

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL/BURKE ROOM)
SEPTEMBER 21, 2021

AGENDA

<https://zoom.us/j/93305443787?pwd=aG9wM09ZM0NCT0dBRE42U1IGVURQZz09>

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

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes August 17, 2021 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager’s Report (p. 11)

FINANCIAL STATEMENTS

- August 2021 Exton and Hankin Financial Statements (p. 13)
- August Fund Balance Report (p. 17)

FOR INFORMATION/DISCUSSION

- EDI Committee Update and Assistive Technology Budget (p. 18)

FOR APPROVAL

- Memorandum of Understanding between CC-OIC and Chester County Library & District Center (p. 27)
- Behavior Policy updates (p. 30)

REPORTS/CORRESPONDENCE

- President’s Report
 - Director’s Report (p. 6)
 - Branch Manager’s Report (p. 11)
 - 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, October 26, 2021 9:00 AM – CCLS Board Meeting, CCL (Virtual/Burke Board Room)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
August 17, 2021

Board Members Present

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

Board Members Excused

Lisa Ionata, Treasurer; Michael Skay

Others Present

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

CALL TO ORDER: 9:00 AM

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

There will be an Executive Session following the meeting.

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 July 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR INFORMATION/DISCUSSION

Fall 2021 Program Plans

Joe discussed that he is still working on the Programming Plans. Staff have been asked to provide the types of programs (virtual, in-person, hybrid). At this time, programming will remain mostly virtual and in-person for only some classes. The details will be discussed at the September meeting.

FOR APPROVAL

Memorandum of Understanding, Chester County OIC, Inc.

There was an extension of the agreement between CCL and OIC for five years. The memo clarified that mailing of materials will not be included in office supplies provided by the Library. The approval will be deferred until the September meeting.

CCL Facilities Policy

The Facilities Policy was reviewed. The only change was to add “the facilities will comply with the Americans with Disabilities Act (as amended).”

On a motion made by JoAnn Weinberger, seconded by Brian Taylor, the CCL Facilities Policy was unanimously approved.

Masking Policy for CCL and Henrietta Hankin

Joe discussed the ability of the Library to mandate mask wearing with Bobby Kagel and the County Solicitor’s Office. The Solicitor’s response was that because the Libraries are departments of the County and are County owned buildings, the Commissioners establish whether masking is required or recommended. Therefore, the Libraries or Board cannot mandate mask wearing in the Library. There are certain agencies in the County, such as the Prison, Health Department and Pocopson House, that require masking. Richard Hankin also noted that the area school districts are mandating masking. Although the Library cannot mandate masks, the Board is strongly encouraging / recommending that all visitors to CCL and HH wear masks whether vaccinated or not as per the CDC guidance for communities that have substantial (or higher) community transmission. New signage will be worked on and will be posted on entrances of both libraries and throughout the buildings. Member Libraries are not governed by the County and can require masking. Several have opted to mandate masks.

On a motion made by JoAnn Weinberger, seconded by Brian Taylor, the recommendation that signage posted on doors and in the library will include a statement that masking is strongly recommended, even if a person is vaccinated, was unanimously approved.

On a motion made by JoAnn Weinberger, seconded by Brian Taylor, the Board will recommend based on CDC guidance that locations in a “substantial transmission area” require masking and based on the needs of the Staff and Public, including Children, that the County Commissioners require masking in public spaces such as the Library, was unanimously approved.

Programming

Joe discussed whether all programming should continue virtually since the status of COVID transmission in Chester County is considered “substantial.” At this time children under twelve are not able to be vaccinated. Adult programs will continue to remain either virtual or in person and Children’s programming will remain virtual.

On a motion made by JoAnn Weinberger, seconded by Brian Taylor, programs for children under twelve will remain virtual as long as the transmission rate remains at a substantial level.

REPORTS/CORRESPONDENCE

President's Report

None

Chester County Library Director's Report

- Pipe Line - The work continues. The work is nearly complete, but the completion date is not finalized.
- Annual Payment to the Mall – The five-year agreement with the Mall ran out. Moria is currently working with a contact in the Exton Square Mall about the annual payment. This payment is used for maintenance on the road between the Mall and the library. The cost is around \$5,000 a year.
- Continuing to work on the budget. The line item budget was submitted to the County.
- Problems with lights – A contractor blew out causing problems with the lights. Joe contacted facilities. An electrician was in to troubleshoot the problem. The PICS were using breakers to turn off the lights. As a result, new opening and closing procedures were developed.
- Elevator Contract – The Elevator was making noise. There was supposed to be a contract for maintenance. Joe contacted the Elevator Company and they will come in to check out the elevator.
- Vending Contract – RDS is the company providing vending services. The contract cannot be located either here or at RDS. Joe is considering investigating a new vending company.
- Building Updates:
 - Pre-bids for parking lot at both CCL and HH are scheduled for August 17, 2021.
 - Meeting with the Architects and the Costars Designers on August 19. The process for soliciting quotes has been determined with Purchasing.
- Building Superintendent – Maureen has organized the plans which are currently in the Director's Office. Joe is looking to have the plans scanned for storage. Tony and Computer staff are working on security items such as keys and DSX access cards.

Branch Manager's Report

- Building updates
 - The carpeting has been ordered and the project is tentatively scheduled to begin the week of August 16th.
 - Parking lot repair is tentatively scheduled for the Fall. The pre-bid meeting is next week.
- Door Counts continue to increase as well as circulation
- Kate Woodworth is retiring on August 27th. She will be coming back as a volunteer.
- The Friends are probably canceling the Fall Book Sale and a decision will be made next week.

Committee Updates

Funding Task Force

Meeting in September

Institutional Advancement Committee

No updates currently

Policy Committee

Looking at the Behavior Policy. The consequences for infractions need to be more consistent. JoAnn and Brian recommended having a “rubric” for policy. Joe sent to Melissa Kohl for her input.

Strategic Planning and Facilities

No updates currently

Technology

No updates currently

Executive Committee

No updates currently

Finance Committee

No updates currently

Governance Committee

No updates currently

Friends of CCL

The Friends of CCL have started accepting donations of books for the Book Sale. This has caused an overabundance of books, many that are not able to be used. Because of the number of books coming in and the downsizing of the collection due to the First Floor Re-Design, recycling has been increased to twice weekly. A decision needs to be made whether donations should be stopped at this time. A final decision has not been made on canceling the book sale.

Friends of the Henrietta Hankin Library**Visitors' Comments**

None

The meeting was adjourned at 9:42 AM.

Approved September 21, 2021

Kathleen Pearse, Secretary



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: September 15, 2021
RE: Report to the Board on the Chester County Library, August 17 – September 20, 2021

- Building update
 - The County has notified us that they will be doing an in-depth facilities review.
 - CCL First Floor Redesign
 - Bids for construction have been accepted.
 - Working on finalizing the furniture and resolving questions.
 - CCL Parking lot came in \$130,000 over budget. Project will be moved into 2022 (hopefully).
 - Various leaks (Children's office and Electrical Gear room) are being worked on with the County.
 - Working on updating the security processes with the Protection Bureau.
 - Had an issue with an abandoned car. Working with Facilities, the Solicitor's office and the Risk Manager to address out process and potential signage.
 - We have held 3 interviews for the Building Superintendent position and will be looking at doing 2nd interviews.
- Departmental Reports
 - Circulation Department—Barbara Bailey
 - Meghan Lynch will be editing Incident Tracker reports for both CCL and Hankin from 9/28/21 – 10/10/21 while Barb is on vacation.
 - On August 1st we implemented new no fee policy for DVD's and Audio Books at CCL.
 - We have completed training for our new PT Library Assistants and Library Page. Interviews continue for remaining 3 Page vacancies.
 - XYZ Programing Committee - Summer Arawjo recruited a new co-chair, Laura Presby, and reorganized the committee membership. The group met to work on programming goals for fall 2021 through Spring 2022.
 - Door counts at CCL remain at about half of where they were prior to Covid, but checkouts are now only down by 18% and holds are actually up by 4%. This means that fewer visitors to the library are checking out more materials and placing twice as many holds as visitors did in August 2019.

- Use of our combined contactless checkout services, which includes Express Lane, Capria mobile app, CCL Hold-It Locker, and curbside pick-up, at both Chester County and Hankin libraries increased by 26% in Aug.

Month	Express Lane Indoor Self Check		HoldIT Locker	Curbside Service		Mobile App Self Checkout		Total	Percent change
	CCL	Hankin	CCL	CCL	Hankin	CCL	Hankin		+/- %
July	8014	1888	430	82	119	155	137	10825	-20%
Aug	10578	2120	458	79	127	248	75	13685	+26%

CCL	Door: Aug 2019	Door: Aug 2021	Checkouts: Aug 2019	Checkouts: Aug 2019	Holds Filled: Aug 2019	Holds Filled: Aug 2021	Library Cards: Aug 2021	Library Cards: Aug 2021
Counts	42052	22148	55202	44836	14284	14886	656	402
% +/-		-47%		-18%		4%		-38%

- Jacobs Technology Center—Sara Lim Harden
 - We are in process of expanding our digitizing services. A camcorder will be purchased in order to digitize the following formats: Video8, Hi8, and Digital8.
 - Emma Driban attended the “TikTok in the Library” webinar. She met with Niki Kolb to discuss ideas for the Library’s TikTok and how we could utilize this platform.
 - Usage statistics
 - We had 2 photo printing requests.
 - We had 5 3D printing requests. We used total of 291 g of material to print. It took JTC staff 80.5 hours to complete the requests.
 - We had 22 pieces of media submitted for digitizing. It took JTC staff 37.75 hours to complete the digitization.
 - Rebecca Manuel and Emma Driban hosted the Facebook Live event Guess the Print on August 31. Chichen Itza was the printed object. We had 177 total views with 41 engagements.
- Multimedia Department—Jessica Williams
 - Stephanie Sharon-Missanelli’s daughter, Josephine Fay, was born on August 30.
 - The eMaterials Committee presented their recommendation for 2022 Overdrive funding in 2022 at the September DLM. It was recommended 25% of total materials budgets go to OverDrive and 40% of that 25% go to the Holds Manager.
 - Customers appreciate that the DVDs and Audiobooks are now fee free and circulation has increased.

Format	July	August	Growth
DVD	3,447	5,038	46%
Audiobook	1,031	1,186	15%
Great Courses	29	37	28%

- Public Relations—Monique Kolb
 - Press Releases included: 8/31– Empower Yourself to Access More – Sign Up For A Library Card Today!
 - Worked with Theresa to get online payment option set up at CCL for Room Booking in Sierra.
 - Worked with West Whiteland on promotion for their Community Day at Exton Park in September
 - Working with Jamie Claxton in Reference and Sue Morris from the County on a monthly article we can include in the County Newsletter with the following structure:
 - Monthly celebration/recognition i.e. September is Library Card Sign Up Month tie in
 - 5 interesting stats pulled from the CSB Plan
 - 5 most checked out books for the month
 - 1 highlighted service: September – Museum Passes
 - 1 - 3 featured events/book clubs
 - We are up to 30,154 social media followers at Chester County Library and Hankin and surpassing our output target (24,400) 6% goal. We are currently at 28%.
 - Meeting Room Usage is up – for August we had 12 patron bookings for a total of 29.5 hours at CCL.
 - Graphics
 - For the month of August, we completed 60 graphic orders and 12,232 copies
 - StoryWalk completion and installation in time for West Whiteland’s Township Community Day at Exton Park on Saturday, September 25th. Book selected is “Those Shoes” by Maribeth Boelts and we are working with soles4souls to do a shoe drive at the library during October.
 - Working with Nicole to get new logo for the Trust implemented on various projects.
 - Worked on graphic implementation of County Strategic Business Plan to be shown on screen in the break room and charts can be updated regularly.
 - Sent out August CCL Insights newsletter
 - Adult Programming
 - Working on updating all of the contact information and letters, etc. for the Holiday Craft Show, which is scheduled for December 11th. Ready to send out applications to previous vendors by Friday 9/3/21.
 - Scheduling Chester County History Center programs on "Dark History" in October.
 - Working on Ag Council quarterly program for December.
 - Researching Citizen Science program with scistarter.org. Citizen science is collaborative research done by everyday people. Participating libraries offer kits to enrich featured projects on their website. Library kits are put together and can be checked out by patrons to do this research.

- Popular Programs in August:
 - The Yoga series continues to be very popular into August. We get many comments on how much patrons enjoy the class and the platform. They like being able to take the class in the comfort and privacy of their homes (weekly between 23 – 32 registrations).
 - The Spotted Lanternfly presented by the Penn State Extension Master Gardener was not as well attended as hoped but offered much up to date information (7 attendees).
 - Three history programs were well received and enjoyed by all; "Welcome to the Sanderson Museum" (18 attendees), "Stealing the Body of Abraham Lincoln" (30 attendees) and "9/11 + 20" (21 attendees).
 - The "Cooking with Jena" programs continue to be popular. There were even some people cooking along this month (19 attendees).

- Reference—Melissa Kohl
 - Reference Librarian Jamie Claxton coordinated another course with the Lifelong Learning Institute at Immaculata University to take place this Fall.
 - Kelly Quigg will be joining the Reference Department on Monday, September 20th as a full-time Reference Librarian with a special focus on Community Engagement and Grantseeking/Nonprofit support.
 - The Chester County Library's Museum Pass Program offers free admission to 23 cultural institutions in the SEPA region, including museums, gardens, and a zoo. This program has helped thousands of Chester County residents, including County staff, visit cultural institutions at no cost. In just eight months (January through August 2021), the program has saved residents a total of \$77,963.65 in admission expenses. The library is pleased to be able to support its goal of encouraging lifelong learning efforts through the program's hands-on experience of visiting a cultural institution with family and friends.

- Technical Services—Jenna Persick
 - Nancy McLeod gave her retirement notice. Her last day is December 3, 2021. She has worked at the Library for 20 plus years.
 - I was approached by a sales representative of collectionHQ, a collection management tool that helps with weeding and budgets, to facilitate a demonstration of their product to member library directors. This demonstration is scheduled for September 8. We currently subscribe to Decision Center (an Innovative product) that can also be used for generating weeding reports.
 - Website Committee: Our next meeting is September 14. We are finalizing the RFP and will have it to Joe shortly. We started asking for patron volunteers for user experience testing.
 - Discovery Layer: We are viewing a demo from BiblioCommons on September 9. We will be planning another committee meeting shortly.

- Volunteers—Susan Walraed
 - Volunteers start virtual monthly and quarterly virtual programs in September in cooperation with Reference and Jacobs Technology Center.
 - Volunteers listed as active of September 1, 2021- 90
 - Volunteers who have returned to active service – 60 (this includes Friends of Chester County Library)
 - Eleven volunteers are doing more than one position which is the equivalent of seventy-six positions
 - Total Library Volunteer Library Hours served:
 - August Library Volunteers – 489.75
 - Yearly Total – 3650.00
 - Yearly Friends Total – 647.00
 - Friends of Chester County Library – 377.25
 - Friends of Henrietta Hankin Branch– 269.75

- Youth Services—Jeanne Clancy
 - Summer programs ended during the first week in August. We are distributing medals and patches to our summer reading through September 12th.
 - CCL virtual storytime for the fall have been posted in LibCal and registration is open. The first session of storytimes begins the week of September 20th.
 - Lisa Urbani is working with the JTC staff to hold a Virtual Game Night for the Teen Library Crew on September 24th.
 - April Nickel and Danielle Stokes are resuming their Craft Up Some Fun programs for ‘tweens this fall.
 - The Commonwealth Libraries summer survey was sent out to all the children’s and youth librarians. Each library, including branches, must complete their own. The surveys are due by September 17th.
 - Jeanne completed and submitted the end of summer report to The Franklin Institute for GSK Science in the Summer on September 1st. She also attending a meeting with TFI staff about what the program will look like going forward.
 - Each library will be receiving a collection of engineering books to add to your collections over the next few weeks.
 - The theme for 2022 will be “Be a Biologist.”



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: September 15, 2021
RE: Report to the Board on the Henrietta Hankin Branch, August 17 – September 20, 2021

- Building update
 - The carpeting replacement was completed between August 23-September 3. It looks nice and we have received numerous complements from patrons.
 - The only bid on the Parking lot rebid came in over budget, but a budget amendment is being submitted to the Commissioners that will allow us to have it completed this fall, with a tentative start date of mid-October.
 - The leaks in an office in the Youth Services department earlier this year have resulted in mold growth and damage to a wall. County Facilities is looking into repair and possible remediation.
 - The Protection Bureau has been working to address issues with door sensors and ceiling mounted motion sensors.
- COVID 19 update
 - As of Friday, August 20, the County of Chester recommended all employees, regardless of vaccination status, wear masks while on County property and while the County is considered in the Substantial or High transmission levels as defined by the Centers for Disease Control & Prevention (CDC).
 - Signage has been created and posted to encourage patrons to wear masks while in the building.
 - As decided at the last Board meeting, programming for children under 12 has remained virtual. Due to presenter and attendee preferences, adult programming has remained mostly virtual.
- Door counts were mostly flat from July to August. August door counts were just over 7500, which is 2/3 of the door count in August 2019.
- Total circulation was down about 3% from July. With the removal of DVD and audiobook fees, DVD circulation was up by 62% and audiobook circulation was up 24% over July.
 - We had a slight increase of curbside pickups.
- Meeting Room usage was down slightly in August, with 11 patron bookings for a total of 31 hours. The small conference rooms were unavailable for about a week while carpeting in and around them was being replaced, which may have contributed to lower usage this month.
- Staff and volunteers from both CCL and the Hankin Branch were extremely helpful during the carpeting project, moving much of the collection on to temporary shelves, then back to where it belongs. The Processing staff and the Circulation Pages especially did an amazing job of helping to coordinate and execute the book moving and managed a nonfiction shifting project in the middle of it all.
- The MakerSpace has been installed. Staff is still learning how all of the various machines work and we continue to plan and gather supplies to utilize the tools available. We had a soft opening the week of September 13. We are still hoping for a fall Grand Opening event, which I will work with Niki to coordinate.

- Staff from Rep. Danielle Friel Otten’s office resumed holding mobile office hours at the library in September. They will be there on the morning of the second Tuesday of the month.
- Summer Reading has wrapped up and prizes have been awarded.
 - 84 adults, 400 children in preschool through 5th grade, and 135 teens participated this year.
 - 195 Patch power cards were completed and returned.
- The HHB Friends decided not to hold a fall book sale and are not currently accepting donations. They continue to operate the Book Nook and hold monthly “specials” to help raise money to support the library.

Meetings & Trainings Attended

8/17	CCLS/CCL Board Meetings Website Redesign meeting
8/18	Parking lot second prebid meeting
8/23	Carpeting replacement project began
8/31	Meet & Greet with CCL Director candidate
9/1	Library closed at 5 p.m. due to inclement weather
9/2	Library closed due to inclement weather
9/3	Meet & Greet with CCL Director candidate
9/8	CCLS Department Heads/CCL Public Service Staff meeting
9/9	EDI Committee meeting
9/13	CCL Trust meeting
9/14	District Librarians Meeting EDI Committee chairs meeting with Joe Sherwood Website redesign meeting
9/15	Crisis Management Training webinar
9/16	Interviews for PT Library assistant position
9/21	CCL/CCLS Board Meetings

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,568,865	1,729,044	1,579,384	1,565,152	149,660	8.7%	989,481	38.5%
Wages	639,413	430,374	348,597	379,091	81,777	19.0%	290,816	45.5%
Fringe Benefits	1,109,759	739,839	688,205	659,953	51,634	7.0%	421,554	38.0%
Security Provided by the County - EMS	0	0	0	0	0	#DIV/0!	0	#DIV/0!
TOTAL PERSONNEL SERVICES	4,318,037	2,899,257	2,616,186	2,604,196	283,071	9.8%	1,701,851	39.4%
LIBRARY MATERIALS	70,000	45,000	52,500	45,000	(7,500)	-16.7%	17,500	25.0%
CORE EXPENDITURES								
Materials and Services	157,105	104,737	109,227	28,943	(4,490)	-4.3%	47,878	30.5%
Insurance	19,510	19,510	17,510	15,630	2,000	10.3%	2,000	10.3%
Maintenance - Buildings & Grounds	39,656	26,437	24,933	22,296	1,504	5.7%	14,723	37.1%
Utilities	98,000	65,333	47,435	58,762	17,898	27.4%	50,565	51.6%
Vehicle Expense	37,990	25,327	23,224	2,694	2,103	8.3%	14,767	38.9%
Security Costs	30,000	15,000	0	0	15,000	100.0%	30,000	100.0%
TOTAL CORE EXPENDITURES	382,261	256,344	222,329	128,325	34,015	13.3%	177,432	46.4%
INDIRECT COSTS	652,662	435,108	435,120	417,000	(12)	0.0%	217,542	33.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	#DIV/0!
TOTAL BUDGET	5,422,960	3,635,709	3,326,135	3,194,521	309,574	8.5%	2,096,825	38.7%

Notes:

Personnel Services: Salaries and Benefits are under as we still have a few vacancies.
 Fringe Benefits include 1st Qtr Unemployment Tax of \$3123. 2nd qtr 2021 taxes have not been entered.

Core Expenditures: Materials and Services includes a \$31K bill for architect, and \$14.3K charge for network security
 Peco Electric Bill & Aqua America bills lagging one month behind. Vehicle Expenses are slightly under budget.
 Buildings & Grounds includes a \$6k charge for annual contract on front door.

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

Total Budget: Budgeted expenditures YTD are 67.04% of total budget
 Actual expenditures YTD are 61.33% of total budget

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	433,942	292,076	254,564	286,461	37,512	12.8%	179,378	41.3%
Wages	183,357	123,413	104,987	116,357	18,427	14.9%	78,370	42.7%
Fringe Benefits	217,890	145,260	139,537	133,390	5,723	3.9%	78,353	36.0%
TOTAL PERSONNEL SERVICES	835,189	560,750	499,088	536,208	61,662	11.0%	336,101	40.2%
LIBRARY MATERIALS	20,000	15,000	15,000	15,000	0	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	56,374	37,583	23,504	12,596	14,079	37.5%	32,870	58.3%
Insurance	5,960	5,358	5,960	5,358	(602)	-11.2%	0	0.0%
Maintenance - Buildings & Grounds	60,010	40,007	56,703	27,582	(16,696)	-41.7%	3,307	5.5%
Utilities	46,860	31,240	23,760	20,332	7,480	23.9%	23,100	49.3%
TOTAL CORE EXPENDITURES	169,204	114,187	109,927	65,868	4,261	3.7%	64,277	38.0%
INDIRECT COSTS	165,047	110,031	110,040	149,840	(9)	0.0%	55,007	33.3%
CAPITAL OUTLAY	215,471	215,471	3,348	0	212,123	0.0%	212,123	98.4%
TOTAL BUDGET	1,404,911	1,015,439	737,403	766,916	278,037	27.4%	667,508	47.5%

Notes:

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

Core Expenditures: Materials and Services are 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 carpet project

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 72.28% of total budget
Actual expenditures YTD are 52.49% of total budget

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	352,708	352,708	352,708	347,806	0	0.0%	0	0.0%
State Aid - Others	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
STATE REVENUE	1,502,066	1,502,066	1,502,066	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	0	9,500	9,500	9,500	0.0%	0	0.0%
Charges	57,048	43,565	44,648	35,843	1,083	2.5%	(12,401)	-21.7%
Fines and Overdues	51,500	34,333	44,261	28,716	9,928	28.9%	(7,239)	-14.1%
Interest	1,500	1,000	457	1,269	(543)	-54.3%	(1,043)	-69.5%
Donations and Fundraisers	500	333	6,876	713	6,543	1962.7%	6,376	1275.2%
Transfer from other funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	70,000	52,500	52,500	45,000	0	0.0%	(17,500)	-25.0%
Miscellaneous Revenue	3,525	3,525	3,708	68	183	5.2%	183	5.2%
TOTAL OTHER REVENUE	193,573	135,257	161,950	121,109	26,693	19.7%	(31,623)	-16.3%
TOTAL REVENUE	1,695,639	1,637,323	1,664,016	1,623,175	26,693	1.6%	(31,623)	-1.9%
EXPENDITURES								
Library Materials	416,026	274,111	222,824	197,032	51,287	18.7%	193,202	46.4%
Services and Charges	65,736	44,330	36,239	43,821	8,090	18.3%	29,497	44.9%
Supplies	27,634	18,489	12,080	12,667	6,409	34.7%	15,554	56.3%
Miscellaneous	18,424	12,283	12,192	8,090	91	0.7%	6,232	33.8%
Transfers and Reimbursements	1,149,358	1,149,358	1,149,358	1,154,260	0	0.0%	0	0.0%
Capital Outlay	13,763	8,706	10,986	9,254	(2,280)	-26.2%	2,777	20.2%
TOTAL EXPENDITURES	1,690,941	1,507,276	1,443,679	1,425,124	63,597	4.2%	247,262	14.6%
REVENUE OVER EXPENDITURES	4,698	130,046	220,337	198,051	90,291		215,638	

NOTES:

All State Aid Money for 2021 has been received.

Other Revenue: Donations continue to exceed budgeted amounts. DVD & Audio Book Rental Budgeted Income has been adjusted to actual due to elimination of charges for remainder of year.

Total Revenue: Budgeted revenues YTD are 96.56% of total revenue

Actual revenues YTD are 98.14% 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 89.14% of total expenses

Actual expenditures YTD are 85.38% of total expenses

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

	<u>2021 ANNUAL BUDGET</u>	<u>2021 YTD BUDGET</u>	<u>2021 YTD ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2021 YTD BUDGET VARIANCE</u>	<u>2021 YTD BUDGET VARIANCE %</u>	<u>2021 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	90,000	90,000	90,000	90,000	0	0.0%	0	0.0%
Township Appropriations	6,250	0	0	5,000	0	0.0%	(6,250)	-100.0%
Charges	18,935	12,247	11,639	9,833	(607)	-5.0%	(7,296)	-38.5%
Fines and Overdues	15,000	10,000	13,043	8,427	3,043	30.4%	(1,957)	-13.0%
Interest	200	133	36	161	(97)	-73.0%	(164)	-82.0%
Donations	0	0	962	404	962	#DIV/0!	962	#DIV/0!
Transfer from Other Funds	0	0	0	0	0	#DIV/0!	0	#DIV/0!
Transfer from County for Materials	20,000	15,000	15,000	15,000	0	0.0%	(5,000)	-25.0%
Miscellaneous Revenue	20	13	825	4	812	6077.2%	805	4026.4%
TOTAL OTHER REVENUE	60,405	37,394	41,505	38,829	4,112	11.0%	(18,900)	-31.3%
TOTAL REVENUE	150,405	127,394	131,505	128,829	4,112	3.2%	(18,900)	-12.6%
EXPENDITURES								
Library Materials	133,316	94,744	77,362	68,998	17,382	18.3%	55,954	42.0%
Services and Charges	6,339	4,326	3,370	4,201	956	22.1%	2,969	46.8%
Supplies	5,500	3,667	1,765	1,366	1,901	51.9%	3,735	67.9%
Miscellaneous Expense	3,200	2,133	1,216	1,539	917	43.0%	1,984	62.0%
Capital Outlay	2,050	783	564	2,047	219	28.0%	1,486	72.5%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	150,405	105,654	84,277	78,151	21,376	20.2%	66,128	44.0%
REVENUE OVER EXPENDITURES	0	21,740	47,228	50,678	25,488		47,228	

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 84.70% of total revenue

Actual revenues YTD are 87.43% 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 70.25% of total expenses

Actual expenditures YTD are 56.03% of total expenses

Chester County Library and Henrietta Hankin Fund Balances

Fund #	Fund Name	8/31/2021		8/31/2021
Operating Funds				
001	Chester County Library Operating Fund	220,648	500 District Center Aid Funds	251,309
043	Henrietta Hankin Branch Operating Fund	<u>37,348</u>	510 County Coordination Aid	195,164
	Total Operating Funds	257,996		
Reserve Funds				
004	Technology Fund	212,167		
400	Chester County Library Capital Reserve	62,164		
410	Chester County Library Program Fund	176,940		
450	Hankin Library - Capital	220,840		
451	CCL & Hankin Materials	<u>102,793</u>		
	Total Reserve Funds	774,904		
Friends of the Library Funds			CCL Friends	8/31/2021
Various	Friends of Chester County Library	132,816	91 I & R Services	2,461
943	Friends of Henrietta Hankin Branch	<u>(7,078)</u>	92 Multimedia	2,392
	Total Friends Funds	125,738	93 2nd Floor Improvements	7,015
			94 Library Staff	8,042
Grants and Appropriations			95 First Floor Improvements	14,305
002	Community Foundation - Grants	5,099	96 Courtesy Bags	4,659
100	CCL County Materials Fund	3,288	97 Programming	283
104	CCL Trust - Grants	68,909	98 Circulation	126
109	Hankin County Materials Fund	10,621	99 Youth Services	3,661
132	Glaxo-Smith Kline Science in the Summer	3,769	900 Volunteer Support	4,351
238	American Dream Initiative	<u>-</u>	902 Jacobs Technology Center	4,091
	Total Grants and Appropriations	91,686	903 Capital Fund	81,431
Special Funds				
003	Helen Russell Memorial Fund	5,229		
105	CCL Community Day	4,023		<u><u>132,816</u></u>
106	CCL & Hankin Museum Passes	5,404		
107	CCL & Hankin Author Events	<u>3,300</u>		
	Total Special Funds	17,956		
Endowment Funds				
090	Chester County Library Trust	<u>2,333,911</u>		
	TOTAL	<u><u>4,048,665</u></u>		

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



September 14, 2021

To: Tony Simkovich, West Goshen Lions Club

From: Joe Sherwood, Acting Director of Chester County Library & District Center and Henrietta Hankin Branch; Remy Way, Library Assistant II; Jamie Claxton, Information Literacy Librarian

Dear Mr. Simkovich,

Chester County Library and our Henrietta Hankin Branch (CCL/HH) would like to modernize our assistive technology and accessibility options to benefit our surrounding community. According to the Census Bureau, 8.1% of the people living in CCL/HH's service areas have a disability. That is higher than the county as a whole, which is at 5.5%. People with a disability are more than twice as likely to be living in poverty, and they face discrimination at every turn. Our local disabled community has needs that are not being met, and libraries are in a good position to meet those needs.

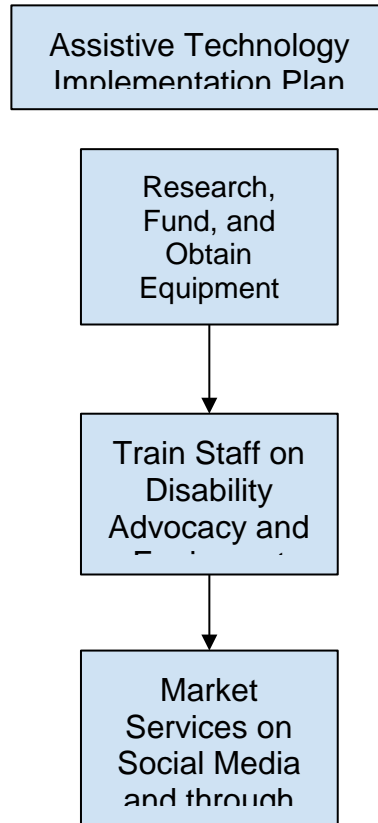
We have investigated assistive technology equipment that we feel is needed for the library to become more inclusive and accessible. Please see the attached budget for a one year and five-year plan to meet our assistive technology goals. The equipment on our wish list includes items such as high contrast, large print keyboards, track balls, touchscreen computer monitors, hearing loops for our program rooms, refreshable Braille displays, and more. We hope that this equipment will meet the needs of a range of customers with varying disabilities.

This list was put together in consultation with various experts and sources on accessibility in our local area, including: TechOWL, West Chester School District, Chester County Association for the Blind and Visually Impaired, West Goshen Lions Club, Sage Vision Tech, West Chester University Office of Services for Students with Disabilities, Library for Accessible Media for Pennsylvanians, PaTTAN, and the Perkins Library.

We have researched several funding options and intend to fund the equipment through a combination of different partnerships and grants. These funding sources are currently in the discovery process, but may include the Lions Club, VisionCorps, the Barra Foundation, the Institute of Museum and Library Services, the Chester County Economic Development Council Innovative Technology Action Group (ITAG), and the Chester County Community Foundation.

As we obtain equipment from our wish list, we plan to train CCL/HH staff on how to use it through Reference Staff Roundtable Discussions and staff-wide training quizzes called eResource Challenges. We also plan to market our new services widely to the public through

social media, our website, and through the relationships we have made with partner organizations during our research process.



The Chester County Library administration are committed to the assistive technology goals outlined in this memo and budget. Thank you for considering the library as a partner in this project.

Signed,

Joe Sherwood
Chester County Library System Director
Acting Director of Chester County Library and Henrietta Hankin Branch

EDI Committee Progress Update 9/14/21

1. Purpose: To increase staff knowledge of EDI related topics in order to help ensure that the library is an inclusive, welcoming space for our community.
2. Current Initiatives
 - a. Staff Training and Committee Training
 - i. Previous training
 1. EDI Committee Only: Library Journal Equity in Action: Fostering an Antiracist Library Culture
 2. Diversity & Bias; Exploring Their Coexistence training with Jessica Jaymes Purdy of FIC HR Partners
 - ii. Upcoming training opportunities
 1. Safe Space Training with the UPenn LGBT Center in October
 2. LGBT Center of Greater Reading Training in November sponsored by the Chester County Equity Alliance
 3. Staff EDI Book Club starting in November
 - b. Collection Audit
 - i. EDI Committee completed a practice sample audit as part of the LJ training
 - ii. Jenna and other committee members working on setting up guidelines for a sample audit of the J, YA, and adult fiction collections
 - c. Program Audit
 - i. Lauren and Niki working out the best parameters to use for this
 - d. Assistive Technology
 - i. Remy and Jamie have been working on a list of equipment to purchase for CCL and HH; it was reviewed by Tony, Melissa, and Meghan
 - ii. Funding
 - e. New library card application
 - i. Draft of the new application has been completed; will be reviewed at the DLM in October
3. Updates/New Initiatives
 - a. Monthly Policy Review
 - i. Social Media procedures update
 1. Under review by Joe
 - b. Suggestions

Collection Audit Guidelines

General Notes

- One spreadsheet for each area we are auditing: adult, juvenile, AV
 - Likely to postpone AV until later
- Separate sheets within area spreadsheet for character and author audits
- Use Google sheets
- Use numbers rather than x in order to tabulate
- Have a column for reviewer's initials and department
- Master list of people participating with a key to initials
- Procedures written down in a separate document
- Document to share experiences with audit

Areas for audit

Adult Book--sample of CC/HH

- New Fiction
- Fiction
- Mystery
- Science Fiction
- Romance

Juvenile Books--sample of CC/HH

- J Fiction
- YA Fiction

AV Material--sample of CC/HH

- Jenna will talk to Stephanie

Categories for audit

- Author/Performer
 - Black
 - LatinX
 - API
 - Indigenous
 - LGBTQ+
 - Disability
 - Own Voices
 - [Notes]
- Primary Character
 - Black
 - LatinX
 - API
 - Indigenous
 - LGBTQ+
 - Disability
 - [Notes]

Audit Process

- One guidelines document/FAQ for people participating
 - Ask participants to check guidelines frequently as it may be changing as we go.
- May also have quick 15 minute session via Zoom for training
 - Can be recorded and made available to those who can't attend
- One guidelines document with sections or separate guidelines for each audit
- Guidelines document should have:
 - Intro
 - Procedures
 - Helpful resources to use to look up information on titles
 - Master list of participants with names and initials
- If we have staff members that would like to participate in the audit that didn't sign up right away/missed the trainings for whatever reason should let someone on the EDI committee know in order to review guidelines, get access to spreadsheets. We should tell staff not to share links to the spreadsheets with each other, just so we can keep a sense of who is participating.
- Jenna will investigate sampling ideas
- Deadline TBD
- Participants: open--not going to limit
- Try to start in Fall: October 1st--bonus for Halogen
- Procedures for handling spreadsheets when in process
 - Sorting
 - Marking in yellow I don't know

Guidelines Document Procedures

- Open up the spreadsheet you would like to audit.
- Pick 5 titles at a time and put your initials [first initial last initial, department initials] next to them
- Look up title to determine both author and character identity—see below for hints on where to find information without viewing the item
- Add a number in the appropriate column of each sheet
- Once a title is completed, add the date to your initials
- Primary Character
- Ok to identify people in multiple ways--stress adding in notes as well
- [Note]: add identifier to author identity

Where to find information about character and author identities

- Look at reviews for the title
 - Many titles will have reviews in the webpac from our Syndetics content
 - Look at GoodReads and Amazon review
- White is the assumed default if not mentioned in reviews
- Search for the author's website or more information about the author

- Try NovelList Plus database for information about authors and characters
- What to do if you can't identify character/author identity
 - Mark as unknown
 - Unmark the box and let someone else try

Item + Purpose	Area	Quantity	Model	Price	Total	\$14,141.38
High contrast, large print keyboard	CCL JTC	1	Keys-U-See Keyboard	\$35.00	\$35.00	
High contrast, large print keyboard	HH	1	Keys-U-See Keyboard	\$35.00	\$35.00	
Mini keyboard	CCL JTC	1	CHERRY G84 Ultraslim Keyboard	\$59.98	\$59.98	
Mini keyboard	CCL Reference	1	CHERRY G84 Ultraslim Keyboard	\$59.98	\$59.98	
Mini keyboard	HH	1	CHERRY G84 Ultraslim Keyboard	\$59.98	\$59.98	
Trackball	CCL JTC	1	BIGtrack 2.0 Trackball	\$85.00	\$85.00	
Trackball	CCL Reference	1	BIGtrack 2.0 Trackball	\$85.00	\$85.00	
Trackball	HH	1	BIGtrack 2.0 Trackball	\$85.00	\$85.00	
Trackpad	CCL JTC	1	Orbitrack	\$295.00	\$295.00	
Trackpad	CCL Reference	1	Orbitrack	\$295.00	\$295.00	
Trackpad	HH	1	Orbitrack	\$295.00	\$295.00	
Keyboard guard	CCL JTC	1	Keys-U-See Large Print Keyguard	\$99.98	\$99.98	
Keyboard guard	CCL Reference	1	Keys-U-See Large Print Keyguard	\$99.98	\$99.98	
Keyboard guard	HH	1	Keys-U-See Large Print Keyguard	\$99.98	\$99.98	
Touchscreen computer monitor	CCL JTC	2	ASUS VT229H 21.5"	\$199.99	\$399.98	
Touchscreen computer monitor	CCL Reference	2	ASUS VT229H 21.5"	\$199.99	\$399.98	
Touchscreen computer monitor	HH	2	ASUS VT229H 21.5"	\$199.99	\$399.98	
Hearing loop	Struble Room	1	BestBoy Audio	\$5,754.42	\$5,754.42	
Hearing loop	Burke Room	1	BestBoy Audio	\$3,907.14	\$3,907.14	
Portable Digital Magnifier	HH	2	SenseView Duo	\$795.00	\$1,590.00	

Item + Purpose	Area	Quantity	Model	Price	Total	\$17,079.97
Refreshable Braille display	JTC	1	Brailiant BI 40X braille display	\$3,195.00	\$3,195.00	
Refreshable Braille display	HH	1	Brailiant BI 40X braille display	\$3,195.00	\$3,195.00	
Mini Braille embosser	CCL Reference	1	Cosmo Electric Brailier	\$2,449.99	\$2,449.99	
OrCam MyEye	CCL Reference	1	MyEye Pro	\$3,750.00	\$3,750.00	
OrCam MyEye	HH	1	MyEye Pro	\$3,750.00	\$3,750.00	
Hearing loop	HH Annex	1	BestBoy Audio			
Hearing loop	HH Community Room	1	BestBoy Audio			
Additional Braille signage	CCL	1 [1]				
Additional Braille signage	HH	1 [2]				
Braille spine labels	CCL Collection	1 [3]	Brailables – Cut Sheet Braille Labels	\$369.99	\$369.99	
Braille spine labels	HH Collection	1 [4]	Brailables – Cut Sheet Braille Labels	\$369.99	\$369.99	

[1] Not necessarily applicable

[2] Not necessarily applicable

[3] 500 8"x11" sheets, ~60 labels to a sheet, that's 30,000 labels. There are X books in CCL's collection. I think we could do this by hand using staff willing to volunteer, so I'm only factoring in material cost.

[4] 500 8"x11" sheets, ~60 labels to a sheet, that's 30,000 labels. There are X books in HH's collection. I think we could do this by hand using staff willing to volunteer, so I'm only factoring in material cost.

Memorandum of Understanding

This agreement is between **Chester County Opportunities Industrialization Centers Inc. (CCOIC)** and **Chester County Library & District Center (CCL)**. Grant to be awarded by funders to include PA Department of Education, Bureau of Adult Basic and Literacy Education to CCOIC for the years July 1, 2021 through June 30, 2026. It is the intent of CCOIC to maintain this program at CCL for a minimum of five contract years depending on continuity of funding.

I. Program Administration


- CCOIC will serve as the administrative agent for the program.
- CCOIC will develop and submit the annual proposal contract and budget for the program.
- CCOIC will provide CCL with a copy of the approved Memorandum of Understanding.
- CCOIC will meet all contract (including ABLE) requirements, including but not limited to Program Improvement and submission of student and tutor data.
- CCOIC will submit all required reports, including quarterly and final reports for the program.
- CCOIC will provide student data to CCL as requested.
- Program coordinator will be an employee of CCOIC.
- Mail for the program from PA Department of Education will come to the CCOIC offices.
- All administrative questions and concerns about the program should be addressed to the program coordinator.
- CCOIC carries both agency liability insurance on its program and Workmen's Compensation Insurance on its employees. The liability insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds.

II. Operation

- The program will continue to be run by CCOIC in the designated Workforce Literacy area, of the CCL.
- CCL will provide in-kind office space (desk, file space,), computer & phone access (number to be mutually agreed upon) and allow general office activity for the program coordinator (routine use of copier, printer and fax, etc.)
- CCOIC mailed items are not considered general office activity. If mailing is done through CCL, CCOIC will reimburse CCL for the cost on a quarterly basis.
- CCOIC staff at CCL will observe the basic rules for workplace conduct set forth by the County of Chester, followed by CCL staff, and outlined in excerpts from the County's Employee Handbook given to OIC.
- CCOIC will provide coordinator with program supplies.
- Tutor training workshops will be provided by CCOIC and held at Chester County Library.


- CCL will assist CCOIC in recruiting students and volunteer tutors by posting information on bulletin boards and providing information to library patrons and other interested parties
- As owner of the equipment CCL will be responsible for necessary maintenance and repair of computers, printers, etc. CCOIC staff will be required to attend specified workshops on computer and network security.
- Instructional supplies, purchased for use in the program, will be the property of CCOIC.
- CCL will make the Adult Literacy print collection available for tutors to check out for an extended period, currently 6 weeks (42 days).
- CCOIC will avoid scheduling conflicts for CCOIC and CCL program activities.

Both parties must approve any changes to this Memorandum of Understanding.



 Signature

CCOIC Board Chairman



 Signature

CCOIC President & CEO

 Signature

Chester County Library
 Board Representative

 Signature

Chester County Library, Exton
 Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur Hall Insurance 101 East Chestnut Street P.O. Box 512 West Chester PA 19381-0512	CONTACT NAME: Megan Fouraker, CIC PHONE (A/C, No, Ext): (610) 696-2394 E-MAIL ADDRESS: mfouraker@arthurhall.com	FAX (A/C, No): (610) 436-9675
	INSURER(S) AFFORDING COVERAGE	
INSURED Chester County OIC, Inc. 22 N 5th Avenue Coatesville PA 19320	INSURER A: Philadelphia Indemnity Insurance Company NAIC #: 18058	
	INSURER B: Harford Mutual Insurance Company NAIC #: 14141	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** MASTER CERT 21-22 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2262841	04/17/2021	04/17/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2262841	04/17/2021	04/17/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC10343685	04/17/2021	04/17/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Chester County Library is an Additional Insured.

CERTIFICATE HOLDER

Chester County Library
 450 Exton Square Parkway
 Exton PA 19341

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY

Policy Statement

The Chester County Library and Henrietta Hankin Branch Library welcome and encourage the use of its facilities and resources by the public. Library users are expected to abide by our Library Behavior Policy to maintain a safe environment with equal access for all.

Major Violations

The following activities and behaviors are considered major violations of the Library Behavior Policy, seriously interfere with the provision of Library service, are prohibited in or on Library property, and are grounds for immediate expulsion from the Library.

Staff is instructed to call 9-9-1-1 immediately in response to any of the following behaviors, and will document the event in an Incident Report. These violations will result in extended expulsions up to permanent expulsion from the Library following the guidelines for suspension of library privileges outlined below.

- Engaging in any activity which violates Federal, State, local or other applicable law.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including, but not limited to bullying, fighting, stalking, staring, lurking, offensive touching, or physical abuse, and obscene acts such as sex acts and indecent exposure.
- Being in possession of, distributing, or under the influence of alcohol or illegal drugs.
- Intentionally damaging, destroying, or stealing any property belonging to the Library, a user, or employee.

Suspension of Library Privileges/Expulsion (Major)

One Month (30 Day) Suspension/Expulsion

- Patron has committed a major violation. An Incident Report will be created documenting patron's behavior and library's response.

Three Month (90 Days) Suspension/Expulsion

- Patron has committed a second major violation.
- An Incident Report will be created documenting patron's behavior and library's response resulting in 2 incident reports on file documenting the patron's continued violation of the Library's Policy.

Permanent Expulsion

CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY

- Patron has committed a third major violation.
- An Incident Report will be created documenting patron's behavior and library's response resulting in 3 incident reports on file documenting the patron's continued violation of the Library's Policy.

Minor Violations

The following activities are considered minor violations of the Library Behavior Policy, are disruptive to staff, volunteers and other users, and Library users engaged in these activities will be given one warning **to stop the behavior** by the Person in Charge.

Continued violations will result in the user being asked to leave the Library for the day, and will be documented by the Person in Charge in an Incident Report. Staff will call the police if a person or group of persons is asked to leave the Library and refuses to leave and/or becomes difficult with the staff member.

Repeat violations may result in longer expulsions, up to permanent expulsion from the Library. **following the guidelines for suspension of library privileges outlined below.**

- Noisy, rowdy, boisterous, aggressive, or other disruptive behavior that interferes with the use of the Library by other users, or interferes with Library employees' performance of their duties.
- Violation of the Library's Unattended Children Policy: Unaccompanied children under the age of thirteen (13) who are not accompanied by a parent or responsible caregiver (at least 16 years of age) at all times. *(Please refer to the Unattended Children Policy for further guidelines.)*
- Removing Library materials from the premises without authorization through established lending procedures. This does not pertain to free handouts. *(Please refer to the PA Library Theft Act for further guidelines.)*
- Trespassing in nonpublic areas, or being in the Library without permission of an authorized Library employee before or after Library operating hours.
- Violation of the CCLS Internet Acceptable Use Policy. A user accepts these rules before accessing the Internet through a Library computer or wireless.
- Using communication devices in a manner that interferes with the use of the Library by others. Audible ringers must be on vibrate. Audible cell phone use is not permitted in quiet areas.
- Using audible devices without headphones or with headphones set at a volume that interferes with the use of the Library by others.

CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY

- Using restrooms for bathing, shampooing, or doing laundry.
- Littering or spitting.
- Smoking, chewing, or other use of tobacco products, as well as the use of electronic cigarettes and vaping.
- Being barefooted, without a shirt, or possessing a strong odor or scent that interferes with the use of the Library by others.
- Sleeping in the Library if the sleeping individual is snoring, reclining, or using seating intended for more than one person.
- Taking Library materials into the Library restrooms.
- Eating food which causes a mess or odor and interferes with the use of furniture by other patrons is prohibited. Covered beverages and snack foods are permitted if handled neatly. No food or drink is allowed in the public computer areas.
- Bringing animals, other than service animals, into the library.
- Using electronic devices that are disruptive to others, or that have electrical cords which create obstacles or pose tripping hazards.
- Blocking of aisles with personal items.
- Luggage, carry-on bags, oversize backpacks or bags, or shopping carts are not allowed in the Library. The Library reserves the sole discretion to decide what constitutes an oversized backpack or bag relevant to its function (medical device, diaper bag, or returning large numbers of books, etc.).

Suspension of Library Privileges/Expulsion (Minor)

One Day Suspension/Expulsion

- Minor violation of the Library's Behavior Policy. Patron has not complied to library staff's directions after being asked to stop the behavior once. An Incident Report will be created documenting patron's behavior and library's response.

One Month (30 Days) Suspension/Expulsion

- Minor violation of the Library's Behavior Policy. Patron has not complied to library staff's directions after being asked to stop the behavior, and has received a previous one-day expulsion for a minor violation.
- An Incident Report will be created documenting patron's behavior and library's response resulting in 2 incident reports on file documenting the patron's continued violation of the Library's Policy.

CHESTER COUNTY LIBRARY LIBRARY BEHAVIOR POLICY

Three Month (90 Days) Suspension

- Minor violation of the Library's Behavior Policy. Patron has not complied to library staff's directions after being asked to stop the behavior, and has received two previous one-day expulsions for minor violations.
- An Incident Report will be created documenting patron's behavior and library's response resulting in 3 incident reports on file documenting the patron's continued violation of the Library's Policy.

Permanent Expulsion

- Minor violation of the Library's Behavior Policy. Patron has not complied to library staff's directions after being asked to stop the behavior, and has received three previous one-day expulsions for minor violations.
- An Incident Report will be created documenting patron's behavior and library's response resulting in 4 incident reports on file documenting the patron's continued violation of the Library's Policy.

Unattended Belongings

Personal belongings must not be left unattended. The Chester County and Henrietta Hankin Branch Libraries assume no responsibility for the personal belongings of users while using the Library. Packages, backpacks, laptops, or any other personal items left unattended or otherwise unclaimed after a period of twenty four hours may be discarded at the sole discretion of Library staff.

EXPULSION

Notice of expulsion in excess of one day will be given in writing and delivered either in person or by certified mail. In the case of a minor child, a copy of such notice shall be delivered, either in person or by certified mail, to the child's parent or guardian. If the expulsion includes the suspension of Library Privileges it will be so noted on the written notice.

Such notice shall inform the person of the specific conduct or activity which is the basis for the expulsion, the date of its occurrence and the right of the individual to appeal the sanction.

Any person who enters the Library or grounds, after receiving notice of an expulsion prohibiting such entry shall be subject to arrest and prosecution for trespass.

RIGHT TO APPEAL

Any individual who is expelled may request to have the decision reviewed by the Board of Trustees of the Chester County Library. The request must be made in writing and submitted to the Library Director and the President of the Board of Trustees. Requests must be received 10 days prior to the Chester County Library Board meeting or they may

**CHESTER COUNTY LIBRARY
LIBRARY BEHAVIOR POLICY**

be deferred to the next regularly scheduled meeting. No further appeals shall be considered.

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