

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
NOVEMBER 16, 2021

AGENDA

<https://us06web.zoom.us/j/84961446587?pwd=dDdYL29NZnlVMURsSCsrYk1HQmntUT09>

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 October 26, 2021 (p. 2)
- Chester County Library Director Report (p. 7)
- Henrietta Hankin Branch Manager’s Report (p10.)

FINANCIAL STATEMENTS

- October 2021 Exton and Hankin Financial Statements (p. 15.)

FOR INFORMATION/DISCUSSION

- Governance / Nominating Committee Presentation of Slate of Officers for 2022
- Programming for 2022 (P. 20)
- Wish lists (p.21)

FOR APPROVAL

- 2021 Schedule for Chester County and Henrietta Hankin Libraries – Revised (p.38)
- 2022 Schedule for Chester County and Henrietta Hankin Libraries (p. 39)
- December 2021 Board meeting time confirmation

REPORTS/CORRESPONDENCE

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

Upcoming Events

Tuesday, December 21st at 10:30 AM – CCLS Board Meeting, CCL (Virtual/Burke Board Room)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
October 26, 2021

Board Members Present

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

Board Members Excused

Lisa Ionata, Treasurer

Others Present

Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Nicole Richards, Development Director; Monique Kolb Public Relations/Graphic Specialist; Maureen Crawford, Administrative Assistant, Vicky Brown, Chester County Financial Office

CALL TO ORDER: 9:10 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Kathy Pearse, seconded by JoAnn Weinberger, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

On motion made by Richard Hankin, seconded by Brian Taylor, the September 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR INFORMATION/DISCUSSION

Nominating Committee

Kathy Pearse and JoAnn Weinberger will be the nominating committee and will present the slate for the Board at the November Meeting.

FOR APPROVAL

2021 Board of Trustees Meeting Schedule

The 2021 Board of Trustee Meeting Schedule was presented for approval.

On a motion made by JoAnn Weinberger and seconded by Richard Hankin, the 2022 Board of Trustees Meeting Schedule was unanimously approved.

State Aid- Plan for Use of State Aid for CCL

Agatha presented the plans for the use of State Aid for Chester County Library. The total amount is \$434,470. \$400,000 will be used to enhance the collection by providing a wide variety of formats and delivery methods and the remaining balance of \$34,470 will be used on other expenditures. There is no request for a Waiver of Standards.

On a motion made by Kathy Pearse, seconded by Richard Hankin, the plan for use of the State Aid for CCL was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

Building Update

- The new Building Supervisor has started and has a list of projects.
- The County completed the building site survey. There were several problems including a hole in the building leading to the Burke Room.
- There is a leak in the Children's Department that is a long-standing problem due to a sealing problem near the garage. Re-sealing will need to be completed and a quote was made for the repair.
- There is a water issue in the Electrical Gear Room. There is a small sink hole that may be due to clogged drains on the roof. Geo Technical Services has been looking to see what remediation can be completed.
- Plumbing issues in the second-floor restroom by the Struble Room, led to a leak that caused damage on both the second and first floor. There was a lot of water in the Multimedia area. The carpets needed to be cleaned as a result.
- There was a problem with the rotating door computer. It was fixed the next day.
- First Floor Redesign
 - The furniture has been selected and there are 3 bids out. The approval by the Commissioners will not be completed until the December meeting as the bids will not be ready for the November meeting.
 - Joe met with the General Contractors. Some of the work can start around November 15th including the check in area, Reference, and Multimedia. Also, some new glass and signs can be installed.
- The abandoned car has been removed.
- Working with the County Facilities department on the outside landscaping.

Circulation Department

- Since the announcement at the September DLM that Museum Key would be purchased for the entire system our implementation timeline was put on hold. The timeline will be revised the timeline once we confirm when the new system will be purchased and available for use by CCL/HH.

- **JTC**
 - The JTC new hire for the part time library assistant decided not to take the position and the position has been re-posted.
 - Emma Driban did a great job with TikTok [Banned Book Week post](#). Many thanks to all the staff who participated.
- **Multimedia Department**
 - Jessie Williams presented materials 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 is discharged from the NICU.
- **Public Relations/Graphics**
 - 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
 - Almost 30 vendors have applied for the Holiday Craft Show. Pam will be selecting approximately 20 to be able to participate on December 11th.
- **Reference**
 - Melissa Kohl presented a Summary of Experience with the 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. 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**
 - The Discovery Layer Committee choose Vega as the discovery layer option. Implementation should begin later this month and will take about six weeks.
- **Volunteers**
 - Four volunteers were recruited and trained to do Multimedia desk coverage during the MM hiring process and staff shortage.
- **Youth Services**
 - Attended the Community Park day on September 25, 2021.
 - Jeanne, April and Julie attended the virtual PaLA annual conference

Additional Discussion:

- Due to the First Floor Redesign, Joe asked Stephanie and Melissa to meet earlier than originally scheduled to plan for the combined Reference and Multimedia area.
- The Friends have requested that the Wish List not be submitted to them until November or December.

- The AWE Computers were removed in the Children’s and Youth area during COVID due to sanitization concerns. The Computers have been put back in service as there are now sanitization wipes available. Joe asked Niki to put out publicity that the computers are now available.
- The next project to look at the space near OIC to see if it can be used for Digital Media.

Branch Manager’s Report

- The parking lot is scheduled for today and concrete work is scheduled for this week.
- Circulation is down minimally but holds are up.
- Trying to get volunteers to work on in the MakerSpace Area.
- 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.
- Children’s attendance is down for the virtual programs. Meghan noted the parents are asking about in-person programs. The numbers are less than in the Spring.
- Joe discussed on adding a HoldIT locker at Henrietta Hankin. Meghan thinks patrons would use the service as they would be able to pick up books when the library is not open. The cost would be \$10,000 to \$15,000. Meghan will get more information about the costs.

Additional Comments:

- Joe will give the Trust Wish List to the Board in November, so it can be presented at the Trust Board Meeting in December. Nicole mentioned she also is working on a Trust bequest that may be able to provide money for some projects, and she is working with the administrator of the Estate.

Friends Report

Joe is working with the Friends Group on going through the donation and fostering good relations with the Friends.

Committee Updates

Funding Task Force

No update

Institutional Advancement Committee

No update

Policy Committee

No update

Strategic Planning and Facilities

No update

Technology

No update

Executive Committee

No update

Finance Committee

Need to schedule the next Finance Committee meeting.

Governance Committee

Need to schedule the next Governance Committee meeting.

Friends of CCL

There is a display for the Friends in the lobby of CCL. Working on fostering a good relationship with the Friends.

Friends of the Henrietta Hankin Library – No update**Visitors' Comments – No visitors' comments**

The meeting was adjourned at 9:50 AM.

Approved November 16, 2021

Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: November 9, 2021
RE: Report to the Board on the Chester County Library, October 26-November 16, 2021

- Building update
 - 1st Floor Redesign
 - Work is projected to start (phase 1) on Monday November 15th. This includes small walls that need to be built, removal of the check-in desk and relocation, work in the lobby and any other prep work for furniture.
 - Phase 2 is the furniture. We are still working on getting the finalized design approved and ordered through the County.
 - Phase 3 (some of which will occur before phase 2) includes carpeting and finishes. Friday after Thanksgiving they are currently planning to do the lobby carpeting (since the library is closed).
 - Quarterly Keystone reports are being filed with the State.
 - Collection updates:
 - Graphic Novels have been relocated
 - Periodicals have been shifted
 - Fiction and non-fiction are being weeded and shifted
 - Reference is working on weeding and relocating the collection
 - Working on relocating the Fish Tank (at least temporarily)
 - HVAC update - After visits by the County staff (starting up the pumps) and Diversified Refrigeration (replacing a pump that was leaking) and then a staffer reached out to Bruce (who offered to show Peter around) he told us the loop baseboard heat is controlled by the 40-year old original control panel and was able to help staff in setting it so that it would start working.
 - Reserve Study – I received a draft of the County’s reserve study that they are piloting with the Exton Library building. After review, I gave comments back to the County and they are going back to the consultant for follow-up.
 - Pipeline – Work is speeding to its conclusion. The County is meeting with Sunoco/Energy Transfer about final remediation (parking lot, fence) to restore the condition prior to the work. I’ve heard from the Township that the Homeowners Association was reaching out for an update. The County is talking with them.
 - Peter is working on getting the plumbing lines checked where we had the leak / overflow in the upstairs bathroom and lower floor bathroom(s) checked as well.
 - Leak in Children’s – The County has a contractor sealing the rear walls of the library and re-doing the caulking. Once this is complete and the leak has stopped, interior remediation will take place.

- Peter and his delivery staff emptied out the Betty Burke Room closet of all Friends and Library items. He marked the floor so it cannot get refilled too much. The hole in the fascia has been temporarily closed (still needs some additional outside work). We are working on reorganizing the closets.
- 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.
 - Door counts are still at about 60% of what they were pre-Covid, but checkouts are at about 80%, and holds filled are down (for the first time since re-opening) by just 3% compared to totals in October 2019. The trend continues that while we have fewer visitors, they are checking out more items and placing more holds than the equivalent number of patrons did in our last comparative month pre-Covid.
 - 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 7.5% in October.

Month	Express Lane Indoor Self Check		HoldIT Locker	Curbside Service		Mobile App Self- Checkout		Total	Percent change +/- %
	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin		
Sept	8456	755	469	71	97	108	94	10050	
Oct	8453	1601	480	52	73	83	64	10806	7.5%

CCL	Door: Oct 2019	Door: Oct 2021	Checkouts: Oct 2019	Checkouts: Oct 2021	Holds Filled: Oct 2019	Holds Filled: Oct 2021	Library Cards: Oct 2019	Library Cards: Oct 2021
Counts	34142	19542	45906	35828	13763	13310	498	253
% +/-		-42%		-21%		-3%		-50%

- Community Engagement Leadership Team met with new Community Engagement librarian Kelly Quigg on October 25. We will resume regular monthly meetings of the Leadership Team and the greater Community Engagement Committee in November. The team is working to identify the focus of the committee in the post-Covid environment.
- XYZ Programing Committee hosted three virtual events in October; a Murder Mystery Party, an Escape Room, and a Movie Trivia Night. The group is working on future events including Paint for a Cause and Make and Take book crafts.
- Jacobs Technology Center—Sara Lim Harden
 - We are in the process of packaging new STEM Kits to circulate. They are Ozobots, Circuit Scribes, LittleBits, Snap Circuits, and Sewing Circuit. Remy Way and Bianca Thiruchittampalam are researching ideas for circulating Makerboxes.
 - All JTC staff completed the Mandated Reporter training.
 - The Kindness Rocks program is going well. Kids enjoy finding them and hiding them. Emma Driban made pins for the finders to exchange when they bring the kindness rocks back to the JTC.

- Rebecca Manuel was a big help assisting the Circulation Desk during the internet outage on Saturday, 10/9. Sara received a very kind and appreciative email from Stacy Hutcheon to thank Rebecca's assistance.
- Sara Lim Harden is working with Niki Kolb to promote the services of JTC and DMLM.
- October usage statistics
 - Three photo print requests
 - Four digitization requests, of 14 total pieces of media, taking 10 hours to complete.
 - One 3D scanning request, for one object, taking 9 hours to complete.
 - One 3D print request, taking 18 grams of filament and 2.5 hours to complete
 - Proctored two online exams

- Multimedia Department—Stephanie Sharon-Missanelli
 - First Floor Redesign Updates
 - Our large weeding project has been completed.
 - A new layout plan is in place for the collection for when shifting will begin.
 - We are working with Reference and Computer Services to shift our workstations to the café area, and later to the business center to meet the needs for construction.
 - Stephanie and Melissa Kohl met to discuss the merger of our two desks. They will work on cross-training and staff expectations in the coming months.
 - Budget
 - Stephanie and Jessica Williams are finishing out spending in budgets in CCL, CCA, County Funds, and CCL Trust.
 - Jessica is working with Agatha to spend leftover CCA funds on eBooks.
 - Stephanie is working with collection managers to create a budget for 2022.
 - Staff Updates
 - Eric Scotolati will be transferring from the Circulation Department to the Multimedia Department to fill one of our two open Library Assistant positions pending approval by the Commissioners. The second open Library Assistant position has also been offered and accepted and the hire is pending Commissioners' approval.
 - John Smith has resigned his part-time Library Page position effective 11/6. The position has been posted.
 - Stephanie Sharon-Missanelli will be going out on parental leave, tentatively starting on 11/15 or whenever her daughter Josephine is discharged from the hospital.

- Public Relations/Graphics—Monique Kolb
 - Graphics:
 - For the month of October, we completed 62 graphic orders and 32,613 copies
 - Currently working on a promotional campaign for the JTC area upstairs and the AWE computers in Youth Services. We would like to make patrons more aware of these services.
 - Working on November issue of CCL Insights staff newsletter that will be released around November 15th.
 - Continuing with updates to website, digital screens (both indoors and outdoors), blog, and social media about various events throughout November and December and dates we are closed throughout the holidays.

- PR:
 - Promoting various CCL services on Social Media each week (examples this month will be hotspots, the JTC and picture books in Youth Services).
 - Volunteering at West Whiteland Indoor & Outdoor Craft Fair on November 13th where Chester County Library will have an information booth.
 - We collected 3 big boxes of gently used and new shoes for the Soles4Souls Drive that will run through November 15th. The Toys for Tots Drive will start on November 20th and run through December 9th.
 - I will be working with Nicole to help promote Giving Tuesday on November 30th.
 - Meeting Room attendance is up and averaging over 25 hours of usage per month.
 - Currently working with Valley Creek Productions to produce ads for CCLS. Produced a rough draft of a script with production notes and hoping to extend deadline into next year when more footage can be curated of in-person programming and such. Hoping to shoot footage in February, post production in March and launch ad at Legislative Breakfast, which will hopefully be held in April.

- Adult Programs:
 - Dark History programs in partnership with the Chester County History Center went well with over 40 people in attendance via Zoom. It was difficult to determine how many people actually saw the program as Zoom only counts the connections. We will continue to partner with the CCHC for future programs.
 - Yoga programs continue to be well attended. People like the virtual format.
 - Pam is currently working on Holiday Craft Fair. She has chosen 28 vendors to participate. We will also have 1 table for the Friends of Chester County to run a “mini-book sale” on the day.
 - Pam was also contacted by the Education Director from Chester County Hospital who would like to partner and provide wellness programs on a regular basis.
 - Currently organizing Moon Phase family program with Dr Karen Schwarz from the Mather Planetarium. Scheduled for dates in January.
 - Popular Programs in October:
 - Dark History Series (2 sessions, avg. of 44 attendees per session).
 - The "Cooking with Jena" programs continue to be popular (23 attendees).
 - Tuesday Wellness Yoga (4 sessions, avg. 17 attendees per session).
 - Virtual: Pennsylvanians for Modern Courts - Landlord Tenant Court (14 registrations).

- Reference—Melissa Kohl
 - Jamie Claxton and Kelly Quigg will be attending Chester County Association for the Blind and Visually Impaired's information services event on November 19th in Coatesville. CCABVI has offered to translate some of Chester County Library's service and resource brochures into braille. CCABVI is eager to work with the library, and other organizations, to ensure equitable access to information to its community members.
 - In preparation for the First Floor Redesign, Librarians Laura Salvucci and Tom Berman have been working diligently over the last 10 months to strategically weed the reference collection by 46%. The weeded items comprise outdated sets, information currently available online, and items better suited for the non-fiction collection. The remaining collection is current and targeted to meet the information needs of our users.

- Technical Services—Jenna Persick
 - I am receiving applications for the Library Assistant III Processing position. Nancy McLeod is retiring on 12/3/21.
 - Terri Sharif is retiring on 12/3/21 after 25 years of service. I have been given permission to post her position, Librarian II Cataloging.
 - Theresa Retzner and I met with our Vega Discovery Layer Implementation Team on October 29. We are working with them on configuration details. Our next meeting is on November 10. We hope to go live with Vega by the end of the year

- Volunteers—Susan Walraed
 - Volunteers continue to help present virtual monthly and quarterly programs in cooperation with CCL Reference, the Hankin Branch Library and Jacobs Technology Center.
 - Volunteers presented the following programs.
 - Welcome to the Library
 - Introduction to Genealogy
 - Intro-mediate Excel (Combining Introduction and Intermediate Excel)
 - Alternatives to Cable TV
 - Introduction to Electric Cars
 - Four volunteers are continuing to assist with Multimedia desk coverage during the MM hiring process and staff shortage.
 - The HH MakerSpace is ready to go and I am waiting for information to begin recruitment from local high schools. Publicity is in the works for MM and Digital clinic volunteers also from local schools.
 - Friends of Chester County Library
 - Friends voted unanimously to continue to accept donations and leave the Book Bin open despite our requests to wait until December and also continue to recruit volunteer Sorters.
 - Wish List was presented to Friends of Chester County Library at the November meeting for review to be voted on at the December meeting. They had many questions and thought many requests were of an operational nature and so are not inclined to grant some items. I am revamping the list to include explanations that might encourage their participation.
 - Note that according to their by-laws, the Friends must give 85% of their yearly income to the library. Since we have missed three sales, the 2021 income is greatly reduced and under \$20,000. This amount can be increased with library requests to use a capital fund owned technically by the library but owned by the Friends in essence. Library staff is requesting @\$22,000.00 in Wish List monies.
 - Relevant statistics:
 - Volunteers listed as active of October 1, 2021- 90
 - Volunteers who have returned to active service – 66 (this includes Friends of Chester County Library)
 - Fourteen volunteers are doing more than one position which is the equivalent of eighty positions

- Youth Services—Jeanne Clancy
 - Jeanne continues to attend monthly meetings with the Youth Services Advisors at Commonwealth Library and YS coordinators around the state.
 - Jeanne continues to meet regularly with the YS coordinators from Berks, Bucks, Delaware, Lancaster, Montgomery, and Philadelphia counties.
 - Jeanne is serving on a committee that is reviewing “Best Practices for Youth Services.” The document includes guidelines for children’s and teen librarians on:
 - Management
 - Professional Development & Professionalism
 - Collection Development
 - Programming
 - Communications, Marketing & Advocacy
 - Facility Development
 - Technology Services
 - The first fall session of preschool storytimes continued through the week of October 18th. The second session begins on November 1st.
 - April Nickel and Danielle Stokes continue to present “Craft Up Some Fun” for ‘tweens on a monthly basis.
 - Lisa Urbani planned a program for the Teen Library Crew on October 29th. The Name Brand vs. Generic Taste Test Challenge was attended by 24 hungry teens.
 - Jeanne and Julie Darnall have planned and presented “Step into STEM” for 4 to 7-year-olds. Each week features a science concept which is introduced using stories, non-fiction books, and hands-on experiments. The series continues through November 11th.



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: November 10, 2021
RE: Report to the Board on the Henrietta Hankin Branch, October 24-November 16, 2021

- Building update
 - Concrete work around the parking lot entrance and nearby sidewalks was completed October 26-28. The lot was repaved November 1-2.
 - County Facilities was to work on the front door on October 27. They told us they made the best adjustments they could but the problems are not entirely resolved. I have submitted a 2022 Facilities Improvement Request suggesting that the doors be replaced, and we are waiting for a decision on that before moving forward with additional repairs.
 - Siemens completed our fire safety inspection on November 4.
 - The Protection Bureau was out for the annual system inspection on November 11.
- COVID 19 update
 - As decided at the August Board meeting, programming for children under 12 has remained virtual. Due to presenter and attendee preferences, adult programming has remained mostly virtual but attendance at in person programs is increasing.
 - I have requested funding from the Friends of the Hankin Branch Library for hardware that will help us to offer hybrid programming.
- Door counts were down up 5% from September to October and are holding steady at about 60% of our 2019 door count.
- Total circulation was up slightly from September.
 - We had a decrease in curbside pickups.
- Meeting Room usage was up from September, with 21 patron bookings for a total of 67 hours.
- 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.
- We are working on the 2022 budget.
- In September we offered 32 programs for adults and 15 for children. Notable programs included Tai Chi (in person, 3 sessions, avg. 17 attendees per session), and Dark History II (virtual, 43 attendees), and Read and Sing with Miss Lynne (virtual, 16 attendees.)
- Rachel Gibbons, a PT Youth Services librarian welcomed her first child on November 3. She will be on leave until mid-January.
- Our take-and-make crafts and preschool music and nature programs scheduled during our story time break were well received by our patrons. Our second fall story time session began the first week in November.
- The HHB Friends decided are not currently accepting donations. They continue to operate the Book Nook and hold monthly “specials” to help raise money to support the library.

Meetings & Trainings Attended

10/25-29 Vacation
10/26 CCLS/CCL Board Meetings
11/2 EDI Committee chairs meeting
11/4 EDI Committee meeting
11/5 Longwood Gardens Community Read (virtual) kickoff event
11/9 Meet and greet with a candidate for the CCL Director position
 DLM/SAC meeting
11/10 Public Service Staff/Dpt. Heads meeting
 PIC meeting
 Friends Board Meeting
11/16 CCLS/CCL Board Meetings
 Community Engagement meeting

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY
PERIOD ENDING October 31,2021

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,568,865	2,124,254	2,045,181	2,054,270	79,073	3.7%	523,684	20.4%
Wages	639,413	528,745	452,419	490,895	76,326	14.4%	186,994	29.2%
Fringe Benefits	1,109,759	924,799	884,636	853,037	40,163	4.3%	225,123	20.3%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,318,037	3,577,798	3,382,236	3,398,202	195,562	5.5%	935,801	21.7%
LIBRARY MATERIALS	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	157,105	130,921	123,699	63,725	7,221	5.5%	33,406	21.3%
Insurance	19,510	19,510	17,510	15,630	2,000	10.3%	2,000	10.3%
Maintenance - Buildings & Grounds	39,656	33,047	29,574	25,227	3,472	10.5%	10,082	25.4%
Utilities	98,000	81,667	59,734	69,249	21,933	26.9%	38,266	39.0%
Vehicle Expense	37,990	31,658	28,688	3,068	2,970	9.4%	9,302	24.5%
Security Costs	30,000	22,500	0	0	22,500	100.0%	30,000	100.0%
TOTAL CORE EXPENDITURES	382,261	319,303	259,206	176,899	60,097	18.8%	123,055	32.2%
INDIRECT COSTS	652,662	543,885	543,900	521,250	(15)	0.0%	108,762	16.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,422,960	4,510,986	4,255,342	4,156,351	255,644	5.7%	1,167,618	21.5%

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 83.18% of total budget
Actual expenditures YTD are 78.47% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY
PERIOD ENDING October 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	358,837	340,212	357,651	18,625	5.2%	93,730	21.6%
Wages	183,357	151,622	137,663	149,246	13,959	9.2%	45,694	24.9%
Fringe Benefits	217,890	181,575	180,972	166,565	603	0.3%	36,918	16.9%
TOTAL PERSONNEL SERVICES	835,189	692,034	658,847	673,462	33,187	4.8%	176,342	21.1%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	56,374	46,978	28,205	25,020	18,774	40.0%	28,169	50.0%
Insurance	5,960	5,358	5,960	5,358	(602)	-11.2%	0	0.0%
Maintenance - Buildings & Grounds	60,010	50,008	65,750	38,713	(15,742)	-31.5%	(5,740)	-9.6%
Utilities	46,860	39,050	30,647	27,423	8,403	21.5%	16,213	34.6%
TOTAL CORE EXPENDITURES	169,204	141,395	130,561	96,514	10,833	7.7%	38,643	22.8%
INDIRECT COSTS	165,047	137,539	137,550	187,300	(11)	0.0%	27,497	16.7%
CAPITAL OUTLAY	215,471	215,471	107,424	0	108,047	0.0%	108,047	50.1%
TOTAL BUDGET	1,404,911	1,206,439	1,054,382	977,276	152,056	12.6%	350,529	25.0%

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 \$113.7k on the carpet project. Parking lot project was completed in 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 85.87% of total budget
Actual expenditures YTD are 75.05% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON
PERIOD ENDING October 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
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	51,557	51,016	56,174	(541)	-1.0%	(6,033)	-10.6%
Fines and Overdues	51,500	42,917	55,092	40,708	12,175	28.4%	3,592	7.0%
Interest	1,500	1,250	536	1,336	(714)	-57.1%	(964)	-64.2%
Donations and Fundraisers	500	417	7,102	1,164	6,685	1604.3%	6,602	1320.3%
Transfer from other funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
Miscellaneous Revenue	3,525	3,525	3,731	71	206	5.9%	206	5.9%
TOTAL OTHER REVENUE	193,573	179,165	196,977	168,953	17,812	9.9%	3,404	1.8%
TOTAL REVENUE	1,695,639	1,681,231	1,699,043	1,671,019	17,812	1.1%	3,404	0.2%
EXPENDITURES								
Library Materials	416,566	337,333	278,442	268,582	58,891	17.5%	138,124	33.2%
Services and Charges	65,246	53,279	40,946	50,384	12,333	23.1%	24,300	37.2%
Supplies	27,634	23,062	13,823	17,408	9,239	40.1%	13,811	50.0%
Miscellaneous	18,424	15,353	13,667	16,169	1,686	11.0%	4,757	25.8%
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	13,596	15,199	13,792	(1,603)	-11.8%	-1,436	-10.4%
TOTAL EXPENDITURES	1,690,991	1,591,982	1,511,436	1,520,596	80,546	5.1%	179,555	10.6%
REVENUE OVER EXPENDITURES	4,648	89,249	187,607	150,423	98,358		182,959	

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	99.15%	of total revenue
	Actual revenues YTD are	100.20%	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	94.14%	of total expenses
	Actual expenditures YTD are	89.38%	of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN
PERIOD ENDING October 31,2021**

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
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	1,250	5,000	1,250	0.0%	(5,000)	-80.0%
Charges	15,459	13,853	13,673	13,342	(180)	-1.3%	(1,786)	-11.6%
Fines and Overdues	15,000	12,500	17,031	10,728	4,531	36.2%	2,031	13.5%
Interest	200	167	42	179	(125)	-75.0%	(158)	-79.2%
Donations	0	0	1,435	974	1,435	#DIV/0!	1,435	#DIV/0!
Transfer from Other Funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	20	17	829	5	813	4865.3%	809	4046.0%
TOTAL OTHER REVENUE	56,929	46,536	54,259	50,228	7,723	16.6%	(2,669)	-4.7%
TOTAL REVENUE	146,929	136,536	144,259	140,228	7,723	5.7%	(2,669)	-1.8%
EXPENDITURES								
Library Materials	129,316	112,030	93,539	86,003	18,491	16.5%	35,777	27.7%
Services and Charges	6,339	5,333	3,784	5,136	1,549	29.0%	2,555	40.3%
Supplies	5,500	4,583	2,097	2,126	2,486	54.2%	3,403	61.9%
Miscellaneous Expense	3,200	2,667	1,807	2,359	860	32.2%	1,393	43.5%
Capital Outlay	2,050	1,967	1,664	2,047	303	15.4%	386	18.8%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	146,405	126,579	102,891	97,671	23,688	18.7%	43,514	29.7%
REVENUE OVER EXPENDITURES	524	9,957	41,368	42,557	31,411		40,844	

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 92.93% of total revenue

Actual revenues YTD are 98.18% 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 86.46% of total expenses

Actual expenditures YTD are 70.28% of total expenses

Chester County Library and Henrietta Hankin Fund Balances

As of 10/31/2021	Balance
Operating Funds	
001 CCL	176,099
043 Hankin	27,245
Total Operating Funds	203,344
Reserve Funds	
004 Technology Fund	212,196
400 Chester Cty Library Capital Reserve	62,173
410 Chester Cty Library Program Fund	176,948
450 Hankin Library - Capital	220,870
451 CCL & Hankin Materials	102,807
Total Reserve Funds	774,993
Friends of the Library Funds	
091 I & R Services	2,261
092 Multi-media	2,393
093 2nd Floor Improvements	7,017
094 Library Staff	7,212
095 1st Floor Improvements	12,241
096 Courtesy Bags	4,777
097 Programming	283
098 Circulation	126
099 Youth Services	3,661
900 Volunteer Support	4,352
902 Jacobs Tech Center	4,091
903 Capital Fund	81,442
Total CCL Friends	129,856
943 Friends of Henrietta Hankin Branch	(774)
Total Friends Funds	129,082
Grants and Appropriations	
002 Community Foundation - Grants	5,100
100 CCL County Materials Fund	15,108
104 CCL Trust - Grants	59,874
109 Hankin County Materials Fund	14,864
132 Glaxo-Smith Kline Science in the Summer	1,697
238 American Dream Initiative	-
Total Grants and Appropriations	96,643
Special Funds	
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	3,301
Total Special Funds	17,980
Endowment Funds	
090 Chester County Library Trust	2,285,684
500 District Center Aid Funds	238,880
510 County Coordination Aid	125,921
TOTAL ALL FUNDS	3,872,528



Thursday, November 11, 2021

To: CCL Board of Trustees

From: Joseph Sherwood, Acting Director

Re: CCL / HH Youth Programming 2022

Background:

Previously the CCL Board of Trustees had determined that while the County was in Substantial or High Transmission (for COVID – 19), masks were unable to be required (but strongly recommended) and children were unable to be vaccinated, we would offer all children’s programming only through a virtual option.

With the recent news that children ages 5-12 can now be vaccinated, do you want to reconsider this decision?

Community input:

Monique Kolb mentioned to me that while she was at West Whiteland Community Day they saw over 500 residents and there was a lot of conversation / desire for Children’s programming to start back up in-person. Staff at public service desks have also reported patrons expressing a desire for in person Children’s programs.

Changed factors:

Older children are now eligible for the vaccine.

Proposal:

We look at planning to allow in-person programs for children 5 years old and up starting with our sessions beginning after January 1, 2022. We would post signage that masking for all attending these programs is strongly recommended. Additionally, we would look at occupancy of our rooms to ensure appropriate spacing is possible.

Currently, no proposal regarding children Birth – 4. However, if they became eligible for the vaccine, after a time period (for vaccinations to occur) we would likely want to resume in-person programming for this age group as well. This would come back to the Board for a determination.

Decision process:

The CCL Board meeting in December this would be an agenda item for a decision.

What additional information would the Board like to make a determination?



Date: November 16, 2021
 To: Board of Trustees, Chester County Library
 From: Joe Sherwood, Acting Director
 Re: Trust Wish List for 2022

Please review the following items for consideration for submission to the Chester County Library Trust totaling **\$140,400**. The Trust budget for 2022 totals **\$116,000**.

Priority	Project/Item	Description/Goals/Outcomes	Frequency	Estimated Cost	Possible Trust Recognition
1	eMaterials	Increase eMaterials collection for CCL/Hankin and the system to help meet the increasing demand. Due to Covid-19, circulation of downloadable materials has increased significantly. The eMaterials committee is requesting that 25% of materials budget be spent on ematerials, which will be difficult without additional funding. One of the goals of the 2019-2023 County Strategic Business Plan is to increase circulation of downloadable and streaming collections.	Annually	\$50,000	Website Trust page; newsletter article; Trust flyer; library display wall
2	Large Type Collection	As the population ages, the demand for large type materials increases. One of the goals of the 2019-2023 County Strategic Business Plan is to increase the usage of collections serving diverse populations, which includes the large print collection.	Annually	\$20,000	Website Trust page; newsletter article; library display wall
3	Museum Passes	Purchase additional museum passes for CCL and Hankin to both expand number of venues as well as increasing the number of passes to heavily used venues. Expand family learning experiences outside of the library. One of the goals of the 2019-2023 County Strategic Business Plan is to increase the usage of collections serving diverse populations, which includes the museum passes.	Annually	\$12,000	Website Museum Pass and Trust pages; newsletter article; Trust and Museum Pass promotional materials; press release; library display wall

4	Adult Programs	Sponsor adult programs with relatively well-known authors and presenters with unique skills and expertise in order to attract new users, promote awareness of library services, and fundraise. One of the goals of the 2019-2023 County Strategic Business Plan is to increase attendance at programs held for diverse populations. Another goal is that 75% of program attendees will indicate they are satisfied with economic, workforce, and and/or entrepreneurial development programs offered by Member Libraries. Includes Zoom licenses at \$2,000 for virtual programming, and \$2,000 for LinkedIn training.	Annually	\$7,000	Website pages and promotional materials: Adult Programs and Services, Small Businesses and Workshops, and Trust; newsletter article; announcements at beginning and end of programs; library display wall
5	Equipment for Programs	New Science Kits and display rack. Cooking demonstration table and portable induction burners for cooking classes. Please see attached specifications and proposal.	One Time	\$5,000	Website Trust page; newsletter article; library display wall
6	StoryWalk®	The StoryWalk® is installed along a ½ mile paved walkway in Exton Park surrounding two playgrounds and a picnic area. The project consists of 20 reading stations, each featuring a page in a children’s storybook, which promotes health and literacy in young children by encouraging exercise and reading. This request includes 10 replacement plexiglass panels, which have become scratched and damaged due to the elements. The story is replaced three to four times per year.	Annually	\$3,000	Website Trust page, newsletter article; library display wall; StoryWalk® stations, website.
7	Hold It Lockers	Purpose: To allow patrons access to their library books 24/7 with an outdoor HoldIt Locker. Patrons appreciate it when we make it easier for them to utilize library services. The HoldIt locker allows patrons to pick up their holds on their schedule, allowing access to their selected materials beyond the library’s open hours. Since its installation in 2019 the Chester County Library’s HoldIt locker has proved very popular with patrons and we’d like to offer the same service to the users of CCL’s Hankin Branch Library.	One Time	\$34,000	Website Trust page, newsletter article; library display wall.
8	Digital Media Lab & Makerspace	The DMLM was established in 2016 to provide the most updated and advanced technologies for our patrons to collaborate, create and make. The DMLM will have space for expansion after completion of first floor renovations. New equipment requested: 3D design software; laser cutter; silk screen print kit; sublimation printer and vacuum heat press; VR input device. Additional funding will be required for reconfiguration.	One Time	\$9,400	Website Trust page, newsletter article; library display wall; website.

Wish List Friends of Chester County Library

October 2021

Total Request: \$22,878.00

1. Circulation
 - \$2500.00 - Hold It Locker Annual Maintenance Agreement for 2022
 - \$180.00 – 3 @\$60.00 - Anti-fatigue Mats for Checkout Desk
2. \$5,000.00 – Staff Conferences
3. Reference
 - \$2,250.00 – Aquarium Maintenance for 2022 and relocation of tank– Reference
 - \$2,000.00 – funding for Equity, Diversity and Inclusion (EDI) Committee. See attached.
4. \$307.00 – Touch screen for JTC print release station
5. \$1000.00 –Examples of speakers we would like to have in 2022:
 - Chester County History Center at \$125.00 a program (we would like to plan several programs with CCHC)
 - Historian Roger Arthur at \$150.00 per program (we would like to plan on 2 programs with Mr. Arthur. He is very popular)
 - Live animal presentations at \$300.00 per program (we have a couple to choose from)
 - Arts and Crafts programs at \$300.00 for supplies.
 - Jay Smar musician and historian at \$200.00
 - Other musical groups and entertainment usually charge between \$150 and \$300.00 per hour performance.
6. \$1,000.00 – Volunteer Holiday Buffet
7. \$2,000.00 – Staff Recognition - Pizza parties, Staff Picnic, Staff Holiday Party. The funds are also used for Staff Anniversary gifts, which we will need to purchase in January – we have a few staff members who will be hitting milestones. The funds are also used to purchase birthday cards for staff members, as well as the Retirement plaques.
8. Technical Services
 - \$4500.00 – LibraryAware subscription – Technical Services
 - \$114.00 – Blog subscription and domain for 2022 - Technical Services
9. Multimedia
 - \$40.00 – Multimedia game boards
 - Approximately \$250.00 – Additional documentation forthcoming
10. Computer Services
 - Adobe licenses - 3 - JTC - \$1272 – No way to know if this would be a yearly ask.
 - 4K Camera - 1- CC/HH - \$90
 - Rolling/Mobile TV Cart - \$225
 - Cisco 8831 Wired Microphone Kit (2) - \$150

Friends of the Hankin Branch Library Funding Requests
November 2021

2022 Professional Development

Description: Funds for staff to attend appropriate conferences.

Amount requested: \$1000.00

Library Benefits: Conference attendance is an excellent way to learn and grow as a librarian or library staff member. The rewards of interaction with others in the profession cannot be underestimated.

With the previous donation of \$2000 made to the library in 2019, staff members have attended Pennsylvania Library Association Conferences and Southeast Pennsylvania Library Association Conferences. Multiple staff members have had the opportunity to attend a conference for a day or two if it was local, and attend an entire conference when the conference was out of the area. Post-pandemic all of our trainings have been virtual and staff members have continued to seek out appropriate trainings, including workshops offered through Library Journal, courses offered through the American Library Association, and the aforementioned conferences that are now offered online. Staff members are passionate about sharing what they have learned, which allows all of us to work to continuously expand and adapt the services we offer to our patrons. Assistance from the HHB Friends significantly increases the opportunity for staff to pursue professional development.

Start date: January 2022

Staff holiday party

Description: Funding for our staff holiday luncheon. We had to cut most of our "staff recognition" budget line last year and do not have funds for a holiday celebration

Amount requested: \$450.00

Library Benefits: Staff feel appreciated and continue to provide exemplary service to our patrons and members of the community.

Start date: Mid-December

Projected audience (if applicable): All staff (28 people)

Cricut Access yearly subscription

Description: We have a Cricut Maker in our new MakerSpace. The Cricut Maker is a smart cutting machine that allows crafters to use computer aided design to cut many kinds of materials, from cardstock and vinyl to fabric and leather. Cricut Access is a subscription to the Cricut Image Library of over 100,000 non-licensed images, thousands of ready-to-make projects, and 500+

fonts, which will make the Maker easier for our patrons to enjoy by increasing access to projects and tools that they can use to enhance their own designs.

Amount requested: \$100 for a yearly subscription

Library Benefits: Patrons and staff will have more images and designs to choose from when utilizing the MakerSpace.

Start date: December 2020.

Projected audience (if applicable): MakerSpace users, potential MakerSpace users.

Hardware to allow for hybrid programs

Description: Camera and microphone setup that will be powerful enough to us to hold hybrid programs and meetings in our small conference rooms and the Community Room. This is a possibility: <https://www.cdw.com/product/logitech-group-hd-video-conferencing-system-bundle-with-expansion-mics/3986731?pfm=srh> but I'm still working with our Computer Services department to decide on the best option.

Amount requested: \$1500.00

Library Benefits: Increased program attendance, allowing patrons to chose how they'd like to attend (virtually or in person).

Start date: Once hardware is purchased and installed.

Projected audience (if applicable): Primarily adults, as they are more likely to prefer a virtual program, but will be used for children's programming as well when desired.

Picture It! Book club – craft materials

Description: Funding for simple crafts to follow reading and discussion of picture books as part of this program.

Amount requested: \$200

Library Benefits:

- Community support
- Library visibility
- Increased reach to a typically underserved population
- Fulfilling library missions of providing lifelong learning support, equal access and awareness & outreach
- Enhancement of staff and volunteer professional and life experiences
- Increased exposure to and awareness of people with disabilities (opportunities for attitude change)
- Enhanced diversity within community

Start date: January 2022.

Other relevant dates to note: This program take place once per month throughout 2022.

Projected audience (if applicable): The Picture It! Book club is open to all, but is specifically designed to include adolescents and adults with Down syndrome, autism, cerebral palsy and other intellectual and developmental disabilities.

Next Chapter Book Club reading materials

Description: Books for our Next Chapter Book Club program. This will help fund books, (both eBook for zoom programming and paperbacks to allow each member to read from their own copy), for two Next Chapter Book Clubs that will meet for Winter, Summer and Fall sessions throughout 2022.

Amount requested: \$370

Library Benefits:

- Community support
- Library visibility
- Increased reach to a typically underserved population
- Fulfilling library missions of providing lifelong learning support, equal access and awareness & outreach
- Enhancement of staff and volunteer professional and life experiences
- Increased exposure to and awareness of people with disabilities (opportunities for attitude change)
- Enhanced diversity within community

Start date: January 2022.

Other relevant dates to note: books will be purchased before the start of each of our 3 fifteen-week sessions (Winter, Summer, and Fall).

Projected audience (if applicable): The Next Chapter Book Club is designed for adolescents and adults with Down syndrome, autism, cerebral palsy and other intellectual and developmental disabilities.

Adult craft program supplies

Description: Supplies for the Crafty Committee

Amount requested: \$600

Library Benefits: our craft programs are always filled to capacity, and we frequently get requests or questions about what we are doing next.

Start date: January 2022– December 2022.

Projected audience (if applicable): Adult patrons

Special Preschool Programs – Youth Services Department

Description: During the school year, the Youth Services Department hosts special programs for our preschoolers and their caregivers. These programs are conducted by outside professionals and include music, movement and nature classes.

Amount requested: \$1,000

Library Benefits: These events are well-attended, expand the types of programs we offer to our community and increase our reach to non-library users and new residents.

Start date: January 2022

Projected audience (if applicable): Preschoolers, their parents/caregivers

STEM Programs – Youth Services Department

Description: Our STEM programs for K-2nd graders and 3rd-5th graders serve as an introduction to a variety of science topics and also include a literacy component.

Amount requested: \$500

Library Benefits: STEM programs are popular with our community and are well-attended. Offering STEM programs for children increases the scope of programs we offer.

Start date: January 2022

Other relevant dates to note: Programs run throughout the school year.

Projected audience (if applicable): Children in K-5th grades.

Take & Make Craft Kits – Youth Services Department

Description: Craft kits for kids and families that can be picked up at the library and taken home to complete. Each kit contains the necessary supplies as well as an instruction sheet.

Amount requested: \$400

Library Benefits: “Take & Make Crafts” continue to be very popular. The kits encourage visits to the library and give staff an opportunity to engage with the kids and families in person.

Start date: January 2022

Other relevant dates to note: Kits are available during the school year.

Projected audience (if applicable): Families with children 12 years-old and under.

Winter Family Read-Aloud Program – Youth Services Department

Description: The Winter Family Read-Aloud Program encourages parents/caregivers to read aloud for at least 15 minutes each day to children from birth – sixth grade. The program also educates families about the benefits of reading aloud.

Amount requested: \$500.00

Library Benefits: This program promotes library visits and use of library materials. Displays throughout the Youth Services Department include the librarians' read-aloud book suggestions, handouts with suggested reading lists and facts about the value of reading aloud.

Start date: Registration begins in mid-January. The reading log runs from February 1 – 28.

Other relevant dates to note: Families have until mid-March to turn in their reading logs and receive a free book and a raffle ticket for the grand prize.

Projected audience (if applicable): Families with children ages birth – 6th grade.

Mother-Daughter Book Club – Youth Services Department

Description: Funds will be used to purchase additional copies of monthly selection as needed and to help fund the costs of crafts and a year-end party.

Amount requested: \$200.00

Library Benefits: The Mother-Daughter Book Club is in its 11th year. The library benefits from the program attendance and item circulation.

Start date: January 2022

Other relevant dates to note: The book club meets eight times throughout the year.

Projected audience (if applicable): Girls ages 9+ with their moms (or a favorite female grown-up).

TO: Board of Trustees, Chester County Library Trust
FROM: Niki Kolb, Public Relations and Graphics Specialist, Chester County Library
DATE: October 5, 2021
RE: Funding proposal for Chester County Library Cooking Program

Chester County Library's monthly cooking program in partnership with ShopRite has proven to be a favorite amongst patrons and is currently being offered virtually with between 20 – 30 participants per class.

These enrichment classes also allow for nutritional information to be imparted and is taught by Jena Wood, a Retail Dietician with ShopRite. As an example, our July class focused on a virtual cooking class featuring soy products, their health benefits and recipes that may have certain food restrictions. September's class featured Back-To-School Weeknight Meals with seasonal ingredients that can help families with meal planning and preparing balanced dinners, when they are pressed for time.

Pam Marquette, our Adult Programs Coordinator anticipates this program having great potential to be offered in person again in the future or even in hybrid format. We would therefore like to invest in some equipment that is both mobile and can be used in various rooms and that could be utilized by various departments to be able to demonstrate project specific classes such as cooking and both adult and teen/youth crafts.

Partners: <https://www.shoprite.com/>



We are requesting funding to purchase a demonstration table unit with sink and attached mirror while working in front of students. The station provides a large work area and plenty of storage space. It is designed to roll through a standard 6 ft 8 inch doorway and since it has an attached mounted mirror it is completely mobile and there would be no installation costs. **Approx. \$3,500 with shipping and handling**



We are also requesting funding to purchase two (2) Duxtop 1800W Portable Induction Cooktop Countertop Burners, Black 9100MC/BT-M20B for our in-person cooking classes. With no open flame or heating element, food does not burn on the oversized glass cooktop, making the induction burner easy to clean just wipe with a damp towel. The angle control panel with a large display screen, provides easy viewing, even from a distance. Approx: **\$300 with shipping and handling**

Programs offered by the library would be promoted on the website, rack cards, newsletter, through social media and in the library with posters, signs and displays.

I appreciate your consideration of this proposal and am happy to answer any questions you may have.

Respectfully submitted,

Niki Kolb
Public Relations and Graphics Specialist
Chester County Library
610.344.5130
mkolb@ccls.org

TO: Board of Trustees, Chester County Library Trust
FROM: Pam Marquette, Adult Program Coordinator, Chester County Library
DATE: September 30, 2021
RE: Funding proposal for Chester County Library Citizen Science Program

Citizen science enables people of all ages and from all walks of life to advance scientific research. Citizen science programming offers accessible, affordable hands-on experiences with authentic scientific research. These experiences spark interest in science, help develop STEM learning and skills, help advance important scientific research, and enable multiple stakeholders to learn, do, and shape science that matters to them.

Citizen science programming is a new approach that our library can use to strengthen our position as a community anchor—an anchor that address a growing demand for knowledge, training in science, technology, and 21st-century skills, while fostering civic engagement.

Citizen science programs reach interested local residents, including retirees, scouts, garden clubs, schools and other organizations.

SciStarter is a globally acclaimed, online citizen science hub where more than 3,000 projects, searchable by location, topic, age level, etc, have been registered by individual project leaders or imported through partnerships with federal governments, NGOs, and universities. As a research affiliate of NCSU and ASU, and a popular citizen science portal, SciStarter hosts an active community of close to 100,000 registered citizen scientists and millions of additional site visitors. Hundreds of citizen science projects use SciStarter's NSF-supported APIs to help citizen scientists earn credit for their participation in their SciStarter dashboard, across projects and platforms. These features enable SciStarter's partners (libraries, schools, museums, Girl Scouts and more) to catalyze customized citizen science pathways and track and support the progress of their communities through SciStarter. SciStarter also supports researchers in managing projects, including best practices for engaging participant partners.

Partners: <https://scistarter.org/partners>

SciStarter offers free training for interested citizen scientist and training specifically designed for library staff interested in bringing citizen Science and SciStarter to their patrons.

Library programs will be offered to introduce Citizen Science and the SciStarter program. Scheduled library programs will be offered to focus on one program. This will acclimate participants with the SciStarter program and protocols, and encourage them to choose to participate in projects on their own.

A number of projects can be offered as a library kit; a container that can be checked out that contains all of the equipment and information necessary to complete, record and send all data on that particular project. See example of a library kit below.

Scistarters provides all the printable materials on their website, including information pages, activity guides, labels, observation cards, etc.

An example of one project is “The Great Sunflower Project”; to identify where pollinators are declining and improve habitat. Watch a plant, record pollinators, report online. The Great Sunflower Project has three programs. The Safe Gardens for Pollinators program which uses data collected on Lemon Queen sunflowers to examine the effects of pesticides on pollinators. The Pollinator Friendly Plants program which is designed to identify the key plants to support healthy pollinator communities. And, the Great Pollinator Habitat Challenge which allows citizen scientists to evaluate and improve gardens, parks and other green spaces for pollinators.

Some bee populations have experienced severe declines that may affect food production. However, nobody has ever measured how much pollination is happening over a region, much less a continent, so there is little information about how a decline in the bee population can influence gardens.

The Great Sunflower Project makes it easy to gather this information. Find a plant you know (or a Lemon Queen Sunflower), observe it for 5 or more minutes and record all pollinators that visit, and contribute data online. You can make as many observations as you want while your flowers are in bloom.



The library kit for “The Great Sunflower Project” would be put together and made available to the public to check out, use and return; like a library book. Used pages, etc. would be replenished when returned and made ready to check out again. The cost for this kit is approximately \$100.00. Cost of building kits varies depending on the equipment needed.

Request for 2 of each of 5 kits and display stand. More kits could be added in the future.

Kit #1 “The Great Sunflower Project” \$100.00 X 2 kits = \$200.00

Kit #2 “Exploring Biodiversity” \$50.00 x 2 kits = \$100.00

Kit #3 “Measuring Light in the Night” \$150.00 x 2 kits = \$300.00

Kit #4 “Zombee Hunting” \$50.00 x 2 kits = \$100.00

Kit #5 “Stall Catchers” \$50.00 x 2 kits = \$100.00



A Floor Display Stand would be used in the lobby area of the library to promote SciStarter programs and hold multiple rack cards, includes acrylic literature tray to offer flexible configuration to display the poster, check out cards, and promotional materials. Approx. \$367.99

We are requesting funding to purchase supplies for ten (10) SciStarter Library kits and one (1) Floor Display Rack: \$1168.00

Programs offered by the library that are science/nature/environment related are very well attended and garner interest and requests for more of the same. The SciStarter Citizen Science program would be an ongoing, permanent addition to the library. Along with regular in-house programs promoting specific Citizen Science projects, project kits would be available to check out and return when complete. The program would be promoted on the website, rack cards, newsletter, through social media and in the library with posters, signs and displays.

I appreciate your consideration of this proposal and am happy to answer any questions you may have.

Respectfully submitted,

Pam Marquette
Adult Program Coordinator
Chester County Library
610.344.5131
pmarquette@ccls.org

Hi Nicole,

The Adult Tutoring staff (OIC) are expected to relocate to the library first floor by March 2022. As a result, the current Adult Tutoring area will become available for JTC expansion including its Digital Media Lab and Makerspace (DMLM). The DMLM was established in 2016. Since that time, the space has exceeded capacity and we continue to provide the most updated and advanced technologies for our patrons to collaborate, create and make. Equipment such as Virtual Reality (VR), Augmented Reality (AR) and photography equipment are currently available to patrons by appointment only. Our goal is to make them available during all open library hours of operation. With the current setup and limited space, we are unable to achieve this goal. In addition, we would like to expand the DMLM to serve a more diversified audience. The list below is the equipment and software we would like to add to the DMLM. Please see the diagrams attached. We hope that the Trust will consider supporting the JTC expansion in order to provide the most equipped DMLM to the residents of Chester County.

Additionally, we foresee labor and furniture expenses to accommodate additional usage of the JTC by patrons interested in using our state-of-the art equipment.

Thank you for considering an expansion of the Jacobs Technology Center (JTC).

Best,

Sara Lim Harden

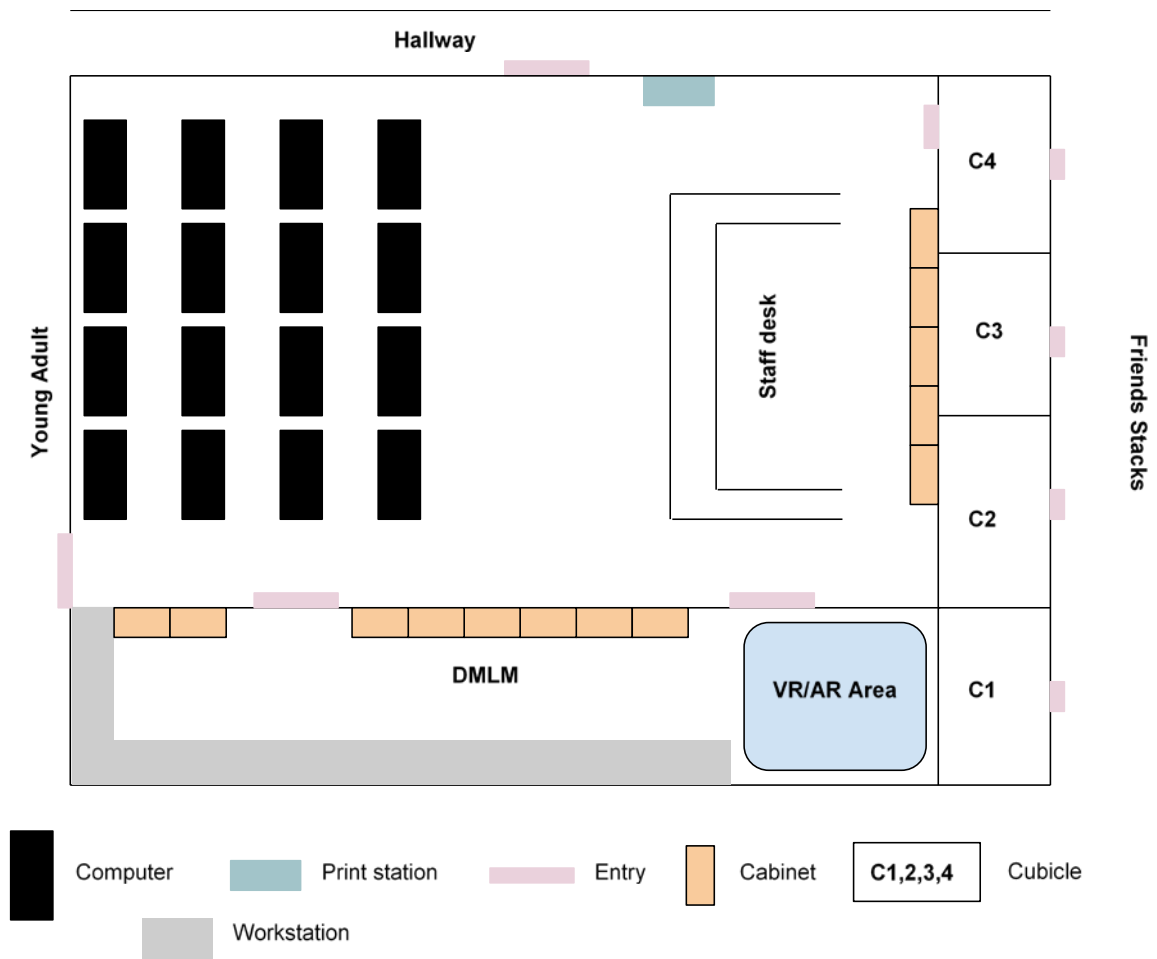
Current DMLM Wish List:

- Anarkik 3d Design v3.1 software. –
<https://anarkik3d.co.uk/product/anarkik3ddesignv3-1-for-pcs/>
- Silk Screen Print Kit: T-shirt screen printing kit and materials. -
<https://www.screenprinting.com/collections/silk-screen-printing-kits-and-packages/products/diy-print-shop-t-shirt-kit>
- Sublimation printer and vacuum heat press: allows you to print on many fabrics and three-dimensional objects. Works on glass, metal, slate, plastic ceramic and many other materials. Ultra crisp image is not textured like heat transfer, extremely durable. May require blanks. Plus materials –
<https://www.heatpressnation.com/products/sawgrass-virtuoso-sg500-complete-sublimation-printer-kit?variant=32304621224014>
https://www.walmart.com/ip/3D-Multifunction-Heat-Press-Machine-High-Intelligent-Vacuum-Transfer-Sublimation-Printing-Printer/191229004?wmlspartner=wlp&selectedSellerId=6111&&adid=2222222227055410661&wl0=&wl1=g&wl2=c&wl3=156659157019&wl4=pla-265703342146&wl5=9007348&wl6=&wl7=&wl8=&wl9=pla&wl10=115064707&wl11=online&wl12=191229004&veh=sem&gclid=EAlaIQobChMIp67Uw-fA6wIVCZSzCh3qNgw_EAQYBCABEgJSDPD_BwE

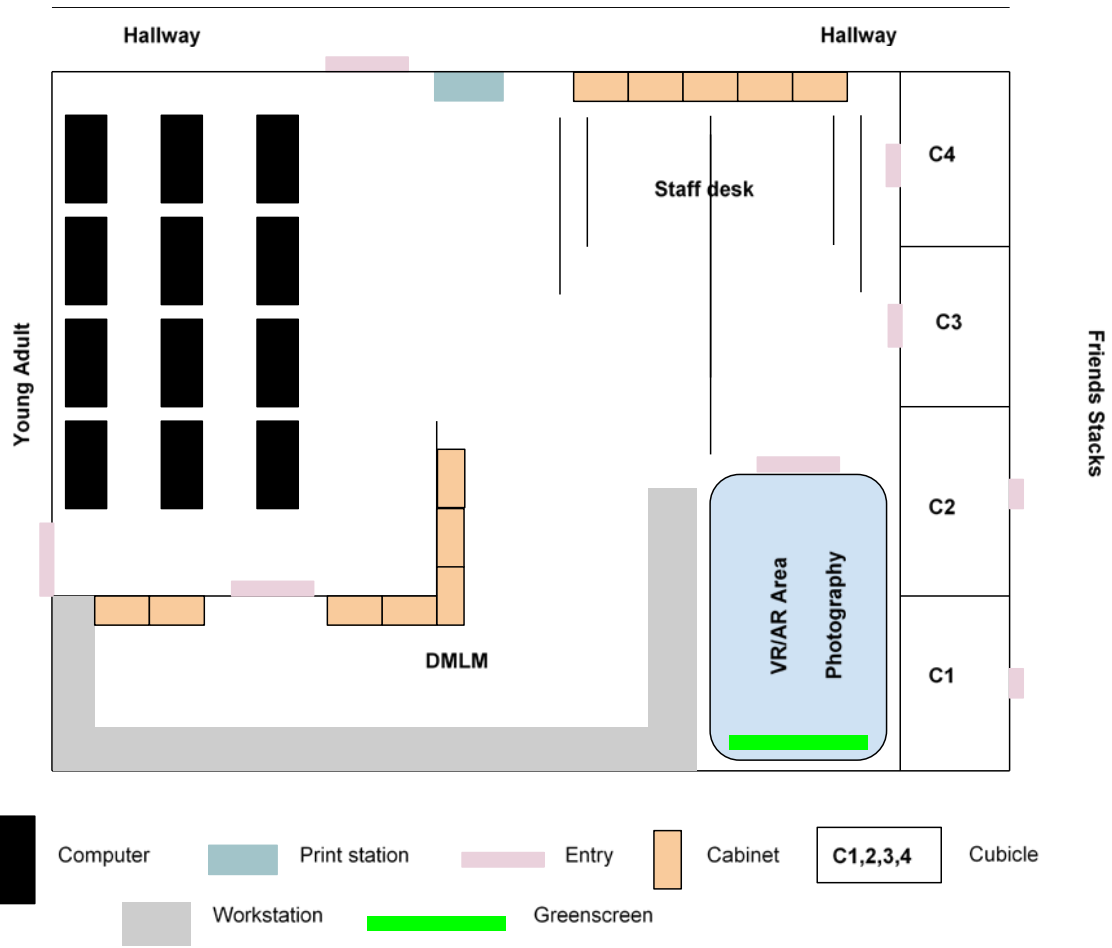
- Laser Cutter: User a laser to cut or engrave many materials – <https://www.matterhackers.com/store/l/dremel-digilab-lc40-laser-cutter/sk/MSH4FFF6?aff=7383>
- Haptic Feedback Input: Uses force feedback to let you interact with virtual devices and actually feel them – <https://haptichouse.com/collections/falcons>

Expansion Suggestions:

Layout #1 –



Layout #2 –



Item + Purpose	Area	Quantity	Model	Price	Total	\$1,914.88
High contrast, large print keyboard	CCL JTC	1	Keys-U-See Keyboard	\$35.00	\$35.00	
Mini keyboard	CCL JTC	1	CHERRY G84 Ultraslim Keyboard	\$59.98	\$59.98	
Mini keyboard	CCL Reference	1	CHERRY G84 Ultraslim Keyboard	\$59.98	\$59.98	
Trackball	CCL JTC	1	BIGtrack 2.0 Trackball	\$85.00	\$85.00	
Trackball	CCL Reference	1	BIGtrack 2.0 Trackball	\$85.00	\$85.00	
Trackpad	CCL JTC	1	Orbitrack	\$295.00	\$295.00	
Trackpad	CCL Reference	1	Orbitrack	\$295.00	\$295.00	
Keyboard guard	CCL JTC	1	Keys-U-See Large Print Keyguard	\$99.98	\$99.98	
Keyboard guard	CCL Reference	1	Keys-U-See Large Print Keyguard	\$99.98	\$99.98	
Touchscreen computer monitor	CCL JTC	2	ASUS VT229H 21.5"	\$199.99	\$399.98	
Touchscreen computer monitor	CCL Reference	2	ASUS VT229H 21.5"	\$199.99	\$399.98	



Chester County Library and Henrietta Hankin Branch 2021 Holidays and Closings

New Year's Day	1/1/2021	Friday	Closed
Martin Luther King, Jr. Day	1/18/2021	Monday	Closed
President's Day	2/15/2021	Monday	Float (County Closed)
Good Friday	4/2/2021	Friday	Float
Easter Sunday	4/4/2021	Sunday	Closed
Memorial Day Sunday	5/30/2021	Sunday	Closed
Memorial Day (observed)	5/31/2021	Monday	Closed
Flag Day (observed)	6/14/2021	Monday	Float
Juneteenth (observed)	6/18/2021	Friday	Closed
Independence Day	7/4/2021	Sunday	Closed
Independence Day (observed)	7/5/2021	Monday	Closed
Labor Day Sunday	9/5/2021	Sunday	Closed
Labor Day (observed)	9/6/2021	Monday	Closed
Columbus Day	10/11/2021	Monday	Float
Election Day	11/2/2021	Tuesday	Float (County Closed)
Veterans Day	11/11/2021	Thursday	Float (County Closed)
Thanksgiving Day	11/25/2021	Thursday	Closed
Day after Thanksgiving	11/26/2021	Friday	Closed
Christmas Eve	12/24/2021	Friday	Closed
Christmas Day	12/25/2021	Saturday	Closed
Christmas Day Sunday	12/26/2021	Sunday	Closed
New Year's Eve	12/31/2021	Friday	Closed (County Observed)
New Year's Day	1/1/2022	Saturday	Closed
New Year's Sunday	1/2/2022	Sunday	Closed



Chester County Library and Henrietta Hankin Branch 2022 Holidays and Closings

New Year's Day	1/1/2022	Saturday	Closed
New Year's Day Sunday	1/2/2022	Sunday	Closed
Martin Luther King, Jr. Day	1/17/2022	Monday	Closed
President's Day	2/21/2022	Monday	Float (County Closed)
Good Friday	4/15/2022	Friday	Float
Easter Sunday	4/17/2022	Sunday	Closed
Memorial Day Sunday	5/29/2022	Sunday	Closed
Memorial Day (observed)	5/30/2022	Monday	Closed
Flag Day (observed)	6/14/2022	Tuesday	Float
Juneteenth (observed)	6/20/2022	Monday	Closed
Independence Day	7/4/2022	Monday	Closed
Labor Day Sunday	9/4/2022	Sunday	Closed
Labor Day	9/5/2022	Monday	Closed
Columbus Day	10/10/2022	Monday	Float – TBD Staff Dev Day
Election Day	11/8/2022	Tuesday	Float (County Closed)
Veterans Day	11/11/2022	Friday	Float (County Closed)
Thanksgiving Day	11/24/2022	Thursday	Closed
Day after Thanksgiving	11/25/2022	Friday	Closed
Christmas Eve	12/24/2022	Saturday	Closed
Christmas Day	12/25/2022	Sunday	Closed
Christmas Day (observed)	12/26/2022	Monday	Closed
New Year's Eve	12/31/2022	Saturday	Closes at 5:00 PM
New Year's Day	1/1/2023	Sunday	Closed
New Year's Day (observed)	1/2/2023	Monday	Closed