

# CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

## MONTHLY MEETING

TUESDAY MARCH 21, 2023

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### AGENDA

**Zoom Link:**

<https://us06web.zoom.us/j/83806926075?pwd=VWl4MDRyNHIEekRlEhDSk05VWtkZz09>

**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 February 21, 2023 (p. 2)
- Chester County Library Director Report (p. 6)
- Henrietta Hankin Branch Manager's Report (p. 13)
- Statistical Reports (p. 15)

**FINANCIAL STATEMENTS**

- February 28, 2023 Exton and Hankin Financial Statements (p. 18)
- February 28, 2023 Fund Balance report (p.22)

**FOR APPROVAL**

**FOR INFORMATION/DISCUSSION**

- Department / Service presentation – Sam Bardarik Business Librarian

**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**

### Upcoming Events

**Tuesday, April 18, 9:00 AM – CCL Board Meeting**

**Chester County Library, Betty Burke Meeting Room/Virtual**

**Friday April 21, 7:30 AM CCLS Legislative Information Breakfast at Chester County Library**

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library, Burke meeting Room/Virtual**  
**February 21, 2023**

**CALL TO ORDER, 9:05 AM**

**CCL Board Members Present:**

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

**CCLS Board Members Excused:**

JoAnn Weinberger, President

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

**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 Richard Hankin, seconded by Brian Taylor, the minutes and consent agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

Rebecca Peck reported that December County numbers are close to final. HHB HOA bill was received. PECO has a one-month lag for billing. Currently overbudget for salary and anticipating a Budget Amendment at March 1 meeting. December state monies are final unless auditors bring up an issue Net income portion looks unusual since we zero out to reserve accounts at the end of the year. Some materials budget (100 & 109) was carried over. In 2023 it is expected that all monies will be spent including the carryover.

January was under budget due to vacancies. January expenditures are under due to county working on year-end close and billing lags. State funds were received on February 1, 2023. Exton was over before funds were received and the issue was discussed at Finance Committee meeting (see notes). HHB was in the black for January. The transfer report included information on funds being transferred to the five designated funds. This is the last time all Friends Funds will be listed, they have been reduced to three funds for 2023.

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library, Burke meeting Room/Virtual**  
**February 21, 2023**

*On motion made by Bill O'Connor, seconded by Richard Hankin, the Financial Statements were unanimously accepted and filed for audit.*

**FOR APPROVAL:**

System Advisory Council Voting Representative Authorization is required in the by-laws.

*On motion made by Brian Taylor, seconded by Richard Hankin, JoAnn Weinberger was approved as voting representative with Mary Gazdik as the alternate and Meghan Lynch as the second alternate. Motion was unanimously accepted.*

**FOR INFORMATION/DISCUSSION**

- Facilities Committee Report:
  - Meeting was held February 21
  - Discussed the makerspace/ 2<sup>nd</sup> floor renovation
  - Planning to engage the community about the renovation to determine what tools and materials would be used by the public.
  - Still identifying multiple companies to reach out to for proposals.
  
- Finance Committee Report:
  - 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 while waiting for state aid money to be disbursed and deposited into the TD Bank account.
  - 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.
  
- Department presentation – Youth Services Outreach

Julie Darnall, Youth Services Outreach Librarian shared information on the outreach program. Julie moved into the outreach position in September and has been working to transition the program back to in-person outreach visits. The outreach program visits child care sites throughout the county and provides a story time and literacy bag with books for use in the classroom until the next visit. While outreach continued virtually in 2020-22, many child care sites had changes in staffing, some closed, and most did not accept in-person visits. Julie is working to develop new relationships with previously visited sites and new sites.

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
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**February 21, 2023**

Julie shared a list of current child care programs she visits monthly including Head Start, private child care centers, and CCIU special needs classrooms. While any child care center can request a single visit, sites are visited monthly if they serve low income families, serve large communities of English language learners, have a food program, or serve special needs children. Julie is incorporating stories written in Spanish and is scheduling appearances at several parent night events. She is on track to visit over 500 students and teachers in February.

**REPORTS/CORRESPONDENCE**

- President’s Report - None
- Director’s Report – Mary Gazdik
  - Mary is working with circulation to develop a new format for statistics to allow a better comparison tool for circulation and other statistics.
  - The Maker-in-Residence program was featured on WHY. The committee is currently down to three finalists. They hope to select a candidate by March 3.
  - Volunteer numbers are increasing. Mary and several staff members are meeting virtually with NYPL to discuss how teens volunteer at NYPL. They will be discussing the task differences between teen workers vs. teen volunteers and how to engage teens in small chunks vs. big chunks.
  - CCL was chosen as a PLIX site. PLIX (Public Library Innovation Exchange) will lead a training on creative learning at the library in March. We will have in-person participants and be linked to the PLIX team and other sites participating in the training virtually.
  - CCL received a donation from Chester County Pennsylvania Association of School Retirees in celebration of their 85<sup>th</sup> year. The donation of \$850 will be used for materials purchase.
- Branch Manager’s Report – Meghan Lynch
  - The outdoor book locker project is moving forward. The shelter has been received and the site preparation is currently in progress.
  - Charlotte is currently out on maternity leave. Another staff member is also temporarily out of the office.
  - Meghan attended a West Brandywine Township meeting and had 2 supervisors respond after the meeting.
  - Meghan attended LibLearnX.
  - AARP Tax preparation is underway. A Daily News promotion created a lot of contact for scheduling services.
  - Susan Farrell has a summer program featured on the PA Summer Showcase created by Office of Commonwealth Libraries.
  - HHB is planning for Remake Learning Days.

**CHESTER COUNTY LIBRARY**  
**BOARD MEETING MINUTES – MONTHLY MEETING**  
**LOCATION: Chester County Library, Burke meeting Room/Virtual**  
**February 21, 2023**

- Friends of the Chester County Library
  - The CCL Friends have determined book sale dates for 2023.
  - There is a new member who will be curating special books for the book sales.
  
- Friends of the Henrietta Hankin Branch Library
  - Received a donation of 200 Easton Press books. They are determining the best way to use or sell these books.
  - The Board is still transitioning members.
  
- Committee Reports - None

**PUBLIC COMMENTS:**

None

**Meeting adjourned** by Michael Skay at 9:50 am.

**BOARD ORIENTATION MODULE DISCUSSION:**

**Library Advocacy:**

[https://rise.articulate.com/share/GD5Aj9ZRCsrQqQvGqM\\_ZCbHie9txb4et](https://rise.articulate.com/share/GD5Aj9ZRCsrQqQvGqM_ZCbHie9txb4et)

Bill O'Connor reviewed the Library Advocacy module. Bill shared that it is everyone's responsibility to advocate for the library. Everyone should be knowledgeable about the library's programs and new services. He shared a statement from the module that said advocacy is turning passive support into educated action.

He shared that advocacy needs to show how library services benefit the community. He believes the Legislative Breakfast event is a great advocacy opportunity. It will be held on Friday, April 21, 7:30 am – 9 am inside the library.

He also shared that as a former Township Supervisor, he was on the other side of advocacy. He shared that having regular representatives at meetings was important in getting township supervisor support for the Easttown library construction.

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Approved:

Brian Taylor, Secretary



TO: Board of Trustees, Chester County Library and District Center  
FROM: Mary Gazdik, Director, Chester County Library  
DATE: March 21, 2023  
RE: Report to the Board on the Chester County Library Center, Feb. 22, 2023 – Mar. 21, 2023

- **Building update**

- We've received staff and patron complaints about the amount of water spray from the restroom sinks on the 1<sup>st</sup> & 2<sup>nd</sup> floor. All but four faucets were cleaned and the resulting water flow is much improved. The remaining four are corroded in place. Peter was able to remove some of the mineral deposits improving flow.
- Peter performed various maintenance of systems around the building as recommended including exercising of all water shut-off valves at CCL, lubrication of bearings on roof exhaust fans and replacement of ballasts.
- Peter has demonstrated to Teen Zone staff how to reconnect the flush handle rod of the toilet in the single use bathroom outside the Struble Room. PSI Plumbing has informed us there is no permanent repair available for this problem beyond reconnecting it when it becomes disconnected.

- Departmental Reports

- **Circulation Department**

- Use of combined contactless checkout services at CCL & Hankin increased by 21% compared to last month and was up by 9% compared to February 2022. Overall checkouts at CCL decreased by 6% compared to February 2022, and are gaining ground from pre-pandemic counts; down by only 25% compared to being down by about 50% fairly consistently over the past few years.
- Use of the mobile app held fairly steady at CCL, by 5%, but all other contactless checkouts increased since last month. CCL HoldIt Locker use increased by 6%, and use of the Express Lane self-checkout stations increased by 35%.
- The door count was up 4% from January 2023, library cards issued were up 15%, and contactless checkouts were up 32%.

- **Jacobs Technology Center (JTC)**
  - In preparation for Makerspace open hours, most of the makerspace equipment was moved to the Backroom. Open hours will provide hands-on opportunities for patrons and will begin in March.
  - JTC staff assisted with the Fit Fair, Lunar New Year Celebration and the staff Chili Cook-off.
  - Remy Way co-hosted the EDI Committee meeting on February 28th.
  - Sara Lim Harden worked with myself, Danielle Stokes, Tom Lally and Meghan Lynch to select the finalist and conduct final selection interviews for the Makers-in-Residence inaugural program.
  - February Programming Highlights:
    - 2/5-2/14 Maker Project: Valentine's and Anti-Valentine's stickers run by Steph Parker.
    - Virtual Adobe One-on-One workshops conducted by Remy Way.
    - Tinkering Club in-person drop-in program held on February 28<sup>th</sup> -Steph Parker & Remy Way ran the program.
  - In February we had...
    - 12 3D print requests, using 1,573grams of material (\$92.50 in materials fees collected)
    - 10 total pieces of media, taking 62 hours to convert.
  
- **Multimedia Department**
  - Physical Collection
    - We met with Jay Malise of J.P. Jay to review options for the CD shelving. After finding two solutions, the staff and volunteers felt our best option was to add magnetic metal bars to each row.
    - Jay will be making a prototype to test before ordering for all shelves.
  - Kanopy PLUS:
    - The service has been promoted on the CCL and CCLS websites, all CCL & HH social media platforms, the CCL blog, flyers and bookmarks at public service desks and sent to all CCLS member libraries.
    - As of 3/13, 1,705 accounts have been created, 1,171 minutes viewed, and 12,181 page visits.
  - Staff Updates:
    - Fiona Selden has started as our new part-time library assistant on March 6th, and is doing well with training.

- **Public Relations/Graphics**

- Graphics:
  - For the month of February, we completed **70 graphic orders and 13,597 copies**.
  - The Trust display for Nicole was completed.
  - We are currently working with Susan Walread on a Volunteer Appreciation projects.
  - Completing StoryWalk for installation in April. The book is 'Punky Aloha' written and illustrated by Shar Tuiasoa about a Polynesian girl from the island of O'ahu who carries her culture in her heart and in everything she does. Punky loves to do a lot of things—except meeting new friends. She doesn't feel brave enough but with the help of her grandmother's magical sunglasses, and with a lot of aloha in her heart she overcomes this fear.
  - Developed signage and social media graphics for Kanopy Plus, Library Week, Annual Survey, Fit Fair, Job Support Fair.
  - Work is ongoing on the Annual Report/Legislative Booklet for the system
- PR:
  - Working with appropriate staff/departments to promote Kanopy PLUS, Longwood Garden Community Read program, Friends of CCL Book Sale. Press releases also went out for the Job Support Fair and Fit Fair.
  - The Commissioners Proclamation for National Library Week will be made at the Legislative Breakfast on April 21<sup>st</sup>.
- Adult Programs:
  - February began the AARP Foundation Tax-Aide Program. All of the appointments were filled within the first few days of them posted on the calendar. Patrons really appreciate the service and many are repeat clients.
  - Classic Movie Trivia attendance has taken a sudden dive. Although patrons are registering for the program, they are not attending. After one more month, the program may be shelved for now, possibly replaced with in-person Classic Movie Night showings, a pre-Covid program that was popular.
  - Currently we have five programs listed as Community Read programs:
    - March 22 - Cookbook Club: "Black Food"
    - March 30 - Book Discussion "Black Food"
    - April 22 - Organic Gardening
    - May 7- Grow Your Own Mushrooms
    - May 24 - Vegetable Gardening
  - With funds from the Trust, Pam is developing at least four new SciStarter kits to add to our collection of Citizen Science kits. She is looking to add a Stream Quality kit, a Zoombee Hunting Kit, an eButterfly kit, and a Mosquito Mapping kit. I am currently compiling equipment lists and documents for printing.
  - 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 has also brought back two programs that were popular before COVID; The Cookbook Club and Friday Lunch and Learn, both of which will be offered monthly.

- **Reference**

- Kelly Quigg and Lois Shupp along with volunteers hosted the Fit Fair and welcomed 13 organizations to provide information on health and wellness. 100 attendees enjoyed the fair and made many positive comments about their experiences interacting with organizations and attending yoga programs.
- Sam Bardarik continues to release library resources and targeted information to the business community and people in career transition through two electronic newsletters, The Work Book and The Business Bulletin.
- Kelly Quigg met with LGBT Equality Alliance to discuss and organize upcoming programs.
- The Reference Department has seen an increase in use of meeting room spaces and general seating for pair and group work. Seeing people use the space for work has been rewarding for staff and patrons, with many people commenting on the liveliness of the environment.
- In 2022, some of the most popular electronic resources continued to be Mango Languages (7,235 sessions), New York Times (12,352 sessions), and Flipster (35,422 sessions).

- **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 as well as the Vega showcases.
- Interviews have been completed for the open Librarian II position. An offer was made and accepted with an anticipated start date the week of March 27<sup>th</sup>.
- Meredith Brunel's last day with CCL was February 23<sup>rd</sup>.

- **Volunteers**

- A new volunteer-led music club called "Music Jam" is being planned for April at Hankin. The volunteer will work with Claire Michelle Viola.
- A drop-in teen volunteer program is being planned. This will allow teens who need to complete 15 hours or less of service to volunteer on their schedule to complete their hours. Susan has reached out to department heads to assess needs for this kind of short-term help and the application process has been adjusted to reduce barriers for teens. The program launched March 1<sup>st</sup>.

- The Spring Volunteer Luncheon is back and will be held at Bone Fish Grill on April 20<sup>th</sup>. Invitations have been mailed out to volunteers.
- There are 91 volunteers listed as active as of Feb. 28<sup>th</sup>. This number includes the Friends of CCL.
  
- **Friends of Chester County Library**
  - Planning for the spring book sale has begun. The sale will run April 14<sup>th</sup>-16<sup>th</sup>.
  
- **Youth Services**
  - Winter Family Read Aloud had 162 families and 458 total people registered. Raffle will be awarded on 3/13.
  - Teen Café is beginning on March 30. This is a once monthly homeschool meet-up for teens with board games, knitting, and crafting options. Scheduled for March, April, May, Sept, Oct, Nov, Dec. We hope to publicize the board game/puzzle lending when it becomes available.
  - The Teen Bake Off event returns on March 31<sup>st</sup>.
  - #RemakeDaysEastPA – Southeastern Pa is May 4- 23. CCL will have Remake Learning Days branded events May 15-18. There will be one STEAM story and activity each day from 4:30 – 5:30 pm. Monday- Science, Tuesday- Technology, Wednesday – Engineering, Thursday – Art & Math. Activities were added to the Remake Learning Days intake program.
  - The Story Time Room is open for Family Play on Mondays, 3-7 pm, Fridays, 10am - 1 pm, and Sundays 1-4 pm.
  - April is meeting with Sara Lim Harden to coordinate Teen Zone activities with the makerspace.
  - We were notified that the Light the Way grant application was not successful. Julie Darnell is working with OIC to re-tool the proposed program and move forward on a smaller scale working with Spanish speaking families in the county.
  - CCL was awarded a StoryWalk mini grant from OCL. Paperwork must be completed by 3/10 however, there may be an issue with the SAM.gov number which could delay or cause us to decline the grant.
  - April completed Picture Perfect STEM/Science training and Train the Trainer. She will be scheduling a training for interested CCLS youth services staff.
  - Program Highlights:
    - Evening Story Times held Wednesdays at 6pm
    - Irish Dance programs for preschoolers and families with Sinead Meehan of the McDade-Cara School of Irish Dance.

## Committee Reports:

- **Community Engagement Leadership Team:**
  - Reviewed Fit Fair event, which was a resounding success, and updates on planning for Volunteer Fair event and Noname Book Club.
  - Reviewed proposal edits for collaboration with County DHS and discussed launch of 'Social Services in the Library' survey to the public in process.
  - 2022 'At a Glance' flyers are ready to distribute at Q1 Municipal Meetings. Invitations to the Annual Legislative Breakfast has been included for distribution.
- **The Incident Response Plan Coordination Team:**
  - A successful walkie-talkie test was held on Feb 16 at 7pm. Next test is scheduled on Mar 15 at 11am.
  - A PIC meeting will be held virtually on March 15 at 3pm.
  - Updates to the Incident Response Plan Manual have been updated to reflect new county contacts as there has been a lot of turnover in key positions.
- **XYZ Committee:**
  - This is a much quieter month for us, as we are not running any active programming in order to make final preparations for the NostalgiaRama event in April. As a reminder, that event will be taking place on Saturday, April 29th from 10 AM – 4 PM at the Chester County Library.
- **Innovative Ideas Committee:**
  - No updates
- **EDI Committee:**
  - No updates

## Director's Notes

- The inaugural Maker-in-Residence artist has been selected. Megan Raab-Greenholt is a multi-disciplinary artist that explores printmaking, textiles, collage, painting, and sculpture. Collections of found and natural objects fill her studio space, guide her creative expression, and always find a way into her work. She currently maintains an active studio practice in Elverson, PA and has worked as an art therapist and art educator in Pittsburgh and in Eastern PA. Megan holds a BFA from Carnegie Mellon University, a MA in Art Therapy from the School of the Art Institute of Chicago, and a MEd and PA Teaching Certificate from Kutztown University.
- We have 9 librarians signed-up for the PLIX Creative Learning hybrid workshop. The workshop itself takes place March 15<sup>th</sup> & 16<sup>th</sup> (1-6pm & 10am-2pm). Workshop activities will include Light-Up cards, Spatial Poetry and a sneak peek into current research and new learning activity.

- Working through the performance appraisal process. Meetings with my direct reports are planned and will be completed by the deadline of March 24<sup>th</sup>.

### **Meetings & Trainings Attended**

- 2/21 CCLS/CCL Board of Trustees Meeting  
Funding Formula Committee Meeting
- 2/22 Public Services Staff Meeting
- 2/23 Chesco Chamber of Commerce Small Business Awards Breakfast  
Maker-in-Residence finalist interviews
- 2/24 West Chester Juneteenth Planning meeting  
Maker-in-Residence finalist interview
- 2/28 General Staff Meeting at Hankin  
CCLS Website Redesign meeting  
EDI Committee meeting
- 3/1 Administrative Asst. Interview
- 3/2 Administrative Asst. Interview
- 3/7 CCL Trust Board meeting  
Meeting with Meghan & Cleaning Contract meeting  
CORE Library Facilities and Interiors Group meeting  
Community Engagement Leadership meeting
- 3/10 Chester County Juneteenth Planning meeting  
Maker-in-Residence Onboarding
- 3/13 Teen Volunteer meeting with New York Public Library
- 3/14 CCLS Website Redesign meeting  
CCL/LGBTEA Pride Planning meeting  
DLM/SAC meeting
- 3/15 PLIX Creative Learning Workshop
- 3/16 General Staff Meetings at Exton  
PLIX Creative Learning Workshop
- 3/20 General Staff Meeting at Hankin  
Performance Appraisal meetings
- 3/21 CCLS/CCL Board of Trustees meeting  
Performance Appraisal meetings  
Funding Formula Committee



TO: Board of Trustees, Chester County Library and District Center  
 FROM: Meghan Lynch, Henrietta Hankin Branch Manager  
 DATE: March 14, 2023  
 RE: Report to the Board on the Henrietta Hankin Branch, February 21—March 21, 2023

- Building update
  - County Facilities approved the request from managing director of the fitness studio to add a key fob entrance at her expense.
  - Munn Roofing has been working on soldering the seams in the rain gutters near the leak in the fitness studio
  - On March 13<sup>th</sup> Peter removed two trash cans full of debris from the roof drains.
    - Peter received permission from the new Weatherstone maintenance manager, Seth Danley, to lightly prune the limbs of the ornamental trees overhanging the rain gutters. Not only do the overhanging limbs clog the rain gutters with leaves, seeds, flowers, and branches, but are also possibly abrading and damage the building itself.
  - Peter is awaiting assistance from County Facilities staff to install the shelter for our HoldIt Locker.
  - A landscaper broke a window in the front of the library. They will be having Malvern Glass replace the pane in the near future.
  - Mary and I met with representatives from Purple Penguin Vending. We are considering changing our vending machine service provider.
- Door counts decreased slightly in February, as did total circulation, both by approximately 5%.
- Meeting Room usage in January decreased in the number of bookings, although time utilized increased slightly. Public computer sessions and total computer time utilized also decreased.
- We completed the yearly performance evaluation process for all staff within the allotted timeline, with the exception of two staff members on medical leave.
- We are moving from three service desks to two in the hopes providing more streamlined service to our patrons, adding more individual and smaller group seating, and utilizing staff time more effectively.
  - The Reference desk will be removed. Reference librarians will be available to assist patrons at the Circulation Desk.
- Makerspace
  - Our weekly drop-in programs on Monday afternoons for Makers aged 7+ are starting to gain a following. 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 assisted in selecting the Maker-in-Residence, Megan Raab Greenholt. Tom met with her and Mary on March 10 to begin discussing what she will need to hold her programs.
- Reference
  - In February we held 3 virtual programs, 11 in person programs, 5 hybrid programs, and 1 passive program. Notable programs included “How to Reduce College Costs” (virtual, 31

attendees) and PHS Gardens Flourishing through Sustainability (in person, 63 attendees, presented in partnership with Twin Valleys, Conestoga, and Valley Garden Clubs.)

- We are partnering with the AARP Tax Aide program again this year to offer free tax filing to members of our community. In February they assisted 129 taxpayers.
- Reference staff is helping to plan the move to the Circulation Desk.
- Youth Services
  - The Winter Family Read Aloud program wrapped up with 159 families registered. Sixty-two families returned their completed calendars for a free book and a chance to win the raffle prize.
  - Our I Spy tank and Scavenger hunts remain very popular with our young patrons, with 227 participants in the February scavenger hunt, and 515 completed I Spy tank forms completed between February 1<sup>st</sup> and March 14.
  - Youth Services staff are working with Makerspace staff to plan fun programs for school aged children as part of PA's [Remake Learning Days](#).
  - Story times resumed the week of February 26. During the break our young patrons enjoyed Nature's Little Explorers (35 attendees) and Read and Sing with Ms. Lynne (58 attendees.)
- Friends of the Hankin Branch Library
  - Approved over \$22,000 in funding requests, including new carts for the drive-up book drop, summer reading club funding for all ages, and craft, STEAM, and Makerspace programming.
  - Held their first donation day on Saturday, March 11<sup>th</sup>. It went well! The hope is to have another in late April or early May.

### Meetings & Trainings Attended

2/21	CCLS/CCL Board meetings Bi-weekly meeting with Mary
2/22	Hankin Branch Morning Meeting Public Service Staff Meeting
2/23	Maker-in-Residence finalist interviews Interviewed by MLS student for her capstone project
3/1	Youth Services Summer Reading planning meeting
3/6	Bi-weekly meeting with Mary/meeting with Purple Penguin Vending
3/7	CCL Trust Board Meeting Meeting re: County cleaning contract
3/9	Hankin Branch Morning meeting PT Reference Librarian interview
3/13	Performance Evaluation one-on-one meetings (5)
3/14	Performance Evaluation one-on-one meetings (6) DLM/SAC
3/15	Performance Evaluation one-on-one meetings (3) PIC meeting
3/16	Performance Evaluation one-on-one meetings (3) Community Engagement Committee meeting
3/17	Performance Evaluation one-on-one meetings (5) PT Reference Librarian interviews

**CCL/HH Checkouts**

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	135,903	121,297	126,295	135,903	121,297	126,295
Feb	128,133	115,457	120,950	264,036	236,754	247,245
Mar	140,394	125,143		404,430	361,897	
Apr	129,971	118,892		534,401	480,789	
May	127,542	116,522		661,943	597,311	
Jun	150,131	133,326		812,074	730,637	
Jul	166,437	145,907		978,511	876,544	
Aug	151,069	141,613		1,129,580	1,018,157	
Sept	130,366	120,930		1,259,946	1,139,087	
Oct	130,960	118,637		1,390,906	1,257,724	
Nov	122,859	115,729		1,513,765	1,373,453	
Dec	118,069	110,274		1,631,834	1,483,727	

**Rotating Reads Checkout (CCL & HH)**

Month	CCL	HH	2023 Total
Jan	234	191	425
Feb	230	176	831
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sept			
Oct			
Nov			
Dec			

**Mail Order Delivery (MOD)**

Month	Mailed to Individuals	Older Adult Facilities	2023 Total
Jan	121	134	255
Feb	111	148	514
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sept			
Oct			
Nov			
Dec			

### CCL Small Meeting Room Statistics

MONTH	2022 # OF HOURS USED	2022 # OF RESERVATIONS	2023 # OF HOURS USED	2023 # OF RESERVATIONS
Jan	NA	NA	259.75	140
Feb	NA	NA	372.25	168
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sept	156.25	72		
Oct	211.85	117		
Nov	276	131		
Dec	248.5	123		
<b>Total</b>	<b>892.6</b>	<b>443</b>	<b>632</b>	<b>308</b>

### HHB Meeting Room Statistics

MONTH	2022 # OF HOURS USED	2022 # OF RESERVATIONS	2023 # OF HOURS USED	2023 # OF RESERVATIONS
Jan	63.45	23	76.5	36
Feb	56	18	81	34
Mar	67	24		
Apr	131.45	40		
May	67.15	22		
Jun	89.3	28		
Jul	129.25	43		
Aug	98.3	29		
Sept	83.3	29		
Oct	86	31		
Nov	104.15	46		
Dec	85.15	41		
<b>Total</b>	<b>1060.5</b>	<b>374</b>	<b>157.5</b>	<b>70</b>

### Volunteer/Friends Hours

Month	Volunteer Hours	CCL Friends	HH Friends	Volunteer Total	Friends Total	Combined Total 2023
Jan	695.75	157.5	17	695.75	174.5	870.25
Feb	647.5	188	20	1343.25	382.5	1725.75
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sept						
Oct						
Nov						
Dec						



### CCL Door Count

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	36441	17261	19283	36441	17261	19283
Feb	34793	16788	20123	71234	34049	39406
Mar	38496	20458		109730	54507	
Apr	36405	16805		146135	71312	
May	33223	16514		179358	87826	
Jun	40524	21963		219882	109789	
Jul	46845	23718		266727	133507	
Aug	42052	22515		308779	156022	
Sept	33777	18450		342556	174472	
Oct	34142	18942		376698	193414	
Nov	31804	17978		408502	211392	
Dec	30102	16490		438604	227882	
Note -January through October 2022 are estimated due to the 1st floor construction project.						

### HHB Door Count

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	10,042	5,616	6,001	10,042	5,616	6,001
Feb	9,149	6,143	5,716	19,191	11,759	11,717
Mar	11,089	7,748		30,280	7,748	
Apr	10,582	7,306		40,862	7,306	
May	9,997	7,100		50,859	7,100	
Jun	11,644	8,060		62,503	8,060	
Jul	12,887	8,668		75,390	8,668	
Aug	11,313	8,807		86,703	8,807	
Sept	9,984	6,764		96,687	6,764	
Oct	10,691	7,698		107,378	7,698	
Nov	9,129	7,416		116,507	7,416	
Dec	8,289	5,246		124,796	5,246	

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - EXTON LIBRARY - PRELIMINARY  
PERIOD ENDING February 28, 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	341,945	342,963	275,716	(1,018)	-0.3%	2,620,560	88.4%
Wages	901,515	104,021	83,096	57,122	20,925	20.1%	818,419	90.8%
Fringe Benefits	1,101,023	183,504	162,160	172,246	21,343	11.6%	938,863	85.3%
Security Provided by the County - EMS	30,000	0	0	0	0	0.0%	30,000	0.0%
<b>TOTAL PERSONNEL SERVICES</b>	<b>4,996,061</b>	<b>629,470</b>	<b>588,219</b>	<b>505,084</b>	<b>41,250</b>	<b>6.6%</b>	<b>4,407,842</b>	<b>88.2%</b>
LIBRARY MATERIALS	70,000	17,500	17,500	17,500	0	0.0%	52,500	75.0%
<b>CORE EXPENDITURES</b>								
Supplies, Maintenance & Services	172,525	28,754	11,710	15,260	17,044	59.3%	160,815	93.2%
Insurance	17,910	8,955	8,955	9,195	0	0.0%	8,955	50.0%
Utilities	113,328	18,888	7,002	8,310	11,886	62.9%	106,326	93.8%
Vehicle Expense	50,567	8,428	5,377	5,714	3,051	36.2%	45,190	89.4%
<b>TOTAL CORE EXPENDITURES</b>	<b>354,330</b>	<b>65,025</b>	<b>33,044</b>	<b>38,479</b>	<b>31,981</b>	<b>49.2%</b>	<b>373,786</b>	<b>105.5%</b>
INDIRECT COSTS	607,019	101,170	101,170	93,090	(0)	0.0%	505,849	83.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL BUDGET</b>	<b>6,027,410</b>	<b>813,165</b>	<b>739,934</b>	<b>654,153</b>	<b>73,231</b>	<b>9.0%</b>	<b>5,287,476</b>	<b>87.7%</b>

**Notes:**

**Personnel Services:** Wages & Fringes under due to vacancies

**Core Expenditures:** Utilities are under due to PECO billing lag

**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 13.49% of total budget  
Actual expenditures YTD are 12.28% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY  
PERIOD ENDING February 28,2023

	<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	61,985	58,295	51,470	3,690	6.0%	478,908	89.1%
Wages	312,043	36,005	30,536	19,731	5,469	15.2%	281,507	90.2%
Fringe Benefits	239,806	39,968	32,202	36,801	7,766	19.4%	207,604	86.6%
<hr/>								
TOTAL PERSONNEL SERVICES	1,089,052	137,958	121,034	108,003	16,924	12.3%	968,018	88.9%
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	22,105	11,090	13,826	11,015	49.8%	121,539	91.6%
Insurance	6,325	3,162	3,162	3,162	0	0.0%	3,163	50.0%
Utilities	49,682	8,280	6,122	4,009	2,158	26.1%	43,560	87.7%
<hr/>								
TOTAL CORE EXPENDITURES	188,636	33,547	20,374	20,997	13,173	39.3%	183,262	97.2%
INDIRECT COSTS	289,609	48,268	48,268	35,960	0	0.0%	241,341	83.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
<hr/>								
<b>TOTAL BUDGET</b>	<b>1,587,297</b>	<b>224,773</b>	<b>194,676</b>	<b>169,960</b>	<b>30,097</b>	<b>13.4%</b>	<b>1,392,621</b>	<b>87.7%</b>
<hr/> <hr/>								

**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 14.16% of total budget  
Actual expenditures YTD are 12.26% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER  
STATE AID BUDGET REPORT - EXTON - PRELIMINARY  
PERIOD ENDING February 28,2023**

	<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>
<b>REVENUE</b>								
State Aid	403,974	403,974	403,974	347,470	0	0.0%	0	0.0%
State Aid - Others	1,356,982	1,356,982	1,356,982	1,154,597	0	0.0%	0	0.0%
STATE REVENUE	1,760,956	1,760,956	1,760,956	1,502,066	0	0.0%	0	0.0%
Township Appropriations	9,500	9,500	0	19,000	(9,500)	0.0%	(9,500)	-100.0%
Charges	41,660	6,943	7,305	6,443	361	5.2%	(34,355)	-82.5%
Fines and Overdues	73,000	12,167	13,340	11,933	1,174	9.6%	(59,660)	-81.7%
Interest	3,500	583	431	0	(152)	-26.1%	(3,069)	-87.7%
Donations and Fundraisers	2,100	350	3,095	325	2,745	784.3%	995	47.4%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	17,500	17,500	17,500	0	0.0%	(52,500)	-75.0%
Miscellaneous Revenue	265	44	57	28	13	28.7%	(208)	-78.6%
TOTAL OTHER REVENUE	200,025	47,087	41,728	55,230	(5,360)	-11.4%	(158,297)	-79.1%
<b>TOTAL REVENUE</b>	<b>1,960,981</b>	<b>1,808,043</b>	<b>1,802,684</b>	<b>1,557,296</b>	<b>(5,359)</b>	<b>-0.3%</b>	<b>(158,297)</b>	<b>-8.1%</b>
<b>EXPENDITURES</b>								
Library Materials	477,575	78,756	51,982	37,285	26,774	34.0%	425,593	89.1%
Services and Charges	72,495	13,673	8,179	8,216	5,493	40.2%	64,316	88.7%
Supplies	28,032	4,672	3,817	1,645	855	18.3%	24,215	86.4%
Miscellaneous	17,490	2,990	3,822	2,093	(832)	-27.8%	13,668	78.1%
Transfers and Reimbursements	1,356,982	226,164	1,356,982	1,154,597	(1,130,818)	-500.0%	0	0.0%
Capital Outlay	10,923	5,686	4,639	5,820	1,047	18.4%	6,284	57.5%
<b>TOTAL EXPENDITURES</b>	<b>1,963,498</b>	<b>331,941</b>	<b>1,429,421</b>	<b>1,209,656</b>	<b>(1,097,480)</b>	<b>-330.6%</b>	<b>534,077</b>	<b>27.2%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>(2,517)</b>	<b>1,476,102</b>	<b>373,262</b>	<b>347,640</b>	<b>(1,102,840)</b>		<b>375,780</b>	

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

**Other Revenue:**

**Total Revenue:** Budgeted revenues YTD are 92.20% of total revenue  
Actual revenues YTD are 91.93% of total revenue

**Expenditures:** Miscellaneous - Collection Agency & credit card fees higher than budgeted

**Total Expenditures:** Budgeted expenditures YTD are 16.91% of total expenses  
Actual expenditures YTD are 72.80% 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 February 28,2023**

	<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>
<b>REVENUE</b>								
State Aid	100,993	100,993	100,993	87,000	0	0.0%	0	0.0%
STATE REVENUE	100,993	100,993	100,993	87,000	0	0.0%	0	0.0%
Township Appropriations	7,250	1,208	5,500	5,000	4,292	0.0%	(1,750)	-24.1%
Charges	11,830	1,972	2,465	2,531	493	25.0%	(9,365)	-79.2%
Fines and Overdues	24,700	4,117	3,479	3,704	(637)	-15.5%	(21,221)	-85.9%
Interest	45	8	0	0	(8)	-100.0%	(45)	-100.0%
Donations and Fundraisers	530	88	99	90	11	-	(431)	-81.2%
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	13	2	1	(11)	-85.8%	(78)	-97.6%
TOTAL OTHER REVENUE	64,435	12,406	16,545	16,325	4,139	33.4%	(47,890)	-74.3%
<b>TOTAL REVENUE</b>	<b>165,428</b>	<b>113,399</b>	<b>117,538</b>	<b>103,325</b>	<b>4,139</b>	<b>3.7%</b>	<b>(47,890)</b>	<b>-28.9%</b>
<b>EXPENDITURES</b>								
Library Materials	147,472	24,273	12,367	7,321	11,906	49.0%	135,104	91.6%
Services and Charges	7,140	1,190	1,113	711	77	6.5%	6,027	84.4%
Supplies	6,400	1,067	708	0	359	33.7%	5,692	88.9%
Miscellaneous Expense	2,940	490	416	305	74	15.0%	2,524	85.8%
Capital Outlay	3,309	100	0	0	100	100.0%	3,309	100.0%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>167,261</b>	<b>27,120</b>	<b>14,605</b>	<b>8,337</b>	<b>12,515</b>	<b>46.1%</b>	<b>152,656</b>	<b>91.3%</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>(1,833)</b>	<b>86,279</b>	<b>102,934</b>	<b>94,989</b>	<b>16,655</b>		<b>104,766</b>	

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

Twp Revenue:

Other Revenue:

Total Revenue: Budgeted revenues YTD are 68.55% of total revenue  
Actual revenues YTD are 71.05% of total revenue

Expenditures:

Total Expenditures: Budgeted expenditures YTD are 16.21% of total expenses  
Actual expenditures YTD are 8.73% of total expenses

As of 2/28/2023

**CCL Fund Balance Report**

**Balance**

**Operating Funds**

001 CCL	358,990.05
043 Hankin	99,463.63

**Total Operating Funds** **458,453.68**

**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	37,879.49
903 Capital Fund	101,743.32

**Total CCL Friends** **139,622.81**

943 Friends of Henrietta Hankin Branch	4,586.87
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**Total Friends Funds** **144,209.68**

**Grants and Appropriations**

002 Community Foundation - Grants	9,497.98
100 CCL County Materials Fund	16,789.12
104 CCL Trust - Grants	153,753.34
109 Hankin County Materials Fund	5,302.85
132 Glaxo-Smith Kline Science in the Summer	131.69

**Total Grants and Appropriations** **185,474.98**

**Special Funds**

003 Helen Russell Memorial Fund	7,264.90
096 Courtesy Bags	5,689.24
107 CCL & Hankin Author Events	3,320.76

**Total Special Funds** **16,274.90**

**500 District Center Aid Funds** **114,109.86**

**510 County Coordination Aid** **438,142.71**

**TOTAL ALL FUNDS** **2,143,645.58**

**CCL Endowment Funds**

090 Chester County Library Trust	2,150,379.67
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