

Robesonia Community Library Board Meeting Minutes

January 13, 2022 (Zoom)

Board President Mindy Cohen called the meeting to order on Thursday, January 13, 2022 at 7:04 pm. Wendy Beard, Kennon Rice, Leah Ruth (acting library director), Jena Sweigart, Alyssa Bushkie, Carol Werkheiser, and Laura Yazemboski were present.

Carol made a motion to accept the minutes from the December 9, 2021 Robesonia Board meeting with the stipulation that the following errors will be corrected:

- 2002 to 2022 at the end of the eighth paragraph
- "township" changed to "borough" in the ninth and eleventh paragraphs. Alyssa seconded the motion.

Leah reviewed selected sections from the librarian's report, including the year-end statistics. She has been working on the approximately 75-page annual Uniform Requirements report for the System. Uniform Requirements include items such as proof of insurance, documentation of continuing education for staff and board members, community outreach documentation, attendance of board members at meetings, etc.

A list of patrons who have saved the most money through using the library included several Robesonia Library users. The top patron saved \$9634.78.

The December Wish Tree on display at the library resulted in the sale of 18 ornaments (\$252). The tree will also be displayed with an Easter theme in April 2022.

Kennon made a motion to accept the librarian's report; Alyssa seconded the motion.

Board members discussed the 3 options (See below) for a response to a potential collection item challenge by a member of the public. Option 2 was selected, receiving seven votes with one abstention (See below). The timeline for the item's review by the board was discussed. A specified amount of time for the review was rejected because of concerns about the timing of the challenge and board meeting dates. A review at the convenience of the board was agreed upon. The contested material will be removed from the library shelf while under review. The material will only be available upon request during the review period.

Wendy reviewed the financial documents. The donation from the Janssen Foundation was included in the 2021 income. A motion to accept the financial reports was made by Kennon with a second by Carol.

An interview for the library director position is scheduled for Tuesday, January 18, 2022 at 7:00 pm with Stephanie Gary (Zoom). All board members will receive Zoom links to the interview. The North Heidelberg meeting is on Wednesday, January 19, 2022. Kennon and Mindy are on the agenda to present library information. An interview for a library aide is scheduled for Thursday, January 20, 2022 at 6:00 pm (Zoom). Mindy, Jena, and Laura plan to attend the aide interview. An application from a second candidate for the director position was also received. However, the candidate did not meet the requirements of the position, and therefore will not be interviewed.

Requirements for the library director position were reviewed because the System would need to grant a waiver to the library if a selected candidate is not currently meeting all qualifications. The requirements for a library director in Berks

County include the following: 2 years of college education with at least nine credits Library Science, background clearances, and Library Assistant certification with Provisional certification preferred (See below for more information).

Leah noted that benefits such as paid library holidays and vacation as currently written would not apply to a library director with a 25-hour per week position. The policy allots these benefits to 30-hour per week employees. The policy will need to be updated to ensure the library director is eligible for the holiday and vacation pay.

A mistake in the library director's salary in the 2022 budget was noted. A 25-hour week at \$18 per hour indicates a \$23,400 salary for the director. The salary should be \$28,000. This salary equates to \$18 per hour for a 30-hour week, indicating that the change in the director's hours was in error in the budget. However, the \$5000 discrepancy is in part saved during the ongoing period of time in 2022 while the library director position remains unfilled.

The need to make fund-raising a top priority was acknowledged. Various ideas for fund-raisers and library promotions were proposed, with various board members taking responsibility for finding more information and carrying the ideas further:

- Jena will head the Valentine's Day candy flower fund-raiser. She has offered to provide the materials, and Mindy offered to help offset the cost. The flowers will be sold through Friday, February 4, 2022. They will be delivered to the library on February 11, and available for pickup on February 12. An advertisement is posted on FaceBook.

- Two "Booked" t-shirts have been purchased by staff members.

- The Do-It-Local program (partnering with a local restaurant) was discussed. A feast of western Berks was proposed. A possibility of partnering with Tosco, Dunkin' Donuts, and other restaurants each quarter was proposed. Having a banner at the library promoting the partner was also proposed, as well as advertising the business / library connection on the baseball field fence and fire company digital sign. Mindy will contact four local eating establishments in Robesonia to see if they would be willing to partner with the library.

- Using FaceBook to pose questions resulted in 600% more traffic (with 7 or 8 responses) was noted by Jena. Each day of the week could include a specific type of post, such as a question of the day.

- An event with Eagle's Peak mini golf was mentioned.

- A Kauffman's event was mentioned.

- If a fundraiser is in conjunction with a restaurant, a FaceBook ad Reach Out program may give the library a \$5 credit. Leah will investigate this program for use with the Valentine's Day candy flower sale.

- An Easter egg sale with Robesonia Redware was proposed. The Friends sold dated eggs in the past. Kennon will contact the Lions Club to see if it is possible to sell the eggs at the annual Easter Egg Hunt.

- A mini-golf fund-raiser will be investigated by Laura. She will contact the children's librarian at a library holding such an event, and she will attend the event in February.

The meeting was adjourned at approximately 8:20 by President Mindy Cohen with a motion from Jena Sweigert and a second by Carol Werkheiser.

Upcoming Meeting: Thursday, February 10, 2022

(Respectfully submitted by Laura Yazemboski on 1/17/2022)

Collection Development Policy

It is the aim of the Robesonia Community Library to realize the goals of its mission statement by making available to the residents of its service area as wide a range of materials and programs as is possible. In order to accomplish this, a policy of selectivity in developing the collection is necessary.

Basic to the Library's Collection Policy is the LIBRARY BILL OF RIGHTS as adopted by the American Library Association which states, among other things:

As a responsibility of library service, books and other reading matter should be chosen for values of interest, information, and enlightenment of all the people in the community. In no case should any book be excluded because of race or nationality or the political or religious views of the writer. There should be the fullest practical provision of material presenting all points of view concerning the issues of our times — international, national, and local; and books or other matter of sound factual authority should not be proscribed or removed because of partisan or doctrinal disapproval.

Description Of Service Area

The service area of the Robesonia Community Library consists of the Borough of Robesonia, and the Townships of Heidelberg and North Heidelberg. Total population is 4,999. The townships are primarily rural and agricultural. Robesonia Borough is the smallest in area and largest in population. The library is within walking distance of all of the Borough.

Guidelines

Objective guidelines should be followed in developing a collection of excellence and of significance to its users. There are basis criteria which apply to the selection of most materials for a library collection. These include:

1. Contemporary significance
2. Permanence of timely value
3. Objectivity
4. Suitability of physical format for library use
5. Authoritativeness and effectiveness of presentation
6. Relation to existing collection and other material on the subject
7. Reputation and/or significance of the author
8. Relevance to community needs
9. Attention of critics, reviewers, and public
10. Price and availability

More specific criteria include:

Non-Fiction - information and opinion, factual

1. Timeliness
2. Authority and competence of author
3. Comprehensiveness and depth of treatment
4. Worthwhile addition to collection/potential
5. Readability

Fiction - imagination

1. Vitality and originality
2. Interesting presentation/style
3. Good characterization
4. Honesty of presentation, authenticity
5. Representation of an important movement, genre, trend, or national culture

Children's / Juvenile

Each book in this category will be judged on its own merits, considering its relation to the collection as a whole and to the children for whom it is intended. The policy will be to select the best new books and to replace and duplicate older titles which are considered important enough to do so. This collection will include books of recreational reading, books of lasting value (classics) and books of information covering a wide range of knowledge that will satisfy a child's curiosity and widen his/her interests. Special attention will be paid to illustrations, size of print, vocabulary development, and to the physical qualities of the books.

While some books having widespread demand may or may not meet the criteria listed above, such demand is a vital factor and will receive continuing consideration in the Library's selection policy.

Withdrawal

In order for the Robeson Community Library to maintain a vital, interesting, and usable collection, a continuing withdrawal process will remove those items which through usage or passage of time are no longer suitable for circulation. The following criteria will be used when considering materials for withdrawal:

1. Volumes of no use to the library - three to five years without circulating; not a standard title.
2. Items of poor content - outdated material (especially sciences, geography, technology, and travel); triviality in subject matter or approach; mediocrity of writing, false information- superseded editions; duplicate titles- subject fields no longer of interest to patrons; repetitious series
3. Books of very poor appearance - Badly bound and printed editions, shoddy binding, soft pulpy paper, worn out books, books (or sets) whose appearance discourages use.

Responsibility

The final responsibility of the selection of materials in the collection of the Robeson Community Library rests with the Library Director, operating within the framework of policies adopted by the Library Board of Trustees. Suggestions from patrons are welcomed and will be given serious consideration.

***Reconsideration of Materials* PROPOSED Please vote for one**

Patrons may fill out a Request for Reconsideration of Materials form for any material they think doesn't follow the library's Collection Development Policy.

1. The director will then review the Request for Reconsideration form, Robeson Community Library's Collection Development Policy, and the material itself to determine whether the contested item should remain in the library's collection. Once the director has made their decision, the patron will be notified via mail. The patron can then appeal the director's decision to the Library's Board of Trustees. The Board of Trustees will review the Request for Reconsideration form, the Collection Development Policy, and the material itself to make their decision on whether the contested material should remain in the library's collection. The patron will receive a written letter stating the decision made by the Board of Trustees. **0 votes**
2. The director will then review the Request for Reconsideration form, Robeson Community Library's Collection Development Policy, and the material itself to present to the Board of Trustees at the Library Board of Trustees meeting. Based on the information provided, the Board of Trustees will vote to determine whether the contested material should remain in the library's collection. The patron will receive a written letter stating the decision made by the Board of Trustees. **7 votes (Mindy, Jena, Alyssa, Kennon, Carol, Laura, Leah)**
3. The Board of Trustees will review the Request for Reconsideration form, the Collection Development Policy, and the material itself to make their decision on whether the contested material should remain in the library's collection. The Board of Trustees will make their decision at a Board of Trustees meeting. The patron will receive a written letter stating the decision made by the Board of Trustees. **0 votes (Wendy abstained from the vote.)**

Adopted November 1996

Reviewed September 2010

Revised and Approved October 2011

Reviewed August 2012

Reviewed January 2022

Pennsylvania Public Librarian Certification Guide - 2022

AKA: Library Assistant, Provisional Librarian, Professional Librarian

<https://www.librarianscertification.com/librarian-certification-guides/pennsylvania-public-librarian-certification/>

Last Reviewed: November 18th, 2021

Licensor: State Library of Pennsylvania

To become a public librarian in Pennsylvania, you must first undergo a certification process. The role of public librarians has shifted with the evolution of technology, and certification ensures that all public librarians adhere to certain standards as these changes continue to take place.

All local libraries, library systems, and district library centers that receive state aid need to have their staff certified. Certification recognizes qualified professionals for the specific skills, background, and education they're required to have to do their jobs well. It also allows for cooperation and arrangements with larger service areas.

Librarian certification helps library staff members to better serve patrons in the many roles they play, from organizing community programs to managing personnel. The steps to get certified vary among states, but this guide will tell you everything you need to know about becoming a certified public librarian in the state of Pennsylvania.

Whether you're a new library staff member who hasn't yet been certified or you're someone looking to make a career change by becoming a librarian, this guide will help you find your way.

Pennsylvania Public Librarian Certification Guide

There are three different levels of public librarian certification in the state of Pennsylvania: library assistant, provisional librarian, and professional librarian. Each level has its own process for certification, but they all involve filling out an application, sitting for an exam, and completing specific certification requirements.

After you obtain certification, you'll remain certified as long as you remain in the same category of position you held at the time you were certified. If you move into a new position in a different category, you'll need to obtain a new certification.

Education Requirements

To become a certified public librarian in Pennsylvania, you must complete certain education requirements. These requirements vary depending on the type of certification you are seeking.

To obtain certification as a **library assistant**, you must have completed at least 2 years of college education and 9 credit hours of a library science course.

If your goal is to become certified as a **provisional librarian**, you must have a bachelor's degree from a 4-year college or university, and you need to have completed at least 12 credit hours of a library science course.

Finally, if you want to become a certified **professional librarian**, you'll need a bachelor's degree from a 4-year college or university as well as a [master's degree in library science](#).

When it comes to searching for the right school or program, the American Library Association (ALA) accreditation is a great place to start. Search for all [Library and Information Science degree program in Pennsylvania](#).

Experience Requirements

Because public librarians must work with complex technology, manage library staff, and help library patrons, candidates should have experience that has prepared them for such a role.

While there is no specific experience required to become a certified public librarian in Pennsylvania, any relevant work experience will help make you a better candidate for the job. Some examples of work experience that would help bolster your application include:

- Interning or volunteering at a library
- Volunteering to read to the elderly or visually impaired
- Any job that required you to provide excellent customer service
- Management roles in which you oversaw other staff members

If you are making a drastic career change and would like to become a certified public librarian, it may be worthwhile to take the time to gain some experience and skills.

Testing Requirements

The Pennsylvania Department of Education provides up-to-date testing information for [all certifications](#). The test requirements and qualifying scores are subject to change. For certification in Library Science, you must take the Library Media Specialist Test. You can register for this test using the link in the spreadsheet.

Background Checks

Background checks are important for all Certified Public Librarians to complete for the safety and wellbeing of our community.

During the application process, you will be asked some Background Questions. You must respond to every question on the page. After you've answered all questions, check the Affidavit to verify all statements are correct and true.

If you answer No to all of the Background Questions, you do not need to submit any additional clearance documentation. However, if you answer Yes to any of the questions, you must mail additional documents along with your TIMS coversheet. You can find these additional required documents in the Department of Education's [Help and User Guide – Background](#) section.

Application Process

To apply for certification, library directors and staff must submit an application to the Pennsylvania Department of Education. You must complete the application online through the Teacher Information Management System (TIMS).

If you've never used TIMS before, follow these steps:

1. Go to <https://www.education.pa.gov/>.
2. Hover over 'Educators' in the top horizontal navigation bar.
3. Click 'Certification' in the dropdown menu that appears.
4. Click the large green 'TIMS Educator Online Certification System' box in the middle of the page.
5. Indicate that you are a Personal User.
6. You'll then see two important links. One is the Login to TIMS link, while the other is a Help and User Guide section which provides more helpful information about the certification process. Select 'Login to TIMS' to proceed to the application portal.
7. Next, you'll be taken to a new screen that asks for your username and password. To register for a username and password, click the link that says, 'Create Keystone Login Account.' **Important Note:** This link only works when you access it from the '[TIMS – For Personal Users](#)' page.
8. After you've registered, return to the login page to enter your credentials, and then click 'Login.'
9. When you log into TIMS for the first time, you will need to complete your TIMS profile.

After you've completed your profile and have access to your TIMS dashboard, you'll be able to apply for certification. To do so, click the button that reads, "New Credential Application" in the left-hand section titled "Applications in Progress."

Next, select the Credential Type and Requested Subject Area for your application. If you're unsure, please refer to the [Certificates in PA](#).

You'll then need to answer a few questions to categorize your application. For help answering these questions, refer to the [Help and User Guide – New Credential Application](#) section.

After you've completed all these preliminary details, you can proceed through the application. You'll be asked to provide information for some Background Questions, Demographic Details, Education, Certification, and Work Experience.

Finally, you'll be asked to submit your payment. The application fee is **\$200** and can be paid with a credit card or money order.

After you've submitted your application, you will receive an email that contains your TIMS coversheet. This will include instructions for submitting your documents to the Pennsylvania Department of Education.

To upload your documents, click "Home" at the top of your TIMS page, and select your application from the "Applications in Progress" section. After you've located your application, look in the far right column. You will see a link that says "Upload Documents." If the upload option is unavailable for a specific document you need to include, you can submit documents through the mail.

Near the "Upload Documents" link, you'll also find a "Track Progress" link which allows you to check the status of your application. You can find the meanings of different application statuses in the accompanying [Help and User Guide – Status](#) section.