

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
TUESDAY OCTOBER 25TH, 2022

AGENDA

Zoom Link:

<https://us06web.zoom.us/j/86356111611?pwd=ZStkeDhyeGN3UGhJZXhUQTg1T3pYZz09>

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

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of August 16, 2022 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 12)

FINANCIAL STATEMENTS

- September 30, 2022 Exton and Hankin Financial Statements (p. 14)

FOR APPROVAL

- Appointment of Nominations Committee

FOR INFORMATION/DISCUSSION

- Tredyffrin Public Library comments (tour following the meeting)

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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PUBLIC COMMENTS

Upcoming Events

Tuesday November 1st, 5:30pm, SAC / DLM meeting, Zoom
Saturday November 5th, Trustee Orientation, CCL Struble Room

Tuesday, November 15th, 9:00 AM – CCL Board Meeting,
Chester County Library, Betty Burke Meeting Room/Virtual

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: CHESTER COUNTY LIBRARY / VIRTUAL
SEPTEMBER 20, 2022**

Board Members Present

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

Board Members Excused

Kathy Pearse, Vice President; Bill Connor

CCL Staff Present:

Mary Gazdik, Director, Chester County Library and District Center; Meghan Lynch, Branch Manager, Henrietta Hankin Branch

Other Staff Present:

Joseph Sherwood, Executive Director; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Rebecca Peck, Finance Manager; Monique Kolb, Public Relations/Graphic Specialist; Vickie Brown, Finance Office, Chester County

CALL TO ORDER: 9:32 AM

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

Chester County Library & Hankin Branch Financial Statements

Rebecca noted that the County annual budget for Exton has changed due to a budget amendment that went through for \$7,000 in March. The County is also trying to figure out how they are going to charge Exton for security, but the money (\$30,000) has been budgeted for it. Joe has reached out to emergency services and Vickie Brown said that she talked to the fiscal manager and she said she was going to work on it. Charges and fines continue to exceed budget, which Rebecca noted is a good thing. A budget presentation was made to the County and there were changes due to the salary adjustments. Lisa commented that spending for library materials is a little more behind than usual and wanted to make sure everyone is aware and planning to get that spent for state requirements.

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

FOR APPROVAL

Board Officer changes: Kathy Pearse is currently unable to attend meetings and participate, so Richard is willing to become an interim Vice President of the board until 1/1/23. Kathy does not plan to resign from the Board.

On motion made by Brian Taylor, seconded by Michael Skay, the proposed Officer changes were accepted.

FOR INFORMATION/DISCUSSION

CCL Department/Service Presentation

Remy Way from the Jacobs Technology Center (JTC) and Makerspace gave an overview of the services offered to patrons. They provide both hands-off services such as digitization and 3D printing, as well as lend out various STEM and tinkering kits. They have plans to expand the Makerspace and will be acquiring some new kits and equipment as part of that. They have also formed partnerships with organizations like TechOWL to provide assistive technology devices. Mary added that they received a grant from PaLA for their "Guess the 3D print" program. JoAnn asked if there were any concerns about exceeding capacity with requests for the free digitization services and Remy said it has not become an issue yet, but they could potentially get another digitization machine if needed. Richard asked how the Makerspace is funded and Mary replied that some money has come from the Friends and they are working with the Trust to fund the expansion. Joe added that a LSTA grant provided the original funding to start the Makerspace. Hankin and Exton are working together to ensure the Makerspaces complement each other. JoAnn encouraged finding ways to promote the services being offered to the public, as well as notify our Legislators. Niki replied that she would be happy to work with the JTC to market their services on social media, the website, and the newsletters they sound out to the townships.

REPORTS/CORRESPONDENCE

President's Report

JoAnn and Joe met with Bobby Kagel from the County to review and answer questions regarding the Funding Task Force's recent report. They provided a set of materials to Bobby that is available if anyone else wishes to review them. Bobby did pass the report onto Commissioners. Some things that were discussed included that the sustainability analysis needs to be looked at more closely in regards to how member libraries may actually use the money. The Funding Task Force also needs to look at customer requests for additional services more carefully, and the County wants to see more focus on local efforts. They may consider a local increase match from municipalities. JoAnn wrote thank you notes to all of the individual legislators on Lauren's list and asked the other Board Members to let Lauren know if they also did so. It is banned books week and JoAnn has forwarded some articles to the other Board Members and cited a survey that showed the majority of people are against book banning – 75% of Americans oppose it.

Chester County Library Director's Report

- For the first floor redesign, everything should be installed by/on the 29th
- Library sign at front entrance is now functional and has been set on a timer to ensure it comes on at night, but does not stay on longer than needed
- Working with Department heads to get requests together for Trust
- Small meeting rooms in reference department are getting a lot of use and the addition of sound dampening tiles should help make the rooms even more popular
- Joe added that they are also working to take care of some facilities and maintenance projects, including the water pit and replacement of the garage door

Branch Manager's Report

- Having issues with a couple of doors, but Great Valley Locksmith fixed staff door so they are now able to use it again
- August was less busy than July, but still significantly busier than August of last year
- They are working on developing some partner programs, including waiting for approval of a legal clinic by a local solicitor and a repair café clinic
- League of Women Voters will be there for national voter registration day
- County voter services let them know that their drop box on election day will be a portable, staffed one this year

Friends of CCL

- Drag Queen Bingo was a successful event – it looked like everyone who bought a ticket (200 people) did show up
- Book sale will take place October 7-9; Mary is planning to ask a couple of staff members to assist with cleanup on the 9th so that the Struble Room is ready for Staff Development Day on the 10th

Friends of Hankin

- Meghan seconded the success of Drag Queen Bingo and said that tickets sold out in under a week
- Have had a discussion regarding requests for Friends' funding and will be making some small changes to make the process easier

Committees

Funding Task Force

Update provided during President's Report

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.

The meeting was adjourned at 10:14 AM.

Approved:

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library
DATE: October 19, 2022
RE: Report to the Board on the Chester County Library Center, Sept. 20 — Oct. 19, 2022

- **Building update-Peter Greulich**

- Metropolitan Fire Protection conducted their inspection of the CCL fire sprinkler system. Metropolitan also tested the backflow prevention systems of the CCL water lines in the water pit. The fire extinguisher inspection at both locations was also completed.
- Diversified Refrigeration replaced what is called a phase monitor on the CCL rooftop Unit #3 and reset the blower to Auto on the CCL rooftop Unit #4. Both units may have been affected by a recent area power failure.
- The shed in the back CCL parking lot was cleaned out and thoroughly vacuumed. There was evidence of a significant past rodent presence in the shed.
- The CCL garage door was repaired after one or more hinges on the door broke and impaired the functioning of the door. We are working on a replacement for this door.
- First Floor Redesign:
 - The sound dampening acoustical panels have been installed. They are doing a good job keeping sound inside the rooms but there is still some bleed over of sound between rooms.
 - Shelving end panels and tops that needed replacing has been completed.
 - The desktop was fabricated incorrectly and was not installed. Corbett has reordered the 4 tops that need to be replaced and are waiting on an order acknowledgement in order to arrange a new installment date.
 - The desk will need to be taken apart to remove damaged pieces and install the proper leveling feet and bracing. This work will be completed when they install the new desktops.
- Peter is working on getting quotes for several projects & purchases that we are hoping to complete this year.

- Departmental Reports

- **Circulation Department—Barbara Bailey**

- Use of combined contactless checkout services at CCL & Hankin decreased last month by 27%.
- Use of the mobile app increased at CCL by 29% and decreased at Hankin by 30%.

- Regular checkouts remained fairly high, coming in at 75% of total for Feb. 2020.

Combined CCL/Hankin Contactless Checkouts

CCL	Door: Feb 2020	Door: July 2022	Checkouts: Feb 2020	Checkouts: July 2022	Holds Filled: Feb 2020	Holds Filled: July 2022	Library Cards: Feb 2020	Library Cards: July 2022
Counts	36583	n/a	46543	34458	13849	13534	489	378
% +/-		n/a		-26%		-2%		-22%

- **Jacobs Technology Center (JTC)—Sara Lim Harden**

- Congratulations to Rebecca Manuel! She has been promoted to the part time librarian position in the Reference Department.
- Will is in the process of putting together the Spooky Light-Up Card - CCL Maker Project event for October. The event will be held in the Teen Zone from 10/17 to 10/31.
- Some of the assistive technology tools are now available at the JTC including a large print keyboard, ultraslim keyboard, keyguard, and large trackball.
- In September we had...
 - 15 3D print requests, using 395 grams of material (\$44.50 in materials fees collected)
 - 24 total pieces of media, taking 57 hours to convert.
 - \$223.50 in fees were collected to complete requests for other services.

- **Multimedia Department—Stephanie Sharon-Missanelli**

- Physical Collection
 - The shelving was completed by Corbett, and the collections have all been move to their desired locations, including the Multimedia Reference collection.
 - New CD shelves funded by CCL Friends are on order. Staff are working a plan to seamlessly transition the collection to the new shelving units.
- eMaterials:
 - The DLM voted to move forward with Kanopy. Stephanie will be working with the rep to make sure the service is available as soon as possible and staff are trained on how to assist patrons using the service.
 - Stephanie is working with Agatha and the CreativeBug rep on pricing to move forward with acquiring the database. CreativeBug offers access to thousands of arts and crafts classes including everything from art & design to sewing and cake decorating.
 - OverDrive marketing team is in contact with Niki regarding the possibility of reaching 1 million checkouts this year.

- **Public Relations/Graphics—Monique Kolb**

- We are up to 30,998 social media followers at Chester County Library and Hankin and surpassing our output target (24,800) 6% goal. We are currently at 32%.
- We are also gaining more TikTok followers and are up to 265 followers.

- **Institutional Advancement:** Currently promoting Library Card Sign-Up month across member libraries.
- Graphics:
 - For the month of September 73 graphic orders and 18,811 copies were completed.
 - StoryWalk will be installed at Exton Park. Book featured is “You Are Here” by Zach Manbeck. and we are currently running a shoe donation drive with Soles4Souls from Oct. 15 – Nov. 15. The StoryWalk is supported through the Trust by the Pearl Foundation.
 - New paper folding machine was purchased from Whitaker Brothers to replace our 19-year-old machine and we will add a service fee contract for maintenance and service.
 - Emma and Niki continue to create additional graphics for events/programs for the monthly Constant Contact newsletter, the website, the indoor and outdoor digital screens, and social media.
- PR:
 - Promoting various CCL services on Social Media each week (examples are JTC, small meeting rooms, book-a-librarian, rain garden, Teen Program for ‘Teentober’) and garnering a lot of engagement
 - Continuing with distributing a monthly newsletter to County and Townships for them to post some library information in their publications.
 - Worked with Nicole on developing a 2-page annual appeal letter for the Trust.
 - Worked with XYZ Committee to promote their upcoming Paint Night with Paint the Town.
 - Worked with the CCL Friends to promote and create materials for the Fall Book Sale
- Adult Programs:
 - Almost 35 vendors have applied for the Holiday Craft Show. Pam will be selecting approximately 40 to be able to participate on December 10th.
 - Meeting was held with Mary Gazdik, Meghan Lynch, Pam Marquette and Niki Kolb to discuss how program evaluations need to be adapted and how they will be administered. Pam will also be arranging a Zoom meeting for everyone at CCL and Hankin that do programming to regroup and discuss plans moving forward with virtual, in-person and hybrid programming.
 - Pam is starting to book programs into 2023. Speakers are asking for hybrid programs, so I am looking to add those to the line-up. Contacted Chester County Astronomical Society to partner with some programs in the spring of 2023. These will be a nice addition to the NASA Solar System Ambassador programs already being planned.
 - Niki worked with Lauren Harshaw to conduct a program audit for the EDI Committee. We combed through all adult programs from CCL and Hankin since LibCal was implemented as a registration platform.

- **Reference—Melissa Kohl**

- Kelly Quigg coordinated a successful Blood Drive with the Red Cross on October 12th. Red Cross met their donation goal and were pleased to work with Kelly and the library again.
- Kelly Quigg facilitated a successful Housing Fair on September 17th. There were 15 area non-profits in attendance, providing important housing information to several patrons in need of help and information.
- Melissa Kohl facilitated a 2-hour information session on Homelessness Resources in Chester County with Human Resources, Inc. and Open Hearth critical in-take specialist Antonio Parisi.

Small Meeting Room Statistics

MONTH	# OF PATRONS	# OF RESERVATIONS
July	62	109
August	64	111
September		

- **Technical Services—Jenna Persick**

- Website Redesign
 - We have received 2 proposals back from the revised RFP. The committee has been asked to review and evaluate them by October 19.
- Ann Varley will be recognized by the Commissioners for 25 years of service on Friday, October 21st.
- A belated congratulations to Michele Ruffino for completing her MLS degree earlier this year.
- Ann Varley and Sara Lim attended PA State Representative Kristine Howard’s Senior Fair on 10/6. They were able to sign people up for library cards and talk about our services, including Adult Outreach.
- I continue to order and distribute the leased books. We are in our first full year of the program. As of 9/30, our leased books have 16,390 checkouts system-wide (of that CC has 1,329 and HH has 1,341).

- **Volunteers—Susan Walraed**

- Volunteers continue virtual monthly and quarterly programs in cooperation with Reference, Hankin Library and Jacobs Technology Center.
- Planning and printing have begun for the Friends of CCL Fall book sale complete. Five Community Service workers scheduled for Fall book sale. Chester County Sheriffs set for Fall sale.
- Welcome to the Library will be presented at Immaculata University’s Life Long Learning program on October 19 with Jamie Claxton.
- Total Library/Friends Volunteer Library Hours served:
 - September Library Volunteers – 784
 - 2022 Yearly Library Total – 6152.75

- September Friends of Chester County Library – 157.50
 - September Friends of Henrietta Hankin Branch Library – 10.25
 - Yearly Friends (HH & CCL) Total – 1595.75
- **Youth Services—submitted by April Nickel**
 - Staffing – 3 new part time staff started Sept 26 and all Full Time positions are filled.
 - Story times and Cruise into Kindergarten are finishing their first in-person sessions since September 2022 with attendance growing each week. New sessions will begin the week of November 7.
 - Lego social aimed at homeschool families was held on October 13th. 10 children and 6 adults attended this first session. Families were happy that the request by parents for the program was honored and events for November and December are scheduled.
 - Julie Darnall has begun visiting child care centers as the Youth Services Outreach program builds back to pre-pandemic visit levels. Preschool child care centers that service special education students, use a state funded meal program, honor sliding scale tuition, Head Start and PreK Counts programs, and any program that services at-risk children and families are eligible for the program.
 - Danielle Stokes and April Nickel are continuing virtual training to continue Family Place Library certification. Training will end November 5. Anticipated Family Place sessions will begin in January.
 - April attended the Pennsylvania Library Association Conference in Harrisburg on Oct 17 & 18. She presented a Poster Session entitled Design Squad Maker to share information about creating maker space activities for young children in public libraries.
 - Funding request for STEM Pilot (summer 2023) was included in September DLM packet for consideration and approved. A volunteer team of system youth services staff will be assembled with meetings beginning in December.

Committee Reports:

- **Community Engagement Leadership Team:**
 - Still researching potential Social Worker Program at the library social service inquiry logs are now placed at all public service desks.
 - Discussed attendance at Municipal meetings and posted a form online for staff to sign-up to attend November meetings. Topics for presentations will be Winter Read-Aloud story times and the Holiday Craft Fair event.
- **The Incident Response Plan Coordination Team:**
 - CCL PICs conducted another monthly testing of walkie-talkies, for departments assigned to use them during evacuations, on September 7th.
 - IRP manuals were compiled for new PICs onboarding in November, and updates to the Limerick Generating Station Emergency info for the IRPs was distributed to all PICs at CCL and Hankin, as well as the Library Incident Response Team.
- **XYZ Committee:**
 - The committee met on September 13. They confirmed the date and time for Paint Night event which will be held in person at CCL on November 4th from 6-8 PM. As of now the event is fully booked and wait-listed.

- Our take and make craft for this month was Felt Tea bookmarks. They proved as popular as all of our crafts; we had 50 kits here at CCL, and Hankin had 50 as well, and they all ran out well before the month was over.
- Committee chair, Emily Cackowski, reached out to Craig Boyd of Dicey Situations to ask if he would be interested in partnering with XYZ for more board game night events in the coming year. He was enthusiastic about the idea, and was very flexible about pricing options.

Director's Notes

- I attended the CORE Forum in Salt Lake City from October 13th-15th, presenting “Build a Better Book-Adding Meaning to Making in Libraries” with Laura Kuchmay from the Middletown Free Library. Our session was well attended and the conference featured some great sessions and speakers.
- Sara, Meghan & I have been working on the Artist-in-Residence planning. Timeline is to launch the call on January 3rd with the artist launching programs in mid-March. We are exploring the idea of a Teen Artist-in-Residence during the summer.
- I wanted to share with the Board a wonderful email that Lisa Urbani received from a parent about a recent teen program:

My daughter is with you now in the Teen Zone. She LOVES to read. And she LOVES the Teen Zone! She thinks it is sooooo cool and she feels so grown up being there. Thank You for planning and hosting this cool event. She was really scared to attend because she didn't know anyone. I assured her that she would meet some cool kids who also love to read. But she almost didn't come because she was so scared. As soon as she walked in, a girl welcomed her and introduced herself and I could see my daughter relax. I'm hanging out reading in the lobby and having so much fun watching her cruise around the library “with the girls”. Thank You for creating a place and situation where she can safely and comfortably connect with other kids who love reading and have so much fun. We really appreciate you!

Meetings & Trainings Attended

9/19	Trust donor wall meeting with Nicole
9/20	CCLS/CCL Board Meeting Community Engagement Committee Meeting
9/22	Programming meeting with Niki, Meghan & Pam Deaf Culture Sensitivity Training
9/23	OCL Waiver Process webinar PT Van Driver interviews with Peter & Agatha
9/30	Trust Board Meeting
10/4	CCL Friends Meeting Materials Budget meeting with Jenna
10/6	Materials budget & Website RFP meeting with Jenna
10/10	CCLS In-Service Day
10/11	DLM
10/13-15	CORE Forum in Salt Lake City, UT

10/17 EDI Program Audit meeting
10/18 Finding Positive Choices Each Day Chester County Training
10/19 Artist-in-Residence planning meeting with Meghan & Sara
10/20 General Staff Meetings
Mastering Uncomfortable Conversations with Library Visitors
10/21 Staff Appreciation pick-up with Lauren
10/24 Morning Meeting at Hankin



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: October 18, 2022
RE: Report to the Board on the Henrietta Hankin Branch, Sept. 20 – Oct. 25, 2022

- Building update
 - County Facilities installed touchless faucets and flushers in most of the rest rooms as part of a grant-funded project. We chose not to install an automatic flusher in the family restroom in the Youth Services department to ensure we had a restroom that is more comfortable for anyone with sensory issues.
 - Great Valley Locksmith replaced a part inside the lock on the staff door that allowed us to open it with our keys again.
 - The fire extinguishers were inspected by Kistler O'Brien.
 - The rain gutters were cleaned. This was not the final fall cleaning, but the overhanging tree limbs have the potential to easily clog the rain gutters.
- Door counts dropped from August to September, which is a trend that we see nearly every year.
- Meeting Room usage in September also decreased slightly.
- Total circulation also decreased slightly from August to September, but was still 4% higher than the total number of items circulated in September of 2021.
- We're working on our 2023 State Aid budget.
- We're meeting on October 27 with stakeholders from West Vincent Township and Chester County government to discuss the potential for making the Hankin Branch Library a hub for information relating to more sustainable energy options.
- The Repair Café program is currently on hold as we work on determining who will carry liability insurance for the events. We are awaiting feedback from County Administration on the proposed legal clinic.
- Our Book Locker and shelter have been ordered! We are hoping for an early spring installation.
- Several staff members attended the CCLS Staff Development day program. All staff are working on completing their required trainings prior to the end of the year.
- As the new 2022 Pennsylvania House of Representatives Districts are will be soon be going into effect, we are now hosting a monthly satellite office with Rep. Kristine Howard's office. We appreciated our opportunity to work with Rep. Danielle Friel Otten's office over the past several years.
- Chester County Voter Services will have both a satellite office and a staffed ballot drop box at the library.
 - Staffed drop box schedule--beginning Tuesday, October 25, 2022 through Election Day, Tuesday, November 8, 2022.
 - M, W, F 9:00 AM - 6:00 PM
 - T, Th 9:00 AM - 8:00 PM
 - Sat & Sun 10:00 AM - 2:00 PM

- Satellite Office schedule

Weds, 10/19	9:30 a.m. - 4:30 p.m.
Thurs, 10/20	9:30 a.m. - 6:30 p.m.
Mon, 10/24	9:30 a.m. - 4:30 p.m.
Tues, 10/25	9:30 a.m. - 6:30 p.m.
Fri, 10/28	9:30 a.m. - 4:30 p.m.
Sat, 10/29	10 a.m. – 2 p.m.
Tues, 11/1	9:30 a.m. – 5 p.m.

- Reference

- In September we held 5 virtual programs, 8 in person programs, 3 hybrid programs, and 1 passive program. Notable programs included Pumpkin String Art (in person, 16 attendees) and Medicare 101 (virtual, 17 attendees.)
- Staff is planning a Dia De Los Muertos family program that will be held on October 27.
- As part of the [Governor’s directive](#) to expand voter registration access, a Voter Information station has been set up near the Reference Service Desk. This station includes a computer where patrons can register to vote or request a mail in ballot online and paper applications for voter registration and mail in ballots.

- Youth Services

- Our space-themed September scavenger hunt was enjoyed by 307 children as they explored the department and interacted with library staff. The “I Spy” tank also continues to be quite a draw for our young patrons.
- The first session of in person Fall story times started the week of Sept. 11th and patrons are enthusiastically returning. All story times are being held in person at this point.
- Notable September programs included a “Hunters of the Sky” program for grade schoolers about birds of prey (34 attendees), baby story times (avg. 16 attendees per program), and Mother-Daughter Book Club (17 attendees.)

Meetings & Trainings Attended

9/20	CCLS/CCL Board meetings Community Engagement Committee meeting Collection Audit meeting
9/22	Programming meeting
9/27	Homelessness Information Session
9/30	CCL Trust Board meeting
10/4	Community Engagement Leadership committee meeting
10/6, 7, 10	Vacation
10/11	District Librarians Meeting Practicing Inclusion webinar
10/13	EDI Committee meeting
10/19	Museum Pass Committee meeting Artist-in-Residence planning meeting
10/20	Mastering Uncomfortable Conversations with Library Visitors webinar
10/25	CCLS/CCL Board meetings Meetings w/ Circ staff

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING September 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>
Salaries	2,578,075	1,883,978	1,978,197	1,762,615	(94,219)	-5.0%	599,878	23.3%
Wages	649,006	474,274	453,099	388,317	21,175	4.5%	195,907	30.2%
Fringe Benefits	1,168,501	876,376	850,622	765,070	25,754	2.9%	317,879	27.2%
Security Provided by the County - EMS	30,000	22,500	0	0	22,500	0.0%	30,000	0.0%
TOTAL PERSONNEL SERVICES	4,425,582	3,257,127	3,281,918	2,916,002	(24,791)	-0.8%	1,143,664	25.8%
LIBRARY MATERIALS	70,000	52,500	52,500	52,500	0	0.0%	17,500	25.0%
CORE EXPENDITURES								
Materials and Services	128,000	90,630	78,332	116,554	12,298	13.6%	49,668	38.8%
Insurance	18,390	18,390	18,390	17,510	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	70,385	52,789	33,038	26,743	19,751	37.4%	37,347	53.1%
Utilities	97,520	73,140	65,486	52,920	7,654	10.5%	32,034	32.8%
Vehicle Expense	44,486	33,365	29,616	25,728	3,748	11.2%	14,870	33.4%
TOTAL CORE EXPENDITURES	358,781	268,313	224,862	239,455	43,451	16.2%	151,419	42.2%
INDIRECT COSTS	558,534	418,901	418,905	489,510	(5)	0.0%	139,629	25.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	5,412,897	3,996,841	3,978,185	3,697,467	18,656	0.5%	1,434,712	26.5%

Notes:

- Personnel Services:** Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies
We are now including the \$30K budgeted for security in the Personnel Services category. The county is hoping to implement that as a direct charge, and is currently working on a way to get that in place
- Core Expenditures:** Utilities - under due to one-month lag on PECO Bills
Buildings & Grounds - we expect spending to catch up to budget due to several maintenance projects that have been scheduled in the coming weeks
- 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 73.84% of total budget
Actual expenditures YTD are 73.49% of total budget
The annual budget has increased \$7160 due to a March budget amendment for the carryover of costs (KMA - Kelly Maiello) for the 1st floor redesign.

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING September 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>
Salaries	446,073	325,976	355,514	288,881	(29,538)	-9.1%	90,559	20.3%
Wages	176,442	128,938	170,465	117,081	(41,527)	-32.2%	5,977	3.4%
Fringe Benefits	234,448	175,835	172,679	156,277	3,157	1.8%	61,770	26.3%
TOTAL PERSONNEL SERVICES	856,963	630,749	698,658	562,239	(67,908)	-10.8%	158,305	18.5%
LIBRARY MATERIALS	20,000	15,000	15,000	15,000	0	0.0%	5,000	0.0%
CORE EXPENDITURES								
Materials and Services	67,630	50,723	26,740	25,617	23,982	47.3%	40,890	60.5%
Insurance	6,325	6,325	6,324	5,960	1	0.0%	1	0.0%
Maintenance - Buildings & Grounds	64,899	48,674	31,585	57,589	17,089	35.1%	33,314	51.3%
Utilities	46,380	34,785	31,578	27,055	3,207	9.2%	14,802	31.9%
TOTAL CORE EXPENDITURES	185,234	140,507	96,228	116,221	44,279	31.5%	94,006	50.8%
INDIRECT COSTS	215,785	161,839	161,820	123,795	19	0.0%	53,965	25.0%
CAPITAL OUTLAY	0	0	0	104,824	0	0.0%	0	0.0%
TOTAL BUDGET	1,277,982	948,095	971,705	922,079	-23,611	-2.5%	306,277	24.0%

Notes:

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

Core Expenditures:

Capital Outlay:

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

TOTAL BUDGET: Budgeted expenditures YTD are 74.19% of total budget
Actual expenditures YTD are 76.03% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING September 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	1,502,066	1,502,066	0	0.0%	(0)	0.0%
Township Appropriations	19,000	19,000	19,000	9,500	0	0.0%	0	0.0%
Charges	38,550	28,912	32,357	44,648	3,445	11.9%	(6,193)	-16.1%
Fines and Overdues	60,000	45,000	55,522	44,261	10,522	23.4%	(4,478)	-7.5%
Interest	500	375	1,568	457	1,193	318.1%	1,068	213.6%
Donations and Fundraisers	7,600	5,700	3,661	6,876	(2,039)	-35.8%	(3,939)	-51.8%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	52,500	52,500	52,500	0	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	115	86	3,729	3,708	3,643	4224.9%	3,614	3142.6%
TOTAL OTHER REVENUE	195,765	151,574	168,337	161,950	16,763	11.1%	(27,428)	-14.0%
TOTAL REVENUE	1,697,832	1,653,640	1,670,403	1,664,016	16,763	1.0%	(27,429)	-1.6%
EXPENDITURES								
Library Materials	405,713	304,479	218,068	222,824	86,411	28.4%	187,645	46.3%
Services and Charges	78,184	56,701	42,646	36,239	14,055	24.8%	35,538	45.5%
Supplies	25,000	18,750	15,495	12,080	3,256	17.4%	9,505	38.0%
Miscellaneous	23,540	17,655	15,184	12,192	2,471	14.0%	8,356	35.5%
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	8,098	11,787	10,986	(3,689)	-45.6%	-989	-9.2%
TOTAL EXPENDITURES	1,697,832	1,560,280	1,457,777	1,443,679	102,503	6.6%	240,055	14.1%
REVENUE OVER EXPENDITURES	0	93,359	212,626	220,337	119,267		212,626	

NOTES:

Other Revenue:	Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	97.40%	of total revenue
	Actual revenues YTD are	98.38%	of total revenue
Expenditures:	Materials continues to be less than budget. Capital Outlay overage is timing.		
Total Expenditures:	Budgeted expenditures YTD are	91.90%	of total expenses
	Actual expenditures YTD are	85.86%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING September 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	4,833	5,000	0	167	0.0%	(2,250)	-31.0%
Charges	9,825	6,550	11,285	11,639	4,735	72.3%	1,460	14.9%
Fines and Overdues	18,700	12,467	20,596	13,043	8,130	65.2%	1,896	10.1%
Interest	35	23	133	36	109	468.1%	98	279.2%
Donations	0	0	1,909	962	1,909	#DIV/0!	1,909	19090200.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	15,000	15,000	15,000	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	5	3	80	825	76	2271.1%	75	1493.4%
TOTAL OTHER REVENUE	55,815	38,877	54,003	41,505	15,126	38.9%	(1,812)	-3.2%
TOTAL REVENUE	142,815	125,877	141,003	131,505	15,126	12.0%	(1,812)	-1.3%
EXPENDITURES								
Library Materials	127,030	84,687	83,506	77,362	1,181	1.4%	43,524	34.3%
Services and Charges	6,285	4,190	3,526	3,370	664	15.8%	2,759	43.9%
Supplies	4,700	3,133	2,777	1,765	357	11.4%	1,923	40.9%
Miscellaneous Expense	2,750	1,833	2,191	1,216	(358)	-19.5%	559	20.3%
Capital Outlay	2,050	1,367	1,482	564	(115)	-8.4%	568	27.7%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	95,210	93,482	84,277	1,728	1.8%	49,333	34.5%
REVENUE OVER EXPENDITURES	0	30,666	47,521	47,228	16,854		47,521	

NOTES:

Other Revenue:	Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	88.14%	of total revenue
	Actual revenues YTD are	98.73%	of total revenue
Expenditures:	Materials spending continues to be less than budget.		
Total Expenditures:	Budgeted expenditures YTD are	66.67%	of total expenses
	Actual expenditures YTD are	65.46%	of total expenses

CCL Fund Balance Report**Balance****Operating Funds**

001 CCL	197,980.83
043 Hankin	44,902.25

Total Operating Funds **242,883.08**

Reserve Funds

004 Technology Fund	269,390.23
400 Chester Cty Library Capital Reserve	83,026.07
410 Chester Cty Library Program Fund +	189,108.74
450 Hankin Library - Capital	223,519.53
451 CCL & Hankin Materials	125,872.64

Total Reserve Funds **890,917.21**

Grants - Friends of the Library

091 I & R Services	5,696.59
092 Multi-media	1,456.17
093 2nd Floor Improvements	7,033.52
094 Library Staff	11,907.35
095 1st Floor Improvements	10,204.76
096 Courtesy Bags	5,471.24
097 Programming	910.32
098 Circulation	-
099 Youth Services	3,670.20
900 Volunteer Support	5,350.87
902 Jacobs Tech Center	10,543.43
903 Capital Fund	67,144.99

Total CCL Friends **129,389.44**

943 Friends of Henrietta Hankin Branch* (70.40)

Total Friends Funds **129,319.04**

Grants and Appropriations

002 Community Foundation - Grants	16,541.97
100 CCL County Materials Fund	18,771.14
104 CCL Trust - Grants	50,362.66
109 Hankin County Materials Fund	4,141.14
132 Glaxo-Smith Kline Science in the Summer	1,834.90

Total Grants and Appropriations **91,651.81**

Special Funds

003 Helen Russell Memorial Fund	5,243.12
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes	8,870.79
107 CCL & Hankin Author Events	3,308.83

Total Special Funds **21,456.76**

Endowment Funds

090 Chester County Library Trust	2,141,794.27
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500 District Center Aid Funds **291,071.01**

510 County Coordination Aid **129,615.58**

TOTAL ALL FUNDS **3,938,708.76**

* Hankin Friends have started issuing checks prior to spending, so fund should not continue to be negative.

+ All ARPA funds have been received, so fund is back to normal balance