment period at each meeting shall not exceed thirty (30) minutes. Each in person speaker will be allotted three (3) minutes to present his or her topic. Time limits will be monitored, and County staff will respectfully request speakers to conclude their comments if the speaker goes beyond the time allotted. Said time limitations may be altered or waived at the Chair's discretion.

Adopted XX/XX/2024