

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING**  
**JUNE 21, 2022**

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**AGENDA**

<https://us06web.zoom.us/j/84961446587?pwd=dDdYL29NZnIVMURsSCsrYk1HQmtnUT09>

**CALL TO ORDER, 9:00 AM (Virtual/Spring City Public Library)**

**WELCOME and INTRODUCTIONS**

**ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)**

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of May 24, 2022 (p. 2)
- Chester County Library Director Report (p.5)
- Henrietta Hankin Branch Manager's Report (p11)

**FINANCIAL STATEMENTS**

- May 2022 Exton and Hankin Financial Statements (p.13)

**FOR INFORMATION/DISCUSSION**

- CCL Website Redesign

**FOR APPROVAL**

- Meeting Rooms Policy Changes (p. 18 )
- Drag Queen Bingo Outreach Program
- 1st Resource CD Renewal (p. 24)

**REPORTS/CORRESPONDENCE**

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

**Upcoming Events**

**Tuesday, July 19<sup>th</sup> 8:30 AM – CCLS Board Meeting, CCL (Virtual/ Oxford Public Library)**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES  
MONTHLY MEETING – HENRIETTA HANKIN/VIRTUAL  
May 24, 2022**

**Board Members Present**

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

**Others Present**

Joe Sherwood, Executive Director, CCLS; Mary Gazdik, Chester County Library Director 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, Vicky Brown, Chester County Financial Office, Erik Wachsberger, Deputy County Administrator Commissioners' Office

**CALL TO ORDER: 10:16**

JoAnn welcomed Erik Wachsberger, Deputy County Administrator Commissioners' Office to the meeting.

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

*On motion made by Richard Hankin, seconded by Bill Connor, the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

*On motion made by Lisa Ionata, seconded by Richard Hankin, the April 2022 Exton and Hankin Financial Statements were unanimously approved and filed for audit.*

**FOR INFORMATION/DISCUSSION**

**Institutional Advancement Committee – Township Visit Report**

Library staff have completed the first series of visits to the Township and Borough Meetings in the Library's service area. These short presentations during the public comments section of the meeting have been met with positive responses including an invitation to request funds. A plan will be formed to return for fall presentations beginning in August. There were invitations to events as well as an invitation to submit a request for funds from East Nantmeal. Joe discussed Congresswoman Chrissy Houlihan will be having a townhall meeting and Mary has been asked to moderate. Joe suggested Mary to send a letter to West Whiteland to tell them what the \$9,500 ARP money was spent on. JoAnn mentioned that Senator Committa's staff will be visiting some of the member libraries.

**FOR APPROVAL**

**CCL Three Year Renewal Contract for Barbacane, Thornton & Company LLP**

Rebecca mentioned that Barbacane, Thornton & Company LLP were easy to work for and responsive. *On a motion made by Kathy Pearse and seconded by Richard Hankin, the CCL Three Year Renewal Contract with Barbacane, Thornton & Company LLP was unanimously approved.*

## **REPORTS/CORRESPONDENCE**

### **President's Report**

JoAnn thanked Meghan and Mary for hosting the meeting at Henrietta Hankin. Meghan will provide a tour of the library following the meeting. JoAnn also thanked Kathy for presiding over the previous board meetings.

### **Chester County Library Director's Report**

- The back row of parking spots in the staff parking lot have been repaved after damage that occurred during the installation of the Sunoco pipeline.
- Parking Lot & Landscaping Project- The project has been approved by the Commissioners and the contract is set to be signed at the May 25<sup>th</sup> meeting. Work is expected to start sometime in late June.
- Working with the JTC, Hankin & Nicole, Mary submitted a Letter of Intent for the STEM Innovation Grant offered by Colocation America. We have received an invitation to attend a lunch & learn that will allow us to submit a final application. The application is due by July 5, 2022. Our submitted project, "Build A Better Book, Build A Better Game, Make a Better Community" will use the Build a Better Book program model to engage teens in meaningful maker experience working with the local blind and visually impaired community to create accessible books and games.
- Hankin & CCL will be holding Design Squad Maker programs as part of a test site program for an app that encourages program attendees to continue learning at home after attending a design program at the library.
- Friends Update - The Friends' Book sale netted over \$26,000 and went very well. The Friends recruited some volunteers to help with future sales. The next sale will be in October.

### **Branch Manager's Report**

- Mary, Peter, Joe, and Meghan reviewed the Reserve study and used the information included to develop Facilities Improvement Requests for 2023.
- Door counts were down slightly from March to April 2022.
- Voter Services used the Annex as a satellite office in the weeks leading up to the 2022 Primary Elections. The permanent drop box was also available 24/7 from the morning of May 3<sup>rd</sup> through 8 p.m. on May 17<sup>th</sup>.
- Staff members attended township supervisor meetings in May in West Vincent, Upper Uwchlan, and West Brandywine townships to share information about library services and upcoming programs.
- The Summer reading program is going well.
- Friends Update - Friends are still deciding if they are going to have a book sale as supplies are still low.

### **Committee Updates**

#### **Funding Task Force**

No update

#### **Institutional Advancement Committee**

No update

**Policy Committee**

No update

**Strategic Planning and Facilities**

No update

**Technology**

No update

**Executive Committee**

No update

**Finance Committee**

No update

**Governance Committee**

No update

**Visitors' Comments**

No Visitor comments

The meeting was adjourned at 10:40 AM.

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Approved June 21, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Mary Gazdik, Director, Chester County Library  
DATE: June 15, 2022  
RE: Report to the Board on the Chester County Library Center, May 24 — June 21, 2022

- **Building update-Peter Greulich**

- Stained and damaged ceiling tiles around the building have been replaced. A few have been left in place until the source of suspected water damage is identified.
- Sealcoating and striping of the back staff parking lot has been completed.
- Gaps in the roof above Circulation and the Computer Room have been identified and most have been freshly caulked. There have been some leaks and we are hoping this will address the issue.
- Dirt and grass has been removed from the two drainage spillways near the front parking lot. There is still debris inside the drains that needs to be removed. The county Facilities and Parks Department is hauling away the dirt and debris that was removed.
- First Floor Redesign:
  - We are awaiting a date for installation of the sound dampening acoustical tiles in the small meeting and study rooms. They are still awaiting the installation 'Z' clips.
  - Some more back-ordered furniture and electrical components should be arriving this week (or next).
  - Corbett and the installer have been out to look at the desk. They have a plan and are working to fix the issues with the desk and cabinets. They hope to be out this week (or next).
  - Shelving end panels are still early July.
  - Front Lobby lights are scheduled to arrive end of June or early July.
  - Tony Wagner is working to get the Footfallcam up and running.
- Parking Lot & Landscaping Project
  - The Pre-construction meeting is scheduled for July 1<sup>st</sup> at 9am.

- 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 May (less than 1% increase).
- Checkouts held steady at just over 70% when compared to totals from February 2020.

**Combined CCL/Hankin Contactless Checkouts**

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	9043	1736	459	30	53	149	133	11603	+/- %
April	8993	1868	375	23	39	174	175	11647	<+1%

**Circulation Statistics – CCL only (compared to Feb 2020 pre-pandemic statistics)**

CCL	Door: Feb 2020	Door: May 2022	Checkouts: Feb 2020	Checkouts: May 2022	Holds Filled: Feb 2020	Holds Filled: May 2022	Library Cards: Feb 2020	Library Cards: May 2022
Counts	36583	n/a	46543	33343	13849	11546	489	328
% +/-		n/a		-28%		-16%		-33%

- **Jacobs Technology Center (JTC)—Sara Lim Harden**
  - Interviews are being conducted for the part time Library Assistant positions that have been open for some time.
  - Rebecca Manuel recorded and edited TikTok videos for all the Teen Summer Reading Maker program instructions with QR codes
  - Remy Way received a thank you letter from a couple she helped. They praised her kindness and expressed their gratitude towards her.
  - In May we had...
    - 12 3D print requests, taking 175.25 machine hours and 11400 grams of material (\$102 in materials fees collected)
    - 6 digitization requests, for 64 total pieces of media, taking 52.25 hours to convert.
    - \$24 in fees were collected to complete requests for other services.
  
- **Multimedia Department—Stephanie Sharon-Missanelli**
  - Multimedia staff continue to keep the library blog updated with new releases, staff picks, and thoughtful and well researched articles, i.e. Eric’s article, Unraveling Sam Raimi’s Forgotten Superhero: Darkman (1990), and Kim’s articles on World Dracula Day and Single Mission Team Players
  - Displays celebrating Pride Month have been set up throughout the department and the OverDrive curated collections have been updated for Pride as well.
  - ARP LSTA Grant
    - \$105,000 has been sent so far on holds, EDI titles, and kids and young adult titles.
  - 1<sup>st</sup> Floor Redesign
    - All collections have been shifted into their new spaces.

- The Reference Collection has been weeded, updated and moved into its new space between the new desk and the video game collection.
- **Public Relations/Graphics—Monique Kolb**
  - Valley Creek Productions will film the 4<sup>th</sup> day for System Ad video footage on July 20<sup>th</sup>. The video is currently being edited and the hope is to be able to use it for Library Card Sign-Up month in September.
  - Summer Reading CCLS ad was placed in the County Lines Ad June edition.
  - Graphics:
    - For the month of May 118 graphic orders and 36,970 copies were completed.
    - Currently working on the CCL/HH Annual Report.
    - Created posters/flyers and social media campaign for Adult and Youth Summer Reading customized info for member libraries.
    - Updated all large and mini-screens at Exton with the latest event information.
  - PR:
    - May edition of Insights Newsletter was sent out.
    - Meeting Room bookings have transitioned from me to the Reference Department, specifically Tom Berman and Melissa Kohl. There were trained on all aspects of the process.
    - In-kind sponsorship for West Whiteland Township Community Day and Summer Concert Series. Posters and Flyers were printed and distributed.
    - Working with Kelly Quigg to promote all Community Engagement events.
  - Adult Programs:
    - The "Amelia Earhart: A Determined Spirit" was a good program, starting with a film screening and then a live Zoom program with the filmmaker. It was very well received.
    - Classic movie trivia and "Yin Yoga with Heather" continue to be popular programs adding new participants regularly.
    - Pam is currently working on setting up programming for the remainder of the summer, hoping to add some programs to support the Adult Summer Reading program.
    - Pam has also received a couple of requests for applications for the Holiday Craft Show.
- **Reference—Melissa Kohl**
  - Adult Summer Reading is underway! The program kicked off on June 6 and will conclude on August 14. Staff is excited and patron interest continues to be strong!
  - With anticipated addition of the new small meeting spaces opening for reservations, the Reference Department has taken over managing the calendar reservations by internal and external groups for CCL.

- Laura Salvucci is working with the Chester County Historical Society to obtain permission to borrow additional oral history cassettes for digitization.
- Melissa Kohl coordinated and facilitated the Southeastern Chapter of Pennsylvania Library Association's annual Support Staff Workshop. Speaker Kathy Dempsey, professionally known as The Accidental Library Marketer, presented the program Increasing Library Usage through Strategic Merchandising.
- Sam Bardarik released the latest business and career e-newsletters, Business Bulletin and The Work Book.
  
- **Technical Services—Jenna Persick**
  - Website Redesign
    - The RFP received final approval and was sent out to a list of developers identified by the committee. The due date for proposals is June 27<sup>th</sup>. Jenna has prepared a spreadsheet to be used in evaluating the submissions.
  - 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 8,265 checkouts system-wide (of that CC has 613 and HH has 607).
  - Katie Marra started on June 6<sup>th</sup> as a part-time Library Assistant II in the cataloging unit.
  
- **Volunteers—Susan Walraed**
  - Eighteen teens have been placed as part of the Teen Volunteer Program. Teens will be volunteering with Youth Services at both libraries as well as in ILL and the JTC.
  - Total Library/Friends Volunteer Library Hours served:
    - May Library Volunteers – 681.50
    - 2022 Yearly Library Total – 2843.75
    - May Friends of Chester County Library – 119.25
    - May Friends of Henrietta Hankin Branch Library – 15.50
    - Yearly Friends (HH & CCL) Total – 947.75
    - Total Library/Friends Volunteer Library Hours served 2021 combined – 3791.50
  
- **Youth Services—submitted by April Nickel**
  - The Summer Reading Program sign-ups began on Monday, June 6<sup>th</sup>. As of June 12<sup>th</sup>, 688 children have sign-up for in-person registration and 23 on Read Squared.
  - April was accepted to present a Design Squad Maker poster session at the PaLA Annual Conference in Harrisburg. April will be requesting funds for the conference through the Friends Conference Grant.
  - April has started interviewing for the open Librarian II position and Library Assistant positions. There is one open Library Page position that needs to be posted.

**Committee Reports:**



- **Community Engagement Leadership Team:** The team met on May 3rd and June 6th. The committee is considering approaching the County Health and/or Human Services Departments regarding potential collaboration to provide social services at the library. More research and planning is needed first.
  - Jamie Claxton, Kelly Quigg, and Mary Gazdik attended the English Learner Expo hosted at the Chester County Intermediate Unit. Chester County Library provided information on the library's English language resources and services to 37 table visitors.
  - Ann Varley attended the 50+ Expo at Church Farm School on June 8; the booth was well attended.
- **The Incident Response Plan Coordination Team:** Announced evacuation drills were held on June 3<sup>rd</sup> at 10am for Hankin and 11:30am for CCL.
- **XYZ Committee:** Crime Spree themed programs continue to take place throughout May and June. These programs have been very well received. The Make & Take Craft had 125 people participate.

### Director's Notes

- I continue to have staff members personally tell me how happy they are about the recent pay increases.
- Hankin & CCL have concluded the Design Squad Maker programs as part of the WGBH Boston & NY Hall of Science grant program. We will have a final call with the team running the grant on June 16<sup>th</sup> to close out the program. CCL will run a Design Squad Maker program series in September and October.
- I have applied for the Judith F. Krug Memorial Fund Programming Grant for Banned Books Week. The theme for 2022 is Books Unite Us: Censorship Divides Us. The grant application included prizes for tie-in programs including Drag Queen Bingo and Banned Book scavenger hunt as well as supplies for a Zine Workshop for Teens.
- A small working group has been formed to begin development of our maker space plan utilizing the

### Meetings & Trainings Attended

5/24	CCLS/CCL Board Meeting CoLocation America STEM grant Lunch & Learn
5/25	CCLS Website Review Committee Hankin Circ Manager interviews
5/26	Moderator Chrissy Houlahan Community Town Hall Hankin Circ Manager interview
5/31	Hankin Circ Manager interviews Video shoot with Commissioner Maxwell to promote Museum Pass Program
6/1	Institutional Advancement Meeting
6/2	Makerspace Planning Meeting Hankin Circ Manager interview
6/3	Evacuation Drill Special Libraries Crawl: Zine Libraries

	Hankin Circ Manager interview
6/6	Community Engagement Meeting
6/7	English Learner Expo @ CCIU
6/8	Trust Board Meeting
	County Priority Based Budgeting Meeting
	Public Services Staff Meeting
	Indirect Cost Plan Meeting
6/9	Circ Manager 2 <sup>nd</sup> Interview @ Hankin
	Policy Committee Meeting
6/10	Meeting with Jenna & April—YS Orders Planning
	Circ Manager 2 <sup>nd</sup> interviews @ Hankin
6/14	District Librarians Meeting
6/16	General Staff Meeting
	SCORE Small Business Achievement Awards Luncheon
	EDI Committee Meeting
	Design Squad Maker Project End Meeting
6/17	YS Librarian II Interview
	Trashion Show Community Engagement program
6/21	CCLS/CCL Board Meeting
	Community Engagement Meeting
	CORE Maker Technology Interest Group Discussion



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: June 14, 2022  
RE: Report to the Board on the Henrietta Hankin Branch, May 24—June 21, 2022

- Building update
  - Facilities Improvement Requests for 2023 were submitted to the Chester County Facilities Department. Requests include replacing exterior doors, rekeying interior doors, assessing and repairing damage caused by leaks, and engaging an architectural consulting firm to assist in planning future renovations.
  - In the last month Peter has...
    - caulked two seams on the roof above the DVDs, from the peak to the bottom of the roof, to address the occasional leak in this area.
    - Replaced a number of ceiling tiles that were damaged/discolored due to prior leaks
    - Replaced lighting ballasts both in the library and at the fitness center.
    - Tested the panic button at the Reference desk and has plans to test the others in the near future, then begin testing all of them on a monthly basis.
    - Obtained the water bottle filler/drinking fountain that will be installed in the near future to replace our original drinking fountains.
- Door counts were down slightly from April to May 2022; however, we are up 38% over May of 2021.
- Meeting Room usage in May was down, with 22 patron bookings for a total of 67.15 hours.
- Total circulation also decreased slightly in May but remained higher than the same period last year.
- Curbside pickups continued to decline. Our subscription to the curbside management software is expiring in mid-June and will not be renewed, so we're developing new procedures to continue to be able to offer the service.
- The Chester County Library Trust approved a request for funding to install an outdoor book locker that will allow patrons to access their holds 24/7.
  - I have gathered quotes from multiple vendors and am working on gathering additional information regarding installation timelines before making a final decision.
- We are in the process of updating all position descriptions to reflect current responsibilities. These were last updated in 2008.
- Mary Gadzik, Laura Presby, Karen Clickener-Ousey and I have been interviewing candidates to fill the vacant Circulation manager position.
- Reference
  - In May we held 9 virtual programs, 5 in person programs, 3 hybrid programs, and 1 passive program for adults. Notable May programs included Rags to Riches: the compelling life story of Julie Henning (hybrid, 17 attendees), and a "Crime Spree" series of true crime-related programs.

- One of these was a Human Trafficking program that, while not particularly well attended, led to a collaboration between the CCLS and the Chester County Sheriff's office coordinated by Reference librarian Laura Presby. The sheriff's office will be providing signs with the human trafficking hotline to be posted in restrooms of the majority of libraries in Chester County.
- The Adult Summer Reading program kicked off on June 6<sup>th</sup>. As of June 14<sup>th</sup>, 49 Hankin Branch patrons have signed up. In addition to the bingo-themed reading challenge we have a number of fun programs scheduled, including a self defense workshop and a screener of Ken Burn's new PBS documentary about Benjamin Franklin followed by a guided discussion led by a historical interpreter dressed as Franklin himself.
- Youth Services
  - Our final Spring session of storytime ended the week of May 15<sup>th</sup>.
  - Signups for Summer Reading began on June 1<sup>st</sup>. As of June 14<sup>th</sup>, we have registered 334 kids aged PreK-5<sup>th</sup> grade and 96 teens.
  - Science in the Summer will be held on July 18-19.
  - 122 children have completed the passive butterfly scavenger hunt program that gives children and their caregivers the opportunity to take a self-guided tour around the department and encourages them to interact with the Youth Services staff.
  - Staff and patrons are both excited about a return to in person programming for all ages. Registration lists for events are filling quickly.

### **Meetings & Trainings Attended**

5/24	CCLS/CCL Board meetings
5/26, 27, 31, 6/2, 3	First interviews for Circulation Manager position
5/26	Meeting with J. P. Jay Associates to discuss potential furniture updates.
6/2	Makerspace Panning meeting
6/6	Community Engagement Leadership meeting
6/8	CCL Trust Board meeting
	Public Service Staff meeting
	Meeting w. Mary Gadzik and Jenna Persick re: Processing responsibilities
	CCLS Museum Key Committee meeting
6/9, 10	Second interviews for Circulation Manager position
6/9	Hankin Staff meeting
	CCL Policy Committee meeting
6/14	District Librarians meeting
6/16	General Staff meeting
	EDI Committee meeting
6/21	CCLS/CCL Board meetings
	Community Engagement Committee meeting

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY  
PERIOD ENDING May 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	991,567	995,408	997,559	(3,841)	-0.4%	1,582,667	61.4%
Wages	649,006	249,618	210,694	220,637	38,924	15.6%	438,312	67.5%
Fringe Benefits	1,168,501	486,875	450,584	451,619	36,292	7.5%	717,917	61.4%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,395,582</b>	<b>1,728,060</b>	<b>1,656,686</b>	<b>1,669,815</b>	<b>71,375</b>	<b>4.1%</b>	<b>2,738,896</b>	<b>62.3%</b>
LIBRARY MATERIALS	70,000	35,000	35,000	35,000	0	0.0%	35,000	50.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	120,840	50,350	41,749	85,007	8,601	17.1%	79,091	65.5%
Insurance	18,390	9,195	9,195	8,755	0	0.0%	9,195	50.0%
Maintenance - Buildings & Grounds	70,385	29,327	10,195	16,520	19,132	65.2%	60,190	85.5%
Utilities	97,520	40,633	30,467	30,624	10,167	25.0%	67,053	68.8%
Vehicle Expense	44,486	18,536	16,937	14,024	1,599	8.6%	27,549	61.9%
Security Costs	0	0	0	0	0	#DIV/0!	0	#DIV/0!
<b>TOTAL CORE EXPENDITURES</b>	<b>351,621</b>	<b>148,041</b>	<b>108,543</b>	<b>154,930</b>	<b>39,498</b>	<b>26.7%</b>	<b>278,078</b>	<b>79.1%</b>
INDIRECT COSTS	558,534	232,723	232,725	271,950	(3)	0.0%	325,809	58.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>5,375,737</b>	<b>2,143,824</b>	<b>2,032,954</b>	<b>2,131,695</b>	<b>110,870</b>	<b>5.2%</b>	<b>3,342,783</b>	<b>62.2%</b>

**Notes:**

**Personnel Services:** Salaries and Benefits are currently over due to the new County compensation plan. Wages are under due to continued 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 39.88% of total budget  
Actual expenditures YTD are 37.82% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY  
PERIOD ENDING May 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	446,073	171,566	189,139	158,457	(17,573)	-10.2%	256,934	57.6%
Wages	176,442	67,862	76,916	64,789	(9,053)	-13.3%	99,526	56.4%
Fringe Benefits	234,448	97,686	100,116	88,454	(2,430)	-2.5%	134,332	57.3%
<b>TOTAL PERSONNEL SERVICES</b>	<b>856,963</b>	<b>337,115</b>	<b>366,170</b>	<b>311,700</b>	<b>(29,055)</b>	<b>-8.6%</b>	<b>490,793</b>	<b>57.3%</b>
LIBRARY MATERIALS	20,000	10,000	10,000	10,000	0	0.0%	10,000	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	67,630	28,179	13,468	13,439	14,711	52.2%	54,162	80.1%
Insurance	6,325	3,162	3,162	2,980	0	0.0%	3,163	50.0%
Maintenance - Buildings & Grounds	64,899	27,041	18,420	42,089	8,622	31.9%	46,479	71.6%
Utilities	46,380	19,325	15,452	15,306	3,873	20.0%	30,928	66.7%
<b>TOTAL CORE EXPENDITURES</b>	<b>185,234</b>	<b>77,707</b>	<b>50,502</b>	<b>73,814</b>	<b>27,206</b>	<b>35.0%</b>	<b>144,732</b>	<b>78.1%</b>
INDIRECT COSTS	215,785	89,910	89,900	68,775	10	0.0%	125,885	58.3%
CAPITAL OUTLAY	0	0	0	3,348	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>1,277,982</b>	<b>514,733</b>	<b>516,572</b>	<b>467,637</b>	<b>-1,839</b>	<b>-0.4%</b>	<b>761,410</b>	<b>59.6%</b>

**Notes:**

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

**Core Expenditures:**

**Capital Outlay:**

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

**TOTAL BUDGET:** Budgeted expenditures YTD are 40.28% of total budget  
Actual expenditures YTD are 40.42% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING May 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>
<b>REVENUE</b>								
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	16,062	15,850	27,605	(213)	-1.3%	(22,700)	-58.9%
Fines and Overdues	60,000	25,000	29,906	24,587	4,906	19.6%	(30,094)	-50.2%
Interest	500	208	108	178	(100)	-48.0%	(392)	-78.3%
Donations and Fundraisers	7,600	3,167	3,094	2,355	(73)	-2.3%	(4,506)	-59.3%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	35,000	35,000	35,000	0	0.0%	(35,000)	-50.0%
Miscellaneous Revenue	115	48	97	3,660	49	101.6%	(18)	-16.0%
TOTAL OTHER REVENUE	195,765	98,485	103,054	93,385	4,568	4.6%	(92,711)	-47.4%
<b>TOTAL REVENUE</b>	<b>1,697,832</b>	<b>1,600,551</b>	<b>1,605,121</b>	<b>1,595,451</b>	<b>4,569</b>	<b>0.3%</b>	<b>(92,711)</b>	<b>-5.5%</b>
<b>EXPENDITURES</b>								
Library Materials	405,713	167,992	117,894	138,627	50,098	29.8%	287,819	70.9%
Services and Charges	78,184	31,331	27,538	18,393	3,793	12.1%	50,646	64.8%
Supplies	25,000	10,417	7,111	7,808	3,306	31.7%	17,889	71.6%
Miscellaneous	23,540	9,808	5,890	5,730	3,919	40.0%	17,651	75.0%
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	4,499	6,060	4,181	(1,561)	-34.7%	4,738	43.9%
<b>TOTAL EXPENDITURES</b>	<b>1,697,832</b>	<b>1,378,644</b>	<b>1,319,089</b>	<b>1,324,097</b>	<b>59,555</b>	<b>4.3%</b>	<b>378,743</b>	<b>22.3%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>221,908</b>	<b>286,032</b>	<b>271,354</b>	<b>64,124</b>		<b>286,032</b>	

**NOTES:**

<b>Other Revenue:</b>	<b>Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland.</b>		
<b>Total Revenue:</b>	<b>Budgeted revenues YTD are</b>	<b>94.27%</b>	<b>of total revenue</b>
	<b>Actual revenues YTD are</b>	<b>94.54%</b>	<b>of total revenue</b>
<b>Expenditures:</b>	<b>Materials continues to be less than budget. Capital Outlay overage is timing.</b>		
<b>Total Expenditures:</b>	<b>Budgeted expenditures YTD are</b>	<b>81.20%</b>	<b>of total expenses</b>
	<b>Actual expenditures YTD are</b>	<b>77.69%</b>	<b>of total expenses</b>

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING May 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>
<b>REVENUE</b>								
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	3,275	6,748	6,977	3,473	106.1%	(3,077)	-31.3%
Fines and Overdues	18,700	6,233	9,802	6,850	3,569	57.3%	(8,898)	-47.6%
Interest	35	12	12	10	1	6.8%	(23)	-64.3%
Donations	0	0	1,491	493	1,491	#DIV/0!	1,491	14914300.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	10,000	10,000	10,000	0	0.0%	(10,000)	-50.0%
Miscellaneous Revenue	5	1	41	825	40	3139.7%	36	716.4%
TOTAL OTHER REVENUE	55,815	26,771	33,095	25,156	6,324	23.6%	(22,720)	-40.7%
<b>TOTAL REVENUE</b>	<b>142,815</b>	<b>113,771</b>	<b>120,095</b>	<b>115,156</b>	<b>6,324</b>	<b>5.6%</b>	<b>(22,720)</b>	<b>-15.9%</b>
<b>EXPENDITURES</b>								
Library Materials	127,030	42,343	40,289	44,815	2,055	4.9%	86,741	68.3%
Services and Charges	6,285	2,095	2,764	2,142	(669)	-31.9%	3,521	56.0%
Supplies	4,700	1,567	1,864	675	(298)	-19.0%	2,836	60.3%
Miscellaneous Expense	2,750	917	1,122	590	(206)	-22.4%	1,628	59.2%
Capital Outlay	2,050	683	0	564	683	100.0%	2,050	100.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>142,815</b>	<b>47,605</b>	<b>46,040</b>	<b>48,785</b>	<b>1,565</b>	<b>3.3%</b>	<b>96,775</b>	<b>67.8%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>66,166</b>	<b>74,055</b>	<b>66,371</b>	<b>7,889</b>		<b>74,055</b>	

**NOTES:**

<b>Other Revenue:</b>	<b>Charges &amp; Fines continue to exceed budget</b>		
<b>Total Revenue:</b>	<b>Budgeted revenues YTD are</b>	<b>79.66%</b>	<b>of total revenue</b>
	<b>Actual revenues YTD are</b>	<b>84.09%</b>	<b>of total revenue</b>
<b>Expenditures:</b>	<b>Materials spending continues to be less than budget.</b>		
<b>Total Expenditures:</b>	<b>Budgeted expenditures YTD are</b>	<b>33.33%</b>	<b>of total expenses</b>
	<b>Actual expenditures YTD are</b>	<b>32.24%</b>	<b>of total expenses</b>



<b>CCL Fund Balance Report</b>	<b>Balance</b>
<b>Operating Funds</b>	
001 CCL	272,163.12
043 Hankin	65,534.38
<b>Total Operating Funds</b>	<b>337,697.50</b>
<b>Reserve Funds</b>	
004 Technology Fund	268,829.26
400 Chester Cty Library Capital Reserve	82,853.17
410 Chester Cty Library Program Fund <sup>+</sup>	119,483.13
450 Hankin Library - Capital	223,054.08
451 CCL & Hankin Materials	125,610.52
<b>Total Reserve Funds</b>	<b>819,830.16</b>
<b>Grants - Friends of the Library</b>	
091 I & R Services	3,670.95
092 Multi-media	2,652.85
093 2nd Floor Improvements	7,018.88
094 Library Staff	13,027.05
095 1st Floor Improvements	12,245.62
096 Courtesy Bags	5,195.52
097 Programming	908.44
098 Circulation	125.80
099 Youth Services	3,662.55
900 Volunteer Support	5,339.72
902 Jacobs Tech Center	3,752.86
903 Capital Fund	88,271.74
<b>Total CCL Friends</b>	<b>145,871.98</b>
943 Friends of Henrietta Hankin Branch*	(1,479.82)
<b>Total Friends Funds</b>	<b>144,392.16</b>
<b>Grants and Appropriations</b>	
002 Community Foundation - Grants	16,507.51
100 CCL County Materials Fund	17,993.89
104 CCL Trust - Grants	95,488.45
109 Hankin County Materials Fund	10,043.63
132 Glaxo-Smith Kline Science in the Summer	13,997.76
<b>Total Grants and Appropriations</b>	<b>154,031.24</b>
<b>Special Funds</b>	
003 Helen Russell Memorial Fund	5,232.21
105 CCL Community Day	4,025.61
106 CCL & Hankin Museum Passes	8,633.71
107 CCL & Hankin Author Events	3,301.95
<b>Total Special Funds</b>	<b>21,193.48</b>
<b>Endowment Funds</b>	
090 Chester County Library Trust	2,277,848.48
<b>500 District Center Aid Funds</b>	<b>70,873.16</b>
<b>510 County Coordination Aid</b>	<b>263,746.35</b>
<b>TOTAL ALL FUNDS</b>	<b>4,089,612.53</b>

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

<sup>+</sup> Reduction in this fund will be reimbursed with a \$154K ARPA grant. YTD ordered is \$104k, YTD invoiced is \$69k, and we

# **CHESTER COUNTY LIBRARY MEETING ROOM USE POLICY**

Meeting rooms at the Chester County Library and its Henrietta Hankin Branch (Library) are used for Library and County purposes and are also provided to the public for cultural, civic and educational purposes. Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not constitute an endorsement of that group's policies or beliefs. Attendance at meetings is limited by order of the Fire Marshall.

Meeting rooms can be used by individuals, non-profit or for-profit organizations for private or public meetings or workshops. (See Restrictions for sales activity, membership drives, admission fees, etc.)

## **SCHEDULING AND ELIGIBILITY**

Meetings sponsored by the Library and the County will take precedence; therefore, it may be necessary in unusual circumstances to preempt the booking of another individual or organization. When this happens, the Library will contact the individual or organization as soon as possible and any rental fee will be reimbursed.

Requests for use of meeting rooms will be made through the online Room Reservation system available on the Library's website at [www.chescolibraries.org](http://www.chescolibraries.org). Room reservations are generally reviewed within 48 hours of being submitted and may be made up to three months in advance. Meeting rooms are available during regular Library hours, including weekends. One half hour before closing, programs & meetings must be concluded, room takedown be completed, and all attendees and presenters must have left the meeting room.

Walk-in and same day reservations are available for all spaces except the Robert G. Struble Room or Henrietta Hankin Branch Annex.

Submitting a room request through the online Room Reservation system signifies the individual or organization's agreement to comply with and be bound by the Library's Meeting Room Use Policy. Applicants must be age 13 or older.

An individual or organization's reservation will not be confirmed until the online room request has been approved, and the rental fee and Certificate of Insurance (if applicable) have been submitted to the Library. The individual or organization's reservation may be cancelled if payment is not received prior to use of the room. It is the responsibility of the individual or organization to notify its attendees of the cancellation.

## **FEES AND CERTIFICATE OF INSURANCE**

A fee is charged for meeting room use. The Chester County Library reserves the right to waive the fee. The small study rooms located at the Chester County Library Center are available at no charge on a walk-in basis or for a fee if you wish to reserve the space in advance.

Please see Appendix A for occupancy limits and fee schedules.

Organizations must provide a Certificate of Insurance on an annual basis. The Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds.

## **CANCELLATIONS**

In the event of an emergency or weather closing, the Library will not remain open for meeting room use and the

rental fee will be reimbursed. If the Library closes due to an emergency or weather, every effort will be made to notify the individual or organization's contact person. Closings will be posted on our website at [www.chescolibraries.org](http://www.chescolibraries.org) and on the Library's main phone numbers. It is the responsibility of the individual or organization to notify attendees of the cancellation.

In the event that an individual or organization cancels its meeting, the meeting room fee will not be reimbursed.

### **USE OF MEETING ROOMS AND PUBLICITY**

The individual or organization sponsoring the meeting must adhere to the meeting room capacity and refuse entrance when the room has reached capacity. The Library reserves the right to monitor the number of attendees to ensure that fire code regulations are observed.

Events may be held that are open public use (meetings which are open to any person, individual or group to attend) or private use (meetings that are not open to anyone to attend, ex. Employees or members of an organization).

Publicity for a meeting must clearly identify the sponsoring individual or organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting without its express permission. The Library's phone and/or fax numbers and e-mail addresses are not to be included in any publicity promoting the meeting. The individual or organization may not list the address of the Library as its official address.

Publicity for a meeting must clearly identify in which room the meeting will be held.

The Library will not publicize an individual or organization's meeting. The individual or organization may post directional signage advertising its meeting outside the meeting room during the program, locations must be approved by the Library Director, Manager or Person-In-Charge.

The meeting room doors must remain unlocked when in use.

Persons attending meetings or using Library meeting spaces are subject to all Library rules and regulations. Failure to abide by Library rules, regulations and this Policy, or to cooperate with Library staff, will result in cancellation or refusal of future room use privilege. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library services, abusive or dangerous to the building, Library materials, exhibits, furnishings or individuals in the building.

The individual or organization using a room is responsible for its own actions and that of its guests. Those using a room are cautioned that children under the age of thirteen (13) may not be left unattended in the Library.

Individuals or organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful "to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

## **RESTRICTIONS**

The following are strictly prohibited in the Library and meeting rooms: alcoholic beverages, smoking, gambling and controlled substances.

Admission fees must not be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

Meeting rooms cannot be used for private social functions (e.g. private parties, receptions, etc.), direct retail or wholesale sales activity, membership drives, fundraising, nor can admission be charged, with the exception of activities sponsored by the Library or the County.

No items may be taped, tacked or nailed to the doors, windows or walls. An individual or organization must remove any display or handout materials from the meeting room after a meeting. Literature with a business name may be provided (for attendees to pick up if desired).

Individuals or organizations may not use the emergency doors as an entrance or exit. These doors are on a 24-hour alarm and are for emergency purposes only.

Permission to use meeting rooms is not transferable to another individual or organization.

## **USE OF INTERNET**

Wireless Internet service is available in all meeting spaces.

## **FURNITURE ARRANGEMENT AND EQUIPMENT**

The Library will not set up the meeting room. Tables, chairs, & a podium may be available. Arrangements for use of these items must be made in advance through the online Room Reservation system. The individual or organization will be responsible for setting up the room for their meeting and returning it to the condition when they arrived. In the event that the room is not returned to its original setup, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

The Library has limited audiovisual equipment available. Any requested audiovisual equipment, such as microphones, sound equipment, computers, projectors or screens must be requested and confirmed in advance.

Individuals or organizations bringing in equipment (audiovisual, computers, coffee pots, etc.) for a program or event will submit, on their room request, a complete listing of such equipment. All equipment must be removed at the conclusion of the program or event.

## **FOOD AND BEVERAGES**

Those using the Meeting Room may bring refreshments. Food should not be prepared on site. Catering service, foods requiring temperature maintenance (ex. sterno warmers, etc) and delivery must be approved in advance by the Library. Individuals or organizations must provide their own coffee service or equipment. Use of the Library kitchenettes (if available) is allowed. Food/refreshments may not be carried into other parts of the building. Individuals or organizations must properly dispose of trash in the containers provided by the Library. If staff is required to cleanup after the event, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

## **PARKING FACILITIES**

Handicapped parking is available at both facilities.

## **DAMAGES**

The individual or organization making a request for use of meeting rooms assumes all responsibility for damage to Library property and for leaving the room in the same condition in which it was offered. Damage to the facility or equipment will be billed to the individual or organization responsible for the room. Any damage must be reported to the Person-In-Charge promptly.

## **DISCLAIMERS**

The Chester County Library Board of Trustees reserves the right to change this policy as necessary.

The Chester County Library, County of Chester, their employees and agents, and the Chester County Library Board of Trustees do not advocate or endorse the viewpoints of any individuals or organizations using the Library's meeting rooms.

The Library is not responsible for damage to or theft of equipment used or left in the room, including but not limited to damage by viruses to software on computers. The Library assumes no responsibility for materials left on the premises, and will not store or maintain materials or files. The Library will contact the individual or organization regarding equipment or materials to be removed. After 15 days, they will be disposed of at the discretion of the Library.

The Library reserves the right to disallow or revoke permission granted to individuals or organizations for use of the meeting rooms on a case-by-case basis if that individual or organization has previously violated these rules, or if it is believed by the Library that use of the meeting rooms will interfere with Library operations, adversely affect public safety or cause public disturbances.

Individuals or organizations which do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. If the individual or organization wishes to appeal the refusal, it may submit a letter of appeal to the Library Board.

The Chester County Library, County of Chester, their employees and agents, and the Board of Trustees shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall indemnify and hold harmless the Chester County Library, County of Chester, their employees and agents, and the Board of Trustees from any and all claims, suits, damages, losses or injuries which they may sustain, or are alleged to have sustained, while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room.

*Approved by Chester County Risk Management - February 2, 2004  
Adopted by the Chester County Library Board of Trustees- February 17, 2004  
Revised & approved by the Chester County Library Board of Trustees - May 20, 2008  
Revised & approved by the Chester County Library Board of Trustees - May 24, 2011  
Revised & approved by the Chester County Library Board of Trustees-October 15, 2013  
Revised & approved by the Chester County Library Board of Trustees May 22, 2018  
Revised & approved by the Chester County Library Board of Trustees May 14, 2019  
Revised & approved by the Chester County Library Board of Trustees June 15, 2021*

# **MEETING ROOM USE POLICY APPENDIX A: FEE SCHEDULES AND OCCUPANCY LIMITS**

Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

Organizations must provide a Certificate of Insurance on an annual basis. Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds.

## **FEES**

### **Robert G. Struble Room or Henrietta Hankin Branch Annex**

- For profit - \$100/reservation
- Non-profit or Individual - \$50/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- No walk-in use

### **M. Elizabeth Burke Meeting Room or Henrietta Hankin Branch Community Room**

- For profit - \$50/reservation
- Non-profit or Individual - \$35/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in use\* - \$15/use (up to 4 hours/use)

### **Chester County Library: Small Conference Room A, Small Conference Room B, or Small Conference Room E:**

- \$10/reservation (up to 4 hours/use)
- Frequent Use – deduct \$5/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use\* - \$5/use (up to 2 hours/use)

### **Chester County Library Small Study Room C, Small Study Room D**

- \$5/reservation (up to 4 hours use)
- Frequent Use – deduct \$2.50/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use\* – No charge (up to 2 hours use)

### **Henrietta Hankin Branch: Small Conference Room A, Small Conference Room B, or Annex Room A**

- \$10/reservation (up to 4 hours/use)
- Frequent Use – deduct \$5/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in use\* - \$5/use (up to 2 hours/use)

\* User will need to check in at the Reference Desk, at which time staff will determine room availability and arrange for payment. Technology Equipment is not available for Walk-in use.

Occupancy limits for each room are on next page.

## **OCCUPANCY LIMITS**

### **CHESTER COUNTY LIBRARY**

#### **Robert G. Struble Room**

- maximum 120 persons - no chairs/tables
- maximum 100 persons - chairs only (theater style)
- maximum 48 persons - seated on 1 side of table (classroom style)
- maximum 72 persons - seated on 2 sides of table (banquet style)
- maximum 27 persons – seated on 1 side U tables
- maximum 54 persons – seated on 2 sides U tables

#### **M. Elizabeth Burke Meeting Room**

- maximum 20 persons – 20 chairs seated around 1 table

#### **Small Conference Rooms A, B**

- maximum 4 persons

#### **Study Rooms C & D**

- maximum 2 persons

#### **Small Conference Room E**

- Maximum 6 persons

### **HENRIETTA HANKIN BRANCH LIBRARY**

#### **Henrietta Hankin Branch Annex**

- maximum 140 persons – no chairs/tables
- maximum 100 persons – chairs only (theater style)
- maximum 48 persons – seated on 1 side of table (classroom style)
- maximum 72 persons – seated on 2 sides of table (banquet style)
- maximum 27 persons – seated on 1 side of U tables
- maximum 54 persons – seated on 2 sides of U tables

#### **Henrietta Hankin Branch Community Room**

- maximum 65 persons - no chairs/tables
- maximum 48 persons - chairs only (theater style)
- maximum 12 persons - seated on 1 side of table (classroom style)
- maximum 24 persons - seated on 2 sides of table (banquet style)
- maximum 14 persons – seated on 1 side U tables
- maximum 18 persons – seated on 2 sides U tables

#### **Small Conference Room A**

- maximum 8 persons

#### **Small Conference Room B**

- maximum 6 persons

#### **Annex Room A**

- maximum 8 persons



PO Box 652  
 Exton, PA 19341  
 610-363-9400  
 firstresourcebank.com

JUN 13 2022



DATE	6/06/22
ACCOUNT	XXXXX6210
MATURITY VALUE	\$111,050.14
MATURITY DATE	6/20/22
NEW MATURITY DATE	6/20/23
TERM	12M

\*\*\*\*\*AUTO\*\*MIXED AADC 07099  
 559 0.5070 MB 0.485 3 15 9  
 CHESTER COUNTY LIBRARY  
 450 EXTON SQUARE PARKWAY  
 EXTON PA 19341-2458

We are pleased to advise you that your CD account shown above will renew at the same term if not redeemed within 10 days after the maturity date. Please call us at (610) 363-9400 on or after 6/20/22 for renewal rates.





## Deposit Rate Sheet

Rates Effective: June 1, 2022

Product	Interest Rate	APY <sup>1</sup>
Personal Interest Checking	0.05%	0.05%
Business Interest Checking	0.05%	0.05%
Diamond Club Checking	0.10%	0.10%
IOLTA	1.00%	1.00%
Money Market:		
\$0-\$24,999.99	0.15%	0.15%
\$25,000-\$49,999.99	0.20%	0.20%
\$50,000-\$74,999.99	0.25%	0.25%
\$75,000-\$99,999.99	0.30%	0.30%
\$100,000 and over	0.30%	0.30%
Certificates of Deposit and IRAs: <sup>2</sup>		
3 months	0.15%	0.15%
6 months	0.25%	0.25%
9 months	0.30%	0.30%
12 months	0.35%	0.35%
15 months	0.35%	0.35%
<b>16 months</b>	<b>1.49%</b>	<b>1.50%</b>
18 months	0.50%	0.50%
24 months	0.75%	0.75%
30 months	0.35%	0.35%
36 months	0.35%	0.35%
48 months	0.35%	0.35%
60 months	1.24%	1.25%

<sup>1</sup> APY – Annual Percentage Yield. Interest rates are subject to change.

<sup>2</sup> \$500 minimum to open. \$500 minimum to earn APY. Early withdrawal penalty may apply.