

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY FEBRUARY 21, 2023

AGENDA

Zoom Link:

<https://us06web.zoom.us/j/83806926075?pwd=VWl4MDRyNHIEekRldEhDsk05VWtkZz09>

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

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of January 17, 2023 (p. 2)
- Chester County Library Director Report (p. 7)
- Henrietta Hankin Branch Manager's Report (p. 15)

FINANCIAL STATEMENTS

- December 31, 2022 Exton and Hankin Financial Statements (p. 17)
- January 31, 2023 Exton and Hankin Financial Statements (p. 21)
- December 31, 2022 Reserve Fund Transfer P. 25)
- December 31, 2022 Fund Balance report (p. 26)
- January 31, 2023 Fund Balance report (p.27)

FOR APPROVAL

- System Advisory Council Voting Representative Authorization (p. 28)

FOR INFORMATION/DISCUSSION

- Facilities Committee Report (p. 29)
- Finance Committee Report (p. 30)
- Department presentation – Julie Darnell, Youth Services Outreach Program

REPORTS/CORRESPONDENCE

- President's Report
 - Director's Report
 - Branch Manager's Report
 - Friends of the Chester County Library
 - Friends of the Henrietta Hankin Branch Library
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
- | | |
|-----------------------------------|--------------|
| ▪ Institutional Advancement | ▪ Executive |
| ▪ Policy | ▪ Finance |
| ▪ Strategic Planning & Facilities | ▪ Governance |

PUBLIC COMMENTS

ADJOURN

BOARD ORIENTATION MODULE DISCUSSION

Library Advocacy:

https://rise.articulate.com/share/GD5Aj9ZRCsrQqQvGqM_ZCbHie9txb4et

Upcoming Events

Tuesday, March 14, 5:30 PM – System Advisory Council / DLM meeting, Virtual

Tuesday, March 21, 9:00 AM – CCL Board Meeting

Chester County Library, Betty Burke Meeting Room/Virtual

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke meeting Room/Virtual
January 17, 2023

CALL TO ORDER, 9:13 AM

CCL Board Members Present:

JoAnn Weinberger, President; Michael Skay, Vice-President; Brian Taylor, Secretary; Bill Connor, Treasurer; Emily Bless, Richard Hankin

CCLS Board Members Excused:

None

CCL Staff Present: Mary Gazdik, Director of Chester County Library & District Center; Meghan Lynch, Manager, Henrietta Hankin Branch; April Nickel, CCL Youth Services Manager

Others Present: Vickie Brown, Finance Department County of Chester; Joseph Sherwood, Executive Director, CCLS; Lauren Harshaw, Continuing Education and Advocacy Coordinator, CCLS; Monique Kolb, Public Relations & Graphic Specialist, CCLS; Agatha Lyons, District Consultant, CCLS; Rebecca Peck, Finance Manager, CCLS

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY):

None

PUBLIC COMMENTS REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

Rebecca Peck reported that she received the preliminary County numbers and received an invoice for security services for \$9,000. She believes the State Budget numbers should hold. This week there will be a thorough review of all numbers. Rebecca is budgeting for Trust funds. She is working with Mary Gazdik to streamline and reduce the number of CCL funds where possible. The CCL Friends Group funds have been reduced to two (2) funds for easier tracking. As of December 15th, 2022, all outstanding/unspent Friends funds were moved back to the Capital Fund and can be re-requested as necessary.

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

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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January 17, 2023

FOR APPROVAL:

None

FOR INFORMATION/DISCUSSION

- Joe Sherwood shared Statement of Financial Interest form to Board Members for completion and return by mid-April. Joe also shared the current Board Member list.

- Department presentation –

- Equity, Diversity & Inclusion – Sam Bardarik & Remy Way shared the goals, progress, and some future plans for the Equity, Diversity & Inclusion Committee. The EDI committee seeks to lead the library in fulfilling the vision to serve all residents by providing a welcoming and educated staff, space, technology, and materials that reflect the diverse and inclusive community.

The committee has been successful in adding assistive technology in the stacks and in the Jacobs Technology Center that helps customers with vision and mobility issues. They are currently working with sixteen (16) different community groups and associations to engage the community and community partners. There have been ten (10) staff training opportunities in the last eighteen (18) months focused on equity, diversity, and inclusion with positive feedback from attendees. The EDI committee continues to make suggestions during policy review and advocated changes that were made to library card applications that added preferred name information.

The EDI committee is continuing to work on sensory and accessibility measures, and meeting with local tribal groups to construct a land acknowledgement statement. Upcoming programs include the continuation of the staff EDI book club and a public LGBTQIA+ exhibit at HHB library.

Mary Gazdik reported several customers commenting during public events on seeing more diverse materials at the libraries. Monique Kolb commented that higher social media engagement through followers and likes on EDI focused posts were seen regularly.

Several Board Members thanked the EDI committee for their great work and commented on the comprehensiveness of their work and report. JoAnn Weinberger commented that it was important to learn what the EDI committee was working on so that Board Members could be aware and share the information.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Burke meeting Room/Virtual
January 17, 2023

REPORTS/CORRESPONDENCE

- President’s Report - Michael Skay will lead the February Board meeting while JoAnn Weinberger is out of town. JoAnn will be available by email.

- Director’s Report – Mary Gazdik
 - CD collection shelving to be delivered 1/31/23. The new shelving will be adaptable to a variety of formats as technologies change.
 - Just under a million checkouts on Overdrive in 2022.
 - Mary is serving in a leadership position on the Cultural Alliance of Chester County’s Juneteenth committee. The committee is developing lists of speakers, artists, businesses, etc. that will be especially helpful to libraries when planning programs moving forward. A quilting program is planned, Message in Materials, to share African American quilting history and hidden messages in quilt patterns used in the Underground Railroad.
 - Build a Better Book project is moving forward. Committee is planning a call to get additional background and feedback on the trust funded makerspace program at CCL and HHB.
 - PLIX (Public Library Innovation Exchange) – Mary has applied for CCL to be a host site for a PLIX workshop through the MIT Media Lab. PLIX develops STEAM programs based on MIT research specifically for public libraries and teaches staff to be facilitators of programs.
 - Creativebug has had a positive public response. There are high level instructors on the site. Local townships were apprised of the new resource and it may go out to residents in their January township newsletters. Joe commented that the late December rollout was difficult for some staff.
 - The call for Makers for the Maker in Residence program is open.

- Branch Manager’s Report – Meghan Lynch
 - The outdoor book locker project is moving forward.
 - wiring is in progress
 - when wiring is complete the shelter will be installed in preparation for the locker itself.
 - New staff member is excited to begin drop-in makerspace programming.
 - Added a button maker to the makerspace and waiting for delivery of the 3D printer.
 - Charlotte is arranging coverage while she is out on maternity leave.
 - February program for adult crafters focusing on the new database, Creativebug.
 - New Alzheimer’s support group will be meeting monthly.

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
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January 17, 2023

- February begins the Winter Family Read Aloud encouraging families to read aloud to their child for seven (7) hours during the month of February. CCL will be running the program concurrently.
- Friends of the Chester County Library
 - The CCL Friends have a new Board Member with a background as a Book Dealer. She will be working with the books/collections housed in the Burke Room.
 - David Chartier is the Treasurer, but leads meetings until the President role is filled.
- Friends of the Henrietta Hankin Branch Library
 - There was no meeting in January.
 - The donation drive for new books for the Nook was moved to February.
- Committee Reports -
None – There will be a Policy Committee report at the next meeting in February.

PUBLIC COMMENTS:

None

BOARD ORIENTATION MODULE DISCUSSION:

Fundraising and Development Planning

<https://rise.articulate.com/share/kbpcvOMaNpHZAksnzZNxCSKRFmEZr59b#/>
Michael Skay reviewed the Fundraising and Development Board Module. He reviewed the role of Board Members in fundraising, including making a personal gift, cultivating existing and new donors, participating in fundraising events, and understanding and facilitating the library's fundraising goals. He reviewed the need to and benefits of having diverse funding that includes many streams, not just the annual appeal. He stressed that fundraising should have measurable goals tied to the fundraising plan. JoAnn added that CCL is fortunate to have Nicole Richards as the Development Director who leads the fundraising for CCL and the Trust. Nicole also supports member libraries in their fundraising planning and efforts. JoAnn also noted that CCL has a Trust with an endowment of over two million dollars (\$2,000,000) that yearly gives about \$100,000 to CCL & HHB for funded requests. She noted that other libraries in the system do not have that support.

Richard Hankin shared that in his past roles with the Trust and Board, he has identified that bequests have been the main source of funds for the Trust. Joe Sherwood commented that making the library a positive community asset, having good

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programming, creating positive relationships with community members, and sharing the good work libraries do helps community members to see the Library positively and this leads to those bequests. JoAnn noted that there is a project in development for a Donor Wall.

JoAnn also noted that some donors want to fund specific programs. She reminded everyone that the Haverford Trust will be reviewing the Trust investments for recommendations.

Meeting adjourned by JoAnn Weinberger at 10:05 am.

Approved:
Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center
 FROM: Mary Gazdik, Director, Chester County Library
 DATE: February 21, 2023
 RE: Report to the Board on the Chester County Library Center, Jan. 17, 2023 – Feb. 21, 2023

- **Building update**

- The garage door has been installed. This was a project that was to be completed in 2022 but delivery was not as quick as anticipated. The door didn't come with remotes so Peter is working on getting a quote so they can be ordered and installed.
- Peter removed the old CD shelving in preparation for the new shelves. The new shelving was installed and matches the existing DVD pieces.

- Departmental Reports

- **Circulation Department**

- Use of combined contactless checkout services at CCL & Hankin increased by 66% compared to last month and was up by 5% compared to January 2022. Overall checkouts at CCL increased by 14% compared to January 2022 but are still down by just under 50% from pre-pandemic counts.
- Use of the mobile app decreased slightly at CCL by 5%, but all other contactless checkouts increased since last month. Use of the mobile app at Hankin increased by 13%, CCL HoldIt Locker use increased by 17%, and use of the Express Lane self-checkout stations increased by 75% at CCL and 57% at Hankin.
- The door count was up 24% from December 2022. December is traditionally our lowest month for visitors so this rebound is not unusual

CCL Stats

CCL	Door: Feb 2020	Door: Jan 2023	Checkouts Feb 2020	Checkouts: Jan 2023	Holds Filled: Feb 2020	Holds Filled: Jan 2023	Library Cards: Feb 2020	Library Cards: Jan 2023
Counts	36583	19283	46543	38615	13849	14847	489	379
% +/-		-47%		-17%		7%		-22%

- **Jacobs Technology Center (JTC)**
 - Sara Lim Harden and Remy Way met with Tom Lally the new HH Makerspace staff member. They introduced Tom the equipment at the CCL Makerspace, provided him with our program information, and brainstormed possible the collaborations of CCL and HH Makerspaces.
 - Steph Parker attended the Science Literacy: It's Not Just for Kids webinar.
 - William Zhu attend Comic Books, Coding, Cosplay, Crazes webinar.
 - The JTC continues to partner with the TechOWL CreATe program. In January, we assisted in 3D printing 13 pieces of assistive tech and more to come.
 - Sara has been guiding William in creating a proposal to add a CCL Teen Discord server. I will be reviewing the proposal and hope to bring it to the Board to review in March.
 - Feel-good news to share! We received a very positive and appreciative email from a patron who recently used our Digital Services.
 - January Programming Highlights:
 - Month long Holiday Light-up Card Maker Event
 - Maker Project – Lunar New Year Light-up Cards which was well received
 - Virtual Adobe One-on-One workshops
 - Tinkering Club in-person drop-in program which was well attended, almost too crowded for the makerspace as it's currently set up.
 - In January we had...
 - 3D print requests, using 1,262 grams of material (\$93 in materials fees collected)
 - 126 total pieces of media, taking 70 hours to convert.
 - \$58 in fees were collected to complete requests for other services.

- **Multimedia Department**
 - Physical Collection
 - The new CD shelving arrived. Unfortunately, it doesn't fit the collection like we hoped. Stephanie and I are working with JP Jay to work on a solution. We will also be ordering 3M's Magbrowz boxes to make the collection more browsable while keeping the versatility of the shelving intact.
 - eMaterials:
 - CCLS' subscription to a new streaming video service, Kanopy PLUS has been rolled out in a soft "opening"! Publicity for Kanopy PLUS will roll out March 1st. This service is a different offering than the regular Kanopy service you may be familiar with that uses credits. Kanopy PLUS includes packs of curated, themed bundles of films with 250-300 titles that are all unique to the Kanopy service. All titles are simultaneous use with no credits needed. You can stream Kanopy PLUS on any of your favorite devices! Kanopy PLUS is accessible via mobile and tablet apps for iPhone and Android. You can also access Kanopy PLUS on your desktop, and SmartTV apps like Roku, Apple TV, and Fire Stick. The service is accessible through Libby or at <https://ccls.kanopy.com>.

- Staff Updates:
 - Felicia Maziarz was promoted to a full-time Library Assistant, processing materials for Tech Services.
 - Fiona Selden will start as our new part-time library assistant on March 6th.

- **Public Relations/Graphics**
 - Graphics:
 - For the month of January, we completed **80 graphic orders and 11,478 copies.**
 - We are currently working with Nicole Richards on a Trust Display Project scheduled for April.
 - Worked with Reference on promotional materials for Creativebug and with Multimedia on Kanopy PLUS which will roll out on March 1st.
 - Developing signage and social media graphics for Library Week in April
 - Working on the panels for the spring Storywalk – Punky Aloha
 - PR:
 - Working on CCLS Annual Report/Legislative Breakfast Booklet and Invitation
 - Working with FRIENDS to promote the Spring Book Sale.
 - Working on PaLA Bronze Star Status for Hankin and maintaining Gold Star status for CCL.
 - A social media toolkit was designed and distributed on the Y Drive>Graphic Arts>CCLS Survey PR Toolkit for the annual customer satisfaction survey. Various posters and flyers were distributed to all member libraries involved. Over 4000 responses have been recorded thus far.
 - Working with Joe on Proclamation for Library Week from Commissioners in April.
 - Adult Programs:
 - Virtual Yin Yoga with Heather continues to be a very popular program, not only having a loyal following but attracting new patrons each week. Patrons prefer the virtual format and have asked that not be changed.
 - Our partnership with the NASA Solar System Ambassador attracts a large number of patrons. They give very good reviews and ask that the programs continue to be offered.
 - Local Author Meet and Greet in the lobby of the library seems to work well as the author, Sonya Pritchard, who wrote "Shades of the Lingerin'" notes talking to many people about her book. Registrations for her public program increased dramatically after the Meet and greet.
 - The O'Rourke Irish band concert was well attended and enjoyed by all. The Band led each selection with some history associated with the tune. We will plan to have them back in the fall.

- Pam is currently working on programs to support the Longwood Gardens Community Read Program. A few programs are on the calendar and several more are in the process including the return of the “Cookbook Club.” Participants will discuss the recipes they have chosen, their experience preparing the dish, and any changes made. Dishes will be shared amongst the group for tasting. Participants will be encouraged to share food and culture stories from their own lives.
 - Pam is working on increasing the Citizen Science SciStarter kits with another five kits.
 - AARP Foundation Tax-Aide appointments have all been booked up here at CCL – It continues to be a valuable, volunteer-led, and free service for the community
 - Pam has the first hybrid program scheduled for February, and she is learning to reserve and use the OWL.
 - Pam is planning to re-instate "Lunch and Learn" programs for 2023.
- **Reference**
 - Kelly Quigg, Pam Marquette, Sara Lim Harden, and Lauren Harshaw planned and facilitated a highly anticipated and extremely well attended event in recognition of Lunar New Year. There were around 200 people in attendance and the planning committee did an excellent job of spreading out the crowd around the library for the event's main performance so everyone could see it.
 - Tax season is in full swing. Reference staff is working hard to assist the public with acquisition of forms and schedules, working with local representatives to procure copies of the most popular state instructions, and scheduling free tax preparation sessions provided by AARP.
 - There were over 3 million uses of CCLS's funded databases in 2022. The most popular ones being New York Times, Mango Languages, Reference Solutions, and Ancestry. The business database Reference Solutions received the most use in searches and retrievals, which supported by CCL's Business & Career Librarian, Sam Bardarik.
 - Melissa Kohl attended ALA LibLearnX in New Orleans at the end of January.
 - **Technical Services**
 - Website Redesign
 - Bi-weekly meetings with LocalHop continue as they work on the design pages. Currently working on the content that will be include on each subpage.
 - Jenna created new pages for the current website, one for the Maker-in-Residence program and another for the Hankin Makerspace.
 - Felicia Maziarz began work as the new Library Asst. III on February 13th. Felicia was previously working as a Library Asst. in Multimedia.
 - Jenna trained staff at Hankin and the JTC on LibraryAware. Hankin staff were also trained on Vega Showcases.
 - Jenna visited the Easttown Library to discuss the process of cataloging their Library of Things collection.

- **Volunteers**
 - The first Volunteer Supervisor meeting was held February 16th.
 - Five (5) adult and One (1) teen volunteer placed in assignments in the JTC, CCL Circulation and at Hankin.
 - Teen Summer Recruitment will begin March 13th.
 - There are 103 volunteers listed as active. This number includes the Friends of CCL.
 - Longtime volunteer, Mary Sohler passed away in January at 102 years old. Mary was an ILL volunteer since 1986.
 - **2022 Volunteer Totals:**
 - Total volunteer hours served in 2022 are 10,133.75
 - 10,133.75 volunteer hours divided by 52 weeks in one year = 194.879
 - 194.879 hours is the weekly average served for the 2022 library volunteer population, (including Friends of Chester County and Henrietta Hankin Branch Library)
 - This number is equivalent to 5.56 full time staff. (up from 3.75 in 2021)
 - **Friends of Chester County Library**
 - Planning for the spring book sale has begun. The sale will run April 14th-16th.
- **Youth Services**
 - Two (2) new part time staff are in-progress to start in March. Interviews are in progress for the two (2) other positions that are currently open in the department.
 - April met with HHB youth services staff to coordinate summer reading programs and dates. Both sites will use similar reading logs for Prek – grade 5, Bingo cards, for teens, and begin and end on the same dates.
 - Yoga Story time (Partnership with Zia Yoga) is becoming popular and is scheduled for additional programs in March and May. Additionally, we are planning a multigenerational program as part of summer programming.
 - Family story time The Berenstain Bears Visit the Credit Union January 28 (partnership with Franklin Federal Credit Union) was a big success with 63 participants. All children received a copy of the book.
 - Teens made Valentine Cards for Pocopson Home residents. Lisa Urbani received a nice letter from Pocopson’s Director of Activities thanking the teens for the cards and letting them know how much it means to the residents.
 - Program Highlights:
 - Reading Olympics Book Club
 - Lego Social for homeschool families
 - Teen Book Speed Dating Event
 - 125 families are registered for the Winter Family Read Aloud

Committee Reports:

- **Community Engagement Leadership Team:**
 - Revisions in process for draft of proposal for collaboration with County DHS.
 - The public survey for gauging interest in providing a social worker or social service referrals in the Library will be launch over the next couple of weeks.
 - 2022 'At a Glance' flyers are being drafted for distribution at Q1 Municipal Meetings.
 - Reviewed Lunar New Year event, discussed for Fit Fair, Volunteer Fair (volunteers to help coordinate requested), No Name Book Club events, and collaboration with LGBT Equality Alliance of Chester County to provide programming for 2023.
- **The Incident Response Plan Coordination Team:**
 - A successful walkie-talkie test was held on Jan 12 at 3pm. Next test is scheduled on Feb 16 at 7pm.
 - Proposed Evacuation and In-Place Shelter Drill dates for CCL and Hankin were sent to the library administration and the Building Supervisor for preliminary approval.
- **XYZ Committee:**
 - This month we held our Jane Austen Murder Mystery event at the Stolen Sun Brewery. The event was well-attended, with 33 of the 40 signed-up guests attending, and the feedback for the event was overwhelmingly positive. This was the first time the event is being held in-person since 2020.
 - These events are increasingly popular and we briefly discussed holding them more often, possibly once a season or more. We will discuss this further in future meetings.
 - This month's take and make craft was origami conversation hearts. 50 craft kits were made for CCL, 50 were made for Hankin, and they were all gone well before the end of the month. Take and Make Crafts continue to be very popular.
 - In the coming months, the committee has decided to use the craft kits to promote the library's new database, CreativeBug. We will be putting a small flyer detailing the features of the database in with each take and make craft kit to spread the word to patrons who may be interested.
 - Nostalgia-rama will be held at CCL on April 29 from 10a-4p. The daylong event will feature 80's & 90's nostalgia; with vintage video games and Pokémon tournaments, nostalgic cartoon screenings, vintage board games, nostalgic snacks, and much more.
 - An add-on event is being planned for the evening of Friday, April 28; either a screening of the movie 'The Princess Bride' or a 90's themed murder mystery program.
- **Innovative Ideas Committee:**
 - The committee has evaluated the ideas submitted through the blog and have made their recommendations of which projects they feel should move to Action stage and which should be moved to the Incubator for further development. Department Heads will be discussing at their meeting on Feb. 22nd.
- **EDI Committee:**
 - The committee presented to the Board and at the General Staff meetings in January to share the committee's achievements and plans.

Director's Notes

- We received nine (9) applications for the Maker-in-Residence program. Myself, Sara, Meghan, Tom Lally and Danielle Stokes met on February 16th to review the applications and select the finalists. The artists represent a range of mediums and practices. Several applicants noted they heard the story on WHY? which prompted them to apply. We have narrowed the selection down to three (3) finalist and will be interviewing them and checking references to make the final selectin.
- I attended ALA's LibLearnX Conference in New Orleans at the end of January. I attended several excellent presentations and made several connections that will be helpful as we expand the makerspace and several other programs and projects. Sessions of note include:
 - Civic Imagination Stations: Libraries Partnering with Artists to Create New Approaches to Building Literacies
 - Libraries, Speculative Design Studies, and Civic Futures
 - Volunteers or Employees: Finding the Right Fit for Teens at the Library (meeting with NYPL Teen volunteer coordinator to discuss their program)
 - Socioeconomic Mixing: Creating Public Libraries Where Everyone Belongs
 - Building Reentry Services and Working with Government Partners: A Correctional Outreach Perspective
- We have been selected to be a satellite site for the "Facilitating Creative Learning" Hybrid Workshop offered by PLIX (Public Libraries Innovation Exchange). The box with the materials for the workshop has arrived and training on running the workshop takes place next Friday. The workshop itself takes place March 15th & 16th (1-6pm & 10am-2pm). Participants will attend both days.
- We received a donation of \$850 from the Chester County Pennsylvania Association of School Retirees. The CCPASR is celebrating their 85th anniversary and requested their donation be used to purchase books for people of all ages.

Meetings & Trainings Attended

1/17	CCLS/CCL Board of Trustees Meeting Community Engagement Leadership Team Meeting
1/19	LocalHop CCL Website development team
1/19	General Staff Meeting Facilities & Strategic Planning Committee Meeting CCLS Website Design Concept Meeting ALA Intellectual Freedom Committee Meeting
1/20	ALA Virtual Membership Meeting
1/23	General Staff Meeting at Hankin Bi-weekly meeting with Meghan
1/24	Institutional Advancement Committee Meeting EDI Meeting
1/25	Policy Committee Meeting
1/26	OCL Annual Report Training

1/27-1/30 LibLearnX Conference
1/31 Funding Formula Committee Meeting
2/1 Meeting with Meghan & Charlotte
2/2 CCCBI Government Affairs Meeting
Meeting with Lisa Regalla, Regallium Consulting, LLC-Makerspace Expansion brainstorm
2/3 Juneteenth Planning Committee
LGBTQ Equality Alliance Program Proposal
2/6 Bi-Weekly meeting with Meghan
County Performance Appraisals Training
2/7 LibLearnX Recap Meeting
Community Engagement Leadership Meeting
2/8 PR/Marketing meeting with Niki
2/13 Juneteenth Planning Meeting
PaLA EDIT Committee Meeting
2/15 PaLA Conference Planning Meeting
2/16 General Staff Meeting
Maker-in-Residence Application Review
PLIX Mental Health Activity Workshop: (In)visible Self!
2/20 General Staff Meeting at Hankin



TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
DATE: February 13, 2023
RE: Report to the Board on the Henrietta Hankin Branch, Jan. 17—February 21, 2023

- Building update
 - The managing director of the fitness center has requested permission from the County security key fob entrance at her expense.
 - The hot water heater adjacent to the Community Room is not presently in service. It needs to be replaced, but the existing model is no longer manufactured. PSI Plumbing is searching for this model from supply houses. A newer model would require heavier gauge wiring, and probably larger conduit to accommodate the new wiring.
 - The Fire Alarm Communicator was malfunctioning. Peter installed a new 12 Volt 7 ampere hour battery in hopes of addressing the problem, but it turned out to be an issue with the phone line. Peter worked with Verizon to resolve the problem.
 - Peter cleaned the roof drains of sycamore seeds and other debris.
 - Peter has been preparing for installation of conduit to run data lines and electricity from the building to our new HoldIt Locker.
 - We had not received invoices for our HOA dues since Weatherstone was purchased by Rose Valley Capital. We contacted them to request they be sent. They were received and have been processed for payment for 2022.
- Door counts increased by 10% in January. Total circulation increased by 15%.
- Meeting Room usage in January decreased in both the number of bookings and time utilized. Public computer sessions and total computer time utilized increased.
- Charlotte Marron, our Circulation Manager, had her son on February 9th. She will be out on a medical/personal leave of absence through April 19th.
- The yearly evaluation process is running on a shortened timeline this year. All staff helpfully completed their self-evaluations in a timely manner.
- A family that lives in Weatherstone is donating a bike repair station in memory of their child. We hope to install it in early spring.
- West Brandywine Township requested an article about library services to include in their upcoming spring newsletter to township residents. Kelly Quigg put together a short article about CreativeBug and Kanopy for them.
- Makerspace
 - Our 3D printer is installed and functioning
 - We are now offering weekly drop-in programs on Monday afternoons for Makers aged 7+. Our Makerspace staff have put together a schedule of events to take us through the end of the school year. We also have monthly programs planned for older teens/adults.
 - Tom Lally and I will assist in selecting the Maker-in-Residence. Tom will work with the selected Maker to coordinate programs at the Hankin Branch.

- Reference
 - In January we held 2 virtual programs, 8 in person programs, 4 hybrid programs, and 2 passive programs. Notable programs included “The Four Pillars of the New Retirement” (virtual, 18 attendees) and our ever-popular Mah Jongg program (in person, 5 sessions, 104 attendees)
 - Claire Michelle Viola, Laura Presby, and I attended ALA’s LibLearnX conference in late January. We participated in educational sessions, spoke with vendors, and networked with library staff from around the country. We brought back some useful ideas that we hope to implement.
 - We are partnering with the AARP Tax Aide program again this year to offer free tax filing to members of our community. Appointments began on February 9th and are offered on Thursdays and Fridays through April 14.
 - Our partnership was highlighted in an article entitled “[Free Tax Prep Support for Seniors is Available](#)” published on February 8th in all of the MediaNews Group newspapers, including the Daily Local News and the MontCo Times Herald.
- Youth Services
 - The Winter Family Read Aloud program is going strong, with 155 families (645 total participants) registered as of Feb. 13.
 - Our first session of winter storytimes started the week of January 8th and ran for five weeks. Our next session will begin the week of February 26. Preschool nature, STEM, and music programs are scheduled for the interim.
 - Susan Farrell and Katherine Cumming’s teen [Makerspace Discovery program](#) that they held last summer is featured on the Pennsylvania Summer Library Program 2023 Showcase.
 - We offered a Library Lessons for Homeschoolers program (in person, 14 attendees), an introduction to searching the catalog and the available databases for independent readers in 4th grade and up.

Meetings & Trainings Attended

1/17	CCLS/CCL Board meetings PT Library Assistant interviews Community Engagement Committee meeting
1/19	CCL Facilities Committee meeting
1/20	PT Library Assistant interviews
1/24	Institutional Advancement Committee meeting EDI Committee meeting
1/25	CCLS/CCL Policy Committee meeting
1/26, 2/6	Hankin Branch staff “morning meeting”
1/27-1/30	ALA’s LibLearnX Conference
2/2	Finance Committee meeting
2/7	LibLearnX recap meeting Community Engagement Leadership meeting
2/9	Bike Repair Station meeting
2/14	District Librarians meeting
2/16	Maker-in-residence applications meeting W. Brandywine Township BOS meeting
2/21	CCLS/CCL Board meetings

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
 COUNTY BUDGET REPORT - EXTON LIBRARY - PRE-AUDIT FINAL
 PERIOD ENDING December 31,2022

	2022 ANNUAL BUDGET	2022 YTD BUDGET	2022 YTD ACTUAL	2021 YTD ACTUAL	2022 YTD BUDGET VARIANCE	2022 YTD BUDGET VARIANCE %	2022 BALANCE	PERCENTAGE REMAINING
Salaries	2,578,075	2,578,075	2,779,162	2,537,103	(201,087)	-7.8%	-201,087	-7.8%
Wages	649,006	649,006	639,513	548,664	9,493	1.5%	9,493	1.5%
Fringe Benefits	1,168,501	1,168,501	1,124,526	1,045,294	43,975	3.8%	43,975	3.8%
Security Provided by the County - EMS	30,000	30,000	9,970	0	20,030	0.0%	20,030	0.0%
TOTAL PERSONNEL SERVICES	4,425,582	4,425,582	4,553,171	4,131,062	(127,589)	-2.9%	-127,589	-2.9%
LIBRARY MATERIALS	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
CORE EXPENDITURES								
Materials and Services	128,000	128,000	114,999	150,867	13,001	10.2%	13,001	10.2%
Insurance	18,390	18,390	18,390	17,510	0	0.0%	0	0.0%
Maintenance - Buildings & Grounds	70,385	70,385	59,222	45,333	11,163	15.9%	11,163	15.9%
Utilities	97,520	97,520	89,625	76,038	7,895	8.1%	7,895	8.1%
Vehicle Expense	44,486	44,486	42,302	34,456	2,184	4.9%	2,184	4.9%
TOTAL CORE EXPENDITURES	358,781	358,781	324,538	324,204	34,243	9.5%	34,243	9.5%
INDIRECT COSTS	558,534	558,534	558,534	652,660	0	0.0%	0	0.0%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	5,412,897	5,412,897	5,506,243	5,177,926	-93,346	-1.7%	-93,346	-1.7%

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 has charged us for 2022 services (partial year)

Core Expenditures: Utilities - under due to one-month lag on PECO Bills

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 100.00% of total budget
 Actual expenditures YTD are 101.72% 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.
 A budget amendment has been added to the 3/1/23 Commissioners meeting to cover the 2022 shortfall due to the new compensation plan

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRE-AUDIT FINAL
PERIOD ENDING December 31,2022

	<u>2022</u> <u>ANNUAL BUDGET</u>	<u>2022 YTD</u> <u>BUDGET</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2021 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2022</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
Salaries	446,073	446,073	484,144	425,978	(38,071)	-8.5%	-38,071	-8.5%
Wages	176,442	176,442	243,154	166,953	(66,712)	-37.8%	-66,712	-37.8%
Fringe Benefits	234,448	234,448	223,146	217,148	11,302	4.8%	11,302	4.8%
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TOTAL PERSONNEL SERVICES	856,963	856,963	950,444	810,080	(93,481)	-10.9%	-93,481	-10.9%
LIBRARY MATERIALS	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
<u>CORE EXPENDITURES</u>								
Materials and Services	67,630	67,630	40,040	40,125	27,590	40.8%	27,590	40.8%
Insurance	6,325	6,325	6,324	5,960	1	0.0%	1	0.0%
Maintenance - Buildings & Grounds	64,899	64,899	59,669	69,047	5,230	8.1%	5,230	8.1%
Utilities	46,380	46,380	42,806	39,113	3,574	7.7%	3,574	7.7%
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TOTAL CORE EXPENDITURES	185,234	185,234	148,839	154,245	36,395	19.6%	36,395	19.6%
INDIRECT COSTS	215,785	215,785	215,785	165,045	0	0.0%	0	0.0%
CAPITAL OUTLAY	0	0	0	221,261	0	0.0%	0	0.0%
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TOTAL BUDGET	1,277,982	1,277,982	1,335,068	1,370,630	-57,086	-4.5%	-57,086	-4.5%

Notes:

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

Core Expenditures:

Capital Outlay:

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

TOTAL BUDGET: Budgeted expenditures YTD are 100.00% of total budget
 Actual expenditures YTD are 104.47% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON - PRE-AUDIT FINAL
PERIOD ENDING December 31,2022

	<u>2022</u> <u>ANNUAL BUDGET</u>	<u>2022 YTD</u> <u>BUDGET</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2021 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE</u>	<u>2022 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2022</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
REVENUE								
State Aid	347,470	347,470	347,470	352,708	0	0.0%	0	0.0%
State Aid - Others	1,154,597	1,154,597	1,154,597	1,149,358	(0)	0.0%	(0)	0.0%
STATE REVENUE	1,502,067	1,502,067	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	38,550	42,463	58,061	3,913	10.2%	3,913	10.2%
Fines and Overdues	60,000	60,000	74,136	66,561	14,136	23.6%	14,136	23.6%
Interest	500	500	4,456	623	3,956	791.1%	3,956	791.1%
Donations and Fundraisers	7,600	7,600	5,923	7,952	(1,677)	-22.1%	(1,677)	-22.1%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	70,000	70,000	70,000	0	0.0%	0	0.0%
Miscellaneous Revenue	115	115	5,847	3,862	5,732	4984.6%	5,732	4984.6%
TOTAL OTHER REVENUE	195,765	195,765	221,826	216,559	26,061	13.3%	26,061	13.3%
TOTAL REVENUE	1,697,832	1,697,832	1,723,892	1,718,625	26,061	1.5%	26,061	1.5%
EXPENDITURES								
Library Materials	405,713	405,713	399,106	366,637	6,607	1.6%	6,607	1.6%
Services and Charges	78,184	78,184	53,758	46,131	24,426	31.2%	24,426	31.2%
Supplies	25,000	25,000	21,289	20,165	3,711	14.8%	3,711	14.8%
Miscellaneous	23,540	23,540	24,438	17,332	(898)	-3.8%	(898)	-3.8%
Transfers and Reimbursements	1,154,597	1,154,597	1,216,557	1,149,358	(61,961)	-5.4%	(61,961)	-5.4%
Capital Outlay	10,798	10,798	10,353	15,199	445	4.1%	445	4.1%
TOTAL EXPENDITURES	1,697,832	1,697,832	1,725,501	1,614,823	(27,670)	-1.6%	(27,670)	-1.6%
REVENUE OVER EXPENDITURES	0	0	(1,609)	103,802	(1,609)		(1,609)	
YEAR-END TRANSFER TO RESERVES				(103,276)				
NET REVENUE	(0)	(0)	(1,609)	526	(1,609)		16,397	

NOTES:

Other Revenue: Township Approp Revenue includes \$9500 in ARPA funds from West Whiteland. Charges & Fines exceeded budgeted amounts

Total Revenue: Budgeted revenues YTD are 100.00% of total revenue
 Actual revenues YTD are 101.53% of total revenue

The deficit in Net Revenue of \$1,609 is the result of spending the prior year carryover for Materials in Fund 100.

Expenditures: Miscellaneous expenditures exceeded budget due to grant expense of \$3500, but this was offset by \$3500 of grant income. Expenditures exceeded revenue due to spending of Materials carryover in Fund 100 from prior years

Total Expenditures: Budgeted expenditures YTD are 100.00% of total expenses
 Actual expenditures YTD are 101.63% of total expenses

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN - PRE-AUDIT FINAL
PERIOD ENDING December 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>
REVENUE								
State Aid	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
STATE REVENUE	87,000	87,000	87,000	90,000	0	0.0%	0	0.0%
Township Appropriations	7,250	7,250	5,250	2,250	(2,000)	0.0%	(2,000)	-27.6%
Charges	9,825	9,825	14,473	15,927	4,648	47.3%	4,648	47.3%
Fines and Overdues	18,700	18,700	27,506	21,510	8,806	47.1%	8,806	47.1%
Interest	35	35	618	45	583	1665.0%	583	1665.0%
Donations	0	0	2,710	2,286	2,710	-	2,710	27097600.0%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	20,000	20,000	20,000	0	0.0%	0	0.0%
Miscellaneous Revenue	5	5	195	829	190	3798.0%	190	3798.0%
TOTAL OTHER REVENUE	55,815	55,815	70,752	62,847	14,937	26.8%	14,937	26.8%
TOTAL REVENUE	142,815	142,815	157,752	152,847	14,937	10.5%	14,937	10.5%
EXPENDITURES								
Library Materials	127,030	127,030	126,682	130,847	349	0.3%	349	0.3%
Services and Charges	6,285	6,285	4,492	4,187	1,793	28.5%	1,793	28.5%
Supplies	4,700	4,700	5,216	2,700	(516)	-11.0%	(516)	-11.0%
Miscellaneous Expense	2,750	2,750	3,131	2,124	(381)	-13.8%	(381)	-13.8%
Capital Outlay	2,050	2,050	1,835	1,664	215	10.5%	215	10.5%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	142,815	142,815	141,355	141,522	1,460	1.0%	1,460	1.0%
REVENUE OVER EXPENDITURES	0	0	16,397	11,325	16,397		16,397	
YEAR-END TRANSFER TO RESERVES			(16,086)	(10,544)				
NET REVENUE	0	0	310	781	16,397		16,397	

NOTES:

Twp Revenue: Twp revenue: Budgeted contributions from Warwick and West Vincent (\$1000 each) did not come in as expected in 2022. West Vincent contributed \$500 but it was received after 12/31 and has been applied to the 2023 budget.

Other Revenue: Charges & Fines exceeded budgeted amounts

Total Revenue: Budgeted revenues YTD are 100.00% of total revenue
Actual revenues YTD are 110.46% of total revenue
Net revenue is the result of underspending for Materials in Fund 109.

Expenditures: Supplies & Misc Expenses were slightly over budget

Total Expenditures: Budgeted expenditures YTD are 100.00% of total expenses
Actual expenditures YTD are 98.98% of total expenses

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY - PRELIMINARY
PERIOD ENDING January 31, 2023

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	2,963,523	113,982	112,522	90,925	1,460	1.3%	2,851,001	96.2%
Wages	901,515	34,674	26,672	18,677	8,002	23.1%	874,843	97.0%
Fringe Benefits	1,101,023	91,752	83,665	82,378	8,087	8.8%	1,017,358	92.4%
Security Provided by the County - EMS	30,000	0	0	0	0	0.0%	30,000	0.0%
TOTAL PERSONNEL SERVICES	4,996,061	240,407	222,858	191,980	17,549	7.3%	4,773,203	95.5%
LIBRARY MATERIALS	70,000	17,500	17,500	17,500	0	0.0%	52,500	75.0%
CORE EXPENDITURES								
Supplies, Maintenance & Services	172,525	14,377	4,285	4,691	10,092	70.2%	168,240	97.5%
Insurance	17,910	8,955	8,955	9,195	0	0.0%	8,955	50.0%
Utilities	113,328	9,444	1,290	2,399	8,154	86.3%	112,038	98.9%
Vehicle Expense	50,567	4,214	2,973	2,337	1,241	29.4%	47,594	94.1%
TOTAL CORE EXPENDITURES	354,330	36,990	17,503	18,622	19,487	52.7%	389,327	109.9%
INDIRECT COSTS	607,019	50,585	50,585	46,545	0	0.0%	556,434	91.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	6,027,410	345,482	308,447	274,647	37,036	10.7%	5,718,963	94.9%

Notes:

Personnel Services: Wages & Fringes under due to vacancies

Core Expenditures: Most expenditures are under due to billing lags & County year-end close.

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 5.73% of total budget
Actual expenditures YTD are 5.12% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING Janury 31,2023

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
Salaries	537,203	20,662	19,432	17,157	1,230	6.0%	517,771	96.4%
Wages	312,043	12,002	9,731	6,792	2,271	18.9%	302,312	96.9%
Fringe Benefits	239,806	19,984	16,443	18,224	3,541	17.7%	223,363	93.1%
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TOTAL PERSONNEL SERVICES	1,089,052	52,648	45,606	42,172	7,042	13.4%	1,043,446	95.8%
LIBRARY MATERIALS	20,000	5,000	5,000	5,000	0	0.0%	15,000	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	132,629	11,052	3,330	10,612	7,722	69.9%	129,299	97.5%
Insurance	6,325	3,162	3,162	3,162	0	0.0%	3,163	50.0%
Utilities	49,682	4,141	3,800	853	341	8.2%	45,882	92.4%
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TOTAL CORE EXPENDITURES	188,636	18,355	10,292	14,627	8,063	43.9%	193,344	102.5%
INDIRECT COSTS	289,609	24,134	24,134	17,980	0	0.0%	265,475	91.7%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
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TOTAL BUDGET	1,587,297	100,137	85,032	79,779	15,105	15.1%	1,502,265	94.6%
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Notes:

Personnel Services:

Core Expenditures: No major maintenance/building expenditures this month

Capital Outlay:

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

TOTAL BUDGET: Budgeted expenditures YTD are 6.31% of total budget
Actual expenditures YTD are 5.36% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON - PRELIMINARY
PERIOD ENDING January 31,2023**

	<u>2023</u> <u>ANNUAL BUDGET</u>	<u>2023 YTD</u> <u>BUDGET</u>	<u>2023 YTD</u> <u>ACTUAL</u>	<u>2022 YTD</u> <u>ACTUAL</u>	<u>2023 YTD</u> <u>BUDGET VARIANCE</u>	<u>2023 YTD</u> <u>BUDGET VARIANCE %</u>	<u>2023</u> <u>BALANCE</u>	<u>PERCENTAGE</u> <u>REMAINING</u>
REVENUE								
State Aid	403,974	403,974	0	0	(403,974)	-100.0%	(403,974)	-100.0%
State Aid - Others	1,356,982	1,356,982	0	0	(1,356,982)	-100.0%	(1,356,982)	-100.0%
STATE REVENUE	1,760,956	1,760,956	0	0	(1,760,956)	-100.0%	(1,760,956)	-100.0%
Township Appropriations	9,500	0	0	0	0	0.0%	(9,500)	-100.0%
Charges	41,660	3,472	3,592	2,713	120	3.5%	(38,068)	-91.4%
Fines and Overdues	73,000	6,083	6,833	5,932	750	12.3%	(66,167)	-90.6%
Interest	3,500	292	0	0	(292)	-100.0%	(3,500)	-100.0%
Donations and Fundraisers	2,100	175	106	203	(69)	-39.6%	(1,994)	-95.0%
Transfer from other funds	0	92	0	0	(92)		0	
Transfer from County for Materials	70,000	17,500	17,500	17,500	0	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	265	22	56	1	34	152.2%	(209)	-79.0%
TOTAL OTHER REVENUE	200,025	27,635	28,086	26,350	451	1.6%	(171,939)	-86.0%
TOTAL REVENUE	1,960,981	1,788,591	28,086	26,350	(1,760,505)	-98.4%	(1,932,894)	-98.6%
EXPENDITURES								
Library Materials	477,575	39,378	31,715	11,634	7,663	19.5%	445,860	93.4%
Services and Charges	72,495	8,436	5,464	5,427	2,973	35.2%	67,032	92.5%
Supplies	28,032	2,336	933	227	1,403	60.1%	27,099	96.7%
Miscellaneous	17,490	1,608	1,674	792	(66)	-4.1%	15,816	90.4%
Transfers and Reimbursements	1,356,982	1,356,982	0	0	1,356,982	100.0%	1,356,982	100.0%
Capital Outlay	10,923	5,163	4,639	4,548	524	10.1%	6,284	57.5%
TOTAL EXPENDITURES	1,963,498	1,413,903	44,424	22,628	1,369,479	96.9%	1,919,074	97.7%
REVENUE OVER EXPENDITURES	-2,517	374,688	(16,338)	3,722	(391,026)		(13,821)	

NOTES: State Aid Funds were received on 2/1/23

Other Revenue:

Total Revenue: Budgeted revenues YTD are 91.21% of total revenue
Actual revenues YTD are 1.43% of total revenue

Expenditures:

Total Expenditures: Budgeted expenditures YTD are 72.01% of total expenses
Actual expenditures YTD are 2.26% of total expenses

Budgeted expenditures exceeds revenue by the amount of carryover from 2022 Materials budget in Fund 100

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - HANKIN - PRELIMINARY
PERIOD ENDING January 31,2023

	<u>2023 ANNUAL BUDGET</u>	<u>2023 YTD BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2023 YTD BUDGET VARIANCE</u>	<u>2023 YTD BUDGET VARIANCE %</u>	<u>2023 BALANCE</u>	<u>PERCENTAGE REMAINING</u>
REVENUE								
State Aid	100,993	100,993	0	0	(100,993)	-100.0%	(100,993)	-100.0%
STATE REVENUE	100,993	100,993	0	0	(100,993)	-100.0%	(100,993)	-100.0%
Township Appropriations	7,250	604	5,500	5,000	4,896	0.0%	(1,750)	-24.1%
Charges	11,830	986	1,723	747	737	74.7%	(10,107)	-85.4%
Fines and Overdues	24,700	2,058	1,839	1,985	(220)	-10.7%	(22,861)	-92.6%
Interest	45	4	0	0	(4)	-100.0%	(45)	-100.0%
Donations and Fundraisers	530	44	26	10	(18)	-	(504)	-95.1%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	5,000	5,000	5,000	0	0.0%	(15,000)	-75.0%
Miscellaneous Revenue	80	7	2	1	(5)	-71.5%	(78)	-97.6%
TOTAL OTHER REVENUE	64,435	8,703	14,089	12,742	5,386	61.9%	(50,346)	-78.1%
TOTAL REVENUE	165,428	109,696	14,089	12,742	(95,607)	-87.2%	(151,339)	-91.5%
EXPENDITURES								
Library Materials	147,472	13,969	4,050	2,696	9,920	71.0%	143,422	97.3%
Services and Charges	7,140	595	253	265	342	57.5%	6,887	96.5%
Supplies	6,400	533	31	0	502	94.2%	6,369	99.5%
Miscellaneous Expense	2,940	245	272	202	(27)	-11.1%	2,668	90.7%
Capital Outlay	3,309	50	0	0	50	100.0%	3,309	100.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	167,261	15,393	4,606	3,163	10,787	70.1%	162,655	97.2%
REVENUE OVER EXPENDITURES	(1,833)	94,303	9,483	9,579	(84,820)		11,316	

NOTES: State Aid Funds were received on 2/1/23

Twp Revenue:

Other Revenue:

Total Revenue: Budgeted revenues YTD are 66.31% of total revenue
 Actual revenues YTD are 8.52% of total revenue

Expenditures:

Total Expenditures: Budgeted expenditures YTD are 9.20% of total expenses
 Actual expenditures YTD are 2.75% of total expenses

CCL/HHB 2022 Reserve Transfer

001 CCL 2022 Excess @ 12/31/2022	61,960.62
Tech Fund 004 50%	30,980.31
CCL Capital Fund 400 20%	12,392.12
Materials Fund 451 20%	12,392.12
Programs Fund 410 10%	6,196.07
Total allocated	<u>61,960.62</u>

043 HH 2022 Excess @ 12/31/2022	16,086.44
Tech Fund 004 50%	8,043.22
HHB Capital Fund 450 20%	3,217.29
Materials Fund 451 20%	3,217.29
Programs Fund 410 10%	1,608.64
Total allocated	<u>16,086.44</u>

Reserve Funds	Beginning Balance 1/1/2022	2022 Activity	2022 Interest	2022 Transfer	Ending Balance 12/31/2022
004 Technology Fund	268,775.12		1,586.90	39,023.53	309,385.55
400 Chester Cty Library Capital Reserve	82,836.49		489.09	12,392.12	95,717.70
410 Chester Cty Library Program Fund	188,544.08		1,523.44	7,804.71	197,872.23
450 Hankin Library - Capital	223,009.17		1,316.69	3,217.29	227,543.15
451 CCL & Hankin Materials	125,585.23		741.48	15,609.41	141,936.12
Total Reserve Funds	888,750.09	-	5,657.60	78,047.06	972,454.75

<u>CCL Fund Balance Report</u>	<u>Balance</u>
Operating Funds¹	
001 CCL	-
043 Hankin	-
Total Operating Funds	-
Reserve Funds	
004 Technology Fund	309,385.55
400 Chester Cty Library Capital Reserve	95,717.70
410 Chester Cty Library Program Fund	197,872.23
450 Hankin Library - Capital	227,543.15
451 CCL & Hankin Materials	141,936.12
Total Reserve Funds	972,454.75
Grants - Friends of the Library	
091 I & R Services	62,016.69
092 Multi-media	-
093 2nd Floor Improvements	-
094 Library Staff	-
095 1st Floor Improvements	-
097 Programming	-
098 Circulation	-
099 Youth Services	-
900 Volunteer Support	-
902 Jacobs Tech Center	-
903 Capital Fund	101,743.32
Total CCL Friends²	163,760.01
943 Friends of Henrietta Hankin Branch	6,685.09
Total Friends Funds	170,445.10
Grants and Appropriations	
002 Community Foundation - Grants	9,497.98
100 CCL County Materials Fund	2,516.75
104 CCL Trust - Grants	165,965.64
109 Hankin County Materials Fund	1,832.77
132 Glaxo-Smith Kline Science in the Summer	131.69
238 American Dream Initiative	-
Special Funds	
003 Helen Russell Memorial Fund	7,264.90
096 Courtesy Bags ³	5,595.24
105 CCL Community Day	4,034.02
106 CCL & Hankin Museum Passes ⁴	-
107 CCL & Hankin Author Events	3,320.76
Total Special Funds	14,619.68
500 District Center Aid Funds	173,718.98
510 County Coordination Aid	-
TOTAL ALL FUNDS	1,511,183.34
CCL Endowment Funds	
090 Chester County Library Trust	2,151,773.63

¹ Net revenues transferred to reserves per the Reserve Fund Policy

² The CCL Friends Funds were consolidated. The money remaining in 091 reflects the 2023 Wish List funding and selected items from 2022 that will be completed in 2023. The 091 Fund will be renamed in 2023

³ Moved to Special Funds category since it is not a Friends Fund

⁴ Monies Transferred to Trust Fund 104. Fund 106 is being deactivated.

As of 1/31/2023

<u>CCL Fund Balance Report</u>	<u>Balance</u>
Operating Funds	
001 CCL ¹	(33,641.73)
043 Hankin	5,977.50
Total Operating Funds	(27,664.23)
Reserve Funds	
004 Technology Fund	309,385.55
400 Chester Cty Library Capital Reserve	95,717.70
410 Chester Cty Library Program Fund	197,872.23
450 Hankin Library - Capital	227,543.15
451 CCL & Hankin Materials	141,936.12
Total Reserve Funds	972,454.75
Grants - Friends of the Library	
091 I & R Services	62,016.69
903 Capital Fund	101,743.32
Total CCL Friends	163,760.01
943 Friends of Henrietta Hankin Branch	6,112.00
Total Friends Funds	169,872.01
Grants and Appropriations	
002 Community Foundation - Grants	9,497.98
100 CCL County Materials Fund	19,820.89
104 CCL Trust - Grants	166,951.08
109 Hankin County Materials Fund	5,338.39
132 Glaxo-Smith Kline Science in the Summer	131.69
Total Grants and Appropriations	201,740.03
Special Funds	
003 Helen Russell Memorial Fund	7,264.90
096 Courtesy Bags	5,639.24
105 CCL Community Day	4,034.02
107 CCL & Hankin Author Events	3,320.76
Total Special Funds	20,258.92
500 District Center Aid Funds	149,295.01
510 County Coordination Aid¹	(11.65)
TOTAL ALL FUNDS	<u>1,485,956.49</u>
CCL Endowment Funds	
090 Chester County Library Trust	2,196,580.38

¹CCL and CCA Funds are negative due to State Funds not being received until 2/1/23



To: Chester County Library Board of Trustees
From: Mary Gazdik, Library Director
Date: February 16, 2023

Re: SAC Voting Representative & Alternate Representatives

According to the SAC By-Laws, Article IV, Section 2: Voting Representatives:

- Each Board of Trustees shall designate, through an official action recorded in the Board's minutes and communicated to the SAC President, one voting representative and an alternate (or two [2] alternates in the case of a member with a branch library) to be the voting representative at SAC meetings.
- Voting representatives continue to serve until they resign their position or no longer hold the position from which they were appointed.
- In the event that the representative or alternate(s) are replaced, that replacement must be communicated to the SAC President and Secretary in writing (electronic communication is acceptable).
- A voting representative is considered "present" if he/she can participate in the meeting in real time.

I am requesting the Chester County Library Board of Trustees nominate the following candidates as the Voting Representative and two (2) alternates as:

- JoAnn Weinberger, Voting Representative
- Mary Gazdik, 1st Alternate
- Meghan Lynch, 2nd Alternate



TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director
DATE: February 21, 2023
RE: Strategic & Facility Planning Committee report

The committee met on January 19th to discuss the makerspace/2nd Floor reconfiguration project currently in development at the Chester County Library Center. Mary presented two proposals she has received:

- Proposal 1: GCI Design. This proposal is for interior design services only
- Proposal 2: Margaret Sullivan Studios – this proposal includes design services and a community engagement piece

The committee is in favor of engaging the community in the development of the expansion project.

Action Items:

- Obtain 3 proposals for design and community engagement services
- Find out from the GCI and Margaret Sullivan if they work with an architect in the event architectural services are needed



Finance Committee Report

TO: CCL/CCLS Board

FROM: Rebecca Peck

The Finance Committee met via Zoom on 2/2/2023. The following was discussed:

- State monies for County Coordination Aid and the Member Libraries (CCL included) sometimes does not arrive until February.
 - CCA has no reserves, and has no funds to pay invoices until the state money has arrived.
 - CCL and Hankin transfer their net income to the reserve funds at the end of the year, so they have very limited funds to expend until the state money arrives. This may cause CCA, CCL and Hankin to go negative in their TD Bank cash balance at the end of January, which could be covered by the money in the reserve funds. The committee recommends that when the CCA/CCL/Hankin Budgets are up for approval, we also approve the use of the cash in the reserve funds to cover any negative cash amounts that occur in January for those three operating funds.
- The balances in the Community Day Fund (105), the Courtesy Bag Fund (096), and the CCL/Hankin Author Event Fund (107) were discussed and the committee recommended that they should not be moved to operating funds