

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

AGENDA

<https://us06web.zoom.us/j/84961446587?pwd=dDdYL29NZnlVMURsSCsrYk1HQmtnUT09>

CALL TO ORDER, 9:00 AM (Virtual/Oxford Library)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of June 21, 2022 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 12)

FINANCIAL STATEMENTS

- June 2022 Exton and Hankin Financial Statements (p.15)

FOR INFORMATION/DISCUSSION

FOR APPROVAL

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
 - Institutional Advancement
 - Executive
 - Policy
 - Finance
 - Strategic Planning & Facilities
 - Governance
- Visitor's Comments

Upcoming Events

Tuesday, August 9, 2022 S DLM and SAC Meeting, CCL Struble Room
Tuesday, August 16, 2022 8:30 AM – CCLS Board Meeting, Virtual / Coatesville Area Public Library

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: SPRING CITY PUBLIC LIBRARY / VIRTUAL
JUNE 21, 2022**

Board Members Present

JoAnn Weinberger, President; Kathleen Pearse, Vice President; Bill Connor, Richard Hankin, Michael Skay

Board Members Excused

Lisa Ionata, Treasurer; Brian Taylor, Secretary

CCL Staff Present

Mary Gazdik, Director, Chester County Library and District Center; Meghan Lynch, Branch Manager, Henrietta Hankin Branch, CCL; April Nickel, Youth Services Manager, CCL; Kelly Quigg, Reference Librarian (Community Engagement), CCL

Others Present

Joe Sherwood, Executive Director, CCLS; Lauren Harshaw, Continuing Education and Advocacy Coordinator, CCLS; Monique Kolb Public Relations/Graphic Specialist, CCLS; Agatha Lyons, District Consultant, CCLS; Vicky Brown, Finance Office, Chester County; & Maureen Crawford, Administrative Assistant

CALL TO ORDER: 9:40 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

On motion made by Richard Hankin, seconded by Michael Skay, the May 2022 Exton and Hankin Financial Statements were unanimously approved and filed for audit.

FOR INFORMATION/DISCUSSION

FOR APPROVAL

CCL Website Redesign

Mary and Jenna have sent the RFPs out for the CCL Website redesign. The proposals are due back June 27th. The estimated cost is \$30,000. The last update to the Website was in 2013/2014 at a cost of

approximately \$18,000. The CCL Website currently cannot be updated as the version is no longer supported.

On a motion made by Bill Connor and seconded by Kathy Pearce, the total of \$30,000 including \$3,000 that was left from the budget for the Website Redesign was approved.

Meeting Rooms Policy Change

The Meeting Room Policy was updated to include the new Small Conference Rooms at Chester County Library. The new policy will also make the Fee Schedule consistent between Chester County Library and Henrietta Hankin. The age was changed to allow teenagers to reserve rooms. The changes also include the Fee Schedule to include the new rooms at CCL. The small study rooms at CCL will be available for a small fee if reserved and there will be no charge for walk-ins.

On a motion made by Bill Connor and seconded by Michael Skay, the updated Meeting Room Policy was unanimously approved.

Drag Queen Bingo Outreach Program

Kelly Quigg discussed the Drag Queen Bingo Outreach Program which is planned for September 15, 2022. The event will be held at the Stolen Sun Brew House and will be held during Library Card Sign Up Month and Banned Books Month. The owner will provide the Bingo Supplies and offer the space at no charge. The Drag Queen who will host will charge \$200.00. Kelly also reached out to the Friends to provide gift baskets to raffle off as well as provide information on the Friends' group. The Chester County LGBT Equality Alliance would be invited to participate. The outreach program supports the Library's mission by having information about getting a library card, a table with information about becoming a Friend of CCL or HH. Vicky Brown asked about the liability insurance. The insurance should be provided by the venue, but Kelly will confirm that the business will have the coverage. The approval for the Drag Queen Bingo Outreach Program will be presented next month so the Board will have the updates on insurance and Friends' Support. JoAnn thanked Kelly for all of her work on the Legislative Outreach program.

First Resource Bank

The First Resource Bank Certificate of Deposit in the amount of \$111,050.14 is up for renewal. New terms available are for 16 months at 1.49% interest at First Resource Bank.

On a motion made by Richard Hankin and seconded by Kathy Pearce, the motion to roll the First Resource CD over for 16 months at a rate of 1.5% interest was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report

- JoAnn is pleased that the Board's Google Drive has been set up and the Board will have access to shared documents. Maureen will add the documents.

Chester County Library Director's Report

- The OIC has moved to the 1st floor due to the redesign.

- Staff reported being happy with the increases in salary due to the salary restructuring.
- Mary applied for the ALA Judith F. Krug Memorial Fund Programming Grant for Banned Books Week. The theme for 2022 is Books Unite Us: Censorship Divides Us. Mary received notice the grant was not approved.
- Mary was selected to be reviewer for the PLA Digital Literacy Workshop grant applications.
- 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 are needed first.
- Programming is being planned for future events.

Branch Manager's Report

- Door counts were down slightly from April to May 2022; however, we are up 38% over May of 2021.
- 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. Meghan gathered quotes from multiple vendors and is working on gathering additional information regarding installation timelines before making a final recommendation.
- Working on hiring for the Circulation Manager position.
- Sheila Sharkey is retiring from the Circulation/Processing Department at the end of June.
- Programs – Held a program on Human Trafficking led to a collaboration between the CCLS and the Chester County Sheriff's office. The program was 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 most libraries in Chester County.
- Adult Summer Reading program is going well. Between CCL and HHB there are 130 people signed up.
- The number of participants in the Youth Summer Reading program is already higher than last year's total.

Friends' Report:

Chester County Library Friends – Mary met with David to go over the requests from Staff

Henrietta Hankin Friends – may open the back-Nook spot. Excited to work on the Drag Queen Bingo Program.

Committee Updates

Funding Task Force

No update

Institutional Advancement Committee

Niki is working on the video. There will be a full day of filming. Will present at the next meeting. Advocacy with the Municipalities and Townships has been very positive.

Policy Committee

The Meeting Room Policy was updated and approved.

Strategic Planning and Facilities

No update

Technology

No update

Executive Committee

No update

Finance Committee

No update

Governance Committee

No update

Visitors' Comments

Julie will be providing a tour and history of the Library following the meeting.

The meeting was adjourned at 9:42 AM.

Approved July 19, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library
DATE: July 13, 2022
RE: Report to the Board on the Chester County Library Center, June 22 — July 19, 2022

- **Building update-Peter Greulich**

- HVAC Issues:
 - Diversified Refrigeration replaced the motor belts on all CCL rooftop units.
 - A sensor controller on unit #4 was repaired.
- The ground fault circuit interrupter receptacle on the East side of CCL was replaced. This will allow use of electrical equipment outside without having to run extension cords from the front entrance.
- Yearly preventative maintenance was completed on the diesel generators at both libraries.
- First Floor Redesign:
 - We are still awaiting a date for installation of the sound dampening acoustical tiles in the small meeting and study rooms.
 - The replacement end panels have arrived and we are awaiting a date for them to be installed.
 - One of the new light fixtures has shipped with the other 2 not expected to ship until September. They will not be installed until all have arrived.
 - Electrical Contractor was back out to go over some issues/concerns.
- Parking Lot & Landscaping Project
 - The project is scheduled to begin July 18th and run through mid-September.
 - Landscaping and parking lot work will be completed simultaneously.
 - Publicity has gone out to alert the public of the upcoming closure of the parking lot.
 - We are working with the Contractor for relocation of the Bookdrops (note – there will be no drive-up access) and ensuring patron access to the facility.

- Departmental Reports
 - **Circulation Department—Barbara Bailey**
 - Use of combined contactless checkout services at CCL & Hankin increased significantly with an overall increase of 60%. Express Lane & Self check-outs through the mobile app saw the biggest increase.
 - Regular checkouts also increased significantly, coming in at almost 90% of total for Feb. 2020. This is our highest monthly check-out since that date.

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	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin	Total	+/- %
May	8394	1868	375	23	39	174	175	11647	
June	13834	2775	389	29	25	374	245	17671	+60%

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

CCL	Door: Feb 2020	Door: June 2022	Checkouts: Feb 2020	Checkouts: June 2022	Holds Filled: Feb 2020	Holds Filled: June 2022	Library Cards: Feb 2020	Library Cards: June 2022
Counts	36583	n/a	46543	41275	13849	14064	489	542
% +/-		n/a		-11%		+1.5%		+10%

- **Jacobs Technology Center (JTC)—Sara Lim Harden**
 - Sara and the staff worked together to submit an application to participate in the PA Forward Virtual Program Collection. The program was selected and awarded a stipend of \$1000 for the “Guess the 3D Print” program. Three events are scheduled to be recorded, the best video will be sent to PaLA and made available on Niche Academy.
 - Interviews for the three open positions have concluded. It is expected that two candidates will be approved at the July 14th Commissioner’s meeting and the third at the August meeting.
 - In June we had...
 - 6 3D print requests, taking 68 machine hours and 598 grams of material (\$24 in materials fees collected)
 - 5 digitization requests, for 65 total pieces of media, taking 51.5 hours to convert.
 - \$22.50 in fees were collected to complete requests for other services.
- **Multimedia Department—Stephanie Sharon-Missanelli**
 - OverDrive mid-year statistics
 - We are on track to possibly hit 1 million digital checkouts this year
 - Checkouts from January through June—480,000

- July, August & December are generally our highest checkout months over the past few years.
 - So far 2022 unique users have almost reached the level of 2021
 - Unique users from January through June—23,680
 - Unique users from January through December 2021—27,187
- ARP LSTA Grant
 - \$140,500 has been sent so far on holds, EDI titles, and kids and young adult titles.
 - All spending will be complete by mid-July.
- **Public Relations/Graphics—Monique Kolb**
 - All departments are requested to submit monthly suggestions and communications for programming.
 - Graphics:
 - For the month of June 104 graphic orders and 34,715 copies were completed.
 - CCL/HH Annual Report is finalized and ready to be printed. Copies will be sent to CCL/HH's 11 townships/municipalities, the County and admin staff.
 - Created posters/flyers and social media campaign for the parking lot construction project.
 - Updated all large and mini-screens at Exton with the latest event information.
 - Emma created suggested Spotify playlists for certain books and we will have stickers on them with a barcode to scan and have a display created with this new 'service' in the lobby in August.
 - PR:
 - Promoted Lions Club donation for accessible equipment on social media and in a press release.
 - Working on PA Forward Gold Star Status recertification.
 - Working on Library Card Signup Month Campaign for September.
 - Working with Kelly Quigg to promote all Community Engagement events.
 - Adult Programs:
 - Mike Ivankovich's program "My Kids Don't Want It..." was a popular program with many of the attendees asking for more programs like this.
 - Classic movie trivia and "Yin Yoga with Heather" continue to be popular programs with attendance continuing to grow.
 - Pam is finalizing the remainder of the summer programs and lining up programs to be in person starting in the fall.
 - The "NASA Artemis Return to the Moon" program was popular. The speaker, Don Miller, NASA Solar System Ambassador is scheduled to return with another program in July.

- **Reference—Melissa Kohl**
 - Adult Summer Reading is underway! 216 adults have registered so far.
 - Sam Bardarik is leading the planning effort for a Career Day at CCL for adults and young adults in need of information and practice on key elements of searching and interviewing for employment. The idea for the event originated from the Community Engagement Committee’s discussions and is slated to be held this fall.
 - Jamie Claxton continues to lead the Innovative Ideas Committee, now equipped with a new panel of staff members. The committee held its first meeting and discussed six new ideas.

- **Technical Services—Jenna Persick**
 - Website Redesign
 - 4 proposals were received.
 - The committee is currently evaluating the proposals.
 - I continue to order and distribute the leased books. We are in our first full year of the program. As of 6/30, our leased books have 10,269 checkouts system-wide (of that CC has 794 and HH has 778).
 - CCL Technical Services is now handling the receiving, cataloging (including adding items), and physical processing of Hankin Branch materials.

- **Volunteers—Susan Walraed**
 - Twenty-one 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:
 - June Library Volunteers – 761
 - 2022 Yearly Library Total – 3604.25
 - June Friends of Chester County Library – 138.75
 - June Friends of Henrietta Hankin Branch Library – 12
 - Yearly Friends (HH & CCL) Total – 1098.5
 - Total Library/Friends Volunteer Library Hours served 2022 combined – 4703.25

- **Youth Services—submitted by April Nickel**
 - CCL is in week 6 of the summer reading program. Currently we have just over 2,000 children and teens registered. Attendance at most programs is high, but irregular.
 - Science in the Summer has been running smoothly at all libraries. CCL hosts 7/15-16.
 - April is working with Laura Harbidge from the Chester County Health Department to set up a story time to read “Andre’s Armor”, a book about vaccination for National Immunization Month in August. The program will be a virtual author reading. Libraries will be receiving copies of the book in English, Spanish & Portuguese.
 - April is working with students of FIRST Robotics Competition Team 1640 Sab-BOT-age. The students & an adult mentor will be co-hosting with Youth Services a hands-on

STEAM workshop as part of their community service. Hankin is also hosting the same program.

- April has applied for 2,000 Eclipse Glasses through STARnet's SEAL (Solar Eclipse Activities for Libraries) Initiative for the 2023 & 2024 eclipses.
- Several staff members in the department have moved into new positions or made lateral transfers in the department. There are openings for a full time Library Assistant, part-time Librarian and several part-time Library Assistants.

Committee Reports:

- **Community Engagement Leadership Team:**
 - Staff will be attending Exton Community Day on July 16th.
 - We received approval from the county to hold two county-sponsored blood drives for county employees to attend. They will take place in August & October.
 - The 2nd round of Township Meeting presentations will begin in August. The makerspaces & Library Card Sign-up Month will be highlighted at these meetings. Makerspace staff are working on a 3D printed and CNC Milled version of a book page holder for these presentations.
 - The team is still researching a potential social worker program for the libraries. We recently met with Katrina Mink, program coordinator for the Allegheny County Library Association, who shared information about their program.
- **The Incident Response Plan Coordination Team:**
 - Person-in-Charge Meeting scheduled for July 13th
 - The team met with CCLS Training Coordinator, CCL Building Supervisor, and CCL Director—follow-up action items include panic alarm replacements, active shooter training for staff, test schedule for walkie talkies and training for guards.
- **XYZ Committee:** Crime Spree themed programs highlights include Digital True Crime Trivia and a virtual program with the True Crime Librarian podcast host. The Make-n-Take Craft for June was Pride Rainbow Kits prepared by the JTC staff.

Director's Notes

- My Core Forum 2022 session proposal, "Build a Better Book-Adding Meaning to Making in Libraries" has been accepted. I will be presenting with Laura Kuchmay from Middletown Free Library. Plans for Build a Better Book at CCL & Hankin will be part of the presentation. The Forum takes place in Salt Lake City from October 13th-15th.
- OIC's submission for the PaLA Adult Program awards was not the winner but the program will be included on PA Forward Commons website.
- The STEM grant application for the project "Build a Better Book, Build a Better Game, Make a Better Community" has been submitted. Awardees will be announced by August 5th.
- The Lions Club presented their donation in the amount of \$3500 to Jamie Claxton & myself for the OrCam MyEye, a wearable smart device that reads text, recognizes faces and more.
- Lauren Harshaw & I have been working on staff appreciation. We have purchased a grill for a staff picnic in August as well as a picnic table & umbrella. With Peter's help we have set up the

tables in the grassy area in the staff parking lot adjacent to the park for staff to enjoy during the nice weather.

- The county has provided us with a guard who is here Mondays-Thursdays from 4-8pm. We do not currently have a weekend guard, but as new staff are hired in Emergency Services, they will work on providing someone for the weekends.

Meetings & Trainings Attended

- 6/22 Social Work Program Information meeting with Katrina Mink at Allegheny County Library Association
- 6/23 CCLS Website Review Committee
Library Guard Introduction Meeting
- 6/27 County Key Department Heads Meeting-Recruitment HR & Emergency Services Heads
- 6/28 Lions Club Donation Photo Shoot
2023 County Budget Guidelines Meeting
- 6/30 Symposium on Library Services for the LGBTQIA+ Community
- 7/1 Parking Lot Pre-Construction Meeting
- 7/5 Community Engagement Leadership Meeting
Makerspace expansion planning
Website Redesign Meeting
- 7/6 Meeting with Joe, Meghan & Friends Leadership
- 7/6 English Learner Expo @ CCIU
- 7/7 IRP Emergency Planning Items
ALA Office of Intellectual Freedom Meeting
- 7/8 Meeting with CofCo Group at Hankin
- 7/12 District Librarian's Meeting
Notetaker for Where Intellectual Freedom & Social Just Meet Freedom to Read Foundation
- 7/13 Public Services Staff Meeting
CCL/HH PIC Meeting
- 7/14 Topping Off Ceremony at Kennett Library
EDI Committee Meeting
- 7/16 Exton Community Day
- 7/18 Website Redesign Proposal Review
- 7/19 CCLS/CCL Board Meeting at Oxford Library
Community Engagement Committee Meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: July 11, 2022
RE: Report to the Board on the Henrietta Hankin Branch, June 21—July 19, 2022

- Building update
 - Peter and I met with a rep from one of the vendors we're considering for the outdoor book locker to evaluate the site.
 - In the last month Peter has...
 - Coordinated the annual generator maintenance, which included replacing the display panel.
 - Replaced several light fixture ballasts, bulbs, and damaged ceiling tiles
 - Communicated with the Protection Bureau about upgrading the panic buttons to avoid false alarms
 - Cleared the roof drains to fend off leaks
 - Installed a combination water bottle filler/water fountain
 - Moved the Large Type shelves to allow us to create a work area outside the Makerspace
- Door counts were up by over 10% from May to June and were up nearly 20% over June of 2021.
- Meeting Room usage in June was up, with 28 patron bookings for a total of 89.3 hours.
- Total circulation also increased by nearly 15% in June. Curbside pickups continued to decline. Our subscription to the curbside management software expired at the end of June, so we've developed new procedures to continue to be able to offer the service until our outdoor book locker is installed.
- We have selected a candidate to fill the vacant Circulation manager position and she has accepted our offer. She is on the agenda for approval at the July 14 Commissioners meeting.
- With the recent staff changes in Circ and after taking a look at what we do through the lens of the position description revision project, Mary, Jenna, and I agreed to move the majority of our processing responsibilities down to CCL. The staff that had formerly worked on processing at the Hankin Branch will be taking on new roles in helping the Circulation department and the Makerspace running smoothly.
- We will be holding a Makerspace Grand Opening on Thursday, July 21 3-6 p.m. to help promote the Makerspace. The event will feature activities, demonstrations of the equipment, and light refreshments.
- Reference
 - In June we held 9 virtual programs, 10 in person programs, 2 hybrid programs, and 2 passive programs for adults. Notable June programs included a family tie dye "party" with 33 attendees and a hybrid "History of the PA Turnpike" program with 23 attendees, presented by the Boyertown Museum of Historic Vehicles.
 - We are offering a series of programs in partnership with PBS books and WETA. They provide a approx. 30 minute "screener" of a documentary that is currently or soon airing on PBS and we

coordinate local experts to lead a discussion around the topic. Our first one was held on June 29th and featured Ken Burn's new film *Benjamin Franklin* followed by a guided discussion led by a historical interpreter dressed as Franklin himself. The next one is scheduled for August 4th and will feature the documentary *Hiding in Plain Sight: Youth Mental Illness* and feature a panel discussion with four local mental health care providers. We hope to be approved by PBS to offer programs around their upcoming documentaries *The U.S. and the Holocaust* and *Making Black America* for fall and winter programming

- The Adult Summer Reading program kicked off on June 6th. As of July 12th, there are 114 participants registered to participate at the Hankin Branch.
- Youth Services
 - Signups for Summer Reading began on June 1st. As of July 11th, we have registered 445 kids aged PreK-5th grade and 147 teens.
 - Science in the Summer will be held on July 18-19.
 - 289 children 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. We are currently offering a nature scavenger hunt that kids take home to complete and return to the library by the end of July.
 - Summer reading programming began the week of June 19th. Notable children's programs have included "Pirates Lost at Sea" presented by Talewise (53 attendees), Hankineers (25 attendees), and Preschool Play (17 attendees.)
 - Summer Reading programs for teens have included a Teen Maker Squad program that introduced teens to the equipment available in the Makerspace (16 attendees), and a Repurposed Crafts program (17 attendees.)

Meetings & Trainings Attended

6/21	CCLS/CCL Board meetings Community Engagement Committee meeting
6/22	Social Worker Program Informational meeting
6/23	Reference Staff meeting
6/27	Meetings about library signage and changes in processing procedures
6/30	Retirement celebration for Sheila Sharkey
7/4	Library closed for Fourth of July
7/5	Meeting with Pitney Bowes re: book lockers Community Engagement Leadership committee meeting Makerspace planning meeting Website redesign meeting
7/6	Meeting with CCL and HHB Friends HHB Friends Board meeting
7/7	IRP Emergency planning meeting Meeting with ALA Office of Intellectual Freedom Meeting with local girl scout hoping to complete her Gold project at the library
7/8	Pitney Bowes site visit re: outdoor book locker Meeting with COFCO reps re: library furniture
7/11	Job Success Fair planning meeting
7/12	District Librarians meeting
7/13	Public Service staff meeting

7/14 PIC meeting
7/14 EDI committee meeting
7/18 Website redesign committee meeting
7/19 CCLS/CCL Board meetings
7/19 Community Engagement Committee meeting
7/19 Youth Services staff meeting

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING June 30,2022**

	<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	1,189,881	1,210,904	1,184,455	(21,024)	-1.8%	1,367,171	53.0%
Wages	649,006	299,541	262,391	262,009	37,150	12.4%	386,615	59.6%
Fringe Benefits	1,168,501	584,251	534,621	529,225	49,629	8.5%	633,880	54.2%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,395,582	2,073,673	2,007,917	1,975,689	65,756	3.2%	2,387,665	54.3%
LIBRARY MATERIALS	70,000	35,000	52,500	35,000	(17,500)	-50.0%	17,500	25.0%
CORE EXPENDITURES								
Materials and Services	120,840	60,420	48,765	91,870	11,655	19.3%	72,075	59.6%
Insurance	18,390	9,195	9,195	8,755	0	0.0%	9,195	50.0%
Maintenance - Buildings & Grounds	70,385	35,193	11,294	17,714	23,899	67.9%	59,091	84.0%
Utilities	97,520	48,760	43,341	35,887	5,419	11.1%	54,179	55.6%
Vehicle Expense	44,486	22,243	20,781	16,951	1,462	6.6%	23,705	53.3%
Security Costs	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL CORE EXPENDITURES	351,621	175,811	133,375	171,177	42,435	24.1%	235,746	67.0%
INDIRECT COSTS	558,534	279,267	279,270	326,340	(3)	0.0%	279,264	50.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,375,737	2,563,750	2,473,062	2,508,206	90,688	3.5%	2,902,675	54.0%

Notes:

Personnel Services: Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies

Library Materials: Over due to timing

Core Expenditures: Utilities - under due to one-month lag on PECO Bills
Buildings & Grounds - under partially due to timing of contract renewals

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 47.69% of total budget
Actual expenditures YTD are 46.00% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING June 30,2022**

	<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	205,879	231,037	190,493	(25,158)	-12.2%	215,036	48.2%
Wages	176,442	81,435	97,724	77,353	(16,289)	-20.0%	78,718	44.6%
Fringe Benefits	234,448	117,224	117,283	105,516	(60)	-0.1%	117,165	50.0%
TOTAL PERSONNEL SERVICES	856,963	404,538	446,045	373,362	(41,507)	-10.3%	410,918	48.0%
LIBRARY MATERIALS	20,000	10,000	15,000	10,000	(5,000)	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	67,630	33,815	16,692	16,710	17,123	50.6%	50,938	75.3%
Insurance	6,325	3,162	3,162	2,980	0	0.0%	3,163	50.0%
Maintenance - Buildings & Grounds	64,899	32,450	20,680	49,454	11,770	36.3%	44,220	68.1%
Utilities	46,380	23,190	20,772	19,783	2,418	10.4%	25,608	55.2%
TOTAL CORE EXPENDITURES	185,234	92,617	61,306	88,928	26,310	28.4%	128,928	69.6%
INDIRECT COSTS	215,785	107,893	107,880	82,530	12	0.0%	107,905	50.0%
CAPITAL OUTLAY	0	0	0	3,348	0	0.0%	0	#DIV/0!
TOTAL BUDGET	1,277,982	615,047	630,231	558,167	-20,184	-3.3%	647,751	50.7%

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 48.13% of total budget
Actual expenditures YTD are 49.31% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING June 30,2022**

	<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	9,500	0	0.0%	0	0.0%
Charges	38,550	19,275	19,866	33,702	591	3.1%	(18,684)	-48.5%
Fines and Overdues	60,000	30,000	37,574	31,458	7,574	25.2%	(22,426)	-37.4%
Interest	500	250	404	356	154	61.4%	(96)	-19.3%
Donations and Fundraisers	7,600	3,800	6,668	2,582	2,868	75.5%	(932)	-12.3%
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	57	85	3,665	28	47.9%	(30)	-26.1%
TOTAL OTHER REVENUE	195,765	107,382	118,597	116,263	11,215	10.4%	(77,168)	-39.4%
TOTAL REVENUE	1,697,832	1,609,448	1,620,664	1,618,329	11,216	0.7%	(77,167)	-4.5%
EXPENDITURES								
Library Materials	405,713	201,510	143,873	138,627	57,637	28.6%	261,840	64.5%
Services and Charges	78,184	37,567	30,764	18,393	6,803	18.1%	47,420	60.7%
Supplies	25,000	12,500	9,975	7,808	2,525	20.2%	15,025	60.1%
Miscellaneous	23,540	11,770	7,080	5,730	4,690	39.8%	16,460	69.9%
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	5,399	6,060	4,181	(661)	-12.2%	4,738	43.9%
TOTAL EXPENDITURES	1,697,832	1,423,343	1,352,349	1,324,097	70,994	5.0%	345,483	20.3%
REVENUE OVER EXPENDITURES	0	186,106	268,315	294,232	82,210		268,315	

NOTES:

Other Revenue:	Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	94.79%	of total revenue
	Actual revenues YTD are	95.45%	of total revenue
Expenditures:	Materials continues to be less than budget. Capital Outlay overage is timing.		
Total Expenditures:	Budgeted expenditures YTD are	83.83%	of total expenses
	Actual expenditures YTD are	79.65%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING June 30,2022**

	<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	3,625	5,000	0	1,375	0.0%	(2,250)	-31.0%
Charges	9,825	4,912	7,903	8,249	2,991	60.9%	(1,922)	-19.6%
Fines and Overdues	18,700	9,350	12,860	8,734	3,510	37.5%	(5,840)	-31.2%
Interest	35	18	37	29	20	112.8%	2	6.5%
Donations	0	0	1,503	498	1,503	#DIV/0!	1,503	15034200.0%
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	3	45	825	43	1694.8%	40	804.6%
TOTAL OTHER REVENUE	55,815	27,907	37,350	28,336	9,442	33.8%	(18,465)	-33.1%
TOTAL REVENUE	142,815	114,907	124,350	118,336	9,442	8.2%	(18,465)	-12.9%
EXPENDITURES								
Library Materials	127,030	63,515	53,591	55,139	9,924	15.6%	73,439	57.8%
Services and Charges	6,285	3,143	2,941	2,346	202	6.4%	3,344	53.2%
Supplies	4,700	2,350	1,897	857	453	19.3%	2,803	59.6%
Miscellaneous Expense	2,750	1,375	1,351	834	24	1.7%	1,399	50.9%
Capital Outlay	2,050	1,025	382	564	643	62.7%	1,668	81.4%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	71,408	60,163	59,740	11,245	15.7%	82,652	57.9%
REVENUE OVER EXPENDITURES	0	43,500	64,187	58,595	20,687		64,187	

NOTES:

Other Revenue:	Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	80.46%	of total revenue
	Actual revenues YTD are	87.07%	of total revenue
Expenditures:	Materials spending continues to be less than budget.		
Total Expenditures:	Budgeted expenditures YTD are	50.00%	of total expenses
	Actual expenditures YTD are	42.13%	of total expenses

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	257,622.11
043 Hankin	60,776.63
Total Operating Funds	318,398.74
Reserve Funds	
004 Technology Fund	268,938.60
400 Chester Cty Library Capital Reserve	82,886.87
410 Chester Cty Library Program Fund ⁺	74,485.35
450 Hankin Library - Capital	223,144.80
451 CCL & Hankin Materials	125,661.61
Total Reserve Funds	775,117.23
Grants - Friends of the Library	
091 I & R Services	3,472.42
092 Multi-media	2,653.95
093 2nd Floor Improvements	7,021.73
094 Library Staff	13,032.35
095 1st Floor Improvements	12,250.60
096 Courtesy Bags	5,268.15
097 Programming	908.80
098 Circulation	125.84
099 Youth Services	3,664.04
900 Volunteer Support	5,341.90
902 Jacobs Tech Center	3,683.25
903 Capital Fund	88,307.64
Total CCL Friends	145,730.67
943 Friends of Henrietta Hankin Branch*	(3,011.14)
Total Friends Funds	142,719.53
Grants and Appropriations	
002 Community Foundation - Grants	16,514.23
100 CCL County Materials Fund	14,818.13
104 CCL Trust - Grants	74,654.61
109 Hankin County Materials Fund	4,932.99
132 Glaxo-Smith Kline Science in the Summer	14,002.18
Total Grants and Appropriations	124,922.14
Special Funds	
003 Helen Russell Memorial Fund	5,234.33
105 CCL Community Day	4,027.25
106 CCL & Hankin Museum Passes	8,675.98
107 CCL & Hankin Author Events	3,303.29
Total Special Funds	21,240.85
Endowment Funds	
090 Chester County Library Trust	2,289,848.48
500 District Center Aid Funds¹	-
510 County Coordination Aid	235,930.30
TOTAL ALL FUNDS	<u>3,908,177.27</u>

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

⁺ Reduction in this fund will be reimbursed with a \$154K ARPA grant. YTD ordered is \$114k, YTD invoiced is \$114k, and we have requested reimbursement for \$114k so far.

¹All funds for the fiscal year have been expended