

BERKS COUNTY PUBLIC LIBRARIES

Uniform Requirements and Responsibilities For System Member Evaluation

1. STRUCTURE AND GOVERNANCE

Boards of member libraries conduct the business of library governance in accordance with the following procedures:

- 1) Board meetings, with the library director in attendance, are held regularly with a quorum and not less than six times a year;
- 2) An annual notice of the board meeting schedule is published in the appropriate local newspaper no later than two (2) weeks before the first meeting of the year.
- 3) Approved library board meeting minutes are to be posted on the library's website or the BCPL intranet;
- 4) All forms, reports, and audits as required by Commonwealth Libraries or by the System are submitted by established deadlines;
- 5) The calendar year is the library's fiscal year;
- 6) any changes in library hours, including Holiday hours, other than summer changes, are to be reported to BCPL Offices by December and become effective the following January 1; Any other changes require a thirty (30) day written notice to System HQ, and the WAN administrator;
- 7) The board operates according to written bylaws which are reviewed annually;
- 8) The library has a mission statement to be revised as needed.
- 9) Library carries Directors and Officers insurance for Board members and secures necessary bonding for employees as appropriate.

Achievement requires compliance with all 9 elements listed. To confirm compliance as well as all other board actions called for in this document, a packet with materials must be sent to System Office by December 31 of each year along with the compliance cover check list.

2. POLICIES

The board and library director jointly plan and develop policies as recommended in Attachment A. System-wide service policies conform to standardizations adopted by majority vote of the Library Directors and by signed agreements of participation in the Horizon network-

All policies are to be available to the public upon request and are posted on the Library's website.

Each local Board determines the review cycle for each policy and informs the System Board upon completion of review. The review schedule is kept on file in the System Headquarters

Board members plan and develop a personnel policy for employees not covered by contractual agreements or the personnel policies of municipal government. Personnel policies are to be reviewed annually, and revised as needed and in accordance with changes in state and federal employment regulations. The Library's personnel policy or employee handbook is kept on file on either the Intranet or in hard copy at the System Headquarters.

Samples and additional information about these policies are available from BCPL Office.

Achievement requires policy development and review in each of the areas indicated. Reviews should be noted in meeting minutes and copies of revisions and/or new policies, if any, sent to System HQ when approved.

3. SYSTEM PARTICIPATION AND TRUSTEE EDUCATION

Library boards are represented by at least one trustee at a minimum of six (6) BCPL Board meetings annually. These trustee representatives compose the BCPL Advisory Committee. Each Library annually designates one trustee and one alternate to serve as the representative to the Advisory Committee.

Member Libraries must send no less than two (2) board members from each library to a state or System sponsored continuing education event annually.

BCPL will annually conduct a Trustee/Director Leadership Workshop before the end of the first quarter. All newly seated board members are expected to participate along with other representatives from the member library.

4. PLANNING AND EVALUATION

The library has a long-range plan which includes goals and measurable objectives tailored to meet the needs of the community; the plan is reviewed and updated annually as part of a continuing process of evaluation.

Achievement requires creation of a planning document which incorporates the elements listed. Materials and assistance in developing long-range plans is available from BCPL. A written evaluation of progress toward library goals must be sent to BCPL Offices by January 31 of each review year. New plans must be submitted to BCPL Office once local Boards formally adopt the Plan.

5. PUBLIC RELATIONS

The library actively promotes its services and programs through an ongoing public relations program utilizing sources of print, broadcast and online media. This program also includes the following:

- a) Presentations to organizations such as service clubs, municipal governments, and other community groups;
- b) Posters, flyers, brochures, and bookmarks advertising library services;
- c) An annual report made available to the public by March 30 of the year following (i.e. 2012 annual report published by March 2013);

The Library regularly posts events to an online calendar.

6. STAFF DEVELOPMENT

The Library Director attends a minimum of ten (10) hours of continuing education annually; the library board or municipal authority provides paid time off and reimbursement of expenses for this training.

All Library Directors are trained and certified by System personnel in the use of the Horizon ILS and other network services. This requirement shall also apply to any other staff that may be responsible for library operations in the absence of the library director. Member libraries will comply with state requirements for staff continuing education.

All new Directors must complete a BCPL orientation within the first 3 months of employment. Other staff responsible for library operations in the

absence of the Library Director must attend a BCPL orientation with the first 6 months of employment.

7. COLLECTIONS

At least 3% of the library's materials are weeded annually;

Achievement of this Guideline is determined by performance recorded on monthly statistical reports to the System and fiscal reports to Commonwealth Libraries. Weeding is in accordance with the criteria outlined in *CREW: A Weeding Manual for Modern Libraries* (revised and edited by Jeanette Larson); this tool is available for download at <http://www.tsl.state.tx.us/ld/pubs/crew>.

8. Programming

- a) The Library participates in the annual Collaborative Summer Library Program and complies with reporting requirements of the Office of Commonwealth Libraries and the BCPL System. The Library conforms to the county-wide program starting and ending dates.
- b) The Library develops a calendar of adult programming that supports life-long learning and the PA Forward Initiative based on community need.
- c) The Library participates in a schedule of ongoing activities reflecting community interests and develops and maintains community partnerships of mutual benefit.
- d) The Library participates in county-wide program(s) and/or displays associated with each theme or event in the System's marketing calendar which will be revised as needed by majority vote of the Library Directors at regularly scheduled meeting.