

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING**  
**OCTOBER 26, 2021**

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**AGENDA**

<https://us06web.zoom.us/j/86892387833?pwd=cHhHQkRYMHNmNUxtNndQb05wMHd5Zz09>

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

**WELCOME and INTRODUCTIONS**

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

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of September 21, 2021 (p. 2)
- Chester County Library Director Report (p.7)
- Henrietta Hankin Branch Manager's Report (p.12 )

**FINANCIAL STATEMENTS**

- September 2021 Exton and Hankin Financial Statements (p14.)
- September Fund Balance (p.18 )

**FOR INFORMATION/DISCUSSION**

- Appointment of Nominating Committee

**FOR APPROVAL**

- Board of Trustees 2022 Meeting Schedule (p.19)
- State Aid – Plan for Use of State Aid for CCL(p. 20)

**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
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| <ul style="list-style-type: none"><li>▪ Institutional Advancement</li><li>▪ Policy</li><li>▪ Strategic Planning &amp; Facilities</li></ul> | <ul style="list-style-type: none"><li>▪ Executive</li><li>▪ Finance</li><li>▪ Governance</li></ul> |
|--|--|
- Visitor's Comments

**Upcoming Events**

**Tuesday, November 16<sup>th</sup>, 2021 9:00 AM – CCLS Board Meeting, CCL (Virtual/Burke Board Room)**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES  
MONTHLY MEETINGS – VIRTUAL  
SEPTEMBER 21, 2021**

**Board Members Present**

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

**Board Members Excused**

Bill Connor, President

**Others Present**

Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Monique Kolb Public Relations/Graphic Specialist; Jamie Claxton, CCL Reference Librarian; Maureen Crawford, Administrative Assistant, Vicky Brown, Chester County Financial Office, David Chartier, President, Chester County Library Friends

**CALL TO ORDER: 9:15 AM**

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

*On motion made by Lisa Ionata, seconded by Richard Hankin, the August 2021 Exton and Hankin Financial Statements were unanimously approved.*

**FOR INFORMATION/DISCUSSION**

**EDI Committee Update and Assistive Technology Budget**

Meghan Lynch and Jamie Claxton presented an update on the EDI Committee. The Committee was formed to increase staff knowledge of EDI related topics to help ensure that the library is an inclusive, welcoming space for our community. EDI Committee members attended the Library Journal Equity in Action: Fostering an Antiracist Library Culture course to kick off the committee. Lauren Harshaw arranged the Diversity & Bias; Exploring Their Coexistence training with FIC HR Partners for all CCLS staff. She is arranging two upcoming training opportunities for CCLS staff on the topics of the Safe Spaces and the LGBTQ community in partnership with the UPenn LGBT Center and the LGBT Center of Greater Reading. A Collection Audit and a Program Audit are currently being organized. Although there is information on conducting a materials audit, there is not a lot of guidance on conducting a program

audit. Jamie Claxton and Remy Way have been working on a “wish list” for assistive technology for CCL and HH to assist those with vision and mobility disabilities. Jamie and Remy have researched several funding options and intend to fund the equipment through a combination of different partnerships and grants. The West Goshen Lions Club expressed an interest in providing funding. Joe signed a letter to Tony Smikovich, West Goshen Lions Club, expressing support of Management for this project. Lauren is putting information about the EDI Committee’s work on the staff intranet to provide information to the Member Libraries. The committee will begin looking at policies to see if any need to be updated from an EDI perspective, which Meghan will bring to the Policy Committee. Nicole also asked that the Committee reach out to her before making requests to organization to ensure there is no overlap in the requests. Richard also mentioned there may be money available from the Trust fund.

## **FOR APPROVAL**

### **Memorandum of Understanding between CC-OIC and Chester County Library & District Center**

Chester County Library and CC-OIC have an ongoing relationship. The Memorandum of Understanding clarifies some items in the relationship and continues the relationship for five years.

*On a motion made by Lisa Ionata and seconded by Richard Hankin, the Memorandum of Understanding between CC-OIC and Chester County Library & District Center is approved.*

### **Chester County Library Behavior Policy**

The Chester County Library Behavior Policy was reviewed by the Policy Committee and Staff Members. The policy was updated to clarify what behaviors would be consider ‘Major’ versus ‘Minor’ and what action will be taken based on the violation. There have been several incidents over the last few months that would be considered major violations. The policy was updated to include a rubric of the response to violations, so it is consistent. JoAnn asked the difference between continued and repeat violations. Continued violation is a violation that occurs the same day, repeat would be violations committed on different days. On page 2 of the policy, the paragraph will change from “repeat violations **may** result in to expulsions” to “repeat violation **will** result in expulsion.” JoAnn asked if the library has cameras as she has concerns if an area does not have coverage. There is camera coverage throughout the library. Joe is working on a schedule to make sure there are two people covering the desks. Michael Skay asked about the staff procedures in case of an incident. There are panic buttons and a staff member will get a second person to help with the situation. Joe has instructed staff to call 911 if a staff member feels threatened. Michael expressed concerns that penalties are not strict enough, but Brian pointed out that banning someone can cause litigation.

*On a motion made by Richard Hankin, seconded by Brian Taylor, the Chester County Library Behavior Policy was approved.*

## **REPORTS/CORRESPONDENCE**

### **President’s Report - None**

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

- Door counts at CCL remain at about half of where they were prior to COVID, but checkouts are now only down by 18% and holds are up by 4%. This means that fewer visitors to the library are

checking out more materials and placing twice as many holds as visitors did in August 2019. JoAnn asked about the checkout numbers. The numbers include curbside pickup.

- Use of our combined contactless checkout services, which includes Express Lane, Capria mobile app, CCL Hold-It Locker, and curbside pick-up, at both Chester County and Hankin libraries increased by 26% in August.
- The JTC are in the process of expanding our digitizing services. A camcorder will be purchased to digitize the following formats: Video8, Hi8, and Digital8.
- Customers appreciate that the DVDs and Audiobooks are now fee free and circulation has increased.
- Public Relations:
  - Niki Kolb worked with Theresa to get online payment option set up at CCL for Room Booking in Sierra. Theresa also set this up at HH.
  - StoryWalk completion and installation in time for West Whiteland's Township Community Day at Exton Park on Saturday, September 25th. Book selected is "Those Shoes" by Maribeth Boelts and we are working with soles4souls to do a shoe drive at the library during October.
  - Programs continue to go well.
- Melissa Kohl reported that The Chester County Library's Museum Pass Program offers has saved residents a total of \$77,963.65 in admission expenses.
- Technical Services
  - Nancy McLeod will be retiring December 3, 2021 after 20+ years of service.
  - Jenna is working on both the Website Committee and the Discovery Layer Committee
- Susan Walraed reported there are a number of volunteers back on active service.
- Jeanne Clancy reported the summer reading programs ended during the first week of August. Medals and patches were distributed. Fall Programs are open.
- Building Updates
  - The County notified the Library they will be doing an in-depth facilities review
  - CCL First Floor Redesign – Bids for construction have been accepted, working on finalizing the furniture and resolving questions. Some of the designs will not work as they can't handle as much library material. The walls for the small rooms that are being planned need to be reworked.
  - The CCL parking lot came in around \$130,000 over budget. Project is being moved to 2022 depending on the Commissioners. Will need to re-bid in the Spring.
  - There are various leaks in the Children's Office and Electrical Gear room that are being worked on with the county. The leaks occur due to gaps around the building.
  - There is an abandoned car in the parking lot as CCL and HH. Working with Facilities, The Solicitor's Office and the Risk Manager to address process of removing a car and potential signage for CCL. Will need to work with the Hankin Group for the process and signage for Henrietta Hankin Branch. The West Whiteland Police did notify the owner of the car.
  - Held 3 interviews for the Building Superintendent. There will be a second interview with one candidate.

- Working with Tony on security issues on when security calls come in, especially in the evening.
- Joe discussed that he will need to look at coverage at the desks especially with staff shortage.
- The Director's Position will need to be re-advertised and re-posted.

**Branch Manager's Report**

- Building Updates:
  - The carpeting project is completed. Meghan thanked staff for all their help in moving books for the project. Received compliments from patrons.
  - The only bid on the Parking lot rebid came in over budget, but a budget amendment is being submitted to the Commissioners that will allow us to have it completed this fall, with a tentative start date of mid-October. This is not a capital project.
  - The leaks in an office in the Youth Services department earlier this year have resulted in mold growth and damage to a wall. County Facilities is looking into repair and possible remediation.
  - The Protection Bureau has been working to address issues with door sensors and ceiling mounted motion sensors. The alarms are going off, although the cameras do not show anything moving.
- Total circulation was down about 3% from July. With the removal of DVD and audiobook fees, DVD circulation was up by 62% and audiobook circulation was up 24% over July.
- Staff from Rep. Danielle Friel Otten's office resumed holding mobile office hours at the library in September. They will be there on the morning of the second Tuesday of the month.
- Summer Reading has wrapped up and prizes have been awarded.
- The HHB Friends decided not to hold a fall book sale and are not currently accepting donations. They continue to operate the Book Nook and hold monthly "specials" to help raise money to support the library.

**Committee Updates**

**Funding Task Force**

No update

**Institutional Advancement Committee**

No update

**Policy Committee**

Behavioral Policy was reviewed and approved

**Strategic Planning and Facilities**

No update

**Technology**

No update

**Executive Committee**

No update

**Finance Committee**

No update

**Governance Committee**

No update

### **Friends of CCL**

David Chartier, President of the Friends of CCL attended the meeting. The Friends have decided to cancel the October Book Sale. David announced he will be leaving the Friends as President and there is no successor at this time. David reminded to submit the wish list although there will not be as many funds available due to there not being a book sale. There will be funding for part of the redesign for items that are not covered in other budget areas. Other issues discussed:

- Spring Book Sale – The Chair of the Book Sale will be working on the plan. There are still issues because of the changes due to COVID. JoAnn asked David to thank the volunteers for the Board.
- There are two volunteers who clear the back vestibule. David asked if someone else can move the books while the Friends are not there. The Library Staff have also been helpful in clearing the book stack area.
- Joe mentioned that a lot of the material donated had to be recycled. JoAnn asked about providing guidelines on donations. The guidelines are posted; however, they are not followed.
- David proposed that the Friends either contact the merchants who are interested in taking the material away or that the recycling contractors make a one time pickup. Joe said that it would be fine for the Friends to arrange with the contractor to remove the materials. This would be paid by the Friends' funds.
- Another issue with the book sale is that the Sheriffs will not be available for security.

### **Friends of the Henrietta Hankin Library**

The Friends are having a meeting tonight.

**Visitors' Comments:** None

The meeting was adjourned at 10:25AM.

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Approved: October 26, 2021  
Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: October 19, 2021  
RE: Report to the Board on the Chester County Library, September 20-October 26, 2021

- Building update
  - Peter Greulich the new Building Superintendent started October 11<sup>th</sup>.
  - Facility reserve study site survey was done on October 19 and 20.
  - Working on quotes for rear of building sealing (near the Garage rear entrance) with County Facilities.
  - Have identified a hole in the outside fascia near the Burke room. Peter will be working on remediation.
  - County Facilities is looking at a drainage issue / minor sinkhole near the Struble room.
  - Parking lot has been postponed until 2022.
  - Water issue in the bathroom outside the Struble room, which led to water damage in the multimedia area. This occurred on a Friday night into Saturday morning. County Facilities, Service Master and library staff were involved in the remediation. Carpets were cleaned in several areas of the facility.
  - We've had 2 additional incidents of toilet backups. We are going to have the drain lines scoped with a camera to see if there is an outstanding issue.
  - We are investigating how to do the HVAC changeover to heat and having filters changed.
  - First Floor redesign project continues quickly.
  
- Departmental Reports
  - Circulation Department—Barbara Bailey
    - Since the announcement at the September DLM that Museum Key would be purchased for the entire system our implementation timeline was put on hold. We will revise the timeline once we confirm when the new system will be purchased and available for use by CCL/HH.
    - We have made an offer of employment to another Library Page and interviews continue for remaining 2 Page vacancies.
    - Door counts at CCL remain a little over half of where they were prior to Covid, but checkouts are now only down by 18% and holds are actually up by 1%. This means that the trend continues of fewer visitors to the library checking out more materials and placing more holds than visitors did pre-Covid in September 2019.
    - Use of our combined contactless checkout services, which includes Express Lane, Capria mobile app, CCL Hold-It Locker, and curbside pick-up, at both Chester County and Hankin libraries decreased by 26% in September.

Month	Express Lane Indoor Self Check		HoldIT Locker	Curbside Service		Mobile App Self-Checkout		Total	Percent change +/- %
	CCL	Hankin		CCL	Hankin	CCL	Hankin		
Aug	10578	2120	458	79	127	248	75	13685	
Sept	8456	755	469	71	97	108	94	10050	-26%

CCL	Door: Sept 2019	Door: Sept 2021	Checkouts: Sept 2019	Checkouts: Sept 2021	Holds Filled: Sept 2019	Holds Filled: Sept 2021	Library Cards: Sept 2019	Library Cards: Sept 2021
Counts	33777	18370	45834	35841	13563	13743	477	296
% +/-		-45%		-21%		1.3%		-28%

- Circulation library assistant Summer Arawjo and Hankin Reference librarian Laura Presby are co-chairs of the XYZ Programing Committee. The committee planned three virtual events for October; a Murder Mystery, an Escape Room, and Movie Trivia. The group is working on future events including Paint for a Cause and Make and Take book crafts.
  
- Jacobs Technology Center—Sara Lim Harden
  - The JTC new hire for the part time library assistant decided not to take the position and the position has been re-posted.
  - Remy Way and Emma Driban collaborated with Teen Librarian Lisa Urbani to host a virtual Teen Skribbl.io game on Friday, September 24.
  - Emma Driban did a great job with TikTok [Banned Book Week post](#). Many thanks to all the staff who participated.
  - Please join me in congratulating Remy Way, who had her first name officially changed to Remy on September 22.
  - Usage statistics
    - Rebecca Manuel and Emma Driban hosted the Facebook Live event Guess the Print on September 21. UFO & Alien (aka: intergalactic voyager & craft) was the printed object. We had 111 total views with 355 engagements.
    - We had:
      - 4 regular printing requests, consisting of 39 pages; 9 photo printing requests, consisting of 96 pages.
      - 1 3D printing request consisting of 6 objects, using 47 grams of material and requiring 16 hours to print.
      - 3 digitizing requests consisting of of 34 pieces of media which took 30.25 hours
      - 1 button making request consisting of 12 buttons.



- Multimedia Department—Stephanie Sharon-Missanelli
  - We are finishing our large weeding project before the first-floor redesign begins.
  - The Multimedia desk and small CD shelving unit sustained water damage during the leak on 10/9.
  - Jessie Williams presented eMaterials collection development tips and recommendations at the DLM.
  - Stephanie Sharon-Missanelli returned from FMLA leave on 9/27. She will take the remaining six weeks of her leave when her daughter Josephine is discharged from the NICU, hopefully before Thanksgiving.
  
- Public Relations/Graphics—Monique Kolb
  - Graphics:
    - For the month of September, we completed 68 graphic orders and 12,466 copies
    - A new StoryWalk has been installed at Exton Park. Book featured is “Those Shoes” by Maribeth Boelts and we are currently running a shoe donation drive with Soles4Souls from Oct. 15 – Nov. 15.
    - New RICOH copiers and printers were installed on October 6<sup>th</sup>.
    - We are heading into a busy time with many orders for appeal letters right now.
  - PR:
    - Promoting various CCL services on Social Media each week (examples are the Museum Passes and 24/hour HoldIt Lockers) and garnering a lot of engagement
    - Sending County newly formatted info each month on Library Programs and Events for the Staff Newsletter.
    - Collaborated with Lauren Harshaw for staff to paint “Kindness Rocks” during the last staff event that we could hide throughout the library to spread some goodwill and many have been found and handed in for some gift cards, pins etc. It was a fun way to engage with the community.
  - Adult Programs:
    - Almost 30 vendors have applied for the Holiday Craft Show. Pam will be selecting approximately 20 to be able to participate on December 11<sup>th</sup>.
    - Pam has arranged a Holiday Recycling and Waste Reduction program with the Chester County Solid Waste Authority
    - Working with Pennsylvanians for Modern Courts on a Landlord/Tenant presentation covering courtroom etiquette, how a case gets to court, recourse if obligations aren’t met etc.
    - Working with Lauren Harshaw to conduct a program audit for the EDI Committee. We are specifically combing through book club information for this.
    - Popular Programs in September:
      - Virtual: Demystifying COVID-19 (12 attendees).
      - The "Cooking with Jena" programs continue to be popular (12 attendees).
      - Medicare Discover Your Options (29 registrations)
  
- Reference—Melissa Kohl
  - Chester County Library attended three community events: Exton Park Day on September 25th, Warwick Community Day on October 9th, and Chrissy Houlahan's Job and Career Fair on October 12th. Staff from Reference, Children's, and PR staffed the events and reported high attendance rates and positive interactions and feedback.

- Chester County Library will be presenting a two-part series at Lifelong Institute at Immaculata University this autumn, including Welcome to the Library and Introduction to Genealogy.
- Summary of Experience with West Chester University's Social Work Program Internship: Last Spring, CCL collaborated with WCU's Social Work Program, agreeing to serve as an internship facility and field instructor. The intern, Maddie Hammerschmidt, was a first-year student in WCU's program. Maddie was friendly, punctual, and a great listener. However, Maddie's lack of experience was not a great match for the library's needs and interests. Maddie received broad exposure to the public and was tasked with entry level projects in alignment with her experience and capabilities. Maddie accomplished some projects but not others, but most importantly, in Maddie's final report, Maddie noted that she learned that she did not enjoy working with the public. The experience was not a mutually beneficial one and required a significant amount of staff time and involvement for an insignificant return on that investment. Over the summer, the Community Engagement Leadership Team reviewed the overall experience and decided not to participate in the program again.
- Technical Services—Jenna Persick
  - Diana Chiulli was recognized by the County for 25 years of service.
  - Vashti Humanick passed away on 9/28. She was the mother of Kye Humanick, a longtime staff member who passed away in 2018. Vashti funded the Staff Room renovation in Kye's memory
  - I received permission to post the Library Assistant III Processing position. Nancy McLeod is retiring on 12/3/21.
  - The Discovery Layer committee met to discuss our two options: Vega and BiblioCore. While the committee liked BiblioCore, it was beyond our budget, and we weren't seeing much movement on the price from BiblioCommons. As such, the committee has voted to choose Vega as our discovery layer option. The papers have been signed with Innovative for Vega. Implementation should begin later this month and take six weeks
- Volunteers—Susan Walraed
  - Volunteers began virtual monthly and quarterly virtual programs in September in cooperation with Reference, Hankin Library and Jacobs Technology Center.
  - Volunteers presented the following programs and introduced one new program.
    - Introduction to Excel
    - Intermediate Excel (Charts and Formulas)
    - Intro-mediate Excel (Combining Introduction and Intermediate Excel)
    - Alternatives to Cable TV
    - New entry – Introduction to Electric Cars
  - Four volunteers recruited and trained to do Multimedia desk coverage during the MM hiring process and staff shortage.
  - All volunteers have been canvassed about returning to service and twenty-four have indicated that they will not return until after the pandemic so outside recruiting will begin as needed.
  - The HH MakerSpace is ready to go and we are starting the process of recruiting volunteers to assist with helping patrons to use the machines.
  - Wish List to be presented to Friends of Chester County Library postponed to the December meeting. Their 2021 revenue is greatly reduced and limited to proceeds from Lobby Book sales and

memberships. Large amounts needed must be requested to the Friends to spend monies from the Capital account.

- Friends of Chester County Library continue to accept donations and leave the Book Bin open despite being asked repeatedly to pause donations until December/January timeframe. There is often no place for staff to sign into the vestibule due to donation filling the room. December/January is plenty of time to acquire books for an April Book Sale.
- Relevant statistics:
  - Volunteers listed as active of September 1, 2021- 90
  - Volunteers who have returned to active service – 66 (this includes Friends of Chester County Library)
  - Twelve volunteers are doing more than one position which is the equivalent of seventy-six positions
- Youth Services—Jeanne Clancy
  - Summer Reading Surveys were due to Commonwealth Libraries by September 10th, and all of our system libraries submitted them on time. The Chester County Library summer survey was submitted just before the deadline so that we could collect as many participant surveys as possible.
  - Registration for Fall Virtual Storytimes began just after Labor Day, with the session beginning during the week of September 20th. We are offering several storytimes for each age group – Acorns (0 to 23 months), Sprouts (24 to 35 months), Seedlings (3-year olds), and Saplings (4, 5, & 6-year olds).
  - Jeanne, April Nickel, and Julie Darnall attended the virtual Pennsylvania Library Association Annual Conference on September 27, 28, and 29. We all attended many interesting sessions and brought home lots of great ideas
  - April Nickel and Danielle Stokes resumed their Virtual Craft Up Some Fun programs for ‘tweens on September 7th. They have planned fun monthly programs through the end of the year.
  - Jeanne attended Exton Park Community Day on September 25th, where she, Niki Kolb, and Kelly Quigg distributed library information and moderated pumpkin painting. We had 250-300 pumpkins and gave them ALL away.
  - The CCLS Children’s and Teen Librarians meeting was held on September 21st. Jeanne shared information about several training from Commonwealth Libraries that she attended. All of the attendees shared a success story from the summer.
  - Jeanne submitted the GSK Science in the Summer final report and budget to The Franklin Institute for 2021 by September 1st. She also met virtually on September 7th with TFI staff to discuss possible plans for Summer, 2022. They are exploring several new models for the program. The class material for 2022 will be “Be a Biologist!”
  - Jeanne continues to meet weekly with the Children’s Coordinators from Berks, Bucks, Delaware, Lancaster, Montgomery, and Philadelphia counties.
  - Jeanne attended the monthly Youth Services meeting with Commonwealth Libraries on September 16th.



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: October 19, 2021  
RE: Report to the Board on the Henrietta Hankin Branch, September 20 – October 24, 2021

- Building update
  - The amended budget for parking lot repairs was approved by the Commissioners. Concrete work around the parking lot entrance and nearby sidewalks is scheduled for October 26-29. Blacktop will be replaced November 11-12.
  - A second leak has been identified in the office used by the Friends of the Library.
  - County Facilities was out to repair the staff door on October 18 and 19. They will return to work on the front door the week of October 25.
- COVID 19 update
  - As decided at the last Board meeting, programming for children under 12 has remained virtual. Due to presenter and attendee preferences, adult programming has remained mostly virtual.
  - We are working with Computer Services to identify hybrid programming solutions.
- Door counts were down about 21% from August to September.
- Total circulation was down from August.
  - We had a slight decrease in curbside pickups.
- Aligning with the trends CCL has been reporting, total September visits were just under 60% of the number of visits in September 2019, but checkouts are only down about 8% and holds are up nearly 10% from September 2019.
- Meeting Room usage was up from August, with 15 patron bookings for a total of 38 hours.
- We are working on getting additional staff trained in use of the MakerSpace so we can have it open more hours. Currently it is open three afternoons/evenings per week and every other weekend. Patron usage is slowly increasing.
- We are working with Susan Walraed to find volunteers to assist in the MakerSpace. We are looking for people who are crafty or who are interested in or have experience with computer aided design.
- In September we offered 23 programs for adults and 14 for children. Notable programs included Medicare 101 (18 attendees), Tai Chi (in person, 15 attendees), and Mother-Daughter Book Club (21 attendees.) Bridge Club members were very happy to resume in-person play.
- Our first session of Fall storytimes wrapped up on October 13. We have take-and-make crafts and preschool music and nature programs scheduled during the break and will resume storytimes the first week in November.
- Upcoming adult programs include Diwali: The Festival of Lights (informational/craft), a flu shot clinic in partnership with Main Line Health, and Alexander Hamilton: American Colossus, a history lecture.
- Meghan Lynch, Rachel Gibbons, Deborah Parsons, Laura Presby, and Claire Michelle Viola attended the Pennsylvania Library Association's virtual annual conference. Our thanks to the Friends for providing funding for the registration fees.

- The HHB Friends decided not to hold a fall book sale and are not currently accepting donations. They continue to operate the Book Nook and hold monthly “specials” to help raise money to support the library.
- Lenore Clark, the dedicated volunteer who has managed the Book Nook and Book Sales for several years, has retired. Jean Gessl, Nook volunteer and a member of the Friends Board, has stepped in to the role.
- In May we were approached by Christopher Jones, a Weatherstone resident whose family are longtime library patrons. They are interested in funding a memorial at the library to their 12-year-old, who passed away in the spring. After several discussions we decided that an appropriate tribute would be a bike repair stand and larger bike rack outside the parking lot entrance.
  - I met with Glenn Cooper from the Hankin Group in September, who gave his approval to move forward with the plans.
  - I have put Mr. Jones in touch with Nicole Richards to determine the appropriate way to fund this project through the CCL Trust.
  - Mr. Jones and I are gathering information from various vendors and will decide in the near future about what brand/design we feel would best suit the library and their budget.

#### **Meetings & Trainings Attended**

9/21	CCLS/CCL Board Meetings Friends of the HHB Library Board meeting
9/23	Crisis Management Training webinar Interviews for PT YS Library Assistant
9/24	Interview for Building Supervisor Interview for PT YS Library Assistant
9/27-9/29	PaLA Virtual Annual Conference
10/8	Meeting with Jack Stewart, ChesCo Facilities project manager re: parking lot project
10/12	DLM
10/13	Public Service Staff/Department Heads meeting
10/14-15	Off
10/19	Museum Pass committee meeting
10/21	Materials Budget Planning meeting
10/22	Promoting LGBTQ+ Inclusivity training for supervisors
10/25-29	Vacation
10/26	CCLS/CCL Board Meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY  
PERIOD ENDING September 30,2021

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,568,865	1,926,649	1,762,615	1,761,184	164,034	8.5%	806,250	31.4%
Wages	639,413	479,560	388,317	419,875	91,242	19.0%	251,096	39.3%
Fringe Benefits	1,109,759	832,319	765,070	732,505	67,250	8.1%	344,689	31.1%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,318,037</b>	<b>3,238,528</b>	<b>2,916,002</b>	<b>2,913,564</b>	<b>322,526</b>	<b>10.0%</b>	<b>1,402,035</b>	<b>32.5%</b>
LIBRARY MATERIALS	70,000	45,000	52,500	60,000	(7,500)	-16.7%	17,500	25.0%
<b><u>CORE EXPENDITURES</u></b>								
Materials and Services	157,105	117,829	116,554	50,110	1,275	1.1%	40,551	25.8%
Insurance	19,510	19,510	17,510	15,630	2,000	10.3%	2,000	10.3%
Maintenance - Buildings & Grounds	39,656	29,742	26,743	23,157	2,999	10.1%	12,913	32.6%
Utilities	98,000	73,500	52,920	59,711	20,580	28.0%	45,080	46.0%
Vehicle Expense	37,990	28,493	25,728	2,941	2,765	9.7%	12,262	32.3%
Security Costs	30,000	22,500	0	0	22,500	100.0%	30,000	100.0%
<b>TOTAL CORE EXPENDITURES</b>	<b>382,261</b>	<b>291,573</b>	<b>239,455</b>	<b>151,549</b>	<b>52,118</b>	<b>17.9%</b>	<b>160,306</b>	<b>41.9%</b>
INDIRECT COSTS	652,662	489,497	489,510	469,125	(14)	0.0%	163,152	25.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>5,422,960</b>	<b>4,064,598</b>	<b>3,697,467</b>	<b>3,594,238</b>	<b>367,131</b>	<b>9.0%</b>	<b>1,725,493</b>	<b>31.8%</b>

**Notes:**

**Personnel Services:** Salaries and Benefits are under as we still have a few vacancies.  
Fringe Benefits include 1st Qtr Unemployment Tax of \$3123. 2nd qtr 2021 taxes have not been entered.

**Core Expenditures:** Materials and Services includes a \$31K bill for architect, and \$14.3K charge for network security  
Peco Electric Bill & Aqua America bills lagging one month behind. Vehicle Expenses are slightly under budget.  
Buildings & Grounds includes a \$6k charge for annual contract on front door.

**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 74.95% of total budget  
Actual expenditures YTD are 68.18% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY  
PERIOD ENDING September 30,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	325,457	288,881	314,266	36,576	11.2%	145,061	33.4%
Wages	183,357	137,518	117,081	130,041	20,436	14.9%	66,276	36.1%
Fringe Benefits	217,890	163,418	156,277	146,340	7,141	4.4%	61,613	28.3%
<b>TOTAL PERSONNEL SERVICES</b>	<b>835,189</b>	<b>626,392</b>	<b>562,239</b>	<b>590,647</b>	<b>64,153</b>	<b>10.2%</b>	<b>272,950</b>	<b>32.7%</b>
LIBRARY MATERIALS	20,000	15,000	15,000	20,000	0	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	56,374	42,281	25,617	21,478	16,663	39.4%	30,757	54.6%
Insurance	5,960	5,358	5,960	5,358	(602)	-11.2%	0	0.0%
Maintenance - Buildings & Grounds	60,010	45,008	57,589	27,628	(12,581)	-28.0%	2,421	4.0%
Utilities	46,860	35,145	27,055	23,270	8,090	23.0%	19,805	42.3%
<b>TOTAL CORE EXPENDITURES</b>	<b>169,204</b>	<b>127,791</b>	<b>116,221</b>	<b>77,734</b>	<b>11,570</b>	<b>9.1%</b>	<b>57,983</b>	<b>34.3%</b>
INDIRECT COSTS	165,047	123,785	123,795	168,570	(10)	0.0%	41,252	25.0%
CAPITAL OUTLAY	215,471	215,471	104,824	0	110,647	0.0%	110,647	51.4%
<b>TOTAL BUDGET</b>	<b>1,404,911</b>	<b>1,108,439</b>	<b>922,079</b>	<b>856,951</b>	<b>186,360</b>	<b>16.8%</b>	<b>482,832</b>	<b>34.4%</b>

**Notes:**

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

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

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

Utilities - PECO Elec bill is a month behind

**Capital Outlay:** Capital spending is under budget due to timing of projects. Currently we have spent \$111k on the carpet project. Parking lot project is expected to be completed in Oct/Nov

**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 78.90% of total budget  
Actual expenditures YTD are 65.63% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING September 30,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	352,708	352,708	352,708	347,806	0	0.0%	0	0.0%
State Aid - Others	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	9,500	9,500	0	0.0%	0	0.0%
Charges	57,048	48,811	47,702	41,817	(1,109)	-2.3%	(9,346)	-16.4%
Fines and Overdues	51,500	38,625	49,713	33,463	11,088	28.7%	(1,787)	-3.5%
Interest	1,500	1,125	457	1,278	(668)	-59.4%	(1,043)	-69.5%
Donations and Fundraisers	500	375	6,997	973	6,622	1765.6%	6,497	1299.3%
Transfer from other funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	70,000	52,500	52,500	45,000	0	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	3,525	3,525	3,710	68	185	5.2%	185	5.2%
TOTAL OTHER REVENUE	193,573	154,461	170,578	132,099	16,118	10.4%	(22,995)	-11.9%
<b>TOTAL REVENUE</b>	<b>1,695,639</b>	<b>1,656,527</b>	<b>1,672,644</b>	<b>1,634,165</b>	<b>16,118</b>	<b>1.0%</b>	<b>(22,995)</b>	<b>-1.4%</b>
<b>EXPENDITURES</b>								
Library Materials	416,026	303,867	245,529	220,652	58,338	19.2%	170,497	41.0%
Services and Charges	65,736	49,019	40,373	49,174	8,647	17.6%	25,363	38.6%
Supplies	27,634	20,776	12,568	15,210	8,208	39.5%	15,066	54.5%
Miscellaneous	18,424	13,818	13,132	14,002	686	5.0%	5,292	28.7%
Transfers and Reimbursements	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
Capital Outlay	13,763	12,613	14,371	13,792	(1,758)	-13.9%	-608	-4.4%
<b>TOTAL EXPENDITURES</b>	<b>1,690,941</b>	<b>1,549,451</b>	<b>1,475,330</b>	<b>1,467,090</b>	<b>74,120</b>	<b>4.8%</b>	<b>215,611</b>	<b>12.8%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>4,698</b>	<b>107,076</b>	<b>197,314</b>	<b>167,075</b>	<b>90,238</b>		<b>192,616</b>	

**NOTES:**

	All State Aid Money for 2021 has been received.		
Other Revenue:	Donations continue to exceed budgeted amounts. DVD & Audio Book Rental Budgeted Income has been adjusted to actual due to elimination of charges for remainder of year.		
Total Revenue:	Budgeted revenues YTD are	97.69%	of total revenue
	Actual revenues YTD are	98.64%	of total revenue
Expenditures:	Materials spending is currently less than budget, but figure does not include materials on order/encumbered funds.		
Total Expenditures:	Budgeted expenditures YTD are	91.63%	of total expenses
	Actual expenditures YTD are	87.25%	of total expenses



**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING September 30,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
Township Appropriations	6,250	0	0	5,000	0	0.0%	(6,250)	-100.0%
Charges	18,935	13,050	12,577	11,235	(473)	-3.6%	(6,358)	-33.6%
Fines and Overdues	15,000	11,250	15,015	9,680	3,765	33.5%	15	0.1%
Interest	200	150	36	173	(114)	-76.0%	(164)	-82.0%
Donations	0	0	1,003	466	1,003	#DIV/0!	1,003	#DIV/0!
Transfer from Other Funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	15,000	15,000	15,000	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	20	15	825	4	810	5390.9%	805	4026.4%
TOTAL OTHER REVENUE	60,405	39,465	44,456	41,558	4,991	12.6%	(15,949)	-26.4%
<b>TOTAL REVENUE</b>	<b>150,405</b>	<b>129,465</b>	<b>134,456</b>	<b>131,558</b>	<b>4,991</b>	<b>3.9%</b>	<b>(15,949)</b>	<b>-10.6%</b>
<b>EXPENDITURES</b>								
Library Materials	133,316	103,387	83,592	74,968	19,796	19.1%	49,724	37.3%
Services and Charges	6,339	4,829	3,487	4,423	1,343	27.8%	2,852	45.0%
Supplies	5,500	4,125	1,920	1,832	2,205	53.4%	3,580	65.1%
Miscellaneous Expense	3,200	2,400	1,603	2,120	797	33.2%	1,597	49.9%
Capital Outlay	2,050	825	1,664	2,047	(839)	-101.7%	386	18.8%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>150,405</b>	<b>115,566</b>	<b>92,265</b>	<b>85,390</b>	<b>23,301</b>	<b>20.2%</b>	<b>58,140</b>	<b>38.7%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>13,898</b>	<b>42,191</b>	<b>46,168</b>	<b>28,292</b>		<b>42,191</b>	

**NOTES:**

State Revenue: No differences

Other Revenue: DVD & Audio Book Rental Budgeted Income has been adjusted to actual due to elimination of charges for remainder of year

Total Revenue: Budgeted revenues YTD are 86.08% of total revenue

Actual revenues YTD are 89.40% of total revenue

Expenditures: Materials spending is currently less than budget, but figure does not include materials on order/encumbered funds.

Total Expenditures: Budgeted expenditures YTD are 76.84% of total expenses

Actual expenditures YTD are 61.34% of total expenses

**Chester County Library and Henrietta Hankin Fund Balances**

Fund #	Fund Name	9/30/2021		9/30/2021
<b>Operating Funds</b>				
001	Chester County Library Operating Fund	200,952	500 District Center Aid Funds	251,309
043	Henrietta Hankin Branch Operating Fund	<u>32,311</u>	510 County Coordination Aid	195,164
	Total Operating Funds	233,263		
<b>Reserve Funds</b>				
004	Technology Fund	212,167		
400	Chester County Library Capital Reserve	62,164		
410	Chester County Library Program Fund	176,940		
450	Hankin Library - Capital	220,840		
451	CCL & Hankin Materials	<u>102,793</u>		
	Total Reserve Funds	774,904		
<b>Friends of the Library Funds</b>			<b>CCL Friends</b>	
Various	Friends of Chester County Library	129,777		9/30/2021
943	Friends of Henrietta Hankin Branch	<u>(284)</u>	91 I & R Services	2,261
	Total Friends Funds	129,494	92 Multimedia	2,392
			93 2nd Floor Improvements	7,016
			94 Library Staff	7,211
			95 First Floor Improvements	12,240
			96 Courtesy Bags	4,715
			97 Programming	283
			98 Circulation	126
			99 Youth Services	3,661
			900 Volunteer Support	4,351
			902 Jacobs Technology Center	4,091
			903 Capital Fund	81,431
				<u><u>129,777</u></u>
<b>Grants and Appropriations</b>				
002	Community Foundation - Grants	5,099		
100	CCL County Materials Fund	(38)		
104	CCL Trust - Grants	63,541		
109	Hankin County Materials Fund	10,621		
132	Glaxo-Smith Kline Science in the Summer	1,854		
238	American Dream Initiative	<u>-</u>		
	Total Grants and Appropriations	81,078		
<b>Special Funds</b>				
003	Helen Russell Memorial Fund	5,230		
105	CCL Community Day	4,024		
106	CCL & Hankin Museum Passes	5,424		
107	CCL & Hankin Author Events	<u>3,300</u>		
	Total Special Funds	17,977		
<b>Endowment Funds</b>				
090	Chester County Library Trust	<u>2,285,353</u>		
	<b>TOTAL</b>	<u><u>3,968,542</u></u>		

## Board of Trustees 2022 Meeting Dates

(Meeting start time 8:30am, unless otherwise noted)

January 18<sup>th</sup>

February 15<sup>th</sup>

March 15<sup>th</sup>

April 19<sup>th</sup>

May 17<sup>th</sup>

June 21<sup>st</sup>

July 19<sup>th</sup>

August 16<sup>th</sup>

September 20<sup>th</sup>

October 25<sup>th</sup>

(Note – This is one week later due to the annual PaLA conference October 16<sup>th</sup> – 19<sup>th</sup>)

November 15<sup>th</sup>

December 20<sup>th</sup> (start time, 10am)

## Plan For State Aid 2021-2022

**CHESTER COUNTY LIBRARY****APPLICATION & PLAN FOR THE USE OF STATE AID****General Information**

<b>Library Legal Name</b>	<b>CHESTER COUNTY LIBRARY</b>
<b>Mailing Address</b>	<b>450 Exton Square Parkway</b>
<b>City/Town</b>	<b>EXTON</b>
<b>State</b>	<b>PA</b>
<b>Zip</b>	<b>19341</b>
<b>Library AUN/LIBID Number</b>	<b>924150063</b>
<b>Library District</b>	<b>CHESTER</b>
<b>County</b>	<b>CHESTER</b>
<b>Are you a system?</b>	No
<b>If the Library is Part of a Library System, Select the Library System Name</b>	Chester County Library System
<b>Person completing the form</b>	<b>Agatha Lyons</b>
<b>Contact Phone</b>	<b>(610) 344-4053</b>
<b>Contact Email</b>	<b>alyons@ccls.org</b>

**APPLICATION FOR STATE AID**

Application for State Aid shall be made in accordance with 22 Pa. Code § 131.31 in order to receive state appropriated funding. Complete the section below to acknowledge application.

<b>The library/system hereby applies for public library subsidy funds in the amount indicated by the language of the 2021-2022 approved state budget. Select Yes or No</b>	Yes	Yes
--	-----	-----

**PLAN FOR THE USE OF STATE AID**

The following is the library's plan for the use of State Funds which may include Quality Libraries Aid, Incentive for Excellence Aid, Equalization Aid and Equal Distribution Aid. This is a plan for the use of State Aid funds apportioned via the 2021-2022 budget appropriation. Funds to be received Jan/Feb 2022.

<b>PROJECTED AMOUNT OF STATE AID</b>	<b>\$434,470</b>	<b>\$185,301</b>
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**DESCRIBE HOW THE LIBRARY EXPECTS THE USE OF STATE FUNDS WILL IMPROVE THE QUALITY OF THE SERVICES OF THE LIBRARY:**

<b>Please describe</b>	<b>State funds will be spent to enhance the materials collection by providing a wide variety of formats and delivery methods for the improvement of literacy, education and enrichment to the residents of Chester County.</b>
------------------------	--

**Budget For The Use of State Aid**

The budget total must equal the amount of projected state aid.

<b>Salaries and Benefits</b>	<b>\$0</b>	<b>\$0</b>
<b>Collections</b>	<b>\$434,470</b>	<b>\$185,301</b>
<b>Furniture/Equipment/Renovations</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Operating Expenditures</b>	<b>\$0</b>	<b>\$0</b>
<b>Explain Other</b>		
<b>Total</b>	<b>\$434,470</b>	<b>\$185,301</b>

**REQUEST FOR A WAIVER OF STANDARDS**

Based on legislative language that accompanied the Public Library Subsidy (Act 26 of 2021), the State Librarian has the discretion to grant a waiver of standards for local libraries, library systems and district centers for hours of operation, staffing, continuing professional development, collection expenditures, and any other standards related to library operations.  
 Select YES to request a waiver and NO if you believe your library will meet the standards in each of the categories below.

For 2021 the library/system hereby requests of waiver for the standards indicated below:	
<b>HOURS</b>	No <b>Yes</b>
<b>STAFFING</b>	No <b>No</b>
<b>COLLECTION DEVELOPMENT</b>	No <b>Yes</b>
<b>PROFESSIONAL DEVELOPMENT</b>	No <b>No</b>

**LIBRARY BOARD NOTIFICATION AND APPROVAL**

The Library Board must be made aware and approve the details of the Plans for State Aid and all requests for a waiver of standards as indicated above.

The Library Board has been notified of the details of the Plan for State Aid and the request for any waiver of standards reported in 2021-2022 Plan for State Aid.	YES
The Library Board has approved the 2021-2022 Plan for State Aid to be submitted to the Office of Commonwealth Libraries.	YES

**INDIVIDUAL ATTESTING TO THE ACCURACY OF THIS FORM:**

The individual attesting to the accuracy of the Plan may not be the person completing the form.

<b>Name</b>	Joseph Sherwood
<b>Title</b>	Executive Director, Chester County Library System

**FORMULA FOR STATE FUND DISTRIBUTION TO SYSTEM MEMBERS**

Please describe	
-----------------	--

**PROJECTED DISTRIBUTION OF STATE FUNDS TO MEMBER LIBRARIES AND ADMINISTRATIVE UNITS**

0		
	<b>Library Name</b>	<b>Amount</b>
<b>Total</b>		
<b>Total</b>		<b>\$0</b>



Thursday, August 5, 2021

To: System Advisory Council / District Librarians  
 From: Joe Sherwood  
 Re: 2022 Funding Formula distribution – DRAFT

The chart below is the current projected distribution for the 2022 Chester County Library System Funding Formula. These distributions assume the receipt of funding from the Commonwealth of Pennsylvania of \$1,502,066.12 and funding from the County of Chester to Member Libraries of \$1,092,236.

These projections are subject to change based on funds actually received.

	State Aid Distributed 2021	State Aid Projected 2022	County Aid Distributed 2021	County Aid Projected 2022	Total Aid Distributed 2021	Total Aid Projected 2022	Variance	% Change
<b>Atglen</b>	\$ 25,648.61	\$ 26,931.04	\$ 22,965.78	\$ 24,114.06	\$ 48,614.38	\$ 51,045.10	\$ 2,430.72	5.00%
<b>Avon Grove</b>	\$ 97,266.31	\$ 98,949.40	\$ 98,149.16	\$ 96,313.73	\$ 195,415.46	\$ 195,263.13	\$ (152.33)	-0.08%
<b>Chester County &amp; Hankin</b>	\$ 442,708.11	\$ 434,469.58	\$ -	\$ -	\$ 442,708.11	\$ 434,469.58	\$ (8,238.53)	-1.86%
<b>Chester Springs</b>	\$ 21,486.67	\$ 20,412.34	\$ 21,175.71	\$ 20,116.92	\$ 42,662.38	\$ 40,529.26	\$ (2,133.12)	-5.00%
<b>Coatesville</b>	\$ 100,137.22	\$ 95,130.36	\$ 89,770.46	\$ 87,409.64	\$ 189,907.68	\$ 182,540.00	\$ (7,367.68)	-3.88%
<b>Downingtown</b>	\$ 75,069.69	\$ 78,823.18	\$ 79,893.14	\$ 82,014.00	\$ 154,962.83	\$ 160,837.17	\$ 5,874.34	3.79%
<b>Easttown</b>	\$ 76,543.67	\$ 80,370.85	\$ 92,145.30	\$ 87,538.04	\$ 168,688.97	\$ 167,908.89	\$ (780.08)	-0.46%
<b>Honey Brook</b>	\$ 45,613.08	\$ 43,332.43	\$ 41,743.64	\$ 39,656.45	\$ 87,356.72	\$ 82,988.88	\$ (4,367.84)	-5.00%
<b>Kennett</b>	\$ 107,545.43	\$ 112,922.70	\$ 113,904.92	\$ 119,600.17	\$ 221,450.35	\$ 232,522.86	\$ 11,072.52	5.00%
<b>Malvern</b>	\$ 54,633.76	\$ 54,564.33	\$ 53,592.45	\$ 54,157.72	\$ 108,226.21	\$ 108,722.05	\$ 495.85	0.46%
<b>Oxford</b>	\$ 82,043.45	\$ 79,514.14	\$ 77,109.94	\$ 80,504.74	\$ 159,153.39	\$ 160,018.87	\$ 865.49	0.54%
<b>Parkesburg</b>	\$ 46,289.09	\$ 44,266.87	\$ 42,546.07	\$ 43,919.03	\$ 88,835.16	\$ 88,185.90	\$ (649.26)	-0.73%
<b>Phoenixville</b>	\$ 92,635.91	\$ 93,524.57	\$ 101,330.29	\$ 102,320.02	\$ 193,966.20	\$ 195,844.58	\$ 1,878.38	0.97%
<b>Spring City</b>	\$ 33,641.49	\$ 35,323.56	\$ 30,296.12	\$ 31,810.93	\$ 63,937.61	\$ 67,134.49	\$ 3,196.88	5.00%
<b>Tredyffrin-Paoli</b>	\$ 117,702.59	\$ 116,274.69	\$ 138,762.51	\$ 131,824.39	\$ 256,465.10	\$ 248,099.07	\$ (8,366.03)	-3.26%
<b>West Chester</b>	\$ 83,101.05	\$ 87,256.10	\$ 88,850.52	\$ 90,936.16	\$ 171,951.57	\$ 178,192.26	\$ 6,240.69	3.63%
<b>Total</b>	<b>\$ 1,502,066.12</b>	<b>\$ 1,502,066.12</b>	<b>\$ 1,092,236.00</b>	<b>\$ 1,092,236.00</b>	<b>\$ 2,594,302.12</b>	<b>\$ 2,594,302.12</b>	<b>\$ 0.00</b>	<b>0.00%</b>

Limits Adjustment for 2022:

	<b>State Funding</b>	<b>County Funding</b>	<b>Total Adjustment</b>
<b>Atglen</b>	\$ 5,280.42	\$ 7,585.20	\$ 12,865.62
<b>Avon Grove</b>	\$ 1,903.65	\$ (1,509.83)	\$ 393.82
<b>Chester County &amp; Hankin</b>	\$ 8,358.60	\$ -	\$ 8,358.60
<b>Chester Springs</b>	\$ (13,882.49)	\$ (10,136.11)	\$ (24,018.60)
<b>Coatesville</b>	\$ (13,592.40)	\$ (1,370.25)	\$ (14,962.65)
<b>Downingtown</b>	\$ 2,784.42	\$ (1,285.67)	\$ 1,498.75
<b>Easttown</b>	\$ (7,314.64)	\$ (1,820.27)	\$ (9,134.92)
<b>Honey Brook</b>	\$ (10,656.40)	\$ (4,386.54)	\$ (15,042.94)
<b>Kennett</b>	\$ 12,799.50	\$ 14,058.60	\$ 26,858.10
<b>Malvern</b>	\$ 1,049.74	\$ (848.99)	\$ 200.75
<b>Oxford</b>	\$ 1,529.74	\$ (1,262.01)	\$ 267.73
<b>Parkesburg</b>	\$ 851.63	\$ (688.48)	\$ 163.15
<b>Phoenixville</b>	\$ 1,799.28	\$ (1,603.99)	\$ 195.29
<b>Spring City</b>	\$ 4,642.84	\$ 5,487.43	\$ 10,130.27
<b>Tredyffrin-Paoli</b>	\$ 2,236.96	\$ (793.54)	\$ 1,443.42
<b>West Chester</b>	\$ 2,209.14	\$ (1,425.54)	\$ 783.61

Notes:

A positive number means you were supposed to receive more funding for 2022, and due to the formula limits (+/- 5%) your funding was reduced by that amount and it will be added to your formula generated amount for 2023.

A negative number means you were supposed to receive less funding for 2022, but due to the formula limits (+/- 5%) your funding was increased by that amount and it will be subtracted from your formula generated amount for 2023.

All increases / decreases are recognized, but it may take time for them to be implemented

Historical comparisons Funding

<b>Chester County Library System</b>								
<b>Funding Formula</b>	<b>Historical Summary</b>		<b>Proposed</b>	<b>Change 2022</b>		<b>\$\$ Variance</b>	<b>% Change</b>	<b>% of</b>
<b>PA Funding</b>	<b>2009</b>	<b>2021</b>	<b>2022</b>	<b>vs 2021</b>		<b>2009 - 2022</b>	<b>2009 - 2022</b>	<b>Total loss</b>
Atglen	\$ 25,715	\$ 25,648.61	\$ 26,931.04	\$ 1,282.43		\$ 1,216.04	4.73%	-0.31%
Avon Grove	\$ 87,388	\$ 97,266.31	\$ 98,949.40	\$ 1,683.09		\$ 11,561.40	13.23%	-2.95%
Chester County & Hankin	\$ 571,771	\$ 442,708.11	\$ 434,469.58	\$ (8,238.53)		\$ (137,301.42)	-24.01%	34.98%
Chester Springs	\$ 29,750	\$ 21,486.67	\$ 20,412.34	\$ (1,074.33)		\$ (9,337.66)	-31.39%	2.38%
Coatesville	\$ 137,704	\$ 100,137.22	\$ 95,130.36	\$ (5,006.86)		\$ (42,573.64)	-30.92%	10.85%
Downingtown	\$ 85,712	\$ 75,069.69	\$ 78,823.18	\$ 3,753.48		\$ (6,888.82)	-8.04%	1.76%
Easttown	\$ 79,575	\$ 76,543.67	\$ 80,370.85	\$ 3,827.18		\$ 795.85	1.00%	-0.20%
Honey Brook	\$ 45,370	\$ 45,613.08	\$ 43,332.43	\$ (2,280.65)		\$ (2,037.57)	-4.49%	0.52%
Kennett (formerly BTML)	\$ 150,743	\$ 107,545.43	\$ 112,922.70	\$ 5,377.27		\$ (37,820.30)	-25.09%	9.64%
Malvern	\$ 64,834	\$ 54,633.76	\$ 54,564.33	\$ (69.43)		\$ (10,269.67)	-15.84%	2.62%
Oxford	\$ 122,846	\$ 82,043.45	\$ 79,514.14	\$ (2,529.31)		\$ (43,331.86)	-35.27%	11.04%
Parkesburg	\$ 73,517	\$ 46,289.09	\$ 44,266.87	\$ (2,022.23)		\$ (29,250.13)	-39.79%	7.45%
Phoenixville	\$ 102,709	\$ 92,635.91	\$ 93,524.57	\$ 888.65		\$ (9,184.43)	-8.94%	2.34%
Spring City	\$ 40,784	\$ 33,641.49	\$ 35,323.56	\$ 1,682.07		\$ (5,460.44)	-13.39%	1.39%
Tredyffrin & Paoli	\$ 190,240	\$ 117,702.59	\$ 116,274.69	\$ (1,427.90)		\$ (73,965.31)	-38.88%	18.85%
West Chester	\$ 85,879	\$ 83,101.05	\$ 87,256.10	\$ 4,155.05		\$ 1,377.10	1.60%	-0.35%
<b>Total</b>	<b>\$1,894,537</b>	<b>\$ 1,502,066</b>	<b>\$ 1,502,066</b>	<b>\$0</b>		<b>\$ (392,470.88)</b>	<b>-20.72%</b>	<b>100.00%</b>

\*\* Does not include ACCESS PA funding



Chester County Funding	2009	2021	Proposed	Change 2022	\$\$ Variance	% Change	% of
			2022	vs 2021			
					2009 - 2022	2009 - 2022	Total
Atglen	\$ 24,169	\$ 22,965.78	\$ 24,114.06	\$ 1,148.29	\$ (55.27)	-0.23%	-0.02%
Avon Grove	\$ 67,577	\$ 98,149.16	\$ 96,313.73	\$ (1,835.43)	\$ 28,736.47	42.52%	11.93%
Chester County & Hankin		\$ -	\$ -	\$ -	\$ -		
Chester Springs	\$ 25,355	\$ 21,175.71	\$ 20,116.92	\$ (1,058.79)	\$ (5,238.17)	-20.66%	-2.18%
Coatesville	\$ 75,232	\$ 89,770.46	\$ 87,409.64	\$ (2,360.82)	\$ 12,177.27	16.19%	5.06%
Downingtown	\$ 63,740	\$ 79,893.14	\$ 82,014.00	\$ 2,120.86	\$ 18,274.44	28.67%	7.59%
Easttown	\$ 72,094	\$ 92,145.30	\$ 87,538.04	\$ (4,607.27)	\$ 15,443.88	21.42%	6.41%
Honey Brook	\$ 39,103	\$ 41,743.64	\$ 39,656.45	\$ (2,087.18)	\$ 553.91	1.42%	0.23%
Kennett (formerly BTML)	\$ 57,055	\$ 113,904.92	\$ 119,600.17	\$ 5,695.25	\$ 62,545.61	109.62%	25.97%
Malvern	\$ 38,454	\$ 53,592.45	\$ 54,157.72	\$ 565.27	\$ 15,703.97	40.84%	6.52%
Oxford	\$ 53,983	\$ 77,109.94	\$ 80,504.74	\$ 3,394.80	\$ 26,522.12	49.13%	11.01%
Parkesburg	\$ 36,530	\$ 42,546.07	\$ 43,919.03	\$ 1,372.97	\$ 7,388.78	20.23%	3.07%
Phoenixville	\$ 91,385	\$ 101,330.29	\$ 102,320.02	\$ 989.73	\$ 10,935.42	11.97%	4.54%
Spring City	\$ 21,816	\$ 30,296.12	\$ 31,810.93	\$ 1,514.81	\$ 9,994.79	45.81%	4.15%
Tredyffrin & Paoli	\$ 76,850	\$ 138,762.51	\$ 131,824.39	\$ (6,938.13)	\$ 54,974.20	71.53%	22.83%
West Chester	\$ 108,067	\$ 88,850.52	\$ 90,936.16	\$ 2,085.64	\$ (17,130.41)	-15.85%	-7.11%
<b>Total</b>	<b>\$ 851,409</b>	<b>\$ 1,092,236</b>	<b>\$ 1,092,236</b>	<b>\$ -</b>	<b>\$ 240,827.00</b>	<b>28.29%</b>	<b>100.00%</b>

Combined Funding	2009	2021	Proposed	Change 2022	\$\$ Variance	% Change	% of
			2022	vs 2021		2009 - 2022	2009 - 2022
Atglen	\$ 49,884	\$ 48,614	\$ 51,045	\$ 2,430.72	\$ 1,160.77	-0.23%	-0.77%
Avon Grove	\$ 154,965	\$ 195,415	\$ 195,263	\$ (152.33)	\$ 40,297.87	42.52%	-26.57%
Chester County & Hankin	\$ 571,771	\$ 442,708	\$ 434,470	\$ (8,238.53)	\$ (137,301.42)	0.00%	90.54%
Chester Springs	\$ 55,105	\$ 42,662	\$ 40,529	\$ (2,133.12)	\$ (14,575.83)	-20.66%	9.61%
Coatesville	\$ 212,936	\$ 189,908	\$ 182,540	\$ (7,367.68)	\$ (30,396.37)	16.19%	20.04%
Downingtown	\$ 149,452	\$ 154,963	\$ 160,837	\$ 5,874.34	\$ 11,385.61	28.67%	-7.51%
Easttown	\$ 151,669	\$ 168,689	\$ 167,909	\$ (780.08)	\$ 16,239.73	21.42%	-10.71%
Honey Brook	\$ 84,473	\$ 87,357	\$ 82,989	\$ (4,367.84)	\$ (1,483.66)	1.42%	0.98%
Kennett (formerly BTML)	\$ 207,798	\$ 221,450	\$ 232,523	\$ 11,072.52	\$ 24,725.30	109.62%	-16.30%
Malvern	\$ 103,288	\$ 108,226	\$ 108,722	\$ 495.85	\$ 5,434.30	40.84%	-3.58%
Oxford	\$ 176,829	\$ 159,153	\$ 160,019	\$ 865.49	\$ (16,809.75)	49.13%	11.09%
Parkesburg	\$ 110,047	\$ 88,835	\$ 88,186	\$ (649.26)	\$ (21,861.35)	20.23%	14.42%
Phoenixville	\$ 194,094	\$ 193,966	\$ 195,845	\$ 1,878.38	\$ 1,750.99	11.97%	-1.15%
Spring City	\$ 62,600	\$ 63,938	\$ 67,134	\$ 3,196.88	\$ 4,534.35	45.81%	-2.99%
Tredyffrin & Paoli	\$ 267,090	\$ 256,465	\$ 248,099	\$ (8,366.03)	\$ (18,991.12)	71.53%	12.52%
West Chester	\$ 193,946	\$ 171,952	\$ 178,192	\$ 6,240.69	\$ (15,753.31)	-15.85%	10.39%
<b>Total</b>	<b>\$ 2,745,946</b>	<b>\$ 2,594,302</b>	<b>\$ 2,594,302</b>	<b>\$ 0.00</b>	<b>\$ (151,643.88)</b>	<b>28.29%</b>	<b>100.00%</b>