

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES

MONTHLY MEETING

TUESDAY, JULY 18, 2023

AGENDA

Zoom Link:

<https://us06web.zoom.us/j/83806926075?pwd=VWI4MDRyNHIEekRlEhDSk05VWtkZz09>

CALL TO ORDER, 9:00 AM (West Chester Public Library/Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of June 20, 2023 (p. 2)
- Chester County Library Director Report (p. 5)
- Henrietta Hankin Branch Manager's Report (p. 10)
- Statistical Reports (p. 12)

FINANCIAL STATEMENTS

- June 30, 2023 Exton and Hankin Financial Statements (p. 14)
- June 30, 2023 Fund Balance report (p. 18)

FOR APPROVAL

- Directors & Officers Insurance (p. 21)

FOR INFORMATION/DISCUSSION: None

REPORTS/CORRESPONDENCE

- President's Report
 - Director's Report (p. 5)
 - Branch Manager's Report (p. 10)
 - 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 (p. 19) |
| ▪ Strategic Planning & Facilities | ▪ Governance (p. 20) |

PUBLIC COMMENTS

ADJOURN

Upcoming Events

Tuesday, August 15, 9:00 AM – CCL Board Meeting
Downtown Library/Virtual

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Betty Burke Board Room/Virtual
June 20, 2023

CALL TO ORDER, 9:10 AM

CCL Board Members Present:

JoAnn Weinberger, President; Michael Skay, Vice President; Brian Taylor, Secretary; Richard Hankin, Member at Large; Emily Bless, Member at Large

CCL Board Members Excused:

William Connor, Treasurer

CCL Staff Present:

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

Others Present:

Vickie Brown, Finance Department County of Chester; Joseph Sherwood, Executive Director, CCLS; Agatha Lyons, District Consultant, CCLS; Niki Kolb, Public Relations and Graphics Specialist, CCLS; Lauren Harshaw, Continuing Education & Advocacy Coordinator, CCLS

WELCOME AND INTRODUCTIONS

JoAnn Weinberger, President, called the meeting to order.

EXECUTIVE SESSION ANNOUNCEMENT: There will be an executive session to discuss personnel matters after the board meeting.

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On motion made by Emily Bless, seconded by Brian Taylor, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

- May 31, 2023 CCL and Hankin Financial Statements
- May 31, 2023 Fund Balance Report

On motion made by Richard Hankin, seconded by Michael Skay, the May 2023 financial statements were accepted and filed for audit.

FOR APPROVAL: None

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Betty Burke Board Room/Virtual
June 20, 2023

FOR INFORMATION/DISCUSSION:

Department/Services Presentation: Inter-Library Loan - Lois Shupp, CCLS Inter-Library Loan (ILL) Manager, gave a thorough presentation on all of the benefits and services provided by the Inter-Library Loan Department. The ILL service is funded by District Center Aid (DCA) budget.

REPORTS/CORRESPONDENCE

President's Report

- JoAnn Weinberger attended the Trust's Donor Recognition Event on June 7, 2023

Director's Report

- **Jacobs Technology Center (JTC):** Sara is in the process of coordinating with Michael Hilbert from the Cupola Academy to host a paper circuit workshop in June.
- **Reference Department:** Sam Bardarik has resigned her position as the Business & Career Librarian, effective June 10th. Currently working to broaden and diversify the recruitment and advertise with the PA Black Librarians Association and REFORMA.
- **Financial Literacy Workshops:** Mary Gazdik met with a rising senior who is interested in giving Financial Literacy workshops to teens/young adults.
- **Library Card Sign Up Month:** Meeting this week to finish planning for the event in partnership with State Senator Comitta's office. Maggie Moo's is confirmed for the event and more plans are being finalized. Event slated for September 19th.
- **Statistics:** Richard Hankin and JoAnn Weinberger suggested that definitions should be added to statistics for commissioners reports and financial reports to clarify.
 - Circulation is picking up compared to 2019.
 - OverDrive and ebooks accounts for about 30% of circulation. Mary will add more specific statistics to the next report.
 - Items are only counted as Circulations if the item is owned by CCL/HH (ILL items do not count for circulation)
 - Door counts are lagging at CCL, but HH is picking up. Hopefully door counts will increase with more in-person programming coming up.
 - Small meeting spaces are becoming more popular
- **Teen Artist-in-Residence Program:** The Teen Artist in Residence program received 13 applications. Danielle, Tom, Megan (our Maker-in-Residence) will be reviewing the submissions and selecting our inaugural artist in the next couple of weeks.

Branch Manager's Report

- **Hold-It Locker:** Installation is complete.
 - Our Circ Manager, Charlotte Marron, was instrumental in getting our Hold-It Locker up and running, working with the manufacturer as well as Computer Services and Barb Bailey in CCL Circulation to ensure that our patrons will have a successful experience using this new resource. She is developing training

CHESTER COUNTY LIBRARY
BOARD MEETING MINUTES – MONTHLY MEETING
LOCATION: Chester County Library, Betty Burke Board Room/Virtual
June 20, 2023

materials to ensure that our staff understand how to use it and that they are comfortable assisting our patrons with it as well.

- **Maker-in-Residence:** First round of Adult Maker-in-Residence programs, including both drop in studio hours and a family-friendly hands on workshop took place in May and were well received.
- **Summer Reading Programs:** Kicked off June 5th
 - **Adult Program:** This year participants can participate either online via Beanstack or with a paper bingo card they can pick up at the library.
 - **Children’s’ Program:** Children up to those entering 5th grade in the fall have the opportunity to earn medals and raffle tickets by reading at least 30 minutes per day. They can also opt to participate in the Patch Power program, earning badges by completing activities organized around a theme.
 - **Teen Program:** Teens have a Bingo card with various reading or library related challenges to complete in order to earn raffle tickets to bid on fun prizes.
- **Vox Books:** Trust-funded Vox Books collection has started to arrive and are popular with our patrons. Already performing very well. The collection includes picture books and shorter novels.

Friends of the Chester County Library Report: None

Friends of the Henrietta Hankin Library Report: None

Committee Reports

- **Ad Hoc Committees**
 - **Institutional Advancement:** Working on impact report for CCL and HH. Also working on website which will launch soon.

Visitor’s Comments: None

Meeting Adjourned at 9:50 AM.

On motion made by JoAnn Weinberger, the meeting was adjourned.



July 12, 2023

TO: Board of Trustees, Chester County Library and District Center
FROM: Mary Gazdik, Director, Chester County Library
RE: Report to the Board on the Chester County Library, July 18, 2023

Building Update

- The CCL water pit was filled with water after heavy rains. Peter Greulich pumped out most of the water and will continue to look in the pit frequently for leaks, but he thinks the pit was filled with rainwater and not as a result of a leak.
- Electronic lighting ballasts in the Children's, Multimedia, Administration and Books Stacks were replaced.
- The CCL garage door began experiencing intermittent failures to close. The safety sensor can be overridden to close the door until Nask Door can make the repair. Someone from Nask should be out no later than next week.
- Peter cleaned the condenser coils on the CCL rooftop cooling unit dedicated to the Computer Room. He has also been able to locate the air handler for this unit up in the ceiling above the Computer Room. There were a few issues with cooling in the room and Diversified has worked with Peter over the phone to troubleshoot the issue.

Departmental Reports

- Circulation Department
 - We placed two new summer teen volunteers this month, Sara Chung and Stella Remally, who will be helping us with data entry for library card applications and processing patron reserved items.
 - Use of combined contactless checkout services at CCL & Hankin increased significantly, by 70% compared to last month and remain higher than previous years.
 - In June self-service checkouts increased by 63% at CCL, with the mobile app self-checkout up by 60%, CCL Express Lane self-checkout station by 66%, and the CCL Hold IT Locker by 12%.
- Jacobs Technology Center (JTC)
 - To be more environmentally friendly while using our 3d printers, we are looking into a filament recycling program from Printerior. For this program, we will collect and send them the filament scraps. For each 1kg of scraps we send, we get 10% on a 1kg spool, or all the way up to 50% off for 5kg.
 - Our Maker-in-Residence Megan Raab Greenholt received many positive feedbacks from her well attended Indigo Workshops on June 3 and June 10. The program wrapped-up at the end of June. People responded positively and would like to see the program continue.
 - June Programming Highlights:
 - June 7: Craft Time for Adults – (Jean)
 - June 7, 15 & 28: Maker-in-Residence Studio Hours
 - June 3 & 10: Maker-in-Residence Workshop –We continue to receive a lot of positive feedback on the program.

- Weeks of June 20th & 26th: SRP Teen Maker Projects (Steph)
 - June 27: Tinkering Club (Will)
 - In June we had...
 - 18 3D print requests, using 1,075 grams of material (\$86 in materials fees collected)
 - 1 3D printing requests through TechOwl CreATe
 - 12 digitizing services requests consisting of 19 total pieces of media, taking 146.75 hours to convert
 - 8 photo printing requests (\$110.40)
- Multimedia Department
 - Collections
 - The brackets for the CD shelving have been ordered and will be installed as soon as they arrive. This will make the collection easier to browse and allow for depth adjustment of the shelves. Thank you to the Friends of Chester County Library for funding these.
 - Stephanie Sharon-Missanelli has finalized a list of the games for the tabletop game collection. She will be utilizing Amazon Prime Day sales to make some initial purchases.
 - Pride displays were set up throughout the department in June.
 - eMaterials
 - Kanopy Kids Plus pack has launched. The graphics department created bookmarks and posters for promotions at member libraries. Website updates and social media posts have been made at CCL/HH.
 - Stephanie purchased \$12,000 of eMaterials focused on holds, summer reading and recently released titles with leftover DCA funds.
 - Stephanie and Jessie Williams met with students from Swarthmore College who have created a business called Coma. The focus on the business is working with libraries to build digital collections available to anyone. They were able to answer the students' questions about circulation, our catalog, APIs, and how their business could work with libraries.
 - Staff Updates
 - Stephanie has registered for the Digipalooza Overdrive conference which is being held in Cleveland in early August.
- Public Relations/Graphics
 - Graphics
 - For the month of June, we completed ***106 graphic orders and 31,255 copies.***
 - Worked with Stephanie to create graphics/PR toolkit for Kanopy Kids Plus.
 - Created posters/flyers and social media campaigns for Adult and Youth Summer Reading customized info for member libraries.
 - Worked with Nicole Richards to create graphics/PR toolkit for Pam Jenoff's event.
 - Updated all large and mini-screens at Exton with the latest event information.
 - PR
 - In-kind sponsorship for West Whiteland Township Community Day and Summer Concert Series. Created social media campaign for organizations to utilize.
 - Worked with Lauren Harshaw on a promo campaign for NexTrex "Bags to Benches" campaign with the County.
 - Provided numerous social media posts for CCL and HH for the promotion of the Maker-In-Residence workshops.

- The teen bi-lingual help program has been delayed until September.
- Friends of Chester County Library - No report
- Youth Services
 - April Nickel is working on filling openings in the department. 2 new part-time staff should be starting in August after the Commissioner's meeting. They are in the process of obtaining clearances. An offer has been made for a part-time page position. No applications have been received for the PT Librarian opening yet.
 - August 8 Story time will be held at Exton Park to satisfy the requirements of the StoryWalk Mini-Grant from OCL.
 - Summer Reading Programming is ongoing with a high visit rate to the Children's Department. The department has been busy every day.
 - April is developing a Reading Olympics Challenge on Beanstack that Julie will roll out to county schools to help their students track Reading Olympics Reading.
 - As of July 9, there are 2214 children signed up for the Summer Reading Program at CCL. This does not include Beanstack and Outreach registrations. Outreach will be included in the July statistics and Beanstack will be reviewed and added in August.
 - April has scheduled the Youth Services Librarians Meetings for 2023-24 as well as three additional, optional training sessions.

Committee Reports

- Community Engagement Leadership Team: No Updates
- The Incident Response Plan Coordination Team
 - A test of the Walkie-Talkies was successfully conducted at CCL on June 22nd.
 - The next PIC meeting is scheduled for all PICs via Zoom on July 12th.
- XYZ Committee:
 - The take and make craft this month is paper pigeons (based on the Mo Willems "Pigeon" books). 50 kits were made for CCL, and 50 kits were made for Hankin, and they continue to be popular.
 - The committee discussed the possibility of discontinuing take and make crafts starting in 2024, the reasoning being that the crafts are largely popular with children, and thus do not match our target programming demographic. We talked about instead having crafting nights or some kind of other crafting program in the future, most likely using the CreativeBug database.
 - In August XYZ will be holding a murder mystery event at the Revival Pizza right near Hankin. Laura Presby is communicating with Revival Pizza to secure a date and time that works for everyone. More details forthcoming.
 - Upcoming XYZ Events:
 - Friday, September 22nd - Princess Bride Watch-Along (CCL)
 - Sunday, October 1st - Edible Book Fest for Banned Books Week (HH)
 - December - Gingerbread House Decorating
- Innovative Ideas Committee: No updates
- EDI Committee: No updates

Director's Notes

- Alayana Rodgers, a rising senior at Owen J. Roberts High School has been selected as our inaugural Teen Artist in Residence. Alayana works in oils, watercolors and charcoal and her work can be seen at Ludwig's Corner Hardware Store in Chester Springs. She will be holding Studio hours on Mondays, Wednesday and Thursdays from 9:30 - 3pm focusing on building her portfolio for art school applications. She will hold a workshop on figure drawing for middle and high school students as part of the residency. She will be here through August 18th.

- I met with Megan Raab Greenholt, our inaugural Maker in Residence artist to discuss the residency experience and get input for the future. She will be putting together a circulating kit based on her work for both Hankin and CCL. Additionally, she is assembling the pieces made in the workshops for a display in the future. I am looking into a joint art show of the work produced in the residency programs so far. Megan has offered to be part of the selection committee for the next MiR.
- I am working with Joe and the county to figure out solutions to the car in the parking lot that was flooded while parked in the lot overnight a few weeks ago. I have provided a brief statement to staff to use with patrons who make complaints about the situation.

Meetings & Trainings Attended/Scheduled

6/21	Public Services Staff Meeting Library Card Sign-Up Month Planning meeting
6/22	ALA CORE Library Leaders Lounge
6/26	Teen Artist in Residence Call
6/29	Bridges Out of Poverty Workshop
6/30	NMMRT Mentorship
7/03	Finance Manager Interviews
7/05	Teen Artist in Residence Onboarding Community Engagement Leadership Meeting
7/06	CareerLink Meeting
7/07	Finance Committee Meeting Debrief with Maker-in-Residence Meeting with Joe & County HR Compensation
7/10	Pennsylvania Human Relations Commission "Beloved Community" Tour at CCL
7/11	District Librarians Meeting PLA Public Library Services for Strong Communities Survey Results webinar
7/12	CCL Website Launch Follow Up Meeting with Jenna Processing Workflows Creating Effective and Meaningful Surveys webinar PIC Meeting
7/13	PaLA Conference Exhibitor Recruitment Strategy Session Libraries Build Business Community Discussion: Summer Mixer
7/17	PaLA EDI Conference Poster Session Cohort Meeting
7/18	CCL/CCLS Board of Trustees Meeting at West Chester Public Library Community Engagement Committee meeting Funding Formula Meeting
7/19	Public Services Staff Meeting
7/20-7/29	Vacation



July 10, 2023

TO: Board of Trustees, Chester County Library and District Center
FROM: Meghan Lynch, Henrietta Hankin Branch Manager
RE: Report on the Henrietta Hankin Branch, June 20—July 18, 2023

Building Update

- Munn Roofing was unable to find the source of the roof leak at 223 Windgate Drive. Peter plans on using a hose on in the rain gutter above the fitness studio to simulate rain. If it leaks, Munn Roofing suggested a permanent patch of the kind used on our flat roofs to be applied to the gutter seams.
- All condenser coils on our twenty-two rooftop HVAC units have been cleaned with a solution of coil cleaner and then hosed off. Peter also cleaned all the aluminum filters on these units and hosed off accumulated debris in the roof drain grates.
- Malvern Glass will be replacing the broken window in the front of the library on July 10.
- New door counters were installed and have been in use since June 26.

General Updates

- Door counts were up nearly 22% from May to June and we saw a 20% increase over June of 2022. Circulation of materials was up nearly 25% over May as well.
- Meeting Room usage in June increased in terms of hours used, although we had fewer bookings. The amount time the public computers were utilized also increased.

Departmental Reports

- Circulation
 - We had one staff member return from medical leave and hired two part time library assistants.
 - Usage of the Book Locker is increasing as patrons learn more about it.
 - Our new cash register is working well.
- Makerspace
 - We have a teen volunteer this summer to assist patrons in using the Makerspace. He is also planning a two-day workshop for students on CAD.
 - We are also working with a teen volunteer to offer a week-long coding workshop for middle and high school students.
 - Weekly drop in programs continue and attendance is growing.
- Reference
 - In June we held 2 virtual programs, 18 in person programs, 5 hybrid programs, and 3 passive programs. Notable programs included Clean Energy 101 (partnership with the Northern Chester County Clean Energy Future, in person, 36 attendees) and Tiny Book Jewelry (17 attendees.)
 - The Adult Summer Reading program kicked off on June 5th and we had 122 participants sign up by the end of the month. This year participants can participate either online via Beanstack or with a paper bingo card they can pick up at the library.

- Youth Services
 - The Summer Reading Program kicked off on June 5th. As of Saturday, July 1 we had 541 children and 148 teens registered to participate.
 - Children up to those entering 5th grade in the fall have the opportunity to earn medals and raffle tickets by reading at least 30 minutes per day. They can also opt to participate in the Patch Power program, earning badges by completing activities organized around a theme.
 - Teens have a Bingo card with various reading or library related challenges to complete in order to earn raffle tickets to bid on fun prizes.
 - We held 11 programs for children. Notable programs included Let's Play (preschool, passive, 5 sessions, 168 attendees), Hankineers (school age, STEAM-focused, 21 attendees) and Makerspace Discovery (teens, 13 attendees.)
- Friends of the Hankin Branch Library
 - Plan to return to a paid model for Book Nook sales beginning August 1st, with the understanding that they will be responsible for filing sales tax reports on those sales.
 - Are planning a second Drag Bingo fundraiser to be held at Stolen Sun Brewery, tentatively scheduled for October 4th to align with Banned Books Week.

Meetings & Trainings Attended

6/20 CCLS/CCL Board meetings
Community Engagement Committee meeting

6/21 Public Service Staff Meeting (Department Heads)

6/26 HHB Staff "Morning Meeting"
Meeting w. Mary

6/28 Friends of the Hankin Branch Library Board meeting

6/29 Webjunction webinar: Low Morale in Libraries: Impacts and Countermeasures

7/4 Library closed for Independence Day

7/5 Novel Tea meeting
Community Engagement Leadership meeting

7/7 Finance Committee meeting

7/10 Meeting w. Mary
Meeting w. Kirk Reinbold, WV Twp. Clean Energy Transition Team

7/11 District Librarians Meeting

7/12 HHB Staff "Morning Meeting"
PIC meeting

7/18 CCLS/CCL Board meetings

CCL/HH Checkouts

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	135,903	121,297	128,197	135,903	121,297	126,295
Feb	128,133	115,457	122,260	264,036	236,754	248,555
Mar	140,394	125,143	137,431	404,430	361,897	385,986
Apr	129,971	118,892	122,582	534,401	480,789	508,568
May	127,542	116,522	119,361	661,943	597,311	627,929
Jun	150,131	133,326	138,218	812,074	730,637	766,147
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	250	213	1294
Apr	239	212	1745
May	256	204	2205
Jun	262	213	2680
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	110	144	768
Apr	114	145	1027
May	112	146	1285
Jun	113	160	1558
Jul			
Aug			
Sept			
Oct			
Nov			
Dec			

CCL Door Count

Month	2019	2022	2023	Total 2019	Total 2022	Total 2023
Jan	36,441	17,261	19,283	36,441	17,261	19,283
Feb	34,793	16,788	20,123	71,234	34,049	39,406
Mar	38,496	20,458	23,656	109,730	54,507	63,062
Apr	36,405	16,805	20,829	146,135	71,312	83,891
May	33,223	16,514	20,281	179,358	87,826	104,172
Jun	40,524	21,963	24,960	219,882	109,789	129,132
Jul	46,845	23,718		266,727	133,507	
Aug	42,052	22,515		308,779	156,022	
Sept	33,777	18,450		342,556	174,472	
Oct	34,142	18,942		376,698	193,414	
Nov	31,804	17,978		408,502	211,392	
Dec	30,102	16,490		438,604	227,882	

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	7,721	10,042	5,616	7,721
Feb	9,149	6,143	7,436	19,191	11,759	15,157
Mar	11,089	7,748	8,925	30,280	19,507	24,082
Apr	10,582	7,306	7,821	40,862	26,813	31,903
May	9,997	7,100	7,968	50,859	33,913	39,871
Jun	11,644	8,060	9,703	62,503	41,973	49,574
Jul	12,887	8,668		75,390	50,641	
Aug	11,313	8,807		86,703	59,448	
Sept	9,984	6,764		96,687	66,212	
Oct	10,691	7,698		107,378	73,910	
Nov	9,129	7,416		116,507	81,326	
Dec	8,289	5,246		124,796	86,572	

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - EXTON LIBRARY - PRELIMINARY
PERIOD ENDING June 30, 2023

	2023 ANNUAL BUDGET	2023 YTD BUDGET	2023 YTD ACTUAL	2022 YTD ACTUAL	2023 YTD BUDGET VARIANCE	2023 YTD BUDGET VARIANCE %	2023 BALANCE	PERCENTAGE REMAINING
Salaries	2,963,523	1,367,780	1,345,315	1,210,904	22,465	1.6%	1,618,208	54.6%
Wages	901,515	416,084	352,839	262,391	63,244	15.2%	548,676	60.9%
Fringe Benefits	1,101,023	550,512	512,093	534,621	38,418	7.0%	588,930	53.5%
Security Provided by the County - EMS	30,000	15,000	0	0	15,000	0.0%	30,000	0.0%
TOTAL PERSONNEL SERVICES	4,996,061	2,349,375	2,210,248	2,007,917	139,128	5.9%	2,785,813	55.8%
LIBRARY MATERIALS	70,000	35,000	52,500	52,500	(17,500)	-50.0%	17,500	25.0%
CORE EXPENDITURES								
Supplies, Maintenance & Services	172,525	86,263	61,331	60,059	24,932	28.9%	111,194	64.5%
Insurance	17,910	8,955	28,955	9,195	(20,000)	-223.3%	-11,045	-61.7%
Utilities	113,328	56,664	22,396	43,341	34,268	60.5%	90,932	80.2%
Vehicle Expense	50,567	25,284	19,925	20,781	5,359	21.2%	30,642	60.6%
TOTAL CORE EXPENDITURES	354,330	177,165	132,607	133,376	44,558	25.2%	239,223	67.5%
INDIRECT COSTS	607,019	303,510	252,925	279,270	50,585	16.7%	354,094	58.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
TOTAL BUDGET	6,027,410	2,865,050	2,648,279	2,473,062	216,771	7.6%	3,379,131	56.1%

Notes:

Personnel Services: Wages & Fringes under due to vacancies

Library Materials: 3rd Qtr County Materials appropriation received in June

Core Expenditures: Utilities are under due to PECO billing lag
Insurance includes \$20000 for claim settlement

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 47.53% of total budget
Actual expenditures YTD are 43.94% of total budget

CHESTER COUNTY LIBRARY AND DISTRICT CENTER
COUNTY BUDGET REPORT - HANKIN LIBRARY - PRELIMINARY
PERIOD ENDING June 30, 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	247,940	231,068	231,037	16,872	6.8%	306,135	57.0%
Wages	312,043	144,020	123,766	97,724	20,254	14.1%	188,277	60.3%
Fringe Benefits	239,806	119,903	106,832	117,283	13,071	10.9%	132,974	55.5%
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TOTAL PERSONNEL SERVICES	1,089,052	511,863	461,666	446,045	50,197	9.8%	627,386	57.6%
LIBRARY MATERIALS	20,000	10,000	15,000	15,000	(5,000)	0.0%	5,000	0.0%
<u>CORE EXPENDITURES</u>								
Supplies, Maintenance & Services	132,629	66,315	33,158	37,372	33,156	50.0%	99,471	75.0%
Insurance	6,325	3,162	3,162	3,162	0	0.0%	3,163	50.0%
Utilities	49,682	24,841	21,611	20,772	3,230	13.0%	28,071	56.5%
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TOTAL CORE EXPENDITURES	188,636	94,318	57,931	61,307	31,387	33.3%	135,705	71.9%
INDIRECT COSTS	289,609	144,805	120,670	107,880	24,135	16.7%	168,939	58.3%
CAPITAL OUTLAY	0	0	0	0	0	0.0%	0	0.0%
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TOTAL BUDGET	1,587,297	760,985	655,267	630,231	100,718	13.2%	932,030	58.7%

Notes:

Personnel Services: Wages & Fringes under due to vacancies and unpaid leaves of absence

Library Materials: 3rd Qtr County Materials appropriation received in June

Core Expenditures: No major maintenance/building expenditures this month

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 47.94% of total budget
 Actual expenditures YTD are 41.28% of total budget

**CHESTER COUNTY LIBRARY AND DISTRICT CENTER
STATE AID BUDGET REPORT - EXTON - PRELIMINARY
PERIOD ENDING June 30, 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	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	20,830	23,722	19,866	2,892	13.9%	(17,938)	-43.1%
Fines and Overdues	73,000	36,500	41,077	37,574	4,577	12.5%	(31,923)	-43.7%
Interest	3,500	1,750	11,072	404	9,322	532.7%	7,572	216.3%
Donations and Fundraisers	2,100	1,050	3,479	6,668	2,429	231.3%	1,379	65.7%
Transfer from other funds	0	0	0	0	0		0	
Transfer from County for Materials	70,000	35,000	52,500	35,000	17,500	50.0%	(17,500)	-25.0%
Miscellaneous Revenue	265	133	293	85	160	121.0%	28	10.5%
TOTAL OTHER REVENUE	200,025	104,762	132,143	118,597	27,380	26.1%	(67,882)	-33.9%
TOTAL REVENUE	1,960,981	1,865,718	1,893,099	1,620,663	27,381	1.5%	(67,882)	-3.5%
EXPENDITURES								
Library Materials	477,575	236,319	196,290	143,873	40,029	16.9%	281,285	58.9%
Services and Charges	72,495	34,618	32,032	30,764	2,586	7.5%	40,464	55.8%
Supplies	28,032	14,016	12,209	9,975	1,807	12.9%	15,823	56.4%
Miscellaneous	17,490	8,745	9,927	7,080	(1,182)	-13.5%	7,563	43.2%
Transfers and Reimbursements	1,356,982	678,491	1,332,681	1,154,597	(654,190)	-96.4%	24,301	1.8%
Capital Outlay	10,923	7,781	7,152	6,060	629	8.1%	3,771	34.5%
TOTAL EXPENDITURES	1,963,498	979,970	1,590,292	1,352,349	(610,322)	-62.3%	373,206	19.0%
REVENUE OVER EXPENDITURES	(2,517)	885,748	302,807	268,314	(582,941)		305,324	

NOTES:

Other Revenue: 2022 TWP Appropriation was higher due to 1-time ARPA grant from West Whiteland.

Total Revenue: Budgeted revenues YTD are 95.14% of total revenue
Actual revenues YTD are 96.54% of total revenue

Expenditures: Materials spending is ahead of where we were last year at this time. I am working with staff to ensure funds will be expended by the end of November this year.

Total Expenditures: Budgeted expenditures YTD are 49.91% of total expenses
Actual expenditures YTD are 80.99% 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 June 30, 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	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	3,625	5,500	5,000	1,875	0.0%	(1,750)	-24.1%
Charges	11,830	5,915	7,061	7,903	1,146	19.4%	(4,769)	-40.3%
Fines and Overdues	24,700	12,350	13,175	12,860	825	6.7%	(11,525)	-46.7%
Interest	45	23	1,071	42	1,049	4660.7%	1,026	2280.4%
Donations and Fundraisers	530	265	450	1,503	185	-	(80)	-15.2%
Transfer from Other Funds	0	0	0	0	0		0	
Transfer from County for Materials	20,000	10,000	15,000	10,000	5,000	50.0%	(5,000)	-25.0%
Miscellaneous Revenue	80	40	0	41	(40)	-100.4%	(80)	-100.2%
TOTAL OTHER REVENUE	64,435	32,218	42,257	37,350	10,039	31.2%	(22,178)	-34.4%
TOTAL REVENUE	165,428	133,211	143,250	124,350	10,039	7.5%	(22,178)	-13.4%
EXPENDITURES								
Library Materials	147,472	72,820	53,880	53,591	18,940	26.0%	93,592	63.5%
Services and Charges	7,140	3,570	4,320	2,941	(750)	-21.0%	2,820	39.5%
Supplies	6,400	3,200	2,172	1,897	1,028	32.1%	4,228	66.1%
Miscellaneous Expense	2,940	1,470	940	1,351	530	36.0%	2,000	68.0%
Capital Outlay	3,309	300	50	382	250	83.3%	3,259	98.5%
Transfers and Reimbursements	0	0	0	0	0	0.0%	0	0.0%
TOTAL EXPENDITURES	167,261	81,359	61,362	60,163	19,997	24.6%	105,898	63.3%
REVENUE OVER EXPENDITURES	(1,833)	51,851	81,888	64,187	30,036		83,720	

NOTES:

Twp Revenue:

Other Revenue:

Total Revenue: Budgeted revenues YTD are 80.52% of total revenue
Actual revenues YTD are 86.59% of total revenue

Expenditures:

Materials spending is ahead of where we were last year at this time. I am working with staff to ensure funds will be expended by the end of November this year.

Total Expenditures: Budgeted expenditures YTD are 48.64% of total expenses
Actual expenditures YTD are 36.69% of total expenses

As of 6/30/2023

CCL Fund Balance Report	Balance
Operating Funds	
001 CCL	269979.12
043 Hankin	74465.42
Total Operating Funds	344444.54
Reserve Funds	
004 Technology Fund	312653.84
400 Chester Cty Library Capital Reserve	96728.83
410 Chester Cty Library Program Fund	198780.09
450 Hankin Library - Capital	229946.88
451 CCL & Hankin Materials	143435.5
Total Reserve Funds	981545.14
Grants - Friends of the Library	
091 I & R Services	13693.09
903 Capital Fund	101405.45
Total CCL Friends	115098.54
943 Friends of Henrietta Hankin Branch	18718.28
Total Friends Funds	133816.82
Grants and Appropriations	
002 Community Foundation - Grants	9497.98
100 CCL County Materials Fund	35344.6
104 CCL Trust - Grants	77925.41
109 Hankin County Materials Fund	9254.85
132 Glaxo-Smith Kline Science in the Summer	233.66
Total Grants and Appropriations	132256.5
Special Funds	
003 Helen Russell Memorial Fund	7341.65
105 CCL Community Day	4034.02
106 CCL & Hankin Museum Passes	240
107 CCL & Hankin Author Events	3355.85
096 Tote Bags	5904.24
Total Special Funds	20875.76
500 District Center Aid Funds¹	0
510 County Coordination Aid	241570.16
TOTAL ALL FUNDS	1854508.92
Endowment Funds	
090 Chester County Library Trust	2,214,163.26

¹All funds for the fiscal year have been expended

To: CCL Board of Trustees
From: Finance Committee
Re: Report on activities / Recommendations

Q3 2023 Year/Quarter

RECOMMENDATION: The Finance Committee recommends to the CCL Board that we utilize the reserve funds in the CCL Technology Fund up to \$125,000 to temporarily fund the District Center Aid bills that are coming due until the PA Annual budget is passed and funds are distributed. The Technology fund would then be reimbursed for any expenditures.



To: CCLS and CCL Board of Trustees
From: Governance Committee
Re: Report on activities / Recommendations

Q3 2023 Year/Quarter

RECOMMENDATION: The Governance Committee recommends to the CCLS and CCL Boards that we proceed with the \$2M quote from Philadelphia Insurance with an annual premium of \$2,696.

**Chester County Library
Directors and Office Insurance Quotes
7/13/2023**

Company	Phila Insurance	Selective
Local Contact	Whitford Insurance Emily Swanson	Longley Insurance
Policy Period	7/20/23 - 7/23/2024	6/5/2033 - 6/5/2024
Premium	\$ 2,696.00 \$ 1,673.00	\$ 4,003.00 \$ 2,633.00
Terroism Coverage	Yes	
Limits	\$ 2,000,000 \$1,000,000	\$2,000,000 \$1,000,000
Deductible	\$ 5,000 \$ 5,000	\$ 5,000 \$ 5,000
No Coverage for:	Employment Practices Fiduciary Liability Workplace Violence Internet Liability	Abuse/Molestation