



Library Advisory Board Meeting
Thursday, August 18, 2022
ZOOM: 983 3133 2641 | Passcode: 821018
12:00 pm

Allen
Rosenthal
Pearson

Murphy
Tempestini
Knuth

Boam
Conway
Aoh

AGENDA

1. ***Call to Order***
2. ***Approval of Minutes – July 21, 2022***
3. ***Library Reports***
 - a. Library Staff reports- NONE
 - b. Report of Director
 - c. Review of Financial Report
 - d. Statistical and Other Reports
 - 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***
6. ***New Business***
7. ***Adjournment***
8. ***Appendix***
 - a. Announcements
 - b. News Articles

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3. Library Reports
 - a. Library Staff reports- NONE
 - b. Report of Director
 - c. Review of Financial Report

See attachment

- d. Statistical and Other Reports

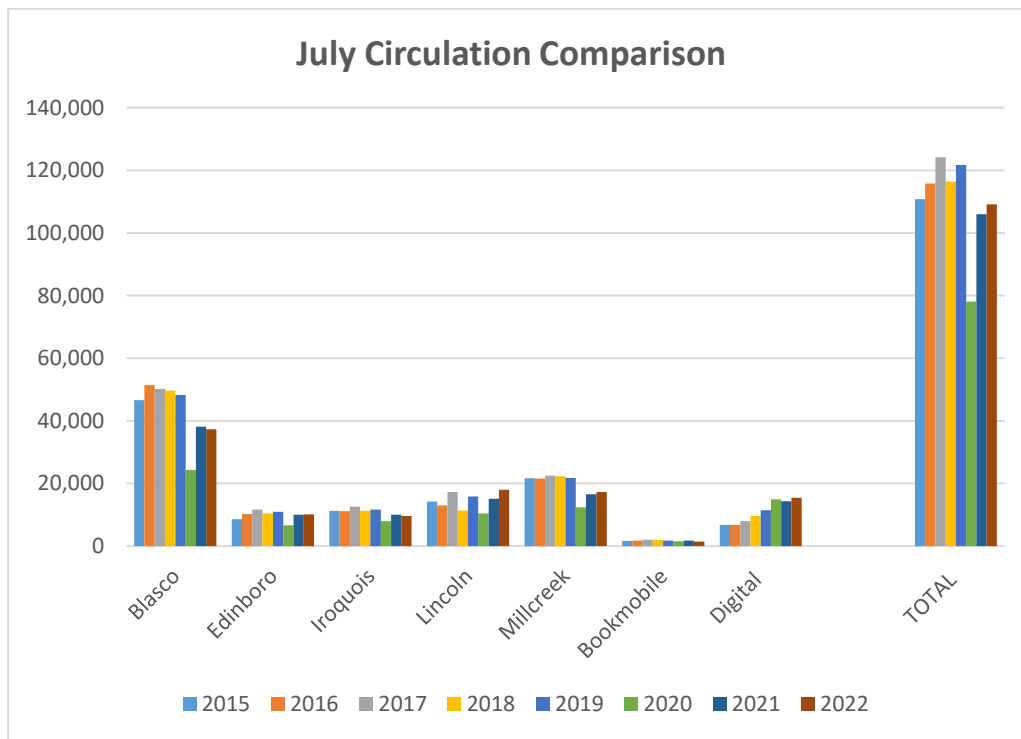


July 2022 Statistics

Numbers Snapshot

- **33,448** patrons visiting, up 4,000 over July 2021
- **558** new library card registrations, including **88** children and teen cards
- **3,466** ILL items loaned, **2,417** ILL items borrowed
- **5,035** WiFi sessions, up 2,366 over July 2021

Circulation



	2015	2016	2017	2018	2019	2020	2021	2022
Blasco	46,639	51440	50219	49,660	48,218	24,347	38,118	37,324
Edinboro	8,587	10,196	11690	10,442	10,981	6,594	10,060	10,090
Iroquois	11,246	11,164	12530	11,216	11,659	7,981	9,991	9,646
Lincoln	14,239	12,982	17268	11,327	15,887	10,373	15,155	17,969
Millcreek	21,704	21,590	22475	22,268	21,797	12,360	16,550	17,295
Bookmobile	1,619	1,754	2014	1,976	1,713	1,477	1,738	1,452
Digital	6,765	6,721	8010	9,562	11,481	14,952	14,340	15,396
TOTAL	110,799	115,847	124,206	116,451	121,736	78,084	105,952	109,172

e. [Report of District Consultant](#)

District Services Report – as of August 15, 2022

State Aid Increase for 2022-2023

The district will be receiving an increase of \$52,238.79 in aid, bringing the total budget to \$355,325.68 (roughly 17%). Because of the size of the increase, our District will discuss a Negotiated Agreement amendment, which is due to the Office of Commonwealth Libraries (OCL) before the end of September.

While the financial figures for County Coordination Aid, aid to Systems, and aid to the local libraries have yet to be released, I suspect it will be the same percentage increase across the board – if a library is eligible and if any waiver requests are approved.

Grant Requirements and Expectations

I continue to encourage district member libraries to work on their SAM.gov registrations and Uniform Grant Guidance (UGG) policies that are now required for grant processes involving federal funds, including LSTA-related opportunities through OCL.

SNOEball Advocacy

Checkout the latest advocacy highlights pulled together by the SNOE Region consultants (Seneca, New Castle, Oil Creek, and Erie/Crawford Districts) If you’re interested in being on the email list to receive advocacy updates, feel free to email me with your email address.

[SNOEball: Advocacy Newsletter](#) (July 13, 2022)

[SNOEball: Advocacy Task Reminder](#) (July 27, 2022)

[SNOEball: Advocacy Newsletter](#) (August 11, 2022)

Training Opportunity

There are numerous opportunities for training that are beneficial to board members – not just directors and staff. If you’re interested in watching any of the on-demand webinars, feel free to reach out, and I’ll send you the link:

- **Fundraising**
 - Overcoming Barriers to Fundraising Successes
 - Fundraising for Trustees and Volunteers

- **Security**
 - Security for Rural Library Staff
 - Cybersecurity (for non-profits or personal, both versions available)
 - Protecting Yourself and Others: Important Life Lessons for Library Leaders and Staff from School Shootings

- **Advocacy, Your Library, and Your Community (PANO)**

4. Board and Committee Reports

- Report of County Council Liaison
- Report of Friends and ERLF

5. Unfinished Business

6. New Business

a) Board Consideration for Rescinding Policy #731 Loan Periods

Rationale: Loan periods are set by each library within the Public Libraries of Erie County and may change depending on a material type’s popularity and continued relevance. The loan periods are more a procedural item and less a policy. We’re asking the Board to rescind this policy, thereby deleting Policy #731. This will allow ECPL greater flexibility in changing load periods as needed in response to adding new material types or weeding old ones. Loan periods will continue to be listed in the new borrower handout and kept uniform across the six ECPL locations.

Erie County Public Library
Policy Manual

SECTION:	LOAN PERIODS
NUMBER:	731
REVIEWED:	January 17, 2018
UPDATED:	December 2016
EFFECTIVE DATE:	June 1, 2010
PAGE:	1 of 1

Library materials are **loaned** to registered borrowers **for three weeks, two week or one week**, depending on material type. Materials on loan for the PLEC/Independent libraries of Erie County are subject to their own circulation times as set by that institution.

Three-week loan:

- **Books**
- **Compact discs:** CD sound recordings.
- **Computer Software:** CD-ROM programs.
- **Kits:** Audio-visual material with book or pamphlet.
- **Periodicals:** Magazines – Children’s.
- **Audio Books:** All formats
- **DVDs:** All non-feature films, Television (TV) series

Two-week loan

- **“Best Sellers”** or high demand items are loaned for two weeks.

10-day loan period:

- **Wi-Fi Hotspots**

One-week loan:

- **Launchpads & Playviews**
 - **High Demand Feature Films DVDs** (including Children's)
 - **Periodicals:** Magazines – Young Adult and Adult
 - **Videogames**
 - **New Books** (PLEC/Independent Libraries)
-

Reference materials in any format do not circulate except with permission of the Branch or Adult Services Department Manager or staff member designated by the manager.

Book Club in a Bag kits circulate for 60 days.

NOTE: Any loan period may be extended, on a case-by-case basis, at the discretion of library management.

BOOKMOBILE POLICIES: Please refer to policy #793 for all Bookmobile policies.

[b\) Board Presentation of Policies, #584, #724, #725](#)

Erie County Public Library
Policy Manual

SECTION:	PUBLIC DISPLAY CASES IN THE LIBRARY
NUMBER:	584
REVIEWED:	
EFFECTIVE DATE:	
PAGE:	1 of 2

The Erie County Public Library (the Library) maintains several display areas at its locations to provide cultural, educational, and local interest opportunities to library patrons.

The Library is strictly a non-partisan organization. Neither it nor its staff will advocate for or promote any organization, institution, or any particular side of an issue; however, in its role as an informational institution, every effort will be made to offer a variety of displays. Display space, when available, will be provided for individuals, groups, organizations, and agencies (exhibitors) to create exhibits. The display of such material in no way constitutes an endorsement by the Library or County of Erie. The Library reserves the exclusive and sole right to approve displays. Displays are not intended for the sole purpose of advertising, soliciting sales, or marketing items or services. No items will be sold directly from displays.

Exhibitors interested in providing a display in one of the reserved display spaces may submit an application. All interest forms will be reviewed by the Library's display committee for space availability, local interest, content appropriateness, and topical diversity. We do not guarantee availability of display space and, regretfully, cannot accommodate all display space requests.

- Displays are in areas open to the public and viewable by individuals of all ages, including children. Material provided for display must be appropriate for viewing by all ages. Displays may not include

anything illegal, obscene, or harmful (i.e. toxic items, moldy items, etc.). The Library reserves the right to reject any display in whole or in part.

- Due to the limited amount of space and a commitment to provide a variety of displays, the Library is unable to reserve recurring reservations for particular displays. Exhibitors may submit multiple proposals but no guarantee of recurring slots shall be given.
- Displays are typically booked for one-month increments. The Library reserves the right to determine display time lengths.
- All display set up and removal is the responsibility of the exhibitor. The Library is unable to provide professional set up or removal assistance and is not responsible for any time or expense required for set up and removal. All set up and removal must take place during regular library [open hours](#) and shall be completed in no more than 2 business days, to be included in the total display reservation period.
- The Library is unable to provide storage for materials before or after the display period. Any display materials unclaimed by the exhibitor at the end of the agreed upon display period may be removed by the Library.
- The Library is not responsible for any damage or loss of material provided for the display. Exhibitors shall sign a liability release to the Library when completing the display contract.
- Displays cannot be accepted that promote any commercial entity or product, that endorse any political candidate or issue, or that are fundraisers benefiting any organization other than the Library, Erie Regional Library Foundation, or the Friends of the Erie County Library.

Erie County Public Library
Policy Manual

SECTION:	REGISTRATION AND USE OF ECARDS
NUMBER:	724
REVIEWED:	
EFFECTIVE DATE:	
PAGE:	1 of 1

All people who live within Erie County are eligible for a free library e-card.

Library card applicants can apply online on the Library's website at <http://www.erialibrary.org/get-a-library-card/>.

E-card applicants do not provide proof of address or identification. After registering for an e-card online, applicants will receive their library card in the mail to the address provided on their application within five business days.

E-cards may be used to access databases and to check out ebooks, audiobooks, and streaming content using Erie County Public Library e-resources. E-cards cannot be used to check out physical materials. Individuals wishing to check out physical materials may apply for a regular library card (see policy #711).

A patron may have only one library card. A patron with an e-card who wishes to check out physical materials may convert their card to a regular card by completing a regular library card application and providing proof of address and photo ID.

Registered patrons are required to notify the library immediately of any change in address or if the library card is lost or stolen.

Erie County Public Library
Policy Manual

SECTION: REGISTRATION AND USE OF RESEARCHER E-CARDS
NUMBER: 725
REVIEWED:
EFFECTIVE DATE:
PAGE: 1 of 1

ECPL strives to support research about Erie County and the region. Temporary researcher e-cards may be granted with managerial approval for non-Erie County residents seeking to utilize the library’s online resources.

Researcher e-cards require a letter on supporting agency letterhead (such as from a university, historical society, or publisher) stating the research project, scope, and estimated date of completion. Cards expire after three months with the option to renew. The library requests a copy of any material published or produced which utilized materials accessed with the researcher e-card in order to make the information available to the citizens of Erie County.

c) Approve 2023 Library Holidays

The majority of County employees will celebrate **HOLIDAYS** for the year **2023** on the following dates:

<u>DESIGNATED COUNTY HOLIDAY</u>	<u>DATE CELEBRATED IN 2023</u>
• NEW YEAR’S DAY	Monday, January 2
• MARTIN LUTHER KING DAY	Monday, January 16
• PRESIDENT’S DAY	Monday, February 20
• GOOD FRIDAY	Friday, April 7
• MEMORIAL DAY	Monday, May 29
• FLAG DAY (Library is open)	Wednesday, June 14
• INDEPENDENCE DAY	Tuesday, July 4

- LABOR DAY Monday, September 4
- STAFF TRAINING DAY Monday, October 9
- VETERAN'S DAY Friday, November 10
- VETERAN'S DAY Saturday, November 11
- THANKSGIVING EVE (Close at 5pm) Wednesday, November 22
- THANKSGIVING DAY Thursday, November 23
- DAY AFTER THANKSGIVING DAY Friday, November 24
- CHRISTMAS DAY Monday, December 25
- DAY AFTER CHRISTMAS Tuesday, December 26
- EMPLOYEE'S BIRTHDAY Floating holiday; must be used 14 days before or after birthday

***Exceptions:** Certain bargaining unit employees, or certain employees in 24-hour, 7-day-per-week-operations, may celebrate a holiday on a different date than indicated above based on applicable collective bargaining agreements.

NOTE: All non-bargaining permanent full-time and permanent part-time employees are entitled to holiday pay immediately upon hire (provided they are in compensable status at least a 1/2 day prior to the holiday and at least a 1/2 day after the holiday). Bargaining employees will be eligible based on applicable collective bargaining agreements. Per diem, on-call and temporary status employees are **not** entitled to holiday pay.

The Blasco Memorial Library is open on Sundays from 1-5pm, with the following exceptions:

Blasco is closed on Sundays prior to a Monday holiday.

January 1

January 15

February 19

April 8 (Easter Sunday)

May 28

September 3

December 24

7. Adjournment

8. Appendix

a. Announcements

Reminder: Board members invited to participate in Outreach Advisory Committee. Committee will meet at conclusion of regular board meeting.

b. News Articles

Congratulations!



We would like to take this opportunity to recognize Matthew Yaw as the Erie County Employee of the Week.

Sheryl Thomas, “Matthew joined the library in January of this year as branch manager of the Edinboro Branch Manager and he’s already made a huge impact. In addition to ensuring the smooth running of the library and taking care of building issues, Matthew has also jumped right into programming. He has gotten an outpouring of positive feedback for his fun and innovative programs. Matthew launched Youth Chess Club and has seen over 20 attendees coming to test their skills and learn the game. He began a ‘War and the Humanities’ book club focusing on the experience of war through a humanities lens. This group fills a gap by focusing on veterans and their experiences.”

Thanks for a job well done!

Brenton Davis



TERN OF EVENTS

PRESQUE ISLE AUDUBON SOCIETY NEWSLETTER
AUGUST/SEPTEMBER 2022 ISSUE 22:05

To conserve and restore natural ecosystems, focusing on birds, other wildlife and their habitats for the enjoyment and benefit of humanity and the earth's biological diversity in northwestern Pennsylvania.

THE PRESIDENT'S PERCH

The six birding backpacks we put together are now at the Erie County Public library system. Each library branch and the Bookmobile have one to loan out. Each contains two sets of binoculars and two birding guides, one each for adults and children. Now you can go to the library's website and put in your backpack reservation, then take a young friend out birding. One comment about this project on the Library's Facebook Page caught my attention: "What a great idea. Now I just need a guide!" I guess we need to advertise our field trips more widely. I'm so grateful to Kowa for donating 6 pairs of bins outright, and to Vortex for their 50% discount.



(Jennifer, Julie, Jaimie, Marion and Sue)

Here's a good reason to go soon to the Tom Ridge Environmental Center and head up to the second floor.

Check out the first-rate display about the history and activities of Presque Isle Audubon over the years. (Cont. on Page 2)

AUGUST/SEPTEMBER THINGS TO DO!



- August 6, Saturday** – Field Trip at Six Mile Creek Park (Page 3)
- August 9, Tuesday** – Erie Gives Day – Donations are Welcome (Page 5)
- August 20, Saturday** – Field Trip at Gull Point Trail (Page 3)
- September 16, Friday** – PIA Program: Hog Island Educators' Week: Reflections on Stewardship and Eco-Justice. Room 112 At the TREC (Page 3)
- September 17, Saturday** – Field Trip at Pine Tree Trail (Page 3)
- September 20, Tuesday** - PIA Board Meeting at 6:00 at the TREC



Erie County Public Library's Summer Reading Challenge

June 13-Aug. 13

Dive into this year's [Summer Reading Challenge: Oceans of Possibility!](#) Readers of all ages can earn accomplishment badges by logging reading time, writing book reviews, and trying activities. Collect all of the virtual badges to complete the challenge and be entered for prizes! Participants can register for this challenge and track their progress online, by downloading the app, or by picking up a paper form at their local library.

The library encourages Erie County readers of all ages to register for the Summer Reading Challenge. Participants complete the challenge by reading for a minimum of 10 hours and participating in badge activities throughout a 2-month period. Readers earn accomplishment badges by logging their reading time, writing book reviews, and exploring and writing about activities. Collect all of the virtual badges to complete the Summer Reading Challenge. Participants may log time spent reading or listening to written material in any format. This includes books, eBooks, audiobooks, magazines, graphic novels, and comics.

<https://erie.macaronikid.com/articles/5b06ea904d18163aafd3f528/2022-summer-reading-programs-for-erie-kids-and-teens#:~:text=Avoid%20the%20summer,novels%2C%20and%20comics.>

YOU CAN GET A LOT WITH A LIBRARY CARD



<https://www.erienewsnow.com/clip/15330768/you-can-get-a-lot-with-a-library-card>