



Library Advisory Board Meeting

Thursday, November 18

ZOOM: 983 3133 2641 | Passcode: 821018

12:00 pm

Allen
Rosenthal
Pearson

Murphy
Tempestini
Knuth

Boam
Conway
Aoh

AGENDA

Excused Absences: Julie Boam

- 1. Call to Order**
- 2. Approval of Minutes – October 21, 2021**
- 3. Library Reports**
 - a. Report of Director
 - b. Review of Financial Report
 - c. Statistical and Other Reports
 - d. Staff Report: Presentation of Collection Survey Results
 - e. Report of District Consultant
- 4. Board and Committee Reports**
 - a. Report of County Council Liaison
 - b. Report of Friends and ERLF
- 5. Unfinished Business**
 - a. Presentation of proposed changes to the bylaws
- 6. New Business**
 - a. Approve update to Policy #961 (change in yellow)
 - b. Approve New Policy: ACCESS PA
 - c. Approve Update to Policy # 718 (highlighted, aligns with new policy)
 - d. Vote for 2022 Library Advisory Board Officers
- 7. Adjournment**
- 8. Appendix**
 - a. News Articles

1. Call to Order
2. Approval of Minutes – October 21, 2021
 - Sent electronically
3. Library Reports
 - a. Report of Director
 - b. Review of Financial Report
 - c. Statistical and Other Reports

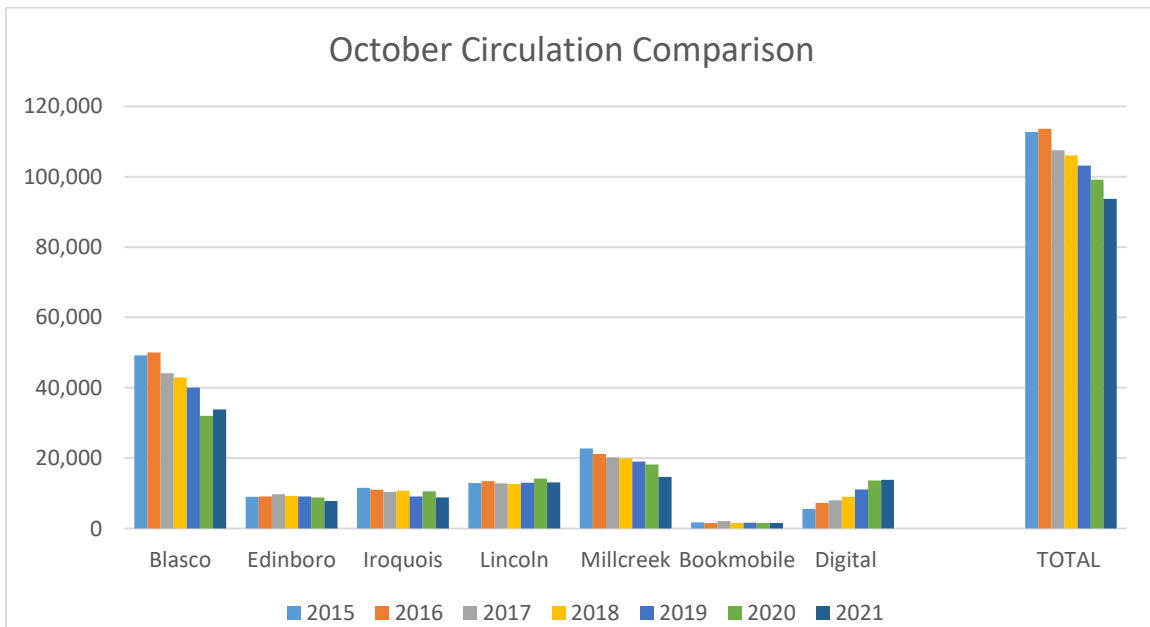


October 2021 Statistics

Numbers Snapshot

- **343** library cards issued, up **63%** over last year
- **2,605** PC logins, up 5.5%
- **2,680** WiFi logins, down **22%** from last year

Circulation



	2015	2016	2017	2018	2019	2020	2021
Blasco	49,256	50,009	44,126	42,922	40,075	32,059	33,829
Edinboro	8,986	9,108	9,783	9,300	9,133	8,821	7,848
Iroquois	11,529	11,032	10,397	10,707	9,142	10,611	8,829
Lincoln	12,961	13,474	12,802	12,624	13,025	14,243	13,074
Millcreek	22,719	21,193	20,189	19,949	19,063	18,187	14,622
Bookmobile	1,740	1,568	2,152	1,578	1,616	1,591	1,591
Digital	5,539	7,259	8,024	9,016	11,112	13,643	13,866

TOTAL	112,730	113,643	107,473	106,096	103,166	99,155	93,659

d. Staff Report: Presentation of Collection Survey Results

Collection Survey 2021 Results Summary

Background

As part of the strategic plan, a collection survey was to be conducted in 2021. A group of librarians met to determine the scope of the survey. It was decided that a broad, basic survey should be conducted at this time. The responses would dictate future surveys that might be more specific. The group wanted to survey to be short and simple to encourage participation from a wide variety of patrons.

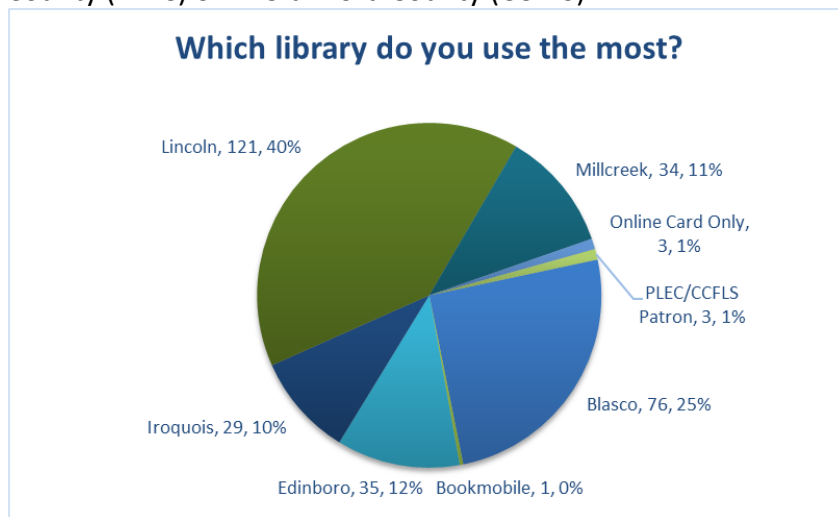
Results

The survey was available both online and in paper at all ECPL locations through the month of September 2021. There were 302 completed surveys; 123 respondents completed the survey online and 179 completed the paper form.

Questions and Responses

1. Which library do you use the most?

Respondents were asked to select one library. Lincoln Community Center was the most used library by survey respondents. Three stated that they only used online resources, and three utilized other public libraries in Erie County (PLEC) or in Crawford County (CCFLS).

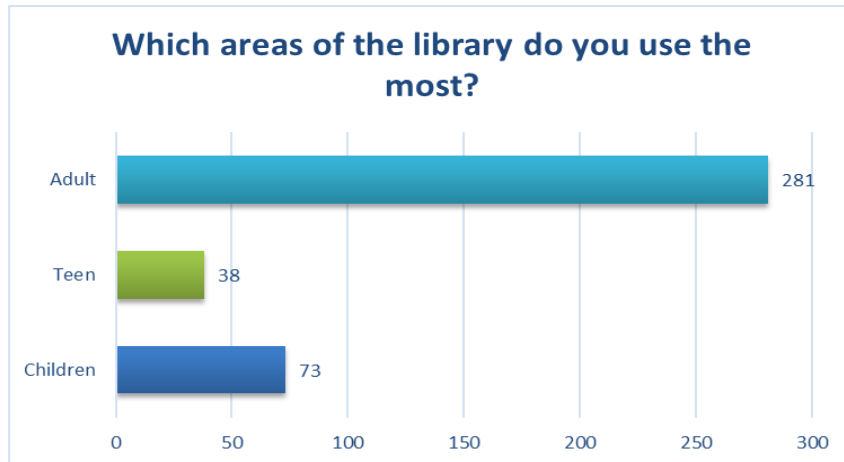


2. Your age (optional)

242 people chose to give their age. Of this group, the average age was 55. The youngest respondent was 4 and the oldest was 88.

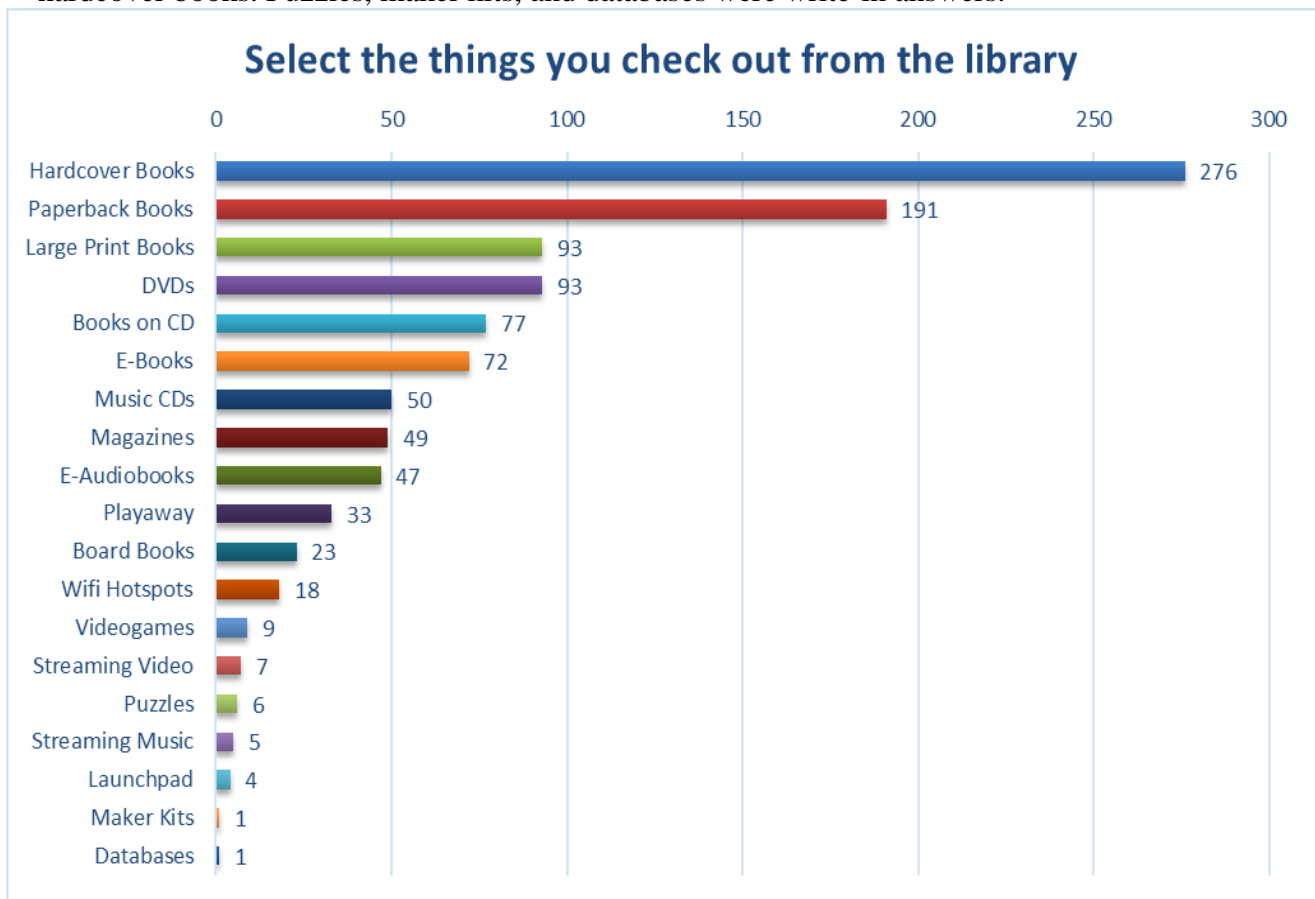
3. Which areas of the library do you use the most?

Respondents could select one or more answers, and the adult collection was the most common answer.



4. Select the things that you check out from the library:

Respondents could select one or more answers to this question. Nearly all respondents (91%) selected hardcover books. Puzzles, maker kits, and databases were write-in answers.



Follow-Up

The collection development librarians reviewed the responses and created action points.

- Increased purchasing in specific areas mentioned
 - o Addressing specific picture book needs at branches as mentioned in the survey, including popular series and holidays
 - o Updating juvenile biographies at branch locations
 - o Adding juvenile videogames to selected branch locations
 - o Increasing teen graphic novels at selected branch locations and adding titles to the rotating graphic novel collection for both teens and adults
 - o Purchasing updated nonfiction items in topics including self-help, crafts, biographies, home décor, computers, and others
 - o Opting to purchase hardcover editions when possible
 - o Using our lease book program to more effectively provide bestsellers
- Considering the purchase of specific titles and authors mentioned for both books and DVDs
- Create a process for checking completeness of popular book series
- A continued focus on authors and works from a variety of backgrounds
 - o Adding additional bilingual board books
 - o Continuing to purchase self-help and personal care nonfiction that reflects a variety of backgrounds and people
 - o Diversifying E-book and E-audiobook offerings
- Increasing E-book and E-audiobook collections
 - o Researching cost-effective ways to add to our current services
- Create follow-up surveys to gain more specific feedback
 - o Discovering which types of books in genres patrons prefer

Anitra Gates
Technical Services Manger
11/12/21

e. Report of District Consultant

District Services- Library Advisory Board Report for November 18, 2021

Submitted by: Jessica Church, District Consultant

Information as of November 17, 2021

Plans for State Aid: All libraries submitted their applications for state aid, plans for state aid, and waiver requests on time this year.

LSTA Evaluation for Office of Commonwealth Library's 2018-2022 Plans & Development of OCL's Next 5-Year Plan

OCL released a survey that asks folks in Pennsylvania, including library staff, volunteers, trustees, and patrons, to consider the effectiveness of LSTA funding for library services. Individuals are invited to take the survey at <http://s.alchemer.com/s3/Pennsylvania-LSTA-Survey-2021> through December 10. LSTA funding covers a wide variety of library projects as well as funds many of OCL's staff positions. LSTA funding has supported SNOE regionalization projects and multi-district staff training workshops.

American Rescue Plan (ARP) Funding

Libraries that receive state aid directly will have the opportunity to apply for funding for a variety of projects. Since district services funding is received by ECPL as the district library center, district services will work with ECPL to apply for funding to serve county and district needs.

Delivery Truck

This district is in the process of purchasing a new delivery van. Though, due to supply chain issues, it's likely that it will not be available until early spring.

COVID Remembrance Book

The COVID-19 Remembrance Book is still touring Erie County. It is currently at Union City, then moving to:

- Waterford Public Library: December 2 – December 15
- Blasco: December 22 – January 5
- Albion Area Public Library: January 10 – January 24
- Corry Public Library: January 31 – February 12

4. Board and Committee Reports

- a. Report of County Council Liaison
- b. Report of Friends and ERLF

5. Unfinished Business

- a. Presentation of proposed changes to the bylaws

6. New Business

a. Approve update to Policy #961 (change in yellow)

SECTION: CLEARANCES & MANDATED REPORTER TRAINING FOR VOLUNTEERS, PERFORMERS, & PRESENTERS
NUMBER: 961
REVIEWED: October 21, 2021
UPDATED: **October 21, 2021**
EFFECTIVE DATE: October 21, 2021
PAGE: 1 of 1

Clearances and Mandated Reporter Training for Volunteers, Performers, and Presenters

For the purposes of this policy, the following terms are defined:

Volunteer: an individual working or performing tasks for the library on an unpaid basis through the Friends of the Erie County Public Library, Erie Regional Library Foundation, or the library itself.

Presenter or performer: an individual or group of individuals providing programming on a paid or unpaid basis to the library for public consumption. Programs may be for any age and either in-person or virtual.

Recurring: a recurring program or event is part of an ongoing series or sees an individual or group provide programming more frequently than once per calendar year.

All volunteers and recurring presenters or performers working in or as part of a library function will be required to obtain and submit copies of two clearances: [Pennsylvania Criminal Background Check](#) and [Child Abuse History Clearance](#). Both clearances are free of charge for volunteers. The Erie County Public Library requires both clearances due to the nature of public library work and events, which provide opportunities for interaction with both minors and vulnerable adults.

The library will require new volunteers/presenters to provide the PA Criminal Background Check dated within the year they begin volunteering or presenting programs. Ongoing volunteers/presenters will be asked to renew their background check in January of each year. Copies of clearances should be sent to library-businessoffice@eriecountypa.gov to be kept on file.

The library will require new volunteers/presenters to provide the Child Abuse History Clearance dated within five years from when they begin volunteering or presenting programs. Ongoing volunteers/presenters will be asked to renew their background check every five years. Copies of clearances should be sent to library-businessoffice@eriecountypa.gov to be kept on file.

The library will not require clearances from one-time volunteers or presenters, such as those working at the Great American Book Sale or performing at a special event, so long as another volunteer or staff member with current clearances is present for the duration.

The library will require all volunteers and presenters or performers whose work within the library is targeted towards children or whose work within the library will necessarily take them into direct and regular contact with children to complete the Pennsylvania Mandated Reporter course by University of Pittsburgh. This free, 3-hour course may be completed online at <https://www.reportabusepa.pitt.edu/>. All costs and time associated with completing this training and acquiring clearances are the responsibility of the volunteer or presenter. Required individuals must complete the training every five years and provide a current certificate of completion to library-businessoffice@eriecountypa.gov to be kept on file.

The library will not require clearances from one-time volunteers or presenters so long as a staff member with current Mandated Reporter Training is present for the duration of the individual's shift or program.

b. Approve New Policy: ACCESS PA

The Access Pennsylvania sticker on a home library card entitles patrons to participate in the Statewide Library Card Program, a reciprocal partnership among state-aided local libraries and the Commonwealth. Erie County Public Library will issue Access PA and Access PA Juvenile cards to patrons whose home library, outside of Erie County, participates in the Statewide Library Card program.

Library card applicants can complete an application form in person at any outlet of the Erie County Public Library. Applicants may also utilize the traditional card registration on the Library's website at www.erielibrary.org. Applicants must appear in person at an Erie County Public Library location to receive their card.

Proof of name and current mailing address, in accordance with the library's current list of acceptable identification, as well as a signature accepting responsibility for borrowed materials are required. For minors age 15 and under, parent or legal guardian identification is required.

Cards are issued for a 7-year period and are granted the same loan limits and access to electronic resources as a standard ECPL card.

Out-of-state patrons and patrons from areas in Pennsylvania that do not participate in Access PA may apply for a non-resident card. See policy #718 REGISTRATION AND USE OF LIBRARY CARD, NON-COUNTY RESIDENTS

c. Approve Update to Policy # 718 (highlighted, aligns with new policy)

Erie County Public Library
Policy Manual

SECTION:	REGISTRATION AND USE OF LIBRARY CARD, NON-COUNTY RESIDENTS
NUMBER:	718
REVIEWED:	January 17, 2018
UPDATED:	March 2021
EFFECTIVE DATE:	June 1, 2014
PAGE:	1 of 1

Out-of-state patrons and patrons from areas in Pennsylvania that do not participate in Access PA may apply for a non-resident card.

Library card applicants can apply for a temporary online card on the Library's website at www.erielibrary.org or complete an application form in person at any outlet of the Erie County Public Library.

A non-resident card is issued for a one-year period and can be extended provided that proof of residence is presented at expiration time. The non-resident card will have a limit of 25 checked out titles.

There is a \$10.00 annual fee for non-resident cards.

Proof of name and current mailing address, in accordance with the library's current list of acceptable identification, as well as a signature accepting responsibility for borrowed materials are required. For minors age 15 and under, parent or legal guardian identification is required.

Non-resident patrons are ineligible for Interlibrary loan services **and remote database access.**

Students of local higher education institutions are exempt from this policy and receive a card as outlined in policy number 716, REGISTRATION AND USE OF LIBRARY CARD, COLLEGE STUDENTS.

d. Vote for 2022 Library Advisory Board Officers

Slate of officers presented at October Meeting:

Secretary- Kara Murphy
Vice President- Bill Conway
President- Trevor Pearson

- 7. Adjournment
- 8. Appendix
 - a. News Articles

MEDIA RELEASE

ERIE COUNTY PUBLIC LIBRARY



FOR IMMEDIATE RELEASE: November 12, 2021

CONTACT:

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Erie Makes day celebrates Erie makers of all ages on Nov. 13

Erie, PA – The Erie County Public Library will host Erie Makes day on Saturday, Nov. 13. This event aims to unify makers of all ages across the county in creating and exploring their maker interests at both library locations and community partner sites. A full lineup and event registrations can be found on the [Erie Makes page](#).

Library events are offered between 9:30 a.m. to 4:00 p.m. at Blasco Memorial Library, Edinboro Branch Library, and Lincoln Community Center Library. Register for available events like beach glass pendant making, pumpkin chuckin' catapults, DIY sugar scrubs, button palooza, printmaking and more at events.erialibrary.org. All library locations will also offer a variety of take & make kits for children, teens, and adults. Kits include origami, faux terrariums, frosting decorating, straw rockets and more. Patrons may also watch "Meet the Maker" videos on the Erie Makes page.

Winners from the teen and child maker challenges will also be announced during Erie Makes. Teens were challenged with creating their own 30-second stop motion video and children ages 6-12 created to make an original creature composed entirely of approved materials.

Erie Makes community partner locations include:

- **CAM Erie** (142 W. 12 St., Erie) who will host open tours plus demonstrations on podcast recording, green screen use, and bokeh photography.
- **Claytopia** (924 W. Erie Plaza Dr., Erie) offers registered children a free tile to paint.
- **Corry Public Library** (117 W. Washington St., Corry) invites patrons to create their own catapult and test their design against mini pumpkin challenges.
- **Grounded Printshop** (1902 Cherry St., Erie) where patrons can enjoy a demonstration on papermaking and monoprinting, with the chance to try their hand at each.
- **Inner-City Neighborhood Art House** (201 E. 10 St., Erie) will host two sessions to create wind chimes and sun catchers from found objects for students ages 7-18.
- **Lake Erie Woodworks** (1113 Walnut St., Erie) will offer an open house style tour of the workshop and provide demonstrations of their woodworking equipment.

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