

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY JANUARY 17TH, 2023

AGENDA

Zoom Link:

<https://us06web.zoom.us/j/83806926075?pwd=VWl4MDRyNHIEekRldEhDSk05VWtkZz09>

CALL TO ORDER, 9:00 AM (Virtual/Betty Burke Board Room, CCL)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of December 20, 2022 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 13)

FINANCIAL STATEMENTS

- December 31, 2022 Exton and Hankin Financial Statements – preliminary (p. 15)
- December 31, 2022 Fund Balance report – preliminary (p. 19)

FOR APPROVAL

FOR INFORMATION/DISCUSSION

- Department presentation – Equity, Diversity & Inclusion – Sam Bardarik & Remy Way (p.20)

REPORTS/CORRESPONDENCE

- President's Report
 - Director's Report
 - Branch Manager's Report
 - Friends of the Chester County Library
 - Friends of the Henrietta Hankin Branch Library
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
- | | |
|-----------------------------------|--------------|
| ▪ Institutional Advancement | ▪ Executive |
| ▪ Policy | ▪ Finance |
| ▪ Strategic Planning & Facilities | ▪ Governance |

PUBLIC COMMENTS

BOARD ORIENTATION MODULE DISCUSSION

Fundraising and Development Planning

<https://rise.articulate.com/share/kbpcvOMaNpHZaksnzZNxCSKRFmEZr59b#/>

Upcoming Events

Tuesday, February 21, 9:00 AM – CCL Board Meeting
Chester County Library, Betty Burke Meeting Room/Virtual

Library Advocacy:

https://rise.articulate.com/share/GD5Aj9ZRCSrQqQvGqM_ZCbHie9txb4et

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke Board Room/Virtual
December 20, 2022

CALL TO ORDER, 11:09 AM (Virtual/Burke Board Room, CCL)

CCL Board Members Present:

JoAnn Weinberger, President; Brian Taylor, Secretary; Bill Connor, Richard Hankin, Lisa Ionata, Michael Skay

CCL Staff Present:

Mary Gazdik, Director of Chester County Library & District Center; Meghan Lynch, Branch Manager, Henrietta Hankin Branch; April Nickel, Youth Services Manager; Melissa Kohl, Information & Reader Services Manager.

Others Present:

Erik Walschburger, Deputy County Administrator County of Chester; Vickie Brown, Finance Department County of Chester; Joseph Sherwood, Executive Director, CCLS; Lauren Harshaw, Continuing Education and Advocacy Coordinator, CCLS; Monique Kolb, Public Relations & Graphic Specialist, CCLS; Agatha Lyons, District Consultant, CCLS; Rebecca Peck, Finance Manager, CCLS; Nicole Richards, Development Director, CCLS

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY) - none

PUBLIC COMMENTS – none-

Due to scheduling conflict, For Information/Discussion items were moved to the beginning of the meeting.

FOR INFORMATION/DISCUSSION

- Department presentation – Melissa Kohl, Information & Reader Services Manager, presented the new Electronic Resource available to Chester County Library System Card holders, Creativebug. Creativebug is an arts and crafts online learning resource that went live to CCLS card holders on Friday, 12/16/22. Email and social media promotion will begin to go out to the public beginning 12/20/22. Melissa shared navigation of the Creativebug site and the types of learning modules available. She shared profile, filter, and search techniques available for the public to find the resources they choose. Creativebug was funded through the DCA budget.

- New Programs: Mary Gazdik reported on two new programs that are in progress:
 - Maker-in-Residence – is a program funded by CCL Friend’s group. Mary, Sara Lim Harden, and Meghan Lynch are working on the logistics of the program. A Call for Makers will go out in January for a Maker-in-Residence with the residency running from March to June. Applications will be open to any artistic format artist to create an open

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studio in the former OIC area upstairs next to the Jacobs Technology Center. The artist chosen will have space to work and meet with the public, hold open studio hours, and host programs related to their art. The Artist/Maker will create a take home kit and may have an exhibition of their work or create a community art piece. Mary is hoping to link the Maker/Artist with the Juneteenth celebration planning.

- Build a Better Book – is a Trust funded program that will focus on teens creating accessible books and games using tools in the Maker Space for use by blind and visually impaired community members. It is modeled on a successful University of Colorado at Boulder program. Mary is working with Remy Way on developing community links for the program. Mary has worked with different versions in the past, including having teen participants help with the design and adding STEM career information.

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Lisa Ionata, seconded by Michael Skay, the minutes and consent agenda were unanimously approved.

FINANCIAL STATEMENTS

Joe Sherwood reported that the County Budget was approved as presented.

Mary reported materials spending is being finalized, with the multimedia department adding eMaterials with outstanding funds. Several facility maintenance projects are in process to be complete by the end of the year.

Rebeca Peck reported that the CCL Friend’s Group fund numbers will be consolidated to two (2) codes for 2023. Project numbers will also be instituted to make it easier to track spending by project. Outstanding project funds that have not been used by year end will be reset to the Friends Capital account and new requests will need to be made to the Friends.

On motion made by Richard Hankin, seconded by Bill Connor, the Financial Statements were unanimously accepted and filed for audit.

FOR APPROVAL

Nominations – Elections of officers (2023)

- JoAnn Weinberger – President
- Michael Skay – Vice-President
- Brian Taylor – Secretary
- Bill Connor – Treasurer

On motion made by Lisa Ionata, seconded by Richard Hankin, the 2023 Slate of Officers presented was unanimously approved.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke Board Room/Virtual
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REPORTS/CORRESPONDENCE

- President’s Report – JoAnn thanked Lisa Ionata for her work and shared her appreciation for everything Lisa has contributed during her time on the Board. Lisa will remain on the Funding Task Force.

- Director’s Report – Mary Gazdik
 - Peter Greulich is working on getting a few building projects completed by the end of the year: boiler room leak, plumbing issue, and garage door replacement.
 - New CD shelving funded by the CCL Friends should arrive mid-January. This new shelving is more multi-functional and can be reused if CD storage is not needed.
 - Youth Services: Julie Darnall and April Nickel have applied for a Bi-Lingual programming grant for children and families. Mary is reviewing another grant possibility for working with multi-generational families in South Asian communities.
 - Maker Space Expansion: Mary is meeting with Nicole Richards and the committee in January to work on a rough budget and plans for the expansion of the Maker Space. The expansion will engage the community with discussion on expansion needs, house the Maker-in-Residence, host programming and new equipment.
 - Juvenile Justice: Mary has met with several librarians across the system about programming and creating welcoming spaces for children involved in the juvenile justice system.

- Branch Manager’s Report – Meghan Lynch
 - The Trust was requested and approved a reallocation of funds for the purchase of a 3D printer for the Hankin Maker Space.
 - A new full-time staff member who will share duties between the Maker Space and Circulation department started in December. They will coordinate with the Jacobs Technology center to promote and expand maker programming.
 - Staff are working on completing eMaterials orders. Physical materials orders are complete.
 - Meghan is in regular contact with West Vincent Township Sustainability group and are planning 2023 programming about sustainable energy choices.

- Friends of the Chester County Library
 - Met and approved all items submitted on the Wish List. The Friends had a very successful fall book sale and were happy to see requests for new programs and items, not repeat funding requests. Some approved items included
 - a bike rack and repair stand
 - Lunar New Year program
 - Conference attendance
 - Menstrual supplies and dispensers for rest rooms

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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December 20, 2022

- Play market for Youth Services Family Place open play
- Friends of the Henrietta Hankin Branch Library
 - Judy Elliot would like to remain on the HHB Friends Board, but not serve as President. Several members are shifting roles within the group.
 - Friends are planning a week-long donation drive with the goal to restock the sales Book Nook.
- Committee Reports – none

JoAnn Weinberger asked if Erik Walschburger, Deputy County Administrator County of Chester, if he had any comments. Erik reported that the County Budget was passed. He said that the Libraries were important to the Commissioners and thanked everyone for their hard work. JoAnn also extended thanks to the Commissioner’s for their continued support of Chester County Library, Henrietta Hankin Branch Library and all CCLS member libraries.

BOARD ORIENTATION MODULE DISCUSSION

Richard Hankin lead the discussion on the CCLS Organization and Funding Module.

Items in the discussion included the structure of libraries in Pennsylvania, the role of the Office of Commonwealth Libraries and the funding structure of libraries. Funds supporting system/district services come from the District Center Aid and County Coordination Aid budgets. Member Libraries are supported through State, County, Municipal and other local funds (Grants, donations etc.) The Income Summary is a good one-page source of information. State Aid and County funding are distributed to Member Libraries through the funding formula. It is important that libraries publicize their services.

January meeting Mike Skay will present on Fundraising and Development Planning

February meeting Bill Connor will present on Library Advocacy

On motion made by, Lisa Ionata, seconded by Michael Skay, meeting adjournment was unanimously accepted.

Meeting adjourned at 12:06 P.M.



TO: Board of Trustees, Chester County Library and District Center
 FROM: Mary Gazdik, Director, Chester County Library
 DATE: January 17, 2023
 RE: Report to the Board on the Chester County Library Center, Dec. 20, 2022 – Jan. 16, 2023

- **Building update-Peter Greulich**

- PSI Plumbing repaired a leak in the four-inch copper water line in the CCL Boiler Room, and repaired the toilet flushing mechanism in the staff restroom next to the Boiler Room.
- The new shelving for the Multimedia Department CD collection is scheduled for installation on January 31st. Peter is working with multimedia staff to have the old shelves cleared off prior to arrival so he can disassemble and discard the old units.

- Departmental Reports

- **Circulation Department—Barbara Bailey**

- Use of combined contactless checkout services at CCL & Hankin decreased by 44% compared to last month and was down by 27% compared to December 2021. However, overall checkouts at CCL increased by 11% compared to December 2021.
- Use of the mobile app increased at CCL by 28%, but use of the Express Lane stations decreased by 55% compared to last month.
- We had our highest door count this year at CCL on the day of the Holiday Craft Fair at 1321 visitors, however the total door count was down 11% from November. December is traditionally our lowest month for visitors so this is not too unusual. Door count were unavailable in December of 2021 so unable to provide a comparison for same month last year.

Combined CCL/Hankin Contactless Checkouts

CCL	Door: Feb 2020	Door: Dec 2022	Checkouts Feb 2020	Checkouts: Dec 2022	Holds Filled: Feb 2020	Holds Filled: Dec 2022	Library Cards: Feb 2020	Library Cards: Dec 2022
Counts	36583	15568	46543	33920	13849	12542	489	296
% +/-		-57%		-27%		- 14%		-39%

- **Jacobs Technology Center (JTC)—Sara Lim Harden**
 - Sara worked in collaboration with Meghan Lynch & Mary Gazdik to finalize the Maker-in-Residence materials.
 - December Programming Highlights:
 - Month long Holiday Light-up Card Maker Event
 - Internet Security
 - Maker Workshop-Making Holiday Gift Boxes
 - One-on-One Adobe Photoshop
 - In November we had...
 - 15 3D print requests, using 1,025 grams of material (\$58.50 in materials fees collected)
 - 130 total pieces of media, taking 134 hours to convert.
 - \$50 in fees were collected to complete requests for other services.

- **Multimedia Department—Stephanie Sharon-Missanelli**
 - Physical Collection
 - Staff are working on new collections for the Binge Boxes.
 - Stephanie and Jessie are looking at options of our new board game collection.
 - eMaterials:
 - In 2022, we had our highest number of digital checkouts, 956,160, and unique users, 29,924.
 - Stephanie set up the 2023 OverDrive holds manager. Thanks to all the member libraries, it is the highest it's ever been at \$246,600. The holds manager will run weekly to try and fulfill holds at a 6:1 ratio.
 - Stephanie is working with Kanopy to start with the new platform ASAP. The contract has been received and is being reviewed by Joe.

- **Public Relations/Graphics—Monique Kolb**
 - Graphics:
 - For the month of December, we completed **59 graphic orders and 10,015 copies.**
 - Designing preliminary layout for Legislative Booklet (cover page and sample library page).
 - Working on the February issue of the Insights newsletter.
 - The book choice for the spring StoryWalk will be selected and work will start on that at the end of January for possible installation in April.
 - Working with Kelly Quigg on promotional campaigns for the FitFair and Lunar New Year events.

- PR:
 - Monthly newsletters for the County Staff Newsletters as well as various municipalities are compiled around the 15th of each month informing them of different services at the library (examples this month will be MOD (Mail-Order-Delivery), Maker-In-Residence and the new YA Literary Non-Fiction area upstairs)
 - Will start planning for goal completion for 2023 PaLA Gold Star Status recertification for CCL and Silver Star for Hankin.
 - Attending “Engage at Every Stage: Using Segmentation and Email Marketing to Reach, Retain, and Engage Your Patrons” marketing workshop on Thursday, January 26th, and “Annual Reports: Simplifying the Process for Maximum Donor Engagement” on Tuesday, January 31st.
 - Created a promotional toolkit for the new Creativebug Database
- Adult Programs:
 - December was busy preparing for the Annual Craft Show. This year there were 47 vendors; up from 30 in 2021. The traffic flow was very busy. Everyone commented on how nice the show was. The vendors again said this was their best show of the year. I plan to send out questionnaires to the participating vendors. Attendance was 688.
 - Pam is currently working on setting up programs to complement the Longwood Gardens Community Read Program with an emphasis on "Black Food". She has contacted restaurant owners in the area in the hopes that she can get them to present a program on their cooking. She is also planning a "Cooking from the Book" night with participants preparing a dish from the book and then presenting it at the program. Also in the planning stages is a vegetable garden program and book discussion.
 - Pam is working on adding 4 or 5 more SciStarter kits to the 5 we have already available for the public to check out and participate in Community Science Project.
 - She has been in contact with the Chester County Food Bank to arrange for their 6-week "Cooking and Wellness" programs. She is also looking into a gardening program they offer that may be a good fit for the library.
 - Working with Peter to get the demo mirror installed in the Struble Room for cooking and craft classes. This was paid for by a grant from the CCL TRUST.
 - Yoga continues to do very well and is growing each month. Most of the people who register attend the session.
 - Planning more programs with partners NASA Solar System Ambassador, Pennsylvanians for Modern Courts, The French and Pickering Creeks Conservancy, and the Chester County Parks and Preservation Department.

- **Reference—Melissa Kohl**
 - Since the Reference Department’s redesign more or less concluded in May 2022, the space has seen individual and group usage similar to before the pandemic. The new meeting rooms have been popular, of course, but group meetings have also been popular in the open floor area. The downsized physical Reference collection, fastidiously done over the course of a year by Laura Salvucci, Tom Berman, and Melissa Kohl, offers patrons more space for individual and collaborative work. The individual study chairs with power outlets are used on a daily basis and offer furniture unlike any other in the building.
 - Members of the Reference Department are working on several projects and tasks to aid patrons experiencing severe housing, mental, and human circumstances. Namely, Kelly Quigg and the Community Engagement Leadership Team are working on a proposal to reach out to county health and human service departments to broach a collaborative partnership to provide professional social work services to patrons at the library. Several fairs are also being planned at the moment, including a Fit Fair, Job Fair, Housing Fair, Mental Health Fair.

Small Meeting Room Statistics

MONTH	# OF HOURS USED	# OF RESERVATIONS
September	156.25	72
October	211.85	117
November	276	131
December	248.5	123

- **Technical Services—Jenna Persick**
 - Website Redesign
 - We have been meeting with Local Hop on a biweekly basis for the redesign and the site is beginning to come together.
 - I continue to order and distribute the leased books. I ordered all of the quota for 2022 and will place the first order for 2023 this week. As of 12/31/22, our leased books have 22,728 checkouts system-wide (of that CC has 1,906 and HH has 1,881).
 - Interviews are underway for the open Library Assistant III processing position.
- **Volunteers—Susan Walraed**
 - A new Adult Volunteer Application launched on December 22nd.
 - New volunteer reporting is set to start with the January 23rd report.
 - Plans are underway to up recruitment of adult volunteers.
 - **Friends of Chester County Library**
 - Debra Celenza was voted in as a new member of the Board. She will be working on evaluating the books for the specials room of the Book Sale.
 - Total Library/Friends Volunteer Library Hours served:

- December Library Volunteers – 598.75
 - 2022 Yearly Library Total – 8,088.25
 - December Friends of Chester County Library – 130
 - December Friends of Henrietta Hankin Branch Library – 5
 - Yearly Friends (HH & CCL) Total – 2,045.50
 - Total Combined Hours-10,133.75
- **Youth Services—submitted by April Nickel**
 - Two (2) new part time staff started in December. Applications are continuing to be accepted and interviews are taking place for the other openings in the department.
 - April has completed the clean-out of the story time room in preparation for opening the room for family play when not in use for programs. The anticipated opening date for family play is late January.
 - Family Place sessions will begin on January 27th as part of the Family Place Libraries initiative.
 - Julie Darnall is launching a school age book club based on Reading Olympics selections. A display of Reading Olympics titles is also featured in the Children’s Department.
 - CCL and HHB are leading Winter Family Read Aloud during the month of February to promote reading aloud to children of all ages. CCL will host Family Book Bingo as a kick-off event on February 1.
 - Summer Reading planning is underway with programs and performers being scheduled and booked.
 - Program Highlights:
 - Teens are making Valentine Cards for Pocopson Home residents.
 - Lego Social for homeschool families
 - Family story time “The Berenstain Bears Visit the Credit Union”, a partnership program with the Franklin Federal Credit Union, will provide all children in attendance a copy of the book.
 - Yoga Story Time on January 20th in partnership with Zia Yoga.
 - Sinead Meehan from the McDade-Cara School of Irish Dance will be leading two Irish Dance instruction programs in March, one for preschoolers (March 17), and one for families (March 18).
 - April is currently attending a four-month, County sponsored training: Stepping up to Supervision, November 9 – March 7. There are approximately 18 new supervisors from a variety of county departments in this learning cohort.

Committee Reports:

- **Community Engagement Leadership Team:**
 - Kelly Quigg presented the proposal for collaboration with County DHS for discussion.
 - The public survey for gauging interest in providing a social worker or social service referrals in the Library will be launch over the next couple of weeks.
 - Determined talking points for Municipal meetings for the first two quarters of 2023.

- Discussed preliminary plans to become a library partner site for the Noname Book Club. As a partner site we would be listed on Noname's website with other library partners as a library that carries their book club picks. The IRL/virtual book club dedicated to uplifting POC (Persons of Color) voices.
- Discussed final plans for two upcoming events:
 - Lunar New Year scheduled to take place on February 4th
 - Fit Fair scheduled for February 25th
- **The Incident Response Plan Coordination Team:**
 - The December test of walkie-talkies was canceled, and monthly test schedule was distributed for first quarter of 2023.
 - The IRPCT, along with CCL and CCLS Directors, met with County Risk Manager, Tom Furman on December 14 to discuss ways to improve safety in the building, and potentially provide additional training for an armed intruder event
- **XYZ Committee:**
 - Jane Austen Murder Mystery event will be held at Stolen Sun Brewery on February 9th at 7pm.
 - Nostalgia-rama will be held at CCL on April 29 from 10a-4p. The daylong event will feature 80's & 90's nostalgia; with vintage video games and Pokémon tournaments, nostalgic cartoon screenings, vintage board games, nostalgic snacks, and much more.
- **Innovative Ideas Committee:**
 - The committee has evaluated the ideas submitted through the blog and have made their recommendations of which projects they feel should move to Action stage and which should be moved to the Incubator for further development. I will be evaluating their recommendations.
- **EDI Committee:**
 - The committee has finalized the mission statement to guide the committee's work.

Director's Notes

- The Call for Makers has been posted on the Library's website and Niki has created graphics for publicity. She has posted it on social media and has sent out a press release. We are working on sending the call out to arts and educational entities to get the word out as widely as possible. We are aiming for closing the call on January 31st with the maker selected by February 25th. The program will run 14-16 weeks from mid-March through mid-June.
- We held a 2nd meeting of the Justice Involved Youth working group to discuss several grants we have identified as possible fits for the program. Jan Michener (from AHAH) shared more details about the young filmmakers project with the group. She will be providing some written details for us to review to answer some questions the group had about implementing it in the libraries. We will reconvene in early February to share ideas for the Great Stories grant and get started with the application process.
- I have registered CCL & HHB as a program site with the Build a Better Book project. I have reconnected with Gigi Yang and will be scheduling a call with them to meet our team hear to start the planning and training process.

- I have applied to be a satellite site for the “Facilitating Creative Learning” Hybrid Workshop offered by PLIX (Public Libraries Innovation Exchange). PLIX is a program out of the MIT that is developing creative STEAM learning experiences based on MIT Media Lab research and designed specifically for the public library setting. If selected, PLIX will supply a box of training materials and funds for lunches & a dinner for 8-10 people. The workshop takes place March 15th & 16th (1-6pm & 10am-2pm). Participants will attend both days.
- Staff completed all trainings required by CCL/CCLS and the County of Chester by the end of the year.

Meetings & Trainings Attended

- | | |
|-------|--|
| 12/20 | CCLS/CCL Board Meeting |
| 12/21 | CCL Website redesign meeting with LocalHop
Funding Formula committee meeting |
| 1/3 | CCL Friends Meeting |
| 1/4 | Meeting with Meghan at HHB |
| 1/6 | Juneteenth Leadership planning meeting
EDI meeting with Remy & Sam B.
Staff appreciation planning meeting |
| 1/10 | Community Engagement Leadership meeting
Meeting with Genevieve Jaser from AuntFlow to discuss Friends funder project
DLM/SAC meeting |
| 1/11 | Public Services/Department Heads Meeting
Min Shen Retirement party
PaLA Conference planning meeting |
| 1/12 | Justice Involved Youth working group meeting
Charlotte Maron’s Baby Shower at HHB
Call with Carol Weaver to discuss Juneteenth celebration library partnership |
| 1/13 | Juneteenth planning meeting |
| 1/17 | CCLS/CCL Board of Trustees Meeting
Community Engagement Committee meeting |

Upcoming:

- | | |
|-----------|---|
| 1/19 | Strategic & Facilities Planning committee meeting |
| 1/27-1/30 | LibLearnX Conference |



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: January 12, 2023
RE: Report to the Board on the Henrietta Hankin Branch, Dec. 20, 2022—Jan. 17, 2023

- Building update
 - The electric and data wiring for our HoldIt Locker has been installed. The shelter for the locker was delivered to the County's Government Services Center because they have a loading dock. Peter will be working with County Facilities staff to get it installed in the near future.
 - Peter replaced all of the air filters in the rooftop HVAC units.
 - Peter and County Facilities met with Munn Roofing to address a leak in the roof of the fitness center.
- Door counts decreased in December, but our total for the 2022 was almost 20% higher than 2021 and was 70% of 2019's door count.
- Total circulation decreased slightly from November to December. Total 2022 circulation was a little more than 4% higher than 2021's total and was 97.5% of 2019's total circulation.
- Meeting Room usage in December decreased in both the number of bookings and time utilized. Public computer sessions in December increased slightly.
- We are awaiting delivery of our new 3D printer, funded by the CCL Trust as part of the Humanick bequest. Thanks to April Nickel we were also able to add a button maker to our Makerspace offerings.
- We're working with Mary and Sara on the inaugural CCL Maker in Residence program and are excited to see what kinds of artists apply to work with us.
- Charlotte Marron, our Circulation Manager, is expecting her first child on February 8th. She has been coordinating assigning her responsibilities to other Circulation staff members while she is out on leave. She has been training staff on what they need to know in order to complete these tasks and has also been creating and updating written documentation to ensure that everyone has a firm understanding of their assignment.
- Staff completed all trainings required by CCL/CCLS and the County of Chester by the end of the year.
- We are partnering with the AARP Tax Aide program again this year to offer free tax filing to members of our community. Appointments will begin on February 9th and will be offered on Thursdays and Fridays through April 14.
- Reference
 - In December we held 4 virtual programs, 9 in person programs, 4 hybrid programs, and 2 passive programs. Notable programs included "Paying for College without Going Broke" (virtual, 32 attendees) and Paper Quilled Wreath Earrings (in person, 24 attendees)
 - We have started partnering with the Alzheimer's Association of Pennsylvania to hold a monthly Alzheimer's Caregiver Support Group.

- Craft programs are always popular with our patrons. Reference staff are planning an early February program showcasing Creative Bug that will allow attendees to complete a craft while learning more about our new database.
- Youth Services
 - Our young patrons (and their caregivers) are enjoying exploring the Youth Services department through a new scavenger hunt featuring familiar children’s book characters.
 - Notable December programs included Brickmaster (school aged, 17 attendees) and Read and Sing (preschool, 41 attendees)
 - Winter story times started the week of January 9th.
 - Staff are preparing to kick off the Winter Family Read Aloud program. [Research consistently shows many benefits to reading aloud to children](#) and we’re happy to help support families in discovering the joys of this invaluable activity.

Meetings & Trainings Attended

12/20	CCLS/CCL Board meetings
12/23	Library closed for inclement weather
12/24-26	Library closed for Christmas
1/1-2	Library closed for New Year’s Day
1/4	Meeting with Mary
1/10	HHB Staff “Morning meeting” Community Engagement Leadership Committee meeting District Librarians meeting
1/11	Public Service Staff meeting
1/16	Library closed for MLK Jr. Day
1/17	CCLS/CCL Board meetings PT Library Assistant interviews Community Engagement Committee meeting

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
 COUNTY BUDGET REPORT - EXTON LIBRARY - PRELIMINARY
 PERIOD ENDING December 31,2022

2666383.1	2022 ANNUAL BUDGET	2022 YTD BUDGET	2022 YTD ACTUAL	2021 YTD ACTUAL	2022 YTD BUDGET VARIANCE	2022 YTD BUDGET VARIANCE %	2022 BALANCE	PERCENTAGE REMAINING
Salaries	2,578,075	2,578,075	2,666,383	2,537,103	(88,308)	-3.4%	-88,308	-3.4%
Wages	649,006	649,006	616,145	548,664	32,861	5.1%	32,861	5.1%
Fringe Benefits	1,168,501	1,168,501	1,124,199	1,045,294	44,302	3.8%	44,302	3.8%
Security Provided by the County - EMS	30,000	30,000	0	0	30,000	0.0%	30,000	0.0%
TOTAL PERSONNEL SERVICES	4,425,582	4,425,582	4,406,727	4,131,062	18,855	0.4%	18,855	0.4%
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Materials and Services	128,000	128,000	114,338	150,867	13,662	10.7%	13,662	10.7%
Insurance	18,390	18,390	18,390	17,510	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	70,385	70,385	53,164	45,333	17,221	24.5%	17,221	24.5%
Utilities	97,520	97,520	84,517	76,038	13,003	13.3%	13,003	13.3%
Vehicle Expense	44,486	44,486	42,247	34,456	2,239	5.0%	2,239	5.0%
TOTAL CORE EXPENDITURES	358,781	358,781	312,656	324,204	46,125	12.9%	46,125	12.9%
INDIRECT COSTS	558,534	558,534	558,534	652,660	0	0.0%	0	0.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	5,412,897	5,412,897	5,347,916	5,177,926	64,981	1.2%	64,981	1.2%

Notes:

Personnel Services: Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies
 We are now including the \$30K budgeted for security in the Personnel Services category. The county will be doing a journal entry to charge us.

Core Expenditures: Utilities - under due to one-month lag on PECO Bills
 Buildings & Grounds - we expect spending to go up - still awaiting invoices on work completed in December.

Indirect Costs: These are allocated to cover costs for services performed by various County departments such as DCIS (PeopleSoft), Telecommunications,
 Treasurer and Controller's Offices, and Facilities, based on usage or some other reasonable method of allocation.

Total Budget: Budgeted expenditures YTD are 100.00% of total budget
 Actual expenditures YTD are 98.80% of total budget
 The annual budget has increased \$7160 due to a March budget amendment for the carryover of costs (KMA - Kelly Maiello) for the 1st floor redesign.

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING December 31,2022

	<u>2022</u> <u>ANNUAL BUDGET</u>	<u>2022 YTD</u> <u>BUDGET</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2021 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2022</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
Salaries	446,073	446,073	464,712	425,978	(18,639)	-4.2%	-18,639	-4.2%
Wages	176,442	176,442	234,372	166,953	(57,930)	-32.8%	-57,930	-32.8%
Fringe Benefits	234,448	234,448	223,672	217,148	10,776	4.6%	10,776	4.6%
<hr/>								
TOTAL PERSONNEL SERVICES	856,963	856,963	922,756	810,080	(65,793)	-7.7%	-65,793	-7.7%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	67,630	67,630	39,875	40,125	27,755	41.0%	27,755	41.0%
Insurance	6,325	6,325	6,324	5,960	1	0.0%	1	0.0%
Maintenance - Buildings & Grounds	64,899	64,899	37,268	69,047	27,631	42.6%	27,631	42.6%
Utilities	46,380	46,380	42,616	39,113	3,764	8.1%	3,764	8.1%
<hr/>								
TOTAL CORE EXPENDITURES	185,234	185,234	126,083	154,245	59,151	31.9%	59,151	31.9%
INDIRECT COSTS	215,785	215,785	215,785	165,045	0	0.0%	0	0.0%
CAPITAL OUTLAY	0	0	0	221,261	0	0.0%	0	0.0%
<hr/>								
TOTAL BUDGET	1,277,982	1,277,982	1,284,624	1,370,630	-6,642	-0.5%	-6,642	-0.5%

Notes:

Personnel Services: Salaries & Wages are over budget due to new County Compensation plan, and PTO payout for retiring employee.

Core Expenditures:

Capital Outlay:

Indirect Costs: These are allocated to cover costs for services performed by various County departments such as DCIS (PeopleSoft), Telecommunications, Treasurer and Controller's Offices, and Facilities, based on usage or some other reasonable method of allocation.

TOTAL BUDGET: Budgeted expenditures YTD are 100.00% of total budget
 Actual expenditures YTD are 100.52% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON - PRELIMINARY
PERIOD ENDING December 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	347,470	347,470	347,470	352,708	0	0.0%	0	0.0%
State Aid - Others	1,154,597	1,154,597	1,154,597	1,149,358	(0)	0.0%	(0)	0.0%
STATE REVENUE	1,502,067	1,502,067	1,502,066	1,502,066	(0)	0.0%	(0)	0.0%
Township Appropriations	19,000	19,000	19,000	9,500	0	0.0%	0	0.0%
Charges	38,550	38,550	42,463	58,061	3,913	10.2%	3,913	10.2%
Fines and Overdues	60,000	60,000	74,136	66,561	14,136	23.6%	14,136	23.6%
Interest	500	500	2,057	623	1,557	311.4%	1,557	311.4%
Donations and Fundraisers	7,600	7,600	5,923	7,952	(1,677)	-22.1%	(1,677)	-22.1%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
Miscellaneous Revenue	115	115	5,847	3,862	5,732	4984.6%	5,732	4984.6%
TOTAL OTHER REVENUE	195,765	195,765	219,427	216,559	23,662	12.1%	23,662	12.1%
TOTAL REVENUE	1,697,832	1,697,832	1,721,494	1,718,625	23,662	1.4%	23,662	1.4%
EXPENDITURES								
Library Materials	405,713	405,713	399,106	366,637	6,607	1.6%	6,607	1.6%
Services and Charges	78,184	78,184	53,758	46,131	24,426	31.2%	24,426	31.2%
Supplies	25,000	25,000	21,289	20,165	3,711	14.8%	3,711	14.8%
Miscellaneous	23,540	23,540	24,438	17,332	(898)	-3.8%	(898)	-3.8%
Transfers and Reimbursements	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	0	0.0%
Capital Outlay	10,798	10,798	10,353	15,199	445	4.1%	445	4.1%
TOTAL EXPENDITURES	1,697,832	1,697,832	1,663,541	1,614,823	34,291	2.0%	34,291	2.0%
REVENUE OVER EXPENDITURES	0	0	57,953	103,802	57,953		57,953	

NOTES:

Other Revenue:	Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges & Fines exceeded budgeted amounts		
Total Revenue:	Budgeted revenues YTD are	100.00%	of total revenue
	Actual revenues YTD are	101.39%	of total revenue
Expenditures:	Miscellaneous expenditures exceeded budget due to grant expense of \$3500, but this was offset by \$3500 of grant income.		
Total Expenditures:	Budgeted expenditures YTD are	100.00%	of total expenses
	Actual expenditures YTD are	97.98%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN - PRELIMINARY
PERIOD ENDING December 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
Township Appropriations	7,250	7,250	5,250	2,250	(2,000)	0.0%	(2,000)	-27.6%
Charges	9,825	9,825	14,473	15,927	4,648	47.3%	4,648	47.3%
Fines and Overdues	18,700	18,700	27,506	21,510	8,806	47.1%	8,806	47.1%
Interest	35	35	133	45	98	279.2%	98	279.2%
Donations	0	0	2,707	2,286	2,707	-	2,707	27065300.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	5	5	195	829	190	3798.0%	190	3798.0%
TOTAL OTHER REVENUE	55,815	55,815	70,263	62,847	14,448	25.9%	14,448	25.9%
TOTAL REVENUE	142,815	142,815	157,263	152,847	14,448	10.1%	14,448	10.1%
EXPENDITURES								
Library Materials	127,030	127,030	126,682	130,847	349	0.3%	349	0.3%
Services and Charges	6,285	6,285	4,492	4,187	1,793	28.5%	1,793	28.5%
Supplies	4,700	4,700	5,216	2,700	(516)	-11.0%	(516)	-11.0%
Miscellaneous Expense	2,750	2,750	3,127	2,124	(377)	-13.7%	(377)	-13.7%
Capital Outlay	2,050	2,050	1,482	1,664	568	27.7%	568	27.7%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	142,815	140,998	141,522	1,817	1.3%	1,817	1.3%
REVENUE OVER EXPENDITURES	0	0	16,265	11,325	16,265		16,265	

NOTES:

Twp Revenue:	Twp revenue: Budgeted contributions from Warwick and West Vincent (\$1000 each) did not come in as expected in 2022. West Vincent contributed \$500 but it was received after 12/31 and has been applied to the 2023 budget.		
Other Revenue:	Charges & Fines exceeded budgeted amounts		
Total Revenue:	Budgeted revenues YTD are	100.00%	of total revenue
	Actual revenues YTD are	110.12%	of total revenue
Expenditures:	Supplies & Misc Expenses were slightly over budget		
Total Expenditures:	Budgeted expenditures YTD are	100.00%	of total expenses
	Actual expenditures YTD are	98.73%	of total expenses

<u>CCL Fund Balance Report</u>	<u>Balance</u>
Operating Funds*	
001 CCL	59,561.90
043 Hankin	15,954.82
Total Operating Funds	75,516.72
Reserve Funds	
004 Technology Fund	269,390.23
400 Chester Cty Library Capital Reserve	83,026.07
410 Chester Cty Library Program Fund	189,108.74
450 Hankin Library - Capital	223,519.53
451 CCL & Hankin Materials	125,872.64
Total Reserve Funds	890,917.21
Grants - Friends of the Library	
091 I & R Services	62,016.69
092 Multi-media	-
093 2nd Floor Improvements	-
094 Library Staff	-
095 1st Floor Improvements	-
097 Programming	-
098 Circulation	-
099 Youth Services	-
900 Volunteer Support	-
902 Jacobs Tech Center	-
903 Capital Fund	101,743.32
Total CCL Friends¹	163,760.01
943 Friends of Henrietta Hankin Branch	6,409.14
Total Friends Funds	170,169.15
Grants and Appropriations	
002 Community Foundation - Grants	9,497.98
100 CCL County Materials Fund	2,516.75
104 CCL Trust - Grants	165,965.64
109 Hankin County Materials Fund	1,832.77
132 Glaxo-Smith Kline Science in the Summer	130.79
238 American Dream Initiative	-
Total Grants and Appropriations	179,943.93
Special Funds	
003 Helen Russell Memorial Fund	7,243.12
096 Courtesy Bags ²	5,595.24
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes ³	-
107 CCL & Hankin Author Events	3,308.83
Total Special Funds	14,585.97
500 District Center Aid Funds	173,718.98
510 County Coordination Aid	-
TOTAL ALL FUNDS	<u>1,504,851.96</u>
CCL Endowment Funds	
090 Chester County Library Trust	2,181,797.03

*Once the financials have been finalized, these funds will be transferred to the reserve accounts as per the Reserve Fund Policy

¹The CCL Friends Funds were consolidated. The money remaining in 091 reflects the 2023 Wish List funding and selected items from 2022 that will be completed in 2023. The 091 Fund will be renamed in 2023

²Moved to Special Funds category since it is not a Friends Fund

³Monies Transferred to Trust Fund 104. Fund 106 is being deactivated.

CCL/HHB EDI Committee 2021-2022 Report

Summary

Since its formation in April 2021, the EDI Committee has supported library staff to advance equity, diversity, and inclusion in the libraries in seven key areas:

- made collections and services available to more patrons via assistive technology
- strengthened community ties by collaborating with external organizations
- received financial support for EDI initiatives
- empowered patrons and staff to control their own identity
- increased public-facing representation of patrons and staff from historically marginalized groups
- held staff trainings on EDI topics
- offered suggestions through an EDI lens on library policies scheduled for review/revision

These advancements are important for the libraries because they:

- extend the reach of the library's influence
- increase usage of the library
- show the importance of EDI initiatives for funding partners
- make patrons and staff feel validated by the library
- increase awareness, education, and understanding
- foster system-wide discussion and cohesion
- help staff better fulfill the library's [Vision and Mission](#)
- directly contribute to [CCL/HHB Strategic Goals 2, 3, and 4](#)

Staff trainings on EDI topics have received overwhelmingly positive feedback with requests for more. Staff who attended the September 2022 EDI Book Club expressed their appreciation for the book club and hoped it would continue next year. Workshops at Staff Development Day prompted feedback that such training is uncommon in libraries but really affirming and important for neurodiverse/LGBT+ staff, and that the workshops created comfortable spaces for all staff to share and learn.

In Progress and Future Initiatives

- pursue sensory inclusion measures
 - implement Vibro-Acoustic Platform benches, noise canceling headphones, and Perfect Petzzz
- continue accessibility measures
 - implement Orcam MyEye
 - advertise accessibility options
 - offer classes on using accessibility equipment
- continue collection audit using Collection HQ tool
 - continue purchase of Chinese bi-lingual materials as a result of collection audit
 - develop collection plan for purchasing to increase EDI materials
 - explore DEI approach to subject headings
- continue program audit
 - increase EDI-related public programming
- create land acknowledgment statement
- continue EDI Book Club
- HHB will be hosting [The Long Road to LGBTQ+ Equality in Pennsylvania exhibit](#) in late June/early July 2023