

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING DECEMBER 21, 2021**

---

**AGENDA**

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

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

**WELCOME and INTRODUCTIONS**

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

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of Date November 16, 2021 (p. 2)
- Chester County Library Director Report (p. 7 )
- Henrietta Hankin Branch Manager’s Report (p.13 )

**FINANCIAL STATEMENTS**

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

**FOR INFORMATION/DISCUSSION**

- 2022 CCL State Aid Budget

**FOR APPROVAL**

- 2022 Slate of Board Officers
- In Person Programming effective 1/1/22 – Ages 5 and Up (p.20)
- Policies:
  - Mandated Reporter Policy (p.22)
  - CCL Materials Selection Policy (p. 28)
  - Reserve Funds Policy (p.36 )
  - Social Media Policy (p.38 )
  - Fees Policy (p.40)

**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
- Visitor’s Comments

**Upcoming Events**

**Tuesday, January 18<sup>th</sup>, 2022 9:00 AM – CCLS Board Meeting, CCL (Virtual/Burke Board Room)**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETINGS – VIRTUAL**  
**November 16, 2021**

**Board Members Present**

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

**Board Members Excused**

Richard Hankin

**Others Present**

Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Monique Kolb Public Relations/Graphic Specialist; Lara Lorenzi, Director Phoenixville Library, Maureen Crawford, Administrative Assistant, Vicky Brown, Chester County Financial Office, Mary Gazdik, Candidate/CCL Director Position

**CALL TO ORDER: 9:05**

**PUBLIC COMMENTS:**

None

**EXECUTIVE SESSION:**

Executive session will follow the meeting for a personnel discussion.

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

*On motion made by Kathy Pearse, seconded by Brian Taylor, the October 2021 Exton and Hankin Financial Statements were unanimously approved.*

**FOR INFORMATION/DISCUSSION**

**Governance/ Nominating Committee Presentation of Slate of Board Members for 2022**

JoAnn Weinberger and Kathy Pearse will present the slate of Board Candidates for 2022 for approval at the December meeting. The nominations are JoAnn Weinberger, President; Kathy Pearse, Vice President; Lisa Ionata, Treasurer and Brian Taylor, Secretary.

**CCL/HH Youth Programming for 2022**

Previously the CCL Board of Trustees determined due to the high transmission of COVID and that vaccinations were not available to children; all children's programming would be offered virtually only. Niki Kolb and Meghan Lynch discussed that they have received feedback from parents at Community Events and in the library that parents are anxious for a return to in-person programming for both adults

and children. Joe noted that children ages 5-12 can now be vaccinated so the proposal is for this age group, rather than younger children. The proposal is that the libraries start allowing in person programming for children 5 years and up. The programming will include signage that states masking is strongly recommended and the rooms allow appropriate spacing. JoAnn noted that transmission rate is still high in the County. JoAnn discussed programming with Jeanne. There is no proposal for children Birth to age 4 as they are unable to be vaccinated. Meghan talked about programming with the staff manager that coordinates the STEM program at HH. The Staff member is fine with resuming programming. Meghan noted that The STEM materials are difficult to lend out as it is expensive equipment so in person programming is better. The proposal to start in person programming will be brought to the Board for a decision at the December meeting.

### **Wish List (Trust and Friends)**

The wish list for the Trust, the Exton Friends and the HH Friends are included in the package for review. The Wish List for the Trust will be approved at the Trust Board Meeting on December 7<sup>th</sup>. 5% of the Trust is approximately \$116,000 and the Wish list total is \$140,000. The HoldIt Locker figures at Hankin are not a final number but should be close as the CCL numbers were used to determine the cost. The Digital Media and Makerspace numbers are also not final numbers and only includes equipment not reconfiguration of the space. There will be extra space available as OIC will be moving to the first floor. The Friends did have questions on some items requested on the Friends' Wish list and asked for additional information. The Friends did not realize that annual maintenance funding would be required every year for the HoldIT locker. They also fund the maintenance of the aquarium. There is a requirement that they use 85% of the funds raised. Also, there is \$70,000 to \$80,000 for the first-floor redesign available from the Friends, but clarification on what the money can be used for is needed. Meghan reported the Friends of Hankin Branch Library have approved the Funding Requests, including the maintenance of the proposed HoldIT Lockers. Other items include programming, technology and staff recognition funding. Nicole noted that StoryWalk funding in the Trust is restricted funding and the \$3,000 from the Pearl Foundation must go to the Story Walk funding. The Vashti Humanick Bequest to the Trust may be able to be used to fund some items, but the plans for the funds have not been finalized. JoAnn asked if the Vashti Humanick bequest funds could be considered for the Digital Media projects. Nicole is working on the details with the administrator for the estate.

### **FOR APPROVAL**

#### **2021 Holiday Schedule for Chester County and Henrietta Hankin Libraries**

The proposed changes for the 2021 schedule include several additional days not included in the original schedule. The days include: Sunday, December 26, 2021, Friday December 31, 2021 and Sunday, January 2, 2022. Joe noted that the County is closed on Friday, 12/31/2021.

#### **2022 Holiday Schedule for Chester County and Henrietta Hankin Libraries**

The proposed Holiday schedule for 2022 is based on the County Schedule. Columbus Day is a floating holiday. If staff development day is scheduled, Joe will bring to the Board for approval to close the Library. The holidays for Christmas will be Saturday 12/24, Sunday 12/25 and Monday 12/26. The Library will close at 5:00 on 12/31/2022 and be closed 1/2/2023 in accordance with the County Holiday Schedule. The schedule for the start time of December Board remains the same and will start after the CCLS Board Meeting which starts at 10:00 AM.

*On a motion made by Kathy Pearse and seconded by Michael Skay, the revisions to the 2021 Schedule and the 2022 Holiday Schedule were approved.*

## **REPORTS/CORRESPONDENCE**

### **President's Report -**

**None**

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

- **First Floor Redesign.**
  - Phase 1 work started on November 15<sup>th</sup>. The work will include small walls that need to be built, work in the lobby and removal of the check-in desk and prep work for the furniture.
  - Phase 2 is the furniture. This is not scheduled at this time as the finalized design needs to be approved and ordered through the County.
  - Phase 3 may occur prior to Phase 2 and includes carpeting and finishes. The lobby carpeting is planned for the Friday after Thanksgiving as the library is closed.
  - Quarterly Keystone reports are being filed with the state.
  - Graphic novels have been relocated, periodicals have been weeded and shifted, and Reference is weeding and shifting the collection. The fish tank is also being relocated, at least temporarily.
- **Other Building Updates**
  - The wall in the Board Room closet has been fixed on the inside. The outside still needs to be repaired. Some carpet that may be needed for downstairs was found in the closet.
  - HVAC Update - A staffer reached out to Bruce who offered to show Peter around and told us the loop baseboard heat is controlled by the 40-year old original control panel. He was able to help staff in setting it so that it would start working. Joe asked that the reserve study include reviewing the HVAC system as it is 40 years old and needs updating.
  - Reserve Study – Joe reviewed the County's draft reserve study. He gave comments back to the County and these comments will be sent to the Consultant.
  - Pipeline – The work is speeding to its conclusion. Joe met with the Homeowners Association, the Sunoco/Energy Transfer and the County about the final remediation (parking lot, fence) to restore the area to the condition it was in prior to the work on the pipeline.
  - There is no update on the leak/overflow in the upstairs bathroom and lower floor bathrooms.
  - Leak in Children's – The County has a contractor sealing the rear walls of the library and re-doing the caulking on the garage and back wall. Once this is complete and the leak has been shown to have stopped, interior remediation will take place.
  - Received a call from West Whiteland Township that there may be ARP funds available. The Township wants additional information about the Library Budget for them to review for the additional funds. Joe will schedule to meet with the Township on December 8<sup>th</sup>.

- **Departmental Reports**

- **Circulation** – 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.
- **Jacobs Technology Center** – The JTC is 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.
- **Multimedia Department**
  - Stephanie and Melissa are working on merging the areas. Will involve some cross training of staff.
  - Staff Updates: There are some staff changes and there are several openings in Multimedia. Volunteers have been placed to help until the openings are filled.
- **Public Relations/Graphics** - Niki produced a rough draft of a script with production notes and requested to extend deadline into next year. This will allow more footage to be shot of in-person programming and other events. Hoping to shoot footage in February, post production in March and launch ad at Legislative Breakfast, which will be held in April. The DLM approved changes in the Budget to cover the costs.
- **Reference** – The reference collection has been weeded almost by half in preparation for the first-floor redesign.
- **Volunteers** – Helping with virtual programs as well as filling in for open positions.
- **Youth Services** - 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.” This should help provide guidelines for all libraries.

### **Branch Manager’s Report**

- **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 worked on the front door on October 27. They made the best adjustments they could, but the problems are not entirely resolved. Meghan 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. Joe noted the doors are 40 years old and will discuss when the reserve study is done at HH.
  - Siemens completed the fire safety inspection on November 4. Joe noted that there is a fix that needs to be completed. Meghan will follow up with Siemens.
  - Protection Bureau had to reschedule and will come the week after Thanksgiving.
- Meeting Room usage was up
- Working with Susan Walreaed to recruit volunteers to assist in the Maker Space.
- 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.)
- Friends will offer funding to improve technology for presenting programs.

**Committee Updates**

**Funding Task Force**

No update

**Institutional Advancement Committee**

No update

**Policy Committee**

Policy Committee will meet in December.

**Strategic Planning and Facilities**

No update

**Technology**

No update

**Executive Committee**

No update

**Finance Committee**

No update

**Governance Committee**

No update

**Friends of CCL**

Joe discussed the closet in the Burke Room with David as there is Friend's materials in closet that needs to be removed. He also discussed the wish list with David.

**Friends of the Henrietta Hankin Library-**

No Update

**Visitors' Comments-**

None

The meeting was adjourned at 9:35 AM

---

Approved: December 21, 2021  
Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: December 14, 2021  
RE: Report to the Board on the Chester County Library, November 16-December 20, 2021

- Building update
  - 1<sup>st</sup> Floor Renovation
    - General contractor, electrical and HVAC work is ongoing. Week of Dec 20 should see Multi-media desk removal, installation of vinyl flooring and spackling / painting.
    - Additional Carpet is being worked on for the Reference area and the lobby.
    - Corbett Furniture contract was approved at the Commissioners meeting December 16<sup>th</sup>. I expect a visit ASAP to verify field dimensions for the glass walls.
  - We continue to work on the heating, plumbing and security concerns.
  
- Departmental Reports
  - Circulation Department—Barbara Bailey
    - Our transition to MuseumKey and LendingKey to manage our museum pass and hotspot lending has begun. Preliminary product and implementation information was shared with the committee and we have begun set-up and training for the new system. Transition date is set for Monday, January 3, 2022.
    - Door counts are at about 50% of what they were pre-Covid, but checkouts are at about 80%, and holds filled are back up by 4% compared to totals in November 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 decreased again by 5% in November.

Month	Express Lane Indoor Self Check		Hold/IT Locker	Curbside Service		Mobile App Self-Checkout		Total	Percent change +/- %
	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin		
Oct	8453	1601	480	52	73	83	64	10806	
Nov	8326	1193	336	54	62	189	117	10277	- 4%

CCL	Door: Nov 2019	Door: Nov 2021	Checkouts: Nov 2019	Checkouts: Nov 2021	Holds Filled: Nov 2019	Holds Filled: Nov 2021	Library Cards: Nov 2019	Library Cards: Nov 2021
Counts	31804	13383	43838	34415	11962	12480	336	250
% +/-		-58%		-21%		-6%		-26%

- Community Engagement Leadership Team met on December 7. Items discussed included the possibility of having input on the CCLS Annual Customer Service survey, reaching out to the appropriate County Department about hosting social services worker at the library, and having a more consistent presence at local Township Supervisor’s Meetings.
- In November the XYZ Programing Committee prepared a display of Make-n-Take Book Crafts for the front lobby distributing over 100 kits for fall leaf wreaths and hanging snowflake/stars to patrons. They also posted a virtual event ‘Alternative Xmas Movie Trivia’ for December.
- Jacobs Technology Center—Sara Lim Harden
  - JTC’s new part time library assistant, Rick Ross, started on Monday, December 6.
  - A patron gave Rebecca Manuel a big shout out in her thank you letter to the library! The patron is now a new donor. Please see the letter at the end of this report.
  - We continue to receive 3D printing requests from our partner TechOwl CreATe (<https://techowlpa.org/create/>). All items provided by the JTC are designated as being printed on a 3D printer funded by the CCL Trust.
  - Remy Way and Bianca Thiruchittampalam are working with Pam on Mystery Stitch project ideas for Stitch 'n Time Needle Arts Groups.
  - November statistics:
    - 6 3D print requests, using 115 grams of filament, taking 25 hours.
    - 6 digitization requests, for 37 pieces of media, taking 17.75 hours.
    - 3 proctored exams.
- Multimedia Department—Jessie Williams
  - Stephanie Sharon-Missanelli is out on maternity leave until mid-January
  - We hired two part-time library assistants.
  - We shifted nonfiction and Biography DVDs/blu-rays and video games due to the construction.
  - Jessie has been working with Agatha to prepare the 2022 OverDrive Holds Manager and spend remaining County Coordination Funds.
- Public Relations/Graphics—Monique Kolb
  - Graphics:



- For the month of November we completed 41 graphic orders and 23,592 copies.
- Continuing with updates to website, digital screens (both indoors and outdoors), blog, social media about various events December and dates we are closed etc. throughout the holidays.
- Erin resigned and worked her last day on November 23<sup>rd</sup>. The position is currently posted and I am awaiting applications to start the interview process.
- Five volunteers were trained to use the copier, folding and cutting equipment to help with simpler copying projects.
- PR:
  - Promoted Holiday Craft Fair, which was well attended
  - 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).
  - Volunteered at West Whiteland Indoor & Outdoor Craft Fair on November 13<sup>th</sup> for the info booth and created coloring sheets for their tree-lighting ceremony on Dec. 2 for kids to write messages to residents of Pocopson Home.
  - The Toys for Tots donation drive ran until Dec. 8<sup>th</sup> and was extremely successful. We almost filled up a whole van with toys to deliver to the hub. The diverse book donation drive will start on Jan. 3 and go till Martin Luther King Jr. Service Day, on Jan. 1,7 for CASA Youth Advocates representing children in foster care.
  - Meeting Rooms are filling quickly for January and February with weekends being very busy in both Burke and Struble Rooms.
- Adult Programs:
  - The November Yoga Series continues to be popular and gaining attendance. Although Heather will not be leading the sessions after the new year, Pam has found another instructor who is willing to continue with the virtual programs with no charge. Attendees like the virtual format and want to continue in that manner.
  - Classic Movie Trivia also continues to grow. Attendees also like to virtual format and want to continue in the new year.
  - The first program with Pennsylvanians for Modern Courts was attended by 11 people. Coming from the city, the presenters are used to larger groups so may not continue with series each month.
  - Cooking with Jena has also become very popular. We are looking forward to having the cooking in-house. It will be nice to taste the dishes prepared and the Trust approved funding for an induction cook top and mirror demo cart for cooking classes.
  - As April is Community Science Month, hoping to be able to kick off the SciStarter program with an event focused on educating the public on community science and then working on a project or two.
- Reference—Melissa Kohl
  - In partnership with Chester County Agricultural Council, Sam Bardarik of CCL and Barbara Vitelli of HHB conducted a panel session on entrepreneurship in agriculture.
  - Chester County Library participated in two West Whiteland Township events last month, their Tree Lighting Ceremony and their Craft Fair. The library was asked by the township to provide an activity for residents during the events. The library partnered with the Pocopson Home to make holiday cards for its residents. Events were coordinated by Kelly Quigg of the Reference Department.
  - Sam Bardarik the Reference Department created a newsletter exclusively for jobseekers and individuals in career transitions. The newsletter is called The Workbook and focuses on the library's resources and services for those in need of employment and transition support.

- Jamie Claxton of the Reference Department worked with the Chester County Association for the Blind and Visually Impaired to have a selection of library pamphlets and flyers translated into braille. This service was done at no cost by CCABVI and was available at their November 19<sup>th</sup> fair in Coatesville, which was attended by library staff members.
- Laura Salvucci and Tom Berman of the Reference Department completed an eleven-month project of thoughtfully and strategically weeding the reference collection, reducing its size merely in half. The project involved intense research, collaboration, and elbow grease! With their combined effort and tenacity, the reference collection now consists of core works and targeted print and electronic selections spanning the entire classification range.
- Technical Services—Jenna Persick
  - Both Nancy McLeod and Terri Sharif retired on 12/3/21. We are working on filling both positions.
  - The first lease order from Baker & Taylor was ordered and most of the titles have been received. I have made a second order for December. The titles received have helped with holds.
  - We have staff training for Vega Discovery Layer scheduled on Monday, December 13. We expect to have a soft rollout by the end of the year.
- Volunteers—Susan Walraed
  - There will be no volunteer holiday luncheon due to COVID-19. All volunteers will receive Holiday greetings and a small token of our appreciation.
  - Volunteer Desk coverage for the following:
    - Multimedia - A big shout out to the four volunteers who stepped in during the MM hiring process and staff shortage. One Saturday volunteer will continue to assist until the department is fully staffed.
    - Four volunteers placed on an SOS basis to assist PR/Graphics while short staffed.
  - The HH MakerSpace is ready to go and fliers have been distributed to local high schools and to active volunteers with two takers thus far.
  - Recruiting has begun for the Digital Device program in Reference, where we have more applicants than needed. This program will move forward in January.
  - Friends of Chester County Library
    - Friends continue to accept donations and leave the Book Bin open. Many days the back vestibule is too crowded for staff to pass through. They also continue to recruit volunteer Sorters. They will no longer have use of the Burke Room closet after the April 2022 book sale.
    - 2022 officers were elected. President, Secretary, Publicity Chair, Communication and Sorter Chair positions are vacant.
    - A plan was submitted by the Friends concerning the logistics of holding the April sale. Joe Sherwood reviewed and approved the plan with noting some areas to be further outlined. Joe also spoke to the Friends Book Sale chair and discussed the continuing concern of the quantity of volunteers to be identified for the sale and the staff availabilities and responsibilities.
    - Wish List was presented to Friends of Chester County Library at the November meeting and updated and voted upon at the December Meeting. \$18,114.00 was approved. The Friends want to focus on non-operating expenditures and want more complete explanations of what the request is for and how it helps the public.
  - Active Recruitment has begun and those who have not responded since the Pandemic beginning have been made inactive with ample notice and gratitude

- Youth Services—Jeanne Clancy
  - On November 4<sup>th</sup>, Jeanne Clancy attended a virtual meeting with The Franklin Institute about the 2022 GSK Science in the Summer program – Be a Biologist. Changes they are planning to implement next summer include:
    - In-person, live classes with teachers
    - One age group – kids from 7 to 13 years old
    - Two-day sessions on two consecutive days
    - 20 students (maximum) per class
  - On November 23<sup>rd</sup>, the CCLS Children’s and Teen Librarians met via Zoom. We discussed GSK Science in the Summer 2022, the 2022 Summer Reading Program, book challenges, and more.
  - Jeanne attended the Longwood Gardens Community Read Kick-off on November 5<sup>th</sup>. The theme for 2022 is Natures Great Connectors (trees), and the books for young readers are We Planted a Tree by Diane Muldrow for younger readers and Canopy Career Chronicles by the Morton Arboretum (IL) for older students.
  - Jeanne continues to attend monthly meetings of Youth Services coordinators with Commonwealth Libraries and to serve on the committee that is updating the state guidelines for youth librarians and staff.
  - Jeanne also continues to attend weekly meetings with the Youth Services coordinators from Berks, Bucks, Delaware, Montgomery, and Philadelphia counties. On December 7<sup>th</sup>, we will moderate our first “Teen Services Across Districts” – a virtual chat session for those serving teens.
  - On November 24<sup>th</sup>, Jeanne met with Megan Dehmelt, the new children’s librarian at Malvern.
  - Our second storytime session of the fall began on November 1<sup>st</sup>.
  - Jeanne and Julie Darnall completed a session of Step into STEM for 4 to 7-year-olds, which was well-attended.
  - On November 14<sup>th</sup>, we held a virtual program with scientist/author, Andrea Alemanni. She read her book, *Ava Antibody Explains Your Body and Vaccines*, and answered participants’ questions. The program was well-attended. Every library received a copy of her book – courtesy of the Chester County Immunization Coalition.

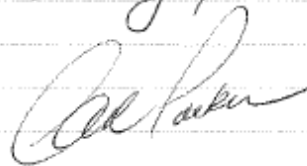
1414 Springton Lane  
West Chester, Pa 19380  
October 30, 2021

Re: Donation to Chester County Library Trust  
CAROL PACKER

Dear Sam:

Please accept the enclosed donation to the library  
I also wanted to recognize Rebecca in the Tech Center  
updates. Her help was invaluable (in assisting me)  
I was able  
to produce a video for my parents 70<sup>th</sup> anniversary!  
I scanned photos from the 1950's and was able  
to create an incredible memory for our family and  
friends.

Thank you, <sup>from</sup> the friend of the library,



P.S. I'd appreciate an acknowledgment of this (address above)



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: December 15, 2021  
RE: Report to the Board on the Henrietta Hankin Branch, October 24-November 16, 2021

- Building update
  - Our final evacuation drill of the year was held on December 17<sup>th</sup>.
  - Our annual Protection Bureau was rescheduled to November 29<sup>th</sup>. Tony Wagner and Peter Greulich are continuing to work with the Protection Bureau on identifying and labeling motion sensors in the building.
  - Peter has been working on cleaning out our gutters and roof drains
- 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.
  - The Friends of the Hankin Branch Library funded a camera and microphone set up that will improve our hybrid programming set up.
- Door counts were down 4% from October to November and were 65% of our November 2019 door count.
- Total circulation was down slightly from October but we had a slight increase in curbside pickups.
- Meeting Room usage continued to increase, with 28 patron bookings for a total of 76 hours.
- Staff is being trained on using MuseumKey and LendingKey to manage the circulation of our museum passes and hot spots. Our current software, Library Insight, will cease operations on December 31.
- 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 have two volunteers that had assisted in the library prior to the COVID shut down but had not yet been recalled volunteer to assist with staffing the MakerSpace.
- In November we offered 25 programs for adults and 13 for children. Notable programs included Diwali: the Festival of Lights (virtual, 45 attendees), Chair Yoga (in person, 22 attendees), and our take and make children's Thanksgiving craft (asynchronous, 42 kits distributed.)
- Our Toys for Tots collection was very successful. The Weatherstone community kindly agreed to post information about the library being a drop site on the community webpage.
- Our second fall story time session began the first week in November.
- The Chester County Library Trust has recently received a bequest, part of which will hopefully be used to fund an outdoor book locker to allow patrons to access their holds outside library hours. I've spoken with three vendors to get pricing and configuration options and am working on setting up a meeting with the Hankin Group's Director of Property Management to discuss the idea.
- Joe Sherwood and I met with the HHB Friends treasurer on December 14 to discuss changes to how and when taxes are paid to the state by the Friends.

- The Friends of the Hankin Branch Library generously funded a holiday staff luncheon on December 14 that was enjoyed by all.

### **Meetings & Trainings Attended**

11/16 CCLS/CCL Board Meetings  
Community Engagement meeting

11/24 Completed required Mandated Reporter training

11/25 & 26 Library closed for Thanksgiving

11/29 Meeting with MK Solutions re: outdoor book lockers

12/1 Viewed “Do You Really Know What Your Library Should be Taxing?” webinar by the PA Department of Revenue and the Office of Commonwealth Libraries.

12/2 CCL sales tax information discussion meeting  
Meeting with Pitney Bowes re: outdoor book lockers

12/7 CCL Trust meeting  
Community Engagement Leadership committee meeting

12/8 Department Heads/Public Service Staff meeting

12/10 EDI Committee meeting

12/13 Policy Committee meeting

12/14 District Librarians Meeting  
HHB staff holiday luncheon

12/16 Museum Key training

12/21 CCLS/CCL Board Meetings

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,568,865	2,321,859	2,237,604	2,242,444	84,255	3.6%	331,261	12.9%
Wages	639,413	577,931	495,283	535,549	82,648	14.3%	144,130	22.5%
Fringe Benefits	1,109,759	1,017,279	964,375	925,840	52,905	5.2%	145,384	13.1%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,318,037</b>	<b>3,917,069</b>	<b>3,697,261</b>	<b>3,703,833</b>	<b>219,807</b>	<b>5.6%</b>	<b>620,776</b>	<b>14.4%</b>
LIBRARY MATERIALS	70,000	70,000	70,000	60,000	0	0.0%	0	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	157,105	144,013	134,545	74,496	9,468	6.6%	22,560	14.4%
Insurance	19,510	19,510	17,510	15,630	2,000	10.3%	2,000	10.3%
Maintenance - Buildings & Grounds	39,656	36,351	38,778	25,918	(2,426)	-6.7%	878	2.2%
Utilities	98,000	89,833	67,743	77,756	22,090	24.6%	30,257	30.9%
Vehicle Expense	37,990	34,824	31,498	46,052	3,326	9.6%	6,492	17.1%
Security Costs	30,000	22,500	0	0	22,500	100.0%	30,000	100.0%
<b>TOTAL CORE EXPENDITURES</b>	<b>382,261</b>	<b>347,032</b>	<b>290,073</b>	<b>239,853</b>	<b>56,958</b>	<b>16.4%</b>	<b>92,188</b>	<b>24.1%</b>
INDIRECT COSTS	652,662	598,274	598,290	573,375	(17)	0.0%	54,372	8.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
<b>TOTAL BUDGET</b>	<b>5,422,960</b>	<b>4,932,374</b>	<b>4,655,625</b>	<b>4,577,061</b>	<b>276,749</b>	<b>5.6%</b>	<b>767,335</b>	<b>14.1%</b>

Notes:

**Personnel Services:** Salaries and Benefits are under as we still have a few vacancies.  
Fringe Benefits include 1st Qtr Unemployment Tax of \$3123.

**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, and \$6.4K charge for sealing exterior of building

**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 90.95% of total budget  
Actual expenditures YTD are 85.85% of total budget

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	392,217	374,517	387,545	17,699	4.5%	59,425	13.7%
Wages	183,357	165,727	150,939	161,997	14,787	8.9%	32,418	17.7%
Fringe Benefits	217,890	199,733	198,857	180,140	875	0.4%	19,033	8.7%
<b>TOTAL PERSONNEL SERVICES</b>	<b>835,189</b>	<b>757,676</b>	<b>724,314</b>	<b>729,682</b>	<b>33,362</b>	<b>4.4%</b>	<b>110,875</b>	<b>13.3%</b>
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	51,676	31,469	28,778	20,207	39.1%	24,905	44.2%
Insurance	5,960	5,358	5,960	5,358	(602)	-11.2%	0	0.0%
Maintenance - Buildings & Grounds	60,010	55,009	66,144	50,441	(11,135)	-20.2%	(6,134)	-10.2%
Utilities	46,860	42,955	33,339	29,351	9,616	22.4%	13,521	28.9%
<b>TOTAL CORE EXPENDITURES</b>	<b>169,204</b>	<b>154,998</b>	<b>136,912</b>	<b>113,927</b>	<b>18,086</b>	<b>11.7%</b>	<b>32,292</b>	<b>19.1%</b>
INDIRECT COSTS	165,047	151,293	151,305	206,030	(12)	0.0%	13,742	8.3%
CAPITAL OUTLAY	215,471	215,471	107,424	3,000	108,047	0.0%	108,047	50.1%
<b>TOTAL BUDGET</b>	<b>1,404,911</b>	<b>1,299,438</b>	<b>1,139,955</b>	<b>1,072,640</b>	<b>159,483</b>	<b>12.3%</b>	<b>264,956</b>	<b>18.9%</b>

**Notes:**

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

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

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

Utilities - PECO Elec bill is a month behind

**Capital Outlay:** Capital spending is under budget due to timing of projects. Currently we have spent \$113.7k on the carpet project. Invoice for parking lot project completed in Nov hasn't been entered yet.

**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 92.49% of total budget  
Actual expenditures YTD are 81.14% of total budget



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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	352,708	352,708	352,708	347,806	0	0.0%	0	0.0%
State Aid - Others	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	9,500	9,500	0	0.0%	0	0.0%
Charges	57,048	54,302	53,706	61,244	(596)	-1.1%	(3,342)	-5.9%
Fines and Overdues	51,500	47,208	61,326	44,600	14,118	29.9%	9,826	19.1%
Interest	1,500	1,375	536	1,336	(839)	-61.0%	(964)	-64.2%
Donations and Fundraisers	500	458	7,372	1,339	6,914	1508.3%	6,872	1374.4%
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	1,872	74	(1,653)	-46.9%	(1,653)	-46.9%
TOTAL OTHER REVENUE	193,573	186,369	204,313	178,093	17,944	9.6%	10,740	5.5%
<b>TOTAL REVENUE</b>	<b>1,695,639</b>	<b>1,688,435</b>	<b>1,706,379</b>	<b>1,680,159</b>	<b>17,944</b>	<b>1.1%</b>	<b>10,740</b>	<b>0.6%</b>
<b>EXPENDITURES</b>								
Library Materials	416,566	384,649	305,415	329,073	79,233	20.6%	111,151	26.7%
Services and Charges	65,246	59,390	42,215	50,876	17,175	28.9%	23,031	35.3%
Supplies	27,634	25,348	15,468	18,858	9,880	39.0%	12,166	44.0%
Miscellaneous	18,424	16,889	15,308	19,824	1,581	9.4%	3,116	16.9%
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	13,680	15,199	13,792	(1,520)	-11.1%	-1,436	-10.4%
<b>TOTAL EXPENDITURES</b>	<b>1,690,991</b>	<b>1,649,314</b>	<b>1,542,964</b>	<b>1,586,683</b>	<b>106,349</b>	<b>6.4%</b>	<b>148,027</b>	<b>8.8%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>4,648</b>	<b>39,122</b>	<b>163,415</b>	<b>93,476</b>	<b>124,293</b>		<b>158,767</b>	

**NOTES:**

	All State Aid Money for 2021 has been received.		
Other Revenue:	YTD Donations exceed budget by \$1.5K. Fundraising of \$5267 has an offsetting expense in the Miscellaneous Expense line of \$4927. Net income is \$340. 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	99.58%	of total revenue
	Actual revenues YTD are	100.63%	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	97.54%	of total expenses
	Actual expenditures YTD are	91.25%	of total expenses

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
<b>REVENUE</b>								
State Aid	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
Township Appropriations	6,250	0	1,250	10,250	1,250	0.0%	(5,000)	-80.0%
Charges	15,459	14,656	14,460	14,505	(195)	-1.3%	(999)	-6.5%
Fines and Overdues	15,000	13,750	18,940	12,006	5,190	37.7%	3,940	26.3%
Interest	200	183	42	179	(142)	-77.3%	(158)	-79.2%
Donations	0	0	1,548	1,149	1,548	#DIV/0!	1,548	#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	18	829	6	811	4413.9%	809	4046.0%
TOTAL OTHER REVENUE	56,929	48,607	57,069	58,095	8,462	17.4%	140	0.2%
<b>TOTAL REVENUE</b>	<b>146,929</b>	<b>138,607</b>	<b>147,069</b>	<b>148,095</b>	<b>8,462</b>	<b>6.1%</b>	<b>140</b>	<b>0.1%</b>
<b>EXPENDITURES</b>								
Library Materials	129,316	120,783	101,052	119,937	19,731	16.3%	28,264	21.9%
Services and Charges	6,339	5,836	4,053	5,422	1,783	30.6%	2,286	36.1%
Supplies	5,500	4,932	2,360	2,808	2,572	52.2%	3,140	57.1%
Miscellaneous Expense	3,200	2,933	1,912	2,589	1,021	34.8%	1,288	40.3%
Capital Outlay	2,050	2,008	1,664	2,047	344	17.1%	386	18.8%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>146,405</b>	<b>136,492</b>	<b>111,040</b>	<b>132,803</b>	<b>25,452</b>	<b>18.6%</b>	<b>35,365</b>	<b>24.2%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>524</b>	<b>2,115</b>	<b>36,029</b>	<b>15,292</b>	<b>33,914</b>		<b>35,505</b>	

**NOTES:**

State Revenue: No differences

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

Total Revenue: Budgeted revenues YTD are 94.34% of total revenue

Actual revenues YTD are 100.10% 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 93.23% of total expenses

Actual expenditures YTD are 75.84% of total expenses

<b>As of 11/30/2021</b>	<b>Balance</b>
<b>Operating Funds</b>	
001 CCL	156,417.61
043 Hankin	22,216.76
<b>Total Operating Funds</b>	<b>178,634.37</b>
<b>Reserve Funds</b>	
004 Technology Fund	211,835.70
400 Chester Cty Library Capital Reserve	62,172.61
410 Chester Cty Library Program Fund	176,948.46
450 Hankin Library - Capital	220,869.75
451 CCL & Hankin Materials	102,806.96
<b>Total Reserve Funds</b>	<b>774,633.48</b>
<b>Grants - Friends of the Library</b>	
091 I & R Services	2,061.01
092 Multi-media	2,392.68
093 2nd Floor Improvements	7,016.50
094 Library Staff	7,211.82
095 1st Floor Improvements	12,241.48
096 Courtesy Bags	4,833.38
097 Programming	283.07
098 Circulation	125.75
099 Youth Services	3,661.30
900 Volunteer Support	4,351.96
902 Jacobs Tech Center	4,091.41
903 Capital Fund	81,442.19
<b>Total CCL Friends</b>	<b>129,712.55</b>
943 Friends of Henrietta Hankin Branch*	(503.80)
<b>Total Grants - Friends</b>	<b>129,208.75</b>
<b>Grants and Appropriations</b>	
002 Community Foundation - Grants	16,501.89
100 CCL County Materials Fund	10,597.23
104 CCL Trust - Grants	35,188.73
109 Hankin County Materials Fund	14,553.60
132 Glaxo-Smith Kline Science in the Summer	1,697.18
238 American Dream Initiative	-
<b>Total Grants and Appropriations</b>	<b>78,538.63</b>
<b>Special Funds</b>	
003 Helen Russell Memorial Fund	5,230.42
105 CCL Community Day	4,024.26
106 CCL & Hankin Museum Passes	5,484.35
107 CCL & Hankin Author Events	3,300.83
<b>Total Special Funds</b>	<b>18,039.86</b>
<b>Endowment Funds</b>	
090 Chester County Library Trust	2,317,774.24
<b>500 District Center Aid Funds</b>	<b>198,386.43</b>
<b>510 County Coordination Aid</b>	<b>105,425.47</b>
<b>TOTAL ALL FUNDS</b>	<b><u>3,800,641.23</u></b>

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



December 16, 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.

Note: A ‘family’ in-person program was scheduled for Sunday January 9<sup>th</sup> by our Adult programming staffer, not realizing this would include children as well and was not currently authorized. They were limiting to 20 attendees and holding it in the Struble room.

## **CDC updates:**

Posted on PATCH on December 14<sup>th</sup>

### [Coronavirus Cases Up 18 Percent Recently In Chester County: CDC | Malvern, PA Patch](#)

MALVERN, PA — Coronavirus cases continue to climb nationally as many parts of the country enter respiratory virus season. The country is expected to surpass the grim milestone of 800,000 coronavirus-related deaths in the coming days.

Nationally, nearly 118,000 cases were reported daily as of Dec. 10, compared with about 86,300 daily cases around the beginning of the month, according to the Centers for Disease Control and Prevention.

Chester County had a "**high**" level of coronavirus transmission as of Dec. 13, according to the CDC.

There were **357.9** new cases per 100,000 residents between Dec. 6-12.

The positive test rate was **10** percent between Dec. 4-10, which was a **0.4** percentage point decrease from the previous seven days.

There were **1,879** recorded cases in Chester County between Dec. 6-12, which is **18.3** percent higher than the previous seven days.

Many questions remain about the omicron coronavirus variant detected in about 30 states, but at the moment the increase in cases is being driven by the delta variant, according to the CDC.

The CDC recommends that fully vaccinated people wear masks indoors in public if they live in an area with "substantial" or "high" transmission levels. Those who aren't fully vaccinated are urged to wear masks in those settings, regardless of transmission level.

Transmission levels are determined either by new cases per 100,000 residents in the last seven days or the percentage of coronavirus tests that come back positive; the transmission level is whichever category is the highest. Around 69 percent of U.S. counties are in the "high" transmission level and 14 percent are "substantial," according to the CDC.

## **Thresholds**

### **New cases per 100,000 in past seven days**

- Low: 0-9.99
- Moderate: 10-49.99
- Substantial: 50-99.99
- High: >100

### **Positive test rate**

- Low: <5
- Moderate: 5-7.99
- Substantial: 8-9.99
- High: >10

The CDC also recommends indoor public mask use for people with compromised immune systems or other high-risk factors, regardless of vaccination status. People who live with someone at higher risk for coronavirus complications should also consider using a mask.

## **CHESTER COUNTY LIBRARY POLICY MANUAL**

### **MANDATE TO REPORT SUSPECTED CHILD ABUSE POLICY**

This policy is adopted to affirm the obligation of Chester County Library & District Center and Henrietta Hankin Branch Library (hereinafter Library) employees to assist in identifying suspected child abuse and to establish procedures for reporting such in compliance with the Pennsylvania Child Protective Services Law. ((23 Pa. C.S.A. Chapter 63, Section 6301 et seq.))

This Policy and the attached Procedures will be supplemented with training in order that all employees develop and use best practices and procedures to ensure the protection of children.

#### **DEFINITIONS**

Title 23 Pa. C.S.A. Chapter 63 §6303(b.1) the term “Child Abuse” shall mean intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - (iii) Forcefully shaking a child under one year of age.
  - (iv) Forcefully slapping or otherwise striking a child under one year of age.
  - (v) Interfering with the breathing of a child.
  - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
  - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
    - (A) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
    - (B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
    - (C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 relating to definitions).
9. Causing the death of the child through any act or failure to act.

## CHESTER COUNTY LIBRARY POLICY MANUAL

### **DEFINITIONS (continued):**

Title 23 Pa. C.S.A. Chapter 63 §6304(a) states “No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors, such as inadequate housing, furnishings, income, clothing and medical care, that are beyond the control of the parent or person responsible for the child's welfare with whom the child resides...”

Title 23 Pa. C.S.A. Chapter 63 §6311(a) **Mandated reporters.** --The following adults shall make a report of suspected child abuse, subject to subsection (b), if the person has reasonable cause to suspect that a child is a victim of child abuse:...

(11) An employee of a public library who has direct contact with children in the course of employment.

Title 23 Pa. C.S.A. Chapter 63 §6303(a) defines direct contact with children as “The care, supervision, guidance or control of children or routine interaction with children.”

### **Basis to Report** (Title 23 Pa. C.S.A. Chapter 63 §6311)

All Library employees shall make a report when they have reasonable cause to suspect, on the basis of their training and experience, that a child they are aware of in their professional or official capacity is an abused child. Reasonable cause may be established by direct observation or report from a third party.

### **Confidentiality** (Title 23 Pa. C.S.A. Chapter 63 §6311.1)

The privileged communications between a mandated reporter and a patient or client of the mandated reporter shall not apply to a situation involving child abuse or relieve mandated reporter of the duty to make report. Therefore, CCLS Confidentiality of Library Records policy does not apply in situations of suspected child abuse.

### **Presumption of Good Faith** (Title 23 Pa. C.S.A. Chapter 63 §6318(c))

“For the purpose of any civil or criminal proceeding, the good faith of a person required to report pursuant to section 6311 (relating to persons required to report suspected child abuse) and of any person required to make a referral to law enforcement officers under this chapter shall be presumed.”

### **Failure to Report or Refer** (Title 23 Pa. C.S.A. Chapter 63 §6319(a))

1. “A person or official required by this chapter [63] to report a case of suspected child abuse or to make a referral to the appropriate authorities commits an offense if the person or official willfully fails to do so.
2. An offense under this section is a felony of the third degree if:
  - (i) the person or official willfully fails to report;
  - (ii) the child abuse constitutes a felony of the first degree or higher; and
  - (iii) the person or official has direct knowledge of the nature of the abuse.
3. An offense not otherwise specified in paragraph (2) is a misdemeanor of the second degree.
4. A report of suspected child abuse to law enforcement or the appropriate county agency by a mandated reporter, made in lieu of a report to the department, shall not constitute an offense under this subsection, provided that the report was made in a good faith effort to comply with the requirements of this chapter [63].”

**(b) Continuing course of action.**--If a person's willful failure under this section to report an individual suspected of child abuse continues while the person knows or has reasonable cause to suspect a child is being subjected to child abuse by the same individual, or while the person knows or has reasonable cause to suspect that the same individual continues to have direct contact with children through the individual's employment,

## **CHESTER COUNTY LIBRARY POLICY MANUAL**

program, activity or service, the person commits a felony of the third degree, except that if the child abuse constitutes a felony of the first degree or higher, the person commits a felony of the second degree.

**(c) Multiple offenses.** --A person who, at the time of sentencing for an offense under this section, has been convicted of a prior offense under this section commits a felony of the third degree, except that if the child abuse constitutes a felony of the first degree or higher, the penalty for the second or subsequent offenses is a felony of the second degree.

**(d) Statute of limitations.** --The statute of limitations for an offense under this section shall be either the statute of limitations for the crime committed against the minor child or five years, whichever is greater.

(Nov. 29, 2006, P.L.1581, No.179, eff. 180 days; Apr. 15, 2014, P.L.414, No.32, eff. 60 days; Nov. 26, 2019, P.L.648, No.88, eff. 60 days)

**2019 Amendment.** Act 88 amended subsecs. (b), (c) and (d).



## PROCEDURES TO REPORT REGARDING CHILD ABUSE

### **Mandated Reporting Procedures**

Library employees who have reasonable cause to suspect child abuse (Mandated Reporters) shall immediately file reports electronically with ChildLine through the Child Welfare Portal:

<https://www.compass.state.pa.us/cwis/public/home>. Step by step instructions on making a report were provided in section 9 of the state's Mandated Reporter training. The Library Employee may also immediately call **ChildLine at 1- 800-932-0313** and make an oral report .

When submitting a report through the Child Welfare Portal, you will be asked to provide the following types of information:

- Your basic contact information
- Names and locations of parties involved in the alleged incident
- Details about the alleged abuse and resulting actions
- When and where the alleged abuse occurred

You should call the Child Abuse Hotline, ChildLine at 1-800-932-0313 for the following situations:

;

- If you are not a mandated reporter
- You prefer to remain anonymous;
- You do not know the county where the incident occurred;
- The suspected abuse and/or neglect you are reporting occurred outside the state of Pennsylvania;
- You are unsure if the child is at imminent risk of harm.
- You have more than 8 alleged perpetrators and/or the child has a list of extensive injuries.

Immediately after calling ChildLine, the employee will notify the Chester County Library System Executive Director, Chester County Library/Exton Director or the Henrietta Hankin Branch Manager (these persons shall be referred to as the "Administrator" in these Procedures) that they have made a report. The Administrator and the staff member who made the report will immediately complete the "Library Mandated Report of Suspected Child Abuse Form".

The Administrator shall notify the County Solicitor that a report has been made.

Within 48 hours of reporting to ChildLine, the Administrator and staff member who made the report shall complete form CY-47, Report of Suspected Child Abuse, and send it to ChildLine and to the County of Chester's Department of Children, Youth and Families.

### **Investigation**

Library employees shall cooperate with the Department of Human Services or County of Chester's Department of Children, Youth and Families investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance.

### **Library Documentation**

Information regarding a mandated report by a Library employee is confidential except in certain instances specified by law. All communication and records of such reports will be treated as confidential. Records kept to document background information or timeline of the report will be maintained in a secured file cabinet by the administrator. Only one copy of any record will be maintained by the Library. A copy of the CY-47: Report of Suspected Child Abuse should be attached to the Library's form.

## PROCEDURES TO REPORT REGARDING CHILD ABUSE

### **Training**

All Library employees shall receive initial and periodic training regarding the requirements of this policy. Training is required at a minimum of every 5 years.

*Approved 1/15/2008*

*Revised 10/19/2010*

*Revised 12/16/2014*

*Revised 12/\_\_/2021*

**LIBRARY MANDATED REPORT OF SUSPECTED CHILD ABUSE FORM**

To be completed by:

The person who has reasonable cause to suspect that a child is a victim of child abuse  
and the administrator to whom it was reported

**THIS DOCUMENTATION MUST BE MAINTAINED IN SEPARATE AND CONFIDENTIAL FILE**

NAME \_\_\_\_\_ Initials \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ LIBRARY \_\_\_\_\_

Administrator to whom reported \_\_\_\_\_ Initials \_\_\_\_\_ Date & time \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

Date and time information was received or observation made of disclosure of suspected child abuse.

\_\_\_\_\_

If this report was made because of child's disclosure to you what was the child's statement/response (exact quotes if possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this report was made because of your observation, describe your observations as specifically as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this report was made because of third party disclosure to you, what was the third party's statement/response (exact quotes if possible.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Observations of, or conversations with the child (i.e. date, place, observations, comments, questions asked, etc,)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time report submitted through Child Welfare Portal or Childline \_\_\_\_\_

Date and time of submission of Report of Suspected Child Abuse (CY-47) \_\_\_\_\_

## MATERIALS SELECTION POLICY – DRAFT –

### MISSION STATEMENT

The mission of the Chester County Library is to provide informational, educational and cultural services to the residents of Chester County and member libraries so that they may be life-long learners.

The Chester County Library provides prompt, accurate and courteous service to all patrons regardless of race, color, ethnicity, national origin, gender, sexual orientation, religion, age, socioeconomic status, disability, immigration status, background, and/or views. It offers this in fulfillment of its mission to develop services, resources and collections that meet the cultural, informational, recreational, and educational needs of its diverse community.

Commented [MC1]: This was added

### STATEMENT OF PURPOSE

The purpose of the materials selection policy is to state clearly the principles for selecting materials for the Chester County Library and Henrietta Hankin Branch (hereinafter referred to as “the Library”).

### SERVICE LEVELS

The Chester County Library System has identified three service levels for member libraries to follow when developing their collections. These service levels are chosen based on the demographics and needs of their service area and the available resources. The three service levels are Popular Materials Center, Local Resources Center, and Regional Resource Centers. Definitions of the service levels are found in the Chester County Library System Materials Selection Policy (<https://www.ccls.org/152/Policies>).

In identifying demographic characteristics of the population, the Library will use U.S. Census data (<https://www.census.gov/quickfacts/chestercountypennsylvania>), the American Community Survey (<https://www.census.gov/programs-surveys/acs>), and the Chester County Planning Commission (<https://chescoplanning.org/Resources.cfm>) for the geographic area that is the County of Chester to inform selection decisions when considering the racial, ethnic, and cultural diversity of the community. Note – As of April 2020, Chester County has a population of 534,413. It is 85.3% White, 6.2% Black, 6.1 % Asian, and 7.6% Hispanic or Latino. 22.5% of the population under 18 and 16.8% is over 65 years.

The Chester County Library has identified itself as a Regional Resource Center and serves the entire County population.

Commented [JS2]: And serves Chester County as a whole.

The Henrietta Hankin Branch has identified itself as a Popular Materials Center.

Commented [MC3]: New

### RESPONSIBILITY FOR SELECTION

Responsibility for materials selection rests with the Library Director or designee(s) and reflects the policies adopted by the Board of Trustees of the Library. Ultimate responsibility rests with

## CHESTER COUNTY LIBRARY POLICY MANUAL

the Board of Trustees. The Board of Trustees has affirmed the Freedom to View, Library Bill of Rights, and Copyright Policy. (attached)

### CRITERIA FOR SELECTION

The Library acquires and makes available materials that inform, educate and entertain. The Library provides, within its financial limitations, a collection designed to provide the general public with timely materials on current issues and interests, materials that embrace broad areas of knowledge, and works of enduring value. The Library will collect balanced materials in a variety of formats in support of its stated service levels.

Commented [MC4]: This was separated in original

The materials are selected:

- To satisfy the needs and interests of the community
- To support the service levels of the library
- To present balanced points of view within the collection
- To provide Chester County residents of all ages with materials for education and enrichment
- To provide Chester County residents with business, non-profit, and career information and resources to support business development and employment
- To provide Chester County residents with health and wellness information and resources to support a healthy lifestyle

There is no single standard that can be used to evaluate all the types of materials included in the Library's collections. Each type of material will be evaluated in terms of its own qualities and merit for the collections. However, there are some general criteria that selectors use to evaluate, regardless of the format:

- Relation to the Library's existing collection
- Scarcity of materials on a subject/author/performer
- Value as source/reference materials
- Attention of critics, reviewers, media, and the public
- Authority, reputation, or qualifications of the author, artist, publisher, or producer
- Organization and ease of use; clarity, accuracy, and logic of presentation
- Contemporary materials representing various points of view, which are of current interest and possible future significance
- Material that represent a diversity of opinion and experience that reflects the racial, ethnic, and cultural diversity of the community and the society at large
- Suitability of format for library use and content
- Cost and availability
- Patron requests

Selection tools include professional and trade journals, general media, subject bibliographies, publishers' materials, and staff knowledge and expertise. Purchase suggestions and donations from the public are given consideration in the context of the selection policy.

Commented [MC5]: New

## CHESTER COUNTY LIBRARY POLICY MANUAL

The selection of materials for the collections does not constitute an endorsement of contents. The Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling the service responses of the Library.

### CHESTER COUNTY AUTHORS

The Chester County Library values the contributions Chester County authors make to our community. Therefore, we purchase materials by Chester County authors in accordance to our Materials Selection Policy. Items donated by Chester County Library authors which do not meet our selection criteria may be accepted and added to the collection.

All books by Chester County authors, purchased by the Library or acquired through donations, will be cataloged and added to the general Library collection. These books will receive a local subject heading in the bibliographic record—Chester County, PA – Authors. This subject heading is searchable in the catalog. Also, books by Chester County authors will receive a Chester County Author spine label to further designate the book.

## GIFTS AND MEMORIALS

See Gifts Policy

## COLLECTION MAINTENANCE

The quality control of a collection's usefulness is an integral part of collection development and management. To maintain the vitality of the collection, the removal of outdated, superseded, damaged, seldom used, and excess copies is done on a regular and systematic basis. Many of the same criteria used in selection will also be used in collection maintenance. In addition, the following criteria may be applied:

- Insufficient Use: defined as three years since the last checkout date
- Obsolete or misleading information
- Condition of material
- Existence of duplicate copies
- Existence of new or superseding editions

This material may be offered to The Friends of the Library to be included in their book sales; offered to organizations that use library discards for resale or recycling; and may be recycled.

## STATEMENT OF CONCERN

The Chester County Library and the Henrietta Hankin Branch Library (hereinafter referred to as "the Library") acquire and make available materials that inform, educate and entertain. The Library provides a collection for the general public of timely materials on current issues, materials that embrace broad areas of knowledge, and works of enduring value. The materials are selected to satisfy the needs and interests of the community, to support the roles of the library and to present balanced points of view within the collection.

**CHESTER COUNTY LIBRARY POLICY MANUAL**

Because of the Library's commitment to selecting a broad range of materials on a variety of topics, there may be materials in the Library's collection which are of concern to some individuals or groups. The Library recognizes that some materials may be controversial and that any given item may offend some customers. The acquisition of such materials does not imply approval or endorsement of their contents or opinions, but enables the Library to fulfill its mission in providing materials and information for life, work and pleasure. For additional information on how the Library selects materials, please ask for a copy of our Materials Selection Policy at any service desk.

The Library also has a commitment to our customers to respond to concerns expressed about materials in the collection. Please complete this Statement of Concern form if you wish to make a formal request for reconsideration of materials.

This completed form will be sent to the Chester County Library Director or the Henrietta Hankin Branch Library Manager. Within a month of receipt of the Statement of Concern Form, a review of the item will be completed by Library staff, who will make a recommendation to the Library Director or Branch Manager. The Library Director or Branch Manager will respond in writing within 10 working days to the concerned individual. If the individual is not satisfied with the decision made or the action taken, the decision or action may be appealed to the Board of Trustees of the Chester County Library.

*Revision adopted July 16, 2002*  
*Reviewed March 16, 2004*  
*Revision adopted May 20, 2008*  
*Revision adopted December 20, 2010*  
*Revision adopted March 15, 2016*  
*Revision adopted December, 2021*

Deleted: 21

CHESTER COUNTY LIBRARY POLICY MANUAL

STATEMENT OF CONCERN FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

---

Resource on which you are commenting:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Please circle the type of material:

Book DVD Music CD Audiobook eBook eAudiobook Other

1. What brought this title to your attention?

2. Have you read/viewed/listened to the entire item? Yes No

3. Please comment on the resource as a whole, as well as being specific on the matters which concern you. For example, are there specific pages, scenes, words, etc. that you find offensive or disturbing?

4. What do you think would be a satisfactory resolution to your concern?

Signature \_\_\_\_\_



## CHESTER COUNTY LIBRARY POLICY MANUAL

### FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

*Affirmed by the Board of Trustees March 15,  
2016*

*Affirmed by the Board of Trustee, December 21,  
2021*

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

*Affirmed by the Board of Trustees March 15, 2016  
Re-affirmed by the Board of Trustees May 14, 2019  
Re-affirmed by the Board of Trustees December 20,  
2021*

**CHESTER COUNTY LIBRARY POLICY MANUAL**

U.S. COPYRIGHT LAW (Title 17, U.S. Code, sections 101810) prohibits the DUPLICATION of any copyrighted work unless certain conditions prevail. (The U.S. Code is in the Reference collection.) VIDEOS that are 'HOME USE ONLY' may be viewed in a 'public' group setting if it is for educational instruction only, not for entertainment. (See section 106 for other "FAIR USE" conditions.) If the video has PUBLIC PERFORMANCE RIGHTS, then it can be viewed by a group in 'public', but not for profit. The Chester County Library's videos that have public performance rights can be identified by the notation on the CCLINK title record, and by the PPR label on some of the video boxes.

## RESERVE FUNDS POLICY

**The Chester County Library and Henrietta Hankin Branch Reserve Funds include unspent revenue, fines, fees, and miscellaneous donations that have been accumulated by the Chester County Library and the Henrietta Hankin Branch over a period of years.**

At the end of each calendar year, any unspent funds from the Chester County Library and the Henrietta Hankin Branch will be split and distributed according to this approved schedule.

**Chester County Library:**

- 50% Technology
- 20% CCL Capital
- 20% Materials
- 10% Programs

**Henrietta Hankin Branch**

- 50% Technology
- 20% HH Capital
- 20% Materials
- 10% Programs

### **DESCRIPTIONS OF FUNDS AND PROCESS TO REQUEST: TECHNOLOGY FUND**

**Intent:** To cover operating or one-time project expenses that would enable the Chester County Library to meet staff and customer technological needs. At the Board's discretion, this money can be used for the benefit of the Chester County Library (Exton), Henrietta Hankin Branch and/or the Chester County Library System **as a whole**.

**Requests for Funds:**

**CCL/Hankin** – Requests must be submitted to the Chester County Library Director, who will submit them to the Technology Committee who will review and if they approve, recommend them to the Finance Committee for review. If they approve, they will recommend them to the Chester County Library Board for approval.

**System** – Requests must be submitted to the Chester County Library Director and the CCLS, Executive Director, who will submit them to the Technology Committee. The Technology Committee will review and if they approve, recommend them to the Finance Committee for review. If they approve, they will recommend them to the Chester County Library Board for approval.

### **CAPITAL FUNDS (CCL or HH):**

**Intent:** To cover building, furniture, or office equipment expenses for the Chester County Library and Henrietta Hankin Branch respectively.

**Requests for Funds:** All requests for funds from the Capital Funds (CCL or HH) should be submitted to the Chester County Library Director, who will submit them to the Strategic & Facility Planning Committee who will review and if they approve, recommend them to the Finance Committee for review. If they approve, they will recommend them to the Chester County Library Board for approval.

**PROGRAMMING FUND:**

**Intent:** To cover expenses related to major programs necessary for the continued satisfaction and growth of customers and staff (i.e. Community Day or Staff Development Day). This fund will be limited to the needs of the Chester County Library and/or the Henrietta Hankin Branch only.

**Request for Funds:** All requests for funds from the Programming Fund should be submitted to the Chester County Library Director, who will submit them to the Institutional Advancement Committee who will review and if they approve, recommend them to the Finance Committee for review. If they approve, they will recommend them to the Chester County Library Board for approval.

**MATERIALS FUND**

**Intent:** To supplement the budget for the Chester County Library and Henrietta Hankin Branch collections in the event that customer service is drastically affected by cuts in spending due to the reduction of revenue.

**Request for Funds:** All requests for funds from the Materials Fund should be submitted to the Chester County Library Director, who will submit them to the Finance Committee for review. If they approve, they will recommend them to the Chester County Library Board for approval.

*Adopted November 20, 2007  
Revision adopted December 18, 2012  
Revision adopted January 15, 2019  
Revision adopted December \_\_, 2021*

*o  
p  
t  
e  
d  
D  
e  
c  
e  
m  
b  
e  
r  
2  
1*

## **CHESTER COUNTY LIBRARY POLICY MANUAL**

### **CHESTER COUNTY LIBRARY SOCIAL MEDIA POLICY**

#### **DEFINITIONS**

Social media is defined as any website or application which allows users to share information. Social media can include, but is not limited to, blogs, instant messaging tools, social networking sites, and wikis. Many social media sites allow users of those sites to “follow”, “like” or otherwise associate their own “profiles” or virtual presences with the library’s profile on these sites.

#### **SOCIAL MEDIA SERVICES PURPOSE**

The Chester County and Henrietta Branch Libraries (CCL) offer social media services for:

- Educational
- Cultural
- Civic
- Recreational purposes

CCL social media services provide an online forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. They are intended to create a welcoming and inviting online space where remote CCL users can find useful and entertaining information and interact with library staff.

Opinions expressed in CCL social media services, except as specifically noted, are those of the individual authors. Views presented do not necessarily represent the views or policies of, or endorsement of the County of Chester or the Chester County Library.

#### **ACCEPTABLE USE**

The Chester County Library regards online library-sponsored social media services in the same way as its other information resources and communications. This policy is not intended to replace other Library policies but, rather, to supplement those policies. As with more traditional resources, the Library affirms the right and responsibility of parents and legal guardians for deciding what library resources, including social media services are appropriate for their own minor children. The Library staff does not act in loco parentis to restrict what a child may access.

Comments, posts and messages are welcome on the CCL social media sites. While the CCL recognizes and respects differences in opinion, all such interaction will be reviewed for content and relevancy. The Chester County Library reserves the right to remove comments, posts and messages that are unlawful or off topic. All comments, postings and messages which contain any of the following will be removed and the person posting/commenting may be prohibited from posting any subsequent message to library- sponsored social media sites:

- Obscene comments
- Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category.
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Private, personal information published without consent
- Comments unrelated to the content of the social media forum

## CHESTER COUNTY LIBRARY POLICY MANUAL

- Hyperlinks to material that is not related directly to the content of the social media forum
- Commercial promotion or spam
- Specific or imminent threats Photos or other images that fall in any of the above categories

The CCL reserves the right to edit or modify any comment or posting for space or content, while retaining the intent of the original post.

### **PARTICIPATION**

The CCL assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social media service. The CCL does not endorse or review content outside the “pages” created by the CCL staff. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Participation in the CCL social media services implies agreement with all library policies, including its Social Media Policy and Internet Acceptable Use Policy. If a user does not agree to the terms of the CCL’s policies, they are not to interact on library-sponsored social media services

*Approved and Adopted April 19, 2011*  
*Revision Adopted February 16, 2016*  
*Revision Adopted November 19, 2019*  
*Reviewed December \_\_, 2021*

Formatted: Right, Right: 0.03"

CHESTER COUNTY LIBRARY POLICY MANUAL

**FEES**

Fees may be applicable, at the discretion of the Board of Trustees of the Chester County Library and Henrietta Hankin Branch Library, for services which may include:

- Providing a service that incurs an additional cost to the Library with each use, such as materials for programs,
- Providing Library facilities and staff to outside organizations,
- Providing use of equipment, such as photocopiers, microfilm readers, printers, and fax machines,
- Providing **innovative** services for which funding is not otherwise available,
- Providing certain popular and high-demand material,

*Revision adopted July 17, 2001*  
*Reviewed July 15, 2003*  
*Revision adopted June 21, 2005*  
*Reviewed April 18, 2006*  
*Reviewed March 18, 2008*  
*Revision adopted June 21, 2016*

*Revision adopted February 18, 2020*  
*Revision adopted December 21, 2021*

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Deleted: .

Deleted: .

Deleted: .

Deleted: new

Deleted: .

Deleted: .

Formatted: Right

Formatted: Font: (Default) Times New Roman

Formatted: Space After: 0 pt, Line spacing: single

Formatted: Font: (Default) Times New Roman, 11.5 pt, Italic

Formatted: Right, Space After: 0 pt, Line spacing: single

Formatted: Font: (Default) Times New Roman, 11.5 pt

Formatted: Font: (Default) Times New Roman, 11.5 pt, Italic