

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETING**  
**TUESDAY SEPTEMBER 20<sup>TH</sup>, 2022**

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**AGENDA**

**Zoom Link:**

<https://us06web.zoom.us/j/86356111611?pwd=ZStkeDhveGN3UGhJZXhUQTg1T3pYZz09>

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

**WELCOME and INTRODUCTIONS**

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

**PUBLIC COMMENTS**

**REVIEW AND ADOPTION OF CONSENT AGENDA**

- Minutes of August 16, 2022 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 12)

**FINANCIAL STATEMENTS**

- August 31, 2022 Exton and Hankin Financial Statements (p. 14)

**FOR INFORMATION/DISCUSSION**

- CCL Department / Service presentation

**FOR APPROVAL**

- Board Officers Changes

**REPORTS/CORRESPONDENCE**

- President's Report
  - Director's Report (p. )
  - Branch Manager's Report (p. )
  - Friends of the Chester County Library
  - Friends of the Henrietta Hankin Branch Library
  - Committee Reports
    - Ad Hoc Committees
    - Standing Committees
- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>▪ Institutional Advancement</li><li>▪ Policy</li><li>▪ Strategic Planning &amp; Facilities</li></ul> | <ul style="list-style-type: none"><li>▪ Executive</li><li>▪ Finance</li><li>▪ Governance</li></ul> |
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**PUBLIC COMMENTS**

**Upcoming Events**

**Tuesday, October 25<sup>th</sup>, 9:00 AM – CCL Board Meeting,**  
Tredyffrin Public Library Meeting Room / Virtual

**October 16<sup>th</sup> – 19<sup>th</sup>, PaLA Conference, Harrisburg**  
**October 26<sup>th</sup>, 3pm, Peter Bromberg Presentation, Zoom**  
**Tuesday November 1<sup>st</sup>, 5:30pm, SAC / DLM meeting, Zoom**  
**Saturday November 5<sup>th</sup>, Trustee Orientation, CCL Struble Room**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES  
BOARD MEETING MINUTES – MONTHLY MEETING  
LOCATION: COATESVILLE LIBRARY / VIRTUAL  
AUGUST 16, 2022**

**Board Members Present**

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

**Board Members Excused**

Kathleen Pearse, Vice President; Bill Connor

**CCL Staff Present**

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

**Others Present**

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

**CALL TO ORDER:** 9:43 a.m.

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

- JoAnn inquired about the status of the County Budget process. Joe explained some changes to the process for this year, and that it is wrapping up and due on Friday.
- *On motion made by Lisa Ionata, seconded by Richard Hankin, the July 2022 Exton and Hankin Financial statements were unanimously accepted and filed for audit.*

**FOR APPROVAL**

No Items for Approval

## **FOR INFORMATION/DISCUSSION**

- SAC report
  - Mary is learning a lot about the Funding Task Force and how the SAC operates.
  - Staff will also be encouraged to write to legislators and thank them for the increase in library funding.
    - JoAnn recommended that volunteers be asked to write thank you letters as well.
  - Agatha noted that CCLS directors and board members enjoyed meeting in person. Most of the SAC representatives and 17 library directors were able to attend.
- Trustee Orientation
  - Nov, Dec, Jan, and Feb Board meetings.
  - Everyone will have gone throughout the module. Board members are asked to facilitate an approximately 15 minute discussion on their designated module.
    - Richard Hankin volunteered to do the Organization and Funding module in December.
    - Michael Skay will do the Fundraising and Development module in January.
    - Brian Taylor will do Library Trustees 101 in November.
    - JoAnn will ask if Kathy Pearse or Bill Connor would be willing to lead the Library Advocacy discussion in February.

## **REPORTS/CORRESPONDENCE**

### **President's Report**

- It was fun to visit Hankin Branch for the Makerspace Grand Opening.
- Beginning next month Mary or Meghan will present on a department or special program

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

- Working with Corbett to get furniture finalized for the spaces involved in the first floor redesign.
- Light fixtures have come in and will need to be installed while the library is closed.
- Parking lot has been completed and is reopened to the public. Landscaping is being worked on.
  - Hosting a "Chalk the Walk" event inviting patrons and local artists to come and color in the library parking lot/sidewalks on Friday, Aug. 28 at 6:30 p.m.
  - Digital sign needs to be reconnected to wires.
  - Pole that was knocked over will be replaced.
- Website redesign—Proposals were returned and none of them were that exciting. The RFP will be revised and sent back out. We plan to ask the four companies that submitted proposals to resubmit and reach out to a few more potential vendors as well.
- Our Build a Better Book proposal for the Colocation grant was not selected, but we have a second opportunity to secure some funding from the organization in November.
  - Build a Better Book project is also of interest to the Lions Club, so we they may also be interested in potentially funding the project.
- CCL Friends have granted funds to use to start a Maker in Residence program and a Making Justice-like program with local justice involved youth.

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

- Approval was granted by Rose Valley Capital to install the outdoor book locker.
- Door counts, circulation of materials, and meeting room usage all continue to increase.
- Our new Circulation manager, Charlotte Marron, started on August 1st and is working hard on learning the responsibilities of her position.
- Summer reading is going well.
- Working on filling some staff vacancies.

### **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**

- Will be participating in Drag Bingo fundraiser along with the Hankin Friends. Event will be at Stolen Sun Brewery and Coffee Roastery
- Will be funding new AWE computers in the Youth Services department, new CD shelving in Multimedia department., and the Maker-in-residence, an additional 3D printer and associated software that is library specific and includes a component for children.

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

- The Friends of Henrietta Hankin continue to work on planning Drag Queen Bingo. The event will be to provide information about becoming a Friend of the Library.

### Visitors' Comments

- Penny Williams, Director of the Coatesville Library, spoke about the Library for those attending virtually.
  - Received a little over \$100,000 last year in grants from a variety of organizations, including one from the Kistler-Tiffany Foundation that funded installation of new LED lighting, windows, and ceiling tiles, improving the appearance and usability of the library.
  - Other grant-makers included Wells-Fargo, The United Way, The Huston Foundation, The Stuart Huston Foundation, and Delta Kappa Gamma, among others. All were instrumental in helping to improve the library.
    - HVAC upgrades and improvements, 6 sump pumps have been replaced, front door is new, insulation was upgraded. floor coverings have been replaced.
  - Penny is passionate about the community she serves. She's hoping to continue to improve the library. Goals include replacing the rest of the doors, LED lighting for rooms on the lower floor, painting, new sign out front, and additional remodeling.
  - The in-person attendees were offered a tour of the library.
- JoAnn Weinberger thanked Penny for hosting the board meeting and shared how great the updating of the front door, lighting, and the space is.

The meeting was adjourned at 10:11 AM.

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Approved: September 16, 2022  
Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Mary Gazdik, Director, Chester County Library  
DATE: September 15, 2022  
RE: Report to the Board on the Chester County Library Center, July 20 — August 16, 2022

- **Building update-Peter Greulich**

- Peter is working to obtain quotes for a few projects that we are hoping to complete this budget year including repairing staff doors at CCL and HHB, repair of the smaller leak in the water pit, & repainting the beams on the roof.
- The CCL garage door suffered one or more broken hinges and was repaired the next day. We requested a quote for a new door from Nask Garage Doors of West Chester. The door is original to the building and doesn't currently have modern safety features.
- 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 new desktop has been refabricated and Corbett is planning an installation date of September 29<sup>th</sup>.
  - The new light fixtures in the lobby have been installed.
  - The LIBRARY sign at the entrance is now functional. There is an app to control the light which has been installed on the library cell phone that Peter has.
  - The Footfallcam (door counter) was received back by the manufacturer. It is being repaired and will be sent back to us for installation.
- Parking Lot & Landscaping Project
  - The rain garden and landscaping has been completed except for the tree that needs to be planted in the island. An informational sign has been installed at the rain garden explaining how the garden works.

## Departmental Reports:

- **Circulation Department—Barbara Bailey**

- Use of combined contactless checkout services at CCL & Hankin decreased last month by 6%.
- Use of the mobile app increased at CCL by 30% and decreased at Hankin by 19%.
- Regular checkouts remained fairly high, coming in at 88% of total for Feb. 2020.

### Combined CCL/Hankin Contactless Checkouts

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**

- JTC part time library assistant William Zhu started on August 22<sup>nd</sup>.
- The department held 4 programs including a Virtual one-on-one Adobe Photoshop program.
- The department has received a donation of a 3D printer from a patron. This donation will help to meet growing demand for the service.
- In August we had...
  - 26 3D print requests, using 1246 grams of material (\$94.50 in materials fees collected)
  - 7 digitization requests, for 51 total pieces of media, taking 65 hours to convert.
  - \$14.50 in fees were collected to complete requests for other services.

- **Multimedia Department—Stephanie Sharon-Missanelli**

- Congratulations to Eric Scotolati who graduated from Clarion University with his MILS degree.
- Kanopy
  - Stephanie obtained a quote for the Kanopy Plus subscription packs and presented the offering to the DLM for consideration.
  - A final decision will be made in October.
- OverDrive
  - The eMaterials Committee is working to rewrite the eMedia Collection Development Guidelines.
  - Stephanie & Jessie met with a team at OverDrive for a yearly partner analysis.
    - User and usage statistics were shared with the eMaterials Committee to assist with the 2023 holds manager presentation and recommendation at the DLM:
      - The committee recommendation is to allocate 25% of each library's materials budget to OverDrive, allocating 40% of that amount to the OverDrive Holds Manager.

- **Public Relations/Graphics—Monique Kolb**
  - We are up to 30,998 social media followers at Chester County Library and Hankin and surpassing our output target (24,800) 6% goal. We are currently at 32%.
  - We are also gaining more TikTok followers and are up to 265 followers.
  - **Institutional Advancement:** Currently promoting Library Card Sign-Up month across member libraries.
  - Graphics:
    - For the month of August 71 graphic orders and 14,963 copies were completed.
    - Emma is working on the new Story Walk with an estimated install date of early October.
    - August Insights Newsletter has been sent out.
    - Launched Spotify playlists at CCL for select books.
  - PR:
    - CCL was re-awarded its GOLD Star Status with PA Forward.
    - System Promotional Video was launched on social media and can be found in high-quality and social media formats on the Y: Drive>Graphic Arts>CCLS System Promotional Video.
    - Various press releases submitted to media outlets for “Youth Mental Health” and “Save Barnegat Bay” programs at Hankin.
    - A press toolkit including a website and newsletter article, sample social media posts, poster, Facebook, Twitter and Instagram images to use was sent to the whole system.
    - Press Releases were sent to the Daily Local, VISTA Today, MyChesco, and Patch for the following celebrations and events and also posted on the Blog and website:
      - ***Mental Health Fair***
      - ***Library Card Sign Up Month***
  - Adult Programs:
    - Pam is working on a couple of programs to support "Banned Books Week" in September. The Classic Movie Trivia game will focus on classic films adapted from books that were banned at some point in time. She also has a speaker lined up (Jamie LaRue) who will present a virtual program on Intellectual Freedom and the role of the public library in challenged books.
    - Pam is also working with a member of the Chester County Food Bank to host a series of gardening programs open to anyone but geared toward people in need. The focus is on people growing their own food to supplement their food costs and to make community connections to share their bounty.
    - The Chester County Annual Craft Show planning is underway and applications to previous vendors will go out next week. We are hoping to have even more vendors this year (about 30 – 35 if space allows).



- **Reference—Melissa Kohl**

- A Citizenship Corner was created by Jamie Claxton with the help of Technical Services. The Citizenship Corner is a physical location in the Department providing handouts and toolkits containing DVDs, books and flashcards regarding citizenship study.
- Sam Bardarik coordinated a new service with PA CareerLink of Chester County. This partnership will provide advanced job seeking services to library patrons in the lobby of the library for 3 hours including assisted job searching, career counseling, and career exploration.
- Kelly Quigg coordinated a Mental Health Fair in partnership with Representative Kristine Howard. A handful of county organizations attended in an effort to provide information about resources and services to patrons with concerns, needs, and questions about mental health.
- Small Meeting Room Statistics

MONTH	# OF PATRONS	# OF RESERVATIONS
June	32	47
July	62	109
August	64	111

- **Technical Services—Jenna Persick**

- Website Redesign
  - The RFP has been revised and reviewed by the committee. Mary will be sending out the revised RFP by Friday, September 16<sup>th</sup>.
  - Proposals will be due by October 7<sup>th</sup>.
- Pam Bennett submitted her retirement letter, effective December 2. Her direct supervisor, Linda Nicholson, shared the following tribute:
  - Pam has been an integral part of Chester County Library for 13 years. In addition to cataloging AV material in our Technical Services Department, she has worked each week in the Multimedia Department, provided a Tip of the month email to library employees county wide, and served on various committees to plan library events and to increase our environmental awareness. Pam has also used her artistic talent to create cards for employees and volunteers, and signs for workshops and events. Her hard work, commitment, and dedication to the library are very much appreciated.
- I continue to order and distribute the leased books. We are in our first full year of the program. As of 8/31, our leased books have 14,478 checkouts system-wide (of that CC has 1,140 and HH has 1,155).

- **Volunteers—Susan Walraed**
  - The Summer Teen Volunteer program concluded on August 31<sup>st</sup>. Five teens from the summer program have been placed for new assignments for the fall.
  - The Friends Book Sale will take place from October 7-9. Adult probation and the Sheriffs have been notified. Fliers are being created and the mall began advertising the sale on the Rt. 30 side sign.
  - A Volunteer Supervisor meeting is scheduled for September 15 to plan the first volunteer holiday luncheon since 2019. A boxed lunch is planned in an effort to include those who do not wish to share lunch socially.
  - Total Library/Friends Volunteer Library Hours served:
    - July Library Volunteers – 897.25
    - 2022 Yearly Library Total – 5,368.75
    - July Friends of Chester County Library – 145.50
    - July Friends of Henrietta Hankin Branch Library – 18.50
    - Yearly Friends (HH & CCL) Total – 1,427.75
    - Total Library/Friends Volunteer Library Hours served 2022 combined – 6,796.50
- **Youth Services—submitted by April Nickel**
  - Staffing – 3 new part time staff and 1 transfer to full time will begin Sept 26 after the Commissioner’s Meeting on 9/21.
  - Fall programming is getting underway with programs being offered for all ages in-person.
  - Danielle Stokes and April Nickel will begin virtual training to continue Family Place Library certification. Training will be Thursdays and Fridays 11 am – 1 pm, September 22- November 5.
  - Julie will begin visiting centers October 3rd for outreach. Between 16-18 have responded and are being scheduled.
  - Funding request for STEM Pilot (summer 2023) was included in September DLM packet for consideration.
  - District Librarians meeting will be held in-person and virtually and vary between morning and afternoon start times.

**Committee Reports:**

- **Community Engagement Leadership Team:**
  - Still researching potential Social Worker Program at the library social service inquiry logs are now placed at all public service desks.
  - Discussed expanding attendance at Municipal meetings to an additional 6 shared municipalities in our service area and how that could best be accomplished. Will attempt to recruit volunteers from the larger committee to represent the library at each municipality on a regular basis.
  - Tabled discussion to revise Community Engagement Plan mission statement and goals until next month.
  - The Fall Housing Fair is scheduled for Saturday, September 17<sup>th</sup>. 17 organizations will be represented.

- **The Incident Response Plan Coordination Team:**
  - CCL PICs conducted first monthly testing of walkie-talkies, for departments assigned to use them during evacuations, on August 1st. We hit a few minor snags, but worked them out and determined that this is definitely a useful exercise to continue.
- **XYZ Committee:**
  - There wasn't a full committee meeting in August, but the chair and vice chair met on August 18 to continue work on Paint Night event for the fall and decide how to allocate remaining budget for 2022.
  - The Make-n-Take Craft for August was plastic cup jellyfish to tie-in with summer reading.
- **EDI Committee:**
  - The Orcam MyEye assistive reading device was purchased thanks to a generous donation from the Lions Club. Remy Way is setting this up. The committee will be purchasing additional assistive technology with money granted by the CCL Friends.

#### **Director's Notes**

- Presented the Justice Involved Youth program to the DLM. A working group is being formed to collaborate across the district to explore ways to serve this population.
- Working with Sara & Meghan to plan the launch of a Maker/Artist-in-Residence program. Will be pulling together our research to create guidelines and a craft a call for artists.

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

- |      |   |
|------|---|
| 8/16 | CCLS/CCL Board Meeting at Coatesville Library<br>Community Engagement Committee Meeting   |
| 8/18 | General Staff Meeting<br>Meeting with Lynn Godshall-2 <sup>nd</sup> Floor Makerspace expansion  |
| 8/30 | Meeting with Chris Manna to discuss collaborating on service to justice involved youth.<br>2023 County Finance Department budget meeting                                  |
| 9/6  | CCL Friends Meeting   |
| 9/8  | Meeting with Trent Miller from the Madison Public Library Bubbler about Artist-in-Residence program<br>Trust Wish List meeting with Joe & Nicole<br>EDI Committee Meeting |
| 9/9  | Vulnerability Assessment with Lt. Madormo, West Whiteland Police Department<br>Admin Assistant Interviews   |
| 9/13 | District Librarians Meeting<br>Senior Staff Meeting<br>Community Engagement Leadership Meeting  |
| 9/14 | Public Services Staff Meeting<br>Staff BBQ  |
| 9/15 | General Staff Meeting<br>Rose Valley Capital Filming<br>Trust Donor Wall meeting  |



TO: Board of Trustees, Chester County Library and District Center  
FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
DATE: September 14, 2022  
RE: Report to the Board on the Henrietta Hankin Branch, August 16—September 20, 2022

- Building update
  - Our external doors continue to deteriorate. Peter had both County Facilities staff and Great Valley locksmith out to take a look and see if any of the issues can be resolved. We also submitted a request to replace the doors, which the County is considering as a 2023 Facilities Improvement request.
  - Lightbulb ballasts were replaced.
  - Munn Roofing was out to address an issue with the roof.
- Door counts were up by 1.6% from July to August and were up nearly 17% over August of 2021.
- Meeting Room usage in August decreased slightly.
- Total circulation also decreased slightly from July to August, but was still 5% higher than the total number of items circulated in August of 2021.
- We're working on updating Circulation training materials and standardizing procedures to ensure that patrons are receiving equitable customer service.
- We're trying to coordinate offering two partner programs, one with the newly formed Chester Springs Repair Café, and the other with a local lawyer who would like to offer a legal clinic at the library. Both have submitted proposals that are under review by County Administrators due to potential liability issues for the library.
- Reference
  - In August we held 7 virtual programs, 7 in person programs, 2 hybrid programs, and 2 passive programs for adults. Notable programs included a "Hiding in Plain Sight" a PBS screener program and discussion centering around youth mental illness (in person, 26 attendees), and Sharks! presented by the Mote Marine Lab and Aquarium (virtual, 21 attendees.)
  - The Adult Summer Reading program wrapped up with 128 participants at the Hankin Branch. Prize winners were excited with their loot and all participants seemed to enjoy the opportunity to broaden their reading horizons.
  - We're looking forward to continuing the PBS Screener series with the upcoming Ken Burns documentary "The U.S. and the Holocaust." We're currently seeking speakers for the guided discussion aspect of the program.
  - We'll be partnering with the Alzheimer's Association to offer a monthly Caregiver Support Group.
- Youth Services
  - Summer Reading wrapped up on August 19 and participants could return their calendars for medals, books, and raffle tickets through September 3<sup>rd</sup>. Overall we had 459 kids aged PreK-5<sup>th</sup> grade and 153 teens participate.

- Our crayon-themed August scavenger hunt was enjoyed by 297 children as they explored the department and interacted with library staff.
- Summer reading programming wrapped up on August 11<sup>th</sup>. Notable August children’s programs included Preschool Play (avg. 22 attendees/week), and Wee Build (17 attendees.)
- The first session of in person Fall story times started the week of Sept. 11<sup>th</sup>. Two special programs for grade school students are also planned for September and Mother-Daughter book club will also return.

**Meetings & Trainings Attended**

8/16	CCLS/CCL Board meetings Community Engagement Committee meeting
8/18	Circulation Library Assistant II second interviews Reference staff meeting
8/22 & 31	Chester Springs Repair Café meetings
8/25	Meeting w/ April Nickel, Manager of CCL Youth Services/YS District Consultant
8/30	Youth Services staff meeting
9/7	Webinar: Me Difficult? Nah, They’re Difficult!
9/8	Artist-in-residence meeting EDI committee meeting
9/13	District Librarians Meeting Senior Staff Meeting Community Engagement Leadership meeting
9/14	Public Service Staff meeting
9/15-16	Vacation
9/20	CCLS/CCL Board meetings Community Engagement Committee meeting Collection Audit meeting

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY  
PERIOD ENDING August 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>
Salaries	2,578,075	1,586,508	1,644,258	1,579,384	(57,750)	-3.6%	933,817	36.2%
Wages	649,006	399,388	370,193	348,597	29,195	7.3%	278,813	43.0%
Fringe Benefits	1,168,501	779,001	718,391	688,205	60,610	7.8%	450,110	38.5%
Security Provided by the County - EMS	30,000	20,000	0	0	20,000	0.0%	30,000	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,425,582</b>	<b>2,784,897</b>	<b>2,732,842</b>	<b>2,616,186</b>	<b>52,055</b>	<b>1.9%</b>	<b>1,692,740</b>	<b>38.2%</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	128,000	80,560	70,870	109,227	9,690	12.0%	57,130	44.6%
Insurance	18,390	18,390	9,195	17,510	9,195	50.0%	9,195	50.0%
Maintenance - Buildings & Grounds	70,385	46,923	27,067	24,933	19,856	42.3%	43,318	61.5%
Utilities	97,520	65,013	58,354	47,435	6,659	10.2%	39,166	40.2%
Vehicle Expense	44,486	29,657	26,460	23,224	3,197	10.8%	18,026	40.5%
<b>TOTAL CORE EXPENDITURES</b>	<b>358,781</b>	<b>240,544</b>	<b>191,946</b>	<b>222,329</b>	<b>48,598</b>	<b>20.2%</b>	<b>184,335</b>	<b>51.4%</b>
INDIRECT COSTS	558,534	372,356	325,815	435,120	46,541	12.5%	232,719	41.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>5,412,897</b>	<b>3,450,297</b>	<b>3,303,103</b>	<b>3,326,135</b>	<b>147,194</b>	<b>4.3%</b>	<b>2,109,794</b>	<b>39.0%</b>

**Notes:**

- Personnel Services:** Salaries are currently over due to the new County compensation plan. Wages are under due to continued vacancies  
We are now including the \$30K budgeted for security in the Personnel Services category. The county is hoping to implement that as a direct charge, and is currently working on a way to get that in place
- Core Expenditures:** Utilities - under due to one-month lag on PECO Bills  
Buildings & Grounds - 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 August entry not booked as of report date
- Total Budget:** Budgeted expenditures YTD are 63.74% of total budget  
Actual expenditures YTD are 61.02% of total budget  
The annual budget has increased \$7160 due to a March budget amendment for the carryover of costs (KMA - Kelly Maiello) for the 1st floor redesign.

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY  
PERIOD ENDING August 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>
Salaries	446,073	274,506	304,480	254,564	(29,974)	-10.9%	141,593	31.7%
Wages	176,442	108,580	138,523	104,987	(29,943)	-27.6%	37,919	21.5%
Fringe Benefits	234,448	156,298	150,102	139,537	6,196	4.0%	84,346	36.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>856,963</b>	<b>539,384</b>	<b>593,105</b>	<b>499,088</b>	<b>(53,722)</b>	<b>-10.0%</b>	<b>263,858</b>	<b>30.8%</b>
LIBRARY MATERIALS	20,000	15,000	15,000	15,000	0	0.0%	5,000	0.0%
<b>CORE EXPENDITURES</b>								
Materials and Services	67,630	45,087	23,471	23,504	21,615	47.9%	44,159	65.3%
Insurance	6,325	6,325	3,162	5,960	3,163	50.0%	3,163	50.0%
Maintenance - Buildings & Grounds	64,899	43,266	30,495	56,703	12,771	29.5%	34,404	53.0%
Utilities	46,380	30,920	25,449	23,760	5,471	17.7%	20,931	45.1%
<b>TOTAL CORE EXPENDITURES</b>	<b>185,234</b>	<b>125,598</b>	<b>82,577</b>	<b>109,927</b>	<b>43,021</b>	<b>34.3%</b>	<b>107,657</b>	<b>58.1%</b>
INDIRECT COSTS	215,785	143,857	125,860	110,040	17,997	12.5%	89,925	41.7%
CAPITAL OUTLAY	0	0	0	3,348	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>1,277,982</b>	<b>823,838</b>	<b>816,542</b>	<b>737,403</b>	<b>7,296</b>	<b>0.9%</b>	<b>461,440</b>	<b>36.1%</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 August entry not booked as of report date

**TOTAL BUDGET:** Budgeted expenditures YTD are 64.46% of total budget  
Actual expenditures YTD are 63.89% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON  
PERIOD ENDING August 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	25,700	28,846	44,648	3,146	12.2%	(9,704)	-25.2%
Fines and Overdues	60,000	40,000	50,232	44,261	10,232	25.6%	(9,768)	-16.3%
Interest	500	333	404	457	70	21.1%	(96)	-19.3%
Donations and Fundraisers	7,600	5,067	3,284	6,876	(1,783)	-35.2%	(4,316)	-56.8%
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	77	3,727	3,708	3,651	4763.5%	3,612	3141.2%
TOTAL OTHER REVENUE	195,765	142,676	157,993	161,950	15,317	10.7%	(37,772)	-19.3%
<b>TOTAL REVENUE</b>	<b>1,697,832</b>	<b>1,644,743</b>	<b>1,660,059</b>	<b>1,664,016</b>	<b>15,317</b>	<b>0.9%</b>	<b>(37,772)</b>	<b>-2.2%</b>
<b>EXPENDITURES</b>								
Library Materials	405,713	270,961	195,180	222,824	75,781	28.0%	210,533	51.9%
Services and Charges	78,184	50,464	39,693	36,239	10,772	21.3%	38,491	49.2%
Supplies	25,000	16,667	14,278	12,080	2,389	14.3%	10,722	42.9%
Miscellaneous	23,540	15,693	10,141	12,192	5,552	35.4%	13,399	56.9%
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	7,199	8,092	10,986	(894)	-12.4%	2,706	25.1%
<b>TOTAL EXPENDITURES</b>	<b>1,697,832</b>	<b>1,515,581</b>	<b>1,421,981</b>	<b>1,443,679</b>	<b>93,600</b>	<b>6.2%</b>	<b>275,851</b>	<b>16.2%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>129,161</b>	<b>238,078</b>	<b>220,337</b>	<b>108,917</b>		<b>238,079</b>	

**NOTES:**

<b>Other Revenue:</b>	<b>Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges &amp; Fines continue to exceed budget</b>		
<b>Total Revenue:</b>	<b>Budgeted revenues YTD are</b>	<b>96.87%</b>	<b>of total revenue</b>
	<b>Actual revenues YTD are</b>	<b>97.78%</b>	<b>of total revenue</b>
<b>Expenditures:</b>	<b>Materials continues to be less than budget. Capital Outlay overage is timing.</b>		
<b>Total Expenditures:</b>	<b>Budgeted expenditures YTD are</b>	<b>89.27%</b>	<b>of total expenses</b>
	<b>Actual expenditures YTD are</b>	<b>83.75%</b>	<b>of total expenses</b>



**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - HANKIN  
PERIOD ENDING August 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	4,833	5,000	0	167	0.0%	(2,250)	-31.0%
Charges	9,825	6,550	10,134	11,639	3,584	54.7%	309	3.1%
Fines and Overdues	18,700	12,467	17,805	13,043	5,338	42.8%	(895)	-4.8%
Interest	35	23	42	36	18	78.5%	7	19.1%
Donations	0	0	1,569	962	1,569	#DIV/0!	1,569	15694000.0%
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	80	825	76	2271.1%	75	1493.4%
TOTAL OTHER REVENUE	55,815	38,877	49,630	41,505	10,753	27.7%	(6,185)	-11.1%
<b>TOTAL REVENUE</b>	<b>142,815</b>	<b>125,877</b>	<b>136,630</b>	<b>131,505</b>	<b>10,753</b>	<b>8.5%</b>	<b>(6,185)</b>	<b>-4.3%</b>
<b>EXPENDITURES</b>								
Library Materials	127,030	84,687	75,535	77,362	9,152	10.8%	51,495	40.5%
Services and Charges	6,285	4,190	2,999	3,370	1,191	28.4%	3,286	52.3%
Supplies	4,700	3,133	2,609	1,765	524	16.7%	2,091	44.5%
Miscellaneous Expense	2,750	1,833	1,741	1,216	92	5.0%	1,009	36.7%
Capital Outlay	2,050	1,367	382	564	985	72.0%	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>95,210</b>	<b>83,266</b>	<b>84,277</b>	<b>11,945</b>	<b>12.5%</b>	<b>59,549</b>	<b>41.7%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>0</b>	<b>30,666</b>	<b>53,364</b>	<b>47,228</b>	<b>22,698</b>		<b>53,364</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>88.14%</b>	<b>of total revenue</b>
	<b>Actual revenues YTD are</b>	<b>95.67%</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>66.67%</b>	<b>of total expenses</b>
	<b>Actual expenditures YTD are</b>	<b>58.30%</b>	<b>of total expenses</b>

**CCL Fund Balance Report As of 8/31/2022**

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**Operating Funds**

001 CCL	216,617.19
043 Hankin	50,002.85

**Total Operating Funds** **266,620.04**

**Reserve Funds**

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

**Total Reserve Funds** **777,089.26**

**Grants - Friends of the Library**

091 I & R Services	5,953.17
092 Multi-media	2,118.27
093 2nd Floor Improvements	7,021.73
094 Library Staff	12,325.66
095 1st Floor Improvements	12,250.60
096 Courtesy Bags	5,420.15
097 Programming	908.80
098 Circulation	125.84
099 Youth Services	3,664.04
900 Volunteer Support	5,341.90
902 Jacobs Tech Center	11,505.76
903 Capital Fund	67,024.89

**Total CCL Friends** **133,660.81**

943 Friends of Henrietta Hankin Branch\* (1,297.61)

**Total Friends Funds** **132,363.20**

**Grants and Appropriations**

002 Community Foundation - Grants	16,514.23
100 CCL County Materials Fund	25,587.09
104 CCL Trust - Grants	61,346.23
109 Hankin County Materials Fund	4,884.24
132 Glaxo-Smith Kline Science in the Summer	3,435.62

**Total Grants and Appropriations** **111,767.41**

**Special Funds**

003 Helen Russell Memorial Fund	5,234.33
105 CCL Community Day	4,027.25
106 CCL & Hankin Museum Passes	8,815.98
107 CCL & Hankin Author Events	3,303.29

**Total Special Funds** **21,380.85**

**Endowment Fund**

090 Chester County Library Trust	2,228,478.12
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**500 District Center Aid Funds** **410,837.86**

**510 County Coordination Aid** **157,097.77**

**TOTAL ALL FUNDS** **4,105,634.51**

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

\* 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.