

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING**  
**AUGUST 16, 2022**

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**AGENDA**

<https://us06web.zoom.us/j/86356111611?pwd=ZStkeDhycGN3UGhJZXhUQTglT3pYZz09>

**CALL TO ORDER, 9:00 AM following CCLS Board meeting  
(Virtual/Coatesville Area Public Library)**

**WELCOME and INTRODUCTIONS**

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

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of July 19, 2022 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager’s Report (p. 11)

**FINANCIAL STATEMENTS**

- July 2022 Exton and Hankin Financial Statements (p. 13)
- July 2022 Fund Balance report (p. 17)

**FOR INFORMATION/DISCUSSION**

- System Advisory Council report
- Trustee Orientation modules (p. 18)

**FOR APPROVAL**

**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
  - Visitor’s Comments
- |                                   |              |
|-----------------------------------|--------------|
| ▪ Institutional Advancement       | ▪ Executive  |
| ▪ Policy                          | ▪ Finance    |
| ▪ Strategic Planning & Facilities | ▪ Governance |

**Upcoming Events**

**Tuesday, September 20, 8:30 AM – CCLS Board Meeting, CCL (Virtual/Burke Board Room)**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES  
BOARD MEETING MINUTES – MONTHLY MEETING  
LOCATION: OXFORD LIBRARY / VIRTUAL  
JULY 19, 2022**

**Board Members Present**

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

**Board Members Excused**

Lisa Ionata, Treasurer

**CCL Staff Present**

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

**Others Present**

Joe Sherwood, Executive Director, CCLS; Lauren Harshaw, Continuing Education and Advocacy Coordinator, CCLS; Monique Kolb Public Relations/Graphic Specialist, CCLS; Agatha Lyons, District Consultant, CCLS; Vicky Brown, Finance Office, Chester County; Erik Walschburger, Deputy County Administrator & Maureen Crawford, Administrative Assistant

**CALL TO ORDER:**

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

*On motion made by Michael Skay, seconded by Bill Connor, the June 2022 Exton and Hankin Financial statements were unanimously approved and filed for audit.*

**FOR APPROVAL**

No Items for Approval

## **FOR INFORMATION/DISCUSSION**

No Items for Discussion

## **REPORTS/CORRESPONDENCE**

### **President's Report**

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

- First Floor Redesign - The replacement end panels have arrived, and we are awaiting a date for them to be installed. It should be next week.
- Parking Lot & Landscaping Project
  - The project is scheduled to begin July 18<sup>th</sup> and run through mid-September.
  - Landscaping and parking lot work will be completed simultaneously. There are some issues with the temporary walkway that was put in.
  - Publicity has gone out to alert the public of the upcoming closure of the parking lot. The parking lot may be done by mid-August
- Meeting Rooms – There have been complaints about noise in the meeting rooms. Waiting for the sound absorption panels to be installed.
- Jacobs Technology Center (JTC)
  - Sara and the staff worked together to apply to participate in the PA Forward Virtual Program Collection. The program was selected and awarded a stipend of \$1000 for the “Guess the 3D Print” program. Three events are scheduled to be recorded, the best video will be sent to PaLA and made available on Niche Academy.
- Overdrive is on track to hit 1 million checkouts by the end of the year.
- We have over 2000 kids and teens registered for summer reading as of July 13<sup>th</sup>.
- The county has provided us with a guard Mondays-Thursdays from 4-8pm. They are working on providing a guard for the weekends.

#### **Branch Manager's Report**

- Door counts were up by over 10% from May to June and were up nearly 20% over June of 2021.
- Total circulation also increased by nearly 15% in June. Curbside pickups continued to decline. Our subscription to the curbside management software expired at the end of June, so we've developed new procedures to continue to be able to offer the service until our outdoor book locker is installed.
- We will be holding a Makerspace Grand Opening on Thursday, July 21 3-6 p.m. to help promote the Makerspace. The event will feature activities, demonstrations of the equipment, and light refreshments.

#### **Committee Updates**

No update

**Funding Task Force**

No update

**Institutional Advancement Committee**

No update

**Policy Committee**

No update

**Strategic Planning and Facilities**

No update

**Technology**

No update

**Executive Committee**

No update

**Finance Committee**

No update

**Governance Committee**

No update

**Friends of CCL**

**Friends of the Henrietta Hankin Library**

The Friends of Henrietta Hankin will be sponsoring the Drag Queen Bingo. The event will be to provide information about becoming a Friend of the Library.

**Visitors' Comments**

No comments

The meeting was adjourned at 9:30 AM.

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Approved August 16, 2022

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Mary Gazdik, Director, Chester County Library  
DATE: August 16, 2022  
RE: Report to the Board on the Chester County Library Center, July 20 — August 16, 2022

- **Building update-Peter Greulich**

- HVAC Issues:
  - Diversified Refrigeration has made numerous adjustments to the rooftop units. There have been multiple issues with inadequate cooling of various locations in the library.
  - The condenser coils of 4 of the 5 rooftop units have been cleaned. The functioning of the units is impaired when the coils are dirty.
- An electric pump has been purchased for removing water from the water valve pit in the back parking lot.
- The four recessed lights on the first floor outside the public restrooms are out. Peter has contacted Lenni Electric and is awaiting a call back.
- First Floor Redesign:
  - We are still awaiting a date for installation of the sound dampening acoustical tiles in the small meeting and study rooms. The incorrect hardware was sent and Corbett is awaiting the correct pieces to be sent.
  - The replacement panels for the lobby shelving was completed. There are still some panels that need to be replaced in Reference and Multimedia as well as some
  - The new light fixtures have arrived. The installation is being scheduled.
- Parking Lot & Landscaping Project
  - The parking lot has been repaved, lined and was opened back up to the public the first weekend in August.
  - The rain garden is in progress and we're waiting for the landscaper to complete the rest of the landscaping work.
  - During construction the power line to the electronic sign was cut and a light pole was hit. The construction company is working to get both issues repaired.

- Departmental Reports
  - **Circulation Department—Barbara Bailey**
    - Use of combined contactless checkout services at CCL & Hankin increased last month by 3.5%.
    - Regular checkouts remained high, coming in at 91% of total for Feb. 2020. This is our highest monthly check-out in two years.

**Combined CCL/Hankin Contactless Checkouts**

Month	Express Lane Indoor Self Check		Hold/IT Locker	Curbside Service		Mobile App Self-Checkout		Total	Percent change
	CCL	Hankin		CCL	Hankin	CCL	Hankin		
2022	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin	Total	+/- %
June	13834	2775	389	29	25	374	245	17671	

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

CCL	Door: Feb 2020	Door: July 2022	Checkouts: Feb 2020	Checkouts: July 2022	Holds Filled: Feb 2020	Holds Filled: July 2022	Library Cards: Feb 2020	Library Cards: July 2022
Counts	36583	n/a	46543	42274	13849	14080	489	536
% +/-		n/a		-9%		+/- 0%		+10%

- **Jacobs Technology Center (JTC)—Sara Lim Harden**
  - Remy met with Mike Miles from Chesco HLAA to discuss listening systems for the hearing impaired for the meeting rooms.
  - Two new hires started with the department on July 18<sup>th</sup>.
  - There has been a lot of demand for 3D printing. The Friends have approved a request to add an additional printer to help meet demand.
  - In June we had...
    - 9 3D print requests, taking 96 machine hours and 559 grams of material (\$39.50 in materials fees collected)
    - 6 digitization requests, for 52 total pieces of media, taking 44.6 hours to convert.
    - \$415 in fees were collected to complete requests for other services.
- **Multimedia Department—Stephanie Sharon-Missanelli**
  - Kanopy
    - Stephanie is working with the PA Kanopy rep for systemwide pricing
    - She is exploring the Kanopy Plus subscription packs, not the pay-per-use model.
    - The eMaterials Committee will be meeting with the rep, and present a recommendation at the September DLM.

- ARP LSTA Grant
  - Jessie & Stephanie have finished up spending all the grant funds.
  - 5,284 items were added to the digital collection, and as of 8/1/22 there have been 31,338 checkouts of grant funded materials.
- CreativeBug
  - Stephanie sent a quote she received from her meeting with the CreativeBug rep to Agatha which was approved at the August DLM.
- **Public Relations/Graphics—Monique Kolb**
  - Institutional Advancement: The system video post-editing has been completed and will be distributed to member libraries for Library Card Sign-Up month in September.
  - Graphics:
    - For the month of July 73 graphic orders and 13,459 copies were completed.
    - Emma has started work on the fall Story Walk at Exton Park. The featured book will be “You Are Here” by Zach Manbeck.
  - PR:
    - Completed and submitted the PA Forward Gold Star recertification for CCL.
    - Creating PR & Graphics Toolkit for Library Card Signup Month Campaign for September.
    - Various press releases submitted to media outlets for “Youth Mental Health” and “Save Barnegat Bay” programs at Hankin.
    - Designed a new ad for the system for the Exton Region Chamber of Commerce as well as the Chester County Chamber of Business and Industry.
  - Adult Programs:
    - Programs with new co-sponsors also did well and attracted a lot of interest. We are working on on-going presentations with the Pennsylvanians for Modern Courts and The NASA Solar System Ambassador, Don Miller.
    - Pam connected with the Chester County Astronomical Society for Star Party programs for the fall and to support the Citizen Science project "Light in the Night Sky" SciStarter kit program.
    - Pam is partnering with the French and Pickering Creeks Conservation Trust for a program on the Revolutionary cannons recovered on their property. We hope to continue the partnership with multiple programs during the year.
    - Gathering new possible vendors for the Holiday Craft Show and answering multiple email communications to request space at the show.

- **Reference—Melissa Kohl**
  - The small meeting rooms continue to be popular and patrons are really enjoying the high-backed modular seating in the department.
  - Adult Summer Reading is wrapping up this month. Patrons can turn in their Bingo cards between August 15th and August 29th to be eligible to win a prize. Winners will be drawn on Tuesday, August 30th.
  
- **Technical Services—Jenna Persick**
  - Website Redesign
    - The committee met to evaluate the proposals received and felt none met what we were looking for or were well out of price range.
    - We have decided to reissue the RFP taking into account feedback we received on our initial proposal.
    - The RFP is in the process of being revised to clarify what we are expecting in terms of content migration which seemed to be treated differently by the vendors who send back proposals initially.
  - Jenna continues to order and distribute the leased books. We are in our first full year of the program. As of 7/31, our leased books have 12,335 checkouts system-wide (of that CC has 967 and HH has 949).
  - CCL Technical Services is continuing to integrate the receiving, cataloging (including adding items), and physical processing of Hankin Branch materials. We are working with Hankin selectors and former processing staff to work out issues as they arise.
  
- **Volunteers—Susan Walraed**
  - The Summer Teen Volunteer program is continuing to place volunteers as some complete their school requirements. Two teen volunteers have signed on to continue their assignment into the Fall.
  - Total Library/Friends Volunteer Library Hours served:
    - July Library Volunteers – 867.25
    - 2022 Yearly Library Total – 4,471.50
    - July Friends of Chester County Library – 139.50
    - July Friends of Henrietta Hankin Branch Library – 25.75
    - Yearly Friends (HH & CCL) Total – 1,263.75
    - Total Library/Friends Volunteer Library Hours served 2022 combined – 5,735.25
  
- **Youth Services—submitted by April Nickel**
  - Summer Reading – Summer reading programming finished on 8/5. Children and families are starting to visit to receive their reading medals. They will also get a copy of Fabulous Fishes. We received 600 books from the Commonwealth Library at no cost to us. Total summer reading sign-up – (not final): approximately 2146. Science in the Summer has been running smoothly at all libraries. CCL hosts 7/15-16.
  - Science in the Summer – Science in the Summer is over for 2022. I will be sending out surveys to member libraries about the impact of Science in the Summer and their



thoughts on moving forward with the program in the future. April is working with students of FIRST Robotics Competition Team 1640 Sab-BOT-age. The students & an adult mentor will be co-hosting with Youth Services a hands-on STEAM workshop as part of their community service. Hankin is also hosting the same program.

- Interviews for the Full-Time position are scheduled for the week of Aug 8-12. Two part time applicants accepted and are obtaining clearances. Interviews for part time library assistants are being scheduled and held. Megan Anderson, part time page, resigned as of August 15.
- I scheduled the students of FIRST Robotics Competition team 1640 Sab-BOT-age to co-host an intro to robotics program on Saturday, September 10, at 10 am in the Struble Room. It is posted on the event calendar and flyers will be printed for in-house distribution. If the event is successful, it will be repeated during the school year. Henrietta Hankin Library hosted the same program at the end of July.

### **Committee Reports:**

- **Community Engagement Leadership Team:**
  - Staff were recruited to attend our local municipality township meetings in August to promote Library Card Sign-Up Month and focus groups for our makerspace expansion.
  - As a next step in evaluating the Libraries need for a social worker, patron social service inquiry logs are being kept at all public service desks to track the kinds of help patrons are seeking out.
  - The team is looking to revise the Community Engagement Plan mission and goals.
  - The Fall Housing Fair is scheduled for Saturday, September 17<sup>th</sup>. 30 organizations have been invited with 9 confirmed so far.
- **The Incident Response Plan Coordination Team:**
  - The team is working on revised building floor plans for the IRP manuals and scheduling PIC training for new hires at CCL & Hankin.
  - The team met with CCLS Training Coordinator, CCL Building Supervisor, and CCL Director—follow-up action items include panic alarm replacements, active shooter training for staff, test schedule for walkie talkies and training for guards.
- **XYZ Committee:**
  - The committee met on July 12<sup>th</sup> to plan events for the rest of the year including a virtual Pirate themed Murder Mystery for August and Paint Night events for the fall months.
  - The Make-n-Take Craft for July was DIY Confetti Popper kits which were very popular!

## Director's Notes

- Our grant application for the STEM grant application for the project “Build a Better Book, Build a Better Game, Make a Better Community” was not awarded a grant. Colocation America will have another round of grant funding for Giving Tuesday. The Lions Club also expressed interest in the project. I will be working with Remy to submit a proposal for funding with them.
- The Friends have given us \$5000 to start a Makers/Artist In Residence program. Part of the funding will be used to run the program for the community as well as a portion for working on a project specifically aimed at justice involved youth.
- I am starting to work with the JTC and YS staff on the expansion of the makerspace and reconfiguration of the 2<sup>nd</sup> floor spaces now that the OIC has been relocated to the 1<sup>st</sup> floor.

## Meetings & Trainings Attended

- 7/19 CCLS/CCL Board Meeting at Oxford Library  
Community Engagement Committee Meeting
- 7/20 Library Signage Best Practices webinar
- 7/21 General Staff Meeting  
Hankin Makerspace Grand Opening
- 7/22 Meeting with JP Jay—makerspace expansion CCL  
Meeting with John Bosio—first floor signage
- 7/25 Call with Pike’s Peak Library—Makers In Residence program
- 7/26 PaLA EDI Q & A Summer Event  
Call with Yikes! Design-website RFP feedback
- 7/27 PaLA Leadership Academy by PALS—Reflections on Diversity  
PaLA 2023 Conference Committee meeting
- 7/28 Call with Jesse Vieau at The Bubbler/Madison Public Library to discuss Making Justice (justice involved youth project)
- 8/2 Friends of CCL meeting
- 8/10 Public Services Staff Meeting
- 8/11 EDI Committee Meeting
- 8/16 CCLS/CCL Board Meeting  
Community Engagement Committee Meeting



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: August 10, 2022  
RE: Report to the Board on the Henrietta Hankin Branch, July 19—August 16, 2022

- Building update
  - We're working on getting approval from Rose Valley Capital, the new owners of Weatherstone, to install an outdoor book locker on the parking lot side of the building.
  - In the last month Peter has...
    - Installed a combination water bottle filler/water fountain and made some minor drywall repairs around it. He found the correct paint for the wall and plans sanding the repairs and painting around it in the near future.
    - cleaned the condenser coils on three of the rooftop units above the fitness center
    - Replaced all of the air filters on the rooftop HVAC units
- Door counts were up by 8% from June to July and were up nearly 15% over July of 2021.
- Meeting Room usage in July increased, with 49 patron bookings for a total of 129.25 hours.
- Total circulation also increased by 15% in July.
- Our new Circulation manager, Charlotte Marron, started on August 1<sup>st</sup> and is working hard on learning the responsibilities of her position.
- The Makerspace Grand Opening on Thursday, July 21 went very well, with about 40 people dropping in to check out the new space and participate in "maker" activities.
- Reference
  - In July we held 6 virtual programs, 11 in person programs, 1 hybrid programs, and 2 passive programs for adults. Notable July programs included a "Rock Painting and Mindfulness" program (in person, 18 attendees), and our weekly Mah Jongg program (in person, average of 20 attendees/week.)
  - The Adult Summer Reading program kicked off on June 6<sup>th</sup>. As of August 10, there are 128 participants registered to participate at the Hankin Branch. Participants can return their completed bingo cards between August 15-29 for a chance to win some great prizes.
- Youth Services
  - Signups for Summer Reading began on June 1<sup>st</sup>. As of August 10<sup>th</sup>, we have registered 459 kids aged PreK-5<sup>th</sup> grade and 153 teens. Participants last day to log their reading is August 19<sup>th</sup>. Completed calendars can be returned for prizes through September 3<sup>rd</sup>.
  - Science in the Summer was held on July 18-19. Participants enjoyed the opportunity to "Be a Biologist."
  - 64 families returned their completed take-home nature scavenger hunts that were available throughout July and 373 kids participated in our new "I Spy Tank" passive activity.
  - Summer reading programming began the week of June 19<sup>th</sup> and wraps up on August 11<sup>th</sup>. Notable children's programs have included an Intro to Robotics presented by FIRST Robotics

Team 1640 (36 attendees), Baby and Toddler storytimes (avg. 19 attendees/week), and Hankineers (avg. 20 attendees/week.)

- Teen Summer Reading participants enjoyed the return of our Annual Teen Film Festival, where teens make their own movies to share with their peers.

### **Meetings & Trainings Attended**

7/19	CCLS/CCL Board meetings Community Engagement Committee meeting
7/22	Reference staff meeting
7/25, 26, 27, 28, 8/1, and 10	First round interviews for Circ Library assistant II position
7/25	Maker-in-residence meeting West Vincent Township Sustainability Committee meeting
7/26	PaLA EDI Q&A session
7/27	PaLA Reflections on Diversity Conversation webinar
8/2 and 8	Interviews for part time Youth Services Library Assistant position
8/2	Community Engagement Committee meeting
8/3-5	Vacation
8/9	DLM/SAC meeting
8/10	Public Service staff meeting
8/10 and 11	Second round interviews for Circ Library assistant II position
8/11	Meeting with Tech Services to discuss processing changes EDI committee meeting
8/13	Fiddler's Picnic Community Engagement event
8/17	CCLS/CCL Board meetings Community Engagement Committee meeting

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER**  
**COUNTY BUDGET REPORT - EXTON LIBRARY**  
**PERIOD ENDING July 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD BUDGET VARIANCE</u>	<u>2022 YTD BUDGET VARIANCE %</u>	<u>2022 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,578,075	1,388,194	1,426,303	1,396,505	(38,108)	-2.7%	1,151,772	44.7%
Wages	649,006	349,465	313,311	303,288	36,154	10.3%	335,695	51.7%
Fringe Benefits	1,168,501	681,626	630,007	611,709	51,619	7.6%	538,494	46.1%
Security Provided by the County - EMS	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,395,582</b>	<b>2,419,285</b>	<b>2,369,620</b>	<b>2,311,502</b>	<b>49,664</b>	<b>2.1%</b>	<b>2,025,962</b>	<b>46.1%</b>
LIBRARY MATERIALS	70,000	52,500	52,500	52,500	0	0.0%	17,500	25.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	120,840	70,490	57,265	101,617	13,225	18.8%	63,575	52.6%
Insurance	18,390	18,390	9,195	17,510	9,195	50.0%	9,195	50.0%
Maintenance - Buildings & Grounds	70,385	41,058	25,390	17,788	15,668	38.2%	44,995	63.9%
Utilities	97,520	56,887	50,394	39,330	6,493	11.4%	47,126	48.3%
Vehicle Expense	44,486	25,950	23,820	20,650	2,130	8.2%	20,666	46.5%
Security Costs	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL CORE EXPENDITURES</b>	<b>351,621</b>	<b>212,775</b>	<b>166,064</b>	<b>196,895</b>	<b>46,710</b>	<b>22.0%</b>	<b>203,057</b>	<b>57.7%</b>
INDIRECT COSTS	558,534	325,812	279,270	380,730	46,542	14.3%	279,264	50.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>5,375,737</b>	<b>3,010,371</b>	<b>2,867,455</b>	<b>2,941,627</b>	<b>142,916</b>	<b>4.7%</b>	<b>2,508,282</b>	<b>46.7%</b>

**Notes:**

**Personnel Services:** Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies

**Library Materials:** Over due to timing

**Core Expenditures:** Utilities - under due to one-month lag on PECO Bills  
Buildings & Grounds - under partially due to timing of contract renewals  
Insurance - under due to semi-annual payment not booked

**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.  
Under budget due to July entry not booked as of report date

**Total Budget:** Budgeted expenditures YTD are 56.00% of total budget  
Actual expenditures YTD are 53.34% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER**  
**COUNTY BUDGET REPORT - HANKIN LIBRARY**  
**PERIOD ENDING July 31,2022**

	<u>2022 ANNUAL BUDGET</u>	<u>2022 YTD BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>2021 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	240,193	272,449	222,528	(32,257)	-13.4%	173,624	38.9%
Wages	176,442	95,007	115,954	90,472	(20,947)	-22.0%	60,488	34.3%
Fringe Benefits	234,448	136,761	135,256	122,547	1,505	1.1%	99,192	42.3%
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TOTAL PERSONNEL SERVICES	856,963	471,961	523,659	435,548	(51,698)	-11.0%	333,304	38.9%
LIBRARY MATERIALS	20,000	15,000	15,000	15,000	0	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	67,630	39,451	19,919	20,254	19,532	49.5%	47,711	70.5%
Insurance	6,325	6,325	3,162	5,960	3,163	50.0%	3,163	50.0%
Maintenance - Buildings & Grounds	64,899	37,858	30,208	49,530	7,650	20.2%	34,691	53.5%
Utilities	46,380	27,055	24,361	19,974	2,694	10.0%	22,019	47.5%
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TOTAL CORE EXPENDITURES	185,234	110,689	77,650	95,718	33,039	29.8%	112,584	60.8%
INDIRECT COSTS	215,785	125,875	107,880	96,285	17,995	14.3%	107,905	50.0%
CAPITAL OUTLAY	0	0	0	3,348	0	0.0%	0	0.0%
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<b>TOTAL BUDGET</b>	<b>1,277,982</b>	<b>723,524</b>	<b>724,189</b>	<b>645,899</b>	<b>-665</b>	<b>-0.1%</b>	<b>553,793</b>	<b>43.3%</b>

**Notes:**

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

**Core Expenditures:** Insurance - under due to semi-annual payment not booked

**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.  
Under budget due to July entry not booked as of report date

**TOTAL BUDGET:** Budgeted expenditures YTD are 56.61% of total budget  
Actual expenditures YTD are 56.67% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING July 31,2022**

	<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>
<b>REVENUE</b>								
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	22,487	24,250	40,513	1,762	7.8%	(14,300)	-37.1%
Fines and Overdues	60,000	35,000	43,611	38,024	8,611	24.6%	(16,389)	-27.3%
Interest	500	292	404	387	112	38.4%	(96)	-19.3%
Donations and Fundraisers	7,600	4,433	3,185	7,026	(1,249)	-28.2%	(4,415)	-58.1%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	52,500	52,500	52,500	0	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	115	67	3,585	3,669	3,518	5245.9%	3,470	3017.4%
TOTAL OTHER REVENUE	195,765	133,779	146,534	151,617	12,755	9.5%	(49,231)	-25.1%
<b>TOTAL REVENUE</b>	<b>1,697,832</b>	<b>1,635,846</b>	<b>1,648,600</b>	<b>1,653,683</b>	<b>12,755</b>	<b>0.8%</b>	<b>(49,231)</b>	<b>-2.9%</b>
<b>EXPENDITURES</b>								
Library Materials	405,713	235,028	164,732	190,895	70,296	29.9%	240,982	59.4%
Services and Charges	78,184	43,878	36,940	34,323	6,938	15.8%	41,244	52.8%
Supplies	25,000	14,583	11,535	10,257	3,049	20.9%	13,465	53.9%
Miscellaneous	23,540	13,732	7,960	16,019	5,772	42.0%	15,580	66.2%
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	6,299	8,092	10,746	(1,793)	-28.5%	2,706	25.1%
<b>TOTAL EXPENDITURES</b>	<b>1,697,832</b>	<b>1,468,117</b>	<b>1,383,855</b>	<b>1,411,597</b>	<b>84,262</b>	<b>5.7%</b>	<b>313,977</b>	<b>18.5%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>167,729</b>	<b>264,745</b>	<b>242,086</b>	<b>97,017</b>		<b>264,746</b>	

**NOTES:**

**Other Revenue:** Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Fines continue to exceed budget

**Total Revenue:** Budgeted revenues YTD are 96.35% of total revenue  
Actual revenues YTD are 97.10% of total revenue

**Expenditures:** Materials continues to be less than budget. Capital Outlay overage is timing.

**Total Expenditures:** Budgeted expenditures YTD are 86.47% of total expenses  
Actual expenditures YTD are 81.51% of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING July 31,2022**

	<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>
<b>REVENUE</b>								
State Aid	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
Township Appropriations	7,250	4,229	5,000	0	771	0.0%	(2,250)	-31.0%
Charges	9,825	5,731	9,315	10,328	3,584	62.5%	(510)	-5.2%
Fines and Overdues	18,700	10,908	15,082	10,820	4,173	38.3%	(3,618)	-19.4%
Interest	35	20	37	27	17	82.4%	2	6.5%
Donations	0	0	1,553	783	1,553	#DIV/0!	1,553	15525200.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	15,000	15,000	15,000	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	5	3	46	828	44	1734.9%	41	824.8%
TOTAL OTHER REVENUE	55,815	35,892	46,033	37,785	10,141	28.3%	(9,782)	-17.5%
<b>TOTAL REVENUE</b>	<b>142,815</b>	<b>122,892</b>	<b>133,033</b>	<b>127,785</b>	<b>10,141</b>	<b>8.3%</b>	<b>(9,782)</b>	<b>-6.8%</b>
<b>EXPENDITURES</b>								
Library Materials	127,030	74,101	62,260	68,548	11,841	16.0%	64,770	51.0%
Services and Charges	6,285	3,666	2,811	2,401	855	23.3%	3,474	55.3%
Supplies	4,700	2,742	1,980	857	761	27.8%	2,720	57.9%
Miscellaneous Expense	2,750	1,604	1,589	1,054	15	0.9%	1,161	42.2%
Capital Outlay	2,050	1,196	382	564	814	68.1%	1,668	81.4%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>142,815</b>	<b>83,309</b>	<b>69,022</b>	<b>73,425</b>	<b>14,287</b>	<b>17.1%</b>	<b>73,793</b>	<b>51.7%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>39,583</b>	<b>64,010</b>	<b>54,360</b>	<b>24,428</b>		<b>64,010</b>	

**NOTES:**

<b>Other Revenue:</b>	<b>Charges &amp; Fines continue to exceed budget</b>		
<b>Total Revenue:</b>	<b>Budgeted revenues YTD are</b>	<b>86.05%</b>	<b>of total revenue</b>
	<b>Actual revenues YTD are</b>	<b>93.15%</b>	<b>of total revenue</b>
<b>Expenditures:</b>	<b>Materials spending continues to be less than budget.</b>		
<b>Total Expenditures:</b>	<b>Budgeted expenditures YTD are</b>	<b>58.33%</b>	<b>of total expenses</b>
	<b>Actual expenditures YTD are</b>	<b>48.33%</b>	<b>of total expenses</b>



CCL Fund Balance Report	Balance
<b>Operating Funds</b>	
001 CCL	238,100.82
043 Hankin	58,523.36
<b>Total Operating Funds</b>	<b>296,624.18</b>
<b>Reserve Funds</b>	
004 Technology Fund	268,938.60
400 Chester Cty Library Capital Reserve	82,886.87
410 Chester Cty Library Program Fund <sup>+</sup>	76,457.38
450 Hankin Library - Capital	223,144.80
451 CCL & Hankin Materials	125,661.61
<b>Total Reserve Funds</b>	<b>777,089.26</b>
<b>Grants - Friends of the Library</b>	
091 I & R Services	6,153.17
092 Multi-media	2,407.70
093 2nd Floor Improvements	7,021.73
094 Library Staff	13,032.35
095 1st Floor Improvements	12,250.60
096 Courtesy Bags	5,342.15
097 Programming	908.80
098 Circulation	125.84
099 Youth Services	3,664.04
900 Volunteer Support	5,341.90
902 Jacobs Tech Center	3,998.25
903 Capital Fund	85,336.89
<b>Total CCL Friends</b>	<b>145,583.42</b>
943 Friends of Henrietta Hankin Branch*	(4,486.58)
<b>Total Friends Funds</b>	<b>141,096.84</b>
<b>Grants and Appropriations</b>	
002 Community Foundation - Grants	16,514.23
100 CCL County Materials Fund	30,769.57
104 CCL Trust - Grants	71,180.73
109 Hankin County Materials Fund	7,009.53
132 Glaxo-Smith Kline Science in the Summer	12,452.18
<b>Total Grants and Appropriations</b>	<b>137,926.24</b>
<b>Special Funds</b>	
003 Helen Russell Memorial Fund	5,234.33
105 CCL Community Day	4,027.25
106 CCL & Hankin Museum Passes	8,755.98
107 CCL & Hankin Author Events	3,303.29
<b>Total Special Funds</b>	<b>21,320.85</b>
<b>Endowment Funds</b>	
090 Chester County Library Trust	2,264,492.45
<b>500 District Center Aid Funds<sup>1</sup></b>	<b>-</b>
<b>510 County Coordination Aid</b>	<b>158,311.60</b>
<b>TOTAL ALL FUNDS</b>	<b>3,796,861.42</b>

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

<sup>+</sup> Reduction in this fund will be reimbursed with a \$154K ARPA grant. All purchases have been made & submitted for reimbursement is \$154k, we have rec'd \$41k so far.

<sup>1</sup>Currently awaiting new budget for 2022-2023

## **Trustee Governance Roles**

[Library Trustees 101 - Overview | Rise 360 \(articulate.com\)](#)

### Key Learning Objectives

Do you know what a Trustee is? More importantly, do you know what a Trustee does? View the videos to gain insight into the governance aspects of your role!

1. Understand some of the laws relating to the governance of public libraries
2. Know your fiduciary responsibilities
3. Be familiar with key elements for successful meetings and board operations

## **How Pennsylvania Libraries Are Organized and Funded**

[CCLS Organization and Funding - Overview | Rise 360 \(articulate.com\)](#)

### Key Learning Objectives

1. Describe how Pennsylvania libraries are governed
2. Define the role of the trustee and board
3. Understand the structure and organization of the Chester County Library System
4. Understanding the Funding Pathways in the Chester County Library System

## **Fundraising & Development Planning for your Library**

[Fundraising and Development Planning for your Library - Overview | Rise 360 \(articulate.com\)](#)

### Key Learning Objectives

1. Know your top fundraising responsibilities as a board member
2. Be able to identify and evaluate your library's diverse income sources
3. Understand and develop a framework for your development plan

## **Library Advocacy**

[Library Advocacy - Overview | Rise 360 \(articulate.com\)](#)

### Key Learning Objectives

1. Know the definition of advocacy and the difference between advocacy and lobbying
2. Understand how to create and deliver a compelling message
3. Know the basics and best practices for meeting with elected officials