

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
FEBRUARY 15, 2022

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AGENDA

<https://us06web.zoom.us/j/84961446587?pwd=dDdYL29NznlVMURsSCsrYk1HQmtnUT09>

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

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of January 18, 2022 (p. 2)
- Chester County Library Director Report (p. 8)
- Henrietta Hankin Branch Manager's Report (p. 18)

FINANCIAL STATEMENTS

- December 2021 Exton and Hankin Financial Statements (p. 20) (Year End Pre-Audit)
- Exton and Hankin Year End 2021 Transfers to Reserves (p. 24)
- January 2022 Exton and Hankin Financial Statements (p. 25)
- Exton and Hankin Fund Balances (p. 29)

FOR INFORMATION/DISCUSSION

- Patron Fee Schedule (p. 30)
- Public Programming Discussion
- 2022 Board Meeting Schedule Update with Locations (p. 32)

FOR APPROVAL

- Board of Trustees Bylaws Approval (p. 33)

REPORTS/CORRESPONDENCE

- President's Report
 - Director's Report (p. 8)
 - Branch Manager's Report (p. 18)
 - Friends of the Chester County Library
 - Friends of the Henrietta Hankin Branch Library
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
- | | |
|--|--|
| <ul style="list-style-type: none">▪ Institutional Advancement▪ Policy▪ Strategic Planning & Facilities | <ul style="list-style-type: none">▪ Executive▪ Finance▪ Governance |
|--|--|
- (continued next page)
- Visitor's Comments

Upcoming Events

Tuesday, March 15, 2022 8:30 AM – CCLS Board Meeting, CCL (Virtual/Burke Board Room)
Tuesday, March 8, 2022 Joint DLM/SAC meeting 5:00 PM (Virtual) Jamie Larue Presentation

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL/INPERSON
January 18, 2022

Board Members Present

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

Board Members Excused

Lisa Ionata, Treasurer

Others Present

Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Monique Kolb Public Relations/Graphic Specialist; Maureen Crawford, Administrative Assistant

CALL TO ORDER: 9:30 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Richard Hankin, seconded by Kathy Pearse, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

On motion made by Michael Skay, seconded by Richard Hankin, the December 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR INFORMATION/DISCUSSION

Recommendation of CCL Board Member to the CCL Trust Board

JoAnn recommended Bill Connor be added to the CCL Trust Board as Earl Baker has resigned from the Board. Nicole will send an e-mail to the Trust Board asking them to vote Bill in as a member, so he can attend the March Meeting. With Bill on the Trust Board, there will be three CCL Board members who will also serve on the CCL Trust Board.

On a motion made by Richard Hankin and seconded by Kathy Pearse, the motion to nominate Bill Connor to the CCL Trust Board was unanimously approved.

Bylaws Revisions (Governance Committee)

The Board Bylaws were presented to be reviewed. The approval will be voted on at the February Meeting. There were two changes made in the Bylaws.

FOR APPROVAL

CCL Board Member Job Descriptions (Governance Committee)

The CCL Board job description is the same as the CCLS job description with two exceptions: The Board must approve the Budget and is requested to make an annual contribution to CCL/HH.

On a motion made by Bill Connor and seconded by Brian Taylor, the CCL Board member job description was unanimously approved.

2022 State Aid Budgets

The Finance Committee did meet and reviewed the Budget. The Budget highlights include:

- There was a decrease of \$8,239 due to funding formula changes. This was split between CCL and HH.
- West Whiteland has appropriated an extra \$9,500 in ARP Funding.
- Upper Uwchlan is shown as \$5,000, even though 2021 did not come in before the end of the year and sometimes they send 2 payments.
- Warwick is shown as \$1,000 for last year and 2022. They have not posted budget information yet.
- South Coventry and West Vincent are stable.
- Fines and overdue fees are trending up.
- There was \$1,000 received by using the Collection agency, however, it needs to be monitored to ensure it does not start costing money. The Collection Agency supports the whole system.
- Received \$90,000 from the County for Collections expenditures. This was split between CCL (\$70,000) and HH (\$20,000). This is the same as last year.
- The Chester County Community Foundation provided \$11,402 for e-materials. This money is for the system.
- Chester County Library Trust provided: \$69,000 for eMaterials, \$20,000 for Large Type (this includes a carryover of \$9,200), Previous World Language grant is \$6,896. Rebecca will be tracking carryovers.
- A change in fees is proposed.

There will be some changes to expenses in 2022.

- Audit fees and other contracted items will be increased slightly.
- Adjusted some cost centers for better understanding of postage and programming services.
- Added funding for Staff Recognition and Staff Training. Some training is needed for specific areas such as Finance and Computer Services.
- At least 25% of all collections expenditures goes to eMaterials as requested by the System. We will exceed 12% required by State

Revenue Changes:

- Recommendation to increase fees including fax services and Digital Media Lab/Makerspace fees. The fees will still be lower than other libraries and stores.
- Room rental was increased as there will be more rooms available once the 1st Floor redesign is completed
- Hotspot remains the same.
- Restart Café services. HH has started services although usage is not as high as previous years.

- Increased the amount expected from fines and overdue fees. Currently, this revenue is less than previous years actual.
- Expense Changes:
 - The Overhead budget includes copier and print expenses and staff acknowledgements.
 - The Admin Budget includes the CCL Director mileage and training.
 - Adult collection increased
 - Multi-media – The XYZ programming was moved to Programming. There may be additional carryover funds available from the Friends for programming.
 - Circulation will include the charges for HoldIt locker was added as Friends did not fund it this year.
 - Community Engagement - \$1,000 was rolled forward. There is a new Community Librarian who may use this money.
 - Computer Services include computer maintenance and repair.
 - JTC – includes 3 Adobe licenses as well as Adobe Creative Cloud
 - Increase Public Relations budget for Advertising. The CCL Website redesign will be requested of the Tech Fund.
 - Reference includes charges for physical print periodicals. Flipster is a separate line.
- Hankin Expenses
 - Meghan mentioned they went over on Fines and Fees as well as room rentals in 2021.
 - Increased staff recognition
 - Postage went up as increase in number of cards requested by mail.
 - Printed periodicals and Flipster are included together.

JoAnn asked about charges for Makerspace. Hankin is not charging for supplies currently. Joe will work on providing a listing of costs of materials used in projects. The packet also contains information regarding material costs.

On a motion made by Michael Skay and seconded by Richard Hankin, the Chester County Library and District Center and Hankin Branch Library State Aid Budget was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report

JoAnn discussed that Board Members should be Advocates for the Libraries. JoAnn would like the staff and volunteers who are constituents to be advocates at the Township they live in.

Chester County Library Director's Report

- Joe announced that Jeanne Clancy will be retiring
- 1st floor redesign
 - Furniture contract is approved. We are working with Corbett on delivery timeframe.
 - Knoll has been out to field verify the measurements for the glass walls.
 - New carpet for the reference area is on order. This should be done the last week of January/First week of February.
 - Furniture in the reference area will be in flux after this move. We expect to be working out of temporary spaces until the end of March.

- New sign on the front glass wall has been installed. It will be hooked up to the power for the lighting when the electrician is back to do the main lobby lights, people counter and more electrical work.
- Keystone Grant quarterly report will be sent in by January 15th.
- JoAnn asked if the area will be ready for the Legislative Breakfast in April. Everything is supposed to be done by March 31 except for the Mobile Shelving.
- The Parking lot was approved and will go out to bid and may be started after the Primary Election.
- A neighbor complained about the noise of the generator and the parking lot lights. The problem with the noise may be the fence was taken down and the bushes have been cut down. Peter contacted the generator company to see if there are any fixes. The lighting problem will be worked on.
- Plumbing
 - 2nd floor sink faucet was replaced
 - Bathroom waste lines were 'jetted'. We discovered that we may need to have the floor drains opened in various bathrooms.
- HVAC
 - Air Filters are being replaced. We are talking with the County about type of filters and how often to change them.
- Department Reports:
 - Circulation Department
 - Museum/Lending Key soft roll-out to the public occurred on Monday, January 3, 2022. While we have been able to resume lending Hot Spots and Museum passes successfully, some functions of the new platform are not performing correctly, and statistics were not counted correctly.
 - Door Counts were not available due to the renovations.
 - The numbers of holds being placed are still higher than 2019.
 - Jacobs Technology Center
 - Both Microfilm and Oral History stations have been temporarily relocated to the JTC from the Reference department during the first redesign construction. Laura Salvucci conducted a training session for JTC staff.
 - Multimedia Department
 - Stephanie Sharon-Missanelli returned from parental leave on January 10th.
 - The County Coordination funds that were spent on holds, extra HarperCollins copies, and on Recorded Books 100 concurrent user licenses reduced the average holds wait time for eMaterials to 25 days.
 - Public Relations/Graphics
 - Interviewing for the vacancy in Graphics
 - Will be working on February issue of CCL Insights newsletter, as well as contributions for the newsletter sent to county staff. Niki has also been sending library highlights to municipalities in our service area to include in newsletters for their residents.
 - Pam is working on in person programming for March.

- Reference
 - Kelly Quigg is working on coordinating a Community Resource Fair focused on housing.
- Technical Services
 - Discovery Layer: We added a link to Vega on the current catalog on 12/22/21. We are going live with Vega on Wednesday, January 12. The classic catalog is still available. Joe received one comment from a patron and asked Theresa or Jenna to reach out to her to explain the new catalog or that she can still access the classic catalog.
- Volunteers
 - Assisting with programs at HH, JTC and Reference
 - Recruiting for several positions.
 - Friends approved \$22,000 for the wish list.
- Youth Services
 - Jeanne continues to meet monthly with Commonwealth Libraries and Youth Services Consultants and nearly weekly with the YS Consultants from Berks, Bucks, Delaware, Lancaster, Montgomery, and Philadelphia counties.
 - Conducting several programs.

Branch Manager's Report

- Peter, Joe, and Meghan met to complete the Building Reserve Study pre-survey questionnaire. The consultants selected by County Facilities will be at HHB on February 4th to perform their survey.
- Peter working to replace air filters
- Door counts were down from November, but the numbers are getting closer pre-COVID numbers.
- There was a big jump in number of curbside pickups.
- Makerspace has two volunteers placed and interviews with two volunteers.
- EDI –The EDI Committee completed a program audit of titles used by the adult book clubs in 2020 and 2021. The titles skewed towards white authors and Meghan noted that Librarians pick books for some of the groups, but other groups select their own titles.
- The staff EDI book club had its first meeting in November, which was attended by 8 people. Our second staff EDI book club meeting was postponed until February. We are planning for a collection sample audit once our subscription to the DEI Analysis tool from Collection HQ is up and running.
- We are working with the AARP Tax Aide program again this year to offer free tax filing to the members of our community at both libraries. The AARP Tax Aide trainers utilized the Annex the week of January 2nd to train new volunteers. Tax appointments will be in person and begin the second week in February.

Committee Updates

Funding Task Force

No update

Institutional Advancement Committee

No update

Policy Committee

Joe is sending out the Unattended Children Policy for review.

Strategic Planning and Facilities

No update

Technology

No update

Executive Committee

No update

Finance Committee

No update

Governance Committee

Included in the Information/Discussion section and the Approval Section

Friends of CCL

Joe reported the Friends of CCL are reorganizing. There is no President currently, and Eric Tannenbaum is vice president.

Friends of the Henrietta Hankin Library

- Meghan met with The Friends of the Hankin Branch Library:
 - Have decided to change the Book Nook to a “pay what you wish” model to simplify accounting procedures. The Friends will decide if they will continue with this model. Rebecca asked that signage be changed to say “donations” rather than “pay”. Joe said the Friends of CCL also need to change their signage to donation or start paying sales tax.
 - They are still deciding whether they will hold a spring book sale.
 - They have not yet resumed accepting donations.

Visitors' Comments

None

The meeting was adjourned at 10:42 AM.

Approved February 15, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library and Meghan Lynch, Henrietta Hankin Branch Manager
DATE: February 8, 2022
RE: Report to the Board on the Henrietta Hankin Branch, January 18 — February 15, 2022

- Building update – Peter Greulich
 - 1st floor redesign
 - We are in a lull as furniture is on order.
 - The electrical contractor is waiting on various supplies, which is holding up the Reference section carpeting and some work in multimedia.
 - Replaced three unsafe or non-functioning electrical connectors in the Reference section at Exton, which will allow patrons to plug in their device(s) at the available desks.
 - Monitoring the two mechanical rooms in the Reference section at Exton which have leaked in the past and have seen no evidence of recent water damage.
 - Investigating why the emergency lights are not functioning in the public restrooms on the first floor. Several other light bulbs in the restrooms have been replaced.
 - Water leak in main service line (under rear parking lot):
 - We confirmed with AQUA that it was our (County) responsibility.
 - Jack Stewart from County Facilities, asked Peter to see if he could locate blueprints of the water line which was done.
 - Peter will be following up with Jack to share his findings and next steps.
 - We are reviewing our security camera storage solution and our guidelines. We requested what is standard practice in the County and the surrounding Libraries. Our guidelines retention period of 6 weeks, is appropriate. We need to increase our storage to meet that. Approximate cost to do that will be around \$3000.
 - Meeting with Facilities for exterior landscaping plans on February 16th.
 - Parking lot should be going to the Commissioners soon for Authorization to Bid.
 - Energy Transfer Partners / Sunoco is working with Facilities for rear fence solution and resurfacing / repair of the rear parking lot.
- Departmental Reports
 - Circulation Department—Barbara Bailey
 - Museum/Lending Key soft roll-out to the public occurred on Monday, January 3, 2022. Training materials for staff were prepared and distributed prior to the roll-out. While

we have been able to resume lending Hot Spots and Museum passes successfully, some functions of the new platform were not performing correctly and staff and Capira worked to resolve those issues.

- Door counts are currently unavailable due to the renovation work going on at CCL, but checkouts are at about 75%, and holds filled broke even compared to totals in January 2020. The trend seems to continue that visitors are placing more holds than the equivalent number of patrons did in our last comparative month pre-Covid.
- Use of our combined contactless checkout services, which includes Express Lane, Capria mobile app, CCL Hold-It Locker, and curbside pick-up, at Chester County and Hankin libraries increased once again by 11% in January, likely due to the latest Covid surge.

Month	Express Lane Indoor Self Check		HoldIT Locker	Curbside Service		Mobile App Self-Checkout		Total	Percent change +/- %
	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin		
Dec 2021	6920	1489	339	50	76	129	59	9062	
Jan 2022	7782	1286	460	97	95	254	91	10065	+11%

CCL	Door: Jan 2020	Door: Jan 2022	Checkouts: Jan 2020	Checkouts: Jan 2022	Hold Filled: Jan 2020	Hold Filled: Jan 2022	Library Cards: Jan 2020	Library Cards: Jan 2022
Counts	34107	n/a	47141	35797	15305	15048	444	266
% +/-		n/a		-24%		-1.7%		-40%

- Community Engagement Leadership Team met on February 1. Highlights included a confirmed date for the Community Resource Fair (April 23rd) with a focus on housing at CCL, with nine vendors/organizations confirmed and 3-4 more indicating interest. Niki has put together a PR campaign to start in early March and ramp up as it gets closer to the event.
- The XYZ Programing Committee hosted a ‘Star Garland’ Make-n-Take Book Craft in the main lobby. They also prepared a paper Rose flowers themed Make-n-Take Book Craft for February. They held a Fairy Tale themed Murder Mystery Night virtual event on February 4th.
- Jacobs Technology Center (JTC)—Sara Lim Harden
 - A part time library assistant resigned. Her last day was January 30th. The position is posted.
 - Sara Lim Harden is working with Susan Walraed to recruit a weekend volunteer.
 - We have been collecting the Digital Media Lab and Makerspace (DMLM) Services feedback since June 2021. The report is attached. From June 2021 to December 2021:
 - The most used DMLM service was the digitizing service.
 - All said that they were satisfied with the services and they would use the services again and/or recommend them to others.

- We have been added to the [TechOwl CreATe Program](#) partner page!

Partner organizations



- A Guess the 3D Print Facebook Live event was held on January 18. We printed a Pokeball. We had 574 total engagements with 41 engagement comments.
- In January we had...
 - 8 3D print requests, taking 68.5 hours and 405 grams of material, for which we charged \$32. One of those requests was for the CreATe program.
 - 5 photo print requests, for 34 total photos, for which we charged \$53.50.
 - 4 regular print requests, for 95 total pages, for which we charged \$9.50.
 - 9 digitization requests, for 99 total pieces of media, taking 102 hours to convert.
 - 2 proctored exams.
- Multimedia Department—Stephanie Sharon-Missanelli
 - 2022 OverDrive Holds Manager has been set up to run weekly to assist with bringing down average wait times to 24 days. In December 2021 the wait time was 28 days.
 - Stephanie and Jessie are working on OverDrive orders for the ARP funding, as per DLM instruction, funding will be split between filling holds, EDI titles, and children and young adult titles
 - Jessie and Kim have set up displays within the department, as well as OverDrive curated collections to celebrate Black History Month
 - Stephanie and Jessie interviewed and recommended a candidate to fill the vacant page position
 - The temporary Multimedia Desk has been set up, and staff are working on a plan to shift the collection as quickly and efficiently as possible when the permanent desk and shelving are installed
- Public Relations/Graphics—Monique Kolb
 - Graphics:
 - For the month of January 41 graphic orders and 11343 copies were completed.
 - Emma Driban, our new Graphic Design Specialist will start on February 28th. Emma is transferring from the Jacobs Technology Center and is well versed in multimedia composition and design, as well as editing and writing in professional contexts from her previous experiences. We welcome her to the team.
 - Design work will commence on the System Annual Report booklet for 2021. The theme for 2022 CCLS Annual Report has been selected: *Vibrant, Vital, Valued*

- The book “A Couple of Boys Have the Best Weekend Ever” has been chosen for the spring StoryWalk. The ocean/beach theme ties in with Summer Reading this year.
- PR:
 - Still working on a campaign for JTC – advertised Maker Boxes last month which went very well
 - Starting work on PaLA PA Forward Bronze Star Status for Hankin.
 - Meeting rooms continue to be booked by patrons although we are seeing more cancellations as of late.
 - Have confirmed new Legislative Breakfast date with Becky Brain from the Commissioner’s office – Friday, April 29 from 7:30 – 9 am
 - Valley Creek Productions will start to shoot footage during the week of February 21.
 - Erik Larson author event promotional items have been designed and developed and are available to all participating member libraries
 - Next issue of the Insights newsletter will be published in February
 - Press Releases:
 - Chester County Welcomes New Director – 2/7/22
 - A Novel Tea Author Event with Erik Larson – 1/24/22
- Adult Programs:
 - Virtual programs remain popular, especially Classic Movie Trivia Night and Yin Yoga with Heather. Cooking with Jena is also popular and will continue on a monthly basis.
 - A family Moon Exploration event was planned for January 9, however it was canceled due to COVID restrictions.
 - Pam is currently planning programs for the Longwood Gardens Community Read Program. There are currently 5 scheduled events focusing on the concept of trees including Forest Bathing, Film Screening of the Hidden Life of Trees, Cooking with Jena Wood – Food from Trees, Book Discussion: The Song of Trees, and Citizen Science Globe Observer Trees at Springton Manor.
 - Pam is building a community science in the library program. She is assembling building kits to be checked out by patrons. Planning purchases and printed material, promotions and circulation.
- Reference—Melissa Kohl
 - Lois Shupp and ILL volunteers have been retrieving and processing 3,500+ hold requests per week.
 - Kelly Quigg of the Reference Department initiated, organized, and confirmed Chester County Library’s first-ever library sponsored Blood Drive on Wednesday, April 27th.
 - The Community Engagement Leadership Committee designed a “2021 At a Glance” facts and information sheet about CCL and HH’s services and resources to be distributed to township supervisors and key stakeholders in the community. This will

hopefully help build general knowledge about the extensive services the library provides and to inform them when funding decisions occur. The newsletter was distributed on February 7th and a copy of the email and one-pager is included at the end of this report.

- Melissa Kohl and Barbara Bailey have joined Karen Clickner-Ousey as co-coordinators of the Incident Response Plan Team. The coordinators held their first meeting on February 2nd and will be holding the first PIC Meeting of the year in March. This will be a team effort and Laura Salvucci, Nancy Sapone, and Tom Berman have generously offered to help with tasks.

- Technical Services—Jenna Persick
 - Discovery Layer
 - We went live with Vega on Wednesday, January 12
 - We trained staff on Showcases (curated lists that display in Vega) on January 26
 - Meredith Brunel was promoted to the Librarian II cataloging position and started in her new role on January 31.
 - I made an offer that was accepted for the processing position and am waiting for Commissioner approval on February 10.
 - I continue to order and distribute the leased books. We are in our first full year of the program. To date, our leased books have 1,981 checkouts system-wide.

- Volunteers—Susan Walraed
 - Volunteers continue virtual monthly and quarterly programs in cooperation with Reference, Hankin Library and Jacobs Technology Center.
 - One volunteer continues to help in Multimedia on Saturdays until staffing is complete and will move to JTC on March 7.
 - Plans and paperwork started for volunteer service awards for 2019 service hours in conjunction with 2021 service awards. There will not be a luncheon. Niki and I are working on recognition during National Volunteer Week, beginning on April 15.
 - The HH Makerspace now has three volunteers running 4 shifts weekly.
 - The One on One Tech Help (formally the Digital Device Clinic) program in the Reference Department is being revived. Recruitment of teen volunteers has begun and we have more applicants than needed. Interviewing will begin in February. Volunteers help people with their technology questions and offer assistance with their devices. Appointments are currently available on Mondays & Wednesdays. Volunteers are needed to expand the hours to some evenings and weekends.
 - Four volunteers placed on an SOS basis to assist PR/Graphics while short staffed.
 - Friends of Chester County Library:
 - Friends continue to accept donations and leave the Book Bin open.
 - The next order of business is remains to be whether to hold or not to hold the Spring Book Sale. This is still dependent on the number of volunteers the Friends can recruit.

- Youth Services—Jeanne Clancy
 - Jeanne has continued to serve on the Commonwealth Libraries Youth Services Guidelines revision committee.
 - Jeanne continues to meet monthly with Commonwealth Libraries and Youth Services Consultants and nearly weekly with the YS Consultants from Berks, Bucks, Delaware, Lancaster, Montgomery, and Philadelphia counties.
 - We are currently collecting votes for the 4 new Patch Power! patches we will add for Summer 2022.
 - Jeanne and Julie Darnall continue to work with The Franklin Institute on the GSK Science in the Summer program for 2022. We are collecting dates on which libraries would like to hold their two-day classes.
 - Jeanne distributed a case of donated Philadelphia Eagles Super Bowl Yearbooks to each library for Super Bowl Weekend giveaways, prizes, or whatever each library chose to do with them.
 - Winter storytimes are going well and will continue through the week of February 14th. Spring sessions will begin the week of February 28th.
 - Lisa Urbani planned a service project for the Teen Library Crew for January. The teens are making cards of thanks and encouragement for veterans. Their completed cards will be distributed at the Coatesville Veterans' Hospital.
 - April Nickel is keeping up her full schedule of virtual outreach at child care centers throughout the county.

Meetings & Trainings Attended

1/31	Hankin tour/intro with Joe & Meghan
2/1	Friends of CCL monthly meeting
2/2	Department Head Intros with Lauren Harshaw & Jeanne Clancy
2/3	PLIX (Public Library Innovation Exchange) Creative Ambassadors Working Meeting
2/4	Department Heads Intros cont.—Peter Greulich & Jenna Persick
2/9	Department Heads/Public Service staff meeting Department Heads Intros cont.—Sara Lim & Melissa Kohl
2/10	EDI Committee meeting
2/14	Department Heads Intros cont.—Stephanie Sharon
2/15	CCLS/CCL Board Meetings Meeting with Nicole Richards to learn about the Trust PaLA & PSLA Open Forum on Book Challenges

Hello [_____] Township Supervisors,

The Chester County Library & Henrietta Hankin Branch Library had a tremendous year in 2021 and we would love to share some of our successes with you. Attached is a document where you can see all of the wonderful services we offered and how they impacted the community you and I both serve.

Here are some highlights of our most impressive stats from 2021:

- Provided 12,918.78 hours of free PC usage over 18,767 unique visits.
- Conducted 59 one-on-one consultations with entrepreneurs starting or growing a business.
- Assisted 92 individuals from nonprofit agencies in locating grant money through the Funding Information Network, a service otherwise only accessible in Philadelphia or Reading, PA.
- Saved our patrons \$116,944 on admission costs to 16 cultural centers through the Museum Pass program.
- Circulated 1,472,907 total items, *only 1.1% less* than 2019's pre-pandemic total!

I hope you are as pleased with these numbers as we are! Here's hoping both the library and your Board see a similar trajectory throughout 2022.

Thank you for your time and have a wonderful day,

2021

At a Glance

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



read. connect. discover.

Throughout 2021, Chester County Library and Henrietta Hankin Branch...

Makerspace/Technology

- Offered 3D printing, 3D scanning, lamination, smart cutting machines, button making, pin making, a digital SLR camera, podcasting equipment, digital video converting services, a Nomad 3 CNC Mill, sewing machines, a spiral binding machine, virtual reality kits, and coding kits, as well as Apple computers and high end PCs with Adobe Creative Suite and CyberDirector video editing software.
- Conducted **121,312** contactless checkouts through a combination of self-service kiosks, in-app self checkout, and curbside pickup.
- Provided **12,918.78** hours of free PC usage over **18,767** unique visits.
- Printed **228** photos at roughly half the cost of pharmacies and big box stores (\$2.50 vs \$4.27 for an 8x10 photo).
- Digitized **436** pieces of old media, including VHS, sVHS, MiniDV, 8mm, records and audio cassette.
- 3D printed **45** objects for a quarter of the cost of standard commercial printers (\$9.50 vs \$42 for 140 grams of filament).



Business Center

- Conducted **59** one-on-one consultations with entrepreneurs starting or growing a business.
- Conducted **18** one-on-one career consultations to refine resumes and leverage job searches.
- Presented **35** business programs, including events partnered with SCORE, PA CareerLink, the Chester County Agricultural Council, and the Philadelphia Area Great Careers Group.

Research

- Assisted **92** individuals from nonprofit agencies in locating grant money through the Funding Information Network, a service otherwise only accessible in Philadelphia or Reading, PA.
- Saw **72,371** visits to nearly **50** different databases.

Culture

- Circulated nontraditional materials including large type books, foreign language books, foreign language videos, ESL materials, printed music, CDs, DVDs, videogames, playaway audiobook devices, audiobooks on CD, maps, newspapers, magazines, hotspots, and museum passes.
- Saved our patrons **\$116,944** on admission to **16** cultural centers through the Museum Pass program.
- Welcomed **17,508** individuals to **1,141** educational programs, including **98** STEM programs.
- Circulated **1,472,907** total items, **only 1.1% less** than 2019's pre-pandemic total!
- Patrons read **233,577** eBooks and **120,489** eAudiobooks, totaling **354,066** digital circulations, a **130%** increase since 2019.



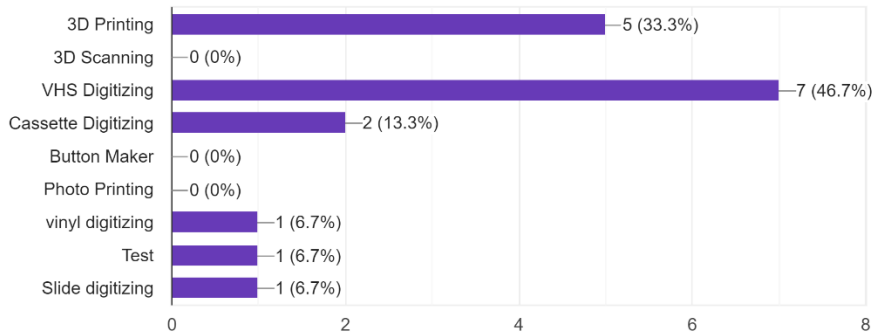
2021 Digital Media Lab and Makerspace Feedback

June 2021 to December 2021

83 feedback forms were sent. We received 15 responses.

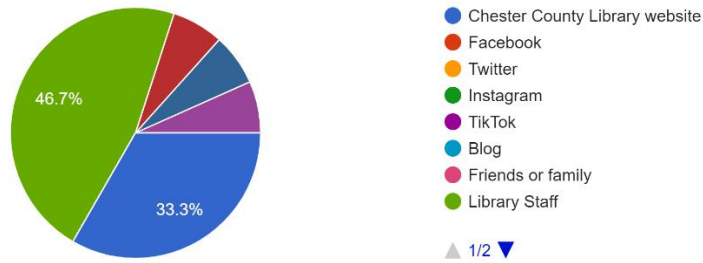
Which service(s) did you receive?

15 responses



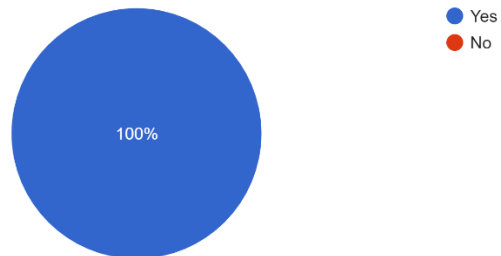
Where did you hear about our services?

15 responses



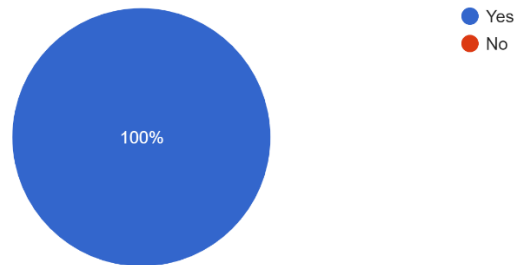
Are you likely to use this service again and/or recommend it to others?

15 responses



Are you satisfied with the service you received?

15 responses



What other services would you like to see provided at the Jacobs Technology Center?

- None that I can think of.
- Transferring old files from previous computers. Transferring old movies. A class in editing old digitized files. (I am not very technical, so excuse me if this is vague.)
- Outside of a short order grill or an espresso stand I think you guys are doing great
- transferring Super 8 and 8mm; film to DVD
- Digitize old 8mm and other reel type taped action. I have some of those. Thank you.
- Training in 3d design
- Classes in designing 3D objects and generating the .stl files
- Babysitting

Comments:

- Staff was very helpful when I had questions on submitting request and during the process since our files provided were not the best for detailed images.
- The staff was lovely and professional completely. Thank you so much.
- This is a fantastic service! We were able to view family movies we never thought we'd see again. Will definitely spread the word. Two enthusiastic thumbs up!
- I like but don't understand your pricing of 3D printed objects
- The JTC staff are experts at what they do! All the services they provide are wonderful! I can't thank them enough for their help!
- Love all your technology! Talented, amazing staff!
- Great service! My wife's family is thrilled these home movies are viewable once again
- Everyone at the JTC is wonderful and so helpful!
- Jacobs Staff are extremely knowledgeable and helpful
- Quick turnaround and the results were exactly what I expected!!
- Thank you for the excellent service.



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: February 8, 2022
RE: Report to the Board on the Henrietta Hankin Branch, January 18 — February 15, 2022

- Building update
 - The consultants selected by County Facilities were at HHB on February 4th to perform the Building Reserve Study survey. Peter, Joe, Jack Stewart from County Facilities, and I were on hand to answer their questions.
 - Peter identified the location of the leak in the tenant's part of the building and is working on locating the source. He is also working on finding sources for two previously identified leaks in the library.
- Door counts were up slightly from December to January and were 17% higher than January 2021.
- Total circulation of physical materials was up nearly 10% from December. Curbside pickups continued to increase.
- Meeting Room usage in January was level with December, with 23 patron bookings for a total of 63.75 hours.
- Over 2021 we increased our social media followers by 6%. If you're not following us yet, please check out our [Facebook](#), Twitter (@HankinLibrary), and [Instagram](#) accounts to stay up to date on all the exciting things we have going on.
- Niki Kolb and I have started working on the PA Forward Star Library certification process.
- The Commissioners would like to use the reception area in the Annex as a Voter Services satellite office in the weeks leading up to the 2022 Primary Elections. I am working with Voter Services to finalize the details.
- Museum Passes & Hot spots:
 - We have made the transition to MuseumKey and LendingKey to manage the circulation of our museum passes and hot spots. There are still a few kinks being worked out.
 - The CCLS has convened a committee to explore the feasibility of having shared loan rules for museum passes in order to improve the patron experience using MuseumKey and our museum pass program.
- Reference
 - Notable programs included 1865 (Hybrid, 19 attendees), Take and Make Brick Snowmen (17 participants) and Simplify Your Saving and Spending Strategy (virtual, 11 attendees.)
 - We are working with the AARP Tax Aide program again this year. Tax appointments are offered on Thursdays and Fridays through April 15th and are booking up quickly.
 - Staff is working on planning programs for the spring, including events to align with the Longwood Gardens Community Read program
 - We have a display up in the Reference department about making your own greeting cards to help promote the Makerspace.
- Youth Services

- Virtual storytimes resumed the week of January 9th. Attendance increased this month, particularly for our preschool program, which averaged 21 attendees per week in January.
 - We offer one story time for each age group (babies and toddlers, preschool, preK) each week.
- Our Winter Family Read Aloud program kicked off on February 1st with 75 families registered. The program will run through the month of February and families can join at any point.
- We have been offering themed scavenger hunts as a passive program. 77 children participated in January's Dinosaur scavenger hunt, getting a self-guided tour of the department while finding fun dinosaur facts.
- The Friends of the Hankin Branch Library:
 - Have decided not to hold a Spring Book Sale
 - Are seeking new volunteers to help run the Book Nook

Meetings & Trainings Attended

- 1/18 CCLS/CCL Board Meetings
Community Engagement meeting
- 1/19 Development Roundtable
- 1/24 Hankin Branch Building Reserve Study site visit
- 1/25 CCLS Annual Report Theme meeting
- 1/31 Hankin tour/intro for Mary Gazdik
- 2/1 Community Engagement Leadership Committee meeting
Hankin Summer Reading planning meeting
- 2/7 Meeting with Niki Kolb re: attaining PA Forward Star Library status
- 2/8 DLM meeting
- 2/9 Department Heads/Public Service staff meeting
- 2/10 EDI Committee meeting
CCLS Museum Pass Committee meeting
- 2/15 CCLS/CCL Board Meetings

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING December 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,568,865	2,568,865	2,537,103	2,519,681	31,762	1.2%	31,762	1.2%
Wages	639,413	639,413	548,664	589,941	90,749	14.2%	90,749	14.2%
Fringe Benefits	1,109,759	1,109,759	1,045,294	1,001,322	64,465	5.8%	64,465	5.8%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,318,037	4,318,037	4,131,062	4,110,943	186,975	4.3%	186,975	4.3%
LIBRARY MATERIALS	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Materials and Services	157,105	157,105	150,867	90,396	6,239	4.0%	6,239	4.0%
Insurance	19,510	19,510	17,510	15,630	2,000	10.3%	2,000	10.3%
Maintenance - Buildings & Grounds	39,656	39,656	45,333	36,999	(5,677)	-14.3%	-5,677	-14.3%
Utilities	98,000	98,000	76,038	93,039	21,962	22.4%	21,962	22.4%
Vehicle Expense	37,990	37,990	34,456	49,525	3,534	9.3%	3,534	9.3%
Security Costs	30,000	30,000	0	0	30,000	100.0%	30,000	100.0%
TOTAL CORE EXPENDITURES	382,261	382,261	324,204	285,589	58,057	15.2%	58,057	15.2%
INDIRECT COSTS	652,662	652,662	652,660	625,524	2	0.0%	2	0.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,422,960	5,422,960	5,177,926	5,082,056	245,034	4.5%	245,034	4.5%

Notes:

Personnel Services: Salaries and Benefits are under as we still have a few vacancies.
Fringe Benefits include 1st -4th Qtr Unemployment Payments of \$5.4k

Core Expenditures: Materials and Services includes a \$31K bill for architect, and \$14.3K charge for network security
Peco Electric bill of \$5.3k still outstanding. Vehicle Expenses are slightly under budget. Buildings & Grounds includes a \$6k charge
for annual contract on front door, and \$6.4K charge for sealing exterior of building. Over budget, but County has shifted funds from another of CCL's line items to cover

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 95.48% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING December 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	433,942	425,978	432,644	7,964	1.8%	7,964	1.8%
Wages	183,357	183,357	166,953	177,126	16,404	8.9%	16,404	8.9%
Fringe Benefits	217,890	217,890	217,148	193,854	742	0.3%	742	0.3%
TOTAL PERSONNEL SERVICES	835,189	835,189	810,080	803,624	25,109	3.0%	25,109	3.0%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	56,374	56,374	40,125	36,007	16,249	28.8%	16,249	28.8%
Insurance	5,960	5,960	5,960	5,358	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	60,010	60,010	69,047	39,428	(9,037)	-15.1%	(9,037)	-15.1%
Utilities	46,860	46,860	39,113	34,189	7,747	16.5%	7,747	16.5%
TOTAL CORE EXPENDITURES	169,204	169,204	154,245	114,982	14,959	8.8%	14,959	8.8%
INDIRECT COSTS	165,045	165,047	165,045	224,775	2	0.0%	0	0.0%
CAPITAL OUTLAY	231,471	231,471	221,261	0	10,210	0.0%	10,210	4.4%
TOTAL BUDGET	1,420,909	1,420,911	1,370,630	1,163,381	50,281	3.5%	50,279	3.5%

Notes:

Personnel Services: Salaries & Wages under budget due to staff vacancies

Core Expenditures: Materials and Services continue to be under budget.

Maintenance-Bldg and Grounds is over due to Heater Exchange repairs.

Utilities - PECO Elec bill is a month behind

Capital Outlay: Under budget due to bid forfeiture

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 96.46% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING December 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	352,708	352,708	352,708	347,806	0	0.0%	0	0.0%
State Aid - Others	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	9,500	9,500	0	0.0%	0	0.0%
Charges	57,048	57,048	58,061	66,385	1,013	1.8%	1,013	1.8%
Fines and Overdues	51,500	51,500	66,561	50,187	15,061	29.2%	15,061	29.2%
Interest	1,500	1,500	623	1,651	(877)	-58.4%	(877)	-58.4%
Donations and Fundraisers	500	500	7,952	1,875	7,452	1490.4%	7,452	1490.4%
Transfer from other funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
Miscellaneous Revenue	3,525	3,525	3,862	3,597	337	9.6%	337	9.6%
TOTAL OTHER REVENUE	193,573	193,573	216,559	193,196	22,986	11.9%	22,986	11.9%
TOTAL REVENUE	1,695,639	1,695,639	1,718,625	1,695,262	22,986	1.4%	22,986	1.4%
EXPENDITURES								
Library Materials	416,566	416,566	366,637	410,117	49,929	12.0%	49,929	12.0%
Services and Charges	65,246	65,246	46,131	56,565	19,115	29.3%	19,115	29.3%
Supplies	27,634	27,634	20,165	19,076	7,469	27.0%	7,469	27.0%
Miscellaneous	18,424	18,424	17,332	20,999	1,092	5.9%	1,092	5.9%
Transfers and Reimbursements	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
Capital Outlay	13,763	13,763	15,199	14,563	(1,436)	-10.4%	-1,436	-10.4%
TOTAL EXPENDITURES	1,690,991	1,690,991	1,614,823	1,675,580	76,168	4.5%	76,168	4.5%
REVENUE OVER EXPENDITURES	4,648	4,648	103,802	19,682	99,154		99,154	

NOTES:

	All State Aid Money for 2021 has been received.		
Other Revenue:	YTD Donations exceed budget by \$2.1K. Fundraising of \$5267 has an offsetting expense in the Miscellaneous Expense line of \$4927. Net income is \$340 DVD & Audio Book Rental Budgeted Income had been adjusted to actual on 8/31/2021 due to elimination of charges for remainder of year.		
Total Revenue:	Budgeted revenues YTD are	100.00%	of total revenue
	Actual revenues YTD are	101.36%	of total revenue
Expenditures:	Materials spending is less than budget.		
Total Expenditures:	Budgeted expenditures YTD are	100.00%	of total expenses
	Actual expenditures YTD are	95.50%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING December 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
Township Appropriations	6,250	6,250	2,250	10,250	(4,000)	0.0%	(4,000)	-64.0%
Charges	15,459	15,459	15,927	16,562	468	3.0%	468	3.0%
Fines and Overdues	15,000	15,000	21,510	14,276	6,510	43.4%	6,510	43.4%
Interest	200	200	45	170	(155)	-77.6%	(155)	-77.6%
Donations	0	0	2,286	1,164	2,286	#DIV/0!	2,286	#DIV/0!
Transfer from Other Funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	20	20	829	714	809	4046.0%	809	4046.0%
TOTAL OTHER REVENUE	56,929	56,929	62,847	63,136	5,919	10.4%	5,919	10.4%
TOTAL REVENUE	146,929	146,929	152,847	153,136	5,919	4.0%	5,919	4.0%
EXPENDITURES								
Library Materials	129,316	129,316	130,847	126,922	(1,531)	-1.2%	(1,531)	-1.2%
Services and Charges	6,339	6,339	4,187	5,821	2,152	34.0%	2,152	34.0%
Supplies	5,500	5,500	2,700	2,973	2,800	50.9%	2,800	50.9%
Miscellaneous Expense	3,200	3,200	2,124	3,250	1,076	33.6%	1,076	33.6%
Capital Outlay	2,050	2,050	1,664	2,736	386	18.8%	386	18.8%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	146,405	146,405	141,522	141,702	4,883	3.3%	4,883	3.3%
REVENUE OVER EXPENDITURES	524	524	11,325	11,434	10,801		10,801	

NOTES:

State Revenue: No differences

Other Revenue: DVD & Audio Book Rental Budgeted Income had been adjusted to actual on 8/31/2021 due to elimination of charges for remainder of year.

Total Revenue: Budgeted revenues YTD are 100.00% of total revenue

Actual revenues YTD are 104.03% of total revenue

Expenditures: Materials spending is slightly over budget.

Total Expenditures: Budgeted expenditures YTD are 100.00% of total expenses

Actual expenditures YTD are 96.67% of total expenses

CCL/HHB 2021 Reserve Transfer

001 CCL 2021 Excess @ 12/31/2021	103,276.22
Tech Fund 004 50%	51,638.11
CCL Capital Fund 400 20%	20,655.24
Materials Fund 451 20%	20,655.24
Programs Fund 410 10%	10,327.63
Total allocated	<u>103,276.22</u>

043 HHB 2021 Excess @ 12/31/2021	10,543.80
Tech Fund 004 50%	5,271.90
HHB Capital Fund 450 20%	2,108.76
Materials Fund 451 20%	2,108.76
Programs Fund 410 10%	1,054.38
Total allocated	<u>10,543.80</u>

Reserve Funds	Beginning Balance 1/1/2021	2021 Activity	2021 Transfer	Ending Balance 12/31/2021
004 Technology Fund	212,056.88	(191.77)	56,910.01	268,775.12
400 Chester Cty Library Capital Reserve	62,131.97	49.28	20,655.24	82,836.49
450 Hankin Library - Capital	220,725.38	175.03	2,108.76	223,009.17
451 CCL & Hankin Materials	102,739.77	81.46	22,764.00	125,585.23
410 Chester Cty Library Program Fund	176,472.52	689.55	11,382.01	188,544.08
Total Reserve Funds	<u>774,126.52</u>	<u>803.55</u>	<u>113,820.02</u>	<u>888,750.09</u>

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
 PERIOD ENDING January 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</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	2,578,075	99,157	90,925	105,159	8,232	8.3%	2,487,150	96.5%
Wages	649,006	24,962	18,677	23,089	6,285	25.2%	630,329	97.1%
Fringe Benefits	1,168,501	97,375	82,378	82,752	14,997	15.4%	1,086,123	93.0%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,395,582	221,494	191,980	211,000	29,514	13.3%	4,203,602	95.6%
LIBRARY MATERIALS	70,000	17,500	17,500	17,500	0	0.0%	52,500	75.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	120,840	10,070	1,691	0	8,379	83.2%	119,149	98.6%
Insurance	18,390	9,195	9,195	8,755	0	0.0%	9,195	50.0%
Maintenance - Buildings & Grounds	70,385	5,865	3,081	4,233	2,784	47.5%	67,304	95.6%
Utilities	97,520	8,127	2,317	2,001	5,810	71.5%	95,203	97.6%
Vehicle Expense	44,486	3,707	2,337	1,578	1,370	37.0%	42,149	94.7%
Security Costs	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL CORE EXPENDITURES	351,621	36,964	18,622	16,567	18,342	49.6%	385,499	109.6%
INDIRECT COSTS	558,534	46,545	46,545	54,390	(1)	0.0%	511,989	91.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,375,737	322,502	274,647	299,457	47,856	14.8%	5,101,090	94.9%

Notes:

Personnel Services: Salaries and Benefits are under due to vacancies.

Core Expenditures: Utilities - January electric bills not in.

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 6.00% of total budget
 Actual expenditures YTD are 5.11% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING January 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	17,157	17,157	17,220	(0)	0.0%	416,785	96.0%
Wages	183,357	6,786	6,792	7,305	(5)	-0.1%	176,565	96.3%
Fringe Benefits	217,890	19,537	18,224	16,997	1,313	6.7%	199,666	91.6%
TOTAL PERSONNEL SERVICES	835,189	43,480	42,172	41,522	1,308	3.0%	793,017	95.0%
LIBRARY MATERIALS	20,000	5,000	5,000	5,000	0	0.0%	15,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	56,374	5,636	0	0	5,636	100.0%	56,374	100.0%
Insurance	5,960	2,679	3,162	2,980	(483)	-18.0%	2,798	46.9%
Maintenance - Buildings & Grounds	60,010	5,408	10,612	5,450	(5,204)	-96.2%	49,398	82.3%
Utilities	46,860	3,865	853	3,245	3,012	77.9%	46,007	98.2%
TOTAL CORE EXPENDITURES	169,204	17,588	14,627	11,675	2,961	16.8%	169,577	100.2%
INDIRECT COSTS	165,045	17,982	17,980	13,755	2	0.0%	147,065	89.1%
CAPITAL OUTLAY	231,471	0	0	0	0	0.0%	231,471	100.0%
TOTAL BUDGET	1,420,909	84,050	79,779	71,952	4,271	5.1%	1,341,130	94.4%

Notes:

Personnel Services:

Core Expenditures:

Maintenance-Bldg and Grounds over due to timing of contract payments
Utilities - PECO Elec bill is a month behind

Capital Outlay: Under budget due to bid forfeiture

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 5.92% of total budget
Actual expenditures YTD are 5.61% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING January 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	0	148,241	(347,470)	-100.0%	(347,470)	-100.0%
State Aid - Others	1,154,597	1,154,597	0	477,620	(1,154,597)	-100.0%	(1,154,597)	-100.0%
STATE REVENUE	<u>1,502,067</u>	<u>1,502,066</u>	<u>0</u>	<u>625,861</u>	<u>(1,502,066)</u>	<u>-100.0%</u>	<u>(1,502,067)</u>	<u>-100.0%</u>
Township Appropriations	19,000	1,583	0	0	(1,583)	0.0%	(19,000)	-100.0%
Charges	38,550	3,212	2,713	5,281	(499)	-15.5%	(35,837)	-93.0%
Fines and Overdues	60,000	5,000	5,932	5,338	932	18.6%	(54,068)	-90.1%
Interest	500	42	0	0	(42)	-100.0%	(500)	-100.0%
Donations and Fundraisers	7,600	633	203	153	(430)	-67.9%	(7,397)	-97.3%
Transfer from other funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	70,000	17,500	17,500	17,500	0	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	115	10	1	3,525	(8)	-86.0%	(114)	-98.8%
TOTAL OTHER REVENUE	<u>195,765</u>	<u>27,980</u>	<u>26,350</u>	<u>31,797</u>	<u>(1,631)</u>	<u>-5.8%</u>	<u>(169,415)</u>	<u>-86.5%</u>
TOTAL REVENUE	<u>1,697,832</u>	<u>1,530,047</u>	<u>26,350</u>	<u>657,658</u>	<u>(1,503,697)</u>	<u>-98.3%</u>	<u>(1,671,482)</u>	<u>-98.4%</u>
EXPENDITURES								
Library Materials	405,713	33,921	11,634	2,836	22,286	65.7%	394,079	97.1%
Services and Charges	78,184	6,311	5,427	5,273	884	14.0%	72,757	93.1%
Supplies	25,000	2,083	227	390	1,857	89.1%	24,773	99.1%
Miscellaneous	23,540	1,962	792	1,098	1,170	59.6%	22,748	96.6%
Transfers and Reimbursements	1,154,597	1,149,358	0	477,620	1,149,358	100.0%	1,154,597	100.0%
Capital Outlay	10,798	900	4,548	4,331	(3,648)	-405.4%	6,250	57.9%
TOTAL EXPENDITURES	<u>1,697,832</u>	<u>1,194,535</u>	<u>22,628</u>	<u>491,548</u>	<u>1,171,907</u>	<u>98.1%</u>	<u>1,675,204</u>	<u>98.7%</u>
REVENUE OVER EXPENDITURES	<u>0</u>	<u>335,512</u>	<u>3,722</u>	<u>166,110</u>	<u>(331,790)</u>		<u>3,722</u>	

NOTES:

Other Revenue: State Aid Money for 2022 will arrive in February.

Total Revenue: Budgeted revenues YTD are 90.12% of total revenue
Actual revenues YTD are 1.55% of total revenue

Expenditures: Materials spending is less than budget. Capital Outlay overage is timing.

Total Expenditures: Budgeted expenditures YTD are 70.36% of total expenses
Actual expenditures YTD are 1.33% of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING January 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	0	37,060	(87,000)	-100.0%	(87,000)	-100.0%
STATE REVENUE	87,000	87,000	0	37,060	(87,000)	-100.0%	(87,000)	-100.0%
Township Appropriations	7,250	7,250	5,000	0	(2,250)	0.0%	(2,250)	-31.0%
Charges	9,825	819	747	1,244	(71)	-8.7%	(9,078)	-92.4%
Fines and Overdues	18,700	1,558	1,985	1,270	426	27.4%	(16,715)	-89.4%
Interest	35	3	0	0	(3)	-100.0%	(35)	-100.0%
Donations	0	0	10	262	10	#DIV/0!	10	#DIV/0!
Transfer from Other Funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	5,000	5,000	5,000	0	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	5	0	1	822	0	109.5%	(4)	-82.4%
TOTAL OTHER REVENUE	55,815	14,630	12,742	8,599	(1,888)	-12.9%	(43,073)	-77.2%
TOTAL REVENUE	142,815	101,630	12,742	45,659	(88,888)	-87.5%	(130,073)	-91.1%
EXPENDITURES								
Library Materials	127,030	10,586	2,696	2,477	7,890	74.5%	124,334	97.9%
Services and Charges	6,285	524	265	450	259	49.4%	6,020	95.8%
Supplies	4,700	392	0	172	392	100.0%	4,700	100.0%
Miscellaneous Expense	2,750	229	202	294	27	11.8%	2,548	92.6%
Capital Outlay	2,050	171	0	0	171	100.0%	2,050	100.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	11,901	3,163	3,393	8,738	73.4%	139,652	97.8%
REVENUE OVER EXPENDITURES	0	89,729	9,579	42,266	(80,150)		9,579	

NOTES:

State Revenue: State Aid Money for 2022 will arrive in February.

Other Revenue:

Total Revenue: Budgeted revenues YTD are 71.16% of total revenue
Actual revenues YTD are 8.92% of total revenue

Expenditures: Materials spending is currently less than budget.

Total Expenditures: Budgeted expenditures YTD are 8.33% of total expenses
Actual expenditures YTD are 2.21% of total expenses

As of 01/31/2022

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	(13,261.94)
043 Hankin	5,040.18
Total Operating Funds	(8,221.76)
Reserve Funds	
004 Technology Fund	268,775.12
400 Chester Cty Library Capital Reserve	82,836.49
410 Chester Cty Library Program Fund	188,544.08
450 Hankin Library - Capital	223,009.17
451 CCL & Hankin Materials	125,585.23
Total Reserve Funds	888,750.09
Grants - Friends of the Library	
091 I & R Services	6,091.58
092 Multi-media	2,772.04
093 2nd Floor Improvements	7,017.47
094 Library Staff	13,905.67
095 1st Floor Improvements	12,243.19
096 Courtesy Bags	4,947.26
097 Programming	1,283.18
098 Circulation	125.77
099 Youth Services	3,661.81
900 Volunteer Support	5,352.64
902 Jacobs Tech Center	4,214.04
903 Capital Fund	88,253.97
Total CCL Friends	149,868.62
943 Friends of Henrietta Hankin Branch	(300.92)
Total Friends Funds	149,567.70
Grants and Appropriations	
002 Community Foundation - Grants	16,504.18
100 CCL County Materials Fund	21,109.86
104 CCL Trust - Grants	139,922.39
109 Hankin County Materials Fund	6,061.63
132 Glaxo-Smith Kline Science in the Summer	1,697.42
Total Grants and Appropriations	185,295.48
Special Funds	
003 Helen Russell Memorial Fund	5,231.15
105 CCL Community Day	4,024.81
106 CCL & Hankin Museum Passes	5,505.11
107 CCL & Hankin Author Events	3,301.29
Total Special Funds	18,062.36
Endowment Funds	
090 Chester County Library Trust	2,369,301.97
500 District Center Aid Funds	135,430.75
510 County Coordination Aid	(116,948.45)
TOTAL ALL FUNDS	3,621,238.14

* Hankin Friends reimburses this fund when expenses are incurred, so fund does run negative due to timing

CCL negative due to state money not being received until February



FEES SCHEDULE

Rental Items

Rental Books - \$1.59/1 week

Video Games - \$3.18/1 week

Mobile Hotspots- \$2.00/day for 3 or 7 days

Copy/ Printing

Printer Copies:

- Black/White - 10¢/copy

- Color Printing - 50¢/copy

Photocopies:

- Black/White - 10¢/page

- Color - 50¢/page

Microfilm:

- 8.5 by 11 - 10¢/copy

- 11 by 17 - 20¢/copy

Fax (Send Only) - \$2.00 (up to 10 pages)

Purchases

Earbuds - \$1.25

Flash Drives - \$7.50

CD-R discs - \$1.00

CD-RW discs -

\$1.50 DVD discs -

\$2.00

Digital Media Lab/Makerspace

Epson Inkjet Printer

-4x6 = \$1.00 per page

-5x7 = \$1.50 per page

-8x10 = \$2.50 per page

-8.5x11 = \$2.50 per page

-11x17 = \$4.50 per page

-13x19 = \$5.50 per page

3D Printer

Printing starts at \$3.00 with \$.50 for each additional 10 grams, with all weights rounded up.

Laminator

All sizes - \$.15 per thermal pouch

Pins

1" and 2 1/4" - \$.25 per button

FINES SCHEDULE

Adult Books - 25¢/day (\$10 max.)
Audiobooks - 25¢/day (\$10 max.)
Children's Books - 15¢/day (\$10 max.)
CDs - 25¢/day (\$10 max.)
DVDs - 25¢/day (\$10 max.)
Video Games - 25¢/day (\$20 max.)
Rental Books - 25¢/day (\$10 max.)

Mobile Hotspots - \$20/day (\$60 max.)
Museum Passes - \$20/day (\$60 max.)
Book Club in a Bag - \$3.00/day per bag (\$30 max.)

REPLACEMENT SCHEDULE

Lost/Damaged Library Items – Replacement Cost plus \$4 Processing Fee
Lost Museum Passes – Current Cost of Replacement plus \$25 Service
Charge Lost/Damaged Mobile Hot Spots - \$95
Lost/Damaged Stem Kits - \$50

Reviewed and adopted September 18, 2018

Reviewed and adopted February 16, 2021

Reviewed and adopted August 1, 2021

Reviewed and adopted January 18, 2022

**Board of Trustees
2022 Meeting Dates/ Revised
(Meeting start time 8:30am, unless otherwise noted)**

January 18th

February 15th

March 15th

April 19th

May 17th

Henrietta Hankin Branch
215 Windgate Drive, Chester Springs, PA 19425

June 21st

Spring City Public Library
245 Broad St, Spring City, PA 19475

July 19th

Oxford Library
48 S 2nd Street, Oxford, PA 19363

August 16th

Coatesville Area Public Library
501 E. Lincoln Highway, Coatesville PA 19320

September 20th

October 25th

Tredyffrin Public Library
582 Upper Gulph Road, Strafford, PA 19087-2052

(Note – This is one week later due to the annual PaLA conference October 17th – 21st)

November 15th

December 20th (start time, 10am)

THE CHESTER COUNTY LIBRARY SYSTEM AND
THE CHESTER COUNTY LIBRARY

BYLAWS

ARTICLE I

Name

The name of this organization shall be the Chester County Library System and the Chester County Library (otherwise known as the ‘Library’).

ARTICLE II

Purposes

The purposes of this organization shall be to promote quality library service in Chester County as outlined in the Library Code of Pennsylvania.

ARTICLE III

Trustees

Section 3.1 Board of Trustees

The business and affairs of the organization shall be managed under the direction of a Board of Trustees (otherwise known as the ‘Board’). All powers of the organization shall be exercised by, or under the authority of the Board, except as otherwise authorized by the Commissioners of Chester County (otherwise known as the ‘Commissioners’), these Bylaws or by a Resolution duly adopted by the Board.

Section 3.2 Qualifications of Trustees

Each Trustee serving on the Board shall be a natural person at least 18 years of age.

Section 3.3 Number of Trustees

The Board shall consist of seven (7) Trustees, appointed by the Commissioners for a term of three (3) years.

Section 3.4 Term of Office

Each Trustee shall hold office until the expiration of the term for which he or she was appointed or until his or her successor has been appointed and qualified, or until his or her earlier death or resignation. There is no limitation on the number of terms a Trustee can serve.

Section 3.5 Procedure for Nomination of Candidates for Trustee

Trustees may make recommendations to the Commissioners. Commissioners make appointments at one of their regularly scheduled meetings.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

Section 3.6 Place of Meetings

The Board may hold its meetings at such places as the Board may appoint or as may be designated in the notice of the meeting.

Section 3.7 Election of Officers

The Board shall elect the officers of the Library from the slate proposed by the Governance committee. The slate is presented to the Board in November, and the election takes place in December.

Section 3.8 Regular Meetings

Regular meetings of the Board shall be held at least monthly throughout the year, **unless** "except August" **cancelled by the Executive Committee.** The Board shall transact such business as may properly be brought before its meetings. removed

Meetings will comply with the requirements of the Pennsylvania Sunshine Act, 65 Pa. C.S. Sections **701-716**, and as amended. Updated sections of Sunshine Act

The regular meeting in January shall be known as the Annual Meeting and shall be for the purpose of installing officers, receiving reports of officers and committees and for any other business that may arise.

If the date fixed for any regular meeting is a legal holiday under the laws of Pennsylvania, the meeting may be held on the next succeeding business day or at such other time as may be determined by the Board.

Section 3.9 Special Meetings

Special meetings of the Board may be called by the President or the Executive Committee. At least five (5) business days written notice given in accordance with Section 7.1 stating the time and place of any special meeting shall be given to the members of the Board.

Section 3.10 Voting Rights

Each Trustee shall be entitled to one vote in person. Four (4) members shall constitute a quorum of the Board for the transaction of business. Except as otherwise set forth in these Bylaws or required by law, the acts of a majority of the Trustees present and voting at a meeting at which a quorum is present shall be the acts of the Board.

Section 3.11 Meetings Utilizing Electronic Media

Trustees may participate in and hold a meeting of the Board by means of conference telephone or other communication equipment through which Trustees may communicate contemporaneously and by which all persons participating in the meeting and the audience can hear. A person shall be deemed present at a given meeting for all purposes if such person participates through the means set forth above, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully created.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

Section 3.12 Conduct of Each Meeting

Every meeting of the Board shall be presided over by the President, or in the absence of the President a Vice-President, or in the absence of the President and a Vice-President, a President of the meeting designated by a majority of the Trustees present. The Secretary, or in his or her absence, a person appointed by the President of the meeting, shall act as secretary of the meeting.

Section 3.13 Compensation of Trustees

Trustees shall receive no compensation. Trustees may be reimbursed for reasonable expenses paid or incurred on behalf of the Library as provided by resolution of the Board.

ARTICLE IV
Officers

Section 4.1 Officers

The officers of the Library shall include a President, Vice-President, Secretary and Treasurer and such other officers whose positions shall be created from time to time by the Trustees. The officers shall be elected by the Trustees from among their number at the December meeting of Trustees (or any other meeting as necessary) and shall serve for a term of one year or until their successors are elected and qualified. Officers may be elected for no more than two consecutive terms.

Section 4.2 Responsibilities.

- (a) The President shall preside at all meetings of the Trustees; shall see that all orders and Resolutions of the Board are carried into effect; and shall have the authority to execute contracts and other instruments requiring execution by the Library, except in cases where the execution thereof shall be delegated by the Board to some other officer or agent of the Library. The President shall appoint members of all committees which are created by the Board or these Bylaws.
- (b) The Vice President shall be vested with all the powers and required to perform all the duties of the President (including Executive Committee Service) in the absence of the President or in the event of a vacancy in the office of the President.
- (c) The Secretary shall ensure all meetings of the Board are accurately recorded, all votes and the minutes of all proceedings in a book or books to be kept by the Library for that purpose. The Secretary shall give or cause to be given the required notices of meetings to the Trustees as appropriate and shall perform such other duties incident to the office and/or as may be prescribed by the Trustees or the President.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

(d) The Treasurer shall be responsible for funds and securities; shall ensure that full and accurate accounts of receipts and disbursements in a book or books are kept by the Library for that purpose; shall ensure that all funds due the Library are collected and shall ensure all funds are disbursed as required to meet the obligations of the Library; and shall ensure that all funds of the Library are deposited, except such as may be required for current use, in such banks or other places of deposit as the Board may designate. The Treasurer shall render to the President and Trustees as requested by them but not less than once a year, regular accounting of all transactions and at each regularly scheduled meeting shall ensure the financial condition of the Library is reported. In general, the Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board.

Section 4.3 Removal of Officers

Any officer or agent may be removed by the majority vote of the Board whenever in its judgment the best interests of the Library will be served. Such removal shall be without prejudice to the contract rights, if any, of any person so removed.

Section 4.4 Vacancies of Officers

If any officer position becomes vacant, by reason of death, resignation, disqualification or otherwise, the remaining Trustees, although less than a quorum, by a majority vote may choose a successor or successors to serve for the balance of the unexpired term. Such successor or successors may be elected based on the nominee or nominees nominated by the Governance Committee or as otherwise determined by the Trustees.

ARTICLE V
Resignation

Any Trustee or officer may resign from office at any time, such resignation to be made in writing, and to take effect from the time of its receipt by the Commissioners, unless some other time may be fixed in the resignation, and then from that date. The acceptance of the resignation shall not be required to make it effective.

ARTICLE VI
Fiscal Year

The fiscal year of the Library shall begin on January 1 and end on December 31.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

ARTICLE VII
Notices

Section 7.1 Written Notice

Whenever any notice is required to be given to any person by law or these Bylaws, it shall be given either personally or by sending a copy thereof by first class or express mail, postage prepaid, or courier service, charges prepaid, to the address appearing on the books of the Library or, in the case of a Trustee, to the address supplied by the Trustee to the Library for the purpose of notice, or by facsimile, e-mail or other electronic communication to the facsimile number or address for e-mail or other electronic communications supplied to the Library for the purpose of notice. If the notice is sent by first class or express mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the mail or with the courier service for transmission. Notice given by facsimile transmission, e-mail or other electronic communication shall be deemed to have been given to the person entitled thereto when sent. A notice of meeting shall specify the day and hour and geographic location, if any, of the meeting and in the case of a special meeting or where otherwise required, the general nature of the business to be transacted.

Section 7.2 Adjournment

Except as otherwise provided by these Bylaws, when a meeting is adjourned, it shall not be necessary to give any notice of the adjourned meeting, or of the business to be transacted at an adjourned meeting, other than by announcement at the meeting at which such adjournment is taken.

Section 7.3 Waiver of Notice

Whenever any written notice is required to be given, a waiver in writing, signed by the person or persons entitled to the notice, whether before or after the time stated, shall be deemed equivalent to the giving of the notice. Neither the business to be transacted at, nor the purpose of, a meeting need be specified in the waiver of notice of the meeting. Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

ARTICLE VIII
Duties of the Board

The duties of the Board shall be:

- a. To secure adequate funding for the Library System and Library.
- b. To recruit and recommend to the Commissioners a suitable candidate to be hired as Director of the Chester County Library System.
- c. To evaluate the performance of the Director of the Chester County Library System on a yearly basis.
- d. To determine System/Library policy as recommended by the Director of the Chester County Library System or the Director of the Chester County Library.
- e. To approve the budget and expenditure of Library funds.
- f. To attend Board meetings and to resign if conflicts with other duties prohibit attendance.
- g. To work actively for the improvement of all libraries, including library legislation, local, state-wide and national.
- h. To evaluate the nominees for the Board to be presented to the County Commissioners.
- i. To exercise duties as may be outlined in the Pennsylvania Library Code.

ARTICLE IX
Committees

Section 9.1 Appointment

Committees, standing or special, shall be appointed by the President as deemed necessary to carry on the work of the Board. The President shall be ex-officio (non-voting) a member of all committees except the Nominating Committee.

Section 9.2 Establishment and Powers

The Board may, by Resolution adopted, establish one or more committees to consist of one or more Trustees of the Library. The power and authority of any such committee will be outlined in the Resolution of the Board. However, if not explicitly stated, committees shall have the power and authority to recommend to the Board for the Board's determination. In the extreme event that a committee is give the authority to exercise the full powers of the Board on any issue, all meetings and deliberations of such a committee are subject to the full requirements of the PA Sunshine Act as amended.

No committee, including the Executive Committee, shall have any power or authority as to the following:

- (a) The creation or filling of vacancies in the Board;
- (b) The adoption, amendment or repeal of these Bylaws;
- (c) The amendment or repeal of any resolution of the Board; or
- (d) Action on matters committed by the Bylaws or by resolution of the Board to another committee of the Board.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

Section 9.3 Term

Each committee of the Board shall serve at the pleasure of the Board.

Section 9.4 Committee Organization

Except as otherwise provided by the Board, each committee shall be chaired by a Trustee and shall establish its own operating procedures. No committee shall have trustee members in attendance that constitutes a quorum of the Board.

All members of the Executive Committee, the Governance Committee and the Finance Committee must be current Trustees of the Library.

The Board, in its discretion, can appoint non-Trustee members to other committees, but each committee must include at least one Trustee, who can serve as Chair of the committee.

Each committee shall determine its times and places of meetings.

Section 9.5 Standing Committees

(a) The Executive Committee

1. The President, Secretary and Treasurer of the Board shall constitute the Executive Committee.
2. The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, may fix the hour and place of special meetings, make recommendations to the Board and shall perform such other duties as are specified by these Bylaws.
3. The Executive Committee shall be subject to the orders of the full Board and none of its acts shall conflict with action taken by said group.

(b) Governance Committee

1. Shall be established, composed of two (2) members appointed by the President, with the approval of the Board.
2. The Governance Committee shall meet at the call of the President or as often as necessary to accomplish its purposes. In addition to any other duties and responsibilities assigned to it by the Board, and subject to the provisions of the Bylaws and Commissioner requirements; the Governance Committee is responsible for:
 - a. Names for election of officers of the Library. The recommendations of the Governance Committee to annually elect Officers shall be presented to the Board in accordance with the procedure set forth in these bylaws. Recommendations by the Governance Committee to fill any vacancy of any officer position shall be made at the meeting at which such election shall take place. Notwithstanding the foregoing, the Board shall not be bound to accept such nominations.
 - b. Periodic review of the By-laws and recommendations for changes.
 - c. Board Development including recommendations about Board roles and responsibilities, Board composition, Board knowledge, Board effectiveness and Board leadership.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

(c) Finance Committee

1. The Finance Committee shall be established, composed of the Treasurer and one (1) member, all of whom shall be Trustees of the Library, and none of whom shall be an employee of or consultant to the Library, or otherwise have a relationship with the Library that would cause such person not to be deemed to be “independent” from the Library. The Finance Committee may solicit input and information from other individuals including employees and outside consultants.
2. The Finance Committee shall: review the financial statements of the Library and engage in a discussion, at least annually, with the independent accounting firm of the Library; have input into the selection of such independent accounting firm, and shall review and evaluate the performance of such independent accounting firm; have responsibility of discussing with management and the independent auditor the independence and integrity of the financial reporting process; have principal responsibility for monitoring the financial status of the Library, for reviewing and approving annual budgets, and monitoring financial performance as compared to budget; evaluate that risks are properly insured; and serve as a working committee of the Board for the overall review of the operational matters and finances of the Library. The Finance Committee shall have such other duties and responsibilities as may be assigned to it by the Board.

Section 9.6 Ad Hoc Committees

The Board may by resolution establish such committees as deemed necessary or advisable for the conduct of the business of the Library. Each such committee shall be subject to the requirements and limitations set forth in Article IX, and shall have such duties and responsibilities as determined by the Board and set forth in the creating resolution.

ARTICLE X

Standard of Care; Justifiable Reliance

Section 10.1 Standard of Care; Justifiable Reliance

A Trustee shall stand in a fiduciary relation to the Library and shall perform his or her duties as a Trustee, including duties as a member of any committee of the Board upon which the Trustee may serve, in good faith, in a manner the Trustee reasonably believes to be in the best interests of the Library and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Trustee shall be entitled to rely in good faith on information, opinions, reports or statements, including, without limitation, financial statements and other financial data, in each case prepared or presented by any of the following:

- (a) One or more officers or employees of the Library whom the Trustee reasonably believes to be reliable and competent in the matters presented;

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

(b) Counsel, independent public accountants or other persons as to matters which the Trustee reasonably believes to be within the professional or expert competence of such person; or

(c) A committee of the Board upon which the Trustee does not serve, duly designated in accordance with law, as to matters within its designated authority, which committee the Trustee reasonably believes to merit confidence.

A Trustee shall not be considered to be acting in good faith if the Trustee has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.

Section 10.2 Presumption

Absent breach of fiduciary duty, lack of good faith, or self-dealing, actions taken by the Board, committees of the Board, or by individual Trustees, or any failure to take any action, shall be presumed to be in the best interests of the Library.

Section 10.3 Notation of Dissent

A Trustee who is present at a meeting of the Board, or of a committee of the Board, at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent is entered in the minutes of the meeting or unless the Trustee files a written dissent to the action with the Secretary of the meeting before the adjournment thereof or transmits the dissent in writing to the Secretary immediately after the adjournment of the meeting. The right to dissent shall not apply to a Trustee who voted in favor of the action. Nothing in this Section 10.3 shall bar a Trustee from asserting that minutes of the meeting incorrectly omitted his or her dissent if, promptly upon receipt of a copy of the minutes, the Trustee notifies the Secretary, in writing, of the asserted omission or inaccuracy.

ARTICLE 11.1

Limitation on Liability and Insurance

Section 11.1 Limitation on Liability

A Trustee shall not be personally liable for monetary damages for any action taken, or any failure to take any action, unless (i) the Trustee has breached or failed to perform the duties of his or her office or (ii) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of this Section 11.1 shall not apply to (i) the responsibility or liability of a Trustee pursuant to any criminal statute, or (ii) the liability of a Trustee for the payment of taxes pursuant to local, state or federal law. Any repeal or modification of this Section 11.1 shall be prospective only, and shall not affect, to the detriment of any Trustee, any limitation on the personal liability of a Trustee existing at the time of such repeal or modification.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY BYLAWS

Section 11.2 Insurance

The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee or officer of the Library or is or was serving at the request of the Library as a director, trustee or officer of another domestic or foreign organization for profit or not-for-profit, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify him or her against that liability. The Library's payment of premiums with respect to such insurance coverage shall be provided primarily for the benefit of the Library. To the extent that such insurance coverage provides a benefit to the insured person, the Library's payment of premiums with respect to such insurance shall be provided in exchange for the services rendered by the insured person and in a manner so as not to constitute an excess benefit transaction.

ARTICLE XII Indemnification

Section 12.1 Third Party Actions

The Library shall indemnify any Trustee or officer of the Library (a "representative") who is or was a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Library), by reason of the fact that such person is or was a representative of the Library, or is or was serving at the request of the Library as a director, trustee or officer of another domestic or foreign organization for profit or non-for-profit, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library and, with respect to any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner that he or she reasonably believed to be in, or not opposed to, the best interests of the Library and, with respect to any criminal proceeding, had reasonable cause to believe that his or her conduct was unlawful.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY BYLAWS

Section 12.2 Derivative and Corporate Actions

The Library shall indemnify any representative who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the Library to procure a judgment in its favor by reason of the fact that he or she is or was a representative of the Library, or is or was serving at the request of the Library as a director, trustee or officer of another domestic or foreign organization, for profit or not-for-profit, partnership, joint venture, he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library. Indemnification shall not be made under this Section 12.2 in respect of any claim, issue or matter as to which the person has been adjudged to be liable to the Library unless and only to the extent that the Court of Common Pleas of the judicial district embracing the County in which the registered office of the Library is located or the Court in which the action was brought determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the Court of Common Pleas or other Court shall deem proper.

Section 12.3 Procedure for Effecting Indemnification

Unless ordered by a court, any indemnification under Section 12.1 or Section 12.2 shall be made by the Library only as authorized in the specific case upon a determination that indemnification of the representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in those Sections. The determination shall be made:

- (a) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to the action or proceeding; or
- (b) if such a quorum is not obtainable or if obtainable and a majority vote of a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

Section 12.4 Advancing Expenses

The Library shall pay expenses (including attorneys' fees) incurred in defending any action or proceeding referred to in Section 12.1 or Section 12.2 in advance of the final disposition of the action or proceeding upon receipt of any undertaking by or on behalf of the representative to repay the amount if it is ultimately determined that he or she is not entitled to be indemnified by the Library as authorized in this Article XII or otherwise.

Section 12.5 Supplementary Coverage

The indemnification and advancement of expenses provided by or granted pursuant to this Article XVI shall not be deemed exclusive of any other rights to which a person seeking indemnification or advancement of expenses may be entitled under the Act, or any bylaw, agreement, vote of disinterested Trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding that office. The Library's conflict of interest policy adopted pursuant to Article XIII shall be applicable to any bylaw, contract or transaction authorized by the Trustees under this Section 12.5. However, no indemnification may be made by the Library under this Article XII or otherwise to or on behalf of any person to the extent that:

- (a) the act or failure to act giving rise to the claim for indemnification

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

is determined by a court to have constituted self-dealing, willful misconduct or recklessness; or

(b) the Board determines that under the circumstances indemnification would constitute an excess benefit transaction under section 4958 of the Code.

Section 12.6 Duration and Extent of Coverage

The indemnification and advancement of expenses provided by or granted pursuant to this Article XII shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a representative of the Library and shall inure to the benefit of the heirs and personal representatives of that person.

Section 12.7 Reliance and Modification

Each person who shall act as a representative of the Library shall be deemed to be doing so in reliance upon the rights provided by this Article XII. The duties of the Library to indemnify and to advance expenses to a representative provided in this Article XII shall be in the nature of a contract between the Library and the representative. No amendment or repeal of any provision of this Article XII shall alter, to the detriment of the representative, his or her right to the advance of expenses or indemnification related to a claim based on an act or failure to act which took place prior to such amendment or repeal.

ARTICLE XIII
Policies

The Library shall adopt a Conflict of Interest policy, a Whistleblower policy, and a Records Retention policy and other policies as determined as, from time to time, shall be specified by the Board.

ARTICLE XIV
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt. However, the failure to observe such rules shall not invalidate an otherwise valid action of the Board.

THE CHESTER COUNTY LIBRARY SYSTEM AND THE CHESTER COUNTY LIBRARY
BYLAWS

ARTICLE XV
Amendment of Bylaws

These Bylaws may be amended by the Board of Trustees at any duly convened meeting of the Board or, to the extent not prohibited by law, by vote of two-thirds of all Trustees then in office at a duly convened meeting of Trustees, provided the amendment has been submitted in writing at the previous regular meeting. In the case of this seven (7) member Board, two-thirds shall be five (5).

Amended November 17, 1998
Amended June 19, 2001
Amended May 14, 2002
Reviewed March 18, 2003
Amended December 16, 2003
Reviewed March 16, 2004
Reviewed February 8, 2011
Amended March 15, 2011
Amended December 16, 2014
Amended January 18, 2022