

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
APRIL 19, 2022

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 March 15, 2022 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager’s Report (p.)

FINANCIAL STATEMENTS

- March 2022 Exton and Hankin Financial Statements (p.16)
- 2021 CCL Final State and County Audit Board Reports (p.14)
- 2021 Final County Report (p.20)
- March Fund Balance Report (p. 21)

FOR INFORMATION/DISCUSSION

- 2022 Friends’ Book Sale Update

FOR APPROVAL

- Change to May Board Date (p.22)

REPORTS/CORRESPONDENCE

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

Upcoming Events

Tuesday, May 24, 2022 8:30 AM – CCLS Board Meeting, CCL (Virtual/Henrietta Hankin Annex)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
March 15, 2022

Board Members Present

Kathleen Pearse, Vice President; Lisa Ionata, Treasurer; Bill Connor, Richard Hankin, and Michael Skay

Board Members Excused

JoAnn Weinberger, President; Brian Taylor, Secretary

Others Present

Joe Sherwood, Executive Director, CCLS; Mary Gazdik, Director, CCL and District Center; 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: 9:10 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On a motion made by Richard Hankin and seconded by Lisa Ionata, the minutes were unanimously approved.

FINANCIAL STATEMENTS

On a motion made by Lisa Ionata and seconded by Kathy Pearse, the February 2022 Financial statements were unanimously approved and filed for audit.

FOR INFORMATION/DISCUSSION

The Tech Fund Update

The Tech fund was updated to reflect the distribution of the CCL reserve funds. This money will be used for technology needs.

TMACC – CCL Bike Parking Facility

The proposal to add a Bike Parking locker to the CCL parking lot has been withdrawn.

Library Behavior Staff Guidelines

The Library Behavior Staff Guidelines were updated and reflect the changes in the Unattended Children Staff Guidelines. Sections on what actions staff would take were clarified to reflect the wording is in other policies.

Unattended Children Staff Guidelines

The Unattended Children Staff Guidelines have been updated and includes changes in the age a child must be accompanied by an adult. The age was changed to eleven years old and under. The responsible caregiver age was changed to 14-year-old or older. The guidelines for when to act if a child is alone in the library also changed. If a child is waiting outside, no action will be taken by staff as the township rules will apply.

Parking Lot Bid

The Parking Lot Pre-Bid meeting will be on Tuesday. This is a pre-bid for the parking lot and will include landscaping work. The project is being completed to improve the flow of traffic.

FOR APPROVAL

Revised Fee Schedule

Mary Gazdik presented an adjusted fee schedule to standardize and reflect the changes in removing the sales tax from the prices and calculating it separately. If items are subject to sales tax, the tax is added when the patron checks out.

On a motion made by Lisa Ionata and seconded by Michael Skay, the revised fee schedule was unanimously approved.

CCL/HH Youth Programming for 2022

Mary and Meghan have been working on a proposal for returning to in person programming starting April 1st. Feedback from patrons as well as survey responses show that patrons are very interested in returning to in person programming. The proposal is to start programming in April, for ages 5 years and up, as these children are eligible for vaccinations. Summer programming for all people will start in June. Lisa Ionata asked about how Staff would react to starting in person programming. Youth Services Staff have expressed interest in returning to in-person programming. Signage would be posted that masking for all attending these programs is strongly recommended. Room occupancy would be monitored to ensure appropriate spacing is possible. Some programs will remain virtual for those who would not be comfortable with in person programs.

On a motion made by Bill Connor and seconded by Richard Hankin, the proposal to return to in person programming for patrons ages 5 years and up starting April 1 and for all in the summer, was unanimously approved.

Electronic Media Communication Policy

The Electronic Media Communication Policy was submitted for review. There were no changes in the policy.

On a motion made by Lisa Ionata and seconded by Richard Hankin, the Electronic Media Communication Policy was unanimously approved.

Library Behavior Policy

The Library Behavior Policy was submitted for review and approval and there were some changes in the policy. The policies include changes in the age that a child can be in the library unaccompanied and the age of who may accompany a child who is eleven years or younger.

On a motion made by Richard Hankin and seconded by Michael Skay, the Library Behavior Policy was unanimously approved.

Unattended Children Policy

The Unattended Children Policy was submitted for review and approval. There were several changes in the ages unattended children can be in the library.

On a motion made by Richard Hankin and seconded by Michael Skay, the Unattended Children Policy was approved.

2022 Budget Change Request – Exton and Hankin Copier/Printer Revenues

Rebecca Peck submitted a request for changing the categories of printer revenues for public copiers. Currently, it is separated into Black/White and Colored printing. The changes would not change revenue but would simplify the reporting. Breakdowns of the types of printing done would still be available by running reports off the printers.

On a motion made by Lisa Ionata and seconded by Bill Connor the 2022 Budget Change Request – Exton and Hankin Copier/Printer Revenues was approved.

REPORTS/CORRESPONDENCE

President’s Report - None

Chester County Library Director’s Report

- First Floor Redesign
 - Carpet Installation has started. The desks have been put on platforms as a temporary measure until the work is completed. This is because the electric work cannot be completed as the electrician is still waiting on materials.
 - All furniture, except for the glass walls, will be delivered and installed in the next two weeks. The glass walls are scheduled to be installed in May.
- The Building was closed this morning due to a repair of pipe in the back-parking lot.
- Continue to work with Staff during the Staff Shortages. Interviews are being completed for the position of the Head of Youth Services.
- Adult Programs:
 - The Longwood Gardens “Community Read” program started March 1st and will run through May 31st.
 - Citizen Science Month is in April and events are being planned. Kits will be distributed.

Branch Manager’s Report

- Peter identified several noticeable gaps in the gutter joints. These may be a source of the leaks.
- Door counts were up 10% from January to February 2022. However, circulation was down slightly, and curbside pickups dropped by 45%.
- The Commissioners will be holding their March 22nd meeting in the Annex.
- Working with Niki on the PA Forward Star Library Certification for a Bronze Star. This should be completed next month.

- There is more attendance at In-person Programming. There was a very popular gardening program last week. 69 people attended.
- The Mah Jongg and Adult Book Bingo program are returning in person in April. These programs are very popular.
- The Winter Read Family Aloud program had a total of 151 families registered.
- Scavenger Hunts continue for children.
- Anita Register is retiring next month.

Committee Updates

Funding Task Force

No update

Institutional Advancement Committee

Meeting was held last month, next meeting in June.

Policy Committee

The policy committee met. Several policies and guidelines were brought to the Board for approval.

Strategic Planning and Facilities

No update

Technology

Discussed at the CCLS Board Meeting

Executive Committee

No update

Finance Committee

No update

Governance Committee

Meeting scheduled end of April.

Friends of CCL

The Chester County Friends will hold the book sale on the weekend of April 8. Susan requested assistance from the Sheriff's Office for Traffic Control. Niki is working with Susan on a Volunteer Appreciation week. They are putting up a Volunteer Wall which will include the number of hours and when the volunteer started.

Friends of the Henrietta Hankin Library

No report

Visitors' Comments

No Visitors' comments.

The meeting was adjourned at 9:42 AM.

Approved April 19, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library
DATE: April 12, 2022
RE: Report to the Board on the Chester County Library Center, March 15 — April 19, 2022

- **Building update-Peter Greulich**

- The ten-inch main water supply at CCL feeding the meter pit was dug up and repaired by the County Facilities Department. The county bridge crew was able to make the repair in one day shortening the planned 2-day closure of the library. They identified another problem which may need to be repaired in the future.
- John Betts is the new part-time delivery van driver. John is already familiar with two routes, and therefore one of our full-time drivers, Troy Keefer, now has time to learn another route as well.
- A large tree limb obstructing a bend in the Valley Creek at CCL was cut up and removed.
- Numerous lamps and one lamp transformer in the Struble Room at CCL have been replaced. All light fixtures in the Struble Room now emit the same color.
- As a result of the attempted theft of the exhaust system from the Chevrolet Express delivery van in the parking garage at the Exton Square Mall, all delivery vans not stored in the CCL garage will now be parked in the CCL upper parking lot.
- Parking lot milling and repaving (scheduled), sealing, striping and fence install still to be scheduled.
- First Floor Redesign:
 - Much of the furniture has been received and set up in the Reference & Multimedia Departments.
 - There are some issues with the desk which are being worked on to come to a solution that works for the library. The desk is scheduled to be moved back 8-10" on Wednesday, April 13th.
 - People are really enjoying the new seating in the circulation and entrance area.
 - KI Genius (glass) walls?? May 15th delivery?
 - Shelving end panel and assorted issues
 - Sound deadening panels not yet installed
 - Some seating is on backorder
 - Electrician is still waiting on lights (backorder) and counter / new sign lights still need to be installed.

- Departmental Reports
 - **Circulation Department—Barbara Bailey**
 - Use of combined contactless checkout services at CCL & Hankin, which includes Express Lane, Capria mobile app, CCL Hold-It Locker, and curbside pick-up, at both Chester County and Hankin libraries remained steady in March (1% increase).

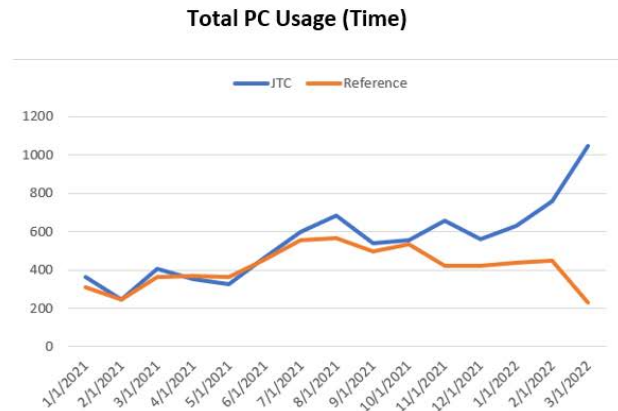
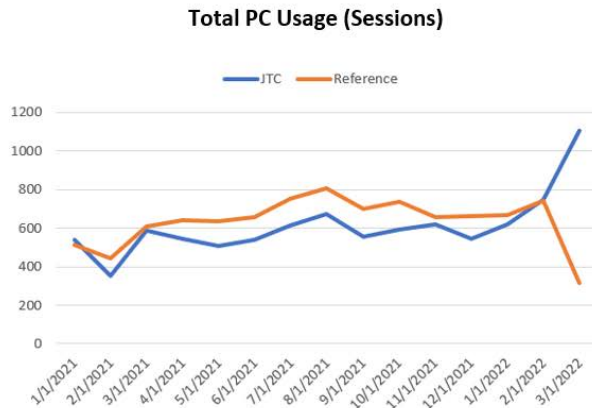
Relevant statistics:

Month	Express Lane Indoor Self Check		HoldIT Locker	Curbside Service		Mobile App Self-Checkout		Total	Percent change
	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin		
2022	8890	1801	545	53	52	312	90	11743	
Feb	8885	2017	518	55	67	208	137	11887	+1%
March									

CCL	Door: Feb 2020	Door: March 2022	Checkouts: Feb 2020	Checkouts: March 2022	Holds Filled: Feb 2020	Holds Filled: March 2022	Library Cards: Feb 2020	Library Cards: March 2022
Counts	36583	n/a	46543	34909	13849	13380	489	387
% +/-		n/a		-25%		-4%		-20%

- Community Engagement Leadership Team: A top priority for the team is attendance at township meetings in May/June to promote Summer Reading Programs and August/September to promote fall programs and services. The team met on April 12th to discuss the goal of these visits and what materials will be needed by staff for an effective presentation during the public comments section of the meetings.
- The Incident Response Plan Coordination Team had to cancel the planned March 9th meeting due to staffing shortages in departments and the rescheduled March 30th meeting due to the change in planned closure of the library for the water main repair. The team is working to reschedule the meeting and plan to meet soon.
- **Jacobs Technology Center (JTC)—Sara Lim Harden**
 - Staff are working on putting together a small collection of makerspace related books and online resources for the DMLM patrons to check out from the space.
 - Computer Services and Reference Department staff assisted the JTC by covering the desk during staff shortages while the search for candidates to fill open positions continues.
 - 2 new volunteers started April 4th.
 - In March we had...
 - 9 3D print requests, taking 58.25 machine hours and 357 grams of material (\$29 in materials fees collected)
 - 1 photo print request (\$2.50 collected).
 - 12 digitization requests, for 83 total pieces of media, taking 55.25 hours to convert.

- 3 proctored exams.
- 9 equipment requests completed for set-up between the Struble & Burke Rooms.
- Rebecca Manuel assisted Emma Driban with TikTok posts for the library. Topics included LGBTQ+ books, Academy Award Best Picture Winners, Totoro 3D Print, Letting Wordle Choose our TBR, YA Book Recommendations, Kindness Rocks & Banned Books.
- JTC Computer usage has increased significantly since the public computers from Reference were moved to the department during the renovation project. Remy Way prepared these graphs to show the change in use:



- Program Activity Committee: Starting in April staff will begin to collect the data for the format of the program to align with changes made to the state report. Data will reflect whether the program was virtual, in-person or hybrid.
- **Multimedia Department—Stephanie Sharon-Missanelli**
 - ARP LSTA Grant
 - Stephanie & Jessie have been working with the eMaterials Committee to spend out the grant funds.
 - An eBook and eAudiobook holds manager have been set up to purchase twice a month through July.
 - March and early April carts have been purchased for EDI materials and J & YA materials.
 - 1st Floor Redesign
 - All collections in the department have been shifted.
 - Signage is currently being updated.
 - Staff are still working from a temporary service desk until alterations to the permanent desk are finished. The temporary desk has needed to be shifted to various areas in the Multimedia Department due to construction work and furniture deliveries.
 - Stephanie, Mary, and Melissa met to discuss customer service expectations for the shared Multimedia/Reference Desk.

- Alexis Hartzell started as a Library Page on March 28th.
- Eric Scotolati wrote an excellent blog post for International Transgender Day of Visibility (3/31), which was featured on all social media platforms and can be found at <http://stayconnectedwithchescolibraries.com>
- **Public Relations/Graphics—Monique Kolb**
 - Graphics:
 - For the month of March 55 graphic orders and 13,139 copies were completed.
 - The Volunteer Appreciation project will be installed at CCL on Thursday, April 14th.
 - Promotion continues for the Housing Fair and Blood Drive in April.
 - Library Week social media content and graphics were created for April.
 - New signage created for all CCLS member libraries to use regarding the new secured WiFi.
 - PR:
 - Working with the CCL Friends to promote the Spring Book Sale-press release sent & graphics created.
 - Completed the tasks for the Bronze Star Status for Hankin.
 - Press release sent regarding the Proclamation for Library Week by the County Commissioners on March 22nd.
 - Work has started on creating print ads for CCLS Summer Reading. A display was created for “Oceans of Possibility” in the revolving door at CCL.
 - Emma and Niki are working on completing the new Story Walk in April for installation in early May.
 - Adult Programs:
 - The AARP Foundation Tax-Aide program is in full swing and running very smoothly. All appointments are full.
 - “Yin Yoga with Heather” continues to be very popular. Regular attendees are very appreciative of the class being held virtually.
 - The first Longwood Gardens “Community Read” program was a big success. The Burke Room was filled with people to watch a documentary film screening of “The Hidden Life of Trees”.
 - The SciStarter Citizen Science program was launched on April 2nd. 15 patrons attended the launch. An off-site program “GLOBE observer: Tree” is planned for April at Springton Manor Farm.
 - Pam is working on setting up a film screening and talk with the filmmaker of “Amelia Earhart” that will be previewed in May.
- **Reference—Melissa Kohl**

- In the 1st quarter of this year, the Interlibrary Loan Department borrowed 810 requested items from outside the Chester County Library System and lent 1,056 from the Chester County Library.
- Jamie Claxton of the Reference Department and Remy Way of the Jacobs Technology Center, who both serve on the library's EDI Committee, wrote and submitted a grant application for the Lion's Club of Pennsylvania to consider funding an OrCam MyEye, an assistive technology device to help patrons who are blind or visually impaired.
- Jamie Claxton of the Reference Department is working with Susan Walraed to build a roster of teen volunteers in an effort to support the return of the Reference Department's Digital Device Clinics. The Reference Department hopes to resume the program in the coming months!
- Melissa Kohl of the Reference Department is organizing this year's Southeastern Chapter of the Pennsylvania Library Association's annual Support Staff Workshop. Library merchandising has been selected as the topic and potential presenters have been interviewed. The Support Staff Workshop will be held virtually in June. More information to come!

- **Technical Services—Jenna Persick**
 - Website Redesign
 - The RFP was reviewed by Jenna, Joe & Mary on April 7th. Jenna will update the RFP based on this meeting and will send it out to designers. The proposals will then be evaluated by the website committee and then sent on to the Technology Committee for selection and then final approval by the Board.
 - There are currently 2 positions open in the department
 - Library Assistant II receiving/acquisitions (full time)—an offer has been made
 - Library Assistant III cataloging (part time)—conducting interviews
 - 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 4,859 checkouts system-wide (of that CC has 333 and HH has 333).
- There have been some updates made to Vega:
 - Series information now displays as a link under publication dates
 - Vega now supports ISBN searching
 - OPAC Message displays in the location drawer (clicking name of library) and on the edition information screen
 - Displays RENTAL if rental book
 - Displays Adult Outreach Only for Adult Outreach items
 - New Material Facet
 - Limit searches by new material: 1 week, 1 month, 1 quarter, 1 year
 - Can search by author, subject, genre and apply filter

- **Volunteers—Susan Walraed**

- Volunteers continue virtual monthly and quarterly programs in cooperation with Reference, Hankin Library and Jacobs Technology Center.
- Volunteer Craig Miller advocated for the library with a presentation at the West Whiteland Township meeting very successfully.
- Five new recruits have started in March and April. Another volunteer is continuing to help out in April to assist with staff shortages in JTC.
- Programming volunteers will be returning in April for Book Bingo & Mahjong at Hankin. Volunteers are preparing for the return on the Chess Club in the CCL Youth Services Department.
- Planning is continuing with Niki for the volunteer service awards for 2019 service hours in conjunction with 2021 service awards. The recognition is planned to take place during National Volunteer Week beginning April 15th with a slat wall recognition. Thirteen bookplates were awarded for 500 hours of service, eight for 1000 hours of service and five for 2500 hours of service. Check out the Volunteer plaque above the new Reference/Multimedia Desk for those who achieved 2500 hours.
- The Hankin Makerspace now has four volunteers. We expect to place some high school volunteers in the space over the summer.
- One volunteer has been placed in the Reference Digital Device program, one is waiting to start in Circulation and one has taken a 2nd placement to assist in PR/Graphics.
- Friends of Chester County Library:
 - Susan worked with the Friends and library staff to prepare for the return of the Friends Spring Book Sale held April 8-10th. Tasks accomplished included coordinating publicity, arranging for the County Sheriffs, placement of 6 court ordered community service helpers and soliciting staff to help out with tasks including moving furniture to prep spaces for the sale.
- Total Library/Friends Volunteer Library Hours served:
 - March Library Volunteers – 576.25
 - 2022 Yearly Library Total – 1566.50
 - March Friends of Chester County Library – 396.75
 - March Friends of Henrietta Hankin Branch Library – 73
 - Yearly Friends (HH & CCL) Total – 469.75
 - Total Library/Friends Volunteer Library Hours served 2021 combined – 2,036.25

- **Youth Services—submitted by April Nickel**

- The new VOX books have been circulating at a very high rate. Vox books are picture books with a voice component that allows the book to be read aloud to the child or family.
- Summer Reading Club planning has begun with plans for in-person programs for all ages. This year's theme is Oceans of Possibilities.

- GSK Science in the Summer will be held at CCL and other member libraries. This year's theme is "Be a Biologist" and will have a new, in-person format of 2, 2-hour sessions on concurrent days.
- Youth Services currently has 4 Library Assistant and 2 Library Page positions vacant.

Director's Notes

- I have begun meeting with Department Heads one-on-one on a bi-weekly basis to keep up to date on what's happening in their departments.
- In order to facilitate collaboration and discussion, Public Services Staff meetings will be held monthly beginning in April.
- General Staff Meetings for CCL & Hankin staff will also resume in April. I'm working with Meghan on a plan to hold some meetings at Hankin to ensure all staff are included in meetings.
- An offer has been made and accepted for the Head of Youth Services position. I am anticipating that the Commissioners will approve the successful candidate at the April 27th Commissioners Meeting.
- I am working with Youth Services staff to be a test site for the Design Squad Maker program. This program is a partnership between the NY Hall of Science (home of the now defunct World Maker Faire NYC) and WGBH Boston. The program is designed for kids between the ages of 8-11 and an adult to attend a library program where they are introduced to the design process and an app that will encourage them to continue learning at home after attending the library program.
- The Friends of CCL held their first Book Sale in 2 years April 8th-10th. Final sales totals are being calculated but based on preliminary reports, it's anticipated to be one of the most successful sales to date.

Meetings & Trainings Attended

3/15	CCLS/CCL Board Meeting
3/17	PLIX (Public Library Innovation Exchange) Creative Ambassadors Beta Testing for new module (In)Visible Self American Library Association Membership Meeting
3/18	Meeting with Youth Services Staff
3/21	Candidate Interviews-Head of Youth Services 2 nd Interviews (2)
3/22	Community Engagement Committee Meeting Commissioners Meeting-National Library Week Proclamation
3/23	Great Valley High School student research project-book banning Presentation to West Whiteland Board of Supervisors with Kelly Quigg and Craig Miller
3/24	Design Squad Maker program overview
3/28	Atglen Library Ribbon Cutting Ceremony
3/30	State of the County Breakfast
3/31	Meeting with Melissa, Tony & Meghan-Copier RFP
4/5	IRP Command Team Meeting

Friends of CCL Meeting
Book Sale Walk Through with Susan, Barb & Tom
4/7 Meeting with Jenna & Joe-Website RFP
4/8 Friends of CCL Book Sale
4/12 DLM Meeting
OIC Lunch
CCL Security Meeting
4/13 EDI update with Meghan & Jamie
Public Services Staff Meeting
Makers in the Library: Developing and Sustaining a Community-Centered Makerspace webinar series (workshop 2)
4/14 Strategic Planning Committee
4/18 CCLS/CCL Board Meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: April 12, 2022
RE: Report to the Board on the Henrietta Hankin Branch, March 15—April 19, 2022

- Building update
 - Peter has been attempting to contact the roofing company about noticeable gaps in the soldered copper rain gutter joints. Jack Stewart from County Facilities is looking into whether the roof is still under warranty. We have not had any leaking recently despite several drenching storms. Hopefully this is a result of Peter's dedication to keeping the gutters free of debris.
 - Mary and I are assessing the need to replace/update some of the furniture in the public areas.
 - The family that was considering partnering with us to put in a bike repair station as a memorial to their child has decided not to move forward with this project.
 - We received and need to review the Reserve study
- Anita Regester is retiring as Circulation Manager of the Hankin Branch on April 29th. She has been at Hankin for over 13 years and working in Chester County Libraries for 32 years. She started her career in libraries at the Parkesburg Free Library and was later the director of the Spring City Library. She will be missed!
- Door counts were up significantly from February to March 2022, with an increase of over 25%.
- Total circulation was up 15% in March. Curbside pickups also increased.
 - The District Librarians voted not to renew the contract with Capira to manage curbside pickup, so we will be exploring options that will allow us to continue to offer this service.
- Meeting Room usage in February was up slightly, with 24 patron bookings for a total of 67 hours.
- The Commissioners held their March 22nd meeting at our library. During their meeting they issued a National Library Week proclamation. The picture of Lisa, Joe, Mary, and me with the Commissioners was shared on social media accounts for both the libraries and the Commissioners.
- Voter Services will be using the Annex as a satellite office in the weeks leading up to the 2022 Primary Elections. They will be here 4/27, 4/28, 5/2, 5/3, 5/6, 5/7, and 5/10.
- Anita and I met with all staff to review their yearly performance appraisals. The performance appraisal process was completed on time.
- Niki Kolb and I are working on the PA Forward Star Library certification process. We have completed all of the Bronze Star level activities and are awaiting approval from the Pennsylvania Library Association.
- Reference
 - Notable March programs included AARP Tax Aide appointments (Thursdays and Fridays, 213 tax payers helped), Finding Inspiration for your Garden (In person, 60 attendees) and Magical Stories of Mid-Atlantic Trees (hybrid, 25 participants, Longwood Community Read program)
 - The popular volunteer led Mah Jong and Adult Book Bingo programs returned for in person play the week of April 10. Bridge also remains popular (5 sessions in March, 62 attendees.)

- 8 patrons scheduled one-on-one introductions to the Makerspace in March. A total of 26 patrons have made appointments through the end of March, with several returning multiple times for additional instruction on using the equipment. Drop in visits are also increasing.
- Youth Services
 - School aged patrons were happy to return to the library for in person programs. STEAM programs for students in K-2 (13 attendees) and 3-6 (6 attendees) were enjoyed by all.
 - We have been offering scavenger hunts as a self-directed activity for young library visitors. The March/April bird themed scavenger hunt has had 175 children participate so far.
 - Planning for Summer Reading is going well.
- The Friends of the Hankin Branch Library are evaluating their volunteer roster and making decisions about the future of the Nook and Book Sales.

Meetings & Trainings Attended

3/15	CCLS/CCL Board meetings Youth Services staff meeting
3/18	Reference staff meeting
3/18, 21, 22	Yearly performance evaluation meetings with staff
3/21	Second interviews for CCL Head of Youth Services
3/22	Collection Audit meeting Community Engagement meeting County Commissioners meeting
3/23-28	Vacation
4/5	Library Incident Response Team meeting Community Engagement Leadership committee meeting
4/7	CCLS MuseumKey committee meeting
4/12	District Librarians Meeting Community Engagement Leadership committee meeting
4/13	Meeting to update Mary on EDI committee Public Service Staff meeting Social Media for Libraries webinar Makers in the Library: Developing and Sustaining a Community-Centered Makerspace (pt. 2) webinar
4/14	Strategic Plan committee meeting
4/19	CCL/CCLS Board meetings

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING March 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	2,578,075	495,784	467,138	487,401	28,645	5.8%	2,110,937	81.9%
Wages	649,006	124,809	95,578	104,583	29,231	23.4%	553,428	85.3%
Fringe Benefits	1,168,501	292,125	242,902	242,482	49,223	16.9%	925,599	79.2%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,395,582	912,718	805,618	834,466	107,099	11.7%	3,589,964	81.7%
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	30,210	20,741	26,987	9,469	31.3%	100,099	82.8%
Insurance	18,390	9,195	9,195	8,755	0	0.0%	9,195	50.0%
Maintenance - Buildings & Grounds	70,385	17,596	5,788	11,953	11,808	67.1%	64,597	91.8%
Utilities	97,520	24,380	19,832	16,955	4,548	18.7%	77,688	79.7%
Vehicle Expense	44,486	11,122	9,036	6,002	2,085	18.7%	35,450	79.7%
Security Costs	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL CORE EXPENDITURES	351,621	92,503	64,593	70,652	27,910	30.2%	339,528	96.6%
INDIRECT COSTS	558,534	139,634	139,635	163,170	(1)	0.0%	418,899	75.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,375,737	1,162,355	1,027,346	1,085,788	135,009	11.6%	4,348,391	80.9%

Notes:

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

Core Expenditures: Utilities - under due to one-month lag on PECO Bills

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 21.62% of total budget
Actual expenditures YTD are 19.11% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING March 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	85,783	85,783	79,425	(0)	0.0%	348,159	80.2%
Wages	183,357	33,931	34,234	31,861	(303)	-0.9%	149,123	81.3%
Fringe Benefits	217,890	58,612	53,621	48,508	4,991	8.5%	164,269	75.4%
TOTAL PERSONNEL SERVICES	835,189	178,326	173,638	159,794	4,688	2.6%	661,551	79.2%
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	16,908	7,006	6,841	9,901	58.6%	49,368	87.6%
Insurance	5,960	2,679	3,162	2,980	(483)	-18.0%	2,798	46.9%
Maintenance - Buildings & Grounds	60,010	16,225	14,682	37,975	1,542	9.5%	45,328	75.5%
Utilities	46,860	11,595	10,911	8,623	684	5.9%	35,949	76.7%
TOTAL CORE EXPENDITURES	169,204	47,406	35,762	56,419	11,645	24.6%	148,442	87.7%
INDIRECT COSTS	165,045	53,946	53,940	41,265	6	0.0%	111,105	67.3%
CAPITAL OUTLAY	231,471	0	0	625	0	0.0%	231,471	100.0%
TOTAL BUDGET	1,420,909	284,678	268,340	263,103	16,338	5.7%	1,152,569	81.1%

Notes:

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

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 20.03% of total budget
Actual expenditures YTD are 18.89% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING March 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	1,502,066	1,502,067	1,502,066	1	0.0%	1	0.0%
Township Appropriations	19,000	19,000	19,000	0	0	0.0%	0	0.0%
Charges	38,550	9,637	9,654	16,914	16	0.2%	(28,896)	-75.0%
Fines and Overdues	60,000	15,000	17,691	15,693	2,691	17.9%	(42,309)	-70.5%
Interest	500	125	108	128	(17)	-13.4%	(392)	-78.3%
Donations and Fundraisers	7,600	1,900	1,973	450	73	3.9%	(5,627)	-74.0%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	17,500	17,500	17,500	0	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	115	29	28	3,655	(0)	-1.3%	(87)	-75.3%
TOTAL OTHER REVENUE	195,765	63,191	65,955	54,340	2,764	4.4%	(129,810)	-66.3%
TOTAL REVENUE	1,697,832	1,565,257	1,568,022	1,556,406	2,765	0.2%	(129,810)	-7.6%
EXPENDITURES								
Library Materials	405,713	100,956	68,528	72,318	32,428	32.1%	337,185	83.1%
Services and Charges	78,184	18,784	17,389	13,912	1,394	7.4%	60,795	77.8%
Supplies	25,000	6,250	5,165	3,844	1,085	17.4%	19,835	79.3%
Miscellaneous	23,540	5,885	3,923	3,195	1,962	33.3%	19,617	83.3%
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	2,699	5,820	4,181	(3,121)	-115.6%	4,978	46.1%
TOTAL EXPENDITURES	1,697,832	1,289,171	1,255,423	1,246,808	33,748	2.6%	442,409	26.1%
REVENUE OVER EXPENDITURES	0	276,086	312,599	309,597	36,513		312,599	

NOTES:

Other Revenue:	Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland		
Total Revenue:	Budgeted revenues YTD are	92.19%	of total revenue
	Actual revenues YTD are	92.35%	of total revenue
Expenditures:	Materials spending is less than budget. Capital Outlay overage is timing.		
Total Expenditures:	Budgeted expenditures YTD are	75.93%	of total expenses
	Actual expenditures YTD are	73.94%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING March 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	5,000	0	(2,250)	0.0%	(2,250)	-31.0%
Charges	9,825	2,456	4,076	4,013	1,619	65.9%	(5,749)	-58.5%
Fines and Overdues	18,700	4,675	5,623	4,002	948	20.3%	(13,077)	-69.9%
Interest	35	9	12	10	4	42.5%	(23)	-64.3%
Donations	0	0	411	386	411	4107900.0%	411	4107900.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	5,000	5,000	5,000	0	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	5	1	16	825	15	1184.9%	11	223.8%
TOTAL OTHER REVENUE	55,815	19,391	20,138	14,236	747	3.9%	(35,677)	-63.9%
TOTAL REVENUE	142,815	106,391	107,138	104,236	747	0.7%	(35,677)	-25.0%
EXPENDITURES								
Library Materials	127,030	31,758	20,530	19,498	11,228	35.4%	106,500	83.8%
Services and Charges	6,285	1,571	1,749	1,618	(178)	-11.3%	4,536	72.2%
Supplies	4,700	1,175	155	596	1,020	86.8%	4,545	96.7%
Miscellaneous Expense	2,750	687	567	422	120	17.5%	2,183	79.4%
Capital Outlay	2,050	513	0	0	513	100.0%	2,050	100.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	35,704	23,001	22,134	12,703	35.6%	119,814	83.9%
REVENUE OVER EXPENDITURES	0	70,687	84,137	82,102	13,450		84,137	

NOTES:

Other Revenue:	Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	74.50%	of total revenue
	Actual revenues YTD are	75.02%	of total revenue
Expenditures:	Materials spending is currently less than budget.		
Total Expenditures:	Budgeted expenditures YTD are	25.00%	of total expenses
	Actual expenditures YTD are	16.11%	of total expenses

**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%
<u>CORE EXPENDITURES</u>								
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	47,851	36,999	(8,195)	-20.7%	-8,195	-20.7%
Utilities	98,000	98,000	81,645	93,039	16,355	16.7%	16,355	16.7%
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	332,330	285,589	49,931	13.1%	49,931	13.1%
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	5,186,051	5,082,056	236,909	4.4%	236,909	4.4%

Notes: These are the final County numbers for Exton. The only changes from the previous 2021 report we published in January are a \$2,518 increase in Buildings & Grounds, and a \$5,607 increase in Utilities

Personnel Services: Salaries and Benefits ended the year under budget 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. Vehicle Expenses ended under budget for the year. 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 95.63% of total budget

As of 3/31/2022

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	303,821.96
043 Hankin	79,724.64
Total Operating Funds	383,546.60
Reserve Funds	
004 Technology Fund	268,829.26
400 Chester Cty Library Capital Reserve	82,853.17
410 Chester Cty Library Program Fund	188,559.72
450 Hankin Library - Capital	223,054.08
451 CCL & Hankin Materials	125,610.52
Total Reserve Funds	888,906.75
Grants - Friends of the Library	
091 I & R Services	5,450.95
092 Multi-media	2,772.61
093 2nd Floor Improvements	7,018.88
094 Library Staff	13,872.47
095 1st Floor Improvements	12,245.62
096 Courtesy Bags	5,084.02
097 Programming	1,283.44
098 Circulation	125.80
099 Youth Services	3,662.55
900 Volunteer Support	5,353.72
902 Jacobs Tech Center	3,752.86
903 Capital Fund	88,271.74
Total CCL Friends	148,894.66
943 Friends of Henrietta Hankin Branch	(1,420.90)
Total Friends Funds	147,473.76
Grants and Appropriations	
002 Community Foundation - Grants	16,507.51
100 CCL County Materials Fund	12,902.29
104 CCL Trust - Grants	116,367.41
109 Hankin County Materials Fund	5,935.02
132 Glaxo-Smith Kline Science in the Summer	1,697.76
Total Grants and Appropriations	153,409.99
Special Funds	
003 Helen Russell Memorial Fund	5,232.21
105 CCL Community Day	4,025.61
106 CCL & Hankin Museum Passes	(1,656.29)
107 CCL & Hankin Author Events	3,301.95
Total Special Funds	10,903.48
Endowment Funds	
090 Chester County Library Trust	2,302,142.30
500 District Center Aid Funds	97,684.01
510 County Coordination Aid	300,989.34
TOTAL ALL FUNDS	<u>4,285,056.23</u>

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

TO: Board of Trustees, Chester County Library System
Board of Trustees, Chester County Library & District Center

FROM: Joe Sherwood, Executive Director, Chester County Library System
Mary Gazdik, Director, Chester County Library & District Center

DATE: April 12, 2022

RE: Date Change for May 2022 Board Meeting

Due to the Pennsylvania Primary Election being held on May 17th, we are proposing the May Board Meeting for both Chester County Library System and Chester County Library & District Center be held on May 24, 2022 rather than May 17, 2022. The meeting will be held at the Henrietta Hankin Branch.

Thank you.