

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY DECEMBER 20TH, 2022

AGENDA

Zoom Link:

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

CALL TO ORDER, 10:30 AM (Virtual/Betty Burke Board Room, CCL)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of November 15, 2022 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 12)

FINANCIAL STATEMENTS

- November 30, 2022 Exton and Hankin Financial Statements (p. 14)
- November 30, 2022 Fund Balance report (p. 18)

FOR APPROVAL

- Nominations – Elections of officers (2023)

FOR INFORMATION/DISCUSSION

- Department presentation – Melissa Kohl
- New Programs:
 - Maker-in-Residence (p. 19)
 - Build a Better Book (p. 21)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report
- Branch Manager's Report
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Committee Reports
 - Ad Hoc Committees
 - Standing Committees

▪ Institutional Advancement	▪ Executive
▪ Policy	▪ Finance
▪ Strategic Planning & Facilities	▪ Governance

PUBLIC COMMENTS

BOARD ORIENTATION MODULE DISCUSSION

CCLS Organization and Funding:

https://rise.articulate.com/share/YLOROgpAIM9XZOKof4DD_TzIPVdqCrFG#/

Upcoming Events

**Tuesday, January 17th, 9:00 AM – CCL Board Meeting,
Chester County Library, Betty Burke Meeting Room/Virtual**

Fundraising and Development Planning

<https://rise.articulate.com/share/kbpcvOMaNPHZAksnzZNxCSKRFmEZr59b#/>

**CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Betty Burke Board Room/Virtual
November 15, 2022**

CALL TO ORDER, 9:06 AM

CCL Board Members Present:

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

CCL Staff Present:

Mary Gazdik, Director of Chester County Library & District Center; Meghan Lynch, Branch Manager, Henrietta Hankin Branch; April Nickel, Youth Services Manager; Stephanie Sharon-Missanelli, Multimedia Manager

Others Present:

Joseph Sherwood, Executive Director, CCLS; Lauren Harshaw, Continuing Education and Advocacy Coordinator, CCLS; Monique Kolb, Public Relations & Graphic Specialist, CCLS; Agatha Lyons, District Consultant, CCLS; Rebecca Peck, Finance Manager, CCLS; Nicole Richards, Development Director, CCLS

WELCOME AND INTRODUCTIONS

EXECUTIVE SESSION: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Michael Skay, seconded by Richard Hankin, the minutes and consent agenda were unanimously approved.

FINANCIAL STATEMENTS

Chester County Library Financial Statements

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

FOR APPROVAL:

2023 Board Meetings Schedule

On motion made by Michael Skay, seconded by Brian Taylor, the 2023 Board Meetings Schedule was unanimously approved.

2023 CCL Holiday Closures

There are no substantial differences to the closure list between 2022 and 2023. With the new door counting system, gate counts from the Wednesday before Thanksgiving will be reviewed. New Year's Eve early closure remains the same. The County now closes for Juneteenth and that is reflected in the closures. Martin Luther King, Jr Day remains a closure date as per past practice.

On motion made by Richard Hankin, seconded by Bill Connor, the 2023 CCL Holiday Closures Schedule was unanimously approved.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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2022 CCL Trust Donation Requests

This year's list was expansive in many categories. There were new initiatives and programs that are seeking first time funding. Nicole Richards explained that in developing the list, she used \$101,000 as a safe and fair number to be requested and how that number was reached. Last year \$116,000 was the amount requested. Richard encouraged requests up to 5% of the endowment and that the funding amount should stay at the same level as the previous year. Discussion included budgeting of \$40,000 from appeal donations, \$5,000 from M&T, \$5,000 - \$6,000 for museum passes. JoAnn requested that new items in the Funding Request Report be marked as such and increases or decreases in requests from year to year be noted. Richard requested additional funds (5%) be added to the eMaterials request. All items included in current report include a written request and explanation.

- Large Print materials were removed from funding request and will be purchased through the materials budget.
- eMaterials funding request was reduced from previous year. Request was made for the purchase/renewal of Museum Passes and the management software.
- Request was made for funds for adult programming including options for in-person and hybrid programs with either live and virtual performers.
- Request was made for continued funding for Citizen Science Kits.
- Request was made for continued StoryWalk funding.
- Request was made for VOX interactive children's book collection at HHB. Vox books are books with an audio player imbedded in the book so readers can listen to the story being told without additional equipment. Vox books are currently on the shelf at CCL with high circulation.
- Request was made for Build a Better Book Project. This project includes high tech and low tech maker projects that create tools used by the blind and visually impaired. This project will encourage community outreach and empathy.
- Request was made for sensory equipment including a sensory bench at both CCL & HHB. The equipment will be calming for patrons and offer inclusive spaces for those with sensory processing needs.
- Request was made for an OWL camera for HHB and 2 extra microphones. The OWL is in use at CCL and has been helpful during virtual and hybrid meetings.
- Additional requests are listed on the Strategic Initiatives Funding Request, 2023 report.

On motion made by Michael Skay, seconded by Brian Taylor, the 2023 CCL Trust Donation Requests were unanimously approved.

2023 CCL/HHB State Aid Budget

Mary Gazdik included a State Aid Budget Narrative Summary in the Board Packet. Discussion included:

- Anticipated increase in the State Budget
- East Nantmeal is funding \$500 for 2023. This is a new budget addition.
- Collection expenditures were at 14% last year. Currently at 12.47%. We must be at 12% for the year. Because of the salary increases by the county of between \$700,000 - \$1,000,000, additional funds must be used for materials to get to 12%. This must be monitored.
- Rebecca Peck is reviewing costs for office supplies
- A board game collection will be added at CCL.

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On motion made by Richard Hankin, seconded by Bill Connor, the 2023 CCL/HHB State Aid Budget was unanimously approved.

For Information and Discussion:

Governance Committee Nominations – Presentation of the Slate of Officers (2023) Bill Connor presented a slate of officers to be voted upon at the December 20, 2022 Board Meeting.

JoAnn Weinberger – President
Michael Skay – Vice-President
Brian Taylor – Secretary
Bill Connor – Treasurer

Multimedia Department presentation

Stephanie Sharon-Missanelli gave an Overdrive presentation that explained how titles were purchased and the need for re-purchase as well as publisher specific information, and circulation statistics. Some items that were clarified:

- Circulation statistics are based on the funds used to purchase Overdrive. Percentage paid determines percentage of check outs attributed to each location.
- Press kit is ready for when the system hits 1 million checkouts and is anticipated for early 2023.
- Libby and Sora are apps that are under the Overdrive umbrella.
- Sora is a virtual lending program in some schools that allows students to use library eMaterials through their school library system. Schools must use Sora to have this option for use, students cannot use Sora individually, their school must use the program.

Board Orientation module discussion:

Brian Taylor led the discussion of Library Trustees 101.

Brian thanked Joe Sherwood and Lauren Harshaw for the Trustee Training. He felt it was valuable. He shared that the trustee training is a great way to educate a Board on roles and expectations. Board members are in charge of governance, not daily operations. Brian shared important points from the training:

- the CCLS/CCL Boards are functional Boards
- the public must have a public comment option before Board votes
- votes need to be on the meeting agenda and there are risks to amending an agenda
- the Board is responsible for policy creation, holding regular meetings, and fiscal oversight
- CCLS has the Y Drive available to member libraries with past policies available for review
- Board members make decisions with lawyer consultation
- Roberts Rule of Order is an orderly way of holding a well-structured meeting

December meeting Richard Hankin will present on Library Funding

January meeting Mike Skay will present on Fundraising and Development Planning

February meeting Bill Connor will present on Library Advocacy

REPORTS/CORRESPONDENCE

Director's Report

- Mary Gazdik reported that she has been working with Meghan Lynch and Sara Lim Harden on the Artist in Residence program planning. She has met with other libraries to research how the

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program works at theirs. Applications will open in January and they are looking for about 30 artist applications. The goal is for a mid-March launch of the program. The Artist in Residence will use the old OIC space for open studio hours and engaging library users. They may also be expected to present programs at CCL and Hankin. This program is funded by the CCL Friends group.

- Juneteenth Committee is interested in working with the libraries as part of the county Juneteenth Celebration.
- The Craft Fair is scheduled for December 10
- The small meeting rooms continue to be popular
- The desk top in Reference is still outstanding
- The footfall system is working. Statistics for October will be partial, with complete statistics in November. Mary receives a multi-page report weekly. However, if the numbers are not accurate, the system will not be able to be replicated at other libraries.

Branch Manager's Report

- Voter Services has finished their time at HHB. Megan Lynch is working with Carey Bresler to develop recommendations to share with Voter Services for the future. Joe Sherwood shared that he was roaming during Election Day and will also forward suggestions. Rebecca Peck mentioned sharing with the Election Audit Committee.
- HHB is working with West Vincent Township, Chester County's Sustainability Coordinator, and County Facilities staff and other stakeholders to make HHB a hub for sustainable energy information. There will be information and programs like a seed swap day that encourage people to visit the library for their sustainable energy information.
- HHB is preparing for tax season and have booked the rooms required.
- Interviews are currently on-going for a full-time position that will have responsibilities in both the Maker Space and Circulation.

Friends of Chester County Library News

CCL Report attached

Hankin Friends Board Meeting 11/15/22

Committee Reports

JoAnn Weinberger and Joe Sherwood recommended setting up quarterly meetings for committees with tentative dates on the calendar. These committees would have an outline of what generally needs to occur at each meeting.

Visitor's Comments: None

On motion made by Richard Hankin, seconded by Bill Connor, meeting adjournment was unanimously accepted.

Meeting adjourned at 11:15 AM

Approved: December 16, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
 FROM: Mary Gazdik, Director, Chester County Library
 DATE: December 20, 2022
 RE: Report to the Board on the Chester County Library Center, Nov. 15 — Dec. 20, 2022

• **Building update-Peter Greulich**

- Kistler O’Brien conducted the annual inspection of the Fire System at the Chester County Library. A silent strobe light was also installed by The Protection Bureau in CCL Computer Services that will alert staff in the Administration area that a panic button has been set off.
- A leaking pipe in the Water Pit in the rear parking lot was repaired on Nov. 14th. The plumber is working on acquiring the other part that needs to be repaired in the pit to complete all the work that needs to be done.
- Finishing up several projects before the new year including the installation of new garage doors and a leak in the boiler room.
- First Floor Redesign:
 - The final work on the service desk is scheduled to be completed on Monday, December 19th. This will complete the redesign project.
- The Boiler Room was cleaned out and all flammable and combustible materials removed. The state completed the follow-up inspection and we are now in compliance.

Departmental Reports

• **Circulation Department—Barbara Bailey**

- Use of combined contactless checkout services at CCL & Hankin decreased by 2% from October.
- Use of the mobile app increased at Hankin by 16% and at CCL by 42% from October.
- Checkouts at CCL held steady at 72% of total for Feb 2020.

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

CCL	Door: Feb 2020	Door: Nov 2022	Checkouts Feb 2020	Checkouts: Nov 2022	Holds Filled: Feb 2020	Holds Filled: Nov 2022	Library Cards: Feb 2020	Library Cards: Nov 2022
Counts	36583	17531	46543	33140	13849	12542	489	335
% +/-		-52%		-28%		- 9%		-31%

- **Jacobs Technology Center (JTC)—Sara Lim Harden**
 - Deep Freeze has been implemented on all public PCs. No major issues so far.
 - We received all the parts for the circulating Ultimate Screwdriver Kit. Remy Way is in the process of creating the information materials. The kit will be sent to Tech Services to be cataloged before it's ready for patrons to check out.
 - We have begun cleaning up and moving some of the equipment to the old OIC area which we are referring to as the Backroom. We will use the Backroom to conduct some of our in-person programs.
 - For the month of November we promoted the makerspaces at CCL and Hankin by creating a display for the CCL display wall. The display included "Guess the Pokémon". Patrons guessed which Pokémon character was inside a 3d printed Pokeball that melted as it sat in water.
 - In November we had...
 - 20 3D print requests, using 1,458 grams of material (\$99 in materials fees collected)
 - 66 total pieces of media, taking 82 hours to convert.
 - \$100 in fees were collected to complete requests for other services.

- **Multimedia Department—Stephanie Sharon-Missanelli**
 - Physical Collection
 - New CD shelves are scheduled to arrive on December 18th. Staff are working a plan to seamlessly transition the collection to the new shelving units.
 - eMaterials:
 - Stephanie and Jessie are working on multiple eMaterials orders to help spend out budgets for the System, CCL, and other member libraries in need of assistance spending extra funds.
 - Stephanie is working with Kanopy to start with the new platform in January of next year.

- **Public Relations/Graphics—Monique Kolb**
 - Graphics:
 - For the month of November, we completed **65 graphic orders and 43,420 copies**. Continuing with updates to the website, digital screens (both indoors and outdoors), blog, and social media about various events in December and dates we are closed, etc. throughout the holidays and into January.
 - We are currently working with April Nickel to refresh signage for different areas in the Children's Area.
 - Creating promotional graphics for Creative Bug, Kanopy, and Vega.
 - The latest edition of Insights was published at the end of November.
 - PR:
 - Promoted Holiday Craft Fair which was well attended and still writing monthly newsletters for the County Staff Newsletters as well as various municipalities informing them of different services at the library (examples this month will be

personalized reading suggestions, Mango Languages and Ancestry.com (as there is a class coming up soon).

- The Toys for Tots donation drive ran until Dec. 7th and was extremely successful. We filled up 15 large bags of toys to deliver to the hub.
- Will publish new Board Meeting Dates in the Daily Local Legal sections at the beginning of January.
- **Adult Programs:**
 - We got back into in-person programs with "Eastern Woodlands Lenape", "Meet Col. Roosevelt" and "Project Astro: Mission Moon". Interest in the programs was evident with the high registration numbers, but attendance was somewhat disappointing. Those that came loved the programs. Perhaps it will take a while for people to get used to in-person programs again.
 - Virtual programs still going strong. "Understanding PA Courts" with PMC was an excellent program and many of those who were unable to attend asked for recordings, which the PMC provides.
 - Virtual Yin Yoga continues to grow and has well over 50% attendance from registration numbers. With our funding request approved by the Trust, we are now able to provide a stipend to this instructor to continue with the program as she was volunteering her time but cannot afford to do so much longer.

- **Reference—Melissa Kohl**

- Chester County Libraries' Museum Pass Program continues to thrive! The Program is entering its 8th year and is consistently used and praised by Chester County library cardholders and residents. In the last 12 months, Chester County Libraries have circulated 1,962 passes to 28 museums, gardens, and a zoo. The Chester County Library Trust and Chester County and Henrietta Hankin Branch Friends have generously supported and sustained the program since its inception. Over the last 12 months, the program actively saved Chester County library cardholders and residents \$189,380.00 in admission fees.

Small Meeting Room Statistics

MONTH	# OF HOURS USED	# OF RESERVATIONS
September	156.25	72
October	211.85	117
November	276	131

- **Technical Services—Jenna Persick**

- Website Redesign
 - LocalHop is working on the design. We are meeting with them on a bi-weekly basis.
- I continue to order and distribute the leased books. We are in our first full year of the program. As of 11/30, our leased books have 20,646 checkouts system-wide (of that CC has 1,712 and HH has 1,692).

- Pam Bennett retired on Friday, December 2nd.
- **Volunteers—Susan Walraed**
 - Five volunteer supervisors meetings are scheduled for 2023. These are planned to be in-person meetings.
 - **Welcome to the Library** was presented at Immaculata University’s Life Long Learning program on October 19 with Jamie Claxton. This was said to be the best presentation given to date by Craig Miller. Jamie Claxton was very pleased with the results.
 - The Volunteer Holiday Luncheon was held on December 8 at Hankin Branch. Fifty-one were in attendance and a good time was had by all. Most all Volunteer Supervisors attended and helped.
 - **Friends of Chester County Library** The Friends had a successful Holiday Craft Sale and earned just under \$400. A local dentist and former volunteer donated pottery for the Friends to sell which netted \$62.
 - Total Library/Friends Volunteer Library Hours served:
 - November Library Volunteers – 661.25
 - 2022 Yearly Library Total – 7,489.50
 - November Friends of Chester County Library – 127.25
 - November Friends of Henrietta Hankin Branch Library – 49
 - Yearly Friends (HH & CCL) Total – 1910.00
 - Total Combined Hours-9399.50
- **Youth Services—submitted by April Nickel**
 - Expanding interactive books (Vox and others) to include titles in Spanish, Mandarin and Hindi.
 - Worked to spend down materials funds as much as possible. Remaining funds were split between Multimedia for e-materials and \$6000 to Jenna for non-fiction titles.
 - Presented my findings and recommendations for Science in the Summer to the DLM. Will be looking into the possibility of Chester Springs being the library from Chester County that will go through this year’s program. We can evaluate SIS vs. the pilot summer science program.

Committee Reports:

- **Community Engagement Leadership Team:**
 - Still researching potential Social Worker Program and preparing to launch a ‘Social Services in the Library’ survey to the public.
 - Discussed plans to attend Municipal meetings quarterly in 2023.
 - Plans are under way to hold a Fit Fair in February.
- **The Incident Response Plan Coordination Team:**
 - We conducted another monthly testing of walkie-talkies, for departments assigned to use them during evacuations, on November 10th. The test was successful.
 - CCL/HH PIC meeting was held on November 2nd.

- PIC training was held, in two sessions, on November 15th and 16th, for new PICs Adrianna Finamore (HH), and both Danielle Stokes and Laura MacElree (CCL).
- **XYZ Committee:**
 - On November 4th the XYZ committee hosted our first-ever Paint Night. It was well-attended, participants had a great time, and many asked us if we would be holding more paint night events.
 - Planning is well under way for an annual showcase event, Nostalgia-rama, to be held at CCL on April 29 from 10a-4p. The event will feature 80's & 90's nostalgia; with vintage video games and Pokémon tournaments, nostalgic cartoon screenings, vintage board games, nostalgic snacks, and much more.
 - Plans are confirmed for an in-person Murder Mystery event to take place at Stolen Sun Brewery on February 7th at 7pm.
- **Innovative Ideas Committee:**
 - An idea from the Committee was submitted to the CCL Friends for funding. The Friends approved funding Aunt Flow pad & tampon dispensers and 1-year's worth of supplies to provide free menstrual supplies in the women's restrooms on the 1st & 2nd floors.
- **EDI Committee:**
 - The committee is working on a mission statement to guide the committee's work.
 - The committee is working on a way to as accurately as possible audit library programs for diversity including creating goals utilizing the demographic data collected as part of the collection audit.

Director's Notes

- I am working with Nicole to put together a rough budget for the 2nd Floor makerspace expansion. I have received two quotes for design services as well as a quote for a community engagement visioning and programming plan. Ideally, I would like to include a community engagement piece to help us develop the space in line with community interests and needs. I will be in touch with the Facilities Committee to set up a meeting to discuss the expansion in January.
- I have been selected to serve on the Pennsylvania Library Association's EDI committee and will be working on the Exhibits subcommittee for the 2023 conference. I continue to work with ALA's Intellectual Freedom Roundtable.
- On December 14th, I ran a meeting that included several CCLS libraries and Jan Michener from Arts Holding Hands and Hearts to discuss ways we can collaborate to serve youth that are involved in some way with the juvenile justice system in the county. Ideas we are exploring is working with AHHAH on a young filmmakers project as well as looking into ALA Great Stories Grant and/or the Teen Reading Lounge. The biggest need identified by Jan is to explore ways to make the library a comfortable place for youth, some of whom have very low literacy levels.

Meetings & Trainings Attended

- 11/15 CCLS/CCL Board Meeting
Bi-weekly meeting with Meghan
Meeting with Rebecca and David Chartier of the CCL Friends-Friends Fund Accounts
- 11/16 CCLS Website Redesign meeting
- 11/17 General Staff Meeting
Holiday Party & Staff Appreciation planning
- 11/22 Check-in with Peter Grulich
- 11/23 CCL/HHB Website Redesign meeting with LocalHop design team
EDI Program Audit meeting
- 11/29 Webinar—Social Work Approaches to Library Service
- 11/30 Meeting with Felicia (Chesco HR) & Joe—on-site mental health services for employees
Public Library Association virtual townhall-Spotlight on Safety
Meeting with Downingtown High School student, Jenna & Lauren—DECA club project
- 12/1 CCL Trust Board Meeting
- 12/2 Meeting with Brent Packer—Niche Academy
- 12/6 CCL Friends of the Library Meeting
Mileage Reimbursement meeting with Rebecca & Joe
ALA Intellectual Freedom Committee meeting
Community Engagement Leadership meeting
Work From Home—meeting with Meghan, Joe & Barb
- 12/7-12/9 Vacation
- 12/9 CCCF Juneteenth Meeting
- 12/13 District Librarians Meeting
- 12/14 Public Services Staff Meeting
Justice Involved Youth Meeting with Kennett, Eastown, Oxford, CCL & AHHAH
- 12/15 General Staff Meeting
ALA Connect Live: Our Brave Communities: Facing Censorship Head On with ALA
- 12/20 CCLS/CCL Board of Trustees Meeting

Upcoming:

- 12/21 CCL/HHB website meeting with LocalHop Design Team
Funding Formula Committee meeting



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: December 14, 2022
RE: Report to the Board on the Henrietta Hankin Branch, Nov. 15—Dec. 20, 2022

- Building update
 - The new panic buttons were installed by the Protection Bureau on Dec. 13.
 - Peter is working with County Facilities to determine how to best install the shelter for our HoldIt Locker.
 - Peter coordinated with a plumber to address a leaking external spigot.
- Door counts decreased slightly from October to November.
- Meeting Room usage increased in both the number of bookings and time utilized. Public computer sessions in November decreased slightly.
- Total circulation decreased slightly from October to November.
- We hired a new full-time staff member that will split their time between the Circulation department and the Makerspace, assisting with Circulation desk coverage and allowing us to expand Makerspace programming and staffed hours. He will start on Monday, December 19.
- We are working on adding a 3D printer to our current Makerspace equipment.
- Charlotte Marron, our Circulation Manager, and I met with all staff individually over the past several weeks to check in with each of them, listen to concerns and suggestions, and ensure that all staff understand expectations with regards to expectations for customer service, teamwork, attendance, and organizational support.
- Staff are working diligently on completing all trainings required by CCL/CCLS and the County of Chester by the end of the year.
- Staff with collection development responsibilities spent the remainder of their assigned budgets for physical materials. Selectors are now working on spending the remainder their eMaterials budgets.
- We hosted a Chester/Montgomery County Toys for Tots donation drive again this year. Donations far surpassed the last two years.
- Reference
 - In November we held 5 virtual programs, 9 in person programs, 4 hybrid programs, and 2 passive programs. Notable programs included a PBS Screener and guided conversation on the recently released documentary *The U.S. and the Holocaust* (virtual, 11 attendees), the XYZ committee's homemade kaleidoscopes (passive, 50 participants) and Next Chapter Book Club (2 groups, each meet weekly, average of 7 attendees per meeting).
 - Staff are using the lull in ordering physical materials to focus of collection maintenance and planning programs for 2023.
- Youth Services
 - Our young patrons (and their caregivers) are enjoying a new winter-themed I Spy tank.
 - Our second session of in person Fall story times ended December 8th. We have nature, music, and STEAM programs scheduled through the story time break to engage our patrons.

- Notable November programs included DEAFinitely Magic (59 attendees), Mother-Daughter Book Club (17 attendees), and preschool story time (held twice a week, average of 16 attendees per story time.)
- We are in communication with a local high school student who is interested in working with the library to complete her Gold Award project for Girl Scouts.

Meetings & Trainings Attended

11/15	CCLS/CCL Board meetings Circ/MS interviews HHB Friends Board meeting
11/16	Circ/MS interviews meetings w/ staff
11/17	CCL/HHB Holiday party planning meeting meetings w/ staff
11/21	meetings w/ staff Circ/MS 2 nd round interviews
11/22	meetings w/ staff
11/24-25	Library closed for Thanksgiving
11/28-12/2	Vacation
12/1	CCL Trust Board meeting
12/6	Community Engagement Leadership Committee meeting
12/7	Meeting w/ W. Vincent Twp. Sustainability committee chair
12/9	Volunteer Holiday Luncheon HHB Friends Holiday dinner
12/13	DLM
12/14	Public Service Staff meeting Safety Meeting w/ County Risk Manager HHB Staff holiday lunch
12/20	CCLS/CCL Board meetings

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

	<u>2022</u> <u>ANNUAL BUDGET</u>	<u>2022 YTD</u> <u>BUDGET</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2021 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2022</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
Salaries	2,578,075	2,280,605	2,431,266	2,237,604	(150,661)	-6.6%	146,809	5.7%
Wages	649,006	574,121	565,710	495,283	8,411	1.5%	83,296	12.8%
Fringe Benefits	1,168,501	1,071,126	1,033,137	964,375	37,989	3.5%	135,364	11.6%
Security Provided by the County - EMS	30,000	27,500	0	0	27,500	0.0%	30,000	0.0%
TOTAL PERSONNEL SERVICES	4,425,582	3,953,351	4,030,113	3,697,261	(76,762)	-1.9%	395,469	8.9%
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	128,000	110,770	94,681	134,545	16,089	14.5%	33,319	26.0%
Insurance	18,390	18,390	18,390	17,510	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	70,385	64,520	44,774	38,778	19,746	30.6%	25,611	36.4%
Utilities	97,520	89,393	81,698	67,743	7,695	8.6%	15,822	16.2%
Vehicle Expense	44,486	40,779	38,966	31,498	1,813	4.4%	5,520	12.4%
TOTAL CORE EXPENDITURES	358,781	323,852	278,510	290,073	45,342	14.0%	80,271	22.4%
INDIRECT COSTS	558,534	511,990	511,995	598,290	(6)	0.0%	46,539	8.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	5,412,897	4,859,193	4,890,618	4,655,625	-31,425	-0.6%	522,279	9.6%

Notes:

Personnel Services: Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies
We are now including the \$30K budgeted for security in the Personnel Services category. The county is hoping to implement that as a direct charge,
and is currently working on a way to get that in place

Core Expenditures: Utilities - under due to one-month lag on PECO Bills
Buildings & Grounds - we expect spending to catch up to budget due to several maintenance projects that have been completed in December or have been scheduled
in the coming weeks

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

Total Budget: Budgeted expenditures YTD are 89.77% of total budget
Actual expenditures YTD are 90.35% of total budget

The annual budget has increased \$7160 due to a March budget amendment for the carryover of costs (KMA - Kelly Maiello) for the 1st floor redesign.

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

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	446,073	394,602	428,267	374,517	(33,665)	-8.5%	17,806	4.0%
Wages	176,442	156,083	214,597	150,939	(58,513)	-37.5%	-38,155	-21.6%
Fringe Benefits	234,448	214,910	206,260	198,857	8,650	4.0%	28,188	12.0%
<hr/>								
TOTAL PERSONNEL SERVICES	856,963	765,595	849,123	724,314	(83,528)	-10.9%	7,840	0.9%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	67,630	61,994	33,595	31,469	28,400	45.8%	34,035	50.3%
Insurance	6,325	6,325	6,324	5,960	1	0.0%	1	0.0%
Maintenance - Buildings & Grounds	64,899	59,491	33,913	66,144	25,577	43.0%	30,986	47.7%
Utilities	46,380	42,515	38,552	33,339	3,963	9.3%	7,828	16.9%
<hr/>								
TOTAL CORE EXPENDITURES	185,234	170,325	112,384	136,912	57,941	34.0%	72,850	39.3%
INDIRECT COSTS	215,785	197,803	197,780	151,305	23	0.0%	18,005	8.3%
CAPITAL OUTLAY	0	0	0	107,424	0	0.0%	0	0.0%
<hr/>								
TOTAL BUDGET	1,277,982	1,153,723	1,179,287	1,139,955	-25,564	-2.2%	98,695	7.7%

Notes:

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

Core Expenditures:

Capital Outlay:

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

TOTAL BUDGET: Budgeted expenditures YTD are 90.28% of total budget
 Actual expenditures YTD are 92.28% of total budget

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

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	347,470	347,470	347,470	352,708	0	0.0%	0	0.0%
State Aid - Others	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	(0)	0.0%
STATE REVENUE	1,502,067	1,502,066	1,502,066	1,502,066	0	0.0%	(0)	0.0%
Township Appropriations	19,000	19,000	19,000	9,500	0	0.0%	0	0.0%
Charges	38,550	32,125	38,981	53,706	6,856	21.3%	431	1.1%
Fines and Overdues	60,000	55,000	68,458	61,326	13,458	24.5%	8,458	14.1%
Interest	500	458	1,842	536	1,384	301.9%	1,342	268.5%
Donations and Fundraisers	7,600	6,967	4,140	7,372	(2,827)	-40.6%	(3,460)	-45.5%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
Miscellaneous Revenue	115	105	3,883	1,872	3,778	3585.2%	3,768	3276.9%
TOTAL OTHER REVENUE	195,765	183,655	206,304	204,313	22,649	12.3%	10,539	5.4%
TOTAL REVENUE	1,697,832	1,685,721	1,708,371	1,706,379	22,649	1.3%	10,539	0.6%
EXPENDITURES								
Library Materials	405,713	372,195	296,974	305,415	75,221	20.2%	108,739	26.8%
Services and Charges	78,184	69,248	47,107	42,215	22,141	32.0%	31,077	39.7%
Supplies	25,000	22,917	18,664	15,468	4,253	18.6%	6,336	25.3%
Miscellaneous	23,540	21,578	22,486	15,308	(908)	-4.2%	1,054	4.5%
Transfers and Reimbursements	1,154,597	1,154,597	1,154,597	1,149,358	0	0.0%	0	0.0%
Capital Outlay	10,798	9,898	9,801	15,199	97	1.0%	997	9.2%
TOTAL EXPENDITURES	1,697,832	1,650,433	1,549,629	1,542,964	100,804	6.1%	148,202	8.7%
REVENUE OVER EXPENDITURES	0	35,288	158,741	163,415	123,453		158,741	

NOTES:

Other Revenue:	Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	99.29%	of total revenue
	Actual revenues YTD are	100.62%	of total revenue
Expenditures:	Staff is on track to spend their funds by the end of the year		
Total Expenditures:	Budgeted expenditures YTD are	97.21%	of total expenses
	Actual expenditures YTD are	91.27%	of total expenses

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

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
Township Appropriations	7,250	6,646	5,000	1,250	(1,646)	0.0%	(2,250)	-31.0%
Charges	9,825	9,006	13,516	14,460	4,510	50.1%	3,691	37.6%
Fines and Overdues	18,700	17,142	25,716	18,940	8,575	50.0%	7,016	37.5%
Interest	35	32	133	42	101	313.2%	98	279.2%
Donations	0	0	2,125	1,548	2,125	-	2,125	21250000.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	5	5	123	829	119	2570.1%	118	2367.2%
TOTAL OTHER REVENUE	55,815	52,830	66,614	57,069	13,783	26.1%	10,799	19.3%
TOTAL REVENUE	142,815	139,830	153,614	147,069	13,783	9.9%	10,799	7.6%
EXPENDITURES								
Library Materials	127,030	116,694	107,099	101,052	9,595	8.2%	19,931	15.7%
Services and Charges	6,285	5,511	3,914	4,053	1,597	29.0%	2,371	37.7%
Supplies	4,700	4,308	4,440	2,360	(132)	-3.1%	260	5.5%
Miscellaneous Expense	2,750	2,521	2,452	1,912	68	2.7%	298	10.8%
Capital Outlay	2,050	1,879	1,482	1,664	397	21.1%	568	27.7%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	130,914	119,388	111,040	11,526	8.8%	23,427	16.4%
REVENUE OVER EXPENDITURES	0	8,916	34,226	36,029	25,309		34,225	

NOTES:

Other Revenue:	Charges & Fines continue to exceed budget		
Total Revenue:	Budgeted revenues YTD are	97.91%	of total revenue
	Actual revenues YTD are	107.56%	of total revenue
Expenditures:	Staff is on track to spend their funds by the end of the year		
Total Expenditures:	Budgeted expenditures YTD are	91.67%	of total expenses
	Actual expenditures YTD are	83.60%	of total expenses

<u>CCL Fund Balance Report</u>	<u>Balance</u>
Operating Funds	
001 CCL	142,598.65
043 Hankin	29,176.16
Total Operating Funds	171,774.81
Reserve Funds	
004 Technology Fund	269,390.23
400 Chester Cty Library Capital Reserve	83,026.07
410 Chester Cty Library Program Fund	189,108.74
450 Hankin Library - Capital	223,519.53
451 CCL & Hankin Materials	125,872.64
Total Reserve Funds	890,917.21
Grants - Friends of the Library*	
091 I & R Services	3,963.04
092 Multi-media	(1.76)
093 2nd Floor Improvements	7,033.52
094 Library Staff	11,907.35
095 1st Floor Improvements	10,204.76
096 Courtesy Bags	5,550.24
097 Programming	910.32
098 Circulation	-
099 Youth Services	3,670.20
900 Volunteer Support	5,350.87
902 Jacobs Tech Center	7,851.20
903 Capital Fund	67,144.99
Total CCL Friends	123,584.73
943 Friends of Henrietta Hankin Branch	5,767.44
Total Friends Funds	129,352.17
Grants and Appropriations	
002 Community Foundation - Grants	16,541.97
100 CCL County Materials Fund	20,268.59
104 CCL Trust - Grants	62,862.43
109 Hankin County Materials Fund	6,571.96
132 Glaxo-Smith Kline Science in the Summer	325.60
Total Grants and Appropriations	106,570.55
Special Funds	
003 Helen Russell Memorial Fund	5,243.12
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes	8,950.79
107 CCL & Hankin Author Events	3,308.83
Total Special Funds	21,536.76
Endowment Funds	
090 Chester County Library Trust	2,184,505.58
500 District Center Aid Funds	240,173.94
510 County Coordination Aid	62,263.99
TOTAL ALL FUNDS	3,807,095.01

* We will be consolidating a majority of these funds in December



Thursday, December 15, 2022

To: JoAnn Weinberger, President
Board of Trustees, Chester County Library & District Center

From: Mary Gazdik, Library Director

New Program Information

Maker-in-Residence

The Maker-in-Residence program seeks to connect library visitors with art/making and the Chester County creative community. Rather than focusing on a specific discipline or type of creative work, the program includes various forms of making such as visual arts, technology arts, media arts, written arts, music, and theater and performing arts. The goal of the in-library program is to foster engagement between visitors and creative people from various disciplines of our artistic community. This program truly embodies the mission of the Library through an educational and cultural experience that centers the library as place for life long learning in the county.

With proof of concept funding provided by the Friends of the Chester County Library, the initial residency will run for 14-16 weeks. The residency will include regular open studio hours at the library allowing the maker or artist to create on-site as patrons drop in, interact and learn about different artistic processes. Each maker also offers special free workshops for the public with 4 to be held at the Exton library and two at Hankin. The residency will culminate in an exhibit by the maker/artist or a community created piece to be displayed in the library. The project also includes the creation of a circulating kit centered on the maker's residency.

The program is an excellent opportunity to raise awareness and visibility of both library's makerspaces in the community by engaging users in maker-based activities through a variety of access points whether it's observing the artist at work in the space or around the library, engaging in drop-in studio time activities where they can create and interact with the artist, or attending an artist run program. As we grow our makerspaces, the residency program also provides an opportunity to gain insight into the kinds of creation activities our community would like to engage in at our libraries enabling us to grow our spaces with the needs and interests of the community at the center.

As we plan the launch we are considering tying in the program with the county-wide Juneteenth celebration theme of "Journeying Toward Freedom" as the culminating project will debut in mid-June.

Timeline of Launch

- **January 3rd**–Applications Open
- **January 31st**–Application Closes
- **February**–Evaluation of applications, interviews with finalists and selection of artist
- **February**–Early March–work with artist to plan programs/space/pick program & open studio dates
- **March-June:** Artist-in-Residence takes place

We have talked with several libraries across the country who have similar programs to collect information on best practices and lessons learned to help us as we developed the concept prior to launch. In addition, we have looked at websites and other information regarding similar programs in the US and Canada. The initial program has built in checks with the resident and guidelines in place as far as expectations and results. To start, the first maker will be selected by a team from the library but in the future, we hope to work with other artists in evaluating applications and selecting the artist. We are also exploring running a Teen Maker-in-Residence over the summer. A teen program presents an excellent opportunity to strengthen our ties with the local high schools and give young artists a chance to showcase their talent while gaining self-confidence, hone their artistic voice and gain valuable skills that will help them as they look to post-secondary education and/or employment.

Build A Better Book, Build A Better Game, Make A Better Community

This new Trust funded program will help us expand STEAM programming with a goal of getting teens excited about the library, helping them find a place to collaborate, discover their passions and explore the possibilities for their futures. The Build A Better Book, Build A Better Game, Make a Better Community program embodies the mission of the Library by providing an educational experience that centers the library as place for lifelong learning in the county. This program is one that can build bridges and create a more inclusive space by expanding and developing library services for the blind and visually impaired in our community while providing a meaningful experience for program participants. The Build A Better Book program will differ from past STEM-related programming by providing a meaningful making opportunity that will engage youth with empowering programming using low- and high-tech makerspace tools to create a final product that can be enjoyed by library users. We hope to continue to engage participants by providing opportunities for them to work with Temple University's Institute on Disabilities TechOwl CreATe partnership.

Participants in the program will engage not only in STEM learning, but will be provided an opportunity to grow their soft skills set. By participating in empathy building activities, teens will learn the importance of experiencing a project through the perspective of another, providing them with the insight that will help inform the design process. The program will specifically allow teens to collaborate with others, learn how to work with a client while engaging in user-centered and inclusive design models. Participants will brainstorm and prototype their projects, learn how to beta test and receive feedback on their designs and then incorporate all they have learned into their final designs. Evaluation will happen at three points in each session to help guide our process and inform future programs. The program will have surveys and feedback loops built in to improve program delivery and design. I have attended the Build a Better Book training at the University of Colorado-Boulder and have run two successful iterations of Build a Better Book with the Middletown Free Library. We will be able to consult with Derek Lloyd and Laura Kuchmay at Middletown as we develop certain parts of the program to take advantage of their areas of expertise. The program will be a model that can be repeated and can continue to create opportunities for teens to learn and continue to create books and games that can be used with library patrons.