



Berks County Public Libraries Board Meeting  
May 19, 2021 7:00 PM  
Virtually: Microsoft Teams

Call to Order

Pledge of Allegiance

Public Comment

Review of the February 24, 2021 minutes

Treasurer's Report

Correspondence

Administrator's Report

Committee Reports

- Finance Committee
- Advocacy Committee

Old Business

- Guidelines for Appropriate Listserv Use & Behavior - FINAL

New Business

- Cataloging and Processing Policy - DRAFT

District Consultant Report

- 2021-2022 District Negotiation documents and budget in meeting packet

Announcements

***Future 2021 Meeting Dates: August 18 at 7 PM, November 17 at 7 PM***



**BERKS COUNTY PUBLIC LIBRARIES  
Board of Directors Meeting  
February 24, 2021 7:00PM  
Virtual Meeting  
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held virtually on Wednesday, February 24, 2021 using the Microsoft Teams platform.

**Board Members Present:** Dr. Eve Kimball - President, Ginny Hand - Vice President, Debbie Noel - Secretary/Treasurer, Helen Flynn, Arleny Pimentel, Mary Ellen Wells

**Board Members Absent:** Charles Jones

**System staff present:** Amy Resh, Library System Administrator; Alison Trautmann, Outreach Coordinator; Jeff Smilko, Technology Coordinator

**District staff present:** Stephanie Williams, District Consultant; Marissa Guidara, District Youth Services Consultant

**Advisory Committee members present:**

Alicea Rodig, Bernville Area Library  
Bob Stoltzfus, Bernville Area Library  
Mike Najarian, Bethel-Tulpehocken Library  
Crescenda Long, Boone Library  
Christine Mittura, Boone Library  
Mary Picariello, Boone Area Library  
Rob Kistler, Boyertown Library  
Karen Winegardner, Brandywine Library  
D Michael Bennethum, Exeter Library  
Cortney Bowman, Exeter Library  
Marsha Anderson, Fleetwood Library  
Lois Geist, Fleetwood Library  
Robert Angelo, Hamburg Public Library  
Joshua Sprinkle, Kutztown Library  
Mindy Wagaman, Kutztown Library  
Janet Yost, Kutztown Library

Karen Cook, Mifflin Community Library  
Dr. Joseph Yarworth, Muhlenberg Library  
Melissa Adams, Muhlenberg Library  
Mindy Cohen, Robesonia Library  
Susan Eshleman, Robesonia Library  
Erica Burch, Schuylkill Valley Library  
Christie Brown, Schuylkill Valley Library  
Ben Robitzer, Sinking Spring Library  
Donna Bird, Spring Twp.; West Lawn/Wyomissing Hills Library  
Laurel Quigley, Spring Twp.; West Lawn/Wyomissing Hills Library  
Anna Carter, Village Library  
Kristi Brant, Wernersville Public Library  
Trista Oxenreider, Womelsdorf Library

**Call to Order:** Dr. Eve Kimball called the meeting to order at 7:00 p.m.

**Pledge of Allegiance:** Dr. Eve Kimball led the Pledge of Allegiance

New members, Arleny Pimentel and Mary Ellen Wells, were welcomed and all members gave brief introductions. Ginny Hand, Nominating Committee Chair moved that the 2020 BCPL Board Officers be accepted; Helen Flynn seconded. The officers were unanimously approved:

President: Dr. Eve Kimball

Vice president: Ginny Hand

Secretary/Treasurer: Deborah Noel, Ed. D.

**Public Comment:** Alison Trautmann read, in the order in which they were received, public comments that were submitted in advance of tonight's meeting. One comment was from Karen Winegardner who had been omitted from the last meeting minutes. The other comment came from Janet Yost and was a question regarding the ListServ guidelines. This question will be addressed in New Business.

**Approval of Minutes:** Minor addition to the minutes of November 18, 2020; Karen Winegardner, from Brandywine Community Library, was in attendance and not noted in the minutes. Helen Flynn made a motion to accept the minutes, of November 18, 2020 with the correction. Ginny Hand seconded. Minutes were unanimously approved.

**Treasurer's Report:** Debbie Noel reported that the County budget for 2021, included with the agenda, was approved by the County Budget Office and the Commissioners. Debbie also noted that the state aid has remained constant since 2020 - a very positive development. It was suggested that members may want to reach out to state representatives with a 'thank you' for their support. Very little activity has occurred with the 2021 finances as the year is young. Debbie Noel moved that the Treasurer's Report be accepted. Ginny Hand seconded the motion. The report was unanimously accepted.

**Correspondence:** The Board received a certificate from the US Census Bureau for the work of the Library System in making the Census 2020 Partnership Program a success.

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

A few items were highlighted:

- Amy gave compliments to all our member libraries for the dynamic and wonderful things libraries have been doing to support their communities. This was especially appreciated over the 2020 calendar year as the country faced the pandemic.
- 2021 funding formula overview was provided in a live event and another presentation on this topic was also recorded for later viewing.
- A trustee seminar has been scheduled for March 17 and will be held on a virtual platform.
- A CARES act grant was received, \$100,000 for material purchases
- Overdrive checkouts have seen an 81% increase The digital branch of the libraries has been extremely valuable to our visitors over the last year, and data shows they continue to be
- Amy detailed a review of the year 2020 (see attached detailed report).

- Commissioners approved Amy's request for additional fund - as a result \$170,000 was added to our budget
- Amy also addresses the system data from 2020, much of which was very impressive with growth in a variety of areas, especially areas

During this report, Dr. Kimball drew special attention to the outstanding circulation and usage numbers related to eBooks and youth. The data is very strong in these areas.

**Committee Reports:** Finance Committee: Debbie Noel reminded members that the Finance Committee had adjusted the 2022 funding formula to use the 2019 circulation and computer use data due to disruption caused by adjusting to pandemic safety requirements/disruption caused by developing safety procedures during the pandemic. As of now, the committee has not determined if the 2021 circulation and computer use data will be used for the 2023 funding formula. However, the data looks very strong and will likely be used. The Finance Committee reconvenes in April and will discuss further.

**Old Business:** None

**New Business:** Guidelines for appropriate Listserv use and behavior was introduced and a draft was provided to all members. At this point Amy Resh addressed and clarified the public comment that had been received. The question posed, "Please clarify the difference between the Director's Listserv and the Director's Forum Listserv. The Forum also includes administrators in the first sentence but not in the second. Are administrator's email addresses included in the Director's Forum?" Amy clarified the administrator emails are not included in the Directors Forum of the Listserv. This will be corrected in the draft. Any additional comments related to this document can be forwarded to [comments@berks.lib.pa.us](mailto:comments@berks.lib.pa.us). The final draft of the guidelines will be voted on in May.

**District Consultant Report:** Amy presented Stephanie Williams's report and highlighted the following information: all libraries' 2020 annual reports must be completed in LibPAS and have all documentation submitted to District Consultants by Friday, March 12, 2021. This deadline is not flexible and libraries who do not submit on time may jeopardize their state aid. (Stephanie's full report is attached)

**Announcements:** None

**Adjournment:** Ginny Hand moved for adjournment. Mary Ellen Wells seconded. The meeting was adjourned at 7:32 PM.

Respectfully submitted,  
Debbie Noel  
Secretary, BCPL Board

***Next Meeting: May 19, 2021 7:00PM  
System Headquarters: 1040 Berks Road, Leesport PA 19533***

**BERKS COUNTY PUBLIC LIBRARIES  
MAY 2021 BUDGET REPORT**

<b>COUNTY</b>					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>	
<b><u>REVENUE</u></b>					
COUNTY FUNDING	\$ 3,518,580.00	\$ 3,518,580.00	\$ -		
GIFTS AND MEMORIALS / FINES AND CHARGES	\$ 50.00	\$ -	\$ (50.00)		
MUNICIPAL CONTRIBUTIONS	\$ 300.00	\$ 105.00	\$ (195.00)		
<b>TOTALS</b>	<b>\$ 3,518,930.00</b>	<b>\$ 3,518,685.00</b>	<b>\$ (245.00)</b>		
<b><u>EXPENDITURES</u></b>					
<b>SERVICES TO MEMBER LIBRARIES</b>					
CIRCULATION SERVICES	\$ 2,800.00	\$ 435.32	\$ 2,364.68		16%
CONTINUING EDUCATION	\$ 1,500.00	\$ 1,000.00	\$ 500.00		67%
COLLECTION DEVELOPMENT	\$ 3,550.00	\$ 1,988.76	\$ 1,561.24		56%
INTERLIBRARY LOAN	\$ 8,000.00	\$ -	\$ 8,000.00		0%
MATERIALS PROCESSING	\$ 13,900.00	\$ 1,481.67	\$ 12,418.33		11%
PROMOTION	\$ 850.00	\$ -	\$ 850.00		0%
SPECIALIZED RESOURCES	\$ 3,667.00	\$ 389.00	\$ 3,278.00		11%
<b>DIRECT PATRON SERVICES</b>					
AUTOMATED NETWORK	\$ 61,641.00	\$ 30,820.50	\$ 30,820.50		50%
COMMUNITY PROGRAMMING	\$ 6,600.00	\$ 307.51	\$ 6,292.49		5%
GASOLINE	\$ 7,884.00	\$ 1,598.48	\$ 6,285.52		20%
IDS/OCLC	\$ 18,070.00	\$ 7,270.00	\$ 10,800.00		40%
SOFTWARE (Renewal)	\$ 1,600.00	\$ 256.23	\$ 1,343.77		16%
SOFTWARE MAINTENANCE	\$ 5,600.00	\$ 5,579.95	\$ 20.05		100%
TECHNOLOGY EQUIPMENT	\$ 19,000.00	\$ 10,618.42	\$ 8,381.58		56%
VEHICLE GPS MONITORING	\$ 864.00	\$ 864.00	\$ -		100%
VEHICLE MAINTENANCE	\$ 5,000.00	\$ 745.20	\$ 4,254.80		15%
VEHICLE SUPPLIES	\$ 150.00	\$ -	\$ 150.00		0%
<b>GENERAL EXPENSES</b>					
ADVERTISING	\$ 150.00	\$ -	\$ 150.00		0%
ASSOCIATION DUES	\$ 3,188.00	\$ 1,839.00	\$ 1,349.00		58%
CONFERENCE & TRAINING	\$ 4,000.00	\$ 1,400.00	\$ 2,600.00		35%
CONTRACTS (Pest Control, Copier Maint., Trash, Recycling Removal)	\$ 3,431.00	\$ 1,391.33	\$ 2,039.67		41%
INDIRECT COSTS / BUILDING USAGE	\$ 326,425.00	\$ 136,007.00	\$ 190,418.00		42%
OFFICE SUPPLIES	\$ 6,327.00	\$ 2,442.45	\$ 3,884.55		39%
POSTAGE	\$ 359.00	\$ 318.64	\$ 40.36		89%
TELEPHONE	\$ 2,579.00	\$ 730.07	\$ 1,848.93		28%
TRAVEL	\$ 5,000.00	\$ 420.17	\$ 4,579.83		8%
UTILITIES	\$ 29,709.00	\$ 10,324.94	\$ 19,384.06		35%
<b>FUNDING DISTRIBUTION</b>					
COUNTY/CITY PUBLIC LIBRARY	\$ 900,000.00	\$ 450,000.00	\$ 450,000.00		50%
COUNTY LIBRARY AID	\$ 1,260,981.00	\$ 710,816.19	\$ 550,164.81		56%
<b>WAGES / BENEFITS</b>	<b>\$ 816,105.00</b>	<b>\$ 134,797.35</b>	<b>\$ 681,307.65</b>		<b>17%</b>
<b>TOTALS</b>	<b>\$ 3,518,930.00</b>	<b>\$ 1,513,842.18</b>	<b>\$ 2,005,087.82</b>		<b>43%</b>

COUNTY COORDINATION AID					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>REMAINING</u>	<u>SPENT</u>	
<u>REVENUE</u>					
COUNTY COORDINATION AID	\$ 292,537.00	\$ -	\$ (292,537.00)		
<b>TOTALS</b>	<b>\$ 292,537.00</b>	<b>\$ -</b>	<b>\$ (292,537.00)</b>		
<u>EXPENDITURES</u>					
ADAPTIVE COLLECTION	\$ 5,000.00	\$ 1,113.60	\$ 3,886.40		22%
BESTSELLERS RESERVE POOL	\$ 6,000.00	\$ 2,216.81	\$ 3,783.19		37%
BOOKPAGE	\$ 2,200.00	\$ -	\$ 2,200.00		0%
CONTINUING EDUCATION	\$ 5,000.00	\$ 1,740.00	\$ 3,260.00		35%
EARLY LITERACY OUTREACH BOOKS	\$ 900.00	\$ 576.00	\$ 324.00		64%
EARLY LITERACY OUTREACH CRAFTS	\$ 1,000.00	\$ 184.95	\$ 815.05		18%
EBOOK (OVERDRIVE)	\$ 20,129.00	\$ 4,612.50	\$ 15,516.50		23%
MARKETING	\$ 14,963.00	\$ 6,614.24	\$ 8,348.76		44%
MOVIE LICENSING	\$ 6,000.00	\$ -	\$ 6,000.00		0%
POLARIS MAINTENANCE AND HOSTING	\$ 136,650.00	\$ -	\$ 136,650.00		0%
SUMMER QUEST DISTRIBUTION	\$ 12,000.00	\$ 1,380.91	\$ 10,619.09		12%
SUMMER QUEST MARKETING	\$ 4,800.00	\$ 2,250.00	\$ 2,550.00		47%
WAGES / BENEFITS	\$ 62,265.00	\$ 5,445.65	\$ 56,819.35		9%
WEBSITE SUPPORT / HOSTING	\$ 15,630.00	\$ -	\$ 15,630.00		0%
<b>TOTALS</b>	<b>\$ 292,537.00</b>	<b>\$ 26,134.66</b>	<b>\$ 266,402.34</b>		

STATE AID					
	<u>BUDGETED</u>	<u>YEAR TO DATE</u>	<u>UNREALIZED</u>	<u>SPENT</u>	
<u>REVENUE</u>					
STATE AID	\$ 1,191,926.00	\$ 1,191,926.00	\$ -		
<b>TOTALS</b>	<b>\$ 1,198,684.00</b>	<b>\$ 1,191,926.00</b>	<b>\$ -</b>		
<u>EXPENDITURES</u>					
STATE AID DISTRIBUTION	\$ 1,191,926.00	\$ 506,996.98	\$ 684,929.02		43%
<b>TOTALS</b>	<b>\$ 1,191,926.00</b>	<b>\$ 506,996.98</b>	<b>\$ 684,929.02</b>		



### **ADMINISTRATOR REPORT**

**February 2021 – May 2021**

#### **Personnel**

The two part-time Preschool Program Specialist positions are vacant.

#### **Administrative and Support Services**

Amy Resh and Alison Trautmann joined the County's vaccine center team to create a partnership between health partners and our library resources. The end result is a table full of library information and activity bags for kids at the center. We also sent flyers and materials to libraries around the County to spread the word about the vaccine center. Resh hosted four virtual trustee orientation sessions with member library trustees in coordination with Stephanie Williams, Reading District Consultant in April. Resh also held meetings with library directors who wanted to attend regarding the funding formula.

Looking forward, Resh is coordinating library visits with directors to learn about challenges, opportunities and successes they are facing and how the System can support our member libraries. She is also working on the County's request for potential savings and efficiencies in our department. The other big project is how to celebrate the 35 year anniversary of our Library System in new and inventive ways. Resh is also part of a Supervisor Training Series lasting until the beginning of June. Jennifer Smilko has been working with the Friends of BCPL to prepare for Book Bonanza taking place in July.

#### **Bibliographic Services**

Bibliographic Services worked together in adding more materials to the Accessibility and Supportive Learning Collection; kits focusing on American Sign Language were added in March for patrons to borrow. We also took the first steps in moving forward with a database clean-up project; a small group of member library staff has agreed to be a part of the ongoing process, locally, through communication and feedback. Leslie Gaines is working with Backstage Library Works on the larger portion of the project involving a bulk clean-up of outdated metadata and missing authority control within the bibliographic records of the catalog. Gaines is working with Midwest Tape, the System's main audio/visual vendor in streamlining the processing of physical materials to aid in saving time and replacing outdated procedures for quicker productivity on newly purchased items. From February to May, 9,982 items were cataloged and processed.

Looking ahead, Gaines continues work on the projects highlighted above and is working with Stephanie Williams, Reading District Consultant on new library director training sessions. She will focus on Polaris training and updating outdated training documents on the System's shared intranet.

#### **Outreach Services**

In April, our Advocacy system-wide initiative finished. Libraries submitted 167 postcards to send to local legislators and elected officials. In February and March, Trautmann

presented to the Berks County Community Support Program and Teens Taking Flight about resources and services that local libraries provide. A variety of policies and procedures were created for delivery, culminating in the creation of the Driver's Manual. Trautmann appeared on the Commissioner's Weekly Update in April to highlight the Mobile Job Lab.

Looking forward, in May, there will be 5 stops from the Mobile Job Lab in Hamburg, West Reading and Boyertown. When summer arrives, it will bring with it a new partnership with the Reading Public Museum. Talks are currently ongoing to place a StoryWalk at the Museum. Further evaluation of delivery service and quarantine requirements will take place as the Governor's COVID orders evolve.

### **Community Relations**

Emily Orischak finalized and printed the System's 2020 Annual Report booklet. This report featured two full-page spreads outlining how Berks libraries quickly pivoted at the beginning of the pandemic and adjusted their services to reach patrons safely. A digital copy of the annual report booklet can be found on [www.berkslibraries.org/about-us/document](http://www.berkslibraries.org/about-us/document). Additionally, Orischak continued her efforts in library advocacy by offering assistance in collecting patron stories. A plan was created and documents produced to begin collecting this summer and through the remainder of the year. Responses will be provided to libraries to use in their future advocacy campaigns.

Looking forward, Orischak will continue to prepare for the System's 35th Anniversary Celebration beginning this summer. The purpose is to highlight the successes of County library service over the previous 35 years and showcase library innovation moving forward. Orischak is in the process of securing promotional/advertising space for a campaign push this fall in conjunction with National Library Card Sign-Up month along with creating digital content for libraries to share with patrons.

### **Technology**

Jeff Smilko and Darrin Hoffmaster have continued to do routine maintenance, patching servers, PCs, laptops, and creating images of vital machines for quick restores in case of disasters. They have continued to review and act when necessary on all NAS server monthly health reports and backup error log emails. Smilko has been working closely with Hoffmaster training him on the many systems and software types used throughout the library system. They have visited all 19 County libraries and introduced him to each libraries director and staff that were present. We have purchased and deployed some new equipment at a few library locations.

Looking ahead: Smilko and Hoffmaster continue to work on windows 10 deployment on the aging PCs at the libraries and working through issues that arise from the deployment back tracking and making changes on previous deployments to make for a better user experience.



[illegible]

Number of Reference Questions	0	0	0	7,325	0	0	0	0	0	0	0	190,450
Website Page views	53,700	47,781	55,688	52,038								209,207

## SERVICES - CIRCULATION

## PROGRAMS

**STEM Count**

### Program Count

## OTHER ELECTRONIC INFORMATION

[illegible]

## SYSTEM HEADQUARTERS PERFORMANCE STATISTICS 2021

[illegible]

## Outreach Services and Events:

Circulation - Specialized Resources, Puppets, and Kits	69	57	67	67	306
Circulation - Floating Collection	274	254	310	317	485
Community Events	0	0	1	1	4
Outreach Events	0	1	1	2	44
Professional and Community Partnership Meetings	4	5	7	3	11